

**Brasher Falls Central School District
St. Lawrence Central Middle 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.

Principal: Mrs. Jamie LaBarge

MS Counselors: Mr. Nathan Niles and Mrs. Amber LaPierre

www.bfcsd.org

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The “Brasher Falls Central School District Code of Conduct” can be found on our web-site at www.bfcsd.org or in paper copy at the MS Office.

Dear Students and Parents/Guardians:

Welcome to the 2026-2027 school year! We are looking forward to a successful and positive year for all of our middle school students.

In this handbook you will find our Student **Behavioral Expectations** that focus on being: **Responsible, Respectful, and Safe**. We also focus heavily on **Employability Skills** in Middle School

In order to make sure that students can do their best it is important that they focus on their behaviors, come to school every day ready to learn, and put in their best effort. In middle school we focus on students building both content skills and employability skills so that they can be successful in high school and all future endeavors.

Good luck to you all, and let's have a respectful, responsible, and safe school year.

Employability Skills Rubric

	Highly Sought After (2)	Employable (1)	Unemployable (0)
Responsibility	- present and focused - has all materials - completes work with obvious effort - meets deadlines - self-motivated to stay on task - actively participates - follows all safety / classroom rules - respectful / thoughtful of the needs of others	- attends class - resolves missing materials issues without interrupting learning - completes work - on task with reminders - participates - harmless / infrequent infractions to rules	- absent / tardy - not prepared with materials, which interrupts learning - work is incomplete / late - constantly off task - does not participate - does not follow rules - not respectful / thoughtful of the needs of others
Teamwork	- leads team in accomplishing tasks - appropriately manages conflicts - positive attitude - offers constructive feedback and is always willing to help others	- passively cooperates with team - attempts to manage conflicts - okay attitude - somewhat willing to help others	- does not contribute to, or detracts from, the team - creates / escalates conflicts - negative attitude - unwilling to help others
Communication	- can form a clear, coherent thought - can make a solid claim and support it - information is thorough / correct - uses appropriate eye contact, volume, and speed when speaking - active listener to others - extremely professional	- generally forms a clear, coherent thought - can make a claim and generally support it - information is mostly thorough / correct - uses mostly appropriate eye contact, volume, and speed when speaking - listens to others, with minor lapses - attempts to be professional	- struggles to form a clear, coherent thought - cannot make a claim and / or support it - information is mostly sparse / incorrect - major issues with using appropriate eye contact, volume, and speed when speaking - struggles to listen to others - not professional
Critical Thinking	- able to work through a complex problem without giving up - thinks creatively for alternate ways to solve the problem - uses resources independently - demonstrates curiosity - is willing to take academic risks that push student out of comfort zone	- attempts to work through a problem, but may need prompting - struggles to think "outside of the box", but can still accomplish the task - uses resources when instructed - willing to do the basic work, but does not desire to find out more - stops when work is just passing / "good enough"	- not able to work through a problem; gives up easily - cannot determine any methods for how to solve the problem - does not utilize resources - not curious about own learning - is content to fail, without trying again
Digital Literacy and Technology	- always safely and responsibly uses technology - successfully evaluates information for accuracy and credibility - independently selects relevant technology - independently and successfully troubleshoots when needed	- in general, safely and responsibly uses technology - makes attempts to evaluate information for accuracy and credibility - attempts to select relevant technology - attempts to troubleshoot when prompted by teacher	- does not safely or responsibly use technology - does not attempt to evaluate information for accuracy and credibility - does not select relevant technology - does not attempt to troubleshoot - plagiarizes

The Employability Rubric is a daily tool used by teachers to assess students' development of needed skills for success in school and beyond. The rubric can be used holistically, or individual sections can be focused on, depending on the skills required / lesson being taught. The rubric (or parts of it) can also be used as a self-assessment tool by students.

