



2024-2025 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
Matthew Szalkowski – Treasurer
Carine Merritt, Jen Mack, Jim Weimer

STAFF DIRECTORY

TITLE	NAME
Superintendent	David Ehrle
Associate Superintendent of Curriculum, Instruction and Assessment	Gina Dudkowski
Principal	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	Thomas Kramer
Behavior Support Specialist	Alexandra Celeste
Director of IT	Scott Paterek
Chief Information Officer	Andrew Huff
Office Manager	Nicole Krysztofowicz
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 20% of the overall course average.

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 stationery, 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. 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. 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 heeies 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
- Attending the Mount Mercy/Timon Leadership program
- High school admission process

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.
- 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.
- 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:
Monday-Friday, 10-6
Saturday, 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). Shorts must be no shorter than 4 inches above the knee.
- 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). Shorts must be no shorter than 4 inches above the knee.
- Khaki or blue skort or jumper.
- Skirt, dress or shorts must be no shorter than 4 inches above the knee.
- 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
- Bike shorts
- Drawstring waists
- Embroidery and/or jewels

GENERAL INFORMATION:

- Sweatpants and gym shorts are **not** allowed.
- Make-up: light natural coloring **only**. No facial stickers.

- **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.
- Sunglasses are not permitted inside.
- 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 loose fitting and 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. 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.

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

- | | |
|---|---|
| • ripped jeans, low rise jeans (no exposed skin) | • sandals, slides, slippers, flip flops, crocs, Uggs |
| • tank tops | • hats |
| • revealing tops (no exposed skin) | • pajama bottoms |
| • any clothing with inappropriate messages | • Skirt, dress or shorts must be no shorter than 4 inches above the knee. |
| • leggings/bike shorts must be worn with a loose fitting, finger length top | |

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.

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 spectators 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 received consequences during the school day will be considered ineligible until they are cleared to participate by the administration.

When a student has received a visit to the PSR (Problem Solving 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 an 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.

Carbonated beverages (pop, soda, energy drinks, etc.) are not permitted at SBCS. Beverages consumed in school cannot be shared.

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 with their personal electronic device on their person, 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 – SBCS STUDENT RIGHTS AND RESPONSIBILITIES

A comprehensive Parent/Student handbook and Code of Conduct document is on file in the Mian Office and also available on our District website.

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.

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.

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

- Arrive to school out of uniform
- Are involved in any form of academic misconduct
- Engage in behaviors that are disorderly, disruptive, insubordinate or violent
- Take part in behavior that could harm others
- Misuse or damage school provided technology
- Participate in behavior that is unsafe on the bus

DISCIPLINARY ACTIONS

As part of their education, students need to learn to be responsible. This includes being accountable for their behavior. Penalties can include, but are 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
- Problem Solving Room
- Suspension from transportation
- Suspension from athletic participation, 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

RESTORATIVE PRACTICES

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

- Restorative practices
- Social emotional learning
- Problem Solving Room
- 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

PUBLIC CONDUCT ON SCHOOL PROPERTY

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.

GOOGLE APPS FOR EDUCATION/CHROMEBOOK ACCEPTABLE USE AGREEMENT

A comprehensive Acceptable Use Policy can be found on the district's website. The SBCS Acceptable Use Policy and Regulations will be disseminated to parents and students in order to provide notice of the school's requirements, expectations, and students' obligations.

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.

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 13, 2024.

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/1FAIpQLSeoYphKIMU-krSQPtqk4M4gaZV2L3ZasuHEuKRTFtRnNVF_eg/viewform?usp=sf_link

QR code:

