

Jennifer Stanton

*Regional Summer School Principal*

June 21, 2023

Dear Parent/Guardian:

It is a pleasure to welcome you and your child to H-F-H-O BOCES 2023 Regional Summer School. We will be housed at Gregory B. Jarvis Middle School located at 28 Grove St., Mohawk, NY. The summer session is an extremely short six weeks. Our staff have a lot of material to cover quickly and thoroughly. In order to accomplish this task we need your cooperation and that of the students. We ask that you help us in our mission by assisting with the following tasks:

First, all students and parents must follow the drop off and parking procedures that have been set up. This is extremely important so that arrival will be efficient and buses will be able to pick up and drop off in an uncongested safe manner. Student parking has been set up in the back lot as shown on the attached map. They will not have to compete with school buses or students drop off and pick up.

In case of emergency or other needs in which we must communicate with students and families we must have transportation information for each student on file. Students who are driving to Summer School need to complete the drive/ride forms and carry the parking registration card they are issued.

Secondly, daily attendance at Summer School is **required**. Any student missing two sessions of a course will automatically be dropped from the course. Students taking *Health, Driver's Education, Economics or Government* must maintain **perfect** attendance. There will be NO EXCEPTIONS to this policy. Unfortunately, there are no excused absences during the summer.

All students are to report to Summer School by 7:15 on July 10th for first day mandatory orientation. Please explain the crucial nature of attendance requirements and review attendance policies with your child. Students should report to Jarvis Middle School by 7:30 AM each day to be in class for the first session to begin at 7:35 AM.

Third, we have high expectations for student conduct. Please refer to specifics, review the entire Student Handbook (enclosed) with your child. Additionally, please expressly remind students that misconduct will not be tolerated. Severe or repetitive misconduct will result in removal of the student from the Regional Summer School Program.

Fourth, students will be expected to fulfill requirements as directed by their teachers. This includes prompt, regular attendance, completion of classwork and homework assignments. Please see to it that your child completes all the requirements so that at the end of Summer School positive grades will be issued. Extra academic help can be requested by contacting the principal.

Progress reports will be issued so that you can stay as current as possible with student successes and deficiencies.

Finally, we will work hard to ensure the success of all students in our Regional Summer School program. Please call us if we can be of any assistance, as we mutually work toward student success.

The Regional Summer School phone number is 315-867-2909. Someone will be available to answer your calls between 7:00 AM and 12:00 PM during Regional Summer School days, Monday through Thursday.

Thank you for your attention to this letter and reviewing the important information with your child. We look forward to serving your child in their educational endeavors.

Sincerely,

Jennifer M. Stanton  
Regional Summer School Principal