

**St. Lawrence Central Middle School**

**Student Handbook  
2018-2019**

St. Lawrence Central School  
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<http://middleschool.bfcsd.org/>

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**The “Brasher Falls Central School District Code of Conduct” can be found at our web-site [www.bfcasd.org](http://www.bfcasd.org) or in paper copy at the MS Office.**

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.

# PBIS (Positive Behavior Interventions and Supports)

## BEHAVIORAL EXPECTATIONS MATRIX

PBIS supports student achievement, recognized excellent behavior and attendance through recognition and positive supports. One goal of PBIS is to increase and acknowledge positive behaviors in our school on a regular basis.

<b>Expectations</b>	<b>Be Responsible</b>	<b>Be Respectful</b>	<b>Be Safe</b>
<b>Classroom</b>	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. Keep hats off.	Use classroom materials and furniture as intended. Keep hands / feet to yourself. Listen to and follow directions. Remain in seat.
<b>Hallway</b>	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.
<b>Cafeteria</b>	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. Keep hats off.
<b>Extra-curricular Events</b>	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.
<b>Assembly</b>	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. Keep hats off.	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).
<b>Library</b>	Return borrowed books and items on time and in good condition.	Be patient when waiting for adult attention. Work quietly. Keep hats off.	Follow school rules for acceptable computer sites. Report concerns to the adult in charge.
<b>Bus</b>	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.



## ACTIVITY PERIOD

The official school day is 8:00 AM to 3:25 PM. Regular Classes run from 8:00 AM - 2:26 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). Students in need of extra help are expected to work with their teachers during this time. Students are not permitted to wander the building or grounds during Activity Period. They must sign in and out of classrooms and obtain an Activity Period Bus Pass to ride the bus home. **Students absent or missing a class should stay for tutoring during activity period when they return.**

## ATTENDANCE

### ATTENDANCE PROCEDURES FOR HOMEROOM/DAILY ATTENDANCE

- At 8:00 a.m. students must be in their homerooms, seated, and quiet while announcements are being made. Please be sure students arrive 5-10 minutes prior to 8am so they can be in homeroom on time. Students entering the building at 8am will be marked tardy in their 1<sup>st</sup> period class.**
- Absences, tardiness and early departures will be considered **excused, exempted, or unexcused** as follows:
  - 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.**
  - 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.)
  - 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 Excuses for Absences-** are necessary after any absence. Here are (3) ways to submit an excuse:
  - Primary Guardians with an email address in Schooltool receive an email which they can reply to.
  - A written note can be brought to the MS Office containing the student's full name, dates absent, with reason, and parent signature.
  - The school webpage contains a link to an absence excuse form; [www.BFCSD.org](http://www.BFCSD.org) click on 'Parents' scroll down to **Excuse for Absence Form** and complete the form on-line.

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.**

- Tardiness to School-** Classes start at 8:00am. Students need to arrive between 7:45 & 7:55 so they have time to get to lockers and to their class *before 8am*. Any student not **in homeroom at the 8:00 a.m.** bell will be marked tardy. (continued on next page)

**Anytime a student arrives at school after 8am**, they must enter through the HS security doors. They need to be signed-in by an adult. They MUST stop at the HS Office and get a green Late Pass before going to class.

*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 late slip.*

- Early Dismissal from School-** If 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 are sitting in the office, but could have been in class.

It is mandatory that a note be brought to the HS Office if someone other than the parent/guardian (or on emergency list) is picking up the student.

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

### ATTENDANCE PROCEDURES FOR CLASSES

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 agenda must complete a pink tardy slip when they sign-in to their classroom. If they reach 3 tardy slips 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.**

*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.*

## **PROCEDURES TO ADDRESS ABSENTEEISM:**

LEVEL 1: (5 for full year courses / 3 for semestered, every other day, and science labs)

1. A phone call will be made to the parent / guardian.
2. A letter will be mailed home.
3. The guidance counselor will schedule a meeting to develop an Attendance Improvement Plan with the student and parent.

LEVEL 2: (10 for full year courses / 5 for semestered, every other day, and science labs)

1. All steps listed in Level 1.
2. A schedule for Academic Support with teachers will be created.

LEVEL 3: (15 for full year courses / 7 for semestered, every other day, and science labs)

3. All steps listed in Levels 1 and 2.
4. A meeting will be required to discuss course credit (if applicable).
5. 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 class work no matter the decision made regarding pass or fail.

*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.*

## **BELL SCHEDULE for Grades 7 & 8**

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

*Schedules for **Grades 5&6** are similar with lunch/recess starting at 10:18am.*

## **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 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**

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 they get off the bus. They are not to go to the parking lot or anywhere else on or off school grounds.

## **CLASSROOMS: BOOKBAGS, SODA, FOOD**

Students in grades 5-8 are not permitted to bring bookbags or backpacks into classrooms or have them in the hallways from 8:00am to 2:27pm. These items should be locked in their locker all day and picked up at dismissal. Students are not permitted to bring soda or colas to school. 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 in to the classroom.

## **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. 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 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, toques, and bandanas are not allowed to be worn in school at any time, except for medical or religious reasons. These items are to be removed immediately upon entering the building.
4. Hoodies may not be worn with the hood up while in the building or during outside recess during the school 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. *(This applies to all students, male or female.)*
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 is not 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 an acceptable item. Any student who refuses to do so shall be subject to disciplinary action.

## **ELECTRONIC DEVICES**

**(personal cell phones, ipods, tablets, etc.)**

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, locked in your locker, during the school day (7:45-3:25)** unless the classroom teacher or principal has given permission to use them for **academic purposes only**. If these devices are seen or used, during the school hours (7:45-3:25), without the permission of the principal or classroom teacher, the item(s) will be confiscated and held in the office. Repeat offenses will require further disciplinary measures listed below:

- **1st offense-** The device will be returned to the student at the end of the school day.
- **2nd offense-** A discipline referral starting at Category 2 – Option 1 will occur and the device will be held until a parent or guardian comes in to pick it up.
- **Further offenses-** Continue with Category 2 progressive options and/or require a parent meeting in which 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.

## **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.

In both instances, students are expected to stay with teachers from 2:35-3:25 p.m. 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.**

*\*See the Interscholastic Handbook for more details.*

### **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 practices (between 2:30 and 4:30) and/or games:**

1. *We pay someone Monday-Fridays from 2:30-3:20 to do sports study hall in the cafeteria (work needs to come with them and be out at all times...not a talking session). Players sit maximum four at a table (north, south, east, west). All players should be in that study hall or with a teacher until 3:20 (3:25 if they are on teacher detention). If any 7&8 graders are on the "Ketchup Club List" (they know what this is) 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 3:15, at the earliest, unless supervised by a coach. If they are found there unsupervised they will be sent home for the night. Coaches can come to the cafeteria before 3:15 to get players as long as they remain supervised.*
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. (Coaches...this is a yearly request from many parents). All players are in 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. *If 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 on 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. *If 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.*

### **EXTRACURRICULAR CLUBS AND ORGANIZATIONS INCLUDE:**

Student Council, Class Officers, Junior Honor Society, Tri-M Honor Society, Drama/Musical, and Spanish Club.

## EXTRACURRICULAR SPORTS:

Fall Sports for Boys: Modified 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 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

Averages will be calculated every 10 weeks. Please note: half-year courses will only carry one-half the weight as full-year courses. Students receiving an incomplete will be given 10 school days to make up the missed work. Averages for honor roll will then be calculated. Any failing grades and remaining incompletes automatically exclude students from honor roll. Averages will be calculated to the nearest 100<sup>th</sup> 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.

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

### PROPOSED 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.

1. 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
2. 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
3. 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
4. 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

### TERM PERCENTAGES – 4 Terms with Final Exam

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

**Semestered or Even/Odd day courses:** Each Term = 42%  
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 guidance office. Please contact the Middle School counsellor, **Dominique LaVoie at ext.29510**, to make an appointment.

\*If you would like to contact a teacher, please see our web-page, BFCSO.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.)

## 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, he/she is entitled to advance to the next grade (summer school will be recommended). If a student fails two or more core subjects, he/she must repeat that entire grade level (unless courses are passed in summer school). 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.

## GRANTING CREDIT FOR COURSES (*8<sup>th</sup> Grade Students ONLY*)

A course of study involves; class attendance, homework assignments, quizzes, tests, projects, and other activities, as well as required Regents examinations administered at the end of the courses. When deciding whether or not a student who is enrolled in a course of study has satisfactorily completed the course of study and is entitled to a unit of credit, the teacher **will** evaluate the pupil's performance on all of these activities. The granting of credit **will not** be based solely on the Regents examination score. Final grades will be determined by averaging the 6 week grades and the final exam. Failing students will be reviewed by the department involved, the Counseling Center, and the Principal. (Credit bearing courses in Middle School; Intro to Spanish and Living Environment.)

## GUIDANCE SERVICES

The Middle School (grades 5-8) Guidance Counselor can provide additional counseling services to all students and teachers. Some of the Counseling services available are:

1. Someone to talk to about any type of problem or issue whether it is personal, academic, or social.
2. Counseling concerning interests, abilities, and career exploration.
3. Planning your middle school program and meeting necessary requirements for high school. Parents of 8<sup>th</sup> grade students will be invited to attend their child's 9<sup>th</sup> grade planning meeting.
4. Information on careers, community services, etc.
5. Group counseling experiences.
6. Students may visit the Counseling Center during study halls. Students should not visit the Counseling Center during class time, unless it is absolutely necessary, and with permission of the classroom teacher.
7. 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.

## 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 7 students, new students, and athletes. These are conducted by the school physician. Incoming 6<sup>th</sup> 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. **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:

- a. Student's name and date of birth
- b. Diagnosis
- c. Name of medication

- d. Dosage/route of administration
- e. Frequency and time of administration
- f. Self-administration orders, if indicated
- g. Conditions for “as necessary” medications
- h. Date, doctor’s name, title, signature, phone number
- i. Intended effect of medication
- j. Side effects
- k. Date of initiation and termination
- l. Other medications being taken

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

### **KETCHUP CLUB**

Middle School students are responsible for all homework assignments. If an assignment is not completed in a timely manner, the student may be put on the ‘Ketchup Club’ list: they are given lunch detention and will be expected to stay with a teacher from 2:30-3:25 PM until the work is completed or for one week. Students who choose not to stay for activity period may be given Administrative Detention. Teachers send a list of students who owe assignments to the office and the “Ketchup Club list” is compiled and printed. This list is posted in the cafeteria hallway at lunch time. Grade 6 teachers post their list in the 6<sup>th</sup> grade hallway. Students have been told to check these lists daily.

### **LOCKS – LOCKERS**

Students are assigned two lockers, one in the hallway and the other in the gym locker room. Lockers are the property of the school and can be searched at any time by authorized administrative school personnel. Hallway lockers & locks are assigned as of the first day of school. **Only locks issued by the Middle School Office can be used.** Locks must be returned at the end of the school year. **Lockers are to be locked at all times.** Students are not to use an unassigned locker or share their lockers or combinations with others. **Please use your lockers and locks. The school is not responsible for missing items. This includes items in the locker rooms.** Please go to the MS Office if your lock needs to be replaced. *Broken locks will be replaced free of charge.* If you forget your combination, you can go to the MS Office to get it. There is a \$5 charge if you lose the lock.

### **LUNCH PERIOD**

***Students with dietary problems 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.

#### **All Students:**

- a) Only complete meals, breakfast or lunch, or milk and / or juice are allowed as a charge. Snacks, ice cream, extra sandwiches, etc. may not be charged.
- b) There is a limit of 10 times the price of a paid lunch or breakfast per student; at that time, a sandwich lunch or cold cereal breakfast will be provided to the student, and their account will be charged as a full meal.
- c) Our point-of-sale system will track all charge limits and payments.
- d) The system used for collection of repayments is by correspondence to the parents/guardians with the assistance of our School District attorney.
- e) Ongoing communication of the policy to parents and students: Charge limits will be stated in the school newsletter and in student handbooks. Students will be verbally notified by cashiers daily; notices will be mailed home to parents when students reach one-half of the charge limit; and then a call will be made to the parent prior to the ten (10) times the price of a paid lunch or breakfast limit is reached.

### **PHONE USE - STUDENTS**

Middle School students are allowed to use the office phone to contact parents if they need to stay after for activity period. They are also allowed to call home the first time they forget items needed for the day, subsequent calls may be up to office staff discretion. Students must have their teacher’s permission and a signed pass to use the office phone. Students are not allowed to call if they “don’t feel good”. 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.) For cell phone use, see the ELECTRONIC DEVICES section.

### **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.

## **SKATEBOARDS, RECREATION 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 Middle School students may invite guests to spend a day with them under the following conditions:

1. The guest must be enrolled in another middle school, and that school must not be in session.
2. The visitor must spend the entire day with the host student and abide by all the rules that apply to St. Lawrence Central students.
3. Application must be made for a student visitor's pass in the Middle School Office prior to the day of visitation. Teacher approval must be secured for each class of the day before talking with the principal.

## **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 study hall.
3. Attendance is taken each period. Irregular absences are reported to the office.
4. Students may be assigned seats at the discretion of the study hall supervisor.
5. Card playing is not allowed.
6. Student Cell phones – please see the Electronic Devices
7. Students arriving tardy must have their agenda signed by a staff member.
8. Students may sign out to their lockers, Guidance Office, counselor, school nurse, and other locations at the study hall supervisor's discretion, one student at a time. Agenda must be signed.
9. Students are to leave for reasonable periods of time and must legibly sign out / in on the sheets provided.
10. Students are required to have a pre-signed pass (upon arrival to study hall) from a teacher in order to go to that teacher's room during study hall.
11. Students may sign out to the Library Media Center when available.
12. Any litter or messes should be properly disposed of before leaving.
13. The last 5 minutes may be reserved for talking quietly at the discretion of the study hall supervisor.
14. Students are to be seated until the end of the period.
15. Disciplinary action may be taken for disruptive or non-compliant behavior.

## **TEXTBOOKS**

The school furnishes textbooks to all students. Although reasonable wear is expected, students are reminded that books represent a major investment. Lost or damaged books will be charged to the students. Students should cover all books that have been assigned to them.

**Please also see the *Brasher Falls Central School District Code of Conduct.***  
(It can be found on our web site [www.bfcsd.org](http://www.bfcsd.org) or a paper copy can be picked up in the office.)