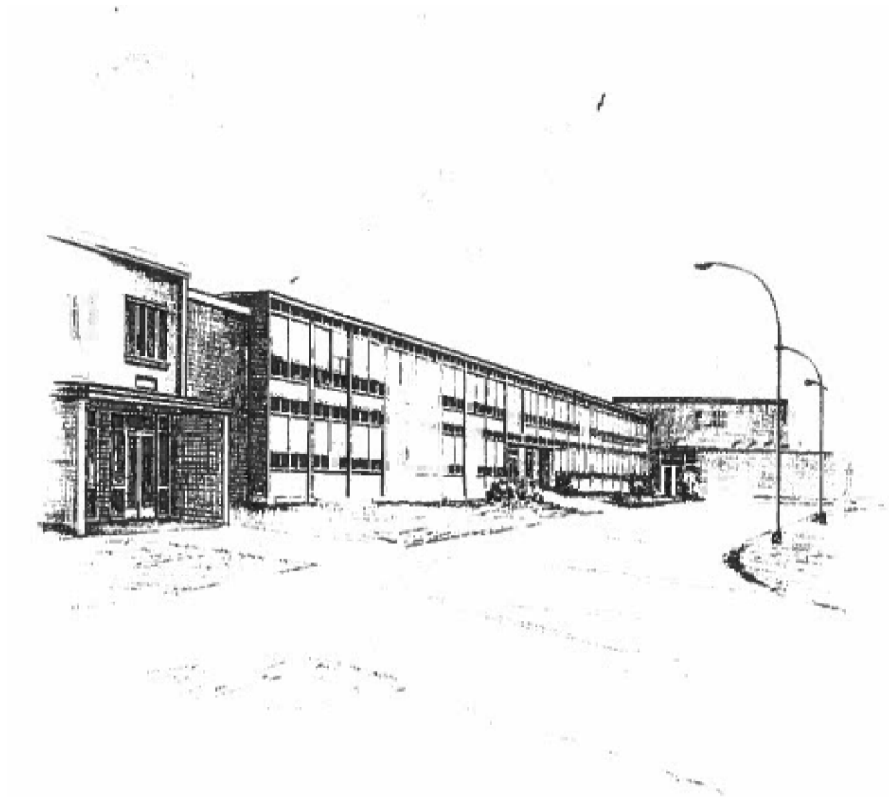


**MYNDERSE ACADEMY
STUDENT
PROCEDURES/REGULATIONS
HANDBOOK
Grades 9-12**

2019-2020



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Principal**

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TABLE OF CONTENTS

TOPIC	PAGE NUMBER	TOPIC	PAGE NUMBER
Disclaimers and Bell Schedule	2	Library/Media Center	9
Office Procedures	3	<ul style="list-style-type: none"> ● Expectations ● Procedures ● Computer Loan Procedures 	
<ul style="list-style-type: none"> ● Middle School ● High School ● Bulletins and Announcements 		Lunch	9-10
Building Security & Visitor Procedures	3-4	<ul style="list-style-type: none"> ● Student Account ● Costs for Meals ● Expectations 	
<ul style="list-style-type: none"> ● SFCSD Raptor Management System ● Student Visiting/Shadowing ● Student Pictures and Videotape Disclaimer 		Privileges	10
Attendance & Tardy Procedures	4-5	<ul style="list-style-type: none"> ● Seniors ● Parking 	
<ul style="list-style-type: none"> ● Interventions ● Cutting Class/Truancy ● Signing Out ● BOE Attendance Policy 		Extracurricular Activities	11
Health Office	5-6	<ul style="list-style-type: none"> ● Student Council ● Steering Committee 	
<ul style="list-style-type: none"> ● Prescriptions and Medications ● Accidents 		Dress Code Policy(Students)	11-12
Academics	6-8	Code of Conduct	13-16
<ul style="list-style-type: none"> ● Academic Assistance Policy ● Academic Eligibility ● Structured Study Hall ● Unstructured Study Hall ● Doubling-Up ● Community Service ● Add/Drop Slips ● Cheating/Plagiarism ● Honor Roll ● Honor Graduate Requirements ● Athletic Eligibility ● Scholarship Eligibility - BOE Policy ● Half-Day and Working Students ● Locker Procedures 		<ul style="list-style-type: none"> ● Care of School Property ● Electronic Devices ● Internet Use Procedures ● Smoking/Tobacco Products ● Substance Abuse Policy ● Violence ● Regulations Governing Bus Riders ● Misbehavior on Buses ● Detention Period ● Time-Out ● In-School Suspension ● Out Of School Suspension ● College Applications Discipline Question 	
		Online Access	16

PARENTS:

- Please review the contents of these regulations and keep them so you may refer to them during the school year.
- Please note changes to the athletic rules in regard to academic eligibility and attendance/tardy for participation in athletics.
- Please accept this invitation to contact teachers, at any time, regarding the educational development of your son/daughter.
- Teachers will be encouraged to list the time you may contact them on their class expectations.
- NOTICE: **Open House will be Tuesday, September 10th from 6:30 - 8:00 PM**
- 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, High School Office, Guidance 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 his/her 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.

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

(First Bus Run 2:23)

Period 10 - Academic Assistance 2:25-2:55

Second Bus Run 3:00

Discipline Detention Period 3:00 – 4:00

Final Bus Run 4:00

Students are to adhere to all rules and regulations stated in this pamphlet, before and after school, as well as during the school day. Students waiting for after school activities are encouraged to wait in the lobby or if the Library or cafeteria is available, to go there. Students are allowed to sit by their locker providing they do not create disturbances. Inappropriate behavior may lead to suspension from participating in the activity for that day.

OFFICE PROCEDURES:

MIDDLE SCHOOL

Students in grades 9-12 are only allowed in the Middle School during the school day, (7:25 a.m. – 3:00 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 the High School administration.

HIGH SCHOOL

Upon entering the main office, students need to state what their needs are in a respectful manner. Students are asked not to pass the front counter without permission.

BULLETINS AND ANNOUNCEMENTS:

- Announcements are read at the beginning of 1st period and at the beginning of 9th period.
- Students are required to be in their seats and remain quiet during all announcements.
- It is the responsibility of the student to view the PM bulletin to see if they are assigned to a respective teacher for 10th and/or 11th period detention.

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. Entrances 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 traffic in the halls, as well as behavior.

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 office personnel. Once in the building, **ALL visitors** must report to the main office to sign-in and to receive a visitor badge.

SENECA FALLS CSD TO IMPLEMENT RAPTOR MANAGEMENT SYSTEM

As an increased effort to assure the safety of students and staff, SFCSD will continue using the “Raptor Visitor Management System.” This system provides a greater measure of safety by monitoring and keeping track of visitors who are in the building at all times. The system also allows us to know the location of visitors in the event of an emergency.

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. Additional data from the driver's license is not gathered, as the system does not cross reference with databases that are irrelevant to the person's visit to our school. Once entry is approved by Raptor, a visitor badge is produced that identifies the visitor, date and purpose of the visit. In the event a visitor does not have a valid license, he/she 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.

You can learn more about the Raptor Visitor Management System by visiting www.raptortech.com. If you have any questions, please feel free to contact Mr. Jeramy Clingerman, Superintendent of Schools, Mr. James Bruni, Administrator of Business & Operations or School Resource Officer, Michael Poole.

The safety of all students, staff and visitors continues to be the highest priority in our district. The Raptor System provides a consistent approach to aid in assuring that any persons posing a threat or danger are prevented from accessing the schools. Thus, please remember that ALL visitors must be scanned into the system and obtain a visitor's badge. Many thanks for your understanding and support as we enhance safety measures within our district.

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 or Athletic Director.

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., he/she 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 the School Nurse when a student is absent from school (315-568-5500, Ext. 2500/2501).** This will avoid having the nurse call home. A written excuse must be turned in upon the student's return, whether legal or illegal.
- **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. *(THIS MUST BE DONE, EVEN IF THE NURSE HAS BEEN NOTIFIED OF THE ABSENCE).* **Excuses may also be sent with the student, faxed (315-712-0523), or emailed (cgreer@senecafallscsd.org).**

- 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.

