Student Handbook

Laurens Central School
2026-2027

Laurens Central School

"A Community Center"

P. O. Box 301 - 55 Main Street
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William F. Dorritie
Superintendent

September 2026

WELCOME TO LAURENS CENTRAL SCHOOL!

This Handbook has been developed for your benefit. It includes information, guidelines, procedures, and policies with which you should be familiar. You should read it carefully because the policies contained in this book will be enforced and followed. It has been prepared with the assistance of faculty, staff, students, parents, and with the review and approval of the Board of Education to aid students in making the most of their school years. It is an attempt to clarify the established rules and regulations, to provide the opportunity for all students to benefit from their educational program, and to get along together in a spirit of cooperation and harmony.

If you have any questions, suggestions, or comments concerning your rights and responsibilities, feel free to bring them to the attention of your Student Council representative. If you would like further clarification or would like to discuss anything pertaining to this Handbook, please feel free to contact administration. Working together, we can continue to improve our school.

Our sincere best wishes for a pleasant and productive school year.

Sincerely,

William F. Dorritie

William F. Dorritie
Superintendent

Katie Lossi

Katie Lossi
Building Principal

Student Council and Class Officers
2026 – 2027

Student Council
Advisor: Mr. Powers
President: Lucie Benada
Vice President: Courtney McCarthy
Secretary: Abby Croston
Treasurer: Macy Moore

Class of 2027
Advisor: Jessica DeBoer and Monica Kovacs
President: Kendall Capraro
Vice President: Courtney McCarthy
Secretary: Bailey Wilcox
Treasurer: Charlotte Smallin
Student Council: Ashton Solovitch
Student Council: Lakota Chickerell

Class of 2028
Advisor: Christine Cox and Carol Louden
President: Anella Croston
Vice President: Arianna Bormann
Secretary: Izzy Brienza
Treasurer: Stella Amerson
Student Council: Cole Williams
Student Council: Kelsey Cox

Class of 2029
Advisor: Taryn Ostroff
President: Jaecob Stoltenborg
Vice President: Jason Czarnecki
Secretary: Oskar Lyons
Treasurer: Logan Louden
Student Council: Elizabeth Hendrich
Student Council: Braden French

Class of 2030
Advisor: Melissa Gregory and Aaron Stary
President: Jaya Cohen
Vice President: Gavin Koren
Secretary: Fern Opalich
Treasurer: Parker Watson
Student Council: Owen Carbonara
Student Council: Piper Amerson

Class of 2031
Advisor: Gina Fairchild and Michael Fenton
President: Lincoln Capraro
Vice President: Noah Lund
Secretary: Payten Shutters
Treasurer: Aiden Cole
Student Council: Victoria Stevens
Student Council: Mia Whiteway

Class of 2032
Advisor: Melissa Gregory and Jennifer Sanders
President: Jenna Czarnecki
Vice President: Logan McCarthy
Secretary: Jorgina Lane
Treasurer: Henry Tafel
Student Council: Grace Gregory
Student Council: Jace Mackey

REGULAR DAILY TIME SCHEDULE – 2026-2027

Grades 7 - 12

Warning Bell	8:02
Homeroom/Flex Time	8:00 - 8:20
Period 1	8:23 - 9:01
Period 2	9:04 - 9:42
Period 3	9:45 - 10:23
Period 4	10:26 - 11:04
LUNCH	11:04 - 11:34
Period 5	11:37 - 12:15
Period 6	12:18 - 12:56
Period 7	12:59 - 1:37
Period 8	1:40 - 2:18
Period 9	2:21 – 2:59

Grades K-6 Lunch Schedule

Pre-K	12:25 – 12:45
K	12:15 – 12:35
1	11:35 – 11:55
2	11:45 – 12:05
3	11:55 – 12:15
4	11:50 – 12:10
5	11:40 – 12:00
6	12:10 – 12:30

* All times subject to change

Elementary students will have a 20 minute recess immediately before or immediately following their lunch.

Dismissal

K - 3	2:55
7 - 12	2:59

Buses Depart 3:05 PM (approximately)

3:00 - 5:00	Detention
NOTE:	Laurens Central School operates on a six-day cycle. Days are identified by letters A, B, C, D, E, F.

HALF DAY AND SCHOOL DELAY SCHEDULES
2026-2027

HALF DAY

Warning Bell	8:02
Homeroom/Flex Time	8:00 - 8:20
Period 1	8:23 – 9:01
Period 2	9:04 - 9:42
Period 3	9:45 - 10:23
Period 4	10:26 - 11:04
LUNCH 7-12	11:04 - 11:34
Period 5	11:37 - 12:15

TWO HOUR DELAY

Warning Bell	10:02
Homeroom/Flex Time	10:00 - 10:23
Period 4	10:26 – 11:04
Regular Schedule	10:26 until end of the day

I. GENERAL OPERATIONS - RULES AND REGULATIONS

It shall be the duty of every person having knowledge and information of any violation or possible violation of these rules to report the same forthwith to the Administration.

SAVINGS CLAUSE

The policies, rules, and regulations of the Laurens Board of Education will take precedence at all times to that which may be found in the Laurens Student Handbook. The reason for this is that:

1. If there are any errors by omission or commission in the Student Handbook notwithstanding.
2. If the Board changes a policy or regulation between publications of the Student Handbook.

A. WEEKLY BULLETIN

The weekly bulletin is the Laurens Central School official calendar and is published and distributed on Monday of each week. The Weekly Bulletin includes all activities planned for the following week. Only in case of emergency (only with the Superintendent's permission) will an event or activity occur that has not been scheduled in advance and published in the Weekly Bulletin. This enables all of us to plan accordingly. The deadline for submitting scheduled meeting requests and/or announcements for the Weekly Bulletin is Friday by 9:15 AM. However, this may vary in the weeks having a holiday and/or vacation recess. All scheduled meeting requests and/or announcements (i.e., class meetings, club meetings) must bear the signature of the faculty advisor signifying their approval.

B. ABSENTEE LIST

The Absentee List is published and distributed daily to all teachers via the daily bulletin in SchoolTool. It includes the absentee list, thereby enabling teachers to account for students in their classes. Other information (i.e., early dismissal of individual students, athletic team and reminders) pertaining to that day's activities may also be included. Requests for items to be included must originate from the faculty advisor and be approved by administration.

C. ATTENDANCE POLICY

The Laurens Board of Education recognizes that regular attendance is a prerequisite for satisfactory academic performance and that the school should be a setting where the student learns punctuality and reliable attendance. New York State Education Department uses attendance as a measure of school success.

Employers recognize that regular attendance and reliability by employees is a necessity when it comes to performing successfully in business and industry. Employers are looking for the person who has established a regular attendance pattern in school.

With the desire to instill in students the need for punctuality and regular attendance in order to perform successfully in the classroom and in society, the Laurens Board of Education has adopted an attendance requirement for grade promotion and course credit.

A MINIMUM OF 90% ATTENDANCE IS REQUIRED FOR ALL STUDENTS TO RECEIVE A GRADE LEVEL PROMOTION OR COURSE CREDIT.

Grades K – 6: Based on 180 days of school, the K-6 student may not be absent more than a total of 18 days during the school year, which includes all absences, excused and unexcused.

Grades 7 – 12: A 7-12 student may not be absent from a year-long course more than a total of 18 days (excused and unexcused), and from a quarter course more than 5 days (excused and unexcused) and from a semester course more than 9 days (excused and unexcused). If a class meets 3 days per cycle, the total absences allowed will be 9. If a class meets 2 days per cycle, the total number of absences allowed will be 5. To be given credit for attendance, a student must attend at least 30 minutes of the class.

Students who exceed the maximum number of allowed absences from PE will be allowed to make up five (5) of those classes only.

Students will not be counted absent from a class for music lessons, pre-scheduled counseling appointments, school sponsored field trips, and extra-curricular activities.

If a student exceeds the number of absences, a hearing between the district and the parents may immediately follow. A final determination will be made by school administration based upon the presentations at the hearing and/or other applicable information. In-school and out-of-school suspensions will not be counted when determining the total number of absences.

1. **Procedure for Notification**

    a. In checking student absence, (on a daily basis) a telephone call will be placed to the parents of the absent student by the school nurse.
    b. If a student is absent, it saves time if the parent/guardian notifies the school nurse via telephone that the student is absent and states the reason for the absence.
    c. Attendance Letters informing and recording poor attendance practices upon the part of the student will be mailed to the person in parental relationship.
        1. Notification will be sent after 5, 10 and 15 days of absence from school or class.
    d. A parental conference is strongly recommended after a parent has received an Attendance Letter.

2. **Excused and Unexcused Absences and Excuses from School**

    a. In Laurens Central School, it is required to obtain a written excuse from a parent or guardian for each case of absence or tardiness of their child. Parents and students should be aware of the classifications which determine whether an absence is excused or unexcused.

    b. The state attendance register defines excused absences as follows:
    Personal illness, sickness or death in family, religious observance, quarantine, required to be in court, attendance at health clinics, doctor and dental appointments, approved college visits, military obligations, and absences approved in advance by the administration.

c. Absences not included above are interpreted under the law as unexcused. Unexcused absences occur when a pupil is absent for other than legal reasons.

d. A child who fails to attend school, unknown to the parents, for other than a lawful reason, is truant.

e. Excuses are required for all absences. Absences due to medical appointments require a note from the provider. All students must submit a written excuse for each absence from school. A student has five days (the day they return plus the following four school days) in which to deliver a written excuse. If no written excuse is turned in (within five school days of the absence), the student will be recorded as illegally absent.

f. School approved educational field trips are not absences from school and will be planned as an integral part of a particular course or program. The pupils will be accompanied by a teacher. Trips with parents are not approved educational trips.

g. All written excuses for absences must:
    1. Be dated - the day the excuse was written.
    2. State the name of the student being excused.
    3. State the date(s) of the absence.
    4. State the reason for the absence.
    5. Bear the signature of the person in parental relationship.

h. Students are not authorized to write or sign excuses even with parent's knowledge or consent. Any necessary exception to this rule must be approved by the Administration. A written excuse for a student's absence from school must be presented by the student to the Health Office immediately upon return to school.

i. No teacher and/or employee is to excuse a student from school for any reason. Permission to be excused from school can ONLY be granted by a school official AND parent/guardian. In cases of illness or other medical reasons, the School Nurse may excuse a student from school. The Nurse will contact the parent/guardian.

j. When students return to school following an absence, they must be sent to the Health Office with their excuse. No child may return to school after an illness unless he/she is able to participate in all activities, including gym and playing outdoors. The only exception to this rule is when a Doctor's excuse is presented. Failure to bring an excuse after five (5) days will result in attendance records being marked with an illegal absence/tardy.

3. Attendance Issues leading to discipline:

a. Late arrival to school

A student who arrives late (after 8:05 AM) to school must report to the receptionist desk to process the tardiness. All students must submit a written excuse for each tardiness to school. Legal tardiness is for such things as medical appointments, court appointments, illness, college visits, etc. Illegal tardiness is for such things as oversleeping, missing a

bus, babysitting, etc. If a student is illegally tardy on three occasions, a detention will be assigned.

Students who arrive after 8:10 (8:05 plus A5) am will not be permitted to participate in extracurricular activities that day. The Administration reserves the right to make exceptions to this rule.

Senior Privilege – Any senior with a study hall scheduled for first period will not be required to be in school until 9:00. Qualifying seniors must:

1. be in school by 9:00 am to participate in any extracurricular activity;
2. have parent permission for this privilege;
3. This privilege can be removed by the administration at anytime. Seniors who habitually arrive later than 9:00 may have the privilege removed at the administration's discretion.

b. Truancy

A student who fails to attend school (regularly assigned classes or any part of a class - 7 minutes or more - and assigned detention classes and study halls) unknown to the parents, for other than a lawful reason is truant.

Truant behavior is elected or chosen by the student. It is a voluntary act on the part of a student, and therefore, they have violated their rights and privileges. This means that they may lose claim to activities that the class participated in while they were truant. If a student is truant from one of his/her regularly scheduled classes on the day of a written or oral assignment that is to be graded (i.e., exam, test, quiz, speech, etc), the student may receive a zero for that day's activity. This grade will be averaged in when computing the final grade for that particular grading period. The student will not be provided with an opportunity to make up the work. In addition, appropriate disciplinary action will be taken.

c. Tardiness to class

A student is tardy if not in homeroom, class or study hall when the tardy bell stops ringing. Staff members are not to give students passes to classes unless they are the direct reason for the student being tardy. All students are to be admitted to classes when late and the teacher will complete a discipline referral after a student's third tardy to their class. These tardiness and late arrivals will accumulate together for purposes of assigned detention and suspension.

D. EARLY DISMISSAL REQUESTS

1. Students wishing to be dismissed prior to the regular dismissal time must present a written request signed by their parent or guardian indicating the need to be excused early. These requests must be presented before reporting to homeroom. Students will be released from school early only when they present an excuse for approved reasons, such as medical or court appointments, drivers test, etc.

2. The 90% attendance requirement, outlined under letter C, (Attendance Policy

grades 7-12) applies to short-time requests (early dismissals.)

3. Students will not be released for unexcused reasons such as personal business to attend to, errands, or just simply stating, “Please excuse....”

4. Before leaving, the student must sign out in the sign-out book in the at the receptionist desk. When returning from a “short-time” excuse, students must “sign-in” at the receptionist desk before attending class. Violation of this procedure will result in appropriate disciplinary action.

5. If for any reason the short-time excuse is not valid, the student will be so notified. The written request for a short-time excuse must contain the date, the reason for early dismissal, the time the student is to be excused and the time that the school can expect the student to return, and the signature of the parent or guardian.

6. Students cannot leave the school building or grounds for any reason without permission from the administration and/or parent(s)/guardian. If a student is sick, there is an established procedure to be followed. If the student wishes to leave for any other reason, (only cases of emergency) the parents/guardian must confirm such action by phone and then the student must sign out. If you illegally sign out of school, you are truant from school. (See Penalties and Infractions for disciplinary action).

E. ANNOUNCEMENTS (DAILY)

Announcements are read over the PA system once a day, in the morning during flex period.. Announcements should be left in the Superintendent’s office before 8:00 AM. Announcements are to be written and must be approved by the advisor in advance.

F. ARRIVAL AT SCHOOL

Doors to the school will be locked until 7:45 AM. All students arriving at school between 7:45 AM and 7:55 AM must report to the Cafeteria or be under the direct supervision of a staff member. This includes children of employees.

Students arriving by bus will be dismissed from the bus at 7:55 am and may go to their lockers in order to prepare for the school day. Physical Education equipment may be taken to the respective locker rooms, instruments may be returned to the Music Room, books may be returned to the library, and short-time excuse requests may be submitted to the Health Office. Teachers are on duty by 8:00 AM in order to provide required supervision. At 8:02 AM, a warning bell rings signaling the students to pass to homeroom. All students must report to Homeroom by 8:05 AM; otherwise, they are considered tardy. Students riding to school via school bus must promptly enter the building upon being dismissed from the bus. Parents driving their children to school should drop them off in front of the school at the designated crosswalk no sooner than 7:55 am. Parents should avoid driving into the parking lot, if possible, to avoid interfering with unloading buses.

G. HOMEROOMS

Homeroom provides a time for attendance, the flag salute, and morning announcements. There will be no talking or homeroom business taking place while announcements are being read. Students are not to be excused from homeroom for any reason until the homeroom teacher has concluded all duties and responsibilities associated with homeroom.

H. STUDENTS IN SCHOOL BEFORE AND AFTER SCHOOL HOURS

Students are not permitted to be in school when school is not in session unless they are under the direct supervision of a member of the staff.

