

MYNDERSE ACADEMY STUDENT PROCEDURES/REGULATIONS HANDBOOK



Grades 9-12

2023-2024

**WE ARE
KIND**

**WE ARE
COMMITTED**

**WE ARE
ONE**



Mrs. Faith Lewis
Principal

Dr. Breana Mullen
Assistant Principal

TABLE OF CONTENTS

TOPIC	PAGE NUMBER	TOPIC	PAGE NUMBER
Disclaimers and Bell Schedule	2	Library/Media Center	10-11
Office Procedures	3	• Expectations	
• Middle School		• Procedures	
• High School		• Computer Loan Procedures	
• Bulletins and Announcements		Lunch	11-12
Building Security & Visitor Procedures	3	• Student Account	
• SFCSD Raptor Management System		• Costs for Meals	
• Student Visiting/Shadowing		• Expectations	
• Student Pictures and Videotape Disclaimer		• Cafeteria Procedures	
Attendance & Tardy Procedures	4-5	Privileges	12
• Cutting Class/Truancy		• Driving / Parking	
• Signing Out		• Seniors	
• BOE Attendance Policy		Extracurricular Activities / Sports	12-13
Health Office	5-6	• Student Council	
• Prescriptions and Medications		• District Steering Committee	
• Accidents		Dress Code Policy (Students)	13-14
Academics	6-10	Code of Conduct	14-17
• Homework Expectations		• Care of School Property	
• 10th Period		• Electronic Devices	
• Academic Concerns		• Internet Use Procedures	
• Academic Support		• Smoking/Vaping/Juuling/Tobacco Products	
• Academic Eligibility		• Substance Abuse Policy	
• The Seal of Civic Readiness		• Violence	
• The Seal of Biliteracy		• Regulations Governing Bus Riders	
• Add/Drop Slips		• Misbehavior on Buses	
• Doubling-Up		• Reset Room	
• Character Education		• In-School Suspension	
• Community Service		• Out Of School Suspension	
• Structured Study Hall		Online Access	17
• Unstructured Study Hall			
• Cheating/Plagiarism			
• Honor Roll / High Honor Roll			
• Honor Graduate Requirements			
• Athletic Eligibility			
• Scholarship Eligibility - BOE Policy			
• Half-Day and Working Students			
• Lockers			
• Backpacks			
• Passing Time Between Classes			

PARENTS:

- Please review the contents of these regulations and keep them so you may refer to them during the school year.
- Please accept this invitation to contact teachers, at any time, regarding the educational development of your student.
- Teachers will be encouraged to list the time you may contact them on their class expectations.
- Mynderse Academy's telephone number is 315-568-5500, option #1. Once you have dialed this, you will hear another series of options (to report an absence, Main Office, Counseling Office, Nurse, Library, Athletic Director, etc.). Make your selection or dial the person's extension or use the name directory.

This Mynderse Academy Student Procedures/Regulations Handbook outlines the procedures of Mynderse Academy and the expectations for all students while on campus and at school-sponsored activities/events. *This handbook serves as a general framework and is not intended to provide a list of all possible scenarios.* **Each student is responsible for their conduct and must accept responsibility for their behavior. Disciplinary consequences will be assigned to students in violation of these expectations. Mynderse Academy is focused on helping all students achieve educational success. This can only be realized through mutual cooperation, respect, and limiting behaviors which interfere with student learning.**

DAILY BELL SCHEDULE

Period 1 7:35-8:18
 Period 2 8:21-9:03
 Period 3 9:06-9:48
 Period 4 9:51-10:33
 Period 5 (Lunch) 10:36-11:18
 Period 6 (Lunch) 11:21-12:03
 Period 7 (Lunch) 12:06-12:48
 Period 8 12:51-1:33
 Period 9 1:36-2:18 (**Bus @ 2:23**)
 Period 10 - Academic Assistance 2:25-2:55
2nd Bus 3:00
 3:00 – 4:00
Final Bus Run 4:00

ONE HOUR DELAY

Period 1 8:35 - 9:11*
 Period 2 9:14- 9:49
 Period 3 9:52 - 10:27
 Period 4 10:30 - 11:05
 Period 5 11:08 - 11:43
 Period 6 11:46 - 12:21
 Period 7 12:24 - 12:59
 Period 8 1:02 - 1:37
 Period 9 1:40 - 2:18
 *Students who attend AM classes at FLTCC **will leave** Mynderse at 8:30 a.m.

TWO HOUR DELAY

Period 1 9:35 - 10:03*
 Period 2 10:06 - 10:32
 Period 3 10:35 - 11:01
 Period 4 11:04 - 11:30
 Period 5 11:33 - 11:59
 Period 6 12:02 - 12:28
 Period 7 12:31 - 12:57
 Period 8 1:00 - 1:37
 Period 9 1:40 - 2:18
 *Students who attend AM classes at FLTCC **will not attend** on days with a two hour delay.

Students are to adhere to all rules and regulations stated in this handbook, before and after school, as well as during the school day. Students waiting for after school activities must be with a teacher or in Sports Study Hall. They are encouraged to use this time to study and complete homework.

