

St. Lawrence Central High School Student Handbook 2018-2019



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

ST. LAWRENCE CENTRAL HIGH SCHOOL
1039 State Highway 11C
P.O. Box 307
Brasher Falls, NY 13613
Phone: (315) 389-5131, Ext. 1100
Fax: (315) 389-5245
www.bfcsd.org

NAME _____
ADDRESS _____
CITY/TOWN / ZIP CODE _____
PHONE _____

STUDENT HANDBOOK TABLE OF CONTENTS

Welcome to the 2018-2019 school year	3
Student Expectations	4
Bell Schedule	5
Quarter Schedule	5
Interim Schedule	5
Term Percentages	5
Attendance Procedures	6
Attendance Expectations	6, 7
Attendance Procedures for Classes	7
Procedures to Address Absenteeism	7, 8
Homework Procedures	8
Homework Guidelines	8
Homework Requests	8
Making up Missed Work	9
Grading Procedures	9
Failing Grade / Teacher Conferences – Contacts	9
Failure of Classes / Marking Periods	9
Honor Roll	9
Incompletes	9
Appeal to Graduate with a Lower Score on a Regents Exam	9
Regents Week Student Procedures for June	9, 10
Report Cards	10
Summer School	10
Guidance Services	10
Add / Drop Guidelines	10
College and Career Preparation	11
Doubling Up in English or Social Studies	11
Doubling Up in Math or Science	11
Student Records	11
Working Papers	11
Scheduling	11
College in High School Programs	11
Individual Student Course Load and Elective Coursework	11
Seaway Career and Technical Education Program	12
NYS Diploma Requirements	13
NYS Examination Requirements	14
General Procedures	15
Academic Award Ceremony Eligibility	15
Accident Policy	15
Activity Period and Academic Support	15
Assembly Procedures	15
Bus Passes	15
Bus Transportation	15
Computer Use	16
District Dress Code	16
Extracurricular Clubs and Sports	17
Extracurricular/Interscholastic Participation and Eligibility	17
Field Trips	17
Health Services	17, 18
Locks / Lockers	18
Lunch Period	18
School Safety	18
School Visitors and Volunteers	18, 19
Skateboards, Recreational Vehicles, Rollerblading and Scooters	19
Staff-Student Relations	19
Student Visitor's Pass	19
Textbooks and Calculators	19
Discipline Procedures	20
Discipline Code	20
Electronic Devices	21
Student Use of Cell Phones / Personal Electronic Devices	21
High School Cell Phone Zones	21
Cell Phone / Personal Electronic Devices Offenses and Consequences	22
Dance Procedures	22
Driving Privileges / Consequences of Misconduct	22, 23
Hall Passes	23
Other Passes	23
Library Media Center	24
Library Use Guidelines for Study Hall Students	24
Study Hall Guidelines	24
St. Lawrence Central Alma Mater	25

Dear Student and Parent / Guardian:

Welcome to the 2018-2019 school year! We hope that this year will be a great year for you all. When we say great, we mean you will have fun, enjoy your relationships with your friends and teachers, and most of all, learn a lot and set yourself up for a future of endless possibilities. This year we will continue to focus on student excellence, not just in academics, but also in behavior. We know that if people feel connected to their school environment, they will do better academically. In order to accomplish this, we are continuing with something called PBIS.

PBIS stands for Positive Behavioral Interventions and Supports. It is a process where everyone focuses on positive behavior and choices rather than negative behaviors and choices.

The PBIS Team has developed district wide **Behavioral Expectations** and they are:

Be Respectful, Be Responsible, Be Safe

We figure that if each day we all are being **respectful** to each other, being **responsible** for ourselves, and acting in ways that make it **safe** for everyone, the school environment will feel good and learning will be easier and more fun.

We will continue to **teach** these **Behavioral Expectations** directly to all students, and we will have in place a system to **celebrate** when students act **respectfully, responsibly and safely**. So often we just expect good behavior and then give most of our attention to those behaving badly. Through PBIS we hope to shift the balance with more of our attention going to **teaching, reminding, and celebrating** everyone's good behavior as well as academic achievement.

In this handbook, you will find the "Behavioral Expectations Matrix" which explains what it means to act **respectfully, responsibly** and **safely** in all school settings. Good luck to you all, and let's have a **respectful, responsible, and safe** school year.

STUDENT EXPECTATIONS

PBIS supports student achievement and recognizes excellent behavior and attendance through positive supports. The goal of PBIS is model, teach, and reward students for being RESPONSIBLE, RESPECTFUL, AND SAFE.

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. Use passes properly. Abide by all school rules. Lock lockers to protect yourself and others.	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. Ensure your charges are paid in timely manner. 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. Keep book bags out of cafeteria lines.
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. Avoid and discourage misbehavior.
Assembly	Be on time. Remain seated until otherwise 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 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 about acceptable computer sites. Report concerns to the adult in charge.
Bus	Be ready for the bus. Be a good role model for younger students. 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.

BELL SCHEDULE 2018-2019 Middle and High School

HS lunch C	1st 8:00- 8:45 Homeroom will be done in first 3 min of 1st per.	2nd 8:48 - 9:30	3rd 9:33 - 10:15	4th 10:18 - 11:00	5C 11:03-11:45	6C 11:48-12:30		LUNCH C 12:30-12:57	7th 1:00 - 1:42	8th 1:45 - 2:27	
HS lunch B					5B 11:03-11:45	LUNCH B 11:45-12:12	6B 12:15-12:57				
GR 7 & 8					LUNCH A 11:00-11:27	5th A 11:30- 12:12		6th A 12:15-12:57			
GR 5 & 6											LUNCH 5/6 10:18-10:48

QUARTER SCHEDULE 2018-2019

Quarter	QUARTER BEGINS	QUARTER ENDS	<i>GRADES DUE in SchoolTool BY 3:30pm</i>	Instructional Days
1	Tuesday, September 4, 2018	Friday, November 9, 2018	<i>Wednesday, November 14, 2018</i>	50
2	Monday, November 12, 2018	Friday, January 25, 2019	<i>Tuesday, January 29, 2019</i>	40
3	Monday, January 28, 2019	Friday, April 5, 2019	<i>Tuesday, April 9, 2019</i>	45
4	Monday, April 8, 2019	Wednesday, June 26, 2019	<i>Friday, June 14, 2019</i>	52

INTERIM SCHEDULE 2018-2019

INTERIM	INTERIM ENDS	COMMENTS DUE
1	Friday, October 5, 2018	Wednesday, October 10, 2018
2	Friday, December 14, 2018	Tuesday, December 18, 2018
3	Friday, March 1, 2019	Tuesday, March 5, 2019
4	Friday, May 10, 2019	Tuesday, May 14, 2019

TERM PERCENTAGES

Full year courses:

Each Term = 21%
Final Exam/Final Project = 16%

Semester OR even/odd day courses:

Each Term = 42 %
Final Exam/Final Project = 16%

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.**
 - 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.**
 - 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.**
3. **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."
4. **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. Three occurrences of being late to homeroom will result in a discipline referral and 1 detention will be assigned by the principal for the first offense. Subsequent tardies will result in additional detentions.
5. **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. When students arrive after the bell, they must sign in and show the teacher their signed hall pass. 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.
6. **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.

7. **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. “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. Failure to do so will result in disciplinary measures.

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 phone call will be made to the parent / guardian.
2. 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. The guidance counselor will 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 will 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 have their hallway pass signed, permitting them to go to the cafeteria or to their extra-curricular activities. Students must follow the sign -in/out procedure during activity period.

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 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.

MAKING UP MISSED WORK

Students must be given an opportunity to make up the class sessions missed as soon as possible after absence(s). Teachers are expected to have a “While You Were Out” bulletin board or similar written form outlining what the student missed. Students must see the teacher and/or collect work missed along with the “While You Were Out” form upon their return. Teachers are expected to assign students to stay with them for work completion.

GRADING PROCEDURES

FAILING GRADE / TEACHER CONFERENCES - CONTACTS

A failing term-grade should be followed up with a parent-teacher conference. This is arranged through the guidance office. Please contact the High School counselor, **Rachel Baxter at ext.29153**, 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. (Calls before 3:30 go directly to the teacher’s voice-mail but are checked throughout the day.)

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 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

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. 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).

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 62-64, 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. 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 issued after the first five weeks of the 10 week marking period. 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.

SUMMER SCHOOL

A 55% 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 55% 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 improve a grade earned in a class.
3. To take a class that would not otherwise fit into the student's schedule due to schedule conflicts.
4. Other such reasons as approved by the Guidance Counselor and Principal.

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. 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.

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 add or drop a course in the first five weeks of a class beginning without penalty. Students may drop a course without penalty during the first 10 weeks for full year classes and at five weeks for half year classes without penalty.

Courses dropped after this deadline will result in a withdrawal on the student transcript, unless there are extenuating circumstances and permission has been granted by the principal.

In the event of a course addition or deletion, the counselor must be contacted and signatures will be secured from the student, parent, teacher, counselor, and principal.

A meeting may be requested with all parties. Schedule changes are disruptive to the learning process and are discouraged.

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

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 12th graders in October and ending with 9th 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: Living Environment + 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.

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 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.

GENERAL PROCEDURES

ACADEMIC AWARD CEREMONY ELIGIBILITY

In order to be eligible for the Academic Award Ceremony, students must have an 85 or higher average for the first 3 marking terms of the school year. The top 5 students are based on cumulative GPA for the first 3 terms. The senior class Valedictorian and Salutatorian are based on the cumulative GPA after the first two marking periods of the senior year.

ACCIDENT POLICY

The school accident insurance policy is an excess policy. On 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. Many teachers are also available to assist students during their preparatory periods. 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.

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.

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, 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 directly into the building. 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 to or from Seaway Tech must complete appropriate paperwork in advance.

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.

DISTRICT DRESS CODE

The District's employees and students are expected to be appropriately groomed and dressed while on District Property and at District Functions. The appropriateness of an individual's dress will depend, to some degree, on the circumstances and setting. However, the following general rules apply in all circumstances on school grounds, in school vehicles, and at school-sponsored functions:

1. Dress and appearance, including hair, 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, and bandanas are not allowed 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 during outside recess during the day.
5. No item of apparel or accessory may promote and/or endorse the use of alcohol, tobacco, illegal drugs or encourage other illegal or violent activities.
6. No item of apparel or accessory may display sexually suggestive or derogatory material.
7. Undergarments must be covered at all times with outer clothing (i.e. boxers, bras).
8. Extremely revealing garments such as tube tops, net tops, halter tops, plunging and / or wide-armed tank tops, plunging necklines (front or back), and see through garments are not appropriate attire for the school environment. Midriffs (abdominal area – front and back) must be covered at all times.
9. Items of apparel that are vulgar, obscene, libelous, or denigrate others on the basis of race, color, religion, ancestry, national origin, sex, sexual orientation, or disability are prohibited.
10. Sharp metal chains, spiked or sharp dog collars or bracelets, or anything that could cause injury are not permitted.
11. Sunglasses are not to be worn in the building.
12. Students must wear footwear at all times. 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.

EXTRACURRICULAR CLUBS AND SPORTS

Student Council, Class Officers, Senior Honor Society, Junior Honor Society, Tri-M Honor Society, Drama/Musical, French Club, Spanish Club, Yearbook, and Whiz Quiz

Fall Sports for Boys: Football, soccer

Fall Sports for Girls: Swimming, soccer

Winter Sports for Boys: Hockey, basketball

Winter Sports for Girls: Hockey, basketball, cheerleading

Spring Sports for Boys: Lacrosse, baseball, track, golf

Spring Sports for Girls: Softball, track, lacrosse

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.

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

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.

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 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.

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

1. 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 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 and they will keep the same lock for grades 9-12. Students are expected to use their lockers. Locks must be returned in 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.

LUNCH PERIOD

Students with dietary restrictions should notify the school nurse. The Board of Education expects all students to be treated with dignity and compassion. Students are expected to pay for meals with cash or check. Recognizing that individual students may occasionally come to school without breakfast or lunch money, the following guidelines have been established.

Charging Meals

- a. Students may charge up to five reimbursable **lunches** (that are available to all students), and will not be permitted to exceed this limit until the outstanding charges are paid in full;
- b. If a student's prepaid meal card or account has been exhausted, he or she will be given a grace period where no more than five reimbursable **lunches** (that are available to all students) may be charged, to allow time for the meal card or account to be replenished;
- c. The only item(s) permitted to be charged are a complete **lunch, milk and/or juice**. A la carte items such as snacks or ice cream may not be charged;
- d. The District's point-of-sale system will track all charges and payments;
- e. If a student comes to school without a lunch, and has exceeded the maximum reimbursable lunch limit, the District may provide a reimbursable sandwich (that is available to all students) so that he or she does not go hungry that day;
- f. As appropriate, District administration may contact Social Services to report a student's consistent failure to arrive at school with a meal.

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.

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.

SKATEBOARDS, RECREATIONAL VEHICLES, ROLLERBLADING, SCOOTERS

Due to liability issues, skateboards, 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 VISITOR'S PASS

St. Lawrence High School students may invite guests to spend a day with them under the following conditions:

The guest must be enrolled in another high school, and that school must not be in session.

The visitor must spend the entire day with the host student and abide by all the rules that apply to St. Lawrence Central students.

Application must be made for a student visitor's pass in the High School Office prior to the day of visitation. Teacher approval must be secured for each class of the day before talking with the principal.

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

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.