STUDENT EXPECTATIONS

Expectations	Be Responsible	Be Respectful	Be Safe
Classroom	● Be there / be on time. ● Be rested / be ready to learn. ● 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. ● Keep halls free of litter, and clean up after yourself. ● Use passes properly.	● Use appropriate language. ● Move quietly during class time. Maintain personal space. ● Use school property properly. ● Walk.	● Keep hands / feet to yourself. ● Walk safely. ● Remain in the building. ● Use proper checkout procedures.
Cafeteria	● Clean up area after yourself. Practice good table manners. ● Do not share ID numbers. ● Say please and thank you.	● Use appropriate language. 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. ● Abide by all school rules. Use facilities appropriately. ● Be on time. ● Stay with group.	● Use appropriate language. ● Be mindful of the feelings of others. ● Exhibit good sportsmanship. ● 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). ● 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. ● Applaud appropriately. ● Be quiet.	● Use appropriate language. ● Listen to and attend to presenters. Ask relevant questions. ● Maintain appropriate silence. Show appreciation through applause. ● Leave area clean.	● Familiarize yourself with exits. ● Enter and exit in an orderly manner/don't wait for friends. ● 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.	● Follow school rules for acceptable computer use.. ● Report concerns to the adult in charge.
Bus	● Be ready for the bus. ● Be a good role model 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. ● Talk quietly. ● Report safety concerns.

Before you speak:

THINK

T= Is is True?

H= Is it Helpful?

I= Is it Inspiring?

N= Is it Necessary?

K= Is it Kind?

Brasher Falls Central School District

School and Parent Compact

IN ORDER TO PROMOTE STUDENT ACHIEVEMENT

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, agenda, and homework.
- 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
- Follow directions and school rules
- Attend class with the necessary materials for the day, ready to learn
- 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 materials for learning daily such as a writing utensil, paper, notebooks, and binder.
- 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.
- Check Schoology Regularly.

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. Any visitors wishing to meet with a school employee should have a prior appointment. Volunteers/chaperones must be approved by the Board of Education before working with students. 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. The full [community code of conduct](#) can be found in the district Code of Conduct.

DISCIPLINE PROCEDURES

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.

DISCIPLINE CODE

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

***RESTORATIVE OPTIONS (may accompany any category):**

Option 1- Educational Course on the topic of concern (ex. Vaping, empathy, bullying)
Option 2- Apology Letter
Option 3- Written Reflection
Option 4- Community Service
Option 5- Circle
Option 6- Mediator Agreement
Option 7- Structured Day
Option 8- Other

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 from school for up to five days. 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.

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

THE OFFICIAL SCHOOL DAY is 8:00 AM to 3:25 PM.

Regular Classes run from 8:00 AM - 2:27 PM. **Activity Period is 2:30-3:25**, during this time teachers are available to work with students. Students who have not satisfactorily completed their classroom responsibilities may be required to stay with their teachers until 3:25 PM, Monday – Thursday (Teacher Detention and Ketchup Club). Athletes may be dismissed at 3:25. Students in need of extra help are expected to work with their teachers during this time. Students **MUST** 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.

ATTENDANCE

THE SCHOOL DAY BEGINS AT 8am

This means that at 8:00am students must be in their homerooms. Students *entering the building at 8am* will be marked tardy, so please arrive at school by 7:50 to give the student time to get to their locker and classroom on time.

TARDINESS TO SCHOOL

First period is also considered homeroom. First period attendance is registered at the daily attendance. Classes start at 8:00am. Any student not **in homeroom at the 8:00 a.m. bell** will be marked tardy, *whether they were already in the building or not.*

Anytime a student arrives at school after 8am, **they need to be signed-in by an adult**. They must enter the building through the High School main entrance (security doors). *The student MUST stop at the HS Office and get a pass before going to class.* When signing in the student, you can enter the excused reason for the tardiness, or give the person at the window your written excuse.

Three unexcused occurrences of being late to homeroom, within a term, will result in a discipline referral and one detention will be assigned by the principal for the first offense. Subsequent late slips, in that term, will result in one additional detention for each.

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 MS Office to verify. Sometimes students enter a room late (with a pass), but it does not get updated before the system pulls the information.

EXCUSED, EXEMPTED, AND UNEXCUSED:

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.**
- b. **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.** *(A tutor can be requested for Out of school suspension by contacting the office.)*
- c. **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.**

WRITTEN ABSENCE EXCUSE

Written excuses are necessary after any absence. If an excuse is not received, the absence will be recorded as "unexcused." ***Absence or tardiness, without a legal excuse submitted, may result in disciplinary action or loss of privileges.***

Three ways to submit an absence excuse:

- a. Primary Guardians with an email address in Schooltool receive an email which they can reply to with the excuse.
- b. A written note can be brought to the MS Office containing the student's full name, dates absent, reason, and parent signature.

EARLY DISMISSAL FROM SCHOOL

If a student is being excused from school early, an adult must sign them out at the HS Office. ***Please do NOT call ahead, asking that we have the student ready and waiting.*** Please plan ahead and be prepared to wait a couple of minutes for your child to be dismissed. There have been 20-30 minute delays where students were waiting in the office, but could have been in class.

When someone other than the parent/guardian (or someone listed on the student's emergency list) is picking up the student, it is mandatory that a note, signed by the parent/guardian be brought to the HS Office.

Whenever possible it is expected that appointments will be scheduled outside of school hours.

Any student participating in extracurricular activities (sports, clubs, etc...) should refer to the Interscholastic Handbook for additional attendance expectations.

CLASS ATTENDANCE PROCEDURES

St. Lawrence Central School recognizes the importance of class attendance for the successful academic development of our students. Therefore, all teachers are expected to keep accurate records of student attendance each class period.

Tardiness to class – Students who are a few minutes late to class *without* a signed pass must complete a pink tardy slip when they sign-in to their classroom. If they reach 3 tardy slips in any one course, they will then be assigned administrative detention. Students who arrive later than that, without a pass, will be assigned teacher-detention. If this is not effective, a discipline referral and subsequent disciplinary action will follow.

Class Absences - All students are expected to attend class. Therefore, students should not be absent:

*for more than 20 class sessions for a full year course.

*for more than 10 class sessions for courses that are one semester/ every other day/ or lab courses.

Excused and unexcused absences count toward these limits.

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/or school nurse may also intervene as support personnel to help students who may be experiencing personal difficulties.

LEVEL I: Five absences for full year courses. Three absences for semestered /every other day/and science labs.

1. A letter will be mailed home.

LEVEL II: Ten absences for full year courses. Five absences for semestered/ every other day/ and science labs.

1. A second letter will be mailed home.
2. A phone call may be made to the parent/guardian to discuss concerns.
3. The Multi-Tiered Support System (MTSS) team or guidance counselor may schedule a meeting to develop an Attendance Improvement Plan with the student and parent.

LEVEL III: Fifteen absences for full year courses. Seven absences for semestered/ every other day/ and science labs.

1. All steps listed in Levels I and II.
2. Further consequences and/or student restrictions.

A student exceeding 10/20 absences is expected to remain in the course and continue to follow all classroom rules/guidelines and complete classwork no matter the decision made regarding pass or fail.

BELL SCHEDULE for Middle School

1 st period	8:00-8:45
2 nd period	8:48-9:30
3 rd period	9:33-10:15
4 th period/Lunch Gr5-6	10:18-11:00
Lunch A/4 th period-Gr5-6	11:00-11:27
5 th period	11:30-12:12
6 th period	12:15- 12:57
7 th period	1:00-1:42
8 th period	1:45-2:27
Activity Period	2:35-3:25

BUS PASSES

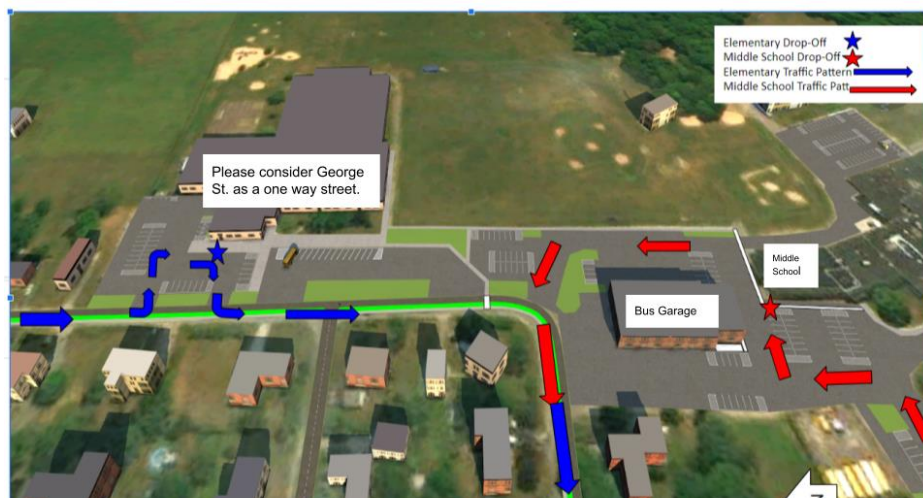
Students that need to ride a bus somewhere other than their regular stop **must bring in a signed note from their parent/guardian** stating where the student is going, **including a name, 911 address** (unless it's another student's home), and the date. **Bus passes cannot be called-in by phone. This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