I. DISMISSAL (DAILY)

Regular dismissal of all students attending LCS is as follows: PreK-6 (2:55), 7-12 (2:59). Those students not participating in supervised activities or assigned detention are expected to leave shortly thereafter. Buses leave at approximately 3:05 PM. Students wandering about the building or unsupervised after 3:10 PM may be subject to disciplinary action.

J. SCHOOL CLOSING

In case the school is closed due to inclement weather, WCDO radio station will be notified by the school on or before 7:00 AM. Also notified will be the following TV stations: Spectrum, Binghamton and Utica stations (WBNG, WKTV). People should not call the school or staff, but should listen to the radio for this information. Parents who have made the necessary confirmation will also be notified by phone via the Mass Notification System (ParentSquare) and all closings/delays will be posted to the school's web site, www.laurenscs.org.

K. FOOD SERVICES

1. BREAKFAST PROGRAM

The cafeteria will be open at 7:45 AM each morning for breakfast. Students who do not ride the buses may come to the cafeteria at that time to eat. Those students riding a bus should go either to their classroom (elementary students) or locker (secondary students) to deposit books, coats, etc., and then go to the cafeteria to eat. Secondary/High-school students must have picked up their breakfast and be on their way to flex by the 8:05 AM bell. All cafeteria rules apply to the breakfast program, as well as the lunch program. CAFETERIA MISCONDUCT MAY RESULT IN LOSS OF CAFETERIA PRIVILEGES.

The cafeteria will not sell food to secondary students from 8:20 until 11:04 and from 11:37 until 2:59 PM. The exception to this rule will be as follows:

a. Morning BOCES students returning for the afternoon.

2. LUNCH PROGRAM

Junior and Senior High students are scheduled for lunch in the same period. In attempting to make lunches as enjoyable as possible without interfering with other classes, the following rules will apply:

a. Students are to remain in the cafeteria while eating.
b. When going through the serving line, please pass as quickly and quietly as possible. There is to be no cutting into line and students should refrain from pushing and shoving in the line.
c. Students will return their own trays and dishes to the dishwashing room.
d. Food and other debris will be placed in the proper containers and not thrown on the floor.
e. Students are to leave the cafeteria immediately at the end of their lunch period.
f. Writing on or defacing tables and benches will be considered vandalism.
g. Visit in conversational tones; refrain from use of loud voices.
h. Students are to be in the cafeteria during lunch/recess time unless other arrangements have been made through the Building Principal.
i. Cafeteria misconduct may result in loss of cafeteria privileges.

3. MISCELLANEOUS FOOD SERVICES AND RULES

a. NO OPEN CONTAINERS WILL BE BROUGHT INTO SCHOOL.
b. No food or drink is to be consumed outside the cafeteria
Exceptions:
    1. Activities confined to the classroom, such as parties or curricular activities such as bake sales. If a teacher gives students permission to go to a bake sale, then the food should be eaten in that same classroom.
    2. Students will need passes to take lunches out of the cafeteria to the classroom.
    3. Teachers will set their own policies regarding gum in the classrooms.
c. There will be no candy fund raisers for school groups taking place during the school day.
d. Students are permitted to bring their own empty water bottles that can be filled in school.

L. VISITORS (Includes parents/guardians)

Board of Education Policy 3210, Laurens Central School Visitors to the School, states that "All visitors shall be required to sign-in and sign-out at the designated areas. They will receive a visitor badge, which is to be worn in an appropriate visible location at all times while in the building. Visitations to classrooms for any purpose require permission in advance from the building principal in order to allow teachers the opportunity to arrange their schedules to accommodate such requests. All visitors must abide by the regulations and procedures developed by the administration regarding school visits. This is in conformance with §140.10 and §240.35 of the Penal Laws of the State of New York.

M. VISITORS (Student)

Students from other high schools may not visit Junior-Senior High School classes unless they are part of a formal student exchange program organized by school officials. Consideration will be given to former LCS students and relatives of current LCS students/staff. Each request will be considered on its own merits. Approval must be granted by the Administration prior to any visit.

N. DRILLS

By law, certain drills must be held periodically during the school year. Among these are bus emergency drills, and/or fire drills. These are all serious and important practices for handling grave emergencies. They must be taken in this spirit and your total cooperation is demanded. At all times, once a drill is signaled, you must remain quiet and alert to directions until the drill is completed. This requirement will receive the strictest enforcement. Specific instructions as to how to proceed during the various drills will be given at the appropriate times early in the school year.

Fire Drill - The fire alarm is a bell different from the usual class signal. When it rings, teachers will lead students out of the building. Students will move at a rapid walk to the exit designated for each room. This information is posted near the door in each classroom. (Students should report to their homeroom teacher for attendance purposes).

O. STUDENT LOCKERS

1. **Assigned lockers are school district property.** Students have no expectation of privacy with regard to locker contents.
2. **Locks.** The building principal has custody of all combinations and copies of keys to all locks on lockers. Students may not place personal locks on any locker.
3. **Legitimate use of Lockers.**
    a. Students are to use lockers exclusively to store school related material and personal items such as cell phones and other internet-enabled devices, footwear, outer garments, grooming aids, or lunch. Students will not use lockers to store contraband (see Code of Conduct - Definitions), meaning illegal or unauthorized items covered in student handbook, items in violation of board policy or rules, or any other items reasonably determined by administration to be a potential threat to the safety and security of others.

    b. Do not leave items of special value in your locker. The school is not responsible for lost or stolen student property. If you must bring such items or a large amount of money to school for some special reason, it may be secured for the day in the Main Office.

    c. It is the responsibility of each pupil to see that his/her locker is kept in order and properly locked when he/she is away from the locker to maintain privacy between students. Pupils should not tell others their combinations at any time.

4. **Random or Blanket Search of Locker Contents.** Locker searches help deter violations of school rules and regulations, ensures proper maintenance, and provides greater student and personnel security. Administration is authorized to search lockers and their contents at any time on a blanket or random basis, without notice, and without parental/guardianship or student consent, and without reasonable suspicion of the presence of contraband. Law enforcement assistance may be requested. In the course of a locker search, administration will respect the privacy rights of students regarding discovered items that are not contraband. Contraband material may be removed, seized, and held for evidence and or be

turned over to law enforcement. The parent/guardian will be notified if the student is under 18 years of age.

5. **Search of Particular Locker.** Administration may conduct a reasonable search of a particular locker when there is a reasonable suspicion that the locker contains contraband.

6. **Student Locker Assignments.**
   a. All students will be issued a locker by the Administration at the beginning of the school year. Students must only use the locker assigned to them. Any change in lockers must be done only by the Administration. There will be periodic checks to see if students are using their proper lockers. If a student is using a locker not assigned to him/her, all contents of the locker will be removed and further disciplinary action may be taken.

   b. Pupils in grades 7-12 are to keep all belongings in their lockers. Desks in classrooms are not be used for storage of books, etc. Pupils in grades 4-6 are only to keep outerwear and school bags in lockers. Books, supplies, etc., are to be kept in the classroom. Lockers will be used only before school, lunch/recess and after school.

   c. The exterior of the locker door must be free from stickers, markings by pens, pencils, or markers, and any other defacing.

P. SAFETY

Inconvenience, pain, and even tragedy are potentially present in school at all times in the form of accidents. The best defense against this is a safety-conscious student body. Areas such as the gym, the science rooms, the home and career skills room, and technology areas, and the stairways are places especially vulnerable to accidents. Particularly unforgivable is the serious accident brought about by meaningless horseplay. Always take special care to avoid injury to yourself and others.

Q. ILLNESS OR INJURY AT SCHOOL/HEALTH OFFICE

If you become ill at school or if you are injured through some accident, you must report to the School Health Office for aid.

In addition to giving first aid and assisting students who have accidents or are ill during school hours, the Nurse is available to advise students regarding problems, health and hygiene. The Nurse also maintains the students' health records and is responsible to see that all required medical examinations and inoculations are up-to-date.

Students are not allowed to call home and ask the parent or guardian to come get them because they are sick. If a student is sick, they must report to the School Nurse and she will determine their condition. If the student is to go home, the Nurse will contact the parent who will follow the necessary procedure to sign the student out of school. Violation of this procedure will be met with appropriate disciplinary action.

Report all athletic injuries to your coach and to the School Nurse. Because of insurance requirements, report these matters promptly. Remember that for your own protection, it is always best, when in doubt, to report your illness or injury to the Health Office. This is especially true in case of accidents which MUST be reported at the time of occurrence for insurance purposes. Accident report forms are available from both the Main Office and the School Nurse.

By New York State regulations, the Nurse is prohibited from dispensing any medications, prescriptions, or over the counter medications, unless it is requested by a physician. All medication should be deposited with the Nurse each morning with a request from the physician. The student then reports to the Nurse's Office at the designated time to take the medication. This procedure minimizes the chance that these drugs will fall into the wrong hands and be abused and insures that the drugs will be administered as prescribed.

The Nurse may not administer any medical treatment other than first aid and treatment of minor cuts and burns classified as first aid. Second dressings to out-of-school treated wounds cannot be applied. If your problem is more than minor, appropriate arrangements will be made for you, and your home will be notified.

You should be sure the School Nurse has the telephone number at which your parent or guardian can be reached. If your parent or guardian plans a trip, be sure they designate in writing to the School Nurse the person to whom they delegate authority to authorize medical treatment for you in an emergency.

R. PHYSICAL EDUCATION EXCUSES

In order to be excused from physical education classes because of illness or injury, a written statement from your parents is required and should be presented to the School Nurse before reporting to homeroom in the morning. For an extended excuse of more than one day, a written excuse from your physician is required by State regulation. Secure a form from the School Nurse and have your physician complete and sign the medical excuse form. Then return it to the School Nurse for filing. Likewise, when a student has fully recovered from their impaired condition which has not allowed him/her to participate in regular physical education classes' permission from the student's physician must be submitted to the School Nurse for filing. This same regulation applies to all students participating in athletics.

A student who cannot or does not fully participate in PE class may not participate in athletic/color guard activities on that day.

Education Law, §803 and §3204, and Regulations of the Commissioner of Education, §135.4, mandates physical education for all pupils in the schools of New York State. §103.2 of the Regulations specify that in order to secure a diploma of any type, a pupil must satisfactorily complete physical education requirements. A student is required to participate in physical education each year in school prior to graduation.

1. **PHYSICAL EDUCATION REQUIREMENTS**
   a. Sneakers must be worn in gym class
   b. Students in grades 10-12 may meet their Physical Education requirements through participation in class, independent Physical Education class or sports PE should they so qualify. Students are to refer to either the

guidance or athletic handbook for a complete description of these options and necessary forms.

S. TELEPHONE

Students are not to use telephones in the offices except in cases of emergency. Students will not be called to the telephone except in an emergency. Coordinate your day's plans with your parents BEFORE you leave for school.

T. AWAY FOR THE DAY CELL PHONE POLICY

Laurens Central School will continue with the "Away for the Day" phone policy that requires all phones to be turned off and placed in a student's locker for the duration of the school day. Studies have shown that cell phone use, particularly social media use, during the school day can have a negative impact on the self-esteem, mental health, and overall well-being of teenagers and young adults. Unsupervised cell phone use in schools has been shown to decrease student attentiveness and increase student conflict by providing unnecessary distractions primarily due to the use of social media. It is for these reasons that LCS is seeking to eliminate the use of phones and personal electronic devices during the school day.

To comply with New York State regulations, students will be required to turn off all personal electronic devices not issued by the Laurens Central School by the late bell (8:05am) each day and place those devices in their assigned locker. All personal electronic devices must remain out of view for the duration of the school day (2:59pm). Families and students are encouraged to communicate through the main office during the school day. Personal electronic devices include, but are not limited to, cell phones, smart phones, smart watches, iPods, iPads, Fitbits, headphones, earbuds, and laptops not issued by the District. Students found to be in possession of any personal electronic device will be directed to immediately place the device(s) in their lockers and will be referred to the principal for disciplinary action.

1st offense- Lunch Detention and parent notification.

2nd offense- Two SH Detentions and parent notification.

3rd and all subsequent offenses- After School Detention and parent notification. Students may be required to surrender their device to the office upon entering the building for a length of time as determined by the principal.

Upon seeing a phone or personal electronic device, teachers will instruct the student to secure the phone or device in their locker and will notify the administration of the violation via the SchoolTool online discipline referral process.

Students who refuse to place the electronic device in their locker may also face consequences for insubordination.

Teachers and staff will not use non-school issued "internet enabled devices" while supervising students or in the presence of students. This includes hallways, classrooms, playgrounds, cafeteria, and gymnasium.

U. CAMERA DEVICES

Cell phones with built-in cameras, as well as other electronic devices with photographing capabilities (camera devices), while being examples of recent improvements in the field of technology, increase the potential for use involving unethical and illegal purposes. Some of these purposes include violations of copyright law, taking and distributing unauthorized photographs of other people, cheating on all types of written work, etc.

When you take pictures of other people without their permission, you risk invasion of privacy and harassment lawsuits. You may also face criminal prosecution. These devices also can be used to reproduce copyrighted material, so their misuse can lead to penalties under federal copyright law, also. To address these concerns, in addition to our existing guidelines on the use of electronic devices on school grounds and at school-sponsored activities, the following guidelines apply to the possession and use of camera devices at Laurens Central School:

1. Camera devices may not be used in any unethical or illegal manner.
2. Camera devices may not be used to photograph another person who has a reasonable expectation of privacy without that person's knowledge and consent.
3. Camera devices may not be used in a way that would violate another person's copyright.
4. Camera devices may not be used to harass, intimidate, or bully another person or to invade another person's privacy.
5. Camera devices may not be used in a manner that would violate any school rules and/or policies.
6. An image taken using a camera device may not be published, broadcast, or transmitted to any other person, by any means, without the knowledge and consent of each person appearing in that image who had a reasonable expectation of privacy at the time the image was recorded, or the person who owns the copyright in the material appearing in that image. Parent permission to publish, broadcast, or transmit images of students may also be required.
7. Camera devices may not be used in any classroom without a teacher's or administrator's written permission. Such permission will state the specific purpose for which the camera device may be used and the specific date(s) on which the camera device may be used.
8. Camera devices may not be used in any locker room, restroom, or any other place where other people have a reasonable expectation of privacy.
9. Violations of these rules will result in a category II or III infraction of the Code of Conduct.

V. LOST AND FOUND

Lost and found articles (clothing) should be put in the Lost and Found Box located by the Wellness room. Items lost in the Physical Education locker rooms are picked up by the Physical Education teachers and kept in that area. Jewelry, watches, eyeglasses, money, etc., should be turned in to the Main Office. They may be claimed by identification of the lost article.

W. LOST OR DAMAGED PROPERTY

Most instructional materials, including textbooks, are furnished free of charge to students. It is the student's responsibility to care for this material and return it in the condition in which it was received at the proper time. Students will be responsible to pay for lost, stolen, or damaged school property entrusted to them. This applies to school facilities, such as gym and hallway lockers.

X. PASSES

A pupil must have a hall pass every time s/he wishes to move about the building during class hours or to be in any area where s/he is not regularly scheduled.

1. Hall Pass

During class periods a student may leave a classroom only if s/he is given a validated pass by the regular classroom teacher. Passes must be completely filled out in every instance and signed by the dismissing teacher. When a student leaves a classroom to report to another room, he must go directly to that room. It is necessary for the receiving teacher to sign the pass when the student returns. The student will not be re-admitted unless his pass is signed. Pre-signed passes are regular passes that will be honored only if the teacher to whom the student is to report has signed it in advance asking that the student be allowed to leave his/her assigned location to come to that teacher's location.

a. Library or Computer room passes must be pre-signed by an academic teacher.

2. Bathroom Pass

Use of the bathroom is limited to 3 minutes. Students are to sign out of classes or study halls. Teachers are to use the school-developed form for this purpose. No more than one student at a time should be allowed to leave a room for this purpose. There is to be no malicious mischief in the lavatories.

Y. ASSEMBLIES

Occasionally professional performers, student groups from other schools, or our students present assembly programs. Assemblies are an important part of the educational program. All students (except those in regular attendance at BOCES) are expected to attend. Students will be excused for special, important reasons and must follow the EARLY DISMISSAL REQUESTS procedure. Parents are asked not to provide excuses for their children to leave and miss assemblies unless absolutely necessary. All hats and hoods must be removed while attending any assembly.

Z. MOTORCYCLES, SNOWMOBILES & ALL TERRAIN VEHICLES

The Board of Education prohibits motorcycles, snowmobiles, and all-terrain vehicles being ridden on school property for recreation. This is to protect the people and grounds from injury. Violators are subject to prosecution.

AA. BICYCLES/SKATEBOARDS/SCOOTERS/ROLLERBLADES/HEELYS (Shoes with wheels)

Bicycles/scooters/roller blades may be ridden to school but riding for recreation on the school grounds is prohibited. For the protection of all students and adults the following are the rules regarding bicycles/scooters/roller blades on the school grounds:

1. No one shall ride a bicycle/scooters/rollerblades on the school grounds during the school day.

2. All bicycles/scooters should be locked. Roller Blades are to be stored in classrooms or lockers. The school is not responsible for those that are lost or stolen.
3. Upon approaching the school grounds, the rider shall dismount and walk his/her bicycle/scooter to a designated place for keeping bicycles/scooters. Roller Blades are to be removed prior to entering the building.
4. Upon leaving the school grounds, the rider shall not mount his/her bicycle/scooters until he/she is off the premises. Students must exit the building prior to putting on roller blades.
5. Students who ride their bicycle on school property do so at their own risk. The school will not be held responsible for any accidents or injuries occurring after school hours.
6. **Skateboards are not permitted on school property at any time.**
7. Heelys (shoes with wheels) may be worn to school ONLY with the wheels removed. If the wheels cannot be removed, the shoe cannot be worn in the building. Failure to comply is a violation of the dress code.

BB. CONFERENCES

The following kinds of conference may be called at any time by the administration or School Counselor for reason of academic or disciplinary behavior:

1. School Counseling Conference - may include the following people:
   School Counselor, Parent(s), Student, Teacher(s), Caseworker
2. Case Conference - may include the following people:
   School Counselor, Parent(s), Student, Teacher(s), Administrator, Caseworker
3. Administration/Student Conference - May include the following:
   School Counselor, Parent(s), Student, Teacher(s), Administrator, Caseworker
4. Formal Hearing - may include the following:
   District Hearing Officer, Board Attorney, Parent(s), Student, Student's Attorney, Other

II. ACADEMIC POLICIES

A. FULL TIME STUDENT:

All students must take six (6) credit hours in the school year.

B. PASSING/REPEATING COURSES

In grades 9 - 12, each student must pass all core subjects (Math, Science, English and Social Studies) to take the next higher level course, or s/he may repeat the course in summer school. If a student does not repeat a failed course in summer school, the class must be repeated the next school year. Students in grades 7 & 8 need to refer to the Junior High Promotion Procedure found in the guidance handbook.

C. MAKE-UP WORK

When legally absent from class or school, a student is allowed two days make up time for every day legally absent. However, there is a maximum time period of two weeks immediately following the legal absence. It will be the student's responsibility to make arrangements with the teacher to make up the work. Home-work assignments may not be requested from the School Counseling Department unless a student has been absent two or more days.

Students excused from regularly scheduled class(es) to participate in school activities will not be penalized academically (athletic events, music programs, awards presentation, play presentation, field trips, etc.) and must be given the opportunity to make up their work. Students are expected to procure their assignments in advance and are responsible for material covered during that particular absence. These assignments are due on the day the student returns to class. If the teacher is unable to provide the assignment in advance, the student will have two days after the legal absence to make up the work.

D. SCHEDULE CHANGES

Schedule changes will be made the first 5 days of school ONLY. A Schedule Change Form will be completed by the School Counselor. It must be signed by the receiving teacher and the deleting teacher. It must also be signed by the student and in most cases by the parent. It is then returned to the School Counseling Office. Until the change of schedule form has been completed, the student must attend ALL classes according to his original schedule. Absence will be dealt with as truancy. Final decisions on schedule changes will be made by the School Counselor and Administration.

E. SUBJECT WITHDRAWAL (Dropping a Course)

A student may not drop out of a class once the class has begun, unless the student is found to be academically unable to perform at a passing level. Academically unable shall be measured by the student's past record of achievement. The School Counselor shall determine the level of achievement in consultation with the teacher.

F. LIBRARY MEDIA CENTER

The Library Media Center provides books, periodicals, and other media for research and recreational reading. Use of the center is a privilege, not a right.

1. The facility is open from 8:00 AM - 3:00 PM, Monday through Friday.
2. Priorities for use of the Library Media Center are listed in order of importance:
    a. Need to use materials for assignments and research purposes;
    b. Desire to use the Library Media Center for recreational and instructional reading;
    c. Use of the Library Media Center for homework assignments.
3. Socializing must be minimal.
4. Uncooperative students will be denied Library Media Center privileges.
5. All materials must be signed out. Failure to do so constitutes theft and will be dealt with appropriately.
6. Students are responsible for borrowed materials and will be charged for lost and/or damaged items.
7. Students writing in, defacing, or otherwise destroying materials will be treated as vandals.
8. Library staff has the authority to limit the number of people using the library.

G. RULES AND CODE OF ETHICS AGREEMENT FOR NETWORK AND INTERNET USERS AT LAURENS CENTRAL SCHOOL

I. PARENT LETTER

In accordance with our mission to prepare students to be productive members of society in the 21st century, access to the school network, and cloud storage accounts are now available to students and staff. The Board of Education believes that electronic information resources available through telecommunications and the Internet offer tremendous opportunities of educational value. It is our goal to give students access to the world of information and educate them to become independent and responsible lifelong users of the available information.

The Internet is an electronic network connecting millions of computers all over the world. It gives users the capability to receive and transmit not only text, but photographs, sound, and video clips. With the use of online cloud storage, users can collaborate in real time on shared media platforms. Users can, for example, view masterpieces on display in The Louvre, access material from university libraries, collect weather and other scientific data from around the world, communicate with experts in many fields. After gathering information users can create, share, and collaborate with others to analyze their findings and draw more worldly conclusions - all without physically leaving the school.

With such access also comes the availability of material which may not be appropriate in a school setting. We all know that such material is on the Internet; we also know that it is impossible for us to have complete control over what every student does on the Internet. Nevertheless, we firmly believe that the value of the educational information and interaction available on the Internet far outweighs the possibility that users may access material that is not consistent with our educational goals.

The attached agreement contains our Rules and Code of Ethics for Network and Internet Users in the Laurens Central School District. The agreement explains the student’s responsibilities which accompany this opportunity. This document is designed to facilitate and set guidelines for exploring and using the Internet, our local network, school devices and school provided accounts. It places the responsibility for proper conduct and etiquette on the student.

Please read the enclosed Rules and Code of Ethics and discuss it with your son/daughter. Access to the network and your student's school account will be permitted only after we have received the attached consent form signed by you and your child.

II. RULES AND CODE OF ETHICS AGREEMENT FOR NETWORK AND INTERNET USERS LAURENS CENTRAL SCHOOL DISTRICT

As a network and account user, I agree to follow the Rules and Codes of Ethics in all of my work with accounts and devices owned by the Laurens Central School District, whether in school or via remote learning. Any use of a personal device such as a laptop, smart phone, tablet, PDA, etc. while on the school's network is also subject to the Rules and Codes of Ethics.

A. *I understand and agree to abide by the following Rules and Code of Ethics regarding copyrighted material:*

a. I recognize that material received via a computer network is owned by the author or the person holding the copyright and I will give credit to all materials received electronically. I recognize that any material shared by another user is still the property of the original owner.

b. I will be ethical with my use of material that is not my own. I will not plagiarize the work found on the Internet, or from other users. I will be responsible with the access to materials other users have shared with me.

c. I recognize that software is protected by copyright laws; therefore, I will not make copies of software found on school computers, either by copying them to my own file storage device or onto other computers through electronic mail, cloud storage, or other digital platform; and I will not give, lend, or sell copies of software to others unless I have the written permission of the copyright owner or the original software is clearly identified as "shareware" or in the public domain. Attributions of authorship will follow the same copyright rules for material obtained via the network.

d. I will follow copyright procedures when accessing available software downloads through my school account, and follow the copyright policies from the source of the content.

e. Any and all uses of a district owned/provided computer, online account, camera, telephone, electronic device, etc. are subject to repeated monitoring by school staff. Students should have no expectation of privacy in regard to the use of devices, accounts, or networks provided by Laurens Central Schools.

f. Users are responsible for the backup, storage, and maintenance of available space for their content. Files for all users should be stored on the local drive, cloud storage, and/or external storage.

g. Users are to conserve the finite storage allotted on both local, and cloud filing systems.

B. *I understand and agree to abide by the following Rules and Code of Ethics of use:*

a. Education and curriculum-related research is the first priority of Internet and network use in the Laurens Central School District; all other use is secondary.

b. Any use of personal online accounts (such as Yahoo, Google, Hotmail, etc…) while on the school's network must abide by all rules stated in this Acceptable Use Policy.

c. Social media, internet games, and inter related chat/text access is only to be used for the educational process, and with a teacher's permission. No other use of social media and chat applications while on the school network is acceptable.

d. Network accounts are to be used only by the authorized owner of the account for authorized purposes; using or sharing another person's login name and password is prohibited.

e. Users shall not intentionally seek information on, obtain copies of, or modify files, other data, or passwords belonging to other users. Users may edit or view information from other users, if the original owner has willfully shared the information through the online sharing platform.

f. No use of the network shall serve to disrupt the use of the network by others; hardware or software shall not be destroyed, modified, copied, damaged, or abused in any way.

g. Malicious use of the Internet or the network to develop programs that harass other users or infiltrate a computer or computer system and/or damage the software components of a computer or computer system (e.g., create viruses) is prohibited.

h. Hate mail, harassment, profanity, obscenity, discriminatory remarks, misrepresentations, impersonation, and other antisocial behaviors are prohibited on the Internet and the network.

i. Intentional use of the Internet or the network to access or process pornographic material, inappropriate text files, illegal activities, or files dangerous to the integrity of the local area network and its users are prohibited.

j. Exemplary behavior is expected when users are interacting with members outside the network, as the user is representing the Laurens Central School District when visiting locations on the Internet.

k. Users shall not reveal their home addresses or phone numbers nor those of others over the Internet. Care must be exercised before revealing your last name over the Internet.

l. Students without parental permission to use the Internet are prohibited from teaming up with those who have permission to use the Internet.

m. Any use of the Internet or the network for commercial or for-profit purposes is prohibited.

n. Any use of the Internet for product advertisement or political lobbying is prohibited.

o. I understand that I have responsibility for my own actions while using the Internet or the network.

The use of proxies to bypass school content filters is prohibited. Any student found using proxies to bypass school content filters will lose all school computer privileges. (Length of time determined by the administration).

Inappropriate use of school computers will be considered a Category II or Category III infraction in the Student Code of Conduct.

III. RULES AND CODE OF ETHICS AGREEMENT FOR NETWORK AND INTERNET USERS LAURENS CENTRAL SCHOOL DISTRICT

Section 1: TO BE SIGNED BY STUDENT

I understand that Laurens Central School reserves the right to:

- log Internet use and monitor file server space utilization by users.
- remove a user account on the network.

I understand that violation of the Rules and Code of Ethics described above will be dealt with seriously. Violators risk:

- losing computer and account privileges on a temporary or permanent basis; and/or
- disciplinary action; and/or
- academic sanctions; and/or
- prosecution for violation of local, state, and federal laws

I have read the Laurens Central School District Rules and Code of Ethics for Network and Internet Users and agree to abide by its terms. I further understand that violation of the regulations may lead to my access privileges being revoked, school disciplinary action, academic sanctions, and/or appropriate legal action. In order to use a school computer or have network privileges, a student must have a signed Code of Ethics form on file by the third week of school or before receiving a school-owned device for remote learning.

Student's name (please print) _____Grade_____

Signature _____ Date_____

.....

Section 2: TO BE SIGNED BY PARENT/GUARDIAN

We, the parents/guardians of (please print your son/daughter's name)_____ have read and discussed with our son/daughter the above Rules and Code of Ethics for Laurens Central School computer users. We recognize that it is impossible for the school district to restrict access to all controversial materials and we will not hold the district, its employees, or the Internet provider responsible for materials acquired on the network.

We hereby give permission for our child to have user access to the Internet and the network at his/her school.

We understand this agreement shall remain in force during the full duration of our child's years at the Laurens Central School District.

Parent/Guardian name (please print)_____

Parent/Guardian signature _____Date_____

NOTE TO STUDENT: Please return this agreement to the Technology Department.

H. STUDY HALLS

The main purpose of study halls is to give pupils the opportunity to do homework, go to the library, be with another teacher, do co-curricular activities, and/or be assigned somewhere when not in a regular class. Students are not to play cards or non-academic games during study hall.

1. STUDY HALL GUIDELINES

a. Students will remain seated at desks or tables unless moving to another table or desk. No standing or peering out windows or doors.
b. It should be quiet in study hall. The study hall teacher will establish an atmosphere conducive to study.
c. All eligibility rules are in effect. See "Eligibility Policy," on page 36 for specifics.
d. Students may leave the study hall, one at a time, to go to the bathroom, locker, or water fountain. The study hall teacher must issue the student a pass. Students are expected to take no longer than 3 minutes. Student must sign the Study Hall Pass Log, and indicate time of leaving and return.
e. Students are not permitted to leave Study Hall to see a teacher or the School Counseling office without a pre-signed pass from that same teacher or the School Counselor.
f. Study Hall Teachers may issue passes to the nurse's office, and Learning Center.
g. Study Hall Teachers may issue passes to the library for up to 4 students. Students may have pre-signed passes from teachers to leave study hall to use the library.

I. CLASSES AT OAOC BOCES

1. Students enrolled in any BOCES class must attend those classes regularly.
   a. BOCES classes are an extension of LCS. Therefore, all rules and regulations applying to LCS students while registered, enrolled and attending will be uniformly applicable to all students attending BOCES classes at BOCES.
   b. BOCES programs are typically one half-day in length. On occasion a student may request to spend an entire day at either BOCES classes or at LCS. The procedure outlined below must be followed when making such a request.
      1. To stay at BOCES all day the student must complete the stay all day form provided by BOCES and an LCS permission form with teacher signatures for each class missed.
      2. To stay at LCS all day the student must have a BOCES permission form and permission from LCS administration. Laurens School will contact BOCES once an LCS Administrator's permission is given.
   c. If a student misses the bus to BOCES, she/he must report to the Building Principal to determine: why the bus was missed; where will the student spend that time (BOCES time) that day; and what can be done so that the

incident isn't repeated. An attempt to transport students to OAOC will be made.

d. If the student missed the BOCES bus because of a situation for which the school was responsible, (i.e., student's regular bus in late arriving to school) it is the school's responsibility to try to get the student to BOCES. However, if the student missed the bus because of his/her lack of responsibility to be on time, the student may be assigned a Category II infraction. An attempt to transport students to OAOC will be made.

e. Students who participate in athletics must have the permission of the administration (per event, in advance) before missing a class at BOCES.

Violation of any of these procedures may cause disciplinary action.

2. Any BOCES student attending the one-half home school session but missing the BOCES classes due to an excused absence must bring a note from home stating the reason for the absence and registering it with the Health Office the day after the absence. A student attending the AM one-half day home school session who does not attend his assigned PM CTE class must be excused according to early dismissal procedures.

3. Truancy from BOCES classes will be dealt with in the same manner as truancy from home school classes.

4. Student driving to and from BOCES: LCS provides the transportation to and from BOCES. All students must use that transportation which is provided by the school. If, due to some extenuating circumstances, a student is to drive their own car to and from BOCES, the following procedure must be followed:

A. **NO** student can drive or ride in a private vehicle without written permission from the Administration **AND** the OAOC Principal. This permission is granted only when a specific situation arises. Blanket permission to drive or ride daily is not and will not be granted.

B. Failure to follow the school's policy regarding this matter will result in disciplinary action.

J. REPORT CARD SCHEDULE 2026-2027

A. Secondary

Marking Period	Date Ends	Report Card Goes Home	Parent Conferences
1	Nov. 6	Nov. 16 (7-12)	Nov. 23 (PK-12)
2	Jan. 22	Feb. 1 (7-12)	Nov. 24 (PK-12)
3	April 16	April 26 (7-12)	Feb. 10 (PK-12)
4	June 14	July 6 (7-12)	

K. HIGH HONOR/HONOR ROLL (7-12)

1. Determination thereof:

a. Student attaining an overall average of 93.0% and above will qualify for the High Honor Roll.

b. Students attaining an overall average of 85.0%-92.9% will qualify for the Honor Roll.
c. No incompletes – A student receiving an incomplete will not qualify for the High Honor or Honor Roll.

2. Computation:

a. Add all the 10 week grades a student received, divide the sum total by the number of subjects in which a student receives a grade - the quotient will be the 10 week average.

3. High Honor Roll Letters:

a. Grades 7-12 students will qualify for a High Honor Roll letter if they have earned High Honor Roll status for the 1st, 2nd, and 3rd quarters. High Honor Roll letters and pins will be handed out at the Awards Banquet.

L. GRADING/TESTING/EVALUATION

1. Computing Grades, Full Year

Teachers computing grades for full year courses will have grades in each of the four marking period columns, a final exam grade and final average. All classes will have a final exam. Only students successfully completing a course will receive a unit of credit; one unit for a full year course. Students failing a course will not receive a unit of credit. 4/5 of the class average and 1/5 of the final exam composes the final grade.

At the recommendation of the New York State Education Department, Regents grades will NOT be used to calculate a student's final average. Laurens Central School, however, will use the Regents grade instead of a final exam grade to calculate a student's final average IF the Regents grade is higher than the final exam grade.

Example 1: If a student in a full-year course earns a 75, 78, 82, and 86 respectively for each marking period, adding these together equals 321. To this, add the student grade earned on the final exam (85), which makes the total 406. Divide by 5 and the final grade will be 81.

Example 2: If a student in a full-year course earns a 75, 78, 82 and 86 for each marking period, adding these together equals 321. The student earned an 85 on the final exam, but received a 95 on the Regents exam. The 95 for the Regents exam will be used as 1/5 of the final grade, making the total 416 and the final grade an 83.

(The administration reserves the right to determine the use of a Regents exam as part of the final average.)

A final grade must be computed for all courses.

M. REPORT CARDS, INTERIM PROGRESS REPORTS AND COMMENDATION NOTICES

1. Report cards are issued four times a year. Between report cards, Eligibility letters will be sent home bi-weekly to those parents whose children are failing. Interim Report Cards and/or Commendation Notices may also be sent home for students

in danger or failing or who have improved their work and deserve a commendation.

N. FINAL EXAM EXEMPTION

1. Due to requirements established by the NYS Department of Education, there will be no exemptions from midterms, finals or Regents exams.

O. FINANCIAL OBLIGATIONS

Obligations are defined as any money, textbook, article, uniform, item of school property, etc., owed to the school.

1. All obligations will be turned in quarterly to the Principal's Office.

2. Students will be notified of their obligation by the staff member to whom the obligation is owed and by mail, and given one week to turn it in. If not turned in, the report cards will be withheld.

3. Seniors will not receive diplomas until all obligations are turned in.

P. SCHOOL COUNSELING OFFICE SERVICES

The school counselor assists students to gain greater understanding of themselves through interests, aptitudes, educational achievements, problem solving, and through personal-social values.

The school counseling office is the place where students meet, talk with a counselor, and take the opportunity to use the many different resources such as college catalogs, financial assistance information, test preparation materials, job placement information, computer programs, and military services information. Aside from meeting with students, counselors conduct parent workshops, conferences, field trips to colleges and work settings, in class presentations, professional meetings, etc.

In cooperation with our school's professional personnel and parents, the school counselor meets with and is available to students as problems arise - with the view to improve the individual student's total success. Please feel free to contact them at any time – 607-432-2050.

1. **Working Papers**

   Working papers or employment certificates are required by law for employed students between the ages of 14 and 18. Newspaper carrier students must obtain a "carrier" permit at the age of 12. It is not the function of the school to enforce this law, but rather to act as the cooperating agency to issue the proper form of certificate required by the worker.

   Steps in obtaining working papers:

   a. Secure the application from the School Counseling Office. Students will also need a copy of their birth certificate and social security card.

   b. See the School Nurse if you have had a physical by the school physician or, if not, by your own family doctor at your own expense. The doctor

will determine your fitness for work and will complete a form and statement to this effect.

When these preliminary steps are completed, the application must be returned to the School Counseling Office where a proper Certificate of Employment will be issued to the student. The Certificate is then filed by the employer and is to be returned to the student upon termination of his/her employment. Certificates are issued covering many types of jobs - newsboys, caddies, farm workers, office workers, busboys, clerks, etc. Work Certificates are issued on a two-year basis. They do not identify the future employer, but certify the name and age of the individual.

2. **Birth Certificates**
Verification of date of birth is necessary for enrollment in driver education, to obtain working papers, correct name for diploma, etc. A copy should be included in your guidance folder. This is available when the original has been misplaced.

3. **Graduation Requirements** - See School Counseling Handbook

Q. TEXTBOOKS

Teachers determine the condition of the textbook before assigning it to you. It is expected to be returned after a year of normal use a little more worn than when you received it. Should the book show more than reasonable use, you will be charged a fee accordingly. If you have damaged or written in the book so that it cannot be assigned to another student the following year, you will have to pay for the book. The student to whom the book was issued is responsible for it whether or not that student misused it or wrote in it or the damage was done by someone else. The student to whom the book was issued also is responsible for returning the exact same issued book, whether or not he or she claims it was stolen. You must take care of your textbooks. Deliberate misuse of a textbook will be dealt with as vandalism.

All textbooks are the property of the Board of Education and are loaned to students for use throughout the year. The record of the number and condition of the book which is issued at the beginning of the year is maintained by the school. A student will be expected to pay the cost of replacing a lost or damaged book issued to him or her. If this loss or damage occurs during the year, it should be reported immediately to the teacher from whom the book was received. The teacher will notify the student of the charges and arrange for the issuing of a new book. A receipt stating the title, book number, and amount paid will be issued to the student to be retained in case the lost book is later found.

Replacement Cost Schedule:

1 year old or less	total value of original price
2-5 years	75% of original price
5 or more years	50% of original price

Some courses may require the student to purchase workbooks or other material.

R. FEES

Students are expected to pay the following fees:

1. Use of any school owned technology related equipment (i.e. laptops, ipads, cameras, etc.). Students may be required to make a deposit prior to using the

equipment. Students will be responsible for the full replacement cost of the equipment should it not be returned or be returned damaged.

2. Home and Career Skills - Each student may be responsible to purchase project materials that he/she uses.
3. Additional review books, workbooks, and newsletters may be required for some courses.
4. Field Trips - Students may be responsible for all or part of the cost of a field trip.
5. Music - students may be responsible for cost of reeds, etc.

III. EXTRACURRICULAR ACTIVITIES

A. The Board of Education of Laurens Central School supports the concept of extracurricular activities and/or events as important adjuncts to the educational program. Extracurricular activities will be supported to the extent that they are supervised properly to insure the health, safety, and welfare of the students involved and within the ability of the school district to financially support such activities. Extracurricular activities include the following activities: All Sports, Class Activities, Color Guard, Jazz Ensemble, Summer Marching Band and other non-curricular music activities, Student Council, Honor Society and Club Activities.

Extracurricular Activities are divided into the following categories:

1. The Extracurricular activities scheduled as a part of the Laurens Central School District's participation and membership in a formal or informal organization controlling the activities: i.e., New York State Music Association, New York State Public High School Athletic Association, National Honor Society, -- to mention a few. Examples of these kinds of activities: Athletic Programs, All-County Music Programs, Color Guard, Honor Society, Summer Marching Band.
2. Activities which are a part of student organizations. Examples of these activities are: Student Government, Class Organizations, Drama, Forensics, etc.
3. The Extracurricular activities that are an integral part of or an out-growth of the regular academic program. Examples: Marching Band, Jazz Band, field trips, etc.

The lists are not all inclusive, but serve to set the guidelines for the type of activities classified under each category.

B. EXTRACURRICULAR ACTIVITY PARTICIPATION RULES

Participation in extracurricular activities of any sort is a privilege, not a right, for students. Students who choose to participate in extracurricular activities choose to subject themselves to these rules and are considered to be representing Laurens Central School at all times they are members of a team or activity, whether or not they are participating in the activity at the time and whether they are on school property or not. Participants are expected to follow all rules and regulations in the student handbook as well as handbook guidelines for specific activities. Students found in violation of these rules may be subject to consequences involving participation in extracurricular activities. This may include suspension or removal from the activity as determined by the administration.

1. Students must be in school by 8:10 AM (8:05 plus A5) each day and remain in school to be eligible to participate in any extracurricular activity that day. A student who is late to school by more than 5 minutes may not participate in extracurricular activities that day

unless they have official documentation from the doctor/lawyer/DMV, etc. indicating why they missed school. A note from the parent is not sufficient. The only exceptions are those considered legal absences from school and seniors qualifying for "Senior Privilege" regarding arrival at school.

Senior Privilege—Any senior with a study hall scheduled for 1st period will not be required to be in school until 9:00 am. Qualifying seniors must:

a) Be in school by 9:00 am to participate in any extracurricular activity. There will be no A5 added to this time.
b) Have parent permission for this privilege.

This privilege can be removed by the administration at anytime.

2. Students who are illegally absent for all or part of a day cannot participate in any extracurricular activity on that day of absence.
3. Students leaving the building during an extracurricular event may not return unless they have been under the direct supervision of their parent or a school approved chaperone.

C. The Board of Education of Laurens Central School establishes the following guide-lines for instituting these rules and supervising all extra-curricular events. The administration has the authority to enforce these rules and regulations to see that the health, safety, and welfare of the participants involved are protected.

1. The Administration will establish the number of teacher and parent chaperones required for each and every event.

2. The Administration will review the rules relative to extra-curricular events annually and make any revisions in them which need to be made to insure that alcohol and drug abuse will not take place. Students who are serving a penalty for violating Athletic or Color Guard training rules, or student participation rules, are prohibited from participating in any other extracurricular activities (i.e. a student suspended from athletics may not attend a school dance.) The length of the suspension will be the same penalty as for athletics/color guard.

3. It is clearly understood that the use of tobacco/vaping products/nicotine pouches, the consumption of alcoholic beverages and the use of illegal drugs is dangerous to the health and general maturation of the adolescent and negatively impacts a student-athlete's ability to perform. Therefore, athletes are not to possess, be in the presence of, or use alcohol, tobacco/vaping products, illegal drugs, or misuse prescription or nonprescription drugs/inhalants on or off school grounds.

First Offense:

❖Student will be suspended from all contests for two weeks.

❖Student will be required to manage for the team during their suspension.

❖If the suspension extends beyond the current season, the remainder of the penalty will carry over to the student's next extracurricular activity.

❖Before returning to contests, the student must complete a drug, alcohol, or nicotine education course if one is approved by the Athletic Director or Administration.

❖If the student holds a leadership role (e.g., team captain), that role will be revoked for the remainder of the season.

❖The student will forfeit eligibility for any awards for that season the suspension incurred, including end of the year honors such as Athlete of the Year or Outstanding Athlete.

❖The School District reserves the right to notify local law enforcement in response to any violations.

Second Offense and All Recurring Offenses (within one school year):

❖Student will be suspended from five (5) contests or 30 Calendar days – Whichever is longer.

❖Student will be required to manage for the team during their suspension

❖If the suspension extends beyond the current season, the remainder of the penalty will carry over to the student's next extracurricular activity.

❖Before returning to contests, the student must complete a drug, alcohol, or nicotine education course if one is available and approved by the Athletic Director or Administration.

❖If the student holds a leadership role (e.g., team captain), that role will be revoked for the remainder of the season.

❖The student will forfeit eligibility for any awards for that season the suspension incurred, including end of the year honors such as Athlete of the Year or Outstanding Athlete.

❖ The School District reserves the right to notify local law enforcement in response to any violations.

Once a new school year starts, the previous year's violations will reset. (Student will be required to finish any remaining suspensions from previous year.)

4. An activity report sheet will be developed to be completed by the appropriate person in charge of the extra-curricular activity which will show a list of names of the chaperones (Building Use Form) of the events and an assurance that all chaperones have received a copy of the appropriate (done one-half hour before event) rules to be enforced.

5. All student extra-curricular activities must be approved by the administration at least two weeks in advance of the event. This means that the Building Use Form has been filed with the administration, all chaperones have been selected and have agreed to the assignment, signed by the Superintendent, and a copy returned to the sponsoring organization. An attempt will be made to have both male and female chaperones, when appropriate.

D. TRANSPORTATION TO AND FROM EXTRACURRICULAR EVENTS

1. All participants are to ride to and from extracurricular events on the bus. Participants will leave from the school and will be brought back to the school. (Students will not be dropped off at houses on the way home. They will be brought to the school).

2. The only exception to this would be students returning after an extracurricular event and would be permitted if the following process is followed.

    a. The student, prior to the event, must present to the advisor in charge a signed request from his/her parent/guardian, which must be pre-approved by the administration. (students will not be

allowed to drive/ride to or from events with other students, an adult must be present).

b. After the event, the student can only be released by the advisor to their parents/guardian. The parent must sign the advisors release form.

c. Extenuating circumstances must be approved in writing by the Administration prior to release by the advisor.

E. SCHOOL DANCES

1. School affiliated organizations and each class in Grades 7-12 may sponsor dances. Dances are for the entertainment of Laurens Junior-Senior High School students and their out-of-school guests. Sundays, Holidays, and nights preceding a school day will not be considered "available dates."
2. After determining available dates on the activities calendar, the final date selected by the sponsoring organization must be approved by the administration and posted on the activities calendar. Following approval of the date, the "Application for Use of Building and Grounds" must be completed prior to entering into any contract with a DJ or band. If no contract is necessary this should be done two weeks before the approved date. The band /DJ must be approved by the administration.
3. There will be a minimum of eight (8) chaperones, in addition to school administration. Each faculty and parent chaperone will sign a Chaperone Agreement as assurance to a firm commitment to chaperone the activity.
4. A clean-up committee of six or more students will be appointed by the sponsoring organization to assist the custodian.
5. The following rules will be in effect for all dances:
   a. LCS students may bring one guest and must sign for and be responsible for his/her behavior. No guest over the age of 20 will be approved by the administration.
   b. No use, possession, or sale of tobacco, vaping devices, or nicotine pouches in any form is allowed. (see definition on pg. 56)
   c. No use, possession, or sale of alcoholic beverages is allowed. Anyone who the chaperones determine has been partaking of such beverages will not be allowed admittance.
   d. No use, possession, or sale of illegal drugs is allowed. Misuse of legal drugs is also not allowed.
   e. Students are to avoid being overly demonstrative of their affections.
   f. Students leaving the building may not return. Chaperones may call parents of students who leave the dance excessively early.
   g. Disorderly persons will be removed from the dance and grounds immediately.
   h. Chaperones and advisors have complete authority to enforce the regulations for dances.
   i. There will be a sign in and sign out book maintained for every dance. Each and every student will sign his/her name and the time they arrived and also the time they leave will be recorded. The book will be supervised

by the sellers and a chaperone. After the dance is over, the book will be filed with the Administration for future reference.

j. Dances at Laurens Central School are open only to Laurens Central School students and approved guests. All applications for guests must be returned to the Superintendent's Office by noon on the day before a dance is to be held. Approved guest applications may be picked up at noon on the day of the dance. No guest over twenty years of age will be permitted. One guest per LCS student will be permitted. Applications may be picked up in the Superintendent's Office.

k. All school rules are in effect as printed in the Laurens Central School Student Handbook.

l. All exit lights must be on.

m. Soft drink and/or food is not permitted in the gym.

n. A school sponsored dance may be held any three hours between 7:00 PM and 11:00 PM. The only exception will be the prom which may go until 12:00 AM.

o. No large bags or overcoats may be brought in. All coats and bags must be left in a supervised area. Students will not be allowed to use their lockers.

p. The School reserves the right to search all bags/garments brought onto school property.

q. Any person who shows signs of having been drinking, smoking or taking drugs during the dance will be detained by the chaperones. Parents and/or proper authorities will be notified. Students will be subject to the rules of the student handbook.

F. FUND RAISING ACTIVITIES

All fund raising activities must be consistent with the policies of the Board of Education of Laurens Central School and New York State Education Law and will be approved by the administration. Faculty advisors and class and club officers are not to enter into any agreements with salesmen or vendors until the salesman or vendor has obtained permission from the administration to offer his services or wares to a school group. Bake sales and such cannot be scheduled at a time of day so as to be in competition with the School Lunch Program.

G. STUDENT SUPERVISION AFTER SCHOOL

Advisors and coaches are responsible for all students in their programs from the close of school until the activity is over and all students have left school property. Students are not allowed to play in the gym or cafeteria area without proper supervision.

H. BULLETINS AND POSTERS

1. Any poster or bulletin of general information must have the approval of the organization sponsor and the administration. Organization advisors will be responsible for notices and posters and it is important that advisors exercise good control in this matter.
2. Posters are to be mounted only in these designated areas:
   a. Near water fountains;
   b. On open bulletin boards in halls;

c. Closed show cases with permission.

3. Masking tape only is to be used. No "scotch" (cellophane or magic) tape is to be used for mounting any poster.
4. Posters are not to be hung (placed) on:
   a. Any painted surface; except by water fountains
   b. Any kind of fabric;
   c. Woodwork, painted or varnished surfaces, anywhere in the building.
5. Posters and notices should be attractive and in good taste. The poster should reflect credit to the sponsoring organization.
6. Fire regulations indicate that it is illegal to attach anything to fire barriers, and must be two (2) feet from all doorways.
7. All bulletins and/or posters for a given organization sponsoring a particular activity must be removed from their designated areas within three days after the event has occurred.
8. All posters have to be approved and stamped by Administration before hanging up to be sure spelling, date, etc., is correct. Limit 10 posters for each event.

I. SPORTSMANSHIP

Spectator behavior in interscholastic sport contests continues to be of concern to school administrators and Boards of Education. Good sportsmanship in the form of wholesome spectator behavior and player conduct is necessary to good school spirit. To this end, the following guidelines and recommendations have been developed.

THOSE WHO FAIL TO ABIDE BY THE GUIDELINES WILL BE DEALT WITH ACCORDING TO THE DISCIPLINE POLICY.

1. **Use of Alcoholic Beverages, Tobacco, e-cigarettes, vaping devices, nicotine pouches and/or Drugs of any Sort, including synthetic cannabinoids**
   Use or possession of alcohol, tobacco, and/or drugs of any sort will not be allowed at athletic contests. Individuals in possession of or under the influence of any of the above will be referred to the administration or person in charge.
2. **Supervision of Younger Students**
   Students through the 6th grade level will not be admitted to athletic events unless accompanied by a parent or responsible adult. All children, ages birth through 6th grade, are to be under the direct supervision of their parents during all athletic events.
3. **Abusiveness Towards Coaches and Officials**
   Abusiveness towards coaches and officials is unacceptable behavior. Accept the decisions of the game officials as final.
4. **Unsportsmanlike Cheers and Obscenities**
   Unsportsmanlike cheers and obscenities will not be tolerated.
5. **Timers and Scorers**
   Only experienced timers and scorers will be used at athletic events.
6. **Signs and Posters**
   Only supportive signs and posters in good taste will be permitted.
7. **Spectators**
   a. Spectators will be expected to conduct themselves in an orderly manner.
   b. Obscene group cheers will not be tolerated.

c. Spectators will be expected to cooperate with requests made by the public address announcer. Announcements will be authorized by the Director of Athletics and/or the Administration in charge.

d. **Rules of conduct for spectators:**
As a spectator, you represent your school as much as any team member. The good name of your school is worth more than winning the game.
Learn the rules of the game so that you can be an intelligent spectator and critic.
Support your team enthusiastically, but with consideration and respect for the opponents.
Be considerate of your fellow spectators. Remain in bleachers until the game is finished.

e. Unruly or abusive spectators may be asked to leave an activity.

8. **Chaperones and Supervisors**
   a. Chaperones for competitions have a "Duties and Responsibilities List."
   b. The authority of the chaperones will be made known to the students.

9. **Athletes**
   a. As competitors, athletes will be expected to adhere to the appropriate and accepted decorum.
   b. Athletes will not use gestures indicating a dislike of an official's decision.
   c. Athletes who set a poor example of sportsmanship and/or citizenship will be disciplined in accordance with the provisions of the Student Athletic Handbook.

10. **Coaches**
   a. Coaches will make sure all players know the rules of the sport.
   b. Coaches must recognize that their actions and gestures can affect the behavior of the spectators.
   c. Coaches will discipline athletes who set a poor example of sportsmanship.

IV. ELIGIBILITY POLICY FOR EXTRACURRICULAR ACTIVITIES GRADES 7-12

1. PHILOSOPHY OF EXTRACURRICULAR ACTIVITIES
"Students wanting to enjoy the rights and privileges of Laurens Central School extracurricular activities are encouraged to work at a higher level of achievement."

2. CRITERIA FOR INELIGIBILITY
   A. To remain eligible one must be a "bona-fide" student. The student must be taking at least six courses or the equivalent. (Exceptions are for Seniors taking college courses, participating in a school approved job shadowing program and work release. Also, Learning Disabled Students).
   B. Students must be in school by 8:10 AM (8:05 plus A5) each day and remain in school to be eligible to participate in any extracurricular activity that day. The only exceptions are those considered legal absences from school and seniors qualifying for "Senior Privilege" regarding arrival at school.

Senior Privilege—Any senior with a study hall scheduled for 1st period will not be required to be in school until 9:00 am. Qualifying seniors must:

a) Be in school by 9:00 am to participate in any extracurricular activity. There will be no A5 added to this time.

b) Have parent permission for this privilege.

This privilege can be removed by the administration at any time.

C. The time frame for reporting will be every two weeks.

3. ADMINISTRATION OF ELIGIBILITY POLICY

A. At the end of each two week reporting period all teachers will report all failing grades to the Eligibility Chairman.

B. The Eligibility Chairman will prepare a list showing all students who are failing and the course(s) failing. The Chairman will then give a copy to teachers, and notify parents/guardians of a student on the list. The student will also receive notification of the courses they are failing in writing and must keep this form for the two week period or until they are passing the courses in question.

C. This applies to students taking courses at BOCES. Students failing a CTE program at BOCES will be ineligible to participate until they are passing.

D. Students will not be dropped from a team due to academic ineligibility, but students must realize that missed practices and/or games may lead to loss of starting positions, playing time and/or eligibility to receive a JV or Varsity letter.

E. Students FAILING ONE COURSE will lose study hall privileges. Students will be allowed to leave a study hall ONLY with a pre-signed pass from a teacher of the course they are failing to go to that classroom teacher or the library as long as they need to use library resources for the class they are failing.
Students may practice and participate in all athletic/extracurricular activities.

F. Students FAILING TWO COURSES may practice but may not:
1. Participate or dress for any contest, game or activity, (student will travel and sit with their team in “street clothes”)
2. Participate or attend any extracurricular activity, including class/club meetings.
3. Does not have study hall or lunch recess privileges.

G. A student FAILING THREE or more courses may not:.
1. Participate or dress for any contest, game or activity.
2. Participate or attend any extracurricular activity, including class/club meetings.
3. Ride to/return from a contest or activity with the group (team) on school sponsored transportation.
4. Sit with the group (team) during an activity or contest.
5. Does not have study hall or lunch recess privileges.

H. A student who participates in an event when they should not because they are ineligible, will miss the first scheduled event when they become eligible.

I. Students responsibility to get themselves removed from the eligibility list:
1. Have the student notification form signed by the teacher whose course is in question.
2. Return signed form to the Eligibility Chairman.
3. Obtain a form from the Eligibility Chairman to show student is passing course.

4. If a signed form is not returned, student remains ineligible until his/her name is no longer reported for failing two or more courses.

V. COMMUNITY RECREATIONAL ACTIVITIES

A. Use of School Facilities

The Board of Education of Laurens Central School allows the residents of the Laurens Central School District to use the school athletic facilities (large gym, athletic fields) nights for recreational purposes. The Board's intent is to make the school's athletic facilities available, but the Laurens School Board does not assume any liability or responsibility as this is not a school sponsored event.

The following rules apply:

1. A Building Use Form must be filled out by the event supervisor and turned in to the Superintendent's Office for approval.
2 School functions always take precedence over community recreational activities.
3. **At no time are students allowed to participate in activities in which they participate with adults.**
4. The event supervisor is responsible for the supervision of all activities.
5. There is to be no organized team play, and is to operate strictly on a "pick-up game" basis.
6. It is meant to be a time for relaxation, recreation and fun.
7. At no time is the school liable for anyone who gets hurt while participating in an activity during this time.
8. If any school equipment or facilities are damaged or destroyed, the participants will be liable for replacement costs.
9. No smoking, vaping, use of nicotine pouches or tobacco of any kind, or use of alcohol and/or drugs is allowed anywhere in the school building or on school property.
10. It is recommended that a person with AED/CPR Certification should be provided for all recreational use of the building that occurs when trained school employees are not on duty.

The Board appreciates being able to extend to the residents of Laurens Central School District this courtesy. **However, the offer can be withdrawn whenever the Board feels that the guidelines and the intent of purpose are being abused**. Your cooperation with the above listed understandings is important in order to maintain order and respect for the privilege.

VI. CODE OF CONDUCT

A. INTRODUCTION

The Laurens Board of Education is committed to providing a safe and orderly school environment where quality education may be delivered and received without disruption or interference. As stated in the District's Mission Statement, the Laurens School will create a learning environment which ensures success for all students, while providing opportunities to prepare all students to become active and responsible citizens in a multicultural democratic society. Responsible behavior by students, teachers, administrators, staff members, parents, and visitors is essential to achieving this goal. The Board also recognizes that a positive school climate is maintained through the efforts of parent, guardians, students, and all school personnel. Each of these stakeholders is expected to work positively toward this goal and to respect individuals and the rights of every person.

The district has a long-standing set of expectations for conduct on school property and at school functions. These rules promote civility, mutual respect, citizenship, character, tolerance, honesty and integrity. Personal responsibility is the goal but, when students cannot accept responsibility and violate school rules, they are required to accept penalties and more regulated supervision.

The Board recognizes the need to clearly define these expectations for acceptable conduct, to identify the possible consequences of unacceptable conduct, and to ensure that discipline is administered promptly and fairly. Furthermore, the Board and school administrators reserve the right to amend, change, or modify all said consequences relative to violations of the Laurens School Code of Conduct. These changes in consequences may occur on a situational, frequency, and severity basis.

B. STUDENTS' RIGHTS AND RESPONSIBILITIES

We believe that by accepting and fulfilling appropriate responsibilities, individuals will come to value resultant privileges. Responsibility is inherent in the exercise of every right and it must be emphasized that lack of responsibility means a weakening of rights. It is the student's responsibility to know and abide by these procedures; and to accept responsibility for personal actions which are contrary to school policies and rules.

It is the Student's Right to:	**It is the Student's Responsibility to:**
Be respected as an individual entitled to his/her personal dignity and integrity.	Demonstrate appreciation for the dignity and integrity of all.
Be afforded equal and appropriate educational opportunities.	Be aware of available educational programs, work to the best of his/her ability and strive toward his/her highest level of achievement possible.
Take part in all district activities on an equal basis regardless of race, color, creed, national origin, religion, gender, sexual orientation, or disability.	Refrain from participating in any discriminatory practices against others - students, teachers, parents, other school/community members.
Attend school in the district in which his/her parent or legal guardian resides.	Attend school and classes regularly and on time, and to be prepared with the necessary learning materials. Be responsible for all class work, quizzes, homework, and tests.

It is the Student's Right to:	It is the Student's Responsibility to:
Expect that the school will be a safe and orderly place for all students to gain an education.	Be aware of and abide by all school rules, regulations, and expectations regarding student behavior. Conduct him/herself in accordance with these guidelines and contribute to maintaining a safe and orderly school that is conducive to learning and to show respect to other persons and to property.
Be afforded due process in the event of disciplinary action brought against him/her, including suspension and/or expulsion.	Be willing to volunteer information in disciplinary cases if he/she has knowledge of importance in such a case.
Have access to school rules and receive an explanation of the rules from school personnel.	Ask for clarification or explanation of rules when necessary from the appropriate school personnel when necessary.
Present his/her version of the relevant events to school personnel authorized to impose a disciplinary penalty in connection with the imposition of the penalty.	Honestly express his/her version of the relevant events.
Be afforded channels of communication to the Board of Education.	Express views concerning the operation of the school system with supporting rationale.
Have his/her student records available for inspection by his/her parent or legal guardian upon request, or by the student him/herself if 18 years or older.	Be aware of right to access and guidelines governing such access.
Be afforded mechanisms for the expression and resolution of grievances which cannot be resolved through informal discussion.	Seek help in solving problems that might lead to discipline.
	Dress appropriately for school and school functions.
	Be responsible for one's behavior and accept responsibility for personal actions.
	Immediately comply with any staff members' reasonable request to carry out school rules.
	Conduct themselves as representatives of the district when participating in or attending school-sponsored extracurricular events and to hold oneself to the highest standards of conduct, demeanor, and sportsmanship.

C. ESSENTIAL PARTNERS

1. Board of Education Responsibilities:

a. To adopt a fair and consistent discipline policy and code of conduct which establishes clear standards of student behavior, as well as expectations for district personnel and visitors on school property and at school functions.
b. To review the discipline policy and code of conduct at least annually, and to evaluate its effectiveness to ensure fair, consistent implementation.
c. To lead by example by conducting board meetings in a professional, respectful, and courteous manner.
d. To respect the right of confidentiality of all members of the school community.

2. Parent Responsibilities

a. To recognize that the education of their child(ren) is a responsibility shared by the parents and the school community.
b. To work to the best of his/her ability to provide the necessary materials and positive home learning environment.
c. To make sure that the child attends school regularly and that the school receives notifications of the reasons for absences.
d. To assume legal responsibility for the behavior of the child as determined by law.
e. To know the school rules and be sure that the child is familiar with the discipline policy, regulations, and code of conduct.
f. To teach the child self-discipline, respect for authority, and respect for the rights of others.
g. To maintain communication with the school and to inform school officials of changes in the home situation that may affect student conduct or performance.
h. To work with the school staff in cooperation to develop strategies that benefit the child.
i. To respect the right of confidentiality of all members of the school community.

3. Teacher Responsibilities:

a. To communicate information and expectations to students and parents on course objectives, grading procedures, assignment deadlines, and the classroom discipline plan.
b. To provide opportunities for all students to develop self-discipline and respect for the rights of others.
c. To encourage self-discipline and respect for others.
d. To be prepared to teach, to demonstrate a concern for student achievement, and to provide appropriate learning opportunities for all students.
e. To accept shared responsibility for control and discipline of students throughout the building, on school property, and at school functions.
f. To know and abide by school policies, regulations, and guidelines for school discipline.
g. To use positive reinforcement, whenever possible.
h. To confer with school support staff in pursuit of possible solutions to inappropriate student behaviors.
i. To report to the parent at regular reporting periods and at other times, when appropriate, regarding a student's behavior.
j. To utilize all reasonable classroom strategies in addressing disruptive behavior before referring a student for out-of-class disciplinary action.
k. To refer a disruptive student, in writing, for out-of-class discipline when appropriate teacher-initiated strategies have been unsuccessful or the severity of the offense makes it necessary.
l. To respect the right of confidentiality of all members of the school community.

4. **Administration Responsibilities:**

a. To administer a uniform and just application of the discipline procedures.
b. To maintain order and promote a safe environment.
c. To discipline students and to assign duties to teachers with regard to discipline, pursuant to the authority given by the policies adopted by the Board of Education.
d. To assume responsibility for implementing rules and procedures that are necessary to establish standards of acceptable student behavior.
e. To be readily available to handle disruptive behavior, discipline, and emergency situations.
f. To monitor and evaluate all programs on a regular basis, making modifications when needed, and to provide in-service training to staff related to a sound disciplinary program.
g. To inform the staff, parents, and community when modifications are made in the school's discipline policies and procedures.
h. To report certain acts to law enforcement. When the administrator has personal knowledge or actual notice from school personnel that an act has occurred on school property involving assault resulting in serious personal injury, sexual assault, sexual offense, rape, kidnapping, indecent liberties with a minor, assault involving the use of a weapon, possession of a firearm in violation of the law, possession of a weapon in violation of the law, or possession of a controlled substance in violation of the law, the administrator will immediately report the act to the appropriate local law enforcement agency.
i. To be available to students, staff, and parents so communication can occur.
j. To communicate effectively to parents the expectations of the school discipline program and the role of the parent.
k. To respect the right of confidentiality of all members of the school community.

5. School Visitor Responsibilities:

a. To sign-in at the designated areas, obtain and wear ID tag.
b. To know and follow district policies, regulations, and guidelines.
c. To assume responsibility for your behavior and the behavior of others in your charge.
d. To respect the personal, civil, and property rights of all members of the school community.
e. To respect the right of confidentiality of all members of the school community.
f. To refrain from the use of physical force, verbal abuse or harassment, blackmail, stealing, vandalism, and other illegal activities.
g. To seek clarification from school personnel concerning the appropriateness of any action or behavior.
h. To immediately comply with any staff member's reasonable request to carry out school rules.

6. Volunteer Responsibilities

In addition to the visitor's responsibilities listed above, the following apply:

a. To support all students in developing self-discipline and respect for others.
b. To consider the physical, social, intellectual, and emotional development of students.
c. To follow established personal behavioral expectations, including proper attire, throughout the school building and property.
d. To confer with support personnel for solutions to inappropriate student behavior.
e. To use positive reinforcement, whenever possible.
f. To be prompt and responsible for volunteer commitments.
g. To respect the right of confidentiality of all members of the school community.

7. Failure to follow the Rights and Responsibilities could result in:

Conference with administrator (Supt. or Building Principal)
Conference with teacher
Letter of Admonition
Conference with Board of Education
Disciplinary action as per employee contract
Removal from school property
Being banned from school property

D. DISCIPLINE and LEGAL VIOLATIONS

1. Statement of Purpose

Be aware of actions which constitute serious and dangerous wrong-doing and refrain from such acts.

Pursue informal discussion to resolve any perceived grievance before moving to formal state.

Refrain from participating in any discriminatory practices against others.

Demonstrate appreciation for the dignity and integrity of all. The purpose of this discipline procedure is to help deter unacceptable behavior. It is further intended to pursue uniformity and fairness for all students.

2. Goals

To establish a positive learning environment for all; to insure understanding and respect for the rights of all persons; to protect the property rights of all; and to promote individual responsibility and self control.

3. Definitions

For purposes of this code, the following definitions apply.

"**Contraband" means:** Any illegal item in the handbook and in law; items reasonably determined to be a threat to the safety or security of others.

"Corporal Punishment" means: Any act of physical force upon a student for the purpose of punishing that student.

"Disruptive Student" means: An elementary or secondary student under the age of 21 who is substantially disruptive of the educational process or substantially interferes with the teacher's authority over the classroom.

"Parent" means: Parent, guardian, or person in a parental relation to a student.

"Serious Violent Incident" means: An incident of violent criminal conduct that is, or appears to be, life threatening and warrants the evacuation of students and/or staff.

"Sexual Harassment" means: any action of a sexual nature that is unwanted and unwelcome.

"Violent student" means: a student who is under the age of 21 who:

a. Commits an act of school violence upon a school employee, or attempts to do so.
b. Commits, while in, on, or at any enforcement area listed under "Enforcement Areas", an act of violence upon another student or any other person lawfully on school property or at the school function, or attempts to do so.
c. Possesses, while in, on, or at any enforcement area listed under "Enforcement Areas", a weapon.
d. Displays, while in, on, or at any enforcement area listed under "Enforcement Areas", what appears to be a weapon.
e. Threatens, while in, on, or at any enforcement area listed under "Enforcement Areas", to use a weapon.
f. Knowingly and intentionally damages or destroys the personal property of any school employee or any person lawfully on school property or at a school function, or any area listed under "Enforcement Areas".
g. Knowingly and intentionally damages or destroys school district property.

"Weapons" means: a firearm as defined for purposes of the Gun-Free Schools Act. It also may include, but not be limited to, any other gun, BB gun, pistol, revolver, shotgun, rifle, machine gun, disguised gun, dagger, dirk, stiletto, switchblade knife, box cutter, cane sword, leaded cane, electronic dart gun, throwing star, electronic stun gun, pepper spray or other noxious spray, explosive or incendiary bomb, or other device, instrument, material or substance that can cause physical injury or death when used to cause physical injury or death.

"School property" means: in or within any building, structure, athletic playing field, playground, parking lot or land contained within the real property boundary line of a public elementary or secondary school, or in or on a school bus, as defined in Vehicle and Traffic Law Statute 142, or property used by the school for school related activities.

"School function" means: any school-sponsored extracurricular event or activity.

4. Enforcement Areas

This procedure shall be applied under the following circumstances:

On all school property and/or properties used by the school for school related activities During attendance at school.

In all school vehicles or any vehicles used by the school to transport students

At all school functions, including extracurricular activities, field trips and overnight trips.

On all occasions when a student is in some manner representing Laurens Central School or attending an event where other LCS students are representing the Laurens Central School.

This procedure shall also apply to any student whose conduct at any other time or place has a direct and immediate affect on maintaining order and discipline or protecting the safety and welfare of the students or staff in the school(s).

5. Procedural Issues and Referrals

Law Enforcement Notification:
The Superintendent or a designee will call law enforcement officials.

Pupil in Need of Supervision (PINS)

In the event that a student requires intervention beyond those services available through the school, a PINS referral may be generated. Referrals must be accompanied by all available documentation for substantiation. In a situation where a PINS referral is appropriate for a student classified by the CSE team, the CSE team must be consulted and involved to determine, as per IDEA whether the PINS referral will constitute a "change of placement". The PINS referral may be submitted to the School Counselor who will inform a school administrator.

Human Services: DSS and Child Abuse Contact

Students who have been incarcerated or housed in a residential treatment facility must meet with the Superintendent and School Counselor before being allowed to enroll or continue in Laurens Central School. The Superintendent or a designee will make a decision concerning appropriate placement and the parent and student will be notified in writing.

Any school official must report any suspected case of child abuse or maltreatment if the person who suspects the child abuse is a staff member, he or she must immediately notify the school counselors and the administration, who must then make a report to the commissioner of social services. The Social Services law provides legal penalties for failure to report cases of suspected child abuse. The law also provides immunity from liability for the school official making such a report in good faith.

Stay Put Rule:

Students who are being tested for possible placement in a CSE Program must remain in current placement until the testing is complete. In some instances students in violation of the Code of Conduct may qualify for a 45 day placement (drug and/or weapon violation). The administration will review any drug or weapon violation and make an appropriate determination.

Preventive Services:

Any student who meets the criteria of a student in danger of placement in foster care may be referred to Otsego County's Department of Social Services Preventive Service Program. Referral forms would be available after consulting the School Counselor.

6. Discipline Procedures

Report of Infractions

School personnel who are aware of an infraction of the discipline code should submit a discipline form to the Building Principal or the Director of Instructional Support.

Processing Reported Infractions

When a student is sent to an administrator for disciplinary action, teacher removal, or conferencing concerning an incident, the steps below will be followed:

The Building Principal/Director of Instructional Support:

> Investigates evidence and facts when necessary. In teacher removals, if the administrator finds lack of evidence, the removal will be reversed.
> Advises the student of the charges.
> Advises the student of the facts on which the charge(s) are based.
> Gives the student an opportunity to present his/her version of the facts to the administrator imposing the disciplinary penalty.
> Provides written verification of the proposed disciplinary actions to the parent.
> Makes every effort to notify the student's parent by telephone if immediate action will be taken to suspend the student.

> Notifies law enforcement of violations that constitute a crime.
> Notifies appropriate extracurricular advisors including advisors to the National Junior and/or Senior High Honor Society.

Disciplinary Actions

1. Students who are found to have violated the Code of Conduct may be subject to the following penalties, either alone or in combination.
   a. Oral warning
   b. Written warning
   c. Written notification to parent
   d. Lunch and lunch/recess detentions
   e. After School/Study Hall Detention
   f. Suspension/removal from athletic participation
   g. Suspension from transportation
   h. Suspension/removal from social or extracurricular activities
   i. In-school suspension, Out-of-school suspension
   j. Removal from classroom by teacher
   k. Short-term suspension from school
   l. Long-term suspension from school
   m. Permanent suspension from school
   n. Removal from National Junior and/or Senior High Honor Society

2. Any consequences for student discipline take precedence over extracurricular activities (i.e. detentions will not be scheduled around games.)

3. The administration reserves the right to modify disciplinary action as necessary.

Detention

This is a period of time when a student is detained on his/her own time for minor infractions of the rules and regulations of LCS, or where removal from the classroom or suspension might be inappropriate. When a student is assigned, (s)he should receive a detention notice, the parent will be called and a letter of notification will be mailed home. Students must attend detention when it is assigned. If a student cannot make it on the day assigned, (s)he must contact the administrator, state the problem, and abide by the decision of the administrator; otherwise, absence constitutes truancy. Disciplinary action will be taken.

   a. Detention will be two hours and will be held as assigned by the Building Principal, Superintendent or teacher.
   b. Students will be absolutely quiet and may be assigned work if they don't provide their own work.
   c. All Student Handbook rules apply.
   d. Students will not be allowed to eat or drink during detention.
   e. If a student is late or absent from detention, an in-school suspension may be assigned and the detention will have to be made up.
   f. Detention starts at 3:00 and ends at 5:00.
   g. These regulations and guidelines in no way limit teachers' use of proper discipline in their rooms but will supplement that use.
   h. Transportation may be provided if necessary.
   i. Classroom teachers may assign detentions to students. The teacher will call the parent to confirm that there is not a parental objection to the penalty and the

student has appropriate transportation home following detention. Documentation will be submitted to the Building Principal prior to detention being served.

In-School Suspension

In-School Suspension is assigned at the discretion of the administration with the authorization of the Board and up to five days may be assigned. The Board recognizes a student's need to attend school but it must be balanced with the need for order. When a student is suspended in school, the following procedure will be used:

a. The student will receive notice of the charged misconduct leading to suspension and, if the student denies the misconduct, will be provided an explanation of the reasons for such action.
b. The student and/or parent will be given an opportunity for an informal conference with the administrator if requested.
c. The parent or guardian of a suspended student will be given written notice by mail, and by phone if possible.
d. Any student who is on an in-school suspension will have the responsibility to make up any homework, quizzes, tests, etc., that were assigned during the suspension period. It is up to the student to get this make-up work from the teachers. All work must be completed by the day of return to class after the suspension has ended unless other arrangements are made with the teacher involved.
e. A student who is on in-school suspension cannot participate or be in attendance at any of the school activities during the suspension, including all interscholastic activities and any evening activities. The student should arrive by 8:05 am and leave at 2:59 p.m., unless a detention is to be served immediately following the day of suspension. Each day of suspension is for a 24-hour period. If a suspension is on a Friday and Monday, the student cannot participate in any activities over the weekend.
f. Students will not be used for help in the office, running of errands, etc., when serving an in-school suspension.
g. If a major test is given that day, the monitor may administer it and return it to the classroom teacher.
h. No eating will be permitted during an in-school suspension, other than lunch at a designated time, under the supervision of the monitor. Bathroom breaks will be supervised and limited.

Out of School Suspension

Suspension from school is a severe penalty and the Board authorizes the administrators to impose out-of-school suspension upon students who are insubordinate, disorderly, violent or disruptive, or whose conduct endangers the safety, morals, health, or welfare of others.

a. The student suspended during the school day must be signed out of school by the administration before leaving school.
b. A suspended student is not permitted in Laurens Central School or on school property during his/her suspension period. A student who is on out of school suspension cannot participate or be in attendance at any of the school activities during the suspension, including all interscholastic activities and any evening

activities. A day of suspension is a 24 hour period. The student will be declared loitering and immediate and appropriate legal action will be taken if a student attempts to be in school during an out of school suspension. Such act shall be deemed an act of insubordination pursuant to §3214(3)(1) of the Educational Law of New York.

c. No student will be exempt from or have his/her date of suspension changed due to an athletic event, concert, or any other extra-curricular activity.
d. Any student who is serving an out-of-school suspension will have the responsibility to make up any homework, quizzes, tests, etc.,that was assigned during the suspension period. It is up to the student to get this make-up work from the teachers. All work must be completed by the day of return to class after the suspension has ended unless other arrangements are made with the teacher involved.
e. The above rules may be modified at the Superintendent's discretion.

Teacher disciplinary removal of disruptive students

In accordance with the Safe Schools Against Violence Education Act (SAVE), teachers have the authority to remove "disruptive" students from class who are substantially disruptive to the educational process or substantially interfere with the teacher's authority over the class.

A substantial disruption of the educational process or substantial interference with a teacher's authority occurs when a student demonstrates a persistent unwillingness to comply with the teacher's instructions or repeatedly violates the teacher's classroom behavior rules. The disruption may include, but not be limited to, repeated use of profanity or obscene gestures, continued resistance to reasonable requests (insubordination), excessive arguing with the teacher, or frequent interruptions of class instruction.

If the disruptive student does not pose a danger or on-going threat of disruption to the academic process, the teacher must provide the student with an explanation for the removal. The student must have an opportunity to explain his or her version of relevant events before the removal from class.

If the student poses a danger to himself/ herself or others, or causes an on-going threat of disruption, the teacher may order the student to be removed from the class immediately. The teacher must explain to the student why he/she was removed and be given a chance to present his/her version of relevant events within 24 hours.

A substantially disruptive student may be removed from a classroom by a teacher for a minimum of two days and up to a maximum of five days.

The teacher removing the student will be responsible for notifying the parent(s) of the removal by mail on a district approved removal form and by phone both within 24 hours. The teacher will notify an administrator of the action before the end of the school day. The parent has a right to request an informal conference and, if one is requested, the teacher may be required to attend. The teacher and administrator must keep a log of all removals of students from class.

The student may not return to class until the administration determines that the removal was not supported by "substantial evidence," or the period of removal expires (whichever comes first).

Administration may overturn the removal of the student from class if the administration finds any of the following:

a. The charges against the student are not supported by substantial evidence.
b. The student's removal is otherwise in violation of law or the code of conduct.
c. The conduct warrants suspension from school.

Any disruptive student removed from the classroom by the classroom teacher will be offered continued educational programming until he/she is permitted to return to the classroom.

Removal of a student with a disability will require prior approval of administration or the chairperson of the Committee on Special Education to avoid violations of state or federal law or regulation.

Short-term (5 days or less) suspension from school:

> the student is notified orally
> an explanation of the basis for the suspension is given if the student denies charges.
> the student's parents are notified in writing of the suspension, are given a description of the charges and the incident, and are informed of the right to request an immediate informal conference.
> after such conference the suspending administrator will advise parents in writing of a decision and offer the option of making a written appeal to the superintendent within 5 business days to which the superintendent will respond in writing within 10 business days of receiving the appeal
> the student's parents may file a written appeal to the board of education with the district clerk within 10 business days of the date of the superintendent's decision. Only final decisions of the board may be appealed to the Commissioner within 30 days of the decision.

Long-term (more than 5 days) suspension from school:

> reasonable notice of a fair hearing will be given to the student and parents.
> the Superintendent or a designee hearing officer will hear and determine the proceeding.
> an appeal of the decision of the Superintendent may be made to the Board. This must be in writing and submitted to the district clerk within 10 business days.
> final decisions of the Board may be appealed to the Commissioner within 30 days of the decision.

When in-school or out-of-school suspension is the action to be taken, the Administration will notify the parent in writing.

Traditional classroom management techniques may be employed by a teacher to restore control to the classroom. They might include, but are not limited to, proximity, verbal warning, non-verbal warning, moving a student's location in class, lunch detention, or short-term "time out" in another setting. Time-honored classroom management techniques such as these do not constitute disciplinary removals for purposes of the SAVE legislation.

7. Special Notes

(a) Infractions of the rules and regulations that are repeated will be dealt with each time more severely (progressive discipline). Category II infractions will have more serious consequences than Category I infractions. Category III infractions will have more serious consequences than Category II infractions, etc.

(b) Rules, regulations and disciplinary action may apply that are not listed in the Student Handbook - ex. Board Policies, other handbooks (Guidance, Band, Color Guard, Athletic, etc.) Laws of New York State and the Commissioner's Rules and Regulations.

(c) Any student who willfully vandalizes any property belonging to the school will be responsible for financial restitution and/or the work equivalent at the prevailing minimum wage scale.

(d) Any student who is readmitted, following a leave of absence, must meet with the guidance counselor to discuss educational placement and with an administrator to discuss expected behavior.

(e) Teachers and the administration (and teachers when they assign a detention) will notify parents/guardians of code violations.

(f) When a student has received three discipline referrals (Category II or above) from a teacher, the teacher will hold a face-to-face meeting with the parent for the purpose of developing a plan to improve their child's behavior.

E. DISCIPLINE CATEGORY INFRACTIONS

CATEGORY I INFRACTIONS:

Loitering
Failure to bring in excuse for being absent or tardy
Sitting in car during school hours
Littering
Eating out of the cafeteria without written permission by a classroom teacher
Running in hallway
Hat, bandana, or wearing any hat-type apparel
Profane language/obscene gestures - student to student
Tardiness to class
Inappropriate displaying of affection
Inappropriate dress and/or dress code violation
Use of personal electronic device or internet-enabled device
Other infractions as determined by the Administration
Late to school (automatic detention assigned after 3 incidents)
Category I penalties will be assigned by the Administration and will be progressive in nature. They can include verbal warnings, written warnings, detentions, loss of study hall privileges, and in-school suspensions.

Three-Month Rule:
If there are no further Category I infractions in a three-month period, the discipline procedures revert to the beginning as if it was a first offense.

A student may lose study hall privileges for a designated length of time, at the discretion of the Administration.

CATEGORY II INFRACTIONS:

Leaving school grounds without permission - including lunch recess
Inappropriate behavior in class or on school property or classroom disruption
Missing BOCES bus (reason unrelated to school activities)
Theft (minor) (could be category three)
Leaving class early

CATEGORY II INFRACTIONS CONTINUED:
Vandalism - minor
Fighting or threatening another student with physical harm (could be Class III)
Insubordination - including recess/lunch time
Forgery of signature/altering passes, notes, grades, permissions slips
Inappropriate use of camera device (could be Category III)
Cutting class/study hall or any other assigned activity
Misuse of driving privilege - including noon hour and BOCES
Cheating/Plagiarism involving homework
Signing out without permission from school official
Physically abusing another student (could be Class III)
Profanity
Other infractions as determined by the Administration
Inappropriate use of school computers (could be Category III)
Inappropriate use of electronic devices (could be Category III)

Category II penalties will be assigned by the administration and will be progressive in nature. They can include detention, loss of privileges, in-school suspension, out-of-school suspension, suspension from activities and long term suspension.

Fighting Rule: Students who get into a fight during the school day may be sent home or placed in an in-school suspension-like setting in addition to the regular consequences of such behavior. Should the severity of the fight warrant a student being sent home, the student will not be allowed to participate in any extracurricular activity on that same day.

CATEGORY III INFRACTIONS:
Not reporting to detention/failure to follow detention rules
Writing harassing letters/notes to another student
Indecent exposure
Physically harming another student
Bullying, harassing, intimidating, menacing another student or cyberbullying
Minor altercations involving physical contact and no physical injury
Reckless endangerment – subjecting individuals to danger by recklessly engaging in conduct that creates a grave risk of death or serious injury but no actual physical injury.
Sexual harassment
Vandalism – major (including school computers)
Theft - major
Cutting all or part of a school day at Laurens or BOCES Occupation Education Program
Threatened or actual physical abuse directed towards a staff member
Profane speech, obscene gestures, or verbal abuse directed at any staff member
Cheating/Plagiarism involving quiz, test, mid-term, final exam, etc.
Misuse of non-controlled substances
Use, possession, or sale of tobacco, electronic cigarettes, or nicotine pouches
Use, possession, or sale of controlled substances, including synthetic cannabinoids
Use, possession, or sale of alcoholic beverages
Use, possession, or sale of harmful items (could also be a Category V)
False alarms and bomb threats (Could also be a Category IV)
Selling or giving away a non-controlled substance which is misrepresented as an illegal substance
Possession of drug paraphernalia

CATEGORY III INFRACTIONS CONTINUED:
Racial, ethnic, gender, or religious derogatory verbal comments
Other infractions as determined by the Administration
Inappropriate use of school computers (Could be Category II)
Inappropriate use of electronic devices (Could be Category II)

CATEGORY III PENALTIES:
Category III penalties will be assigned by the administration and will be progressive in nature. They will include up to five days of In-school or Out-of-school suspension by the principal and/or Superintendent's Hearing which may lead to a long-term suspension from school, plus additional possible action by civil authorities, plus mandatory meeting with parents. The student involved may be directed to meet with the appropriate Counselor.

CATEGORY IV INFRACTIONS AND PENALTIES:
Any student, other than a student with a disability, who is found to have committed a violent act, other than bringing a weapon onto school property, shall be subject to suspension from school for at least five days. The Superintendent has the authority to modify the minimum five-day suspension on a case-by-case basis, pursuant to Education Law 3214.
(Refer to the definition of "Violent Student" in this code of conduct)

CATEGORY V INFRACTIONS AND PENALTIES:
Any student, other than a student with a disability, found guilty of bringing a weapon onto school property will be subject to suspension from school for at least one calendar year. The Superintendent has the authority to modify the one-year suspension on a case-by-case basis.(Refer to the definition of "Weapons" in this code of conduct)

In deciding whether to modify the penalty for a Category IV or V Infraction, the Superintendent may consider the following:

1. The student's age.
2. The student's grade in school.
3. The student's prior disciplinary record.
4. The superintendent's belief that other forms of discipline may be more effective.
5. Input from parents, teachers and/or others.
6. Other extenuating circumstances.

F. DRESS CODE

1. It is a matter of school policy in the Laurens Central School District that a traditional neat manner of dress is appropriate for school attire. Students and their parents have the primary responsibility for acceptable student dress and appearance. The good judgment and cooperation of all students is needed to maintain the school's standards. The way a student dresses may often be related to the way (s)he performs in class.

2. A student's dress, grooming, and appearance, including hair style/color, jewelry, make-up and nails shall be safe, appropriate, and not disrupt or interfere with the educational process or environment.
   a. Bare feet and/or socks alone will not be permitted. Footwear appropriate to the educational activity must be worn by all students at all times. Footwear that is a safety hazard will not be allowed.

b. Certain insignias designated as inappropriate or obscene or in bad taste will not be permitted.
c. Hats/bandanas/hoodies and other types of hat type apparel must be removed upon entering any classroom (including the gym for PE class), during the Pledge of Allegiance and during any assembly. Hats/bandanas/hoodies may be worn in hallways and the cafeteria ONLY.

3. Clothing which displays the anatomy, is tight-fitting, is excessively brief, or inappropriate will not be allowed. Clothing that is a distraction, interferes with learning, or has the potential to interfere with learning is not allowed.

4. Undergarments are to be covered at all times.

5. Extremely brief garments are not permitted. Specifically,
   a. No shirts with cutout sides may be worn.
   b. Belly buttons AND midriffs must be covered at all times.
   c. Shirts/blouses with plunging necklines are not permitted. Breasts must be covered at all times.
   d. Buttocks must be covered at all times.
   e. Skirts or dresses must extend to mid-thigh.
   f. Shirt/dress straps must be at least as wide as the straps of any undergarments.

6. In the event the student's dress is indecent, inappropriate, or causes disruption to the normal learning situation, the student may be asked to put on appropriate clothing, may be offered appropriate clothing, or may be removed from class and/or school until the situation is corrected.
   a. Boys must wear some form of footwear, pants or long shorts, and a shirt (must be buttoned at all times).
   b. Girls must wear some form of footwear, slacks, or a skirt, long shorts, and some type of blouse, or a dress.

7. The following types of clothing are not allowed:

   any article of clothing (including head covering) that contains, exhibits, promotes, endorses, or refers to illegal drugs, alcohol, or tobacco and/or encourages other illegal or violent activities

   any article of clothing (including head covering) that displays or refers to, sex, profanity, or other inappropriate phrasing.

   any article of clothing (including head covering) that is libelous or denigrates others on account of race, color, religion, national origin, gender, sexual orientation, or disability.

   pajamas/slippers

   This list is not meant to be all inclusive. The district reserves the right to make final decisions regarding clothing deemed inappropriate for school attire.

8. The matter of hair length will be up to the student's choice; however, it should not be so long that it is dangerous.

9. Students may not wear sandals or flip-flops during recess or PE. Students in grades PreK-6 may not wear flip flops at any time during the school day or during the CROP afterschool program.

G. INAPPROPRIATE DISPLAY OF AFFECTION

Students should not be overly demonstrative of their affections. If the spirit of the intent of this regulation is violated, appropriate disciplinary action may be warranted. Holding hands is the only contact allowed.

H. INSUBORDINATION

Insubordination is an act which evidences a willful or deliberate disrespect to or disobedience of authority of the rules and regulations set forth in this Student Handbook, those established by the Board of Education (Laurens), the New York State Legislature, Board of Regents and the Commissioner's Rules and Regulations. Disciplinary action according to the handbook will be taken if it appears that the charge of insubordination is valid.

I. PROFANITY

The use of profanity directly to a staff member or other students in an unreasonable manner by students is absolutely prohibited in school, on school grounds or in school vehicles.

J. VANDALISM

Vandalism is defined as willful or malicious destruction of any property, as well as misappropriation or stealing of school property. Perpetrators will make restitution for damages at cost of material and labor, as per Board Policy, and with assigned duty to work at clean-up and repair. Parents will be notified and suspension of up to five days will be made from school until the matter is resolved. Acts of vandalism can be referred to civil authorities in addition to school discipline. A Superintendent's Hearing may be initiated.

K. CHEATING

Any student who submits work that is copied from another student, or allows work to be copied by another student is cheating. Also included is any student that copies from another, or allows another person to copy from him/her on a test, quiz, project, etc. (See Penalties & Infractions for disciplinary action).

1. **Penalty for Cheating on an Examination/Test**

   If it is determined that a student cheated on an Examination/Test, they will be assigned a grade of zero (0) for that work. This grade will be averaged into their ten-week grade for that course.

2. **Penalty for Cheating on Classroom Assignments** (i.e., daily work, homework term papers, project, etc.)

   If it is ascertained that the work turned in by a student (on any particular assignment) is not the work of the student whose name is on the assignment:

   a. the classroom teacher retains the discretion to determine whether the work is that of the student or whether it was obtained by cheating.

b. a grade reduction will occur. In such a case, the classroom teacher has the authority to reduce the amount of credit given for the assignment. The student allowing work to be copied may also have their grade reduced.

L. PLAGIARISM

A general definition of **plagiarism** is: submitting work done (in whole or part) by others as if it were one's own (http://www.shenet.org/high/acadintegrity.htm).

The following are all examples of plagiarism:

- copying passages from someone else's writing without using quotation marks and giving the author credit
- paraphrasing someone else's writing without giving credit
- using someone else's facts or ideas without acknowledgement
- handing in work for one course that you handed in for credit for another course without the permission of both instructors
- producing assignments in conjunction with other people (e.g. another student, a tutor) which should be your own independent work
- using AI, such as Chat GPT, to produce documents that should be your own independent work (http://www.services.unimelb.edu.au/plagiarism/policy.html)

In today's technologically advanced society, students have countless opportunities to access other peoples' work over the Internet. Students who commit plagiarism using Internet-based materials while on school computers are in violation of our Acceptable Use Policy and are subject to having their in-school access suspended.

The consequences for plagiarism are the same as those for cheating. Students who plagiarize on classroom assignments (as determined by the teacher) will be assigned a zero. Students who plagiarize on an examination/test will be assigned a zero for that work. The zero will be averaged into their ten-week grade for that course. Software may be used to check student work for plagiarism and AI use.

M. STUDENT CARS

1. Cars must not be driven during school hours. This includes lunch hour and/or recess.
2. Students are not to drive to or from the Occupational Center unless they have been granted permission from BOCES, a parent, and the Principal or Superintendent.
3. Students are to park their car in the designated student parking area, which is the back lot of the school. Students are not permitted to park in the staff lot on the side of the school building or in the lot across from the generator.
4. Students who drive to school cannot use or be in the car during school hours (it must remain parked 8:05 AM to 2:59 PM).
5. Students driving to/from college courses must submit their schedule to the School Counseling Office. Students in this category must go directly to and return directly from their college course.
6. Students may not sit in cars or go to cars during the school day.
7. Students driving cars may not enter the main parking lot from 7:30 AM to 3:30 PM. Students may enter/exit through the back parking lot.
8. Students are to drive in a safe manner while on school property.
9. Failure to comply with these regulations will be met with disciplinary action.
10. Students who park their vehicle on school grounds during the day may be subject to search if there exists "reasonable suspicion" that the search will result in evidence that the

owner/driver violated the law or the district code of conduct. Refusal to submit to a search could result in immediate forfeiture of driving privileges and possibly additional disciplinary consequences as well.

N. MISUSE OF NON-CONTROLLED SUBSTANCES

The Board of Education prohibits misusing any non-controlled substance for the purpose of achieving an intoxicating or narcotic effect in themselves or others in the school building, on school grounds, in school buses, or at activities for which the Board has assumed or retained supervisory responsibility.

O. TOBACCO/ELECTRONIC CIGARETTES/NICOTINE POUCHES AND ALCOHOLIC BEVERAGES

Tobacco/Electronic Cigarettes/Nicotine Pouches, herein defined as any use, possession, or sale of (smoking, chewing, vaping etc.) within any building(s) of or on any premises of Laurens Central School District, or while riding on any conveyance owned or operated by Laurens Central School District or at any activities at which the Board of Education has assumed or retained supervisory responsibility is hereby prohibited.

The use, possession, or sale of alcoholic beverages or the use of alcoholic beverages prior to or within any building(s) of or on any premises of Laurens Central School District, or while riding on any conveyance owned, or operated by Laurens Central School District, or at any activities at which the Board of Education has assumed or retained supervisory responsibility or at "away" events at which Laurens Central School is represented by participating students and attending Laurens Central School students is hereby prohibited.

P. CONTROLLED SUBSTANCES (DRUGS) RULES

The possession, control, transportation, abandonment, use or sale, of any controlled substance as defined in §3306 of the Public Health Law, except as expressly allowed by Articles 33, 33-A, or 33-B of the Public Health Law, by any person, prior to or while on the premises of Laurens Central School District, or while riding on any conveyance owned or operated by the school district, or while off the premises of Laurens Central School District during regular school hours, including lunch break of a school day on which the person has appeared on the premises or conveyances of Laurens Central School District, or while at any activity at which the Board of Education has assumed or retained supervisory responsibility, or at "away" athletic events at which Laurens Central School is represented by participating student athletes and attending Laurens Central School students, is hereby prohibited.

Possession, use, or sale of drug paraphernalia is also covered by the above rules. Drug Paraphernalia is defined as: Equipment used to take, store, measure, weigh, or in any way, use drugs. Drug users are creative with paraphernalia - many are made at home or put together from common items. Though possession of drug paraphernalia does not always mean a student is using drugs, finding such items or equipment may be cause for concern. Some of the more common drug paraphernalia include: cigarette papers, pipes, small mesh screens, "roach" clips (alligator clips used to hold a marijuana cigarette), measuring scales, plastic bags, empty pill containers, small vials, hypodermic needles, straws, plastic or glass tubing, razor blades, small or bent spoons, and any form of vaping device.

Q. CORPORAL PUNISHMENT

Corporal punishment may not be administered by a staff member, employee, or agent. as a means of discipline. However, in situations where alternative procedures or methods not

involving the use of force cannot be reasonably employed, the use of reasonable physical force is permissible to:

- protect oneself or others from physical injury;
- protect the property of the school or of others;
- restrain or remove a student whose behavior interferes with the orderly exercise and
- performance of school district functions, powers and duties or if that student has refused
- to refrain from further disruptive acts.

R. BULLYING, CYBERBULLYING, DISCRIMINATION, HARASSMENT
DASA Coordinator: Katie Lossi, Building Principal

Definitions

Bullying
Bullying is understood to be a hostile activity which harms or induces fear through the threat of further aggression and/or creates terror. In order to facilitate implementation of this policy, provide meaningful guidance and prevent behaviors from rising to a violation of law, this policy will use the term bullying (which is usually subsumed under the term "harassment') to describe a range of misbehaviors such as harassment, hazing, intimidation or discrimination. The accompanying regulation provides more guidance regarding the definition and characteristics of bullying.

Cyberbullying
Harassment/bullying, as defined above, through any form of electronic communication. Cyberbullying may include, among other things, the use, both on and off school property, of electronic technology, including, but not limited to, e-mail, instant messaging, blogs, chat rooms, pagers, cell phones, gaming systems and social media websites, to deliberately harass or threaten others.

Discrimination
Discrimination is the act of denying rights, benefits, justice, equitable treatment or access to facilities available to all others, to an individual or group of people because of the group, class or category to which that person belongs (as enumerated in the *Definitions* section, under "Harassment," below).

Harassment
Harassment has been defined in various ways in federal and state law and regulation. The Board recognizes that these definitions are important standards, but the Board's goal is to prevent misbehavior from escalating in order to promote a positive school environment and to limit liability. The Dignity for All Students Act (§§10-18 of Education Law) defines harassment as the creation of a hostile environment by conduct or by verbal threats, intimidation or abuse that has or would have the effect of unreasonably and substantially interfering with a student's educational performance, opportunities or benefits, or mental, emotional or physical well-being; or conduct, verbal threats, intimidation or abuse that reasonably causes or would reasonably be expected to cause a student to fear for his or her physical safety. The harassing behavior may be based on any characteristic, including but not limited to a person's actual or perceived:

> Race, color, weight, national origin, ethnic group, religion, religious practice, disability, sex, sexual orientation or, gender (including gender identity and expression)

In some instances, bullying or harassment may constitute a violation of an individual's civil rights. The District is mindful of its responsibilities under the law and in accordance with District policy regarding civil rights protections.

Reporting of Bullying, Discrimination or Harassment

Reporting and Investigation

Although it can be difficult to step forward, the District cannot effectively address bullying if incidents are not reported. Students who have been bullied, parents whose children have been bullied or other students or staff who observe bullying behavior are encouraged and expected to make a verbal and/or written complaint to any school personnel in accordance with the training and guidelines provided. At all times, complaints will be documented, tracked, and handled in accordance with the regulations and procedures associated with Board of Education Policy and the Code of Conduct.

Students or parents who wish to report an incident of bullying, discrimination or harassment should do so by contacting the Building Principal/DAC or by submitting a "Bullying Reporting Form." A copy of the form can be obtained from the Building Principal/DAC or can be printed off from the school's web site, www.laurenscs.org. Students may also report an incident using the Say Something Anonymous reporting system. There is a link provided on the home page of the school's website.

There shall be a duty for all school personnel to report any incidents of student-to-student and staff-to-student bullying that they observe to the Building Principal, the Superintendent or their direct supervisor. In addition, there shall be a further duty for all school personnel to report any incidents of student-to-student and staff-to-student bullying of which they are made aware by students to the Building Principal, the Superintendent or their direct supervisor. Supervisors will refer the information to the Building Principal or the Superintendent for investigation as designated in regulation. A District employee may be deemed to have permitted unlawful discrimination or harassment if he/she fails to report an observed incident, whether or not the target complains.

The results of the investigation shall be reported back to both the target and the accused.

Disciplinary Consequences/Remediation

While the focus of this policy is on prevention, bullying acts may still occur. In these cases, offenders will be given the clear message that their actions are unacceptable and that the behavior must improve. Student offenders will receive in-school guidance in making positive choices in their relationships with others. If appropriate, disciplinary action will be taken by the administration in accordance with the District's Code of Conduct, as applicable. If the behavior rises to the level of criminal activity law enforcement will be contacted.

Consequences for a student who commits an act of bullying shall be unique to the individual incident and will vary in method and severity according to the nature of the behavior, the developmental age of the student, and the student's history of problem behaviors and must be consistent with the District's Code of Conduct.

VII. BUSES

A. BUS RULES

For the sake of safety, as well as courtesy and good will, the students are expected to give full cooperation to their bus driver and to maintain reasonable quiet and order. A few other special rules apply:

1. The driver is in charge.
2. Students will not be allowed on the bus beyond their home or meeting place and may not ride a bus other than that to which they are assigned unless special permission is given by

the Main Office after written request from the parent or guardian. Only Laurens students are to ride buses.

3. Pick up and discharge points will be designated at which students will be picked up and discharged.
4. Wait for the bus off the highway.
5. Cross the highway to board bus when bus has stopped, red lights are on, and traffic as been stopped in both directions.
6. Remain seated or hold onto proper device if standing while a bus is moving.
7. Offer to hold belongings of person who is standing while a bus is moving.
8. Do not make unnecessary noises or cause distractions.
9. After leaving bus, do not run alongside as it starts up.
10. Students are not allowed to enter or leave the bus while it is in motion.
11. If the driver permits the student to leave the bus in order to cross the road in front of the bus, student should go 10 ft. alongside of road in front of bus before crossing, look both ways and also look at driver for signal to cross.
12. Students must not thrust their heads or arms out of open windows.
13. Use or possession of tobacco, vaping devices, nicotine pouches, and/or possessing or drinking alcoholic beverages is not allowed on the buses.
14. Special bus emergency drills will be staged according to law several times during the year. Help your bus driver maintain a high standard of safety.
15. All regular school rules apply while a student is traveling on one of the school buses.
16. Students should not expect buses to wait for them in the morning; allow 5 minutes either way depending upon weather. Dress warmly in winter in event the bus is delayed.
17. Junior-Senior High School students should be considerate of the younger elementary children.
18. Students must occupy the seat assigned by the driver.
19. The same regulations pertain to the use of the bus when on special field trips or when traveling to athletic contests.
20. Students riding the bus "home" from extracurricular activities will be brought back to the school only. They will not be dropped off at their house.

B. STUDENTS RIDING BUSES

1. At 2:59 PM, when the students are dismissed -
   a. All students must board their respective buses (the one they ride from home to school).
   b. Once on the bus, the students can not get off. The bus drivers have been instructed not to allow any students off the bus after once they have boarded the bus.
      1. Parents who want to pick up their children tell them in the morning where to meet you at 2:59 PM.
      2. Parents - do NOT expect the bus driver to let your child(ren) off the bus (at 2:59 PM) after once they have boarded.
2. Students must go home on the bus they normally ride to school.
   a. The students must bring a written note to school (written by the parent) and delivered to the Main Office by 8:05 AM.
      The note should contain a telephone number where a parent/guardian can be reached for verification.
   b. The school secretary will call the parents involved to confirm the request.
   c. Every effort will be made to honor requests, written or phoned, after 2:00 PM.

d. The bus drivers will be notified not to allow any non-regular student on the bus without the completed and signed permission form from the Main Office.
e. No students will be allowed on a different bus, other than what he/she is assigned, without a permission slip from the Main Office.
f. No student will be let off the bus other than at his/her home without a verified permission slip.

3. Students must board the bus as soon as they are dismissed from school.
   a. Any student who leaves school property, for whatever reason, will not be allowed to board the bus.

4. Parents - do not stop the bus on route and expect to take your child off the bus. Once on the bus, students will be delivered to their home.

   The reason for this procedure is that -
   a. Bus drivers have a definite responsibility and personal liability for the students assigned to their bus.
   b. The school also shares in that responsibility and personal liability.
   c. Parents expect the school to be responsible for their children at all times that they are under school supervision.
   d. The time allocations are reasonable for the request to be accomplished and to "fit in" with the normal daily school activity.
   e. The school bus is not public transportation - it is for the transportation of students to and from school and any other school sponsored activities.

RIDING THE BUS IS A PRIVILEGE WHICH CAN BE TAKEN AWAY.

C. SEATING ASSIGNMENTS

1. All students will be assigned seats for morning and afternoon bus runs.

2. Bus drivers will do bus inspections before and after each run.

3. Students will be held responsible for any damages to their assigned seat.

4. If a student chooses not to sit in his/her assigned seat, and damage occurs in the assigned seat, s/he will still be held responsible for the cost of repair to the seat.

5. Extracurricular groups will also be held responsible for damages that occur during transportation to and from events.

D. The Building Principal is responsible for student discipline on school buses. The Head Bus Driver will make recommendations to the school administration for any offense leading to In School Suspension/Out of School Suspension or suspension from transportation.

E. There are three levels of **bus discipline**. They are:

Class I
1. Violation of Safety Procedures (could also be a class 2 or 3)
2. Excessive mischief

3. Eating - drinking - littering
4. Rude - discourteous - annoying
5. Unacceptable language - student directed
6. Any infraction listed as a Class I violation in the student handbook

Consequences - Class I

Offense 1 - Warning
Offense 2 - Detention
Offense 3 – 2 Detentions
Offense 4 – 3 Detentions
Offense 5 & beyond – Determined by Administration and may include suspension from transportation.

These are for Category I infractions only. Category II or III infractions may lead to an immediate level 3 disciplinary action. In addition, regular disciplinary category infractions will apply to buses.

Class II

1. Violation of Safety Procedures (could also be a class 1 or 3)
2. Fighting, pushing, tripping (could also be a class 3)
3. Writing on bus, bus seats, etc.
4. Any infraction listed as a Class II violation in the student handbook

Consequences - Class II

Offense 1 - 1 Detention
Offense 2 - 2 Detentions
Offense 3 - 3 Detentions

Offense 4 & beyond – Determined by Administration and may include suspension from transportation.

Class III

1. Violation of Safety Procedures (could also be a class 1 or 2)
2. Destruction of property
3. Fighting, pushing tripping (could also be a class 2)
4. Unacceptable language - driver directed
5. Use, possession, or sale of tobacco, electronic cigarettes, nicotine pouches, and/or controlled substances
6. Use, possession, or sale of alcoholic beverages (see page 56 for definition)
7. Any infraction listed as a Class III violation in the student handbook

Consequences - Class III

1 to 5 days In-School Suspension or Out-of-School Suspension, or suspension from bus as determined by Administration.

INDEX

A
Absentee List 6
Academic Policies 19
Announcements (Daily) 10
Arrival at School 10
Assemblies 18
Attendance Policy 6

B
Bicycles/Skateboards/Scooters, etc. 18
Birth Certificate 29
BOCES Classes 25
Breakfast Program 11
Bulletins and Posters 34
Bullying, Cyberbulling, Discrimination, Harassment 57
Buses 58
- Bus Rules 58
- Students Riding Buses 59
- Seating Assignments 60
- Bus Discipline 60

C
Camera Devices 16
Cell Phone Policy 16
Cheating 54
Code of Conduct 39
Community Basketball 38
Community Recreational Activities 38
Conferences 19
Controlled Substances Rules 56
Corporal Punishment 56

D
Detention 46
Discipline and Legal Violations 43
Discipline Category Infractions & Penalties 50
Dismissal (Daily) 11
Dress Code 52
Drills (Fire) 12

E
Early Dismissal Requests 9
Eligibility Policy 36
Excused and Unexcused Absences 7
Extracurricular Activities 30
Extracurricular Participation Rules 30
Essential Partners 41

F
Fees 29
Financial Obligations 28
Final Exam Exemption Policy 28
Food Services and Rules 12
Full Time Students 19
Fundraising Activities 34

G
General Operations 6
Grading, Testing & Evaluation 27
Graduation Requirements 29

H
Half Day & School Delay Schedule 5
Homerooms 10
High Honor/Honor Roll 26

I
Illness or Injury at School 14
Inappropriate Display of Affection 54
Insubordination 54

L
Late Arrival to School 8
Library Media Center 20
Lost and Found 17
Lost or Damaged Property 17
Lunch Program 11

M
Make Up Work 19
Motorcycles/Snowmobiles/All Terrain 18
Misuse Non-Controlled Substances 56

N
Network and Internet User Agreement 21

P
Passes 17
Passing/Repeating Courses 19
PE Excuses 15
PE Requirements 15
Plagiarism 55
Profanity 54

R
Regular Daily Time Schedule 4
Report Card Schedule 26
Report Cards & Interim Reports and Commendations 27

S
Safety 14
Savings Clause 6
Schedule Changes 19
School Closing 11
School Counseling Office Services 28
School Dances 33
Sportsmanship 35
Student Cars 55
Student Council Officers 3
Students in School Before & After School Hours 11
Student Lockers 13

INDEX

S
Student Rights and Responsibilities 39
Students' Supervision After School 34
Study Halls 25
Subject Withdrawal 20
Suspensions
• In-school 47
• Out-of-School 47

T
Tardiness to Class 9
Telephone 16
Textbooks 29
Tobacco/Electronic Cigarettes/
Alcoholic Beverages 56
Transportation to/from Extracurricular Activities 32
Truancy 9

V
Vandalism 54
Visitors (Parents/Guardians) 12
Visitors (Students) 12

W
Weekly Bulletin 6
Welcome Letter 2
Working Papers 28