



2023-2024 SOUTH BUFFALO
CHARTER SCHOOL
PARENT / STUDENT HANDBOOK

SUCCESS

Learning ◦ Respect ◦ Character ◦ Community

*154 South Ogden Street
Buffalo, New York 14210
(716) 826-7213*

WWW.SOUTHBUFFALOCS.ORG

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BOARD OF TRUSTEES

Chris Schafer – President,
Anne Marie Tryjankowski – Vice President,
Kathy Linhardt – Secretary
Elissa Wolf - Treasurer
Jen Mack, Jim Weimer, Matthew Szalkowski

STAFF DIRECTORY

TITLE	NAME
Superintendent	David Ehrle
Associate Superintendent of Curriculum, Instruction and Assessment Principal	Gina Dudkowski David Thomas
Assistant Principal, grades K-4	Fred Hahn
Assistant Principal, grades 5-8	Ginalouise Palermo
Family Engagement and Community Outreach Coordinator	Thomas Wheeler
Special Services Coordinator	Tabatha Belkorchi
Behavior Support Specialist	Alexandra Celeste
Director of IT	Scott Paterek
Chief Information Officer	Andrew Huff
Office manager	Nicole Krysztowicz
Transportation	Carol Land
Attendance	La'Tashia Perry
Health Office	Elizabeth Maloney
Health Office	Brenda Schreiner
Social Worker	Katherine Jafari
Social Worker	Madelyn Reed
Counseling Center	Carole Taggart
Counseling Center	Lem Graham
Library Media Specialist	Jillian Tefft
Integrated Technology Coordinator	Steven Pritchard

ABOUT SBCS

MISSION STATEMENT

South Buffalo Charter School is a collaborative learning community. Our focus on learning is driven by research, data, and collaborative reflection to increase student achievement. We are dedicated to creating students that are prepared for the 21st century through an environment that encompasses character education, technology integration, and rigorous academics.

“Jaguar Pledge”

I am a proud member of SBCS
I come today dressed for success
I am honest
I am respectful
I am prepared to do my best
I am responsible for me

“Digital Citizenship Pledge”

We, the digital citizens of South Buffalo Charter School, pledge to...
Communicate responsibly and kindly with others.
Protect our own and others’ private information.
Stand up & report cyberbullying.
Respect each other’s ideas and opinions.
Give proper credit when we use others’ work.

COMMITMENT TO STUDENTS

- As a student, you will be provided a safe and structured learning environment
 - You will engage in authentic learning experiences and student-centered activities
 - You will be given multiple opportunities to learn and improve without judgment
 - Your learning will be assessed on a regular basis and feedback will be provided in a timely manner
 - You will be treated with fairness and equality
 - Your staff is committed to your academic success and personal growth
- ABOVE ALL...*
- You will have the benefit of educators who work together collaboratively to seek out and use those practices that have a positive impact on your achievement.

CORE BELIEFS

At SBCS, we celebrate key virtues that all of us can honor in each other and in ourselves. By recognizing these traits, we encourage even more positive attitudes and behaviors that we know are at the core of a happy and fulfilling life. Teachers nominate the students; they are recognized at a monthly celebration and their names and photos are displayed in the lobby.

VIRTUES

Responsibility	Tolerance	Teamwork	Kindness
Respect	Self-Control	Courage	
Citizenship	Honesty	Determination	

ACADEMICS

EXTENDED ABSENCE OR VACATION WORK

Work will be given upon return from an extended absence or vacation. Work is due a week after returning.

FINAL ASSESSMENTS FOR MIDDLE SCHOOL

Students will participate in final summative assessments for half year and full year courses and mid-term exams for full year courses. All mid-term assessments will be structured to average in the second quarter average as a double test grade. Final assessments will be a substantial grade for all students. All 7th and 8th grade full year courses are structured to count the final assessment as 20% of the overall course average ($Q1 + Q2 + Q3 + Q4 + \text{Final Assessment} / 5$). Half year courses are structured to count the final assessment as a third of the overall course ($Q1 + Q2 + \text{Final Assessment} / 3$).

GRADING POLICY

Our grading policy is based on total points.

HIGH SCHOOL VISITS

For students to have the best chance of academic success, they need to be in class as much as possible. Eighth graders are always encouraged to attend high school open houses and make other visits to schools they are considering attending following completion of their 8th grade year at SBCS. However, we strongly encourage students to try to schedule such visits on weekends or during breaks to miss as little instruction time as possible.

Students planning to visit high schools must adhere to the following procedures for their school absence to be considered excused.

- Students are allowed to miss only two days of school to make high school visits.
- A student making such a visit should have made a prior appointment at the high school. He or she should not just arrive on campus and plan to be accommodated.
- A student who is making a high school visit must return to school the next day with a note on the school's stationary, from that school's representative verifying that the student did have a meeting and/or tour scheduled.

LATE WORK/MISSING ASSIGNMENTS

Any missing work in the first four weeks of the quarter is due by the end of the five-week marking period. Any missing work for the remainder of the quarter is due at the end of the quarter. If work is not handed in, students may receive a zero for missing assignments.

MIDDLE SCHOOL ADVANCED MATH CLASS

South Buffalo Charter School will be offering an advanced math class. Students will be recommended for this class based on their math grades and teacher recommendation. There will be a placement test for all candidates in the spring. Students in the advanced math class will take a combination of 7th and 8th grade math during their 7th grade school year and then take Algebra 1 in their 8th grade year. At the culmination of 8th grade, students will take the Algebra 1 Regents exam. Algebra 1 is a high school course required for graduation. Upon successful completion of the Algebra 1 course and passing the Regents exam, students will be awarded 1 unit of credit toward high school graduation requirements.

PROGRESS REPORTS

A progress report will be sent home with students at the end of the 5th, 15th, 25th and 35th week of school to advise parents of their son/daughter's progress in school. These reports are designed to make parents aware of their child's academic growth. Parents are invited to confer with a counselor or teacher at any time; however, Parent/Teacher Conferences will be scheduled at the end of the first three quarters. Parents have daily access to grades and missing assignments by logging into the Power School Parent Portal.

PROMOTIONAL POLICY

SBCS is committed to high standards of academic achievement for all our students. We are continually striving to enrich our curriculum and provide rigorous instruction to better meet State and National Standards. Therefore, it is critical that students have reached a level of grade mastery that encompasses both the necessary content and skill sets needed. If this does not take place, promotion to the next grade can be detrimental to a child's continued academic success.

SBCS has four grade reporting periods throughout the year. If a child fails two or more core subjects with a final course average below 65% or its equivalent, the school may not promote the child to the next grade level. Parents will be notified of possible retention during the Parent/Teacher Conferences at the end of the third quarter. From there, a final list of retentions is created based on collective input from classroom teachers, support staff and administration. All retention decisions will be made through considerable thought and deliberation using academic reports, teacher anecdotal records and observations, informal and formal assessment data, social/emotional development levels, attendance records and other relevant information. Once the retention list is complete, retention meetings are held with each parent/guardian of those students to finalize the decision and plan for the student's future. Final decisions regarding retention are at the discretion of the administration.

REMOTE LEARNING

SBCS does not offer daily remote learning with a live teacher. If school is closed for any reason, remote learning may take place. Students should bring their Chromebook home daily. If remote learning will take place on a day the school is closed, families will be notified.

REPORT OF GRADES

Students are graded numerically four times during the school year. Report cards will be issued at the end of the 10th, 20th, 30th and 40th week of school. Actual grades are reported in the progress report and through the Power School Parent Portal. In the event that the student's actual quarterly grade is below a 50%, the grade will be reflected as a *50, indicating that the actual grade was lower than a 50%. All report cards are mailed directly to the student's home. Grade reports are a summary of achievement. Sixty-five (65%) is the minimum passing grade. Individual teacher comments will be on the report card. Parents are invited to confer with the school at any time. A student must achieve a final course average of 65% or higher to be awarded course credit.

SUMMER SCHOOL FOR MIDDLE SCHOOL STUDENTS

A student must pass three out of the four core courses to be promoted to the next grade level. Core courses include math, science, ELA, and social studies. Summer school is offered for 7th and 8th grade students through Buffalo Public Schools. Students must have a 75% attendance rate during the school year to attend summer school. If a student fails two or more core courses, the student must successfully complete summer school for those courses in order to be promoted to the next grade level. If a student

fails all four core courses, there may be an opportunity through Buffalo Public Schools to attend a full day summer school program. If this program is not available, the student will be retained in their current grade level. If it is available, students must attend and pass three out of the four core courses. If they do not attend or do not pass summer school, they will be retained in their current grade.

ARRIVAL AND DISMISSAL

Visitor parking is located at the front of the building. All visitors must enter the building using the Main Entrance facing South Ogden. Morning drop off will take place in the loop on the side of the school. Busses will be disembarking at their designated areas in the front bus loop and front parking lot.

It is imperative that staff, parents, guardians, and students adhere to the following rules to help foster a safe environment. We are grateful for your cooperation and attention in following the following regulations:

- Adhere to the school grounds speed limits; 20 mph school zone on South Ogden.
- ALL students using skateboards, rollerblades or heellies must drop them off at the main office upon entering school. SBCS is not responsible for any lost or stolen property.
- ALL students using bicycles must store them in the bike racks at the main entrance. Bicycles must be secured with a lock. SBCS is not responsible for any lost or stolen property.
- There is a limited morning program. Information will be sent home. This is on a first come, first serve basis.

Students will be dismissed at 3:00. Walkers are dismissed out of the walker door on the left side of the building at 3:30. Car riders can be picked up in the side loop and busses will board in the front bus loop and parking lot. If a bus is late, students will be held in the cafe until the transportation arrives.

BUS RIDERS

It is crucial for students to behave appropriately while riding on buses to ensure their safety and that of other passengers and to avoid distracting the bus driver. Students riding on buses must comply with the following standards of conduct:

- Common courtesy toward the bus driver and other students is expected. The driver has full authority in the operation of the bus in order to ensure the safety of passengers.
- Profanity will not be tolerated on the bus, nor actions or expressions that are intimidating and/or demeaning to others.
- No smoking, vaping or chewing tobacco, no possession of tobacco products or vapes, no eating or drinking on the bus.
- Vandalism on the bus will result in the suspension of bus privileges and the student will be responsible for the cost of repair

In order to maintain safety:

- Students must wear seat belts and stay seated at all times while on the bus.
- Students must keep head, hands and feet inside the bus at all times.
- Students must occupy assigned seats--if assigned.
- Students are responsible for keeping their area clean.
- Once students are on the bus, they must remain on the bus unless removed by a member of the school administration

- Students may not bring live animals, glass containers, baseball bats, hockey sticks, radios, skateboards on the bus without authorization from the driver. School projects are only allowed if they can be held on a student's lap. Containers filled with liquid must be kept in a book bag.
- Students are not permitted to ride a different bus than assigned or ride home on a friend's bus.

CAR RIDERS

Any student that will be designated a parent/guardian pickup for dismissal for the entire school year must provide the main office with a parent/guardian note stating such on the first day of school. If at any time a student must have a temporary pickup arrangement (either for one day or multiple days) a parent/guardian note must be provided to the main office. In case of emergency pickups, the main office **MUST be notified no later than 2:00 pm. A student will not be released from 2:45 pm to 3:00 pm if either option is not followed, unless authorized by the Principal or his/her designee.** This is for the safety of our students and the organizational structure of dismissal. If for any reason someone other than those designated on our emergency pickup list for that student is picking up the child(ren), the main office must have a written note from the parent/guardian giving that person permission to pick up the child. Any other notification will not be sufficient in this situation, and the student will not be released.

We will be using the Pik My Kid program to notify students that their families are here to pick them up. Information will be sent home separately regarding this program. All families will receive laminated car signs. This car sign must be visible in the car that is picking up the student in the car line.

Please make sure to fill out the authorized pickup sheet to identify who is permitted to pick up your child(ren).

WALKERS

Any student designated as a walker for the entire school year must provide the main office with a parent/guardian note stating such on the first day of school. If at any time a student must have a temporary walking arrangement a parent/guardian note must be provided to the main office prior to beginning as a walker. For the safety of students all walkers will exit using the door past the auditorium.

If a walker becomes a student pickup, through entering an automobile in the front parking lot, their walker status will be changed by the Principal or his/her designee. To ensure the safety of all children, students who are walkers will not be able to walk through the parking lot to then be picked up. **Any student designated a walker that needs to leave school before 3:30 pm, must be signed out by parent/guardian at the main office prior to their release, or before 2:45pm.**

ATTENDANCE

Students are expected to be at school every day that school is in session. **The school day begins at 8:15 am and ends at 3:00 pm.** Regular attendance is needed for students to meet all grade level requirements.

School attendance is both a right and a responsibility in the State of New York. New York State Compulsory Education Law, Article 65, section 3205 requires every parent, guardian, or other person in this state having control and charges of a child from the ages of 6 to 16 to send the child to school regularly. In New York, the State Education Department (SED) defines chronic absenteeism as missing 10 percent of school days, or 18 days or more, per year, in a 180-day school year. That's about two days per month. Notably,

that includes both excused and unexcused absences. The student must attend school the entire time classes are in session. Failure to do so, or chronic absenteeism, will result in an investigation of the absences. Attendance will be tracked on all student report cards and letters will be sent home for chronic absenteeism.

ABSENCES

South Buffalo Charter School, in its mission to provide a program linking character education with rigorous academics, must insist that students are in attendance each school day. Unless a student is legitimately ill or absent due to serious circumstances, every child should be in school, on time and present for the entire instructional day. As our parents have made a distinct choice regarding their child(ren)'s education by enrolling them in South Buffalo Charter School, it follows that they will also make it their responsibility to have their son or daughter attend school each day.

When your child is absent, the school's policy is as follows:

- It is the parent's/guardian's responsibility to notify our attendance office at 826-7213, ext. 500.
- Provide written notification stating the date of and reason for the absence upon return to school. This can be a paper note or an email.
- Provide written medical documentation for any absence that is 3 or more consecutive days upon return to school, which should include:
 - Reason for appointment
 - Date of appointment/dates of absences note covers
 - Return date to school (if applicable)
 - Dates of absences that medical documentation is provided for will be noted as medical absences.
- We reserve the right to hold an attendance conference at any time.

Excused absences include the following and require documentation:

- Required court appearance
- Medical excuse on physician letterhead
- Death in the family
- Religious observation

All other absences are considered unexcused.

ABSENCE DUE TO ILLNESS

Work will be given upon return from an absence due to illness. Work is due a week after returning.

LEAVING EARLY, ARRIVING LATE

Any student arriving late to school must immediately report to the main office and be signed in by a parent to receive a late pass. Any student leaving school early must have a signed parent note notifying the main office the morning of the day they will be leaving early. **Please refrain from scheduling appointments that need to be scheduled during the instructional day.** In case of emergencies, please notify the main office as soon as possible. Parents/Guardians must report to the main office and sign their son/daughter out prior to the son/daughter being released from school. **No student will be allowed to leave the building without first being signed out at the main office and may not leave during the time of 2:45 pm to 3:00 pm unless authorized by the Principal or his/her designee.**

When your child is tardy and/or being released early, the school's policy is as follows:

- Any student arriving at school at 8:15 am or later will be considered tardy, unless due to a delayed bus issue.
- Any student dismissed from school prior to 3:00 pm will be considered an early release.
- All students who are tardy must be signed in by a parent/guardian in the Main Office.
- The parent must provide written documentation indicating the reason for tardiness/early release.
- Written documentation for tardiness/early release must be handed in to the main office.
- Any student designated as an early release (including walkers, if before 3:00 pm) must be signed out at the main office by a parent/guardian prior to being dismissed from school.
- All forms of tardy and early release will be tracked on student report card.

*** Please note that the school reserves the right to hold an attendance meeting at any point to address attendance concerns that are negatively impacting a student's academics and/or behaviors.**

*** Should a student be exhibiting both tardiness and chronic absences, the school will combine the resulting school actions when setting a course for positive intervention.**

TRUANCY

Any student discovered to have been skipping school will be subject to disciplinary action.

DIGNITY FOR ALL STUDENTS ACT ("DASA")

All students have the right to learn in an environment free from harassment and discrimination. If you feel you are being bullied, harassed, or discriminated against, you must tell an adult (teacher, counselor, administrator). A complete description of our DASA policy is located on the SBCS website. Our DASA coordinators are: Mr. Hahn for Kindergarten – grade 4 and Ms. Palermo for grades 5-8.

South Buffalo Charter School will thoroughly investigate all allegations of harassment, intimidation, discrimination, and bullying, including cyber-bullying. Should allegations be found credible, disciplinary actions will be taken in the same manner as other prohibited conduct per our Code of Conduct.

DRESS CODE

**Logo uniform attire must be purchased at McKay's Clothing
All non-logo attire may be purchased elsewhere.**

Any families that encounter financial hardship in obtaining proper dress code for their children please contact the school for assistance.

