SEM

BUFFALO SEMINARY

EST. 1851

Buffalo Seminary Student/Parent Handbook

2025 - 2026

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MISSION

Buffalo Seminary prepares a diverse group of young women to be engaged scholars and citizens, proud to shape society rather than be controlled by it, and ready to live and lead with honor, courage, and confidence.

VISION

SEM is reimagining when, where, and how learning happens. Our vision is to design personal, challenging, and transformational experiences that serve our community, at every age and stage. Why is this our vision? We know that learning is a lifelong endeavor, and that pathways to learning will continue to expand.

VALUES

These values are the core beliefs at SEM that shape our community, inform our decisions, and guide our actions.

Women as Scholars and Leaders: We cultivate the intellect and independence of women, supporting them as life-long scholars and leaders.
Community of Belonging: We are a community of belonging. We embrace the richness of diversity in people and ideas and strive for an equitable experience for all.
Integrity of Character: We expect honor, compassion, and honesty in our words and actions.
Health and Resilience: We nurture the wellness of ourselves and our community, knowing it is essential to learning and growth.
Global Perspective: We know that whether in school, in Buffalo, or in the world we must engage as empathetic and informed citizens.

PORTRAIT OF A SEM GRADUATE

Enthusiastically share what makes me unique.
Pursue new learning experiences with curiosity.
Speak confidently and listen with an open mind.
Converse with anyone about anything.
Fully participate in the creation of a world that is just, diverse, inclusive, and ever-changing.

STATEMENT ON DIVERSITY, EQUITY AND INCLUSION

At Buffalo Seminary, we celebrate our diverse identities and perspectives. We embrace diversity as necessary for our collective growth and achievement. To fulfill this purpose, we welcome and seek students, families and employees who contribute to the richness of our diverse community. And we

work every day to ensure that all who come within our walls have what they need to realize their potential and to participate fully in school life.

GENDER IDENTITY POLICY

Buffalo Seminary was founded to challenge the limits placed on girls because of their gender.
We expect our students to examine the role gender plays in their lives. Some students may come to question their own identity or may not identify with the gender they were assigned at birth. We support all our students on their journey toward self-knowledge, and we provide resources for any student with questions about their gender identity. We are a school that empowers women. And we welcome those students who do not conform to society's traditional expectations of gender. We provide accommodations – consistent with our identity as a school for girls – for our non-binary or transgender students. If the accommodation we can provide does not meet the student's needs, we will work to find a placement for that student in a suitable school. At all times, we will be guided by the best interests of the student and the school community.

ACADEMIC PROGRAM

The Buffalo Seminary curriculum is a four-year sequential program for college-bound students. Honors and Advanced Placement courses are offered in all academic disciplines and are open to students by departmental invitation. Course of Study by year is listed below:

Freshman Year
English
Math
Integrated Science
History I: Civilizations and Civics
Foreign Language
Arts Eye (Fine Arts)
Fitness/Health & Leadership
Coding, Engineering, and Global Citizens

Sophomore Year
English
Math
Integrated Science
United States History
Foreign Language
Electives
Fitness/Health & Leadership

Junior Year
English
Math
Chemistry
World History
Foreign Language
Electives
Capstone
Fitness/Health & Leadership

Senior Year
English
Course in Math and/or Science
Fitness/Health & Leadership
Capstone
Senior Presentation
Electives in:
English, Foreign Language, History, Math, Science, Fine Arts, Computer

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Graduation Requirements

English	4 years
History	3 years (must include U.S. History)
Math	3 consecutive year-long mathematics in high school, through the successful completion of Pre-Calculus
Foreign Language	3 years through advanced level
Science	3 years of lab sciences, including Integrated Biology/Chemistry and either Intermediate or AP Physics
Fine Arts	5 trimesters (2 hands-on, 2 foundations, and 1 of your choice)
Fitness	4 years
Capstone	

*An additional 3 trimesters of either math or science; does not have to be a lab science

Placement in Advanced Courses

A student's eligibility for placement in Honors, AP, or other advanced courses is determined by one or more of the following: academic standing, teacher recommendation, departmental recommendation, testing data, and/or administrative approval.

Grading System and Reporting

A+	97-100	B	83-86	C-	70-72
A	93-96	B-	80-82	D	65-69
A-	90-92	C+	77-79	F	64 & below
B+	87-89	C	73-76		

For reporting purposes, the year is divided into trimesters. Grades and/or written reports from faculty are sent home six times a year.

Questions or concerns about grades for a particular subject should be directed by students and parents first to the subject teacher and then to the advisor or Dean of Students.

ACADEMIC HONORS

Honor and Merit Rolls

At the end of each trimester, GPAs are calculated. High Honor, Honor, and Merit Rolls are recorded on the final report card in June. Students whose averages are a B+ or greater, with no grade lower than a C+, earn Merit Roll. Those whose averages are an A- or greater, with no grade lower than a B, earn Honor Roll. Those whose averages are an A+, with no grade lower than an A-, earn High Honor Roll. For High Honor Roll, the minimum GPA is 4.32. Grade point averages are calculated on a 4-point scale, with added weight given for Honors and Advanced Placement Courses.

Cum Laude Society
Membership in the Cum Laude Society is the highest level of academic recognition that can be awarded to a student. Each year up to 20% of the senior class may be inducted into the SEM chapter, based solely on academic achievement. Inductions occur in the fall and spring of senior year.

National Honor Society
The Buffalo Seminary Chapter of National Honor Society holds an induction ceremony at the end of junior year. The selection of candidates is based on the criteria of a minimum grade average of B+ (87%) and an application explaining how the candidate has met the qualification of leadership, service, and character. The selection committee consists of one faculty member from each department. Students inducted into NHS are required to complete additional community service through peer-tutoring at SEM during their senior year.

ACADEMIC REVIEW COMMITTEE

After each trimester, the academic progress of each student is reviewed by the Academic Review Committee. Students experiencing academic difficulty will be placed on one of the following:

Academic Warning: A student earning one D for the trimester will be placed on Academic Warning. A student on Academic Warning must meet with the Dean of Students to discuss her difficulty and devise a plan to raise her grades. Parents may wish to contact the Dean of Students to set up a conference to discuss their daughter's grades. If the student raises her grade above a D in the following trimester, she will be removed from Academic Warning. Academic Warning does not appear on a student's record.

Academic Probation: A student earning two or more D grades, or one F grade, will be put on Academic Probation. Students on Academic Probation are in danger of being asked to leave Buffalo Seminary unless grades improve. Students on Academic Probation must meet with the Dean of Students to devise a plan to improve performance and must report to the Learning Lab during all free periods until review by the Academic Review Committee. If the student raises her grades by the end of the next trimester and does not have more than one D and no F's, she will be moved to Academic Warning. Should she have no grades of D or F at the end of the next trimester, she will be removed from warning status. Academic Probation does not appear on a student's record.

If a student is on Academic Probation for two consecutive trimesters, there will be a conference with parents to discuss the status of the student. It may be determined that the student will not be invited back for the following trimester or academic year. At the end of the year, academic status will be determined on an individual basis.

COLLEGE COUNSELING

As part of its mission, our four-year college counseling curriculum, implemented in 2021, delivers clear, step-by-step information and skills to help students learn whatever is necessary for the stage

they are in. It was designed as an intentional approach to college applications, and to help students identify their abilities, interests, and achievements.

1. SEM's ninth grade students identify their interests and are encouraged to get involved in volunteering, and join clubs and/or athletics. Through a success-skills module, students understand the connection between rigorous coursework and their post-secondary plans.

2. Sophomores identify their strengths, set academic goals, and begin to build a resume. They are presented with ways to conduct a successful college search and the different aspects that determine 'college fit'. Furthermore, in the fall, students are introduced to standardized testing and meet individually with their counselor to review their results.

3. Our Junior College Seminar meets once per cycle during the second trimester. Students complete personality and career inventories, research majors, build and enhance activities lists, explore scholarships, and write a resume. We spend a good deal of time brainstorming and writing their personal statements and begin to build their college lists. Students then meet individually with their counselor throughout the third trimester polishing their essays and creating a balanced college list.

4. A Common App workshop is held in August for rising seniors to begin the first official steps in the college application process. They meet as a class once per cycle for their Senior College Seminar course during the first trimester. We finalize their resume and update their activities lists on the Common App. We practice college interviews, review the financial aid process and how to fill out the FAFSA and CSS forms, finalize their college lists and continue with essays and scholarship searches. Students must regularly meet with their counselor for assistance in the final steps of the application and submission process.

The school advises students and their parents about college opportunities. Interviews are held with juniors and their parents in the winter of junior year, and thereafter as often as necessary. Students take responsibility for arranging campus visits, interviews, and meeting individual deadlines. The school acts as advisor: in making suggestions, indicating academic programs of specific interest, filling out school portions of the application forms, recommending standardized testing, writing a school profile, and letter of recommendation for each senior to accompany her application. Representatives of various colleges visit SEM each year to explain their offerings to interested students.

Letters of recommendation from individual faculty and from the college counselor are confidential and are not shared with students or parents as a matter of school policy. Parents may be sure, however, that it is the school's intent to present the student in the best light possible, and that college recommendations are positive documents, which reflect thorough knowledge of a student's strengths and accomplishments.

Visiting colleges is a valid part of the college search process; it is important, however, to miss as little school as possible. College visits requiring an absence from school must be arranged in writing in

advance with the college counselor, teachers, and main office receptionist. Absences without prior arrangement are deemed unexcused.

College applications often ask students if they have been suspended from school; in addition, many colleges ask the same question of the SEM college counselor. It is expected that the SEM student will answer the question honestly. The college counselor will answer such a question in a candid, non-judgmental manner being as strong an advocate for the student as possible.

If suspension occurs following a student's submission of a college application, the student will be asked by SEM to inform the college(s). When such a request is made, the student will be given one week to inform the college(s). The college counselor will follow up with the college(s) to confirm that the letter has been received.

COMMUNITY SERVICE

The goal of SEM's Community Service Program is to inspire and facilitate a giving spirit in each student, so that reaching out to others and giving of one's time and energy become a way of life. Service learning and community engagement are important concepts in the community service world. The premise is that it takes time, effort, and consistency to cultivate a giving spirit. By actively engaging with one or many organizations over the course of the school year, you can be a part of the wider Buffalo community.

Guidelines:

- Each student is expected to complete a minimum of 10 hours of service each year.
- All service hours are to be recorded online. Click on the Community Service tab on the SEM Portal to log in your service hours.
- Students may participate in SEM organized projects or ones that students have discovered themselves.
- All work that is voluntary and that assists others will be counted as service hours.
- Projects completed during the summer will be counted toward that coming year's goal.
- Hours will be tabulated throughout the year so that you can monitor your progress towards the 10-hour goal.
- Advisors will also be informed of their advisees' hours.
- Community service hours will be recorded on each student's transcript to the end of the year.

DAILY LIFE

The day begins at 7:50 a.m. in advisory followed by Morning Meeting, a time in which all members of the SEM community come together. Classes begin at 8:12 a.m. and conclude at 3:30 p.m. There is a common lunch period for both faculty and students.

Attendance

It is the expectation of the school that a student attends all her classes when school is in session. Parents are expected to call the school office by 8:00 a.m. 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 accumulates six or more absences in a trimester course or 18 or more absences in a full-year course (excluding SEM Flex) will be contacted by the Dean of Students, and the student's parents or guardians will be notified. At that point, the Health and Wellness Team will review the absences and determine appropriate next steps.

An unsanctioned absence may result in assignment to proctored study hall or an appearance before the Community Honor Board.

Absences Requiring Advance Notice: When a student needs to be absent for all or part of a day, a parent should communicate with the main office.

For all prearranged absences, a student must email any teacher whose classes she will miss and cc mainoffice@buffaloseminary.org 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 main office when she leaves. On return, she must sign back in and proceed immediately to her next commitment.

Students involved in extracurricular activities (i.e., sports, plays, meetings after school) must be in school by 10:30 a.m. to participate in those activities.

Tardiness and Excused Tardies

Students are expected to be on time for all school commitments. If a student arrives late, she must sign in at the main office before going to class. Four tardy slips will result in the student being put into proctored study hall for one week. Excused tardies will apply for bus and weather delays only.

The Advisory Program & Class Deans

Each student's individual advisor monitors academic and personal progress, helps in developing strategies for problem solving, and is generally a student's mentor. At each grade level, there is a Class Dean who oversees collective goal setting, monitors class dynamics, and gives support to class officers. The Class Dean helps students develop their leadership skills and encourages effective participation in the school community. Likewise, there is a faculty advisor for each of the school-sponsored clubs and boards.

SCHOOL ENVIRONMENT

During the day, students have choices about where and how they spend free periods. The library is a quiet room, conducive to individual work. The gallery will also be available as a quiet, independent workspace. The study hall is available for group work. A natural gathering place for students and faculty is the atrium. Students may go out into the courtyard during free periods and lunch. The courtyard is to be accessed from the back courtyard door only and policies for use are clearly posted. Students are expected to keep all areas of the school in good order.

The school building is open and supervised from 7:30 a.m. until 6:00 p.m. Students may remain in the building after 3:30 p.m., but must sign in at the main office. Between the hours of 3:30 p.m. and 6:00 p.m., students may be in the study hall, library, or atrium or under the direct supervision of a coach or faculty member. Any student staying past 6:00 p.m. must communicate with the main office before 4:00 p.m. to ensure proper supervision is in place.

Respect for the School Community and Rules

Respect and honesty are the cornerstone of the Buffalo Seminary community, and everyone bears responsibility for her own deportment and for the appearance of the school. Our conversations at school should be conducted 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. Valuables and money may be checked in with the main office. The school provides an area in the gym locker room for coats, boots, and athletic equipment. Each student has a locker for her personal use. All common areas should be free of personal belongings. Items left on the floor or on tables unattended anywhere in the school will be removed.

Music may be listened to with headphones and earbuds during students' free periods. Headphone and earbud use are prohibited during class time, advisory, morning meeting, in the hallways and in the atrium during lunch. During school hours, the use of cell phones and smart watches is prohibited. To support the implementation of this policy, each student will be issued a Yondr pouch at no cost. Students are required to secure their cell phones in the pouch during morning advisory. In the event a pouch is lost or misplaced, a replacement fee of $30 will be charged to the student's school account. If a cell phone is used during the school day without permission, the phone will be confiscated, and a red slip will be issued.

All food and drinks (except for water) are allowed in the atrium only. Exceptions may be made only with faculty supervision. Gum chewing is prohibited anywhere on school property.

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

HONOR CODE

The 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 to the Academic Honor System 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 to the Social Honor System include, but are not limited to:

- Abusing, harassing, or deliberately intimidating, a student by verbal or written form of any kind.
- 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.
- Taking pictures or video of anyone without their permission.
- 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.
- Possession of a weapon of any kind violates the social honor code and results in immediate removal from classes and referral to the Head of School.

DISCIPLINARY PROCEDURES

Proctored Study Hall

A student will be assigned to proctored study hall for one week when she has either:

- Accumulated four pink slips.
- Received one red slip.

A student placed in proctored study hall will report to proctored study hall during all free periods for the entire week. Additionally, the student will meet with our Community Counselor to complete a restorative justice assignment. If the student has not accumulated another four slips or a red slip over the course of the week, she will then be released from proctored study hall. However, if she accumulates another four pink slips or a red slip, she will remain in proctored study hall the following week.

If the student continues to accumulate pink or red slips, parents may 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 Honor Code.

Community Honor Board

The Community Honor Board reviews 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 representatives from the current and previous years, one residential representative, and four faculty members.

A student who violates our 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 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.

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, Assistant Head of School, Dean of Students, School Nurse, Community Counselor, and Chair of the Board of Trustees.

Code of Conduct for Faculty and Staff

A Code of Conduct for Buffalo Seminary employees is included in the Employee Handbook. The Code of Conduct outlines the expectations for professional behavior in the Buffalo Seminary workplace. Each September, a formal review of the contents of this handbook is completed by all members of the faculty and staff. The booklet is then used internally as a faculty/staff resource.

If a member of the Buffalo Seminary community believes that an employee is not behaving in an appropriate manner, concerns should be directed to one of the following: Head of School, or Chair of the Board of Trustees.

MEDICAL LEAVE POLICY

SEM makes every effort to ensure the health, well-being, and safety of its students. Toward that end, it shall adhere to this Medical Leave Policy in the case of any student who requires a leave of absence from classes and/or residence at SEM due to a physical or mental condition.

Students who require such a leave of absence for 5 days or more must provide SEM with a written statement from the student's treating physician, psychologist, or clinician, stating that the leave of absence is required and generally identifying the condition necessitating the leave of absence. In this case, SEM will work with the student and/or the student's parent or guardian to develop a plan by which the student may continue her academic studies during the leave of absence.

The Dean of Students shall coordinate the provision of academic materials, assignments, and work to each student during a medical leave of absence and shall facilitate communication with the student and the student's parent/guardian. Before SEM will provide a student on a medical leave of absence with academic material, assignments, or work, it must receive a written statement from the student's treating physician, psychologist, or clinician verifying that the student is capable of safely performing such work during her medical leave of absence.

A student seeking to return to SEM for classes and/or boarding must first provide SEM with a written statement from her treating physician, psychologist, or clinician that states the following information: (1) the condition for which the student was treated during the medical leave of absence; (2) a statement that the student is physically and mentally fit to return to school and, if applicable, resume boarding and the student's return to SEM will not pose a danger to the student or others; (3) a statement concerning whether the student requires any accommodation(s) to facilitate her return to SEM; (4) a statement identifying any medication prescribed to the student if it must be taken during the school day or the student resides at SEM; (5) if the student resides at SEM, a description of any follow-up treatment that is required, including follow-up consultations, counseling, or treatment. When a student's leave was necessitated by a psychological or psychiatric condition, this written statement must be provided by a psychiatrist or psychologist licensed to practice in New York State.

Upon receipt of this information, SEM shall consult with a physician, psychologist or other appropriate professional of its choice to evaluate the information provided and whether the student may safely return to SEM. In the event that SEM requires additional information in order to make that determination, the student and/or her parent/guardian will cooperate with SEM to promptly obtain and provide such information.

The final determination of whether a student may safely return to SEM shall be made by SEM at its discretion. In each case, SEM shall endeavor to make such a determination as quickly as possible, but it will not permit a student's return to classes, activities, or boarding until it has received the above-stated information and had adequate time to make a determination concerning whether the student can safely return to SEM.

If SEM determines that a student may not safely return to classes, activities, or boarding, it shall promptly communicate that decision to the student and her parent/guardian. If SEM concludes that a student requires an additional period of medical leave for purposes of quarantine, complete recovery, or similar reasons, it will work with the student and the student's parent/guardian to develop a plan to permit the student to continue her academic work during that leave or to facilitate the student's withdrawal.

A student seeking to return to SEM after a medical leave of absence must have completed reasonable levels of academic work before returning to school in order to demonstrate that she is capable of continuing her studies and to minimize the workload upon her return to classes.

Before approval is given for a student to return to SEM following a medical leave of absence, the student must demonstrate that she has completed academic work during the leave of absence to the satisfaction of the Dean of Students.

During a medical leave of absence, a student may not return to campus for any reason or host other students as guests at the student's home, except with the specific and written consent of the Dean of Students.

DRESS CODE

Buffalo Seminary does not require a uniform. The SEM dress code exists to allow students to express their individual style while also acknowledging SEM as an academic institution. It is the responsibility of each student and their guardian to check attire before leaving for school. Together, we strive to dress in a manner that supports our expectations of the SEM community.

Student attire will be checked each morning by individual advisors and throughout the day by teachers and administrators. If a student is out of dress code, they will receive a pink slip and must change immediately. We require all students to always have a change of clothes in their locker. SEM will not be responsible for providing extra clothing for students who are out of dress code. Please refer to the list of permitted clothing at SEM:

- Shirts, tank tops, sweatshirts, and sweaters without logos, words, graphics and pictures
- SEM t-shirts, long sleeves, and sweatshirts
- Pants, jeans, and non-athletic shorts – free of rips and tears
- Dresses, skirts, and shorts – fingertip length
- Leggings worn with a top which meets the student's thigh
- Cultural headwraps and religious head coverings
- Sneakers, dress shoes, and boots
- Sandals in September, October, May and June only
- Coats – with permission from classroom teacher

DRUG & ALCOHOL PHILOSOPHY/POLICY

It is the philosophy of the school that students should learn how to make informed decisions about substance abuse. Therefore, Buffalo Seminary provides students with medical and legal information through both health classes and guest speakers. Possessing, using, selling, or being under the influence of alcohol or illegal substances on campus or at school sponsored events is a violation of a major school rule; the offense is deemed a serious one, for which a student may be expelled.

Voluntary Self-Referral

The Assistant Head of School can provide education and arrange for referrals and outside evaluations. Any student, or student and family, who voluntarily seeks help from the Assistant Head of School for her abuse of alcohol or other drugs, will be supported in this effort. A student who

self-refers or is referred to by a parent or peer and is making satisfactory progress in following resulting recommendations will be allowed to remain at school and participate in school activities if she adheres to school rules.

Decisions regarding "satisfactory progress" will be made by the Head of School and the Assistant Head of School for Community Life. The student must be assessed by a certified chemical dependency counselor or licensed professional counselor at a school approved facility and follow through with the assessment recommendations. Parents will be required to authorize the release of the results of this evaluation and subsequent recommendations to the school. Students may seek confidential consultation or make inquiries about available services by contacting the Head of School, the Assistant Head of School, or her advisor.

Confidentiality

All matters regarding programs with alcohol or other drugs will be kept confidential except among persons directly involved in and/or responsible for the person's education, counseling, and rehabilitation. By law, however, faculty members are mandated to report any concerns that would affect the health and safety of the individual student or other persons, e.g., suicide, abuse, threatened violence. No record of the student's participation in an evaluation/treatment program will become part of a student's permanent file.

Implementation

The Head of School and the Assistant Head of School are responsible for the implementation and administration of this policy. In all cases, the Head of School will make the final decision as to the appropriate action.

TRADITIONS

Sponsor/Sponsee

All new students will have a sponsor. The sponsor/sponsee tradition is designed to help new students adjust to school life as quickly and easily as possible. Sponsors, therefore, contact their sponsees in the summer before school begins and encourage their participation in school activities.

Honor Code Assembly

Early in the fall the entire school community gathers to pledge to follow the social and academic Honor Code. The assembly is a reminder that respect and honor are an integral part of Buffalo Seminary. Every member of the school community signs the honor pledge at this time.

All-School Picnic

At the start of each new school year an all-school picnic is held in early September. It is a gathering of new students, current students, families, and faculty. This event is a great kick-off for the year and is an example of the family community that exists at SEM.

The Hornet/Jacket Teams

Each new student, new faculty member, and new staff member is placed on one of the two school teams: Hornets or Jackets. Students will be a member of that team for their years at SEM. Hornet/Jacket activities are conducted by the Hornet/Jacket Board and are run throughout the school year. Special events include a variety of competitions challenging both intellectual and athletic abilities. These competitions encourage a wide range of student and faculty participation. There are two special Hornet/Jacket days. In September, new students, faculty, and staff find out which team they are on. At the end of the year, the final team competition culminates in the awarding of the Hornet/Jacket trophy.

Student Recognition Day

On this day, the achievements of students in all disciplines are recognized. The day culminates with the Hornet/Jacket activity, "Putting on the Hits," and the annual winner of the Hornet/Jacket cup is announced.

Class Day

On Class Day, the entire school gathers to recognize and celebrate student achievement. Outgoing student officers announce their successors and present them with red roses. Faculty present awards for outstanding academic achievement and for contributions in other areas of school life. Student participation is required. Parents are welcome to attend.

Graduation

Graduation involves the entire school in a formal ceremony. Faculty and trustees lead an academic procession followed by underclassmen and seniors dressed in white. Student participation is mandatory. Parents are welcome to attend. In April you will receive guidelines on the appropriate attire for both Class Day and Graduation.

Sign-out Privilege

Administration may grant seniors in good social and academic standing permission to leave during free periods. Parents will be asked to sign a consent form.

EXTRACURRICULAR ACTIVITIES

Participation in extracurricular activities is an important aspect of school and community life. Students are encouraged to participate in school-sponsored activities outside the classroom.

School Government Association

Students at Buffalo Seminary have a unique opportunity to develop citizenship and assume leadership roles through a system of self-government. All students and faculty are members of the School Government Association (SGA).

SEM
BUFFALO SEMINARY
EST. 1851

The Student Council

The council is the legislative body of the school government. Its primary function is to enable direct student participation in governing school life. Through its deliberations it may review and make regulations affecting the school community. Meetings of the council are open, and all students and faculty are encouraged to attend.

Interscholastic Athletics

Through its membership in the Monsignor Martin Athletic Association (MMHSAA) and NYSAIS, Buffalo Seminary currently fields teams in basketball, bowling, crew, cross country, fencing, field hockey, golf, lacrosse, sailing, soccer, squash, swimming, and tennis. Team eligibility and other guidelines for participation in the interscholastic sports program are explained in the school's athletic handbook, which is presented at the beginning of each sports season and available on the portal.

CLUBS & SPECIAL INTEREST GROUPS

Clubs	Special Interest Groups	
AV Club	Art Club	Jewish Cultural Club (JCC)
Black Student Union	Book Club	Math Club
Chamber Ensemble	Computer Science Club	One Love Club
Connect Life	Crochet Club	Photography Club
Glee Choir	Disney Club	Science Club
SEMachords	French Club	SEM Music Collective
Seminaria	Gender & Sexuality Assoc. (GSA)	SEM Poet Society
The Monocle	Hispanic Cultural Club	Tea Club
Urban Gardening	Jewelry Making Club	Volleyball Club

Student Leadership Eligibility Policy

To hold an elected leadership position in any student organization, club, or school government, a student must meet the following criteria:

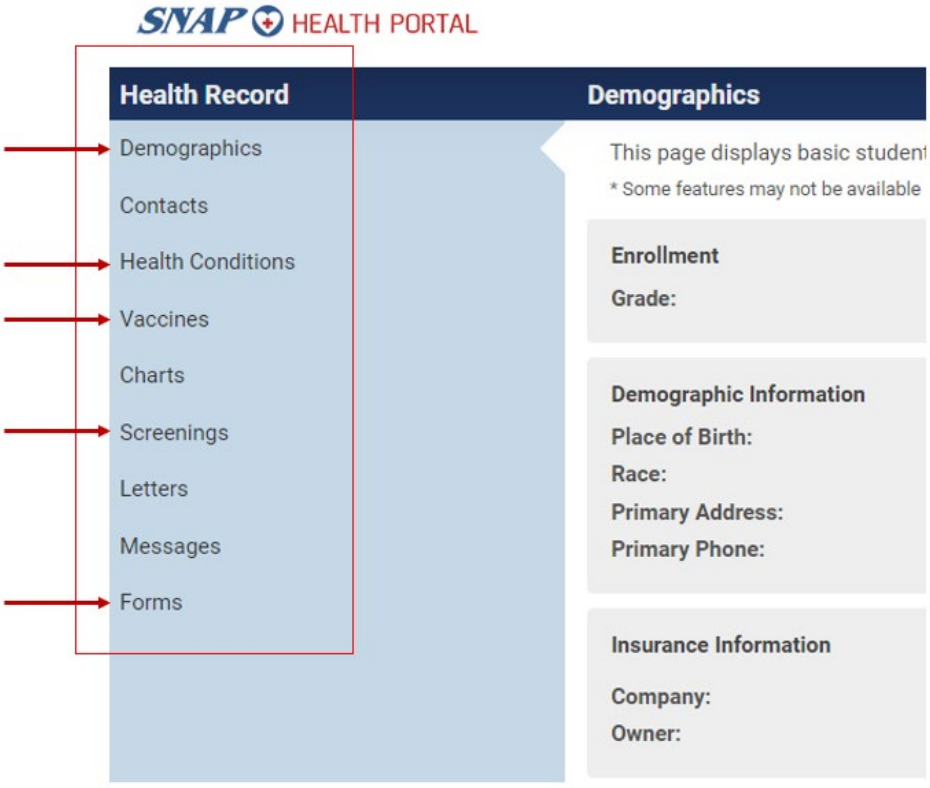
1. **Academic Standing:** The student must be in good academic standing as defined by the school's academic policies.
2. **Disciplinary Record:** The student must not have been referred to the Community Honor Board or any equivalent disciplinary body within the past year.
3. **Ongoing Compliance:** Students in leadership positions must continue to meet these standards throughout their term. Failure to do so may result in removal from their position.

This policy aims to promote responsibility, integrity, and academic excellence among student leaders.

PROCEDURES/POLICIES

Health Forms
Annual Requirements:
Navigate on the left side of the window under Health Record.

1. Demographics – Be sure to edit the permissions section to give approval for us to treat and/or transport your child in case of emergency.
2. Health Conditions – Please use this section to enter and confirm any student health issues that are ongoing.
3. Vaccines – Please check to be sure that your child's vaccines are up to date and compliant with NYS requirements. Please upload your vaccine record from your doctor in this section.
4. Screenings – Please upload the most recent copy of the NYS physical exam form completed by your pediatrician in this section.
5. Forms – Please download, complete this form and have your pediatrician sign it. Upload it to this section.



Please contact us with any questions:
Tech or "how to" questions: Beth Adamczyk badamczyk@buffaloseminary.org
Health questions: Kim Skomra, R.N. kskomra@buffaloseminary.org

Payment of Fees

Students whose financial obligations are significantly in arrears will be on financial suspension and asked not to attend school until appropriate arrangements have been made to meet these obligations. Any returned checks will result in a service charge. Seniors with accounts in arrears will not be allowed to participate in graduation, and their final transcript will be held.

Visitors

All visitors must report to the Main Office to be greeted, to sign in and be issued a visitor pass. Visitor passes are required for all visitors on the campus. Visitors must sign out and return their pass at the conclusion of their visit. Visitors must specify the nature of their visit and the name of the person/office to be visited. Students from other schools are not permitted in the building during the school day unless attending a school event with permission from the Assistant Head of School. After school, visitors are permitted in the front hall only.

Visitors are not permitted in the school building or courtyard after school hours or on weekends unless attending an event. SEM students must sign in after hours in the evenings and weekends noting the purpose of their visit. Special events such as dances or movies will require a permission slip for that event. Visitors are expected to conform to the standards of conduct required of SEM students.

Parking

All students who drive to school, even occasionally, must register their car with the main office. Parking in the immediate neighborhood is limited. Students are not allowed to park along Bidwell Parkway in front of the school and must keep that area reserved for faculty, staff, parents, and guests. Student parking is available on Potomac, Chapin, and the far side of Bidwell Parkway. Please do not park on Argyle.

Search and Seizure

Lockers are the property of the school, and the school retains the right to inspect lockers at any time for any reason without notice, student consent, or a search warrant.

While purses and school bags are considered personal property, search of the same may be conducted if there is "reasonable cause" based on a school official's experience and judgment for purposes of locating drugs, alcohol, weapons, or property taken without permission of the owner.

Sexual Harassment

There is no tolerance for sexual harassment at Buffalo Seminary. Any instance of sexual harassment should be reported to the Head of School and will be treated as a social Honor Code violation.

Non-Discrimination

Buffalo Seminary is a culturally and religiously diverse, college-preparatory day and boarding school for young women in grades 9-12. Acceptance is granted without regard to race, religion, ethnic or national origin.

EMERGENCY PROCEDURES

In the event of any emergency or cancellation of school, the school has in place a messenger service that automatically notifies our families of these situations. It is imperative that families keep the school apprised of any changes in phone numbers and email addresses.

Emergency Closings

Occasionally inclement weather and other circumstances may force the cancellation of school. By 6:30 a.m. every family will receive a phone call or a text message from Buffalo Seminary notifying them that the school is closed. This information will also be available on the web. In addition, all major radio and TV stations will post our closing. Weather conditions vary greatly in Western New York; students for whom travel would be unsafe should call the school if poor driving conditions prevent their coming to school.

Evacuations

Procedures for emergency evacuation of the school building are explained early in the fall. Evacuation drills are frequent and unannounced. Written instructions are posted in each classroom. Students are required to exit quickly and quietly. Each class has a designated area outside the building to which students are to report for attendance and further instructions.

Medical Emergency

A student not feeling well may report to the school nurse/health office with the permission of the classroom teacher. If the student and health office deem it necessary, parents will be notified, and arrangements can be made for the student to go home. Students may not make their own arrangements without consulting the main office or the school nurse.

RESPONSIBLE USE OF TECHNOLOGY

Buffalo Seminary provides computer resources, including Internet access, to students and school personnel with a firm commitment that the educational advantages far outweigh the challenges. In return, we ask the SEM community to exercise appropriate responsibility in the use of school equipment and facilities.

Some activities are expressly prohibited by federal, state, or local laws and ordinances. Other activities are inappropriate, as defined by the administration of the school. SEM will cooperate fully with local, state, or federal officials in any investigation related to any illegal activities conducted through the school network.

All students and their parents/guardians must sign and return to the school this "Acceptable Use Agreement." These guidelines are legally binding and are in effect while the student is enrolled.

For students, a violation of this agreement may be treated as a violation of the Honor Code or rules of conduct. Violating any portion of the signed agreement or gaining full access to the Internet without signing the agreement may result in disciplinary review.

All online activities are logged through our proxy server. Limited privacy can also be expected concerning personal files. All work stored on the SEM network is the property of Buffalo Seminary, although we are not responsible for its content.

SEM cannot guarantee that network services will be without error. Student files are backed up online and all efforts will be made to restore lost or damaged schoolwork files. The school will not be responsible for any lost data or interrupted service caused by malfunction, negligence, error, or omission.

Students have full Internet access, though the school does block access to certain categories of sites, such as pornography and sites that promote hate, intolerance, or violence. SEM blocks social media sites during the entirety of the school day in order to **better support our students and strengthen the sense of community so integral to the SEM experience.**

Students using computers during class are subject to disciplinary action if found to be using their computer for any purpose other than the task assigned by the teacher.

ACCEPTABLE USE OF TECHNOLOGY FOR STUDENTS

Use good judgment. If you are unsure about the acceptability of any activity, check with a teacher or one of the technology staff. If you mistakenly access inappropriate information, you must notify a teacher or staff person immediately.

Keep your password private. Do not share it with anyone. If you forget your password, the technology staff can reset it.

Be safe. Remember that everything communicated via the Internet inside or outside of school is easily accessible to the world (even when sites appear to be password protected). This means that anything posted online has the potential to be read by anyone. This includes communications through social networking sites.

Abide by the Honor Code. You must not copy, save, or redistribute copyrighted material. (Users should assume material is copyrighted unless it is stated clearly to the contrary.) Technology makes it easy to plagiarize, steal, or cheat. You must be sure to practice honesty and integrity in your work.

Use your manners and don't be a bully. Just as you are expected to exercise good behavior and good manners in the real world, you are expected to use good manners online as well. The general rules include common courtesy, politeness, and the avoidance of vulgar language. Do not access, create,

or share material that is profane or obscene, that advocates illegal acts, or advocates violence or discrimination towards other people.

Do not hack. Any attempt to gain unauthorized access to other computer systems through the SEM network or to go beyond your authorized access to the network is prohibited. This includes attempting to log in through another person's account or access another person's files.

Any pictures or videos taken of anyone in the SEM community may be done only after receiving their permission.

THE USE OF AI

Generative artificial intelligence tools can be useful for brainstorming or preliminary research, but using AI to generate answers or complete assignments without proper citation or passing off AI-generated content as one's own is considered plagiarism.

Follow guidelines and directives provided by each teacher regarding the appropriate time and methods for incorporating AI into assignments.

Always fact-check any AI generated content.

SEM LAPTOP CARE

Please note: Violation of any of these rules will result in disciplinary action.

- The laptop assigned to you is the property of The Buffalo Seminary and is loaned to you for personal use. You are responsible for the safety and security of your computer at all times.
- Food crumbs and spilled drinks damage computers. You may open a computer at a table only if there is no food or drink on it.
- Screens are very sensitive. Do not place anything on top of or near the computer that could put pressure on the screen. Also, be careful not to scratch your screen when wearing rings or bracelets. Do not leave anything on the keyboard, such as a pencil, which could break the screen upon closure.
- Be gentle when putting the computer into tablet mode: Be careful never to force the hinge; it should only take gentle pressure.
- Extreme temperatures can damage your computer. Don't leave it in a hot or cold car. If your computer has been exposed to extreme temperatures, please allow it to return to room temperature before turning it on.
- Stickers or personal decorations of any kind must be removed if you trade in your laptop, or you will be charged. There are stickers on the bottom of the computer which *MUST* remain there. If any of them start to peel off, you must stop in the tech office to have them secured.

- You may customize the computer to your own working style (i.e., background screens, default fonts, and other system enhancements) as long as they are appropriate.
- Tech office staff can help you to install games, music, and software on the computer as long as it is legally owned and installed as per a license agreement. If student owned programs cause system errors, it will be necessary to uninstall them.
- All software installed by SEM must remain on the computer and attempts to disable installed software or settings are a violation of the honor code.
- When the computer is returned to SEM, it must be in the same condition (except for normal wear) as when it was received.
- If the laptop is lost or stolen, and has not been recovered after 60 days, you will be responsible for paying the school the replacement value of that model.

Responsible use of technology will allow students to learn and grow in an environment of increased communication, collaboration, and creativity.