The following interventions will be followed in regards to student attendance:

- At **7 days Absent/Tardy**- Attendance Letter is sent home and the School Counselor will meet with the student.
- At **14 days Absent/Tardy**- Attendance Letter is sent home and the School Counselor will meet with the student and parent/guardian.
- At **21 days Absent/Tardy**- Attendance Letter is sent home and the Assistant Principal and School Counselor will meet with the student and parent/guardian.
- At **28 days Absent/Tardy**- Attendance Letter is sent home and the Principal will conduct an Attendance Review Hearing to determine whether the matter is turned over to the Superintendent for a Superintendent's Hearing.

CUTTING CLASS/TRUANCY

A student will be deemed truant when he/she is 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:** Students will not be allowed to participate in extracurricular activities on the day any class is cut. After three (3) truanancies the student will be assigned 11th period detention for 2 days.
- **FULL DAY TRUANCIES:** After three (3) truanancies, the student may be subject to a Principal's Hearing. At this hearing, the parent/guardian and the student will be in attendance, as well as, school personnel reporting the violation, where consequences will be determined.
- After a second (2nd) truancy offence the student will not be allowed to participate in any school-sponsored activity for one (1) week.

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 son/daughter's illness. Students are not to call home from the office or cell phone and asked 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 #7111 - ATTENDANCE POLICY

This policy requires students to be in class a minimum of eighty percent (80%) of the periods the class meets. A student is considered absent from school when they are absent all day. Course by course attendance does appear on the student report card and is counted towards the total number of absences from a respective class for violation of the class attendance policy. Any illegal absences or absences from school or class, without legal written excuses, will count against

the Attendance Policy. Class absences that would cause a violation of the Attendance Policy are as follows:

- **Full Year Course:** A student cannot miss more than **36** days.
- **Semester Course:** A student cannot miss more than **18** days.

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

ACADEMIC ASSISTANCE PERIOD (2:25-2:55 p.m.) – MONDAY – THURSDAY

The 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 on a rotating basis (preference), Monday through Thursday, by course. The intent is to maximize opportunities for students to obtain more one-on-one teacher assistance.

If a parent has academic concerns regarding their child, they may contact the Guidance Office **(568-5500, Ext. 2150)** to arrange a meeting with the student, parent and his/her teacher(s).

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 extracurricular activities. 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 not drop a course in order to become “eligible.”

ADD/DROP SLIPS

Prior to a student dropping a course during the semester a parent conference must be held with the teacher. 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 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 double-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. If a student fails a core course, he/she 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.

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.

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 a pre-signed 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 with a pass
- Report to another teacher for extra help, providing they have a pre-signed pass from that teacher
- Report to the student 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 revoke students' unstructured study hall privilege, even if the student is maintaining

a passing average, but not working to potential. Students who do not adhere to regulations of the unstructured study hall will lose their unstructured privilege. 1st Offense - 5 weeks structured, 2nd Offense - 10 weeks structured, 3rd Offense - revocation for remainder of the year.

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 for the 1st offense via email, mail or phone call. If there is a 2nd offense, it will result in a hearing. The teacher reporting the incident will attend the hearing. If the student is found guilty of the offense, the following could occur:

- A long-term suspension or removal from the course(s), with credit denied.
- The School Counselor will be required to complete the "Discipline Question" on the School Report form regarding *academic misconduct*, as listed below
 - Has the applicant ever been found responsible for a disciplinary violation at any secondary school you have attended, whether related to academic misconduct or behavioral misconduct that resulted in your probation, suspension, removal, dismissal or expulsion from the institution?

This policy 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 vacated immediately and course and Regents credit will be denied and the course will have to be retaken.

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)

In accordance with the **Board of Education policy #7229**, students must be in school for ninety percent (no more than 18 days absent) of the number of school days and must be to school on time ninety-five percent (no more than 9 tardies) of the days school is in session per school year, in order to be eligible for Board of Education Scholarships. This policy applies to all four (4) years the student attends Mynderse Academy, not just the senior year.

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 his/her designee. Writing on or inside lockers or causing any physical damage to them will result in an automatic out of school suspension and will be required to pay for damages. (See Project SAVE/Code of Conduct)

Students will not be allowed to return to lockers for materials after class has started. If a student does not have materials, he/she will do what they can during the class period without them. The student must make-up work, if needed, as requested by the teacher.

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. Please encourage students 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 information needs 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 a pass
- Students must be respectful of others and doing schoolwork, reading, or exploring educational interests on the Internet
- Students will not be allowed to play computer games, unless assigned by a classroom teacher with permission indicated on the pass
- Students may listen to music, providing they have their own headset and the music does not interfere with others
- Independent student use of the lab, when a class is using the lab, will be at the discretion of that classroom teacher
- No food or drinks are allowed
- Students may only use their cellphones as a tool in doing their schoolwork and studying, which must be indicated when signing in to the Library

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 a signed 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 are allowed to sign-out laptop computers from the Library/Media Specialist to complete academic assignments outside of school, providing they follow the following procedures:

- Student is responsible to return signed-out equipment the very next day school is in session, as the equipment is needed during the school day. In the event the student is absent, the equipment still must be returned the next school day.
- Student accepts responsibility for damage, theft or loss of the equipment that is loaned.
- Failure to adhere to these terms and conditions may result in the student not being allowed to sign out equipment for the remainder of the school year.

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: Student - \$1.75 LUNCH PRICE: Student - \$2.50 Adult - \$4.00

EXPECTATIONS

Students may go outside during the lunch period, but must stay on school grounds. If a student chooses to go outside, he/she is to stay in the area outside the senior high gym entrance or on the lawn in front of the building. Parents are not allowed to write excuses for students in grades 9-11 to leave the building 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.

CAFETERIA PROCEDURES

- Enter the serving line and move along as quickly as possible. Have your money and ID# ready when you get to the cashier. Pay the cashier, proceed to a table, sit down and eat your lunch.
- Exercise good manners, clean up after yourself, keep noise to a minimum
- The ladies who work in the cafeteria 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

Students must register their cars with the 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. Seniors 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.

SENIOR

If a student **in Grade 12 only**, wishes to leave the building during the lunch period, he/she must return a completed lunch 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.
- The consumption of soda during lunch periods is completely prohibited in the cafeteria.
- Seniors must have all passing grades at each 5 week mark to keep this privilege.

Failure to comply with the above rules will result in the revocation of the privilege.

EXTRACURRICULAR ACTIVITIES

No 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 weekly. Student Council members are required to meet their responsibilities, as assigned. Failure to meet these responsibilities and/or failure to attend meetings (3 unexcused absences) will result in the student being dropped from Student Council.

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 100.2l of the Commissioner of Education Regulations. This district wide committee meets 5 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 #7312

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.

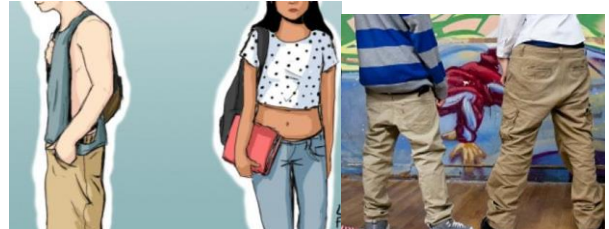
The Superintendent designates the Principal as the arbiter of student dress and grooming in his/her building to ensure the following regulations are enforced:

- To promote the health/safety of the student body, footwear must be worn.
- 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 not wear clothing (including accessories; hats, jewelry, belts, backpacks, outerwear), which promotes the use of alcohol, illegal drugs or tobacco, contains sexual connotations or is lewd or offensive.
- Students may not wear clothing (hats, jewelry, belts, backpacks, outerwear) or accessories that pose a health/safety hazard to the student/student body.
- Students may not display tattoos that promote the use of alcohol, illegal drugs or tobacco, contain sexual connotations or are lewd or offensive.
- Clothing (including accessories, hats, jewelry, belts, backpacks, outerwear) may not advocate racial, religious or other forms of prejudice or infringe upon the rights of others.
- Display of undergarments – by all – is prohibited! It is prohibited for students (males and females to wear shirts that have the arms cut out where undergarments can be seen. The following page includes samples of appropriate and inappropriate clothing.
- Students may wear baseball 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.

APPROPRIATE



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 Project Save/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 Project SAVE/Code of Conduct)

ELECTRONIC DEVICES

During the school hours of 7:35 a.m. until 2:18 p.m. (3:55 if the student is on 10th and 11th period, 2:55 if student is on 10th period) MP-3, I-Pods, Game Boys, cellular phones, etc. may only be used in the classrooms at the discretion of the teacher.

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 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, not exceeding five (5) days and a parent conference. 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/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 using tobacco products (which includes smokeless tobacco, vapor devices and electronic smoking devices), the following penalties will occur:

- Due to our belief that we have a responsibility to "assist, as well as, to punish," 1st time violators will be disciplined accordingly and referred for substance abuse counseling.
- 2nd and Subsequent Violations: Parent conference and out of school suspension, not to exceed five (5) days. (See Project SAVE/Code of Conduct)

SUBSTANCE ABUSE POLICY

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

Substance abuse (alcohol and drugs) refers to being in the presence of, have 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 will result in disciplinary action ranging from a five (5) day out of school suspension up to a thirty (30) weeks out of school suspension and one hundred-twenty (120) calendar day suspension (via the authority of a Superintendent Hearing), 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 recent 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 "Gun-Free Schools" regulation.

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 Project SAVE/Code of Conduct)

COLLEGE APPLICATION DISCIPLINARY QUESTION

Seniors who apply to college using the Common Application will be required to answer the "Discipline Question". School Counselors are also required to complete the following question:

- Has the applicant ever been found responsible for a disciplinary violation at any secondary school you have attended, whether related to academic misconduct or behavioral misconduct that resulted in your probation, suspension, removal, dismissal or expulsion from the institution?
- Have you ever been convicted of a misdemeanor, felony or other crime?

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
- No profanity
- Do not eat or drink on the bus; keep the bus clean
- Violence is prohibited
- Remain seated
- No smoking
- Keep your hands and head inside the bus
- Do not destroy property
- For your own safety, do not distract the driver through misbehavior

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 at the north entrance of the High School, adjacent to the athletic fields, or in the student drop-off circle, in front of the school.

MISBEHAVIOR ON BUSES:

Possible consequences for bus misconduct, depending on the severity of the behavior:

- First Written Report - A conference with student by an administrator will take place & warning issued
- Second Written Report - Principal's conference with student & parent and three-day revocation of riding privilege may be assigned
- Third Written Report - A conference with the building administrator, student and parent will take place and up to a five (5)-day revocation of riding privileges could be assigned
- Fourth or greater Written Report - A conference with student and parent will take place and a five-day revocation of riding privileges and a formal Superintendent's Hearing will be scheduled.

DETENTION PERIOD (3:00-4:00 p.m.)

A late detention period will be held two (2) days per week. Students are assigned to late detention for discipline problems and excessive school/class tardiness. All students assigned to late detention must serve the detention on the day the detention(s) have been assigned. The 11th period detention will run from 3:00 – 4:00. Students who do not attend an assigned detention or do not adhere to the monitor's expectations may receive further disciplinary action.

TIME-OUT

For purposes of immediate behavioral management, students may be sent from a classroom 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 a potentially dangerous or extremely disruptive surroundings.

IN-SCHOOL SUSPENSION: (7:35 a.m.-3:55 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 (to teacher satisfaction).

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
- Wearing clothing that disrupts the educational process
- Inappropriate displays of affection, after repeated warnings
- Cutting detentions
- Excessive tardies to school/class

- 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
- (See Project SAVE/Code of Conduct)

After a third suspension, the student will meet with the Superintendent before being readmitted to school. 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.senecafallscsd.org/site/handlers/filedownload.ashx?moduleinstanceid=58&dataid=7081&FileName=Code%20of%20Conduct%202017-18.pdf>

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" and then "2018-2019 Athletic Rules and Regulations" or by entering the following link:

<https://www.senecafallscsd.org/Page/1173>

You can also contact the athletics office for a paper copy.