# St. Lawrence Central
# High School
# Student and Family Handbook
# 2026-2027

**The mission of the Brasher Falls Central School District is to ensure all students attain their maximum potential in the future.**

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Dear Students and Parents/Guardians,

Welcome to the 2026–2027 school year! We are excited to begin another year of learning, growth, and opportunity at St. Lawrence Central High School. Together, we are committed to creating a school where every student is challenged, supported, and inspired to reach their full potential.

At St. Lawrence Central, our work is guided by our **Portrait of a Graduate**- a shared vision of the knowledge, skills, and character every student should possess before leaving our halls. We want our graduates to be academically prepared, responsible citizens, critical thinkers, effective communicators, resilient problem-solvers, and individuals who contribute positively to their communities. Every decision we make, every expectation we set, and every opportunity we provide is designed to help students develop these qualities.

This year, we are placing a renewed emphasis on the fundamentals of learning. While technology remains an important educational tool, we also recognize that some of the strongest learning happens when students are actively engaged in reading, writing, discussing ideas, solving problems, and thinking deeply. Throughout the school year, students will spend more time strengthening essential literacy skills through purposeful reading, handwritten note-taking, thoughtful discussion, and analytical writing. These foundational skills are critical for success in every classroom, every career, and every stage of life.

Creating an exceptional learning environment also means maintaining high expectations for behavior. We believe students learn best when classrooms are orderly, respectful, and focused on learning. We remain committed to fostering a culture where every student feels safe, valued, and connected while understanding that respect, responsibility, and accountability are expectations- not options. Our Behavioral Expectations remain simple and clear: **Be Respectful • Be Responsible • Be Safe.**

Another major focus this year is attendance. **Learning begins with showing up**. Students who attend school consistently are more successful academically, develop stronger relationships, and gain the confidence that comes from daily participation. We want every student to understand that each school day matters. Throughout the year, we will celebrate students who demonstrate excellent attendance, perseverance, punctuality, and a commitment to being present and engaged in their education.

Within this handbook, you will find our **Behavioral Expectations Matrix**, which outlines what it means to be respectful, responsible, and safe in every area of our school. We encourage students and families to review these expectations together and partner with us throughout the year.

We wish you a successful, rewarding, and memorable 2026–2027 school year. Let's make it our best year yet!

Mrs. Zender

HS Principal

# STUDENT EXPECTATIONS

| Expectations | Be Responsible | Be Respectful | Be Safe |
|---|---|---|---|
| **Classroom** | Be there / be on time.<br>Be rested / be ready to learn.<br>Give your best **effort**. Focus on yourself / not others. | Use **appropriate language** & relevant comments. Be polite. Respect property and space of others. Accept everyone's participation. Accept individual differences. . | Use classroom materials and furniture as intended. Keep hands/ feet to yourself. Listen to and **follow directions**. Remain in seat. |
| **Hallway** | Be in class **on time**.<br>Keep halls free of litter, and clean up after yourself. Use passes properly. Abide by all school rules. Lock lockers to protect yourself and others. | Use appropriate language.<br>Move quietly during class time.<br>Maintain personal space. Use school property properly. **Walk.** | **Keep hands / feet to yourself.**<br>Walk safely.<br>Remain in the building.<br>Use proper checkout procedures. |
| **Cafeteria** | Clean up any area after yourself. Practice good table manners. Do not share ID numbers. **Say please and thank you.** | Use appropriate language.<br>Maintain personal space. Be polite to others. Respect others' personal space and belongings. | Wait your turn in line. Follow monitors' directions. Walk, and remain in your seat. |
| **Extra- curricular Events** | Dress appropriately for the event.<br>Abide by all school rules. Use facilities appropriately.<br>Be on time.<br>Stay with group. | Use appropriate language. Be mindful of the feelings of others.<br>Exhibit good sportsmanship.<br>Be polite to chaperones and visitors. | Follow adult directions. Follow guidelines of setting. Familiarize yourself with exits. Stay calm. Sit safely (do not jump over seats).<br>**Avoid and discourage misbehavior.** |
| **Assembly** | Be on time. Remain seated until instructed. Be attentive. Stay with group. Keep legs and feet off the seat in front of you.<br>Applaud appropriately. Be quiet. | Use appropriate language.<br>Listen to and attend to presenters. Ask relevant questions. Maintain appropriate silence. Show appreciation through applause. Leave area clean. | Familiarize yourself with exits.<br>Enter and exit in an orderly manner/don't wait for friends.<br>Follow directions. Sit safely (feet and knees down; do not jump over seats). |
| **Library** | Return borrowed books and items on time and in good condition. | Be patient when waiting for adult attention. Work quietly.<br>Keep hats off. | Follow school rules for acceptable computer sites. Report concerns to the adult in charge. |
| **Bus** | Be ready for the bus. **Be a good role mode**l for younger students, and peers. Dispose of trash properly. | Use appropriate language. Be respectful to the driver and other students. | Sit in seat. Follow driver's directions. Keep arms / feet in seat vs. the aisle.<br>Talk quietly. Report safety concerns. |

# Brasher Falls Central School District
# School and Parent Compact

In order to promote student achievement, the school will:

- Communicate with parents regularly to keep them informed of student progress
- Provide high-quality curriculum and a challenging interactive program of instruction
- Encourage student curiosity in all areas of learning
- Respect student opinions
- Listen carefully to the student
- Provide necessary support staff and services to meet student needs
- Notify parents of special circumstances that are affecting student learning or behavior
- Provide an environment that is safe, healthy, orderly and drug free
- Enforce school rules fairly and consistently
- Communicate with parents regularly about student attendance

the parent will:

- Expect children to be respectful, to work hard and follow school rules
- Establish age appropriate routines to support learning (i.e. homework, bedtime, etc.)
- Monitor and limit my child's screen time and technology usage
- Make every effort to attend activities that focus on parent involvement
- Communicate regularly with my student's teacher
- Encourage student interest in learning, especially through reading
- Keep the school informed of unusual circumstances that may affect student learning or behavior
- Monitor student attendance
- Be supportive of the school in efforts to uphold high standards of conduct and achievement

the student will:

- Work hard, listen carefully and do the best work possible
- Attend class with the necessary materials for the day, ready to learn
- Follow directions and school rules
- Be responsible for individual decisions and actions
- Respect the feelings, opinions and property of others
- Seek the help of others when needed
- Make a positive contribution to the school community

**Guardian Reminders for Student Success:**

- Ensure children have charged materials for learning daily such as a writing utensil, paper, notebooks, binders, etc.
- Update any parent contact information including phone numbers and address as changes occur.
- Make sure that email and voicemail messages are being received to promote prompt responses to school concerns.

## BELL SCHEDULE

<table>
<tr><td>HS lunch C</td><td rowspan="4">1st<br>8:00- 8:45<br><br>Homeroom will be done in first 3 min of 1st per.</td><td rowspan="4">2nd<br>8:48 - 9:30</td><td rowspan="4">3rd<br>9:33 - 10:15</td><td rowspan="3">4th<br>10:18 - 11:00</td><td colspan="2">5C 11:03-11:45</td><td colspan="2">6C 11:48-12:30</td><td>LUNCH C<br>12:30-12:57</td><td rowspan="4">7th<br>1:00 - 1:42</td><td rowspan="4">8th<br>1:45 - 2:27</td></tr>
<tr><td>HS lunch B</td><td colspan="2">5B<br>11:03-11:45</td><td>LUNCH B<br>11:45-12:12</td><td colspan="2">6B<br>12:15-12:57</td></tr>
<tr><td>GR 7 & 8</td><td>LUNCH A<br>11:00-11:27</td><td colspan="2" rowspan="2">5th A<br>11:30- 12:12</td><td colspan="2" rowspan="2">6th A<br>12:15-12:57</td></tr>
<tr><td>GR 5 & 6</td><td>LUNCH 5/6<br>10:18-10:48</td><td>4th (Gr5/6)<br>10:50-11:26</td></tr>
</table>

## QUARTER SCHEDULE 2026-2027

| Quarter | QUARTER BEGINS | QUARTER ENDS | *GRADES DUE in SchoolTool BY 3:30pm* | Instructional Days |
|---|---|---|---|---|
| **1** | Thursday, September 3, 2026 | Friday, November 6, 2026 | *Tuesday, November 10, 2026* | *47* |
| **2** | Monday, November 9, 2026 | Friday, January 29, 2027 | *Tuesday, February 2, 2027* | *45* |
| **3** | Monday, February 1, 2027 | Friday, April 9, 2027 | *Tuesday, April 20, 2027* | *44* |
| **4** | Monday, April 12, 2027 | Friday, June 25, 2027 | *Monday, June 21, 2027* | *49* |

## INTERIM SCHEDULE 2026-2027

| INTERIM | INTERIM ENDS | COMMENTS DUE |
|---|---|---|
| 1 | Friday, October 2, 2026 | Tuesday, October 6, 2026 |
| 2 | Friday, December 11, 2026 | Tuesday, December 15, 2026 |
| 3 | Friday, March 12, 2027 | Tuesday, March 16, 2027 |
| 4 | Friday, May 21, 2027 | Tuesday, May 25, 2027 |

## TERM PERCENTAGES

| **Full year courses:** | **Semester OR even/odd day courses:** |
|---|---|
| Each Term = 21% | Each Term = 42 % |
| Final Exam/Final Project = 16% | Final Exam/Final Project = 16% |

## PRIVILEGES AND STUDENT RIGHTS

It shall be the right of each District student:

1. To have a safe, healthy, clean, orderly, and courteous school environment;
2. To take part in all District activities on an equal basis regardless of race, color, weight, national origin, ethnic origin, ethnic group, religion, religious practice, disability, sex, sexual orientation, or gender (including gender identity and expression);
3. To attend school and participate in school programs unless suspended from instruction and participation for legally sufficient cause as determined in accordance with due process of law;
4. To have school rules available for review, and whenever necessary, an explanation by school personnel;
5. To be suspended from instruction only after their rights pursuant to Education Law Section 3214 have been observed;
6. In all disciplinary matters, to have the opportunity to present their version of the facts and circumstances leading to imposition of disciplinary sanctions to the professional staff member imposing such sanctions.
7. It is the policy of the Brasher Falls Central School District that students be free from all forms of discrimination and harassment, including but not limited to sexual harassment, by employees or students on school property or school functions. Any complaint of alleged harassment should be made through the building principal. If the alleged harassment involves a building administrator, the complaint should be filed with the Superintendent of Schools.

**Anything outside of student rights is considered a privilege.**

Sports, clubs, field trips, assemblies, free time, attending non-academic events on school property, dances, driving to school, parking on school grounds and other fun activities at school are all examples of privileges. Students will earn privileges through positive behaviors and academic achievement. Students with level three or above referrals, or that have been removed from classrooms and sent to the office will not be eligible for privileges within the next two weeks of school. Specific events may have additional conduct expectations in order to participate.

## ATTENDANCE PROCEDURES

### ATTENDANCE EXPECTATIONS

1. **At 8:00 a.m. students must be in their homerooms, seated, and quiet during announcements.**

2. Absences, tardiness and early departures will be considered **excused, exempted, or unexcused** as follows:
    a. **EXCUSED:** An absence, tardiness or early departure may be excused if due to personal illness, illness or death in the family, impassable roads due to inclement weather, religious observance, quarantine, required court appearances, attendance at health clinics, approved college visits, approved school programs and functions, military obligations or other such reasons as may be approved by the Board of Education. **Excused absences count toward the total number of absences for a student.**

    a. **EXEMPTED:** An absence, tardiness or early departure may be exempted if they are school-related absences including music lessons, field trips, sports trips, guidance appointments, health office appointments, approved vocational work programs / job shadowing, senior trip, in school suspension, out of school suspension, alternative educational placement, state testing, visits to the building principal, and other such

reasons as may be approved by the building principals. **Exempted absences do not count toward the total number of absences for a student.**

b. **UNEXCUSED:** An absence, tardiness or early departure is considered unexcused if the reason for the lack of attendance does not fall into the above categories (e.g., truancy, family vacation, hunting, babysitting, **personal,** haircut, **missing the bus,** obtaining a learner's permit, road test, oversleeping). **Unexcused absences count toward the total number of absences for a student.**

2. **Written Excuses for Absences-** Upon return to school after an absence, always bring a note from your parent / guardian with the reason and the dates of absence to the office. Absence or tardiness excuses not returned may result in disciplinary action or loss of privileges. Excuses must be signed by the parent or guardian. Parents / legal guardians may also submit excuses for absences by emailing the office secretaries using an email account that is on file, or through the digital online links located on school webpages. If the school does not receive an excuse from the student's parent / legal guardian, the absence will be recorded as "unexcused."

3. **Tardiness to School-** Any student not in homeroom at the 8:00 a.m. bell will be marked tardy and must report to the Main Office to sign in.

4. **Students Tardy to Class -** A student is tardy to class if he/she arrives at the class after the bell without a signed pass by a teacher / faculty member. Students must complete a Tardy to Class slip if they do NOT have a signed hall pass. Students may not arrive late to class because they were in the cafeteria. Teachers should have a designated location for students to pick up and drop off the Tardy to Class slips automatically. Refusal to complete a Tardy to Class slip should result in a discipline referral being submitted.

5. **Early Dismissal from School -** To be excused from school early students must present a written request from a parent or guardian to the office before homeroom. These requests must be presented for approval before the start of school or during homeroom so that proper notice can be made on the attendance record. Whenever possible it is expected that appointments will be scheduled outside of school hours.

6. **Vocational School Attendance -** When present at SLC High School, you may attend the Seaway Area Career and Technical Center in Norwood in the morning or afternoon according to your individual schedule. Both morning and afternoon students at "Seaway Tech" must board the bus on time. **ALL STUDENTS MUST ARRIVE AT AND RETURN FROM VOCATIONAL SCHOOL VIA AUTHORIZED ST. LAWRENCE CENTRAL TRANSPORTATION** unless written permission from a parent/guardian and both school administrators has been granted and the appropriate paperwork from Seaway Tech has been filed 48 hours in advance. "Seaway Tech" students participating in "Job Shadowing" or an "Internship", must complete both a SLC signed contract for work based learning/internship expectations prior to being authorized to attend. Students must call in their attendance to the HS Main Office no later than 8:00 AM daily while attending their work based learning/internship. Failure to do so will result in disciplinary measures including possible removal from Work Based Learning/Internship for repeated offenses.

7. After School Activities (i.e. clubs and athletics)- Any student participating in extracurricular activities should refer to the Interscholastic Handbook for additional information regarding attendance expectations for these activities.

## ATTENDANCE PROCEDURES FOR CLASSES

1. Students must meet the minimum standard of attendance to receive credit for courses in which they are enrolled.

2. Regardless of term and/or final grades, students shall be referred to the Attendance Review Committee to determine whether or not credit in a course will be denied. The Attendance Review

Committee will take various factors into consideration such as the student's grade in the class, whether the missed work has been made up, NYS and local course requirements, and seat time requirements. (See BOE Policy 7110.)

3. **Excused and unexcused absences shall count toward the minimum standard for attendance.**
    a) In a full year course, a student may be denied credit if more than twenty (20) absences have been accrued for the year.

    b) In lab science, Physical Education, band, chorus, or semester courses, a student may be denied credit if more than ten (10) absences have been accrued for the year.

    c) Students and/or parents may appeal the denial of credit because of excessive absences. Appeal will be heard by the Attendance Review Committee for those instances where unusual circumstances beyond the control of the student or the family exist.

## PROCEDURES TO ADDRESS ABSENTEEISM

It is important to note in the steps outlined, below, that the teacher / school makes numerous contacts with the student and parent. The guidance counselor and school nurse may also intervene as support personnel to help students who may be experiencing personal difficulties. A student exceeding the allowable absences is expected to remain in the course, even if credit will not be granted. Students must continue to follow all classroom rules and guidelines and complete class work or face removal from the class.

**LEVEL 1: (5 for full year courses / 3 for PE, band, chorus, or semestered / 8 for science labs)**

1. A letter will be mailed home.

**LEVEL 2: (10 for full year courses / 5 for PE, band, chorus, or semestered / 17 for science labs)**

1. All steps listed in Level 1.
2. A schedule for Academic Support with teachers will be created.
3. A phone call may be made home to discuss concerns.
4. The MTSS (Multi-Tiered System of Support) Team may schedule a meeting to develop an Attendance Improvement Plan with the student and parent.

**LEVEL 3: (15 for full year courses / 7 for PE, band, chorus, or semestered / 25 for science labs)**

1. All steps listed in Levels 1 and 2.
2. A meeting may be required with the Attendance Review Committee to discuss course credit.
3. Further consequences and / or student restrictions.

All of our students must be encouraged to place academics first, therefore, to support this concept and philosophy, no student who stays from 2:35-3:25 p.m. for extra help is to be penalized in any way by interscholastic staff member (coaches, advisors, etc.). Students are to be encouraged to obtain extra help from their teachers, if needed, to achieve academic excellence. Students who attend make-up sessions from 2:35 p.m. to 3:25 p.m. must use e-Hall Pass when traveling from a teacher's classroom after school, permitting them to go to the cafeteria or to their locker. Students must follow the pass system after school.

## AUTOMATED CALL SYSTEM

Please be aware that the district uses an automated call system to notify parents of student absences. This system pulls the data from SchoolTool and begins making calls to the first number listed for the students that are absent. If a student is signed in to school after 8:30 am, the system will still make that call. If you get a call and believe your child is in school, please call the HS Office to verify. Sometimes students enter a room late (with a pass), but it does not get updated before the system pulls the information.

## HOMEWORK PROCEDURES

### HOMEWORK GUIDELINES

The District acknowledges the educational value of homework as an extension of the instructional program of the schools. "Homework" should refer to those assignments to be prepared by the student outside of the school or independently while in attendance at school. In assigning homework, recognition must be given to the fact that students vary widely in interest from one department or grade level to another.

**From a student's viewpoint, the purpose of homework is to:**

a. Provide students with immediate feedback on content knowledge and skills
b. Develop and reinforce student responsibility and time management skills
c. Develop and reinforce organizational skills
d. Put creative effort into work
e. Develop students in preparation of being college and career ready
f. Provide practice and reinforcement of taught concepts

**From the teacher's standpoint, the purpose of homework is to:**

a. Provide teachers with immediate feedback on content knowledge and skills
b. Encourage activities that extend prior learning
c. Create and sustain lifelong learners
d. Develop and reinforce student time management skills
e. Provide background and information for pre-teaching
f. Provide practice and reinforcement of taught concepts

**Homework should be assigned for these specific purposes:**

a. Provide immediate feedback on student learning
b. To provide a tool for guiding future instruction
c. Develop and reinforce student responsibility and organizational skills
d. Create and sustain lifelong learners
e. Provide practice and reinforcement of taught concepts

**The amount of time spent by individual students on homework will vary greatly. Some factors affecting this time variable for a student are:**

a. Student age and aptitude
b. Needs established per student's IEP/504 Plan
c. Course difficulty
d. Instructor's goals towards learning outcomes

### HOMEWORK REQUESTS

If a student must be absent unexpectedly for an extended period of time (3 or more days), parents are requested to contact the Guidance Office for work to be collected. Requests must be made by 9:00 a.m. in order to schedule a pick up time. In the event of illness, injury, or planned medical absences that will result in extended time out of school, the school nurse should be notified by a parent or guardian when such information is available. Contact may be made with the MTSS Team to develop an individualized plan for the student appropriate in line with student needs and documentation.

### MAKING UP MISSED WORK

**Students are given an opportunity to make up missed work and should follow up with all teachers immediately upon return to school to make arrangements for all schoolwork.** Teachers are expected to notify students of what they missed while a student was out. It is the responsibility of the student to see the teacher and/or collect work missed. Teachers may assign students to stay with them for work completion. In some cases, teachers will communicate with students when work is posted electronically on such platforms as Google Classroom, Edoctrina, Rooms, etc. In these cases, the student is able to work with the teachers on an individual basis to determine a way to access materials.

## GRADING PROCEDURES

### FAILING GRADE / TEACHER CONFERENCES - CONTACTS

A failing term-grade should be followed up with a parent-teacher conference. At the conclusion of each progress report and marking period, teachers should email or call every parent/guardian of a child with a failing grade to offer a phone conference and/or in person conference. Parents/guardians wishing to set up a parent/teacher conference may email the teacher directly to schedule a date and time. If more than one teacher is needed for a conference, this is arranged through the guidance office. Parents and guardians should contact the High School Guidance Office **at ext. 29102**, to make an appointment.
*If you would like to contact a teacher, please see our web-page, BFCSD.org, for email addresses and phone extensions. Please note: staff are unable to be contacted via telephone throughout the day. Please email a teacher for a mutually appropriate time for a phone conference.

### FAILURE OF CLASSES / MARKING PERIODS

At the conclusion of each marking period, the guidance office will provide the principal and teachers a report of students failing the term and/or in danger of failing the course. The students will be required to make arrangements with teachers to stay for academic support by the teacher from 2:35-3:25 Monday – Thursday. All teachers will have a uniform weekly calendar posted in their room entitled "Academic Support."

### HONOR ROLL

Honor rolls will be released each marking period.
Principal's List - average of 94 or higher
High Honor Roll - average of 90 or higher
Honor Roll = 85% or higher

*Please note: Any failing grades and remaining incompletes automatically exclude students from the honor roll. Averages will be calculated to the nearest $100^{th}$ percent.

### INCOMPLETES

Each teacher will establish a deadline for the submission of all student work. Under extenuating circumstances such as an extended illness, teachers may give an incomplete. When a student is given an incomplete, the teacher will determine a reasonable deadline for the completion of work. In the majority of cases, the incomplete time frame will not extend beyond two academic weeks. Parents will be informed of the work that is to be completed as well as the established deadline. A current incomplete may prevent a student from being considered for any position requiring an academic standing (Honor Roll, National Honor Society, eligibility for extracurricular activities, and sports, etc.

### APPEAL TO GRADUATE WITH A LOWER SCORE ON A REGENTS EXAM

Students who have taken and passed certain courses in preparation for Regents examinations whose highest score on the Regents examination is between 60-64, and whereby the student has taken the exam at least twice, may appeal to graduate with a local or Regents diploma using this lower score. Approval of this appeal will not change the students' score on the Regents exam under appeal. No more than 2 Regents exams may be appealed for any student. Appeals may be initiated by the student, parent, counselor, or principal. Appeals are reviewed and determined at the discretion of the Appeal Committee throughout the school year as needed. Please contact the guidance counselor to begin the process.

### REGENTS WEEK STUDENT PROCEDURES FOR JUNE

At no time is a student to leave school grounds during the day and return to ride the bus home.

If students attend Review Classes with a teacher they must sign in/out at the Main Office. They are to remain with the teacher and are not allowed to leave school grounds without parent permission except to ride the bus home.

Once students finish Regents exams and sign out at the exam site, they are to immediately leave school grounds. If the student remains in the building the student is to report to the Main Lobby to ride the bus home. If the student is going to remain at school to attend a review class then the student is to sign in/out in the Main Office.

Students are required to contact the bus garage to make any transportation arrangements needed for June Regents exams.

## REPORT CARDS

Report cards are issued 4 times a year, every 10 week marking period. Progress reports will be posted on SchoolTool after the first five weeks of each of the 10 week marking periods. The grades are posted to the student's permanent record card, which is the basis for transmitting records to colleges and employers. The minimum passing grade for earning credit in any course is a final average of 65. For a Regents or Advanced Regents diploma, Regents examinations must be passed with a grade of 65 or better. A local diploma is still available for students with Individualized Education Programs who are eligible for the NYS Safety Net or Compensatory Option, in which case a 45 or 55 is required on the Regents exams. Report cards will be mailed to parents. Parents may access grades on the Parent Portal of School Tool.

## PROGRESS/INTERIM REPORTS

Progress Reports will be available on Schooltool at the 5-week mark in each term. They will provide a grade or grade-range and comments from the teachers of each course. These are intended to give you and your student an idea of where they stand in that class and let you know if the student may need extra help passing that term.

## SCHOOLTOOL ACCOUNTS

The District utilizes software for our student management system called SchoolTool. SchoolTool access allows both students and parents to have access to student information such as grades, attendance and behavior. If you are unsure of your SchoolTool account and password information, please contact Ms. Halley and she will work with you to update your information. Ms. Halley may be contacted via email at bhalley@bfcsd.org.

## SUMMER SCHOOL

A 50% final average must have been earned in the course to qualify. Students who have exceeded 30 absences for full year courses or 20 absences for semestered, every other day, or lab classes may not be eligible for summer school. Exceptions to the 50% average require principal approval. Students may attend summer school to fulfill Academic Intervention Services. Registration usually takes place after the 4th quarter grades are received. Courses run approximately 6 weeks, July through mid-August. Contact the guidance counselor for assistance. If summer school is available, its purposes are:

1. To re-take a class that the student failed during the school year.
2. To take a class that would not otherwise fit into the student's schedule due to schedule conflicts.
3. Other such reasons as approved by the Guidance Counselor and Principal.

## SCHOOL COUNSELING AND GUIDANCE SERVICES

Counselors can assist with educational planning and support, college planning and applications, military exploration, personal, social, emotional issues, career planning and job shadowing. The purpose of school based counseling for mental health services is not to replace outside of school counseling services. School counselors may assist families in developing partnerships for outside counseling services. Your counselor may send you a pass for appointment times, but you are welcome to schedule a meeting on your own. Pre-signed passes are not required for crisis situations, though it is required that you let the adult you are assigned to know where you are going.

Scheduling meetings will take place annually for students and/or parents to determine courses to best meet their individual needs. Please see specific policies that may impact your scheduling requests.

Additional information regarding courses can be found in the high school course catalog in the guidance office.

## ADD / DROP GUIDELINES

It is advised that students complete adding and/or dropping courses as soon as possible and within the first five weeks of the school year. Students are required to have a full schedule with no more than one study hall per day.

Students may drop a course without penalty during the first 10 weeks of the school year for a full year class and at the first five weeks of the semester for a half year class. Courses dropped after these deadlines will result in a withdrawal appearing on the student transcript, unless there are extenuating circumstances and permission has been granted by the principal.

Schedule changes are disruptive to the learning process and are discouraged. In the event of course addition or drop the student must complete the St. Lawrence Central School Course Add/Drop Request Form which is available in the Guidance Office. This form requires signatures from the student, parent, teacher, counselor and principal. A meeting may be requested with all parties to discuss the changes to the students' schedule.

Students enrolled in college-level coursework through a secondary institution are advised to coordinate with the institution regarding specific dates and items related to adding and dropping college in high school coursework. The add and drop dates between SLC and college courses do not align and it is the responsibility of students and parents to coordinate with colleges directly regarding the college in high school additions and drops.

## SERVICE LEARNING

Service Learning Opportunities will be limited to only students in grades 10-12. Students in Grade 10 in academic good standing may participate in service learning in the Greenhouse and Library provided that it fits within the student's schedule. Students in grades 11 and 12 may participate in service learning provided they meet the eligibility requirements and expectations as set forth and agreed upon by the student, supervising staff member, guidance counselor, principal and family. Students must meet the goals that have been approved by the service learning contract to remain eligible to participate in service learning.

## COLLEGE AND CAREER PREPARATION

The high school curriculum is designed to provide students with the knowledge and skills needed to be successful in college and the workplace. Not all colleges have the same entrance requirements. The guidance counselor will meet with every student individually beginning with 12$^{th}$ graders in October and ending with 9$^{th}$ graders to begin or continue the college / career planning process. Students and parents also need to be active in planning and exploring options. Keep in mind that extracurricular activities, clubs, sports, citizenship, and community service are given a great deal of consideration by colleges and employers.