BUS TRANSPORTATION and PARENT/GUARDIAN DROP OFF

Students in grades 5-8 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 suspension from the bus. **Under normal conditions, buses shall arrive at school by 7:45 AM.** Students are expected to go directly into the building when directed by bus staff.

- Drop Off and Pick up will be at Door #16 (middle school end doors)
- 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 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 lining up, please double up so we have two lines of cars starting at the 5th grade doors.
- WALKERS-please take George St.



CAFETERIA

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

CALENDAR

The District Calendars, News and Live Feed are available on the school website www.bfcsd.org *and for Middle School specific information* click on SCHOOLS and choose Middle School.

CLASSROOMS: BOOKBAGS, **CAFFEINATED DRINKS**, FOOD

Students in grades 5-8 are not permitted to bring book bags, trapper keepers, or backpacks into classrooms or have them in the hallways from 8:00am to 3:25pm. This includes purses or any other bags that are worn by students. These items should be secured in their locker all day and picked up at dismissal. Small cosmetic clutches and non-expandable pencil pouches are permitted. Grade 5-6 students may bring a small drawstring bag to and from PE/Swim.

Students are not permitted to bring soda or energy drinks to school. Students are also not permitted to share drinks or drink flavors with other students. Food and soda are not allowed in classrooms without prior consent from the Principal and/or classroom teacher. Snacks to be shared with the whole class should be approved by the teacher prior to bringing them into the classroom.

COMPUTER USE & CHROMEBOOKS

Please also see the [Computer/Chromebook Use Program](#) and [Acceptable Use Policy](#)

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. Does 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 or personal purposes. School devices are for schoolwork only.
9. Files are not private. System Operators have access to all files.

10. Do not engage in illegal activities. 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 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 Chromebooks must remain in their cases, and be returned in the same condition that they were received by the student. Students are not permitted to stick items to their Chromebooks, or modify the appearance. Chromebooks and chargers should all be labeled with the student name. Use of a school Chromebook is a privilege for students.

ACADEMIC INTEGRITY, PLAGIARISM, and AI 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.

COUNSELING SERVICES

The Middle School (grades 5-8) Counselors can provide additional counseling services to all students and teachers, such as:

- Someone to talk to about any type of problem or issue whether it is personal, academic, or social.
- Counseling concerning interests, abilities, and career exploration.
- Planning your middle school program and meeting necessary NYSED requirements.
- Information on careers, community services, etc.
- Classroom lessons and small group counseling experiences focused on skills like organization, communication, coping strategies, and social skills.
- Students may visit their counselor during study halls. Students should not visit the counselor during class time, unless it is absolutely necessary, and with permission of the classroom teacher.
- Students wishing to add/drop classes will need to go through the proper stages using a form provided by the Counseling Office. Until all sections have been signed, no students will have a change of schedule. This may take 3-4 school days.
- The purpose of school-based counseling is to support students' success in school by helping with social, emotional, and academic needs.
 - a. School counseling is short-term and focused on helping students manage challenges that may impact their learning, behavior, relationships, or well-being during the school day.
 - b. School counseling is not meant to replace outside mental health therapy or long-term counseling. Instead, school counselors work as part of a team to support students and can help connect families with outside counseling services when more ongoing or specialized support may be helpful.

THE DISTRICT'S 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:

- a. Dress, grooming and appearance, including accessories and nails, shall be safe and appropriate.
- b. Dress and appearance may not disrupt or interfere with the educational process.
- c. 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.***
- d. Hoodies may not be worn with the hood up while in the building or for outside recess during the school day.
- e. 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.
- f. 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.
- g. No item of apparel or accessory may display sexually suggestive or derogatory material.
- h. Undergarments and underwear must be covered at all times with outer clothing.
- i. 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.
- j. 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.
- k. Sharp metal chains, any animal collars or bracelets, or anything that could cause injury are not permitted.
- l. Sunglasses are not to be worn in the building.
- m. 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.
- n. 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.
- o. Trapper keepers are not permitted.
- p. 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.

Additional age appropriate details about dress code may be addressed in building student handbooks. 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.

E-HALL PASS

St. Lawrence Central Middle 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. 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 permitted transition times.

EXTRACURRICULAR & INTERSCHOLASTIC SPORTS & CLUBS 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. Clubs normally meet during activity period. Sports related questions or concerns should be directed to the Athletic Director or coach.

Grades are checked each marking period. Students failing one (1) class are placed on *Academic Warning*. Students failing two (2) or more classes are deemed *Ineligible* to play or participate in activities for two weeks (Monday-Monday). Please see the Interscholastic Handbook for details. In both instances, students are **MANDATED** to stay with teachers of the classes they are failing from 2:35-3:25 pm daily to improve grades.

Students participating in any extra-curricular activity must be in attendance the full day on the day of that activity. The only exception to this rule will be verified medical or legal excuses. 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 is deemed insubordinate or disrespectful to staff, they will be dismissed at the conclusion of the school day.

AFTERSCHOOL GUIDELINES FOR COACHES, PLAYERS, & PARENTS: (Grades 7 & 8)

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:

- 1. We pay someone Monday-Thursday from 2:30-3:25 to monitor the sports study hall in the cafeteria (work needs to come with them and be out at all times...not a talking session). 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 3:25**. If any 7 & 8 graders are on the "Ketchup Club List," or failing any classes, they **MUST** be with a teacher that they owe work for, Monday – Thursday, and not in the cafeteria.*
- 2. No players should be in the locker rooms until 3:25, 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.***
- 3. Middle School students are not allowed to leave the building or school grounds, on their own, and then return at 3:30 for early practice or a game **unless they have been signed out and returned by their parents**. All players need to be in the cafeteria study hall or with a teacher.*
- 4. 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.*
- 5. When practice/game begins later than 3:30, and players are on the "Ketchup List" they must stay with a teacher after school until 3:25. If they can ride the bus home and return in time for practice they should, if not, both coach and player need to make arrangements to stay with a Varsity or JV coach until modified practice time. Players can **NOT** just hang around school unsupervised.*
- 6. When practice/game begins later than 3:30, and players do not need to stay for "Ketchup" they should ride the 2:30 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.*

EXTRACURRICULAR CLUBS AND ORGANIZATIONS INCLUDE:

Extended Day Program, Student Council, Class Officers, Junior Honor Society, Tri-M Honor Society, Drama/Musical, Robotics, Impetus, FFA, Greenhouse, and Spanish Club.

EXTRACURRICULAR SPORTS:

Fall Sports for Boys: Modified/JV Football, and Modified Soccer

Fall Sports for Girls: Modified Swimming, and Modified Soccer

Winter Sports for Boys: Modified/JV Basketball, (Varsity Hockey)
Winter Sports for Girls: Modified/JV Basketball, (Varsity Hockey)
Spring Sports for Boys: Modified Lacrosse, Modified Baseball
Spring Sports for Girls: Modified/JV Softball

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.

GRADING INFORMATION

AVERAGES / HONOR ROLL / HIGH HONOR ROLL

Please note: half-year courses will only carry one-half the weight as full-year courses. Students receiving an incomplete will be given two weeks to make up the missed work. Failing grades and remaining incompletes automatically exclude students from honor roll. Averages will be calculated to the nearest 100th percent. Students earning an 85 or above will be placed on Honor Roll. Students with a 90 or above will be placed on High Honor Roll.

GRADE REPORTS

Progress Reports will be available on Schooltool Parent Portal at the 5-week marking period 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.

Report Cards are issued 4 times a year, every 10 week marking period. The minimum passing grade for earning credit in any course in middle school is a 70. Report cards are printed and mailed.

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 Middle School Office or Counselor. 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 teachers immediately upon returning to school to make arrangements. Teachers are expected to notify students of what they missed while they were 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. **Students may work with teachers individually to determine the best method to access materials.**

TERM PERCENTAGES – 4 Terms with Final Exam

Full year courses: Each Term = 21% and Final Exam / Project = 16%

Semestered courses: Each Term = 42% and Final Exam/Project = 16%

FAILING GRADE / TEACHER CONFERENCES - CONTACTS

A failing term-grade should be followed up with a parent-teacher conference. This is arranged through the MS Counseling Office.

Please contact the Middle School Counselors, Mr. Nathan Niles or Mrs. Amber LaPierre at 315-389-5131 or via email at nniles@bfcsd.org (x29510) or alapierre@bfcsd.org.

To contact a teacher, please see our web-page, BFCSd.org, for email addresses and phone extensions. (Calls before 3:30 go directly to the teacher's voice-mail but are checked throughout the day.) Teachers can also be emailed directly through Parent Portal.

PROMOTION REGULATIONS / SUMMER SCHOOL QUALIFICATIONS

All students will be scheduled for at least six (6) classes (subjects) per year, not including P.E. If a student fails one core subject, they are entitled to advance to the next grade (summer school will be recommended). The Board of Education will determine by March of each year whether summer school will be offered. If summer school is available, its purpose is to provide remedial courses for pupils who did not satisfy the requirements for credit in given subjects, and for those pupils to receive further instruction and improve their grades in certain subjects. A 55% final average must have been earned in the course to qualify for enrollment in summer school.

Grades 5-6: Students will be required to attend summer school to advance if they are failing 1 or more core subjects.

Grades 7-8: Students will be required to attend summer school to advance if they are failing 2 or more core subjects.

HONORS 7 Math and Accelerated 8th Grade Courses

Students taking Algebra 1 and/or Living Environment in the honors program will be expected to maintain an average of 85 or higher and pass the regents with an 85 in order to continue in the program. Students enrolled in honors math 7 are also expected to maintain an average of an 85 to continue. This will be reviewed at the end of each marking period, and students not performing at an 85 will be removed from the class.

Students in grade 8 who do not receive a final course average and regents score of 85 will be recommended to retake the course. Should a student receive lower than an 85 on the regents, they will be given the opportunity to retake the test in August. Depending on space in high school, students may also retake the course in summer school for the purpose of regents prep only.

GRANTING CREDIT FOR COURSES (8th Grade Students ONLY)

(Credit bearing courses in Middle School; Intro to Spanish, Algebra 1, and Biology.)

Students must receive a final course average 65 and pass the exam to be granted high school credit.

HEALTH SERVICES

THE NURSES OFFICE is open whenever school is in session. In cases of an accident or sickness, report immediately, if possible, to the office. If unable to report personally, send word for assistance. Before reporting to the Nurse's Office, secure a pass from your homeroom or classroom teacher. Naturally, in case of an emergency, the pass requirement is waived.

PHYSICAL EXAMINATIONS are required of grade 5 and grade 7 students, new students, and athletes. These are conducted by the school physician. Incoming 6th grade students are required to have two vaccinations before entering in September: 1. T-dap, 2. Varicella (chicken pox). Please contact the Nurse's Office at extension 29104 with any questions.

All health records are kept in the Nurse's Office until the student turns age 30.

HEALTH FORMS: It is imperative that a current, signed emergency form be on file for every student. Forms can be obtained from the MS Office. Forms for physicals, dental certificates, and medication are available in the Nurse's Office as well as on the school website. If your child has medical changes impacting school, please call the nurse as soon as possible to discuss. **Please remember to provide the Middle School office with ANY CHANGE of phone number, address, or emergency contacts.**

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:

- q. Student's name and date of birth
- r. Diagnosis
- s. Name of medication
- t. Dosage/route of administration
- u. Frequency and time of administration
- v. Self-administration orders, if indicated
- w. Conditions for "as necessary" medications
- x. Date, doctor's name, title, signature, phone number
- y. Intended effect of medication
- z. Side effects
- aa. Date of initiation and termination
- bb. 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

Students are assigned lockers as of the first day of school. Lockers are the property of the school and can be searched at any time by authorized administrative school personnel. Students can request a lock from the MS Office (*Only locks issued by the Middle School Office can be used.*) Students are not allowed to use an unassigned locker or share their lockers or combinations with others. Students are responsible for the condition of their locker. They must be kept clean and shut appropriately. **The school is not responsible for missing items so please leave valuables at home.** Students participating in sports are not allowed to access lockers for any reason while school is in session. Students caught in the locker rooms during the school day will have their privileges revoked and potentially face consequences from athletics. Students may drop off their belongings upon arrival, and then access them only during practice or games later in the day.

OFFICE PHONE USE - STUDENTS

It is preferred that students do not use the office phones. If a student intends to stay for activity period, they must sign-up with a teacher first. The student or teacher can then contact the parent directly from the teacher's room, this way the teacher can be sure the student is staying. Students calling home for forgotten items is discouraged. These calls must be approved by office personnel and the student must have permission from their teacher to be in the office. Students will be asked to leave a voicemail if a parent does not answer.

* Students are not allowed to call if they "don't feel well". They should report to the nurse's office.

* Students are not allowed to call home to ask to go to a friend's home, or elsewhere. These things should be discussed at home *prior to the school day*. (Bus passes cannot be written without a signed note from the parent/guardian.)

PERSONAL ELECTRONIC DEVICES & CELL PHONES

Electronic devices can be a disruption to the learning process. At SLC Middle School, student cell phones, and **all personal electronics are to be turned off and out of sight, in the student's locker, during the school day (7:45am-3:25pm)** unless the principal has given permission to use them for **academic purposes only**. This includes smart watches, glasses and all personal electronic items. If these devices **are seen or used**, during the school hours (7:45am-3:25pm), without the permission of the principal, the item(s) will be confiscated and held in the office. Repeat offenses will require further disciplinary measures listed below:

- 1st offense- The student may pick-up the device in the MS Office at the end of the school day.
- 2nd offense- The device will be held until a parent or guardian comes in to pick it up.
- Further offenses- Continue with parent pickup. The phone would need to be signed in to the MS Office at 7:45 am each morning and picked up at the departing time of the student each day. This option is available only if a good case for not leaving the device at home permanently is given.

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, and other fun activities at school are all examples of privileges. Students will earn privileges through positive behaviors and academic achievement. Students with level two 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.

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@bfcisd.org.

SCHOOL PROPERTY

All school property should be respected, not modified without permission, and kept in the same condition upon return to school. This includes but is not limited to: Chromebooks, Library books, Textbooks, Lockers, Calculators, etc... At no time is a student ever permitted to take items from a teacher's desk, storage areas, or classroom without explicit permission.

SCHOOL SAFETY

St. Lawrence Central Middle 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 intercom buzz-in system, 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 school Behavior Intervention Team.

SKATEBOARDS, RECREATION VEHICLES, ROLLERBLADING, SCOOTERS

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

STAFF-STUDENT RELATIONS

Students should not engage in frequent personal communication with staff 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.

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.

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

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 on the school website.

STUDENT RECORDS AND PHOTOS

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.

STUDY HALL GUIDELINES

1. Study halls are to be quiet places for students to work, study, or read.
2. Students should bring homework or reading material to the study hall.
3. Attendance is taken each period. Irregular absences are reported to the office.
4. Students will be assigned seats at the discretion of the study hall supervisor.
5. Card or game playing is not allowed.
6. 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. Only 1 student may be allowed to leave to use the restroom or locker at a time. Locker passes will be minimal as students should come prepared for study hall.
7. Students may sign out to the Library Media Center when available.
8. Any litter or messes should be properly disposed of before leaving.
9. Sleeping is not permitted.
10. Students are to be seated until the end of the period.
11. Disciplinary action may be taken for disruptive or non-compliant behavior.

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.

WORKING PAPERS

Students 14 and older, who are interested in working papers may pick up applications in the Middle School Guidance Office from 8:00 AM – 2:30 PM. Contact Mr. Niles for more information.

