



Buffalo Seminary Student-Parent Handbook  
2020 - 2021

## COVID-19 ADDENDUM

**August 25, 2020**

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# Table of Contents

<b>RESPECT FOR THE COMMUNITY</b>	
<b>EXPECTATIONS &amp; RULES</b>	<b>2</b>
<b>Expectations During the Covid-19 Pandemic</b>	<b>2</b>
<b>Academic &amp; Social Honor Code</b>	<b>3</b>
<b>Disciplinary Procedures</b>	<b>4</b>
<b>DAILY LIFE at SEM</b>	<b>5</b>
<b>Schedule</b>	<b>5</b>
<b>Attendance Policy</b>	<b>6</b>
<b>2020-21 DRESS CODE</b>	<b>8</b>
<b>REMOTE LEARNING COMMUNITY STANDARDS</b>	<b>8</b>
<b>Family-School Partnership</b>	<b>10</b>

## **RESPECT FOR THE COMMUNITY EXPECTATIONS & RULES**

Respect and honesty are eternal cornerstones of the Buffalo Seminary community. Everyone bears responsibility for their own department and for the appearance of the school.

Our conversations at school should be carried on in a tone and manner respectful of classes in session, office and staff areas, assemblies, and meetings of any kind.

Students are responsible for their own possessions and are discouraged from bringing valuables or large sums of money to school. The study hall will now be used as classroom space and should be free of personal belongings.

During school hours, the use of cell phones is prohibited, and if used will be confiscated and brought to the main office. Cell phones may only be used during lunchtime. Cell phones should be kept in students' backpacks or left at home.

Gum chewing is prohibited anywhere on school property.

By state law, the SEM buildings and campus constitute a smoke-free environment.

### **Expectations During the Covid-19 Pandemic**

All members of the community:

- Will wear a cloth mask at all times, except while eating, on campus (individual mask breaks will be permitted)
- Will maintain physical distance of 6 feet on campus. Will submit the daily health screening before entering the building
- Will know and follow all CDC and ECDOH guidelines and recommendations on and off campus
- Will report any travel to restricted areas and quarantine as required by NYS
- Will stay home and isolate as directed by CDC or ECDOH if you have been exposed to Covid 19
- Will practice safe hygiene including washing hands frequently, using hand sanitizer, covering your cough, and not borrowing or touching the personal property of others

## Academic & Social Honor Code

The Academic & Social Honor Code is an integral part of life at Buffalo Seminary and provides guidelines for both academic and social behavior.

Academic Honor requires respecting the intellectual and artistic property of others. The Honor Pledge should be written and signed by students on all class tests, papers, examinations, and other work which a faculty member designates as an honor assignment. The Honor Pledge states, "I pledge on my honor that I have neither given nor received unauthorized assistance."

Violations of Academic Honor include but are not limited to:

- Giving or receiving information in advance of a test when individuals or class sections have taken the test earlier
- Giving or receiving any aid during a test, including cell phone use
- Giving or receiving notes, textbooks, or other sources during a test unless authorized by the instructor
- Representing another's work or ideas as one's own. Plagiarism is an especially serious offense. Cut and paste from websites is not acceptable (even when cited). Copying text, even with rearranging works, or failing to cite sources is plagiarism
- Permitting another student to copy work
- Removing any materials from the library, the computer lab, studios, or classrooms without properly signing them out or obtaining permission for their use

Social Honor means treating ourselves and the other members of our community with respect, communicating honestly with one another, valuing our differences, and representing our school in a positive way.

Violations of Social Honor include but are not limited to:

- Abusing, harassing, deliberately intimidating, or physically harming another person
- Displaying any form of racial, cultural, sexual, or religious prejudice
- Lying, cheating, stealing, vandalizing, and other lapses in social integrity
- Possessing, using, or selling alcohol or illegal drugs on campus or during any school sponsored event, including being present at school or school activities while under the influence of alcohol or illegal drugs
- Smoking on school property or at any school event
- Being absent or leaving school without appropriate permission
- Taking any action that may be judged prejudicial to the school, whether at school or elsewhere, or bringing discredit or embarrassment to the school through inappropriate public behavior.
- **Taking any actions, whether at school or elsewhere, that jeopardize the health and wellness of the SEM community. It is a commitment of all to understand and follow the current CDC and Erie County health requirements throughout the year.**

## Disciplinary Procedures

A student will be assigned to an after school proctored time when she has either:

- accumulated four pink slips
- received one red slip

A student placed in after school proctored will report to the study hall at 3:30 PM. After school proctored time is one hour long and will be supervised by a SEM staff member. It may or may not consist of school work. After school proctored will take place on specific days of the week, and the student will serve two consecutive days of detention for each infraction. If the student participates on an athletic team, she must notify her coach of her absence that day.

If the student continues to accumulate pink or red slips, parents will be contacted by the Dean of Students, and a hearing before the Community Honor Board may be scheduled. Repeated infractions of school rules are considered a violation of the Academic & Social Honor Code.

### Community Honor Board

The Community Honor Board reviews most academic and social honor offenses and makes a recommendation to the Head of School. The committee comprises the vice president of School Government and four class vice presidents from the current and previous years, one residential prefect, and three faculty members.

A student who violates our Academic & Social Honor Code or major school rules will be reported to the Dean of Students and for referral to the Community Honor Board. Any student who is asked to appear before the committee is required to attend the meeting.

### Disciplinary Actions

In resolving discipline matters, each case is considered in relation to its own unique circumstances. Serious or repeated violations of the Academic & Social Honor Code may result in suspension, probation, or expulsion. The following disciplinary actions may be taken in resolving cases:

- Probation: Any student placed on disciplinary probation should understand that further misconduct during that period will place the student's continued enrollment at Buffalo Seminary in jeopardy.
- Suspension: Suspension may either be short or long term, and in or out of school, depending upon the case. Under suspension, a student may not attend classes or participate in any school related extracurricular activity. She may keep up with

regular daily work and assignments and is responsible for all missed work while on suspension.

- **Expulsion:** Expulsion is invoked when a student’s attitude and behavior are such that the school has determined that she cannot continue as a member of the Buffalo Seminary community.

## DAILY LIFE at SEM

The school building is open and supervised from 7:30 AM until 6 PM. Students may remain in the building after 3:30 p.m. but must sign in at the front office. Between the hours of 3:30 PM and 6 PM, students may be in the study hall or under the direct supervision of a coach or faculty member. Students must leave the building at 6 PM for daily cleaning and disinfecting; arrangements should be made for them to be picked up after that time.

The school day begins at 7:55 AM with attendance taken at each of the four entrances of school. Once students enter the building, they will go immediately to their homeroom classroom. If they have a free period, they will be assigned a designated classroom. Morning Meeting begins promptly at 8:00AM, with classes to follow at 8:15 AM. Lunch is from 11:45 AM-12:25 PM and students will have designated places to eat, depending on the day. While the weather is nice, we encourage students to eat outside with their friends. The end of the school day will conclude at 3:30 PM.

## Schedule

<b>MONDAY, TUESDAY, THURSDAY AND FRIDAY</b>
<b>8 AM - Morning Meeting</b>
<b>8:15-9 AM - Period 1</b>
<b>9-9:25 AM - Flex 1</b>
<b>9:25-10:10 AM - Period 2</b>
<b>10:10-10:35 AM - Flex 2</b>
<b>10:35-11:20 AM - Period 3</b>
<b>11:20-11:45 AM - Flex 3</b>
<b>11:45 AM-12:25 PM - LUNCH</b>
<b>12:25-12:50 PM - Flex 4</b>

12:50-1:35 PM - Period 4
1:35-2:20 PM - Period 5
2:20-2:45 PM - Flex 5
2:45 3:30 PM - Period 6
<b>WEDNESDAY</b>
8 AM - Morning Meeting
8:15-9 AM - Period 1
9:05-9:50 AM - Period 2
9:50-10:10 - Flex
10:10-10:55 AM - Period 3
11:00-11:45 AM - Period 4
11:45 AM-12:25 PM - LUNCH
12:25-3:30 PM - Community Time

## **Attendance Policy**

It is the expectation of the school that a student attends all of her classes when school is in session. Parents are expected to call the school office by 8 AM if the student will be absent for any reason. Parents should make every attempt to schedule appointments and family activities when school is not in session.

Absence: Because classes at Buffalo Seminary move quickly and much of the learning takes place in the classroom, it is difficult for a student to do well if she is absent. Any student who misses the same class 6 times or more in a trimester (whether excused or unexcused), will be contacted by the Dean of Students and her parents will be notified. Excessive absences from a class may affect a student's overall grade in the course.

Grades and academic credit are at risk for any students who have accumulated more than 18 absences from a full-year course (including college visits) or 6 from a trimester course. It is important that students are in school and attend classes every day.

**Absences Requiring Advance Notice:** When a student needs to be absent for all or part of a day, a parent should send a written note to the front office.

For all prearranged absences, a student must have any teacher whose classes she will miss sign an absence form appended to her note and return it to the front office prior to leaving school. Students who are absent are responsible for any missed work and assignments.

A student with permission to leave must sign out at the school office when she leaves. On return, she must sign back in and proceed immediately to her next commitment.

### **Tardiness**

Students are expected to be on time for all school commitments. If a student arrives late, after 7:55 AM, she must sign in at the front office before going to class; four tardy slips will result in after school proctored time for the student.

## 2020-21 DRESS CODE

Buffalo Seminary does not require a uniform. The SEM dress code exists to allow students freedom to express their individual style while also acknowledging SEM as an academic institution.

This year students are encouraged to wear clothing that allows for easy mobility. If the weather permits, we will go outside for classes, physical instruction, and lunch. Locker and dressing rooms will not be used due to COVID 19 regulations. We are allowing students to wear athletic shorts and sneakers so they can move easily throughout the entire school day.

It is the responsibility of each student and her guardian(s) to check her attire before leaving for school. As a community, we strive to dress in a manner that supports a positive learning environment for all. Student attire will be checked each morning by their homeroom teacher.

### Dress Code Quick Reference Chart:

<b>Not Permitted</b>
<ul style="list-style-type: none"> <li>● Clothing or masks that advocate for a specific political position, reference illegal drugs, alcohol, or violence, or contain obscenity or hate speech</li> <li>● Soiled, ripped, or torn clothing</li> <li>● Tops with words, graphics, images, or logos, on front or back, <b>except SEM gear</b></li> <li>● Visible undergarments, except for straps</li> <li>● Strapless tops and dresses without a sweater or cardigan</li> <li>● Tops that reveal a student’s midriff</li> <li>● Dresses/skirts/shorts less than fingertip length</li> <li>● Sweatpants and track pants</li> <li>● Leggings that are see-through or have words or logos on them.             <ul style="list-style-type: none"> <li>● Leggings must be heavyweight and worn with a top that is at least thigh length, including SEM gear</li> </ul> </li> <li>● Blue denim jeans</li> <li>● Blankets or Pajamas</li> <li>● Hats, beanies, caps, hoods (except with special medical or religious accommodation)</li> <li>● Facial jewelry other than earrings and a single nose piercing</li> <li>● Flip-flops, slippers, pool deck/shower shoes</li> </ul>
<b>Permitted Only on Fridays and as Announced</b>
<ul style="list-style-type: none"> <li>● Blue denim jeans (free of rips and tears)</li> <li>● Hats, caps, or beanies</li> </ul>

## REMOTE LEARNING COMMUNITY STANDARDS

It is important to establish guidelines for all users to ensure that we create and maintain a safe learning environment for all. Your teachers will guide you through distance learning norms. Whenever you have questions or concerns about distance learning community standards please do not hesitate to contact Ms. Cunningham or Mrs. Stothart.

### **Location**

As much as possible, students should be in a shared area of the home to participate in distance learning classes. If possible, we encourage students to be at a desk or table when “in class” or participating in a video conference. Students who lie down during class instruction will be asked to sit up by their teacher.

### **Dress Code**

The altered dress code for learning during Covid-19 it addresses masks and new expectations. Everyone participating in school whether at home or on campus should be attired for a “dress down day” at SEM. Your attire can be casual but it should also pass the “*Would it be worn in public?*” test.

### **Communication**

All communication will be through our *MySEM* portal and the school email accounts. For students who do not have access to their school Gmail while traveling or at home, please contact Ms. Stothart. She will share your functioning email address with faculty and will help to make sure your learning needs are met.

Students, do not share your mobile numbers with your teachers. Do not ask teachers to join any personal WhatsApp groups or any social media platforms to communicate with them. Faculty and staff will not reply to students via an ‘unofficial’ platform.

Faculty will not invite or accept any current students or their immediate family members into their social media.

### **One-on-one video tutoring and conferences**

All video tutoring will be done in groups unless absolutely necessary and all meetings are recorded.

### **Virtual Backgrounds**

We will provide virtual backgrounds for students who can not be in a dedicated space while learning from home. All students will be asked to have their cameras on and be visible while attending class.

## Family-School Partnership

Families and SEM have always formed a partnership in the educational experience we provide girls. Now, more than ever, we all must strengthen that partnership to ensure the privilege of students being taught on campus and in person. We all must make sacrifices and adjustments to protect the health and safety of our community at school and at home. We will observe all necessary precautions including, but not limited to wearing a mask all day and keeping a 6-foot distance. We are all responsible for checking and following the constantly updating Centers for Disease Control (CDC) and NYS guidelines for health and safety.

The honored tradition of observing our [Academic & Social Honor Code](#) is integral to our culture of respect, and now particularly relevant for protecting the health and safety of each other.

**Social Honor requires treating ourselves and the other members of the community with respect, communicating honestly with one another, valuing our differences, and representing our school in a positive way.**

**Violations to the Social Honor Code include:**

- Abusing, harassing, deliberately intimidating, or physically harming another person
- Displaying any form of racial, cultural, sexual, or religious prejudice
- Lying, cheating, stealing, vandalizing, and other lapses in social integrity
- Possessing, using, or selling alcohol or illegal drugs on campus or during any school sponsored event, including being present at school or school activities while under the influence of alcohol or illegal drugs
- Smoking on school property
- Being absent or leaving school without appropriate permission
- Taking any action that may be judged prejudicial to the school, whether at school or elsewhere, or bringing discredit or embarrassment to the school through inappropriate public behavior.
- \* Please note that for the 2020-21 school year we have added a new requirement to the Social Honor Code: **Taking any actions, whether at school or elsewhere, that jeopardize the health and wellness of the SEM community. It is a commitment of all to understand and follow the current CDC and Erie County health requirements throughout the year.**

With respect for the entire SEM community, I acknowledge that I have read the Social Honor Code and accept the added responsibility I have to protect the health and safety of all. Please take the safety pledge [here](#).

## **STUDENT SAFETY AND WELLNESS**

As a community, Buffalo Seminary has established a culture that honors the trust that exists between adults and students in a day and residential school setting. Our faculty, coaches and staff commit to the highest levels of professionalism in all interactions and conversations with students and they understand, observe, and protect the boundaries between the students and themselves.

Students should see any one of the following if for any reason they feel uncomfortable, confused, or disturbed by an interaction with a teacher, coach, or staff member.

Head of School - Mrs. Marlette  
Assistant Head of School - Mrs. Stothart  
Dean of Students - Ms. Cunningham  
Director of Equity - Mrs. Durland  
School Nurse - Nurse Kim  
Chair of the Board of Trustees - Pat Long