OFFICE PROCEDURES:

MIDDLE SCHOOL

Students in grades 9-12 are only allowed in the Middle School during the school day, (7:25 a.m. 2:55 p.m.) if they have a class in that building or are going to the Health Office. Students wishing to see a Middle School staff person during the day must first secure a pass from high school administration.

HIGH SCHOOL

The main office has an open door policy. Students are asked to be respectful and patient.

BULLETINS AND ANNOUNCEMENTS:

- Announcements are read at the beginning of 1st and 9th periods.
- Students are required to be in their seats and remain quiet during all announcements.
- Announcements will also be shared with students via a Google Doc.
- It is the responsibility of the student to view the 10th period list to see if they are assigned to a respective teacher for 10th period.

BUILDING SECURITY and VISITOR PROCEDURES:

To ensure that Mynderse Academy is a secure and safe learning environment, access to the building during the school day will require everyone to enter via the main lobby, using a buzzer system, and to report to the main office window. Exterior doors are to not be left/blocked open and no one is allowed to open doors to allow others to enter. A security monitoring system is active throughout the building as an added safety precaution. The system will be used to monitor activity and traffic in the halls.

Once the school day begins, all doors are locked and entrance to the building will be via the front doors, with visitors being granted access by the main office personnel. As an increased effort to assure the safety of students and staff, SFCSD will continue using the "Raptor Visitor Management System."

Upon entering the main office at each school, visitors will be asked to present a valid state-issued driver's license or ID, which will be scanned into the system. The Raptor System will check to ensure people who are not authorized to be in the building are not permitted to enter the building (e.g. order of protection, sex offender registry). The Raptor System only scans the visitor's name, date of birth and photo. In the event a visitor does not have a valid license, they can provide first name, last name and picture ID. A visitor's badge will not be necessary for those entering the school to drop off items (e.g. lunch, books, clothing, etc.) in the main office.

STUDENTS VISITING/SHADOWING:

Any student who does not attend Mynderse Academy, wishing to visit during the school day, must be approved in advance, with the hosting student receiving written approval from all their teachers and the permission signed by an administrator in advance of the day the visitation is to take place. All visitors must adhere to all school rules. Alumni are only allowed to visit during 10th period.

STUDENT PICTURES/VIDEOTAPE DISCLAIMER

Please be aware that the SFCSD uses photos, video, live streams, etc. to promote the district. It is understood that the photos, video, and streams will be used on the district's web site, social media, and publications. In the event that your child's image is NOT permitted to be included in such promotions, please contact the Building Principal.

ATTENDANCE and TARDY PROCEDURES

Students will report to 1st period by 7:35 a.m. If a student is not in 1st period by 7:35 a.m., they will be considered tardy. Legal tardies are those due to illness, medical/dental appointments, funerals, college visits, court appearances, parent/guardian returning from or going on military deployment, and impassable roads.

- **Parents are urged to call or email the main office when a student is absent from school (315-568-5500, Ext. 1158 or wryrko@senecafallscsd.org).** This will avoid an automated call and/or having the nurse call home.
- **Excuses** are required for any tardy and/or absence, whether the excuse is legal or illegal. The student must bring a note from a parent, stating the reason for the tardiness and/or absence. **Excuses may be sent with the student, faxed (315-712-0523), emailed (wryrko@senecafallscsd.org), or as a response to the automated call.**
- Students who arrive *after 7:35 a.m. must report to the main office to sign-in.*
- Parents may request assignments when a student is absent..

CUTTING CLASS/TRUANCY

A student will be deemed truant when they are absent from school or class or an assigned responsibility, without the knowledge and/or consent of a parent. The Seneca Falls Board of Education has also deemed that a student who cuts a class will also be considered truant as the student is absent from an assigned responsibility without parental knowledge. For every period or day missed due to truancy, the student will be required to make-up the class time missed and parents will be notified of each violation. This is to be done during the time assigned by the teacher and may occur over several consecutive days.

- **CLASS TRUANCIES:** Parents will be notified, students will not be allowed to participate in extracurricular activities on the day any class is cut, and progressive discipline may be assigned.
- **FULL DAY TRUANCIES:** Parents will be notified, students will not be allowed to participate in extracurricular activities, and progressive discipline may be assigned.

SIGNING-OUT

Students may be released early from school with a note from a parent or guardian for doctor/dentist appointments, church/religious services, college visitations, illness of students and funerals. All other reasons for early release will be discouraged as they interfere with the academic process.

Any student who feels ill during the school day **must report to the school nurse**. The nurse will then contact a parent/guardian to inform them of their student's illness. Students are not to call home from the office or cell phone and ask to be excused early. The nurse or the administrator must give permission for a student to leave school because of illness.

Board of Education Policy #5100 - ATTENDANCE POLICY

School attendance is both a right and a responsibility. The School District is an active partner with students and parents in the task of ensuring that all students meet or exceed the New York State Learning Standards.

The District believes that classroom participation is related to and affects a student's performance and grasp of the subject matter and, as such, is properly reflected in a student's final grade. For purposes of this policy, classroom participation means that a student is in class and prepared to work.

Consequently, for each marking period a certain percentage of a student's final grade may be based on classroom participation as well as the student's performance on homework, tests, papers, projects, etc. as determined by the building administrator and/or classroom teacher.

Students are expected to attend all scheduled classes. Consistent with the importance of classroom participation, unexcused student absences, tardiness, and early departures will affect a student's grade, including credit for classroom participation, for the marking period.

At the high school level, any student with more than 28 absences in a course may not receive credit for the course. However, it is District policy that students with properly excused absences, tardiness and early departures for which the student has performed any assigned make-up work, assignments and/or tests shall not be counted as an absence for the purpose of determining the student's eligibility for course credit. District procedures will specify how student tardiness and early departures will be calculated and factored into the District's minimum attendance standard.

However, where a student earns a passing grade, credit will not be denied for the course(s).

For courses meeting 1/2 year or 1/4 year, the same policy will apply and a calculation of the absences will be prorated accordingly.

Transfer students and students re-enrolling after having dropped out of school, will be expected to attend a prorated minimum number of the scheduled class meetings during their time of enrollment.

Students will be considered in attendance if the student is:

- A. Physically present in the classroom or working under the direction of the classroom teacher during the class scheduled meeting time;
OR
- B. Working pursuant to an approved independent study program;
OR
- C. Receiving approved alternative instruction.

Students who are absent from class due to their participation in a school sponsored activity are to arrange with their teachers to make up any work missed in a timely manner as determined by the student's teacher. Attendance at school sponsored events where instruction is substantially equivalent to the instruction which was missed shall be counted as the equivalent of regular attendance in class.

Upon returning to school following a properly excused absence, tardiness or early departure, it shall be the responsibility of the student to consult with his/her teacher(s) regarding arrangements to make up missed work, assignments and/or tests in accordance with the time schedule specified by the teacher

HEALTH OFFICE

PRESCRIPTIONS AND MEDICATIONS

Students requiring medication prescribed by a physician or requiring over the counter medication during the school day are required to bring the medication to the school nurse. All medications must be accompanied by written consent from a parent/guardian and by written directions from

the physician indicating the frequency and dosage of the prescribed or over the counter medication. Students are to bring only the daily dosage, in the prescription bottle.

ACCIDENTS

All accidents, however serious, should be reported **immediately** to the nurse or an administrator. This includes accidents/injuries that occur when a student is participating in an extracurricular activity.

ACADEMICS

HOMEWORK EXPECTATIONS

- SEE ATTACHMENT

10th PERIOD (2:25-2:55 p.m.) – MONDAY (IF TEACHER IS AVAILABLE), TUESDAY, WEDNESDAY, THURSDAY
10th period (2:25 p.m. - 2:55 p.m.), is part of the school day and will be treated accordingly. 10th period is for students to receive extra help and make-up back work. Academic assistance is assigned by teachers, Monday through Thursday, by course. The intent is to maximize opportunities for students to obtain more one-on-one teacher assistance. When a student is placed on the 10th period list they must stay with that teacher as it is still part of the school day.

ACADEMIC CONCERNS

If a parent has academic concerns regarding their child's success, they should follow the steps below:

1. Speak with your child and look at SchoolTool to discover missing assignments, tests, etc.
2. Contact your child's teacher to discuss the concerns
3. Contact your child's School Counselor to discuss concerns and possibly set up a meeting.
4. If after steps 1-3 have been followed and the parent/guardian still has concerns, contact the building Principal and/or Assistant Principal.

ACADEMIC SUPPORT

Students will be placed in credit recovery and/or academic intervention services (AIS) based on student academic needs as described below.

CREDIT RECOVERY

- To improve grades from the prior 5-week period (65% max) and/or gain a better understanding of content.
- Students can complete missing assignments, re-do assignments, retake exams, etc.
- Students may not leave academic classes to complete work in credit recovery

ACADEMIC INTERVENTION SERVICES

- Failed a Regents exam in January/June
- Prepare for a Regents Exam
- Teacher recommendation if student needs support understanding content
- English Portfolio support

ACADEMIC ELIGIBILITY

This pertains to all extracurricular activities including athletics, dances, class trips, drama, etc. Students are declared either "**on probation**" or "**ineligible**" every 5 week grade reporting period.

- **Probation:** If it is the first time in a school year where a student is failing 2 or more classes, they are placed on probation. This probationary period gives students 2 weeks to raise their grades to passing. While on probation, students must stay 10th period for the classes they are failing and submit a pass from that teacher in order to participate in practice/game or extracurricular activity. If they are not passing by the end of the 2 week period, they are declared ineligible.
- **Ineligibility:** If a student is failing 2 or more classes and has been on probation already this school year, the student is declared **“ineligible.”** Eligibility is based on the current marking period, and will remain in effect until the next grade reporting period.
 - Students may try-out & practice while on the Academic Ineligible list, providing they attend 10th period and bring a pass to their coach/advisor on a daily basis.
 - Students will not be allowed to attend events or participate in sporting events until off of academic eligibility.
 - Students may not drop a course in order to become “eligible.”

THE SEAL OF CIVIC READINESS

The Seal of Civic Readiness is a prestigious award that lets colleges and employers know that you have demonstrated the knowledge, mindsets, and skills that will promote a successful democratic society. Students who earn this Seal will have the Seal added to their high school diploma and may include it on college applications and resumes.

Any student in the Seneca Fall Central School District may apply for the Seal of Civic Readiness. Projects and learning experiences leading toward meeting the requirements of the Seal will be embedded into middle and high school social studies courses. High school counselors and social studies teachers will assist students who are eligible to apply for this seal of distinction. School counselors will ensure that all necessary courses are in the student’s course load to achieve the seal.

The Seal of Civic Readiness Handbook can be found on the district website. It includes criteria to earn the Seal as well as the student application.

THE SEAL OF BILITERACY

The Seal of Biliteracy is a prestigious award that lets colleges and employers know that you are proficient in more than one language. It is a distinction that will be attached to diplomas and transcripts of graduates who have demonstrated language proficiency in both English and any other language, including American Sign Language.

Any student working towards proficiency in reading, writing, listening, and speaking in English and another language can apply. High school counselors and language teachers will assist students who are eligible to apply for this seal of distinction. Students will be introduced to the program requirements beginning in ninth grade. Planning will typically begin during the 11th grade year. School counselors will ensure that all necessary courses are in the student’s course load to achieve the seal. Students starting their junior or senior year are eligible to apply for the NYSSB.

The Seal of Biliteracy Handbook can be found on the district website. It includes criteria to earn the Seal as well as the student application.

ADD/DROP SLIPS

Prior to a student dropping a course during the semester, a parent conference must be held with the teacher, if all parties are not in agreement. If it is determined that the student will drop the course, the respective School Counselor will complete the drop slip, which must be signed by all parties (teacher, parent and principal) and then returned to the School Counselor, who will make

the schedule change. The student transcript will reflect that the course was dropped as either drop/pass or drop/fail, depending on the status of the student at the time the course is dropped. All textbooks, graphing calculators, cameras, art materials, or other school issued materials must be turned in, and the student will be assigned to a study hall until another course can be scheduled or until that marking period ends. Dropping a course will not allow a student who is academically ineligible to become eligible.

DOUBLING-UP

Students are discouraged from doubling-up in core courses (English, Social Studies, Math, and Science) and the decision to allow a student to double-up in a course is at the discretion of the administration. One (1) probationary marking period will be allowed to determine the capability of success for a student who is “doubling up.” At the end of this marking period, if the student’s progress is unsatisfactory, the teacher, student, parents/guardians, school counselor, and administrator will meet to review the situation. If a student fails a core course, they must attend summer school or repeat the course the next school year. Graduation may be delayed if the course(s) failed include English or Social Studies, as 4 years of each course are required or other graduation requirements.

CHARACTER EDUCATION

At Mynderse Academy, we have committed to promoting a safe and supportive environment for all students and staff. Driven by student input, the following language has been developed to describe our building wide expectations:

Mynderse Academy BLUE Expectations (Building-wide)

Be Respectful	<ul style="list-style-type: none"> ● Be polite and considerate ● Listen to others ● Be present
Live Responsibly	<ul style="list-style-type: none"> ● Do the right thing because it is the right thing ● Take ownership of your actions ● Set realistic expectations of yourself/others ● Manage your time and energy
Unite Together	<ul style="list-style-type: none"> ● Be inclusive ● Share traditions ● Cooperate with and encourage each other ● Listen and communicate positively
Excel Daily	<ul style="list-style-type: none"> ● Self-reflect on yesterday to do better today ● Be the best you everyday ● Create goals to improve tomorrow



BLUE!

**Be Respectful
Live Responsibly
Unite Together
Excel Daily**

Each month, one aspect of the B.L.U.E. language will be a focus and will be celebrated. In addition to the B.L.U.E. expectations, we will plan several assemblies throughout the year so that we can celebrate the accomplishments of our students and reteach expectations as needed. Attendance, Behavior and Academic Achievements are points of pride that should be recognized. All students are valued and will be recognized for their achievements.

COMMUNITY SERVICE

Mynderse Academy has a long-standing tradition of encouraging community involvement and support. In order to give back to the Seneca Falls community who support our district and especially our high school throughout the year, students will complete a total of 20 hours of community service before graduating. Students are to volunteer as often as possible during their first few years of high school (and can complete all 20 hours in the first year if they so desire), but the requirements are to complete at least 5 community service hours during each year of high school: 5 hours during 9th grade; 5 hours during 10th grade; 5 hours during 11th grade; and the final 5 hours during 12th grade. With additional community service hours, students have the opportunity to gain up to one credit towards graduation for 80 hours completed.

STRUCTURED STUDY HALL

At the beginning of the school year, students in 9th grade will be assigned structured study halls and students in grades 10, 11 and 12 will have the opportunity to be in an unstructured study hall in the cafeteria, with the exception of students who attended Summer School and were not successful in passing the courses attended. After the first five (5) week progress reports, students will be placed in structured study halls if they are failing classes based on need. Students placed in structured study halls are to bring homework/materials to study. They are not allowed to leave without an e-Hall Pass pass from a teacher.

UNSTRUCTURED STUDY HALL/PRIVILEGE SYSTEM (10th – 12th ONLY)

Unstructured students will have the following options, after reporting to the cafeteria to sign-in:

- Report to the Library
- Report to another teacher for extra help, providing they have a e-Hall pass from that teacher
- Report to the senior lounge
- Seniors are allowed to leave the building during “unstructured” study halls ONLY if their study hall is the period directly before or after their lunch period AND THEY have proper signed parental permission on file in the office.

Students must maintain a passing grade in all subject areas to remain in unstructured study hall. Teachers may request to revoke students' unstructured study hall privileges, even if the student is maintaining a passing average, but is not working to potential. Students who do not adhere to regulations of the unstructured study hall may lose their unstructured privileges.

CHEATING/PLAGIARISM

Any student caught cheating/plagiarizing (on quizzes, tests, projects/papers, homework, etc.) will be denied credit for the respective work, parents will be notified, and administration will be involved. If there is a 2nd offense, it will result in disciplinary action.

- Both offenses entered into School Tool, consequences may be assigned
- A Superintendent conference may be held and the student may be removed from the course.

This is cumulative for the entire time the student is enrolled at Mynderse Academy. Please be advised that if cheating occurs on a final or Regents exam, the student's exam will be voided, Regents credit will be denied, and the course may have to be retaken.

HONOR ROLL/HIGH HONOR ROLL

To be eligible for the Honor or High Honor Roll, a student must have no incompletes and/or failing grades and must meet the minimum average for each roll:

High Honor Roll: 90% - 100%

Honor Roll: 85% - 89.999%

HONOR GRADUATE REQUIREMENTS

A student wanting to earn "Honor Graduate Status," must have an average of 90% on all Regents examinations taken for the respective diploma the student is working towards, (Regents, Advanced Regents Designation).

ATHLETIC ELIGIBILITY

In order to be considered eligible to participate in any of our athletic teams, students must have five (5) classes in their schedule in addition to their Physical Education class.

SCHOLARSHIP ELIGIBILITY (BOARD OF EDUCATION POLICY)

In accordance with the **Board of Education policy #2250**, the Scholarship Committee shall recommend a list of potential scholarship winners which meet the various criteria of the scholarships administered by the Board of Education of the Seneca Falls Central School District. The Scholarship Committee is also charged with making recommendations regarding the Harry S. Fredenburgh Scholarship endowment account.

HALF-DAY AND WORKING STUDENTS

Students must have parental permission and employer's signature on the appropriate form in order to be eligible to attend school half a day for the purposes of employment.

LOCKERS

Students will be assigned a locker at the onset of the school year. Due to student safety, students can not place any objects on the floor in front of the locker. The student is held responsible for keeping their assigned locker clean and unmarked. Students are encouraged to keep all belongings locked in the locker. The school will not be responsible for school and/or personal belongings taken from lockers. Lockers and bags may be searched without either student or parent/guardian permission, at the discretion of the building administrator and/or their designee. Writing on or inside lockers or causing any physical damage to them will result in the student performing restoration, receiving consequences, and will be required to pay for damages.

BACKPACKS

For safety reasons, backs must be stored in lockers upon arrival to school and stay in students' lockers until dismissal.

PASSING TIME BETWEEN CLASSES

Students are allowed three (3) minutes between classes to go to the lavatory, lockers, and to get to their next class on time. Students are encouraged to use this time for its purpose and to arrive to class on time.

LIBRARY/MEDIA CENTER

The Library Media Center is meant to allow students to pursue their own personal interests as well as schoolwork, (individual, partners, and small group), and to also provide a space for personal reflection, reading, and enrichment.

EXPECTATIONS

Students wishing to go to the Library/Media Center from study hall, lunch or during 10th period may do so, but must adhere to the following rules:

- Students from structured or unstructured study hall must have an eHall pass

- Students must be respectful of others and doing schoolwork, reading, or exploring educational interests
- Students may listen to music, providing they have their own headset and the music does not interfere with others
- No food allowed
- Students may only use their cellphones as a tool in doing their schoolwork and studying.
- The innovative table allows students to be creative and build bonds with others. Be mindful of the students studying, and working. Please pick up after yourself.

PROCEDURES

Students are encouraged to enter the Library at the beginning of the period. They may leave whenever work is completed. Students entering the Library from a class, study hall or lunch must have an approved eHall pass from an administrator, teacher or study hall monitor. Upon entering the Library, all students must sign-in at the front desk.

COMPUTER LOAN PROCEDURES

Students in grades 9-12 are issued Chromebooks for their use throughout the school year. Students are expected to bring their charged Chromebook to school every day. If a student forgets their Chromebook they are allowed to sign-out laptop/Chromebook from the Library/Media Specialist to complete academic assignments outside of school.

LUNCH

STUDENT ACCOUNT

The school district has a Point of Sales Program in the cafeteria. This system will require students to use an ID# that will be given to them on the first day of school. Money can be deposited into an account online, using myschoolbucks.com or by sending money to school with the student. Throughout the year, parents have the ability to access student accounts to view the balance and what the student is purchasing. This can also be done by contacting the Food Service Manager @ 315-568-5500, Ext. 1276.

COSTS FOR MEALS

Breakfast and lunch will be free for all students through June 30, 2024 regardless of income. Students wishing to purchase additional items or meals may do so using the point of sales program, "My SchoolBucks". Money can be added via cash, check, or using myschoolbucks.com or the MySchoolBucks App.

EXPECTATIONS

Students may go outside during the lunch period, but must stay on school grounds. If a student chooses to go outside, they are to stay in the designated area(s). Parents are not allowed to write excuses for students in grades 9-11 to leave school grounds during the lunch period, unless they come to school to personally pick the student up.

All students are responsible for cleaning up after themselves and properly disposing of food and drink materials, as everyone needs to help keep the building and grounds neat and clean.

Students may not have food delivered from restaurants, using DoorDash or other delivery services to school at any time.

CAFETERIA PROCEDURES

- Enter the serving line and move along as quickly as possible. Have your money or ID# ready when you get to the cashier. Pay the cashier (if necessary), proceed to a table, sit down and eat your lunch.
- Exercise good manners, clean up after yourself, keep noise to a minimum.
- The cafeteria workers have a difficult job to do, in a very short time. Their efficiency depends upon your cooperation. Comply with their requests.
- Soda or food brought from outside food vendors is not allowed in the cafeteria.

PRIVILEGES

DRIVING/PARKING

Students must register their cars with the main office and will be given a parking sticker. Only registered vehicles will be allowed to park in the student parking lot. Students are not allowed to park anywhere but the student parking lot. Violations may result in the vehicle being towed at the owner's expense. The student parking lot is not to be used as a gathering place. Students will not be allowed to congregate inside parked vehicles during lunch periods. Cars must be parked in a proper manner, so as not to block other vehicles. Failure to comply could result in revocation of driving privileges, reinstatement at administrator's discretion.

SENIORS

If a student **in Grade 12**, wishes to leave the building during the lunch period, they must return a completed senior privileges permission slip, bearing parent/guardian signature, to the office. The following is a list of rules that seniors must abide by to continue with this privilege:

- Seniors must return to school and be on time for their next class.
- Seniors are not allowed to take students in grades 9-11 off of school property.
- If seniors purchase their lunch off campus, they are not permitted to bring the lunch into the cafeteria, but must eat in the cafeteria lobby- or senior lounge.
- Seniors must have all passing grades at each 5 week mark to keep this privilege.

Failure to comply with the above rules and rules on the parent permission form will result in the revocation of the privilege.

EXTRACURRICULAR ACTIVITIES/SPORTS

Club meetings may happen during period 10. However, students are required to attend 10th period with their teacher(s) if on the 10th period list. No organized activities will start until 3:00 p.m. Students are not allowed in the Middle School until after 3:05 p.m. Club sponsors or coaches will be present during any organized activity.

Students who are involved in an extracurricular activity must be in school by 7:35 a.m. to be eligible to practice/participate in the activity for that day. Students who sign-in after 7:35 a.m. must have a legal, written excuse to participate in extracurricular activities (doctor/dentist appointments require a note from the doctor/dentist, parent note is required for a student attending a funeral, court appearances require a note from the court clerk, college visitation needs a note from the School Counselor).

The same regulations apply for written excuses for students wishing to sign-out of school and who do not return to school, if they wish to participate in an activity on that day.

STUDENT COUNCIL

The Student Council is the official governing body for the students. It will act in close conjunction with the principal's office. The Student Council meets monthly. Student Council members are required to meet their responsibilities, as assigned.

DISTRICT STEERING COMMITTEE

The District Steering Committee is a shared decision making committee for improving academic achievement and providing a safe and orderly environment that is consistent with Education Law Section 2801 and Section 100.21 of the Commissioner of Education Regulations. This district wide committee meets 4 times during the school year and students have the opportunity to serve on the District Steering Committee. Interested students should see the Principal or Superintendent to join the committee.

DRESS CODE POLICY (STUDENTS)

Board of Education Policy #5300.25

The Seneca Falls Central School District and the Board of Education recognizes that each student's mode of dress and grooming is a manifestation of personal style and individual preference. Student dress and personal appearance is and always has been the responsibility of each student and their parents or guardians. Student dress reflects the quality of the school. Our schools take pride in the appearance of our students.

The Board will not interfere with the right of students and their parents to make decisions regarding their appearance, except when their choice affects the educational process of the schools.

The Superintendent designates the Principal as the arbiter of student dress and grooming in his/her building to ensure the following regulations are enforced:

A student's dress, grooming and appearance, including hair style/color, jewelry, make-up, and nails shall:

- Be unlikely to injure people or damage property, appropriate according to this code, and not substantially disrupt or materially interfere with the educational process.
- Recognize that extremely brief garments and see-through garments are not appropriate. [Recognize that private areas must remain covered with opaque material].
- Ensure that underwear is covered by outer clothing (visible waistbands and straps are not violations).
- Include footwear at all times. Footwear that is a safety hazard will not be allowed.
- Not cover the student's face to the extent the student is not identifiable, except for a medical or religious purpose.
- Not include items that are vulgar, obscene, libelous, or denigrate, harass, or discriminate against others on account of race, color, weight, religion, religious practice, disability, creed, national origin, ethnic group, gender, sex, sexual orientation or disability.
- Not promote and/or endorse the use of alcohol, tobacco or controlled substances or illegal drugs and/or encourage other illegal violent activities.

Nothing in this policy will be construed to limit the ability of students to express their gender identity through clothing, jewelry, makeup, or nail color or styles, or to discipline students for doing so. Likewise, nothing in this policy will be construed to restrict students from wearing hairstyles as a trait historically associated with race or to discipline them for doing so.

Teachers of specialized classes or activities, such as Physical Education, Technology, Family & Consumer Science and Science laboratories, may regulate students' dress when it is appropriate for health, safety or educational reasons.

Students may wear baseball or beanie caps, however, **hoods are not allowed**.

Students will not be allowed to wear sunglasses in the building during the school day (7:35 – 3:55) unless written documentation from a physician has been submitted to the school nurse in advance.

INAPPROPRIATE CLOTHING NOT ALLOWED:



In those instances of student dress that are contrary to health & safety standards or are deemed distracting to the educational process, the administration reserves the right to decide on individual cases and take remedial action consistent with the school's disciplinary procedures. Students in violation of the dress code will not be allowed to attend class until the violation has been corrected. Corrective actions include:

- Change in clothing
- Cover-up
- Wear the item in question inside out
- Item(s) being confiscated
- Parent contact to bring appropriate clothing items
- Disciplinary action if refusal to correct

Nothing in this policy shall be interpreted to limit the responsibility of the teachers to enforce regulations concerning control of hair or clothing in the interest of health and safety.

(See Code of Conduct)

CODE OF CONDUCT

CARE OF SCHOOL PROPERTY

Any student caught stealing, defacing or destroying school property (this includes writing on lockers, desks, walls, etc.); may be suspended out of school. The monetary value of the property will be assessed to the student and/or the parent. *(See Code of Conduct)*

ELECTRONIC DEVICES

During the school hours of 7:35 a.m. until 2:55 p.m (if the student is in 10th period) all electronic devices and accessories are off and away. (with the exception of lunch and unstructured study hall)

- All classrooms will be equipped with phone pocket holders that students are expected to place their phone in upon entering the classroom.
- If a faculty/staff member asks a student to put away their device, the student is expected to comply.
- If a faculty/staff member asks a student for their device (to keep it on the teacher's desk or in a designated location in the classroom), the student is expected to comply and will be able to collect their device at the end of the class period.

- Failure to comply with either of the above requests will result in the student having to surrender the device to the Principal or Assistant Principal. The device will then remain in the main office until the end of the school day.
- Repeat occurrences may require a parent to come to school to pick up the device.
- Continued violations will be considered insubordination by the student, resulting in consequences that could lead to suspension from school, progressive as necessary.

Please note the district is not responsible for any of these personal items that students voluntarily bring to school. It is strongly suggested that said items not be brought to school at all.

INTERNET USE PROCEDURES

All students will have the opportunity to access the Internet, providing they adhere to the rules established by district policy. When attempting to log-on to the Internet, all students will be provided an introductory screen, explaining the district's Internet policy and the consequences for violating the policy. The procedures for Internet use are as follows:

- First time violation of Internet use will result in a one-month loss of privilege to its access.
- A second violation will result in loss of the privilege for the remainder of the school year (one semester minimum). In addition to loss of Internet privileges, students could also face additional disciplinary actions if the internet/email abuse is of a threatening manner or is in violation of other school policies/regulations.

Students who are restricted from accessing the Internet will be allowed to access it for a required academic assignment. The student must have a pre-signed pass from the teacher who requires the assignment and with direct supervision from a staff member.

SMOKING/VAPING/JUULING/TOBACCO PRODUCTS

Students are not allowed to use tobacco products on school property, which includes the student and staff parking lots. If students are found to be in possession or using tobacco products (which includes smokeless tobacco, vapor devices and electronic smoking devices), the following penalties will occur:

- 1st time violators will be referred for substance abuse counseling with the school drug and alcohol counselor to complete a predetermined education program. If refused, student will be disciplined accordingly.
- 2nd Violations: Parent conference and out of school suspension, not to exceed five (5) days.
- 3rd and subsequent Violations: Parent Conference, out of school suspension and possibility of a Superintendent Hearing (to determine additional long term out of school suspension)

(See Code of Conduct)

SUBSTANCE ABUSE POLICY

Mynderse Academy is in a designated "DRUG FREE ZONE." Violations regarding alcohol/drug possession, sale or use are grounds for arrest.

Substance abuse (alcohol and drugs) refers to being in the presence of, having possession of, use of and sale and distribution of illegal substances or misuse of non-controlled substances. All are prohibited in school buildings, on school grounds, on school buses and at school functions at all times. Mynderse Academy recognizes that substance abuse is a "societal problem" and dependency is a disease, but we also realize our dual responsibility; to discipline users and offer help to those who need it.

Violation of this policy could result in disciplinary action ranging from a five (5) day out of school suspension up to a long term out of school suspension, suspension from all co-curricular and

extracurricular activities and notification of law enforcement authorities. In addition, students who have violated this policy must meet with the substance abuse counselor.

VIOLENCE

Due to violent acts in schools, the administration in the Seneca Falls Central School District will enforce disciplinary interventions to ensure safe and orderly environments in our school buildings. Students in possession of a gun on school grounds or in a school building will be subject to interventions outlined in the district's Code of Conduct.

Students in possession of a weapon (e.g. knife, gun, etc) that could result in personal injury or who threaten to physically harm faculty, staff or other students will be subject to the following disciplinary interventions:

- Five (5) day out of school suspension
- Contact made with the local Police Department
- Contact made with other building Principals
- Superintendent's Hearing (to determine additional long term out of school suspension)

We hope to emphasize a safe/orderly environment that promotes learning for all students. (See Code of Conduct)

REGULATIONS GOVERNING BUS RIDERS

Students are expected to maintain an attitude of responsibility while riding on school buses. Violations may result in suspension of bus privileges. The bus driver and/or administrator may assign seats. Students are expected to follow these rules while riding on school buses:

- Be courteous
- Use appropriate language
- Keep food and drink away and keep the bus clean.
- Violence is prohibited
- Remain seated
- Busses are smoke and Vape free
- Keep your hands and head inside the bus
- Respect bus and school property
- For your own safety and the safety of others, your behavior can not distract the driver.

Students who drive or get a ride to and from school are reminded cars will not be permitted in the main circle while buses are loading and unloading students. Parents may drop off students in the student drop-off circle, in front of the school.

MISBEHAVIOR ON BUSES:

Possible consequences for bus misconduct depend on the severity of the behavior, past behavior, and with agreement between transportation and the building administration.

RESET ROOM

For purposes of immediate behavioral management, students may be sent from a classroom to the office and if deemed necessary to an alternate location to safely de-escalate, regain control and prepare to adhere to expectations upon return to class. The use of an alternate location allows an immediate opportunity for a student to be removed from a situation that may escalate into potentially dangerous or extremely disruptive surroundings.

IN-SCHOOL SUSPENSION: (7:35 a.m.-2:18 p.m.)

A student is considered on "suspension" even if assigned to In-School Suspension. Students placed on In-School Suspension will be required to complete all assignments given and will serve their

time in the Reset Room. (Time may vary as agreed upon between parents/guardians and administration.)

OUT OF SCHOOL SUSPENSION

Students may be suspended out of school for the following violations:

- Use of tobacco products or e-cigarettes (Smoking/Vaping) on school grounds. (State Law prohibits smoking on school property)
- Possession or consumption of drugs of any form including alcoholic beverages on school grounds or any obvious sign of intoxication or consumption
- Stealing or any form of vandalism
- Using profane and/or abusive language toward staff members/other students
- Fighting/assault in or on school grounds
- Being in possession of weapons
- Insubordination
- Harassment and or bullying directed at another student or staff person
- Students who are repeat violators of specified rules may also be suspended from school
- Other behaviors as deemed inappropriate and severe

A decision regarding suspension from school will rest solely with the administration. In-School Suspension may be substituted for suspension from school, at the discretion of the administration.

ONLINE ACCESS

A complete copy of the Board of Education Code of Conduct Policy can be found on the school website under "District" and then "Code of Conduct" or you can enter the link below:

https://www.boardpolicyonline.com/?b=seneca_falls_csd

You can also contact the school for a paper copy.

A copy of the Athletic Rules and Regulation can be found on the school website under "Athletics". You can also contact the athletic office for a paper copy.



Mynderse Academy

Homework Expectations



The Seneca Falls Central School District and Mynderse Academy are committed to educating the whole student. The District Steering Committee made homework practices a standing agenda item throughout the 2018-2019 school year. Committee members, which included students, teachers, parents, community members, administration, and BOE members, discussed homework practices, developed belief statements, and arrived at recommendations for consideration to each of the School Improvement Teams. Any instructional strategy used in school, including homework, is to improve learning.

Purposes/Beliefs:

- Homework is meaningful when aligned to best practices in instruction. Useful purposes of homework may include: practice learning, reinforce topics through independent practice, foster creativity, find relevance, as self-assessment, in preparation for upcoming class discussion/learning.
- When assigned to study, teachers ensure students know how and what to study. This will be taught specifically in each class.
- Goal and purpose for each homework assignment should be communicated to students.
- Being college and career ready - students will be prepared to handle the workload and expectations after high school.

Expectations:

- Homework is factored into students' grades, but will not be more than 25% of their overall grade for each class.
- Students who participate in a sport or extra-curricular activity will stay period 10 with a teacher or in sports study hall in order to complete work and study.
- Teachers will communicate with one another in order to alleviate excessive amounts of homework, projects, and assessments assigned to students at a given time.

Hopes:

- Families take time to eat, talk, and spend time together as often as possible.
- Parents assist students in prioritizing and managing their time in order to complete assigned work.
- Parents, teachers, coaches, and administrators encourage students to spend their time in study halls and sports study hall completing work and studying.
- Students will have a conversation with their parents and teachers if homework is creating anxiety or is a struggle for them to complete. We encourage open communication between home and school.