<p>CATEGORY 1:</p> <ol style="list-style-type: none"> 1. Class / Hall Misconduct 2. Truant from Teacher Detention 3. Unprepared for Class 4. Refusal to Participate in Class 5. Swearing / Inappropriate Language 6. Loitering 7. Misuse of Pass 8. Violation of Dress Code 9. Truant from Lunch Detention 10. Failure to Report for Academic Support 2:30-3:25 11. Tardy to School/Class 12. Any other offense deemed Category 1 by Administration. 	<p>DISCIPLINARY OPTIONS:</p> <p>Option 1 – 1 teacher detention</p> <p>Option 2 – 2 teacher detentions</p> <p>Option 3 – 3 administrative detentions</p> <p>Option 4 – 5 administrative detentions</p> <p>Option 5 – Category 2, Option 3/ Administrative Decision</p>
<p>CATEGORY 2:</p> <ol style="list-style-type: none"> 1. Truant from Administrative Detention 2. Inappropriate Displays of Affection 3. Disobedient / Disrespectful to Staff 4. Disobedient / Disrespectful to Student 5. Truant from Class 6. Inappropriate Bus Behavior 7. Inappropriate Computer Use 8. Inappropriate Cafeteria Behavior 9. Leaving Class without Permission 10. Unauthorized Use of Electronic Devices/Cell Phones 11. Any other offense deemed Category 2 by Administration. 	<p>DISCIPLINARY OPTIONS:</p> <p>Option 1 – 3 administrative detentions</p> <p>Option 2 – 5 administrative detentions</p> <p>Option 3 – 1 Day Supervised Alternative Setting</p> <p>Option 4 – 3 Days Supervised Alternative Setting</p> <p>Option 5 – Category 3, Option 4/ Administrative Decision</p>
<p>CATEGORY 3:</p> <ol style="list-style-type: none"> 1. Minor physical contact/No Serious Injury (spitting, kicking, pushing, fighting to defend oneself w/o being provoked) 2. Minor Theft / Larceny 3. Truant from school 4. Leaving School without Permission 5. Falsely Reporting an Incident 6. Forgery, Cheating, Plagiarism 7. Disruptive Behavior at Extra-curricular Activities, Sporting Events, Assemblies, Concerts, Dances, etc. 8. Unauthorized Driving / Riding Vehicles 9. Any other offense deemed Category 3 by Administration. 	<p>DISCIPLINARY OPTIONS:</p> <p>Option 1 – 5 administrative detentions</p> <p>Option 2 – 1 day Supervised Alternative Setting</p> <p>Option 3 – 3 Days Supervised Alternative Setting</p> <p>Option 4 – 5 Days Supervised Alternative Setting</p> <p>Option 5 – 3 Days Out of School Suspension / Administrative Decision</p>
<p>CATEGORY 4: (First 13 must be reported to NYSED.)</p> <ol style="list-style-type: none"> 1. Homicide 2a. Forcible Sex Offenses 2b. Other Sex Offenses 3a. Assault, Physical Injury 3b. Assault / Serious Physical Injury 4a. Weapons Possession Only, Routine Security Check 4b. Weapons Possession Only, Other 5a. Material Incidents of Discrimination, Harassment, and Bullying (Excluding Cyberbullying) 5b. Cyberbullying 6. Bomb Threat 7. False Alarm 8. Use, Possession, or Sale of Drugs 9. Use, Possession, or Sale of Alcohol 10. Possession / Use of Tobacco / Products/ Lighter 11. Insubordination / Direct Disrespect Toward Staff 12. Robbery (forcible stealing of property using threats or violence) 13. Criminal Mischief/Major Vandalism – intentional damage of school property 14. Burglary – entering or remaining on school property with intent to commit a crime. 15. Reckless Endangerment (throwing objects, choking, unsafe driving, etc.) 16. Arson 17. Any other offense deemed Category 4 by Administration. 	<p>DISCIPLINARY OPTIONS:</p> <p>Option 1 – 3 Days Out of School Suspension</p> <p>Option 2 – 5 Days Out of School Suspension</p> <p>*Administrative Decision on Category 4 offenses.</p> <p>*Principal’s Hearing will be required before a student may return to school on Category 4 offenses.</p> <p>*Superintendent’s Hearing may be required for Category 4 offenses.</p> <p>*Law enforcement agency involvement may be necessary on Category 4 offenses.</p>

ELECTRONIC DEVICES
Student Use of Cell Phones / Personal Electronic Devices

This section refers to personal cell phones and **personal electronic to include, but are not limited to tablets, laptops, Chromebooks, e-readers, Smart phones, voice recorders, digital cameras, laser pointers, and music listening devices.** While students are permitted to possess such devices, they are prohibited from using them in any manner which invades the privacy of students, employees, volunteers, or school visitors.

- If a student’s cell phone or personal electronic device becomes lost or stolen, it is the responsibility of the student and family, not the school district to locate it.
- Students are not permitted to use any form of information technology to intimidate or harass others. This may be considered cyber-bullying/cyber-harassment.
- Students are not allowed to take pictures or video of students or staff members, without the direct supervision and permission from the supervising adult for an educational activity.

HIGH SCHOOL CELL PHONE ZONES

ZONE	DESCRIPTION	LOCATIONS
Red Zone 	Cell phones and/or personal electronic devices are not allowed to be used, seen, or heard.	7:45 AM - 2:35 PM <ul style="list-style-type: none"> • Auditorium • Bathrooms/Locker Rooms • Fitness Center • Assemblies • Pep Rallies • ISS – Cell phones are not allowed in ISS and must be turned over to the office staff before serving. Cell phones may be picked up upon completion.
Yellow Zone 	Students may use cell phones and/or personal electronics with express teacher permission. Devices may only be used for educational purposes.	7:45 AM - 2:35 PM <ul style="list-style-type: none"> • Classrooms • Study Hall • Learning Lab/ AIS • Resource Room • Library Media Center • Senior Lounge
Green Zone 	Students may use cell phones and/or personal electronics without restriction. Adult permission is not required.	No Time Constraints <ul style="list-style-type: none"> • School bus as long as not audible by others • Cafeteria during scheduled lunch as long as not audible by others • Hallways as long as students are on time to class and as long as they are not audible by others. • Earbuds in the hallways can be visible but not used, meaning not audible and not in ears.

