



Student-Parent Student Handbook

2022-2023

www.buffsci.org

Table of Contents

I.	Mission Statement	3
II.	BuffSci Policies and Procedures	
A.	Arrival, Dismissal, and School Closings	3
	1. Arrival	
	2. Dismissal	
	3. Late Pick-Up	
	4. School Closings and Emergencies	
B.	Attendance	3
	1. Absences	
	2. Tardiness	
	3. Mandatory Attendance Recovery Program	
C.	Visitors	4
D.	Transportation	4
	1. Elementary and Middle School	
	2. High School	
E.	Health and Well-Being	5
	1. Health and Personnel Records	
	2. Accidents	
	3. Illness	
	4. Bed Bugs	
	5. Lice	
	6. Suicidal Ideations	
F.	Student Dress Code	6
G.	Food Services	6
	1. Breakfast	
	2. Lunch	
	3. Food Allergies/Restrictions	
	4. Cafeteria Behavior	
	5. Celebrations/Birthday Parties	
H.	Behavioral Expectations	7
I.	Dignity for All Students Act	7
J.	Electronics	8
	1. Confiscated Items	
	2. Acceptable use of School Devices and Networks	
K.	Academic Standards and Expectations	8
	1. Parent-Teacher Conferences	
	2. Homework	
	3. Grading System	
	4. Academic Promotion	
L.	Support Services	9
	1. Response to Intervention	
	2. Special Education	
	3. English as a New Language	
	4. Social Work	
M.	Parent-Teacher-Student Triade	10
N.	School-Personnel Contact Information	11

Mission Statement

Buffalo Academy of Science Charter School (BASCS) is a tuition-free college preparatory public charter school whose mission is to provide an excellent K-12 academic experience that ensures all students are prepared for college and careers of the highest potential as academically, socially, emotionally, and physically well-rounded and contributing citizens.

Vision

BuffSci envisions a society where historical urban academic and income disparities are eliminated, and students are ready to carry the torch of knowledge, freedom, equity, and prosperity.

BuffSci Policies and Procedures

Arrival, Dismissal, and School Closing

Arrival

School doors open promptly at 8:00 AM. All students should enter through the building's main entrance. No students will be admitted before 8:00 AM. Doors may open earlier due to inclement weather during the winter months. Parents and/or guardians will be notified of any changes.

Dismissal

If a student needs to be picked up before regular dismissal, the **Main Office** must be notified by **12:00 PM**. If the **Main Office** is not notified, the student will not be released. All visitors, parents, and/or guardians will **not** be admitted for the first 15 minutes of dismissal procedures.

Late Pick-Up

Students are expected to be picked up promptly at dismissal time. On the rare occasion when an emergency arises, the parent or guardian must notify the school immediately. You must have an ID to enter the building. Any additional caregivers picking up students must be on the emergency pick-up list.

School Closings and Emergencies

BuffSci follows the Buffalo Public School District regarding decisions to close schools. School closings or emergencies will be announced on local television stations, and SchoolMessenger to send a recorded phone call to all families.

Attendance

We expect students to attend school daily to reach their full potential academically, socially, and emotionally. We commit to communicating proactively and frequently with parents regarding attendance, tardies, and early dismissals.

Absences

The parent or guardian of an absent student must call the Main Office by 9:00 AM on the morning of the absence. An absence note signed by the parent/guardian must be brought on the day of return. If you have documentation for the absence (ex., A doctor's note), the note must be attached to the parent/guardian absence note.

If you know your child will be absent for an extended period, you must notify the school, in writing, in advance. Students with twenty (20) or more absences in full-year courses and ten (10) or more unexcused absences in half-year courses may be subject to retention in the present grade at the end of the school year.

Tardiness

Students arriving late to school must report to the Main Office. Elementary and Middle School students must enter the building with a parent or guardian and report to the Main Office. The parent or guardian must sign in the student, indicating the time and reason for tardiness. Tardy High School students will receive a phone call home and/or must provide a written excuse. All K-12 students arriving late on a school bus will report to the Main Office and receive a pass to class, and their tardy will be excused.

Students with forty (40) or more unexcused tardies during a half-year period may be subject to retention in the present grade at the end of the school year.

Mandatory Attendance Recovery Program

Students exceeding the unexcused absences and/or tardies policy will be required to attend and complete BuffSci's Attendance Recovery Program.

Visitors

BuffSci is a school that values community and family; we welcome parents and local representatives to visit our schools. To ensure the safety of our students, staff, families, and guests, all visitors must show personal identification before entering the school. Doors are locked at all times, and visitors must be approved by school personnel before entering. BuffSci requires that all visitors check in immediately at the Main office after entering the building.

To schedule a meeting with the Principal, Assistant Principal, School Social Worker, or teachers, parents need to contact the Main Office with as much advance notice as possible. Parents or guardians who want to visit must notify the Main Office, as unscheduled visits may interfere with scheduled activities.

The following are visitation expectations:

- Visitors must report to the Main Office upon arrival to obtain a visitor's pass.
- Visitors should not interrupt class instruction, although they may contact the teacher after dismissal to discuss observations.
- Visitors are expected to conduct themselves respectfully and model appropriate behaviors.
- Conduct that is disrespectful towards school employees and students or that creates a risk of harm to others will result in immediate removal from the school and possible limited access to the school building.

Transportation

Elementary and Middle

BuffSci transportation services are provided through the Buffalo Public School (BPS) District. Therefore, BuffSci's policies and procedures regarding transportation and safety align with BPS policy directives. BuffSci is committed to providing safe and efficient bus transportation for students who qualify under the BPS transportation guidelines.

All Kindergarten students must be met at the bus stop, in addition to all children who are dropped off at their house or a daycare drop-off location.

Please remind your child/children to practice safe behaviors while utilizing our transportation services, including buckling their seat belts, remaining in their seats, etc. If a student cannot demonstrate appropriate school bus behaviors, the privilege of riding the bus will be suspended and, in some cases, may be denied completely.

High School

Please remind your student of the importance of using safe and respectful behaviors while using community-based transportation. Each of our high school students represents BuffSci while in the community. If a student cannot demonstrate appropriate community-based transportation, the privileges of riding public forms of transportation will be suspended and, in some cases, may be denied completely.

Health and Well-Being

Health and Personnel Records

All new students must provide the school with completed vaccination records. Each student is required to have a physical/medical examination before entering school. The school nurse will notify parents of any missing or incomplete medical information.

Accidents

Minor accidents are reported to the nurse and principal. The school nurse will treat the student. If a student is seriously injured or ill, the school will notify parents/guardians immediately.

Illness

If a student arrives at school ill or becomes sick during the school day, parents or guardians will be notified to pick up their child. Please be advised that school personnel cannot administer medication unless authorized by your student's physician. Therefore, parents are advised to keep children home if they are sick. If your child has a fever, vomiting, or diarrhea, they should remain home until they are symptom-free.

Bed Bugs

Parents or guardians are notified if bed bugs are found in the classroom.

Head Lice

Students will not be excluded from school if they have nits (lice eggs). Students with active head lice will need to remain home until they are lice-free. Students with active lice will be examined by the school nurse when they return to school and recheck 14 days later to ensure they remain lice-free.

If lice are identified, parents or guardians will be notified, instructed in the treatment of head lice, and asked to pick up their child as soon as possible.

Suicidal Ideations

Parents or guardians will be notified if a student is experiencing suicidal ideations. The school social worker will assess the student to determine the level of suicide risk by using the Columbia Suicide Severity Rating Scale. Following the student assessment, parents will meet with the school social worker to discuss options for follow-up mental health services or further emergency evaluation based on the level of risk. Parents or guardians will be asked to sign a form acknowledging that they were notified about concerns, recommendations, and follow-up plans. Upon returning to school, the parent/guardian, student, and support team will meet to create a school safety plan and continued support.

Student Dress Code

BuffSci students are expected to be in the dress code daily. If a student arrives at school out of uniform, the student's parents/guardians will be contacted. Students are required to remain in uniform for the entire school day. If the parent or guardian cannot drop off clothing, the student will have the option to wear a provided uniform or to remain in P.S.R. for the remainder of the day.

Please refer to our [Code of Conduct](#) for detailed information regarding the school dress code.

Please refer to the [Elementary Code of Conduct](#) for detailed information regarding the school dress code.

Food Services

Breakfast

All students are provided with breakfast. Students arriving late to school will not have breakfast provided unless they are late due to late bus arrival.

Lunch

Lunch is provided to all students free of charge. All students are encouraged to eat lunch. All students must eat a healthy and well-balanced meal. Please do not send your child to school with any of the following: glass bottles, soda, food that requires refrigeration, heat, or hot water.

Food Allergies/Restrictions

Parents or guardians are expected to notify the school of any allergies, including food allergies, and provide documentation from a doctor for the student's health file. If there is any possibility that the allergy may affect the student during the school day, parents are expected to meet with the school nurse to develop a health plan for the student.

Cafeteria Behavior

Students are expected to enter the cafeteria quietly and report to their assigned tables. Administration and support teachers and/or staff monitor lunches to assist students with maintaining proper behavior.

Celebration/Birthday Parties

BuffSci looks forward to celebrating our students and all the achievements or milestones that make them feel special. If a parent wants to bring in a healthy snack for students, please reach out to the principal and assistant principal to find an appropriate time for the celebration. If you would prefer your child not participate in a class or school-wide celebrations for any reason, please contact the Main Office, and alternative activities will be provided during this time.

Behavioral Expectations

BuffSci believes that school culture and climate have a profound impact on students' academic progress and their relationship with peers and adults. BuffSci engages in a proactive approach to nurturing students' prosocial behavior. Social-emotional learning helps students develop fundamental life skills, including:

- Recognizing and managing emotions
- Developing caring and concern for others
- Establishing positive relationships
- Making responsible decisions
- Handling challenging situations constructively

When students develop these skills, they experience more positive relationships with peers, engage in more positive social behaviors, and are less likely to engage in misconduct.

Discipline and Determining Response

Disciplinary action, when necessary, will be firm, fair, and consistent. School personnel authorized to impose disciplinary penalties will consider the following when determining a response:

- The student's age
- The nature of the offense and the circumstances that led to the offense(s)
- The student's prior disciplinary record
- The effectiveness of forms of discipline
- Information from parents, teachers, and/or others, as appropriate
- Other extenuating circumstances

As a general rule, discipline will be progressive. A student's first violation will usually merit a lighter penalty than subsequent violations. If the conduct of a student is related to a disability or suspected disability, the procedures in Section VII of the Code of Conduct must be followed.

Please refer to our [Code of Conduct](#) for detailed information regarding school discipline and policies.

Please refer to the [Elementary Code of Conduct](#) for detailed information regarding the school dress code.

Dignity for All Students Act

Dignity for All Students Act (DASA) ensures that no student is subject to discrimination or harassment based on a person's actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender/gender identity or sex by school employees or students on school property, on a school bus, at school.

Harassment may include, among other things, the use, both on and off school property, of information technology, including but not limited to email, instant messaging, blogs, chat rooms, pages, cell phones, gaming systems, and social media applications, to deliberately harass or threaten others. This type of harassment is generally referred to as "cyberbullying."

The district is committed to safeguarding the rights given to all students under state and federal law. In addition, to promote a safe, healthy, orderly, and civil school environment, all students have the right to

- Expect a school environment that is conducive to learning
- Be treated respectfully within our school community
- Take part in all school activities equally regardless of race, color, creed, national origin, religion, gender, sexual orientation, or disability

Electronics

Student cell phones are **prohibited** in any BuffSci classroom, hallway, lavatory, or locker. Students are expected to hand in their cell phones each day upon arrival. Students' cell phones must be turned off, placed into a secured cabinet, and retrieved at the end of the school day before leaving. Students who do not comply with this policy are subject to school consequences, including metal detection and locker searches.

Confiscated Items

Students must turn in all electronics to a secured cabinet. This includes cell phones, tablets, and video games. If found on a student, these items will be confiscated, and items will only be released to parents and/or guardians.

Acceptable use of School Devices and Networks

Students are prohibited from using or having on or in an operational mode any mobile telephone, cellular telephone, laser pointer or pen or any other type of telecommunication or imaging device during instructional time, except as expressly permitted in connection with authorized use in classrooms. While students are permitted to possess such devices as a school laptop during the school day, they are prohibited from using them in any manner which invades the privacy of students, employees, volunteers or visitors.

Students will be subject to disciplinary consequences for threats made towards their peers or school personnel on their personal devices, social media platforms, chats, messages, and/or other applications and forms of communication.

Please refer to our [Code of Conduct](#) for detailed information regarding school discipline and policies.

Please refer to the [Elementary Code of Conduct](#) for detailed information regarding the school dress code.

Academic Standards and Expectations

Parent-Teacher Conferences

Parent-Teacher conferences are held three times during the school year to discuss academic and social-emotional goals and progress. We encourage parents to bring their students to these conferences. Parents and/or teachers may request additional conferences throughout the school year.

Homework

Elementary students should be reading for twenty minutes every night at a minimum. Students may periodically be assigned homework to reinforce sight words, spelling, and math work. Students that refuse to complete school work

throughout the week will be sent home with their Still Working Folder. This work needs to be completed and returned to school on Monday morning.

Middle and High School students will have homework every night. At a minimum, students should be reading for twenty minutes every night. If additional work is requested, teachers have supplementary study materials on various electronic platforms that can be accessed at home.

Grading System

Elementary students' report cards will reflect standards for reading, writing, math, science, electives, behavior, and work habits.

Middle and High School report cards will list each class section, as well as reflect electives, behavior, and work habits.

Academic Promotion

BuffSci considers several factors while determining student promotion, including assessments, quality of work, attendance, and reading levels. Administration and teachers will work collaboratively to determine retention based on individual student needs. Final decisions to promote to the next grade level are determined by school administration and our collaborative teams per New York State guidance.

Support Services

Response to Intervention

Response to Intervention (RTI) is the practice of providing high-quality instruction and interventions matched to student needs, monitoring progress frequently to make changes in instruction or goals, and applying student data to significant educational decisions.

Special Education

BuffSci serves students who have Individualized Education Plans (IEP), which mandate the following:

- Consultant Teachers/Co-teaching Model
- Speech Therapy
- Occupational Therapy
- Physical Therapy
- Resource Room
- Counseling services

BuffSci does not offer more restrictive environments such as 12:1+1; 8:1+1; or 6:1+1 self-contained classrooms.

Special Education services are determined by the home district's Committee on Special Education, with substantial input from BuffSci's collaborative team.

English as a New Language

English as a New Language (ENL) services is provided by a certified instructor. ENL teachers specialize in helping non-native speakers of all ages and levels learn the formal grammar, vocabulary, and pronunciation of spoken and

written English while giving students confidence in the common usage of the language to communicate clearly and comfortably. Students who are eligible for services are determined through assessment-based results.

Social Work

Licensed social workers provide student services. School social workers are concerned with the psychosocial functioning of students to promote and maintain their health and well-being. Our social work team can assist with mental health concerns, behavioral concerns, positive behavior supports, academic and classroom support, and collaborate with teachers, parents, and administrators, as well as provide individual and group therapy.

School social work services include psycho-social assessment and intervention, student counseling, adaptive behavior assessment, recreational therapies, health education, assessing social and developmental histories of students with disabilities, identifying at-risk students, integrating community resources into school, advocacy, crisis intervention, and conflict resolution.

Parent-Teacher-Student Triade

Parent-teacher-student collaboration is an important component of student's success in education. By building a positive and trusting relationship, our parent-teacher-student team can create an optimal learning environment both at home and at school.

School Personnel Contact Information

BuffSci Elementary, 89 Clare Street		
Title	Name	Contact Information
Principal	Ashley Piazza	piazza@buffsci.org
Assistant Principal	Kellie Lowe	lowe@buffsci.org
Special Education Coordination	Sara Rivers	rivers@buffsci.org
Social Worker(s)	Kimber Knowlton Sara Schiffler	knowlton@buffsci.org schiffler@buffsci.org
School Nurse	Nurse Al	nurseal@buffsci.org

BuffSci Middle School, 100 Poplar Ave		
Title	Name	Contact Information
Principal	Kelly Wilczak	wilczak@buffsci.org
Assistant Principal	John Raczynski	raczynski@buffsci.org
Special Education Coordination	Sara Rivers	rivers@buffsci.org
Social Worker(s)	Kathryn Logronio	logronio@buffsci.org
School Nurse	Sylvia Muldrow	muldrow@buffsci.org

BuffSci High School, 190 Franklin Street		
Title	Name	Contact Information
Principal	Giray Gebes	gebess@buffsci.org
Assistant Principal	Adam Rivers	rivers@buffsci.org
Special Education Coordination	Amber Carter	carter@buffsci.org
Social Worker(s)	Brittney Collins	collins@buffsci.org
School Nurse	Lynn Lent	lent@buffsci.org

BuffSci II Elementary, 335 Doat Street		
Title	Name	Contact Information
Principal	Brianna Lanoye	lanoye@buffsci.org
Assistant Principal	Courtney Champlin	champlin@buffsci.org
Special Education Coordination	Amber Carter	carter@buffsci.org
Social Worker(s)	Grace Schara	schara@buffsci.org
School Nurse	Lauren Malones	malones@buffsci.org

BuffSci II High School, 190 Franklin Street		
Title	Name	Contact Information
Principal	LaMonica Harris	harris@buffsci.org
Assistant Principal	Jason Sullivan	sullivan@buffsci.org
Special Education Coordination	Amber Carter	carter@buffsci.org
Social Worker(s)	Jessica Sanders	sanders@buffsci.org
School Nurse	Lynn Lent	lent@buffsci.org