## DOUBLING UP IN ENGLISH OR SOCIAL STUDIES

A student will be allowed to double up in English or Social Studies only when all other viable options have been exhausted as deemed by the Principal/Guidance Counselor. Permission from the principal must be garnered prior to doubling in English or Social Studies. A review will be made at the end of the quarter based on report card grades and teacher input, and if satisfactory progress is not being made, the student may be removed from the higher level course. For example, if a student is placed in English 11 and English 12, the student could be removed from English 12 in order to focus upon English 11. If this should occur, it may not be possible for the student to graduate with his / her classmates in June.

## DOUBLING UP IN MATH OR SCIENCE

Students will not be allowed to double up in 2 math or science courses where both culminate in a NYS Regents Exam. The student may be enrolled for example in the failed course and another credit bearing course (ie: Biology + Applied Chemistry) to continue to gain credits needed for on time graduation.

## STUDENT RECORDS

Copies of student records will be forwarded to other educational institutions and the Armed Forces only upon request. These records are limited strictly to educational materials unless the student signs a clearance form on all other records. If you do not want the Brasher Falls Central School District to disclose directory information from your child's education records to any parties for any purposes, other than those required by law, without your prior written consent, you must notify the Building Principal *in writing* by September 30th each school year.

## WORKING PAPERS

Students under 18 who are interested in working papers may pick up applications in the Guidance Office from 7:45 AM – 3:25 PM.

## SCHEDULING

## COLLEGE IN HIGH SCHOOL PROGRAMS

Students at St. Lawrence Central may elect to enroll in courses that will work towards earning college credits. Interested students and/or parents should contact the guidance office for specific information on courses and requirements. Additional information may be found in the high school course catalog available in the guidance office. Students and parents are reminded to pay attention to specific enrollment, add/drop and payment information for specific programs.

## INDIVIDUAL STUDENT COURSE LOAD AND ELECTIVE COURSEWORK

Students at St. Lawrence Central are expected to participate in a minimum of academic coursework in six out of the eight period schedule in a day. Students may not have more than an average of one study hall open in their schedule. Students will be scheduled with courses that work towards meeting the NYS graduation standards as provided in this handbook. Students will be provided the opportunity to take unique coursework specific to their interests, career goals or school availability as they are able to be offered. Enrollment in elective courses is dependent upon successful progress towards the NYS graduation standards. Student transcript review and individual annual student meetings with the guidance counselor will determine enrollment in a course. Course request does not guarantee course enrollment.

## SEAWAY CAREER AND TECHNICAL EDUCATION PROGRAM

Students at St. Lawrence Central may elect to attend the Seaway Technical Center in Norwood during their junior and senior years. Students will spend half of the day taking high school coursework and the other half of the day at the technical center. CTE Programs and descriptions may be found in the course catalog provided in guidance or through information at www.sllboces.org by searching Seaway Area Technical Center. Admission to the tech center is not guaranteed to all interested students and enrollment will be reviewed on a case-by-case basis by guidance and the principal's office. Interested students should see their high school guidance counselor for more information. The first priority of all students attending the Technical Center will be meeting the requirements for completion of a high school diploma. If a student is not on-track for graduation, they may not be able to attend Seaway Tech. Student enrollment into Tech Center Programs will be evaluated on attendance, academic performance and being on track with NYS graduation requirements as well as behavior.

**New York State Diploma Requirements**

**January 2027 Regents Examination Schedule**

**June 2027 Regents Examination Schedule**

## August 2027 Regents Examination Schedule

## GENERAL PROCEDURES

### ACCIDENT POLICY

The school accident insurance policy is an excess policy. In all accidents, the student must first use his/her parents' group insurance policy before using the schools'. The insurance covers accidents only.

### ACTIVITY PERIOD AND ACADEMIC SUPPORT

The official school day is 8:00 AM to 3:25 PM. Students who have not satisfactorily completed their classroom responsibilities may be required to stay with their teachers for Academic Support From 2:35 - 3:25 PM, Monday – Thursday. Students in need of extra help are expected to work with their teachers during these times. Students must be in classrooms/cafeteria by the 2:35 bell. Students in hallways, lobbies, etc. are loitering and should be sent to the office. Students should sign-up with a teacher in advance. They will not be allowed to ride the bus if they have not been given a bus pass by a teacher. Students are not permitted to wander the building or grounds during activity period under any circumstances.

**Students absent or missing a class should stay for activity period and get extra help/to catch up when they return.** All of our students must be encouraged to place academics first, therefore, to support this concept and philosophy, no student who stays from 2:35-3:25 p.m. for extra help is to be penalized in any way by interscholastic staff member (coaches, advisors, etc.). Students are to be encouraged to obtain extra help from their teachers, if needed, to achieve academic excellence. Students must follow the sign -in/out procedure during activity period.

### ASSEMBLY PROCEDURES

General school code of conduct will be in effect. Facing the stage, grade 9 sits on the right, grade 10 on the left, grade 11 in the back, and grade 12 in the front. Students are expected to be polite and respectful to all speakers, guests and presenters while in assembly activities.

### BUS PASSES

Students that need to ride a bus somewhere other than their regular stop **must bring in a signed note from their parent/guardian** stating where the student is going, including a name, 911 address (unless it's another student's home), and the date. ***Bus passes cannot be called-in by phone.*** If you have an emergency, please try to have someone from your emergency contacts list pick up the student, or try to have an adult at your home when the student arrives. Bus passes are accepted by fax/email, as long as you *call the office first* to be sure it is received and given to the student in time.

### BUS TRANSPORTATION

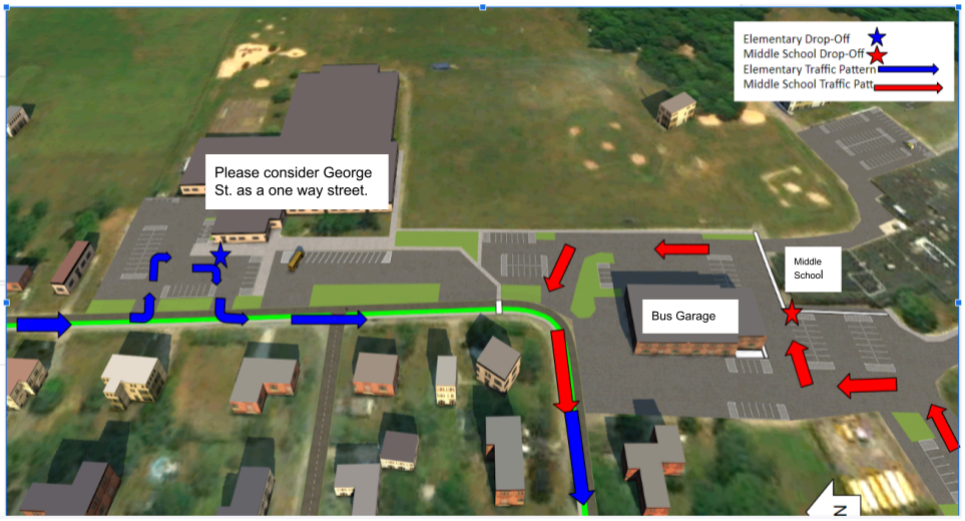
Students in grades 9-12 are provided school bus transportation to and from school. Students are expected to be at the assigned pick-up point, and ready to board the bus as soon as it arrives. Expected conduct on the bus is the same as in school. The driver has complete authority to assign a seat to passengers and request a code of conduct that will ensure safe riding for all concerned. These rules have been set with the Transportation Supervisor. Inappropriate behavior could result in loss of bus privileges (i.e. bus suspension).

Under normal conditions, buses shall arrive at school by 7:45 AM. Students are expected to go into the building as directed by Transportation Staff. They are not to go to the parking lot or anywhere else on or off school grounds. Buses are provided at 2:30 PM and again at 3:30 PM for any student who is participating in activities, is assigned to detention, or is requested by a teacher, counselor, or Principal to remain for academic reasons. A bus pass from the teacher is required to board the bus. Parental questions should be directed to the Transportation Supervisor.

Students attending Seaway Tech may be assigned to a specific bus and seat, and must ride the school transportation. Students wishing to drive or ride in personal vehicles for specified, approved reasons to or from Seaway Tech must complete appropriate paperwork in advance.

## PARENT/GUARDIAN DROP OFF

- Drop Off and Pick up will be at Door #16
- Students will not be allowed in the building prior to 7:30 am. Students arriving between 7:30-7:45 will be directed to the cafeteria.
- Parents/guardians can NOT line up prior to 2:10. Our buses need to be able to safely move around prior to that. If you arrive early, please find a parking space until 2:10. Parents/guardians lining up, please double up so we have two lines of cars starting at the 5th grade doors.
- WALKERS-please take George St.




## COMPUTER USE

Users are expected to follow these rules for network etiquette:

1. Be polite and use appropriate language, abusive, vulgar and/or bullying messages are not allowed.
2. Do not reveal your own or anyone else's address, phone number, passwords, or personal information.
3. Do not use the network in any way that will disrupt others' use of the network.
4. Do not access, alter, or destroy another user's files.
5. Treat the district computer equipment with care.
6. Use the network with educational intent. Do not play or investigate games or use chat rooms.
7. Give credit to all sources in keeping with copyright laws.
8. Do not employ the network for commercial purposes.
9. Files are not private. System Operators have access to all files.
10. Do not engage in illegal activities. Any evidence of incidents relating to or in support of illegal activities may be reported to authorities.
11. The district is not responsible for materials acquired on the network.
12. Do not download any programs, games, or other inappropriate files from the Internet to the hard drive or to network storage space.
13. Do not tamper with the network system or computer desktop security passwords or programs.
14. Do not by-pass network firewalls, security, or settings to access blocked information.
15. Report any misuse of the system, according to these rules, to the administration.
16. School devices are available throughout the school day for use on assignments. Students may sign out of study hall to the library or use a device to complete only assignments requiring electronic use. Students should plan accordingly to ensure they have adequate time to complete assignments.

Devices are available in the guidance office for college and career preparation including applying to colleges, completing the FAFSA, applying for scholarships and more.

## Brasher Falls Central School District Computer/Chromebook Use Program

## Acceptable use Policy

## ACADEMIC INTEGRITY, PLAGIARISM AND ARTIFICIAL INTELLIGENCE USE

Students are expected to complete and submit their own original work. Plagiarism, including copying another person's work, using someone else's ideas without giving credit, or submitting work created by another person or source as your own, is considered academic dishonesty.

The use of Artificial Intelligence (AI) tools is only permitted when specifically allowed by the teacher. When AI is approved, it may be used to support learning, but students must still complete the thinking, understand the content, and produce work that reflects their own knowledge. Submitting AI-generated work as your own is considered plagiarism.

When collaboration is permitted, each student is expected to contribute equally to the thinking, discussion, and completion of the assignment. Working together does not mean one student completes the work for others or that students submit identical work unless directed by the teacher.

Violations of this may result in academic and/or disciplinary consequences.

## STUDENT CONFLICT AND BULLYING

Conflict is a common challenge for school aged students. Students in need of support can speak with a staff member to help them navigate through the issues and to determine next steps. The chart below may help you identify what to report or call the situation you are dealing with:

Building principals are the Dignity Act Coordinators for the district. Their responsibilities include investigating any reports and responding to the verified reports with prompt action which may include notification of law enforcement. They also provide training for staff and students that aligns with NYSED requirements.

Reports of Bullying and Harassment may be made to any staff member in the district and will be forwarded to the DAC. Reports can also be made electronically by using the school website.

| CONFLICT | RUDE | MEAN | BULLYING |
|---|---|---|---|
| Occasional | Occasional | Once or Twice | Is REPEATED |
| Not planned; in the heat of the moment | Spontaneous: unintentional | Intentional | Is planned and done on purpose |
| All parties are upset | Can cause hurt feelings; upset | Can hurt others deeply | The target of the bullying is upset |
| All parties want to work things out | Based in thoughtlessness, poor manners or narcissism | Based in anger; impulsive cruelty | The bully is trying to gain control over the target |
| All parties will accept responsibility | Rude person accepts responsibility | Behavior often regretted; | The bully blames the target |
| An effort is made by all parties to solve the problem | | | The target wants to stop the bully's behavior, the bully does not |
| Can be resolved through mediation | Social skill building could be of benefit | Needs to be addressed/ should NOT be ignored | CANNOT be resolved through mediation |

Source: Jennifer Astles, DASA Newsletter, January 2014, TST BOCES

## DRESS CODE

The intent of the dress code is to foster an environment that is sanitary, safe and conducive to teaching and student learning. The District's employees and students are expected to be appropriately groomed and dressed while on District Property and at District Functions. Teachers and all other District employees should exemplify and reinforce acceptable student dress and help students develop an understanding of appropriate appearance in the school setting. Visitors are also expected to be appropriately attired while on District Property and at District Functions. Each building principal shall inform all students and their guardians of the student dress code at the beginning of the school year, and of any revisions to the dress code made during the school year. The appropriateness of an individual's dress will depend, to some degree, on the circumstances and setting. However, the following general rules shall normally apply in all circumstances on school grounds, in school vehicles, and at school-sponsored functions:

1. Dress, grooming and appearance, including accessories and nails, shall be safe and appropriate.
2. Dress and appearance may not disrupt or interfere with the educational process.
3. Hats, caps, tukes (touques), bandanas, or any other head coverings are not permitted to be worn in school at any time, except for medical or religious reasons. ***These items are to be removed immediately upon entering the building.***
4. Hoodies may not be worn with the hood up while in the building or for outside recess during the school day.
5. Without explicit permission from a staff member, outdoor insulated coats, oversized jackets, trench coats, and blankets will not be worn in the building. Students with safety concerns and/or misconduct may have additional restrictions with layered clothing.
6. No item of apparel or accessory may promote and/or endorse the use of alcohol, tobacco, marijuana, illegal drugs and/or encourage other illegal or violent activities.
7. No item of apparel or accessory may display sexually suggestive or derogatory material.
8. Undergarments and underwear must be covered at all times with outer clothing.
9. Clothing must have straps/sleeves and must not expose the midriff (front and back), lower abdominal area, gluteal or chest area, and may not be see-through.
10. Items of apparel that are vulgar, obscene, libelous, or denigrate others on the basis of race, color, religion, ancestry, national origin, sex, sexual orientation, gender identity or disability are prohibited.
11. Sharp metal chains, any animal collars or bracelets, or anything that could cause injury are not permitted.
12. Sunglasses are not to be worn in the building.
13. Backpacks are not to be worn in the building with the exception of entering and leaving. 5th and 6th grade students may carry a drawstring bag only to PE and Swim.
14. Purses are not to be worn in the building with the exception of entering and leaving. Small cosmetic clutches and non-expandable pencil pouches are allowed during the day.
15. Trapper keepers are not permitted.
16. Students must wear footwear at all times. Footwear should be appropriate for activities of that day, and footwear that is a safety hazard will not be allowed.

Students who violate the District's student dress code shall be required to modify their appearance by covering or removing the offending item and, if necessary or practical, replacing it with the acceptable item. Any student who refuses to do so shall be subject to disciplinary action.

Nothing in this Dress Code will be construed to limit the ability of students to dress and/or groom themselves in a way that allows them to express their gender identity, or to discipline students for doing so. Nothing in this Dress Code will be construed to limit the ability of students to wear certain protective hairstyles (including but not limited to braids, locks and twists) or to wear their hair in a particular texture, or to discipline students for doing so.

## EXTRACURRICULAR CLUBS AND SPORTS

Student Council, Class Officers, Senior Honor Society, Junior Honor Society, Tri-M Honor Society, Drama/Musical, Spanish Club, Yearbook, Whiz Quiz, Outing Club, Robotics, Mock Trial, Greenhouse Club, Impetus, FFA, Gaming Club, Speech and Debate, and the Trap Team.

Fall Sports for Boys: Football, soccer, cheerleading
Fall Sports for Girls: Swimming, soccer, cheerleading
Winter Sports for Boys: Hockey, basketball, cheerleading
Winter Sports for Girls: Hockey, basketball, cheerleading
Spring Sports for Boys: Lacrosse, baseball, track, golf
Spring Sports for Girls: Softball, track, lacrosse

Specific athletic opportunities for mergers with other school districts are available by contacting the Athletic Coordinator's Office or District Office.

## EXTRACURRICULAR/INTERSCHOLASTIC PARTICIPATION AND ELIGIBILITY

All students are highly encouraged to participate in interscholastic activities which include sports, clubs, and organizations to expand upon their own interests and talents. Grades are checked each Report Card marking period as well as at the five week Progress Report time. Students failing one (1) class are placed on academic warning. Students failing two (2) or more classes are deemed ineligible to play. In both instances, students are expected to stay with appropriate teachers to make up work to improve grades from 2:35-3:25. See the Interscholastic Handbook for more details.

Students must follow all portions of the Extracurricular/Interscholastic Handbook in addition to the information presented in the student handbook. This includes conduct both in and out of the classroom. Poor grades, attendance and behavior may result in removal from the extracurricular activity. The same school rules and regulations hold true when students are at extracurricular events off campus.

If a student is unable to manage themselves during the school day and it is deemed insubordination or disrespectful to staff, the student may be dismissed at the conclusion of the school day.

**Interscholastic Handbook 26-27**

## AFTERSCHOOL GUIDELINES FOR COACHES, PLAYERS, & PARENTS

Coaches will share and/or review these rules with players at the beginning of each season.

**Players with early (between 2:30 and 4:30) practices and/or games:**

- We pay someone Monday-Fridays from 2:30-3:25 to monitor the sports study hall in the cafeteria where it is expected that students will be working on homework assignments, skill building, and silent reading. Players sit a maximum of four at a table (north, south, east, west). All players should be in that study hall or with a teacher **until 3:30 PM unless specifically expressed by the high school office/Athletic Coordinator.**. If any students are failing any classes, they MUST be with a teacher that they owe work for, Monday – Thursday, and not in the cafeteria and must remain in study hall until 3:25 PM.
- No players should be in the locker rooms until 3:15 PM, at the earliest, unless supervised by a coach. If they are found there unsupervised they will be sent home for the night. If a game is scheduled, and students need to leave early, an email must be sent out to staff members by the principal, coach, or athletic director before any students will be dismissed to the locker rooms. **Students are not permitted to be unsupervised in the locker rooms, and must remain in the hallway until a coach is present.**
- Any student/players found somewhere they are not supposed to be, or are reported as being disruptive in study hall or with a teacher, will be sent home that night and will not attend their practice or game that day.
- When practice/game begins later than 3:30 PM , and players do not need to stay for after school academic support or other clubs and activities, they should ride the 2:30 PM bus home and

arrange a ride back to practice, 15 minutes prior to practice time. If a ride back is not possible please make arrangements with an early practice coach to supervise them while they wait. Students must be supervised at all times.

## FIELD TRIPS

The same school rules and regulations hold true when students are on field trips as they do on school property. Students need teacher and parental permission to participate on the field trip. Verbal permission will not be accepted.

## HEALTH SERVICES

**Nurses office:** The Nurse's Office is open whenever school is in session; report all injuries and accidents to the nurse. If unable to report, personally, send word for assistance. Passes are not required for emergency situations. Families should note: If your child has medical changes impacting school, please call the nurse's office as soon as possible to discuss.

**Health Forms:** It is imperative that a current, signed emergency card be on file in the nurse's office for every student. These are in the HS Office. Forms for physicals, dental certificates, and medication forms are available in the Nurse's Office as well as on the school website.

**Physical Examinations:** Physical examinations are required of grade 9 and 11 students, new students and athletes. These are conducted by the school physician. Also required are height, weight, vision, and hearing exams for grade 9 and 11 students. These are done by the school nurse. All health records are kept in the Nurse's Office until the student turns age 30; then the records are destroyed.

Sports physicals will be offered at school or may be given by the student's physician. The school nurse will set the dates in conjunction with the school health care provider and the student body will be notified.

**Medications:** A written order from a doctor is required for all medications, including nonprescription drugs, given in school. Written orders for prescription and nonprescription medications should include:

a. Student's name and date of birth
b. Diagnosis
c. Name of medication
d. Dosage/route of administration
e. Frequency and time of administration
f. Self-administration orders, if indicated
g. Conditions for "as necessary" medications
h. Date, doctor's name, title, signature, phone number
i. Intended effect of medication
j. Side effects
k. Date of initiation and termination
l. Other medications being taken

Medication orders must be renewed annually or when there is a change in medication or dosage. Pharmacy labels, or parent notes, do not constitute a written order from a doctor. **In addition, a written statement from a parent/guardian requesting administration of medications in school is required.** The parent/guardian must assume responsibility to have medication delivered directly to the nurse's office. **Students are not to carry medication on their person or keep medication in lockers.**

## LOCKS / LOCKERS / BOOKBAGS / BACKPACKS

Students are assigned two lockers, one in the hall and the other in the gym locker room. Hall lockers are distributed in homerooms on the first day of school. Students are expected to use their lockers. Locks must be returned to homerooms on the last day of classes. Lockers are the property of the school, and can be searched at any time by authorized administrative school personnel. Lockers are to be locked at all times. Students are not to use an unassigned locker or share their combinations with others. Students are

not permitted to bring bookbags, backpacks or bags of any kind into classrooms or have them in the hallways from 8:00am to 2:27pm. These items should be secured in their locker all day and picked up at dismissal. Students are not allowed to access lockers in the team room for any reason. Students caught in the team room during the school day will have their privileges revoked and potentially face consequences from athletics. See previous "Privileges and Rights" section.

## SCHOOL LUNCH PROGRAM

**Students with dietary restrictions should notify the school nurse.** School breakfast and lunch is free to all students enrolled in the district for the 2025-2026 school year. Please refer to the BFCSD district website for additional information on pricing of a la carte items and extra opportunities for meals.

## SCHOOL SAFETY

St. Lawrence Central High School is dedicated to the safety and security of all students and staff. Video cameras, monitored hallways, hall passes, building access restricted to one entrance with video and buzz-in system, evacuation drills, lockdown drills, and visitor passes are a few measures used to meet this goal. ***Students who see or hear suspicious activity that may compromise safety should immediately contact a teacher or administrator, even if it does not sound serious.*** Such activity may include but is not limited to: threats, violent language/behavior, hate-related behavior, suicide ideation, severe depression, weapons, drugs, or alcohol possession, and perceived intruders to the building. All potential threats that are shared will be evaluated by the district Behavior Intervention Team.

## SKATEBOARDS, RECREATIONAL VEHICLES, ROLLERBLADING, SCOOTERS

Due to liability issues, skateboards, recreation vehicles including 4-wheelers and snowmobiles, rollerblading, scooters, e-bikes and similar recreational items are **not** allowed at any time on school grounds. Local authorities may be notified.

## STAFF-STUDENT RELATIONS

Students and staff should not engage in frequent personal communication that is unrelated to course work or official school matters. This includes but is not limited to, voice or text-based communication via phone, e-mail, instant messaging, text messaging or through social networking websites.

## TEXTBOOKS and CALCULATORS

The school furnishes textbooks and calculators for Regents Math classes to all students. Although reasonable wear is expected, students are reminded that books and calculators represent a major investment. Lost or damaged items will be charged to the students and/or parents or guardians.

## ELECTRONIC DEVICES

## STUDENT USE OF PERSONAL ELECTRONIC DEVICES

The Board acknowledges that cellular phones, smart watches, pagers, and 2-way communication systems can be a positive means to facilitate communication; however, the display and/or use of such devices can cause disruption to the educational process.

Therefore, to prevent such disruption, the display and/or use by students of cellular phones (including "smart phones"), pagers, and 2-way communication systems and/or other electronic devices shall be prohibited from the time students arrive at school until the end of the regular school day, unless specifically permitted to be used by an administrator. Devices must be turned off and stored in lockers during the school day. The district is not responsible for stolen, lost or damaged personal electronic devices. Students must use school-provided devices (such as Chromebooks) for work during the school day and are not permitted to access the network on devices not provided. Failure to adhere to this will result in limited access to technology.

For safety reasons, earbuds, earphones, headphones including "Beats" type devices for music may not be used in the halls unless prescribed by a medical professional or as stated on a student's IEP (Individualized Education Plan) or 504 Plan. These items must be removed and put away immediately upon entering the building. Students may use corded headphones with Chromebooks in classrooms and study halls only with adult permission and direct oversight, and covering only one ear. Failure to comply with these expectations will result in the student being directed to bring the item to the office.

Misuse of any of these electronic devices will result in its confiscation until the end of the school day. Repeat offenses will lead to further disciplinary action. Some uses of personal electronic devices constitute violation of the school district code of conduct and in some instances, the law. The school district will cooperate with law enforcement officials as appropriate. The cell phone zone chart and list of consequences are found in the link below:

**26/27 Student Use of Cell Phones / Personal Electronic Devices**

## INSUBORDINATION AND DIRECT DISRESPECT

**Any student, other than a student with a manifestation of their disability, who repeatedly is substantially disruptive of the educational process or substantially interferes with the teacher's authority over the classroom may be suspended for up to five days. For purposes of this code of conduct, "repeatedly is substantially disruptive" means engaging in conduct that results in the student being removed from the classroom by teacher(s) on four or more occasions during a semester.

Insubordination and direct disrespect will not be tolerated, and will result in removal from the classroom, and/or removal from school. A principal's hearing will be conducted for any student with four category 3, #11 offenses. If a student is removed from more than one classroom within the same day, parents will be notified, and may be asked to come in to meet with their child at school. Students will be assigned a temporary alternative learning environment as needed.

## DISCIPLINE PROCEDURES

DISCIPLINE CODE

The primary goal of imposing consequences is to teach appropriate behavior. Consequences may include, but are not limited to, verbal warnings, teacher detention, administrative detention, academic support with teachers from 2:30-3:25, intervention meetings with parents and related school personnel, referral to outside agencies, community service, in-school suspension, out of school suspension, referral to local law enforcement, Person in Need of Supervision (PINS) family court petitions.

| | |
|---|---|
| **CATEGORY 1:**<br>1 Class / Hall Misconduct<br>2 Truant from Teacher Detention<br>3. Unprepared for Class<br>4. Refusal to Participate in Class<br>5. Swearing / Inappropriate Language<br>6. Loitering<br>7. Misuse of Pass<br>8. Violation of Dress Code<br>9. Truant from Lunch Detention<br>10. Unauthorized Use of Electronic Devices/Cell Phones<br>11. Failure to Report for Academic Support 2:30-3:25<br>12. Tardy to School/Class<br>13. Any other offense deemed Category 1 by Administration. | ***DISCIPLINARY OPTIONS:**<br><br>Option 1- 1 teacher detention<br>Option 2- 2 teacher detentions<br>Option 3 – 1 administrative detention<br>Option 4- 3 administrative detentions<br>Option 5 – 5 administrative detentions<br>Option 6 – Category 2, Option 3/ Admin. Decision |
| **CATEGORY 2:**<br>1. Truant from Administrative Detention<br>2. Inappropriate Displays of Affection<br>3. Disobedient / Disrespectful to Staff<br>4. Disrespectful to Student<br>5. Truant from Class<br>6. Inappropriate Bus Behavior<br>7. Inappropriate Computer Use<br>8. Inappropriate Cafeteria Behavior<br>9. Leaving Class without Permission<br>10. Any other offense deemed Category 2 by Administration. | ***DISCIPLINARY OPTIONS:**<br><br>Option 1 – 3 administrative detentions<br>Option 2 – 5 administrative detentions<br>Option 3 – 1 Day Supervised Alternative Setting<br>Option 4 – 3 Days Supervised Alternative Setting<br>Option 5 – Category 3, Option 4/ Admin. Decision |
| **CATEGORY 3:**<br>1. Minor physical contact/No Serious Injury (spitting, kicking, pushing, punching)<br>2. Minor Theft / Larceny<br>3. Truant from school<br>4. Leaving School without Permission<br>5. Falsely Reporting an Incident<br>6. Forgery, Cheating, Plagiarism<br>7. Disruptive Behavior at Extracurricular Activities (Sports, Dances, Concerts etc..)<br>8. Unauthorized Driving / Riding Vehicles<br>9. Vandalism/Destruction of School Property<br>10. Possession / Use of Tobacco / Products/ Lighter<br>11. Insubordination / Direct Disrespect Toward Staff<br>12. Recording or taking of photos of staff/students without permission<br>13. Any other offense deemed Category 3 by Administration. | ***DISCIPLINARY OPTIONS**:<br><br>Option 1 – 3 administrative detentions<br>Option 2 – 5 administrative detentions<br>Option 3 – 1 day Supervised Alternative Setting<br>Option 4 – 3 Days Supervised Alternative Setting<br>Option 5 –5 Days Supervised Alternative Setting<br>Option 6- 3 Days Out of School Suspension<br>Option 7- Category 4, Option 4/Admin. Decision<br>Option 8- Alternative Setting |
| **CATEGORY 4*: (First 10 must be reported to NYSED.)***<br>**1. Homicide**<br>**2. Sexual Offense**<br>**3. Assault**<br>**4. Weapons**<br>**5a. Material Incidents of Discrimination, Harassment, and Bullying**<br>**5b. Cyberbullying**<br>**6. Bomb Threat**<br>**7. False Alarm**<br>**8. Threat (other than a bomb threat or false alarms)**<br>**9. Use, Possession, or Sale of Drugs**<br>**10. Use, Possession, or Sale of Alcohol**<br>11.. Robbery (forcible stealing of property using threats or violence)<br>12. Criminal Mischief/Major Vandalism – intentional damage of school property<br>13.. Burglary – entering/remaining on school property with intent to commit a crime.<br>14. Reckless Endangerment (throwing objects, choking, unsafe driving, etc.)<br>15. Arson<br>16. Any other offense deemed Category 4 by Administration. | ***DISCIPLINARY OPTIONS:**<br><br>Option 1 – 3 days Supervised Alternative Setting<br>Option 2- 5 days Supervised Alternative Setting<br>Option 3- 3 Days Out of School Suspension<br>Option 4 – 5 Days Out of School Suspension<br>Option 5- Administrative Decision on Category 4 offenses.<br>Option 6- Principal's Hearing may be required before a student may return to school on Category 4 offenses.<br>Option 7- Superintendent's Hearing (may be required)<br>Option 8- Law enforcement agency involvement may be necessary on Category 4 offenses.<br><br>*Multiple options may be utilized. |
| ***RESTORATIVE OPTIONS (may accompany any category):**<br>Option 1- Educational Course on the topic of concern (ex. Vaping, empathy, bullying)<br>Option 2- Apology Letter<br>Option 3- Written Reflection<br>Option 4- Community Service<br>Option 5- Circle<br>Option 6- Mediator Agreement<br>Option 7- Structured Day<br>Option 8- Other | |

## TESTING

In order to ensure the integrity of testing, in accordance with state testing guidelines, students are not allowed to bring cell phones or other electronic devices into exam locations during state assessments. Test proctors, monitors, and school officials shall have the right to collect cell phones and other prohibited electronic devices prior to the start of the test and to hold them for the duration of the test period. Admission to the test will be prohibited to any student who has a cell phone or other electronic device in their possession and does not relinquish it.

## STUDENTS WITH IEP'S AND 504 PLANS

Students with individualized education plans (IEP's, 504 plans) or documentation from a medical practitioner that specifically requires the use of an electronic device may do so as specified.

## DANCE PROCEDURES

Students wishing to bring a guest to a school dance must have prior permission from the school principal. Students may pick up a dance pass from the Main Office. It is the responsibility of the student to return the completed form to the Main Office by noon on Tuesday prior to the dance. Once the Main Office receives the completed guest pass form, the Guest School may be contacted for a reference check. Please see "Privileges and Rights" section at the beginning of this document for additional requirements for student eligibility for dances.

Guests at SLC dances may be denied for the following reasons,

1. The guest pass was not submitted on time allowing for the processing of the paperwork.
2. The guest is over 20 years of age.
3. The guest has not received a positive reference check.

## DRIVING PRIVILEGES / CONSEQUENCES OF MISCONDUCT

Students with a valid driver's license may be eligible to drive to school and park on school grounds. Availability of driving and parking will be based on seniority and other extenuating circumstances as approved by the principal. Parking permits are **required** and may be obtained in the High School Office. Permits must be displayed in the back window. Vehicles are to be parked in the designated area of the parking lot. All language as found in the student driving registration forms must be strictly adhered to. Students are encouraged to lock vehicles at school. STUDENTS WHO MUST GO TO HIS / HER PERSONAL VEHICLE DURING THE DAY MUST SIGN OUT AND IN AT THE HS OFFICE. Vehicles parked on school property may be subject to search as deemed appropriate by school administration and law enforcement. Speed limits and other traffic regulations on school property must be obeyed. Reckless driving, chronic tardiness, academic failure, or violations of the above rules may result in withdrawal of the privilege to bring vehicles on school property. **Driving to school is a privilege that the school does not have to grant to students.** Violation of any school rule or procedure may lead to the suspension of driving privileges. All student drivers who are found to be in violation of any driving regulation involving safety will receive an immediate driving suspension of a minimum of 10 school days. Subsequent suspensions for violations will be longer in duration.

Vocational (Seaway Tech) students who arrive at the vocational school in transportation other than an SLC bus without written permission from a parent / guardian and both school principals will automatically lose their school driving privileges. This includes the transportation of any passengers in unauthorized vehicles. Vocational students who do not have driving privileges will be assigned in-school suspensions from vocational school.

Students are reminded that penalties are in place for safety purposes. If you depend on your vehicle to get to work, do not risk losing your driving privileges. Student drivers who fail to comply with a driving suspension may have their vehicle towed at the expense of the owner and / or driving privileges suspended for the remainder of the year.

The first set of spaces closest to the entrance by Room 114 / 113 is reserved for faculty. Student parking will be on a first come, first served basis. Parking spots will not be assigned, however, only students with approved parking passes will be afforded access to student parking.

## E-HALL PASS

St. Lawrence Central High School utilizes an online platform to manage the location and travel of students. All students are expected to use the designated pass system (E-Hall Pass) and the parameters that are established by the specific classroom teacher. Students signing out of the gymnasium or cafeteria will continue to use the written sign in/out books to note their hall usage.

Students should attend each class prepared to learn. This includes having all needed materials and using the restroom during transition times.

## LIBRARY MEDIA CENTER

The library is open from 8:00 AM until 3:27 PM to all students, faculty and staff. Changes to the availability of the LMC will be shared on daily announcements. Computers are available for class assignments, research purposes and other activities indicated in the SLC Acceptable Use Policy.

## LIBRARY USE GUIDELINES FOR STUDY HALL STUDENTS:

- Food and drink may not be consumed in the library.
- Students will sign in upon arrival.
- Students may use computers during this time. If computers are limited, priority will be given to students conducting research or other course related activities.
- Students who socialize rather than read or work will be excused from the library and directed to return to study hall.
- Students abusing library use privileges will receive a discipline referral.
- Study hall monitors will send students to the LMC according to the "maximum number of students" information they receive from LMC staff at the beginning of the year.
- Any student entering the library will need to follow sign out procedures as set forth in E-Hall Pass and with individual teachers.
- Purposely damaging school materials including books, chromebooks, and other items will result in disciplinary action and possible monetary charges.
- Students will not be allowed to return to the study hall. If a student needs to visit the library to get specific materials or use our resources and wants to return to study hall, they must receive permission from the LMS when he/she first enters the LMC.
- OVERDUE MATERIALS: Borrowers will receive notices if materials are overdue. Please return or renew promptly. Borrowers will be held financially responsible for the replacement of lost books. Anyone with overdue books will not be allowed to sign-out additional library materials until all overdue materials are paid for or returned.

## STUDY HALL GUIDELINES

1. Monitors must follow the established guidelines on E-Hall Pass and only allow the sign out of students with a pre-signed appointment pass to leave.
2. Students must be on time (arrive by the bell).
3. Students who arrive without a signed pass must complete a pink **Tardy to Class Slip.**
4. Students must get prior approval to leave Study Hall from the staff member they wish to see during this time. This should be done with a pre-signed pass on E-Hall Pass.
5. Study hall is to be quiet. Students are expected to do school work, study, or read.
6. Students may work together on school work with the monitor's permission.
7. Attendance is to be entered into School Tool each period.
8. Missing students must be reported to the office immediately. Call ext. 29101.
9. Gambling, card playing, and video gaming are not allowed.
10. Sleeping is not allowed.
11. Students may sign out to their lockers, Guidance Office, and school nurse.
12. Only 2 students may leave at a time for reasonable periods of time.

13. Ensure that students write legibly and use first and last names in the booklet.
14. Students may sign out to the Library Media Center when open.
15. Students should pick up after themselves, dispose of trash, and push chairs in.
16. Students are to be seated until the end of the period.
17. NO FOOD / DRINKS ALLOWED IN ANY COMPUTER LAB AND AUDITORIUM.

## TEACHER RATING AND SCORE RELEASE PROCESS

Pursuant to Education Law, parents and legal guardians of students may request the final quality rating and composite effectiveness score for each of the teachers and for the principal of the school building to which your child is assigned for the current school year. Please be advised that the law does not allow and prohibits the release of any additional information about the individual teacher beyond the final rating and composite score. The purpose of this notice is to inform you of this right and the process by which you may request such information.

Only parents and legal guardians may have access to the final quality rating and composite score of the student's teacher(s) and principal. The School District is required by the law to take reasonable steps to ensure that the person requesting the information is a parent or legal guardian of the student to whom the teacher(s) or principal is assigned. Therefore, any request must be in writing on the form provided by the office. No oral requests will be honored. The School District may request additional verification such as licenses or other photo identification to verify that the person requesting the information is the parent or legal guardian of the student. In the case of legal guardians, the School District will require proof of guardianship (e.g. court orders, etc.). The status of the requesting person will be verified against other information concerning the student in the possession of the School District (e.g. information or documents submitted at the time of registration) and the requesting person will be notified once his/her request has been verified and approved.

Once the request is approved, an appointment with the administrator, or designated individual authorized to release such information, will be arranged. At the meeting the rating and score will be verbally provided. At this same meeting, the parent or guardian will also receive the required explanation regarding the rating and score to best understand them in the context of teacher evaluation and student performance. In the event a parent or guardian is unable to meet in person, they may receive the information verbally by phone.

## COMMUNITY CODE OF CONDUCT

The purpose of the Community Code of Conduct is to provide a mutual understanding to all parents/guardians and visitors to our school about conduct expectations while on school property, at school district events and when interacting with District employees and/or students.

We expect parents/guardians and visitors to have a fundamental understanding and commitment to the following general propositions:

- Teachers, administrators and parents/guardians want all children to learn in a safe environment
- Teachers, administrators and parents/guardians must work together for the benefit of all students
- All parents/guardians and visitors, as well as all members of the school community, deserve to be treated with respect
- The school should be provided an opportunity to resolve issues of concern before public criticism.

**PROHIBITED BEHAVIORS**

In order to provide a peaceful and safe school environment, the District prohibits the following behaviors by parents/guardians and visitors:

- Abusive, threatening, profane or harassing communication, either in person, by e-mail or text/voicemail/phone or other written or verbal communication
- Disruptive behavior that interferes or threatens to interfere with District operations, including the effective operation of a classroom, an employee's office or duty station, a campus lobby, or school grounds, school buses and transportation, including sporting events, parking lots and car-pickup. Please see included SLC/Section X Spectator Expectations below.
- Threatening to do bodily harm to a District employee, visitor, fellow parent/guardian or student
- Threatening to damage the property of a District employee, visitor, fellow parent/guardian or student.
- Damaging or destruction of school property
- Excessive unscheduled campus visits, e-mails, text/voicemail/phone messages or other written or oral
    - School staff and administration may not always be immediately available to speak with you. The only way to *ensure* that you are able to speak with a staff member or administrator is to schedule an appointment. Staff and administrators have a practice of attempting to return all phone calls/e-mails within 24 hours with great success. Your calls and visits will be responded to consistent with this practice if someone is not immediately available to speak with you.
- Defamatory, offensive or derogatory comments regarding the school or school staff made publicly to others.
- Any concerns that you may have regarding these matters must be made through the appropriate channels so they can be dealt with fairly, appropriately, and effectively for all. Please see the communication flow chart below for more information.

**CONSEQUENCES**

Depending upon the severity of the incident, parents/guardians or visitors may be ejected from or otherwise banned from campus and participation in school-sponsored events under the criminal trespass laws. In situations involving lesser infractions or where remediation is viable, a warning will be provided, either verbal or in writing, prior to the filing of trespass and issuance of a formal ban. Should a parent/guardian or visitor fail to heed the direction issued in the warning, a ban or other restrictions designed to deter the conduct will follow. No restriction, however, will prevent the parent/guardian from working collaboratively with the District to meet the child's educational needs, nor will a parent/guardian be excluded from a child's IEP meeting.

**SCHOOL VISITORS AND VOLUNTEERS**

All visitors must enter the school through the High School Main Entrance and sign in at the window. **Picture identification may be requested before allowing entry.** Students will only be allowed to leave with parents or guardians, those listed on emergency cards, or with written permission from a parent / guardian. Picture identification may be required. Students may not have visitors in the school. Volunteers / chaperones must be approved by the Board of Education before working with students. **Aggressive Behavior Will Not Be Tolerated.** Our facility is an educational and learning environment. For the safety of all, we do not tolerate aggressive behavior. Guests not adhering to appropriate code may be asked to leave. Any visitors wishing to meet with a school employee should have a prior appointment.

**CHAIN OF COMMUNICATION FOR COMMUNITY INQUIRIES:**

The Brasher Falls Central School District embraces that it is through the work of all, we will achieve excellence for our students. BFCSD strives to ensure consistent communication between the district,

principals, teachers, staff, families and students. The District's primary motivator is the well-being and education of its scholars.

BFCSD is committed to open, honest communication with families. Despite very best efforts, questions and concerns will arise. When families have a question concerning a classroom situation, their first contact should be with the classroom teacher since the teacher is the closest to the question or concern and is most able to resolve it quickly and effectively. To ensure the success of BFCSD's students, the following five steps are recommended to be followed when a question or concern arises:

1. Students should feel empowered to go to the primary teacher with their questions, concerns or comments.
2. Parents should go to the primary teacher with questions, concerns, or comments.
3. The teacher will follow up with the parent on the resolution of questions, concerns, or comments.
4. If questions or concerns continue, the parent may choose to contact the school counselor or principal for assistance. The counselor/principal may be able to resolve the issue or offer to set up a meeting with the concerned parties.
5. The teacher, parent, and principal will follow up on resolution of questions or concerns.

***Please use this communication chain when addressing issues as they arise:**

## Communication Chain

| Area of Concern: | First Level | Second Level | Third Level | Fourth Level | Fifth Level |
|---|---|---|---|---|---|
| Academic/ Student Progress | Classroom/ Subject Teacher | Guidance Counselor | Principal | Superintendent | Board of Education |
| Athletics | Coach | Athletic Coordinator | Principal | Superintendent | Board of Education |
| Attendance | Building Main Office Secretary | School Nurse/ Guidance Counselor | Principal | Superintendent | Board of Education |
| Behavior/ Discipline | Teacher | Dean/Principal | Superintendent | Board of Education | |
| Board of Education Policies | Principal | School District Clerk | Superintendent | Board of Education | |
| Budget | Business Manager | Superintendent | Board of Education | | |
| Building Use | Building Main Office Secretary | Principal | Director of Buildings and Grounds | Superintendent | Board of Education |
| Buildings/ Grounds Issues | Principal | Director of Buildings and Grounds | Superintendent | Board of Education | |
| Bullying | Classroom | Principal | Superintendent | Board of | |

| | | | | | |
|---|---|---|---|---|---|
| | Teacher/ Guidance Counselor | | | Education | |
| Curriculum | Teacher | Principal | Superintendent | Board of Education | |
| Extra-Curricular Activities | Club Advisor | Principal | Superintendent | Board of Education | |
| Food Services/Meal | Director of Food Services | Superintendent | Board of Education | | |
| Health Issues | School Nurse | Principal | Superintendent | Board of Education | |
| Procedures and Policies | Teacher | Principal | Superintendent | Board of Education | |
| Safety | Principal | District Safety Chair | Superintendent | Board of Education | |
| Scheduling/ Classroom Information | Guidance Counselor/ Teacher | Principal | Superintendent | Board of Education | |
| Special Education | Special Education Teacher | Director of Pupil Support Personnel | Superintendent | Board of Education | |
| Student Registration | District Clerk/ Guidance Office | Superintendent | Board of Education | | |
| Technology | Director of Technology | Principal | Superintendent | Board of Education | |
| Transportation | Bus Driver | Transportation Director | Superintendent | Board of Education | |

**SECTION X/SLC SPECTATOR EXPECTATIONS:**

- Please direct all energies to encouraging your team
- Avoid actions which offend either team, players, coaches and officials
- The use of bells, noisemakers and other distractions are prohibited during the game
- Accept the judgment of coaches and officials
- Any negative, inappropriate or derogatory comments or actions which require the attention of a school supervisor or administrator could result in your removal from the crowd.
- NEW this year from NYS and Section X: In extreme cases, should you refuse to leave, stoppage or even cancellation of this game will occur.
- Be loud, be proud, be positive.

**SPECTATOR BEHAVIOR ISSUES:**

**First Offense:** individual or group spoken to "generally" to stop the comments or actions.

**Second Offense:** individual or group spoken to directly
**Third Offense:** individual or group will be told they are to leave the grounds immediately. If they refuse to do so, the game stops immediately until the offender has left.

**ST LAWRENCE CENTRAL ALMA MATER**
Words/Music by ~ Anna Cassada

Hail to thee St. Lawrence Central
Glory to thee
Our love for you
Will always gracious be.
Oh, Alma Mater
Oh, Alma Mater
Sing, work and play
We for dear SLC
Hail to thee St. Lawrence Central
Homage to thee
Ever you guide us
On to victory.
Oh, Alma Mater
Oh, Alma Mater
Love, Honor, Justice
for Dear SLC.