**CELL PHONE / PERSONAL ELECTRONIC DEVICES
HIGH SCHOOL OFFENSES AND CONSEQUENCES**

1st offense	<ol style="list-style-type: none"> 1. Student will be directed to turn the device off and give it to the staff member. 2. The staff member will bring the device to the HS office. 3. The incident will be documented by office personnel. 4. The student is given a verbal warning by the office personnel. 5. The student may pick up the device at the end of the school day.
2 nd offense	<ol style="list-style-type: none"> 1. Student will be directed to turn the device off and give it to the staff member. 2. The staff member will bring the device to the HS office. 3. The staff member will submit a discipline referral (Category 2 offense). 4. Detention will be assigned per the Code of Conduct. 5. The device is held in the office until a parent / guardian picks it up.
Further Offenses	<ol style="list-style-type: none"> 1. Student will be directed to turn the device off and give it to the staff member. 2. The staff member will bring the device to the HS office. 3. The staff member will submit a discipline referral (Category 2 offense). 4. Detentions will be assigned per the Code of Conduct. 5. The device is held in the office until a parent / guardian comes in for a meeting with parent and student. A plan for the device to be left in an alternate location may be determined.
<p>If the student refuses to give the item to the faculty member, a discipline referral for insubordination will result. Insubordination is a Category 4 offense.</p>	

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 Wednesday prior to the dance. Once the Main Office receives the completed guest pass form, the Guest School may be contacted for a reference check.

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. 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. 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. The second set is reserved for HS seniors.

HALL PASSES

“High School Bathroom” Passes (ORANGE)

- Each teacher should have 2 orange laminated “High School Bathroom” passes. The teachers’ name and room number will be typed on a label on the back of the pass.
- Students needing to use the restroom may not be denied.

“High School Main Office” Pass (BLUE)

- Each teacher should have 2 blue laminated “High School Main Office” passes.
- The teachers’ name / room number will be typed on a label on the back of the pass.
- Students needing to report to the office for any reason will use these passes.

“High School Guidance Office” Pass (PURPLE)

- Each teacher should have 2 purple laminated “High School Guidance Office” passes.
- The teachers’ name / room number will be typed on a label on the back of the pass.
- Students needing to report to the guidance office will use these passes.

“High School Nurse’s Office” Pass (YELLOW)

- Each teacher should have 2 yellow, laminated “High School Nurse’s Office” passes.
- The teachers’ name / room number will be typed on a label on the back of the pass.
- Students needing to see the nurse or those who have been called to the nurse’s office will use these passes.

“High School Locker” Pass (GREEN)

- Each teacher should have 2 green laminated “High School Locker” passes.
- The teachers’ name / room number will be typed on a label on the back of the pass.
- Students needing to report to their locker will use these passes.

OTHER PASSES:

Green Passes

- These will ONLY be used by office secretaries when students need to report to class. No one else should use these.

Orange Activity Period Bus Passes

- Teachers must complete these for students who need to take the bus home and have stayed with them during activity period. Do not send students to the office to get these passes completed. These are collected by bus drivers and is their ticket to board the bus.

LIBRARY MEDIA CENTER

HOURS: The library is open from 8:00 AM until 3:27 PM.

LIBRARY - The library is open to all students, faculty and staff. 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 present a signed pass. Group passes are preferred when sending more than one student.

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 bring their own “Study Hall” sign in/out booklet daily, which will be issued by the office at the beginning of the year. Do not leave the booklet in the study hall.**
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 a pre-signed pass if they desire to leave, prior to study hall. The pass should only have one name on it. The pass will need to be placed in the designated basket for pre-signed passes.
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 in the booklet.
14. Students may sign out to the Library Media Center when open.
15. Teach students to 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.**

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.