McKay's Clothing
851 Abbott Rd.
Buffalo, NY 14220
716-824-7900

Store Hours:
Mon, Tues, Wed and Fri 10-9
Thurs 10-7, Sat 10-5
Sunday-Closed

The SBCS dress code is designed to encourage a clean, neat, and modest appearance that is in keeping with a serious intellectual atmosphere. It is the responsibility of each student/family to be familiar with the dress code and adhere to it daily. Dress code will be checked at the beginning of each day. If a student is discovered out of compliance with the dress code, they will be required to remedy the situation immediately. If the apparel is not in school, they will be expected to call home to obtain the necessary items. Students who are not in dress code will be subject to disciplinary actions.

GENTLEMEN MUST WEAR:

- Navy blue SBCS polo logo shirt
- **Only** white, blue or black undershirts may be worn under short sleeved or long-sleeved school polo. Undershirts must be tucked in.
- Belts, if worn, are solid black, brown, or tan only
- Khaki or blue dress pants (properly sized; must fit firmly around waistline)
- Khaki or blue dress shorts (Seasonal only: April 1-October 31)
- Plain or logo navy-blue sweater or sweatshirt (no hoodies) may be worn. Must be worn with logo shirt underneath and collar out.
- Solid color, white, navy, or black socks only
- Plain dress shoes in the colors of black or brown or sneakers in solid white, solid black or a combination or black and white.
- Sneakers will be worn during PE classes

LADIES MUST WEAR:

- Navy blue SBCS polo logo shirt
- **Only** white, blue or black undershirts may be worn under short sleeved or long-sleeved school polo. Undershirts must be tucked in.
- Belts if worn are solid black, brown, or tan only
- Khaki or blue dress pants (properly sized; must fit firmly around waistline)
- Khaki or blue dress shorts/Capris (Seasonal only: April 1- October 31)
- Khaki or blue skort or jumper
- Skirt, dress or shorts must reach to the tips of your fingers when your arms are at your sides
- Plain or logo navy-blue sweater or sweatshirt (no hoodies) may be worn. Must be worn with logo shirt underneath and collar out.
- Solid color white, navy, or black socks/Solid color white, navy, or black tights only
- Plain dress shoes in the colors of black or brown or sneakers in solid white, solid black or a combination or black and white.
- Sneakers will be worn during PE classes

Examples of items/clothing which do NOT meet SBCS's Dress Code are:

- Cargo pants/shorts
- Elastic cuffs around ankles
- Leggings/Jeggings
- Jean material/Corduroy
- Sweatpants
-
- Drawstring waists
- Embroidery and/or jewels
-

GENERAL INFORMATION:

- Sweatpants and gym shorts are **not** allowed
- Make-up: light natural coloring **only**
- **No** visible tattoos of any kind
- Purses, bags, and fanny packs are **not** allowed to be carried throughout the day
- Hooded sweatshirts are **permitted** on dress down days **ONLY**.

- Flip-flops, sandals, clogs, crocs or slipper-like and chunky/platform style shoes are **not permitted**. Shoes must have a back. Winter boots may be worn to school during inclement weather, but students must change into appropriate school footwear immediately upon entering the school building. School footwear may be kept in school to be changed into upon arriving to school.
- Clothing should be neat, clean, in good repair and sized appropriately. Any clothing that displays undergarments is **not permitted**.
- Hats, bandanas and head coverings may not be worn indoors, except in compliance with religious dress practices. Bandanas are not permitted, even when shaped as a hair tie. Bonnets, head wraps and scarves must be black or navy and a grace period will be determined by the school. If there is a medical reason for wearing one of these items, please notify the school nurse.
- Students wearing certain attire for religious purposes must wear the appropriate uniform, as outlined, under or over their religious attire.
- If leggings are worn on dress down days, the shirt worn with them must be fingertip length.

HAIR

Hair should be kept neat and clean at all times. Hair should not hang in any manner, which may obstruct the student's eyes and should be cut to at least eyebrow level. If a student needs to wear a bonnet until their hair can be done, a note from a parent is required.

JEWELRY (applies to all students):

- The school will not be held financially responsible for any lost or stolen articles.
- Hoop earrings smaller in diameter than a quarter are OK. **Larger hoop earrings are not allowed for safety purposes.** No hoop earrings can be worn in gym.
- Appropriate, non-distracting jewelry may be worn, at the discretion of staff, except during PE class.

DRESS DOWN DAYS

During the school year, students can earn dress down days as a reward. These days are a privilege and if dress down regulations are not adhered to by any student, that student is subject to disciplinary action and may have all remaining dress down day privileges revoked for the remainder of the school year or an alternate, appropriate consequence. Parents may be asked to bring in appropriate clothing for their child.

FIELD TRIPS

Students are required to wear their uniform bottoms and school spirit t-shirt for field trips.

SPIRIT DAYS

Spirit days will take place during the year. Students can wear their grade level color school t-shirt with uniform bottoms and uniform footwear. SBCS will provide one t-shirt per student. If the shirt is lost or damaged, families can purchase a new one. If a student does not have their t-shirt, they must wear their uniform shirt on spirit days.

Examples of clothing which do NOT meet SBCS Dress Down Day attire are:

- | | |
|--|--|
| • ripped jeans, low rise jeans (no exposed skin) | • sandals, sliders, slippers, flip flops, crocs |
| • tank tops | • hats |
| • revealing tops (no exposed skin) | • pajama bottoms |
| • any clothing with inappropriate messages | • Skirt, dress or shorts must reach to the tips of your fingers when your arms are at your sides |
| • leggings without a finger length top | |

EXTRACURRICULAR ACTIVITIES

There will be a variety of after school activities, clubs, sports and events offered at SBCS throughout the year. We strongly encourage all students to become involved in at least one extracurricular activity to provide a more meaningful and well-rounded school experience. Notification of all extracurricular activities will take place through the school activities calendar that will be sent home near the beginning of each year and updated in the Jaguar Journal each month. All SBCS students must meet academic, attendance, and behavioral expectations to remain a participant in any extracurricular activity. Expectations will be determined by activity. If a game or club is cancelled, students will call parent or guardian by 1:00 pm to ensure proper transportation is set-up. Students who attend events as a spectator, must be accompanied by an adult.

ATHLETICS

SBCS will look to have the following programs each school year:

- Boys and Girls Basketball
- Boys and Girls Volleyball
- Boys Baseball
- Boys and Girls Track and Field
- Boys and Girls Cross Country
- Boys and Girls Soccer
- Intramural Sports Teams

To promote a well-rounded, balanced educational experience, SBCS will continue to create, support, and offer a wide variety of extracurricular activities. As new opportunities emerge, we will notify our community. We strongly encourage all our students to participate in the offerings.

AFTER SCHOOL CLUBS

A list of afterschool clubs will be available on the school website and sent home with students during the course of the school year.

ELIGIBILITY REGULATIONS

The purpose of eligibility regulations is to ensure that learning and education is each student's top priority. It is our intention to prepare students for life by teaching them the necessary skills and strategies to be successful. Students participating in extracurricular activities are considered ambassadors that represent the SBCS community. It is expected that they conduct themselves in a highly respectful and responsible manner. The following are SBCS'S extra-curricular eligibility regulations:

ACADEMICS: Students must have a cumulative average of 75% or higher for the grading period prior to the start of an athletic /club/activity season. It is the school's expectation that students maintain a minimum of a 75% average throughout any period of participation. If this standard is not maintained a student **may** be deemed ineligible, losing the privilege to participate.

BEHAVIOR: Proper student behavior must be demonstrated at all times. Students that are on OSS (Out of School Suspension) or ISS (In School Suspension) will be considered ineligible until they are cleared to participate by administration.

When a student has received a visit to the ISS room or detention (lunch or afterschool) they may be deemed behaviorally ineligible and may not be permitted to participate in any extracurricular or after school/weekend school activities.

ATTENDANCE: Students should have a 85% attendance rate to participate in extra-curricular activities. Students must be in school on the day of the event in order to participate. Extenuating circumstances can be discussed with a supervisor.

GENERAL INFORMATION

AUDITORIUM AND ASSEMBLIES

Auditorium and assembly behavior is important. Move with your class in an orderly and quiet manner. During the programs, you are to show respect and courtesy to the performers and your fellow students. If you misbehave, you will be removed from the auditorium and may lose the privilege of attending future assemblies. Dismissal from the auditorium is by class. Please wait for directions before exiting. **NO FOOD OR DRINK IS PERMITTED IN THE AUDITORIUM.**

BEVERAGES AND SNACKS

Birthday treats must be store bought and sealed, as well as individually servable. Please check with your student's homeroom teacher regarding allergies in the classroom.

Snacks for lunch and snack time should be individual sized and consumed by the student who brings them in and not shared.

Beverages consumed in school must be plain water or beverages supplied by the SBCS cafeteria.

COUNSELING DEPARTMENT

The South Buffalo Charter School Counseling department incorporates the New York State and the American Counseling Association National Standards. The goal of the counseling program is to support the academic mission of the school by promoting and enhancing the learning process for all students through an integration of academic, career, and personal/social development.

The counseling department can help with academic planning, working papers, peer mediation/conflict resolution, crisis referrals and parent, teacher and student conferences. Further information regarding the counseling department can be found on the SBCS website.

The confidentiality policy states that what the students reveal to the counselors is held in confidence among the staff that is involved with the student. Only pertinent information is shared with the staff members to better serve the child. Confidentiality must be broken if a child reveals that he or she has been physically, sexually, or emotionally abused, is at risk of hurting themselves or someone else. If a student reports that they have been hurt by a family member, the Counseling Department will file a report with Child Protective Services. All School Personnel are mandated reporters.

FUNDRAISING

All fundraising activities must be approved by the administration. No sale of food will be allowed in the building during school hours. Students may not sell anything to other students without the permission of the school administration.

HOOK USE/ LOCKER USE

Each student will be assigned a hook space/locker space to hold school and personal property. These hook and lockers spaces are the property of the school and should be treated as such. It is the responsibility of the students to maintain the cleanliness of their space, to use care in operation, and to notify their teacher of any repairs needed. The use of markers and stickers are prohibited in these areas. The school will not be held responsible for any items missing out of a hook space/locker space, so students are strongly advised against bringing any valuable items or large sums of money to school.

LIBRARY MEDIA CENTER

The primary function of the SBCS Library and Media Center is to implement, enrich, and support the educational program of the school. This center provides a wide range of materials at various levels of sophistication with a diversity of appeal and presentation. The South Buffalo Charter School Library supplies teachers and students with nearly 7,000 fiction, non-fiction, and reference books. All students from Kindergarten through Grade 8 are encouraged to read books that they enjoy as well as to use books for research. Students are allowed to take library books home and are responsible for returning them on time. Additional books cannot be taken out until books are returned or replaced if lost. All teacher and student requests for additional materials are encouraged and filled to the best of our ability.

LOST AND FOUND

A "Lost and Found" bin will be maintained on the main floor near the entrance to the auditorium. Students who find articles should bring them to the main office to be placed in the "Lost and Found". Students who have lost articles may search through the "Lost and Found" during non-instructional times only. Purses and wallets should not be left loose in classrooms, cafeteria or gymnasium. DO NOT carry large sums of money or bring valuables, including electronic devices, to school. The school will not be held responsible for any lost or stolen items. Any personal items found should be turned into the main office immediately.

LOTION AND SPRAYS

Please do not bring to school and/or share any lotions, body sprays or mists. There are many staff and students in the building with asthma, allergies, sensitivities, etc. and these products can trigger medical conditions and a potential life-threatening situation. If a medical need causes your child to require any of these products, please contact the health office.

PERSONAL ELECTRONIC DEVICES/BLUETOOTH HEADPHONES

Student time is best spent focused on school, free from outside distractions. The School has found that the personal use of cell phones, smart watches and tablets at school creates unnecessary disruption to the educational process. Students are prohibited from using cell phones, smart watches or personal tablets during instructional time. If necessary, students may use a school phone located in the main office to contact their parents or guardians. SBCS is not responsible for any personal electronic devices.

In grades 5-8, students will be required to lock phones in their homerooms secured "lock box". If cell phones are brought to school by students in kindergarten through grade 4, they are expected to be kept on silent mode or off in their bookbag. If a student is caught using a personal electronic device during instructional time, it will be confiscated and returned to the student at dismissal. If the student is caught a second time, the device will be confiscated, and a parent or guardian must come into the school to

retrieve the item. After a third offense, it is considered a repeated infraction and consequence(s) will follow in addition to a parent or guardian picking up the item. A write up and consequence will occur if the student refuses to turn over their personal electronic device when asked.

As always, the school does have the discretion to keep the phone for parent/guardian pickup at any time.

Bluetooth headphones should not be brought to school. SBCS provides a set of headphones for each student. If Bluetooth headphones are brought to school and are lost, broken or stolen, it is not the responsibility of South Buffalo Charter School.

POWER SCHOOL

All students have a Power School account in their name that parents can access. Students in grades 5-8 also have a student account. This account gives students and families access to student information such as grades and attendance, etc. Power School log-in information is sent home at the beginning of the school year. Visit the SBCS website and click on the Power School link at the top of the page. If you have problems setting up or accessing your account, please call the Main Office for assistance.

STUDENT SERVICES

The Special Education program and English as a New Language (ENL) program at South Buffalo Charter School (SBCS) receives its enrollment by way of a randomized lottery process, which is non-discriminatory in nature and selects students at random that have enrolled for the upcoming school year. There are no special recruitments that take place to enroll students with disabilities or students who are Limited English Proficient at South Buffalo Charter School. More information can be found about these services on our website.

MEDICATION REGULATIONS

Only those medications which are necessary to maintain the student in school and which must be given during the school day will be allowed and administered by a school nurse. NYS Education Law requires the following guidelines for administration of any medication (prescription or nonprescription) during school hours:

1. Written order from a licensed prescriber
2. Written parental permission
3. Orders must be renewed each year or if there is a change in dosage
4. Written order must accompany a discontinuance of medication
5. Parent or guardian must deliver the medication directly to the health office in a properly labeled **original** container. The container must display the following: student name, name/phone number of pharmacy, licensed prescriber's name, date/number of refills, name/dosage of medication, frequency of administration, route of administration, and any other directions.
6. For a student to self-administer inhalers in school, the following must be provided: written permission to self-administer from a licensed prescriber, written parental permission to self-administer, and approval of the school nurse that the student is capable of self-administration.

Any misuse of this privilege will result in removal of the self-administration order.

SAFETY AND SECURITY

EMERGENCY PROCEDURES

SBCS is committed to providing a safe environment for students, staff and visitors. SBCS works closely with state and local safety officials – police, fire, emergency medical services and public health – in order to ensure that our schools are well prepared for an emergency. The school has developed a comprehensive Emergency Response Plan that covers a wide variety of emergencies that serves as a guide to help staff and public safety partners respond swiftly should a crisis occur at SBCS.

FIRE/SHELTER/LOCKDOWN/LOCKOUT DRILLS

Emergency procedures will be reviewed in the first few weeks of school. These may include a fire drill, lockdown, lockout drill or shelter in place drill. Regardless of the type of drill, students must remain quiet and attentive to the teacher in the room. Directions need to be followed quickly and carefully to ensure the safety of all.

SCHOOL VISITATION POLICY

VISITORS/BUILDING SECURITY

SBCS is dedicated to ensuring the safety and well-being of our students. New York State Law requires that all visitors in public schools register upon entry.

Schools are a place of work and learning and, as such, certain limits must be set for visitors. The building principal is responsible for all persons in the building and on the grounds. For these reasons, the following rules apply to visitors to the schools:

1. Anyone who is not a regular staff member or student of the school will be considered a visitor.
2. All entrances to the building will remain locked during the school day. All visitors must use the main entrance and ring the buzzer to potentially gain access to the building. All visitors shall be registered for visitation on said day and will be screened electronically using their driver's license or non-driver identification. No one without proper identification will be allowed in the building at any time.
3. Visitors attending school functions that are open to the public, such as parent-teacher organization meetings or public gatherings, are not required to register.
4. Parents, guardians or any other visitors who wish to visit the school while school is in session are required to arrange such visits in advance with the classroom teacher(s), and obtain explicit permission from the building administrator prior to any visitation.
5. Teachers are expected not to take class time to discuss individual matters with visitors.
6. Any unauthorized person on school property will be reported to the principal. Unauthorized persons will be asked to leave. The police may be called if the situation warrants.
7. All visitors are expected to abide by the rules for public conduct on school property contained in the South Buffalo Charter School Code of Conduct.

CONDUCT

All visitors to the school must conduct themselves so as not to interfere with the daily operation of the school program. Visitors should not interact with the staff during instruction, should not attempt to interact with students during the observation, and should not cause a distraction or disruption to the educational process. If the visit is deemed a distraction by either the teacher or principal, the visitor will be

asked to end the observation. All visitors are expected to abide by the rules for public conduct on school property contained in the South Buffalo Charter School Code of Conduct.

MEETINGS/APPOINTMENTS

Visitors may enter the main office door at 7:30 a.m. daily Monday through Friday during the school year for appointments. Visitors should sign-in with the front office staff and wear a visitor's sticker for the duration of the visit. A staff member will escort the visitor beyond the main office. Conferences will occur only during unstructured time either during a teacher planning period or outside the school day.

Visitors are not permitted to visit sibling's classrooms, schedule impromptu visits to classrooms or to teachers, eating lunch with children, or otherwise spending unstructured time in the school during a typical school day. Parents are encouraged to assist in the school for the betterment of the students, but to make appointments with teachers in advance if they will be working in the classrooms or in the building with students.

OUTSIDE AGENCY OBSERVATION OF CLASSROOM

South Buffalo Charter School does not permit classroom observations by outside agencies without the written consent of parents per FERPA (Family Educational Rights and Privacy Act) forms. The principal or designee will be present for visits by outside agencies. Visits should last no longer than one class period, sixty (60) minutes, and should not occur more often than twice per school year.

VOLUNTEERING IN CLASSROOM, SCHOOL, FIELD TRIPS

Persons wishing to participate in field trips or work with students on activities that require one-on-one or small group involvement must have a State of New York Volunteer Criminal Records Check on file in the office prior to participation. Parents and guardians wishing to participate in field trips or other activities such as parties will not be permitted to bring siblings or other children who are not South Buffalo Charter School students to those activities.

CODE OF CONDUCT

EXPECTATIONS FOR STUDENT BEHAVIOR

Students at the South Buffalo Charter School are expected to respect the rights and property of others, exhibit good character, and engage in behaviors that bring credit to both their school and their community.

SCHOOLWIDE EXPECTATIONS

- I will respect all people, property, and learning areas of my school community.
- I will listen and follow directions from all adults in my school community.
- I will come prepared, ready to learn, and be a positive member of my school community.
- Chromebooks will be brought to school daily.
- Students may be held financially responsible for damage, defacement, loss or theft of school property such as, but not limited to books, music equipment, facilities, sports equipment, classroom equipment, etc. Students will pay to replace the item(s) plus any labor cost incurred. Students with financial obligations to the school will be placed on the ineligible list until the obligation is met.

HALLWAY USE

For any hallway use other than transitions from class to class, all students will be required to use a travel pass. The travel pass enables students to leave the classroom for situations such as bathroom use, nurse visits, and travel to another classroom during instruction, etc.

STUDENT DISCIPLINE INFORMATION

The students of SBCS are expected to follow all school rules and expectations. The disciplinary code outlines student conduct in the major areas of a student's daily life at school. As a guideline, the code may not cover every situation that occurs, every degree of behavior, or every variation in every given disciplinary encounter. Nevertheless, SBCS shall not be precluded from pursuing discipline for instances that are not specifically mentioned within the code; students may still be subject to discipline in these instances in accordance with the principles and objectives set forth in the code. It is specifically noted that any behavior that is illegal that interferes with the learning of others, or that compromises the safety of any member of the school community is considered a violation of the code, whether or not mentioned in the code.

This code shall apply to all school settings and functions during, before and after the normal school day, including classrooms, hallways, lavatories, cafeterias, school buses, and school-sponsored athletic events, field trips and social activities. A copy of this Student Handbook and Student Code of Conduct is available on South Buffalo Charter School website.

Students may be subject to disciplinary action, up to and including suspension from school, when they:

A. ENGAGE IN ANY FORM OF ACADEMIC MISCONDUCT

Examples of academic misconduct include, but are not limited to:

1. Incomplete homework/unprepared for class.
2. Plagiarism.
3. Cheating, including submitting work obtained or copied from another student or obtained from a teacher without permission.
4. Copying, including allowing another student to copy or obtain work.
5. Altering records.
6. Assisting another student in any of the above actions.
7. Use of an electronic device to promote or aid any of the aforementioned forms of academic misconduct.

B. ENGAGE IN CONDUCT THAT IS DISORDERLY/DISRUPTIVE

Examples of disorderly and/or disruptive conduct include, but are not limited to:

1. Running in hallways.
2. Making unreasonable noise.
3. Engaging in any willful act that disrupts the normal operation of the school community.
4. In the halls without a pass.
5. Late to class without a pass.
6. Inappropriate use of technology (i.e. cell phones, smart watches, cameras, computers, laptops, tablets, e-reader, or any devices deemed inappropriate by the administration) and/or the internet to engage in behaviors including, but not limited to, bullying, intimidating, threatening, harassing,

maligning, taking pictures and/or video of another individual without the authorization of that person, and/or defaming others is strictly prohibited. Students are required to adhere to School policy and its accompanying regulation concerning Student Access to networked information and to the current Acceptable Use Policy.

7. Using language or gestures that are profane, lewd, vulgar or abusive.

8. Littering/Property Damage/Vandalism.

9. Gambling.

10. Dress code violation.

11. Throwing food or inappropriate behavior in the cafeteria.

12. Overt display of affection.

13. Trespassing.

14. Pulling a fire alarm, discharging a fire extinguisher, tampering with an AED device or calling 911 without cause.

C. ENGAGE IN CONDUCT THAT IS INSUBORDINATE

Examples of insubordinate conduct include, but are not limited to:

1. Failure to comply with the reasonable directions of teachers, school administrators and other school employees in charge of students, or otherwise demonstrated disrespect.

2. Leaving class or school without permission. A class cut counts as an unexcused absence and credit will not be given for work assigned or collected on the day of the class cut. Students who become ill must be sent home through the nurses office.

3. Skipping an assigned detention, in school suspension or any other disciplinary assignment.

D. ENGAGE IN CONDUCT THAT IS VIOLENT

Examples of violent conduct include, but are not limited to:

1. Aggressive behavior towards school personnel.

2. Aggressive behavior towards another student.

3. Committing or attempting to commit an act of violence, such as play fighting, pushing, shoving, hitting, kicking, punching, throwing items, spitting, biting, or scratching any person who is lawfully on school property.

4. Possessing/display/use of firearms or a weapon. Authorized law enforcement officials are permitted to have a weapon in their possession while on school property or at a school function.

5. Displaying what appears to be a weapon or an instrument of violence.

6. Communication by any means, including oral, written or electronic (such as through the Internet, email or texting) on or off school property, where the content of such communication (a) can reasonably be interpreted as a threat to commit an act of violence; or, (b) results in material or substantial disruption to the educational environment.

7. Intentionally damaging or destroying the personal property of a student, teacher, administrator, other district employee or any person lawfully on school property, including graffiti or arson.

8. Intentionally damaging or destroying school property.

E. ENGAGE IN ANY CONDUCT THAT ENDANGERS THE SAFETY, MORALS, HEALTH OR WELFARE OF OTHERS

Examples of such conduct include, but are not limited to:

1. Engaging in forgery. Forgery is the signing of another person's name with, or without, their knowledge. It is considered forgery even if it is done with the consent of the parent/person in parental relation whose name was forged. No student may at any time write his/her own notes for early dismissals or for absences.

2. Stealing the property of the school district, other students, school personnel, or any other person lawfully on school property or attending a school function. Students are prohibited from taking (including assisting in the taking/theft of), or from being in possession of property that does not belong to them.
3. Defamation, which includes making false or unprivileged statements or representations about an individual or identifiable group of individuals that harm the reputation of the person or the identifiable group by demeaning them.
4. Discriminating or harassing any student that creates a hostile environment by conduct or by verbal threats, intimidation or abuse, of such a severe nature that: (a) has or would have the effect of reasonably and substantially interfering with a student's education performance, opportunities or benefits, or mental, emotional and/or physical well-being; or (b) reasonably causes or would reasonably be expected to cause a student to fear for his or her physical safety.
5. Intimidation, which includes engaging in actions or statements that put an individual in fear of bodily harm.
6. Hazing, which includes any intentional or reckless act on school property or at a school-sponsored activity directed against another for the purpose of initiation, affiliation or membership.
7. Bullying or cyberbullying, which includes violent conduct, harassment and/or intimidation as defined above.
8. Texting, tweeting or posting a message that is offensive, harassing or causes disruption to the learning environment.
9. Selling, using, viewing or possessing obscene material.
10. Using vulgar or abusive language, cursing or swearing.
11. Possessing, distributing, or smoking a cigarette, smokeless cigarette, e-cigarette, vape, cigar, pipe or using chewing or smokeless tobacco on SBCS property, at school sponsored or school related activities, and all athletic contests is prohibited. This may include property adjacent to school buildings. Students are prohibited from possessing, being under the influence of, consuming, using, buying or attempting to buy, selling or attempting to sell, distributing, sharing or exchanging alcoholic beverages, marijuana (in any form), tobacco (of any kind, see above), matches and lighters, and/or other drugs (including the misuse of a prescription or over the counter medication or the consumption of medication or drugs for any purpose other than its intended purpose) on SBCS property, at school-sponsored or school related activities, and athletic contests.
 - A drug may include, but is not limited to:
 - Any drug prohibited by New York State Law
 - Inhalants
 - Look-alike drugs
 - Unprescribed medications
 - Medications prescribed for another individual
 - Drug paraphernalia
 - Over-the-counter medications
12. Gambling – Students observed participating in, or conducting any activity that may be construed as gambling will be disciplined appropriately.
13. Indecent exposure, that is, exposure to sight of the private parts of the body in a lewd or indecent manner.
14. Sexual harassment.
15. Possession of fireworks, incendiary devices, arson.
16. Using a computerized information system to engage in any of the above conduct.

F. MISUSE OF TECHNOLOGY/CHROMEBOOK POLICY

A violation of the School's policy and/or regulations regarding use of computerized information resources ("Acceptable Use Policy") may result in the loss of computer access, disciplinary actions and/or prosecution in accordance with law, regulation and/or the District Code of Conduct.

It has come to the attention of SBCS administration that students are breaking their school provided Chromebooks at an increased rate. Chromebooks are being broken both on purpose, and due to repeated negligence. As a result, students who purposely break their Chromebooks, or continuously break their Chromebooks due to repeated negligence, will have progressive discipline starting with a half day of in-school suspension.

When a student breaks their Chromebook, their teacher will alert the Technology department, along with how it broke. If the device needs to be replaced, families will be notified by the Technology Department, and the student will be given a replacement device. The following actions will take place:

- If a student purposely breaks their Chromebook, they will immediately have a half day in-school suspension as a result of their actions. The student will receive a replacement device (second Chromebook).
- If a student is given a third Chromebook in one school year due to accidental breakage, this is considered negligence. That student will also immediately have a half day of in-school suspension. Families will be required to pay for the repairs.
- If a fourth device is given due to misuse, consequences will be determined by administration. Families will be required to pay for the repairs.
- All students will receive a replacement device as soon as one is available so that they may continue to be academically successful.

G. BUS MISCONDUCT

It is crucial for students to behave appropriately while riding on SBCS buses to ensure their safety and that of other passengers and to avoid distracting the bus driver. Students are required to conduct themselves on the bus in a manner consistent with established standards for classroom behavior. Excessive noise, pushing, shoving, offensive language and fighting will not be tolerated. Bus misconduct may result in the suspension of bus privileges.

DISCIPLINARY ACTIONS

Depending on the nature of the violation, student discipline should be progressive in nature, i.e., a student's first violation may merit a lighter penalty than subsequent violations, or where a specific consequence has been indicated. However, nothing precludes SBCS from pursuing disciplinary actions that do not follow a progressive path when a student's misconduct is particularly egregious, as determined by SBCS school officials.

ALL INFRACTIONS ARE SUBJECT TO REVIEW BY ADMINISTRATION AND RECEIVE CONSEQUENCES ON A CASE BY CASE BASIS.

PENALTIES

Students who are found to have violated the School's Code of Conduct may be subject to the following penalties, either alone or in combination, consistent with the New York State Education Law and the student's right to due process. Range of disciplinary actions includes, but is not limited to:

- Warning
- Conferences (student/parent/counselor/administrator)
- Restorative practices
- Loss of privileges
- Hall restriction
- Removal from classroom
- Lunch detention
- After-school Detention
- Saturday Detention
- In School Suspension
- Suspension from transportation
- Suspension from athletic participation
- Suspension from social or extracurricular activities
- Suspension from School computer resources
- Restitution of the value of stolen or damaged property
- Short Term Out of School Suspension (five days or less)
- Superintendent Hearing
- Long Term Out of School Suspension (more than five days)
- Permanent suspension from school

DISCIPLINE OF STUDENTS WITH DISABILITIES

If the conduct of a student is related to a disability or suspected disability, the student may be referred to the Committee on Special Education and discipline, if warranted, shall be administered consistent with the separate requirements of this code of conduct for disciplining students with a disability. A student identified as having a disability shall not be disciplined for behavior directly caused by his/her disability, without following the procedures mentioned above. This Code of Conduct affords students with disabilities subject to disciplinary action no greater or lesser rights than those expressly afforded by applicable federal and state law and regulations.

REPORTING ILLEGAL SUBSTANCES AND WEAPONS

SBCS has established a strict rule forbidding students and all members of our community from either possessing/using alcohol/ECIGS/weapons/drugs/tobacco/paraphernalia on campus or coming onto campus at any time with such substances or under the influence of such substances. These items are prohibited at SBCS.

Any student or staff member observing a student possessing a weapon, alcohol or other illegal substance on school property or at a school function, shall report this information immediately to the building principal and/or designee. Any weapons, alcohol or illegal substances found shall be confiscated immediately, followed by notification of the parent of the student involved and the appropriate disciplinary action taken, up to and including permanent suspension and referral for prosecution.

When a student violates the Code of Conduct and such misconduct is also a crime as defined by the New York State Penal Law, SBCS Administration shall notify the appropriate law enforcement agency.

SEARCH AND SEIZURE POLICY/QUESTIONING OF STUDENTS

It is a primary goal and objective at SBCS to provide and maintain order, safety, and security to students, visitors, and school personnel. To achieve this kind of environment, any school official authorized to impose a disciplinary penalty on a student may question a student about an alleged violation of law, school rules, or the School Code of Conduct. Students are not entitled to any sort of "Miranda" - type warning before being questioned by school officials, nor are school officials required to contact a student's parent before questioning the student. However, school officials will tell all students why they are being questioned.

In addition, the Board authorizes the building administration, the school nurse and District security officials to conduct searches of students and their belongings if the authorized school official has reasonable suspicion to believe that the search will result in evidence that the student violated the law or the SBCS Code of Conduct. Therefore, the following actions may be taken:

- Perform unannounced searches and potential seizure of all substances or materials prohibited by school policies or state / federal law.
- Seizure of any item identified to be illegal, disruptive or inappropriate to the school environment.
- Storage and / or return of these items will be at the discretion of the school administration and may be subject to legal impoundment.
- Perform searches of students to determine whether they pose a danger to themselves and others.
- Searching a student's pockets, purse, backpack, gym bag or other personal property.
- Perform general inspections of hook space/locker space at any time without notice, without students' consent, and without a search warrant.

Student lockers/hook space is the property of SBCS and is subject to search at the discretion of school administration; students have no reasonable expectation of privacy with respect to school property.

Search and seizure policies also apply to school sponsored events on or off campus.

"If police are involved in the questioning of students on school premises, whether or not at the request of school authorities, it will be in accordance with applicable law and due process rights afforded students. Generally, police authorities may only interview students on school premises without the permission of the parent/guardian in situations where a warrant has been issued for the student's arrest (or removal). Police authorities may also question students for general investigations or general questions regarding crimes committed on school property. In all other situations, unless an immediate health or safety risk exists, if the police wish to speak to a student without a warrant, they should take the matter up directly with the student's parent/guardian. Whenever police wish to question a student on school premises, administration will attempt to notify the student's parent/guardian. If possible, questioning of a student by police should take place in private in the presence of the Head of Schools or his/her designee."

RESTORATIVE PRACTICES

Student supports and interventions may be used in lieu of or in tandem with disciplinary responses. These may include:

- Collaborative problem solving
- School based community service (with parental consent)
- Conflict resolution
- Check in/Check out program
- Development of individual behavior contract
- Recommendation for Functional Behavior Assessment (FBA)/Behavioral Intervention Plan (BIP)

- Guidance Counselor or Social Worker conference
- Intervention by counseling staff
- Parent outreach or conference
- Referral to the BEST (Behavior/Emotional Support Team)
- Referral to community-based organization
- Restorative practices
- Social emotional learning

LUNCH DETENTION, AFTER SCHOOL DETENTION, SATURDAY DETENTION

Teachers can assign 'Teacher Detention'. It is the teacher's responsibility to communicate all teacher detentions. Students must report to the teacher's detention on time and with appropriate work.

Lunch detention is assigned by building administration. It is held in the ISS room during a student's lunch period. Students are to report at the beginning of their lunch period. They receive the lunch of the day while in lunch detention. This is a silent lunch, and they must bring work or a book to read. Failure to comply will result in further consequences.

After School Detention is assigned by the building administration. It is held in the ISS room from 3:45-4:45. Students will take the late bus home. Students that are attending after school detention must meet school dress code attire. Positive behaviors are expected. Detention is used as a consequence and is considered an extension to the school day. Students in detention will be given relevant assignments that must be completed to earn their way off the detention list. The detention is to be served on the assigned date. If a student does not serve the detention, additional disciplinary measures may be imposed.

Saturday detentions are assigned by administration and run from 8:30am to 11:30am. Parental support in having a student serve an assigned detention is expected at SBCS.

Phone calls to the parent will occur as each detention is assigned explaining reason/s for the issuance of any detention.

IN-SCHOOL SUSPENSION

Students who commit repeated offenses or an offense of a more severe nature may receive an in-school suspension. Upon receiving in-school suspension, a phone call will be placed to the parent/guardian and a letter will be sent home. The student will sit silently at a desk in ISS room and is expected to do schoolwork for the duration of their stay. Students serving an in-school suspension will receive a morning and afternoon bathroom break, but will not leave the room for classes, lunch, or specials. Students who have earned their way into the ISS room are expected to earn their way out of the room as well. This is accomplished by altering a behavior, making a situation right, or both. *½ day = 4 hours and full day = 7 hours.

OUT OF SCHOOL SUSPENSION

Students flagged for repeated offenses, or an offense of a severe nature may receive an out of school suspension. Some infractions considered severe are, but are not limited to, situations involving the following: sexual harassment, drugs, weapons, and violent behavior.

During periods of suspension, your child may not attend any academic or extracurricular activities such as dances, sports, club meetings, etc. In addition, during periods of suspension, parents/guardians have the

right to request alternative instruction and an informal conference with the school principal. This instruction will take place as mandated by New York State law. If a student chooses not to attend alternate instruction, parents must pick up all assignments. While assigned out of school suspension, all schoolwork must be completed and handed in when the student returns. All students returning from suspension must be returned to school by a parent/guardian and a meeting must be held with the administration. This meeting can happen upon return or via phone call prior to return.

LONG TERM OUT OF SCHOOL SUSPENSION/PERMANENT SUSPENSION

With consideration of the student's rights to due process, including parental notification and right to a fair hearing, administrative staff is authorized to impose penalties up to and including long term out of school suspension and expulsion. During periods of suspension, your child may not attend any academic or extracurricular activities such as dances, sports, club meetings, etc. During periods of long-term suspension, alternative instruction is requested through the home district.

As stated in Section 3214 of NYSED regulations, all students facing suspension in excess of five school days are entitled to written parental notice, phone call home, if possible, informal conference upon request, section 3214 hearing notice provided to parent, a Disciplinary hearing with a hearing officer, and a notice of hearing results to parent.

APPEAL PROCESS

After the conference, the school shall promptly advise the parent(s) or person in parental relation in writing of the hearing officer's decision. The hearing officer shall advise the parent(s) or person in parental relation that if they are not satisfied with the decision and wish to pursue the matter, they can file a written appeal to the SBCS Superintendent within ten (10) days of the date from which they receive the hearing findings of fact and recommendation. Final decisions of the SBCS Superintendent maybe appealed to the Board of Trustees within thirty days (30) of receipt of the letter containing the original hearing findings of fact and recommendation.

SUSPENSION FROM TRANSPORTATION

If a student does not conduct himself/herself properly on a bus, the bus driver is expected to bring such misconduct to the building administration's attention. Students who become a serious disciplinary problem may have their riding privileges suspended by the building administration. In such cases, the student's parent will become responsible for seeing that his/her child gets to and from school safely. Should the suspension from transportation amount to a suspension from attendance, SBCS will make appropriate arrangements to provide for the student's education. A student subjected to a suspension from transportation is not entitled to a full hearing pursuant to Education Law 3214. However, the student and student's parent will be provided with a reasonable opportunity for an informal conference with the building administration to discuss the conduct and the penalty involved.

ALTERNATIVE INSTRUCTION

When a student of any age is removed from class by a teacher or student of compulsory age is suspended from school pursuant to Education Law # 3214, the district will take immediate steps to provide alternative means of instruction for the student.

PUBLIC CONDUCT ON SCHOOL PROPERTY

South Buffalo Charter School is committed to providing an orderly, respectful environment that is conducive to learning. To create and maintain this kind of environment, it is necessary to regulate public conduct on school property and at school functions. For the purposes of this section of the South Buffalo Charter School Code of Conduct, public shall mean all persons when on school property or attending a school function, including students, teachers, district personnel, and visitors. The purpose of this South Buffalo Charter School Code of Conduct is to maintain public order and prevent abuse of the rights of others. All persons on school property or attending a school function shall conduct themselves in a respectful and orderly manner. In addition, all persons are expected to be properly attired for the purpose they are on school property.

PROHIBITED CONDUCT

No person shall:

1. Physically injure and or physically threaten any person.
2. Using language or gestures that are profane, lewd, vulgar, abusive or threatening.
3. Intentionally damage or destroy district property or the personal property of a district employee or any person lawfully on school property, including graffiti or arson.
4. Disrupt the orderly conduct of classes, school programs or other school activities.
5. Distribute or wear materials on school grounds or at school function that are obscene, advocate illegal action, appear libelous, obstruct the rights of others, or are disruptive to the school program.
6. Intimidate, harass or discriminate against any person on the basis of race, color, creed, national origin, religion, age, gender, gender identity, sexual orientation or disability.
7. Enter any portion of the school premises without authorization or remain in any building or facility after it is normally closed.
8. Obstruct the free movement of any person in any place to which this code applies.
9. Violate the traffic laws, parking regulations or other restrictions on vehicles.
10. Possess, consume, sell, distribute or exchange alcoholic beverages or marijuana, marijuana products, controlled substances, or be under the influence of aforementioned on school property or at a school function.
11. Possess or use weapons in or on school property or at a school function, except in the case of law enforcement officers or except as specifically authorized by the school district.
12. Loiter on or about school property.
13. Refuse to comply with any reasonable order of identifiable school district officials performing their duties.
14. Willfully incite others to commit any of the acts prohibited by the code.
15. Attempt to intentionally disrupt, crash, vandalize, transmit, and/or receive data or access without authority, network, phone systems, and related services and data.
16. Violate any federal or state statute, local ordinance or board policy while on school property or while at a school function.
17. Visitors participating in any other action not listed above that is prohibited by the code of conduct and creates a disturbance to an orderly school environment.

PENALTIES

Persons who violate this South Buffalo Charter School Code of Conduct shall be subject to the following penalties:

1. Visitors. Their authorization, if any, to remain on school grounds or at the function shall be withdrawn and they shall be directed to leave the premises. If they refuse to leave, they shall be subject to ejection. Additionally, visitors may be precluded from being on school premises for engaging in prohibited conduct. The length of a suspension shall be determined by the severity of the misconduct and the violator shall receive written notice of the determination.
2. Students. They shall be subject to disciplinary action as the facts may warrant, in accordance with the due process requirements.
3. Tenured faculty members. They shall be subject to disciplinary action as the facts may warrant in accordance with Education Law 3020-a or any other legal rights they may have. Staff members in the classified service of the civil service entitled to the protection of Civil Service Law 75. They shall be subject to immediate ejection and to disciplinary action as the facts may warrant in accordance with Civil Law 75 or any other legal rights that they may have.
4. Staff members other than those described in subdivisions #3 and #4. They shall be subject to a warning, reprimand, suspension or dismissal as the facts may warrant in accordance with any legal rights they may have.

ENFORCEMENT

The building principal/designee shall be responsible for enforcing the conduct by this South Buffalo Charter School Code of Conduct. When the building principal/designee sees an individual engaged in prohibited conduct, which in his or her judgement does not pose any immediate threat of injury to persons or property, the principal shall tell the individual that the conduct is prohibited and attempt to persuade the individual to stop. The principal shall also warn the individual of the consequences for failing to stop. If the person refuses to stop engaging in the prohibited conduct, or if the person's conduct poses an immediate threat of injury to persons or property, the principal shall have the individual removed immediately from school property or the school function. If necessary, local law enforcement authorities will be contacted to assist in removing the person. The district shall initiate disciplinary action against any student or staff member, as appropriate, with the "Penalties" section above. In addition, the district reserves the right to pursue a civil or criminal legal action against any person violating the code.

GOOGLE APPS FOR EDUCATION/CHROMEBOOK ACCEPTABLE USE AGREEMENT

South Buffalo Charter will provide students with Google Apps for Education accounts in grades K-8 as part of our 1-to-1 Chromebook Initiative. Google Apps for Education includes free, web-based instructional and collaborative tools. This service is available through an agreement between Google and South Buffalo Charter School. For more information regarding the classroom benefits of Google Apps for Education, please visit: <https://edu.google.com>

Google Apps for Education is intended for educational use only. Your student's teachers will be using Google Apps like Docs, Sheets, Slides and Forms for lessons, assignments, and instruction inside the

classroom. Email features will be restricted for students in grades K-5, which means that students will not be able to send or receive emails using this system. Students in grades 6-8 have access to email but collaboration and communication will be restricted to accounts within the SBCS domain.

Google Apps for Education is also available at home, the library, or anywhere with Internet access. School staff will monitor student use of Google Apps when students are at school. Parents/guardians are responsible for monitoring their child's use of Google Apps when accessing programs from home. Students are responsible for their own behavior at all times.

STUDENT SAFETY AND CONTENT FILTERING

South Buffalo Charter School will use the GoGuardian software to manage, filter, and monitor student Google accounts and Chromebooks. This service allows the school to filter content anywhere and anytime on any network. No existing system can provide perfect filtering, but it can be highly effective when coupled with classroom/parent oversight. For more information please visit:

<https://www.goguardian.com>

RULES FOR USING GOOGLE APPS FOR EDUCATION

ACCEPTABLE USE (PRIVACY AND SAFETY)

South Buffalo Charter School provides Chromebooks with Internet access for all students attending the school. Students are provided a login name and password at the start of each academic year. They are expected to abide by all the rules and regulations regarding technology use. Students who break the rules and regulations will be subject to disciplinary action and consequences that may result in loss of all privileges and technology resources, suspension from school, and where appropriate law enforcement authorities may be contacted. All students must understand that the following are not permitted on school technology resources:

- Sending, receiving, or displaying offensive messages, pictures or other inappropriate or offensive language.
- Cyberbullying/harassing students, staff, or the public through email, social media (Facebook, Twitter etc.), blogs, video, pictures, instant messages, or other forms of communication.
- Accessing, viewing, and/or changing the account contents of another student.
- Using another student's password and/or login account.
- Downloading and/or installing software applications or plug-ins.
- Employing the network for commercial purposes.
- Violating copyright laws.
- Damaging and/or misusing technology resources and property belonging to South Buffalo Charter School.

Google Apps for Education is for educational use. Student use is subject to the restrictions below and additional school rules and policies that may apply.

PRIVACY

School staff, administrators, and parents all have access to student accounts for monitoring purposes. Students have no expectation of privacy on the Google Apps system.

NO PERSONAL USE

Students may use Google Apps tools for educational projects but may not use them for:

- Unlawful activities

- Commercial purposes (running a business or trying to make money)
- Personal financial gain (running a website to sell things)
- Inappropriate sexual or other offensive content
- Threatening another person, harassment, or bullying
- Actions which are a violation of DASA
- Misrepresentation of South Buffalo Charter School, staff, or students. Google Apps, sites, email, and groups are not public forums. They are extensions of classroom spaces where student free speech rights may be limited.

SAFETY

- Students are not allowed to post personal contact information about themselves or other people. This includes last names, addresses and phone numbers. Students should **never** meet personally with someone whom they have met online without their parent's approval and participation.
- Students will tell their teacher or other school employees about any message they receive that is inappropriate or makes them feel uncomfortable.
- Students are responsible for the use of their individual accounts and should take all reasonable precautions to prevent others from being able to use their account. **Under no conditions should a student provide his or her password to another person.**

ACCESS RESTRICTION - DUE PROCESS

Access to Google Apps for Education is considered a privilege afforded at the discretion of South Buffalo Charter School. The school maintains the right to immediately withdraw the access and use of Apps when there is reason to believe that violations of law or school policies have occurred. In such cases, the alleged violation will be referred to the principal or principal's designee for further investigation and account restoration, suspension, or termination. As a party of the Agreement with Google, the school also reserves the right to immediately suspend any user account suspected of inappropriate use. Pending review, a user account may be terminated as part of such action. In addition, further consequences may be applied as per the student code of conduct.

DIGITAL CITIZENSHIP

- **Treat others well.** It hurts to get a mean message just like it hurts when someone is mean in the school hallway. Communicate responsibly and kindly with others. Always think before you post or share.
- **Respect the rights of copyright owners.** Copyright infringement occurs when an individual reproduces a protected work without permission. If a work contains language that specifies acceptable use of that work, then the user should follow the expressed requirements. Give proper credit when using another person's work.
- **Students have the First Amendment right to free speech.** Your rights can be limited in school. If you post something via email or on a school system that disturbs the learning environment, your right to free speech may be limited. A school or school district has the right to limit student speech that disturbs the learning process.
- **Cyber Ethics and Cyber Safety Information.** South Buffalo Charter School incorporates information found in the Common Sense Education cyber-ethics and cyber-safety K-12 curriculum. Parents are strongly encouraged to review this highly informative website for additional information.

LAWS AND POLICIES THAT ASSIST IN PROTECTING OUR STUDENTS ONLINE

CHILD INTERNET PROTECTION ACT (CIPA)

The school is required by CIPA to have technology measures and policies in place that protect students from harmful materials including those that are obscene and pornographic.

--CIPA - <https://www.fcc.gov/consumers/guides/childrens-internet-protection-act>

CHILDREN'S ONLINE PRIVACY PROTECTION ACT (COPPA)

COPPA applies to commercial companies and limits their ability to collect personal information from children under 13. By default, Google advertising is turned off for Apps for Education users. No personal student information is collected for commercial purposes. This permission form allows the school to act as an agent for parents in the collection of information within the school context. The school's use of student information is solely for educational purposes.

--COPPA - <https://www.ftc.gov>

DIGNITY FOR ALL STUDENTS ACT (DASA)

New York State's Dignity for All Students Act (The Dignity Act) seeks to provide the State's public elementary and secondary school students with a safe and supportive environment free from discrimination, intimidation, taunting, harassment, and bullying on school property, a school bus and/or at a school function. The Dignity Act also amended Section 801-a of New York State Education Law regarding instruction in civility, citizenship, and character education by expanding the concepts of tolerance, respect for others and dignity to include: an awareness and sensitivity in the relations of people, including but not limited to, different races, weights, national origins, ethnic groups, religions, religious practices, mental or physical abilities, sexual orientations, gender identity, and sexes. The Dignity Act further amended Section 2801 of the Education Law by requiring Boards of Education to include language addressing The Dignity Act in their codes of conduct.

--DASA - <https://www.p12.nysed.gov/dignityact/>

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

FERPA protects the privacy of student education records and gives parents the right to review student records. Under FERPA, schools may disclose directory information (name, phone, address, grade level, etc...) but parents may request that the school not disclose this information. The school will not publish confidential academic records (grades, student ID #, etc...) for public viewing on the Internet. The school may publish student work and photos for public viewing but will not publish student last names or other personally identifiable information. Parents may request that photos, names, and general directory information about their children not be published. Parents have the right at any time to investigate the contents of their child's email and Apps for Education files.

--FERPA - <https://www2.ed.gov/policy/gen/guid/fpco/ferpa/index.html>

ELECTRONIC SIGNATURE DIRECTIONS

Students receive a copy of the Parent/Student Handbook on the first day of school. The Handbook is also available in electronic format on the South Buffalo Charter School webpage.

It is the expectation that all students and parents read the SBCS Parent Student Handbook and sign off electronically by September 15, 2023.

By completing this form, you are signing electronically and acknowledging that you have read and understand the SBCS Parent/Student Handbook, including the Code of Conduct and Google User Agreement. Please complete this electronic signature for each student in your household that attends South Buffalo Charter School.

Students will not be allowed to participate in extra-curricular activities, school wide events, or field trips until the SBCS Parent/Student Handbook has been electronically signed.

Please click the link below or use the QR code below to access the form to electronically sign:

Link: [https://docs.google.com/forms/d/e/1FAIpQLSdffJX7KeFQMz9tTU5PBFPaJ4bcX-5W7OJAZPAtEaOf03Edrw/viewform?usp=sf link](https://docs.google.com/forms/d/e/1FAIpQLSdffJX7KeFQMz9tTU5PBFPaJ4bcX-5W7OJAZPAtEaOf03Edrw/viewform?usp=sf_link)

QR code:

