



Student Family Handbook
Code of Conduct
2022-23

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I. INTRODUCTION

It is our belief that proper and appropriate behavior and a safe, orderly, predictable environment are essential to the success of a school. To that end, it is our obligation to encourage, teach, and promote self-discipline, personal responsibility, dignity, and a respect for the rights and property of others.

It is the desire of Buffalo Academy of Science Charter School that this Code of Conduct clarifies and encourages appropriate behavior, helps insure the safety and security of all members of the school community, and promotes an educational climate that advances teaching and learning.

Unless otherwise indicated, this code applies to all students, school personnel, parents, and other visitors when on school property or attending a school function. As a guideline, the code may not cover every situation that occurs, every degree of behavior, or every variation in every given disciplinary encounter.

II. STUDENT RIGHTS & RESPONSIBILITIES

It is the student's right:

- To be respected as an individual
- To expect that school will be a safe, orderly and purposeful place for all students to gain an education and to be treated fairly
- To be afforded equal and appropriate educational, curricular and extracurricular opportunities
- To be protected from intimidation, harassment, or discrimination based on actual or perceived race, color, weight, national origin, ethnic group, religion, or religious practice, sex, gender, sexual orientation, or disability, by employees or students on school property or at a school-sponsored event, function or activity

It is the student's responsibility:

- To attend school daily, regularly and on time, perform assignments, and strive to do the highest quality work possible and be granted the opportunity to receive a good education.
- To be aware of all rules and expectations regulating student's behavior and conduct oneself in accordance with these guidelines.
- To respect one another and to treat others in the manner that one would want to be treated.
- To work to the best of one's ability in all academic and extracurricular activities and conduct themselves as representatives of BuffSci when participating in or attending school-sponsored extracurricular events and to hold themselves to the highest standards of conduct, demeanor, and sportsmanship.
- To conduct themselves in a manner that fosters an environment that is free from intimidation, harassment, or discrimination.
- To report any misconduct or activities by any individual that may impact the safe, orderly, nurturing, and positive educational environment.

III. STUDENT DRESS CODE

A. Background

BuffSci has a dress code policy, which creates a safe, and orderly environment, instills discipline, and eliminates competition and distractions caused by varied dress styles. In addition, a dress code creates a serious intellectual atmosphere, prepares students for the workplace, and allows students to show pride in being part of the BuffSci family. You are expected to arrive in uniform every day. Please cooperate, display modesty and neatness, and take pride in your uniform.

B. Uniform Policy Enforcement

It is never okay to be out of uniform. 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 clothing cannot be dropped off by the parents, the student will have the option to wear a provided uniform or to remain in P.S.R. for the remainder of the day.

C. Uniform

- **The following uniform tops are appropriate and must be purchased from BuffSci with school logo:**
 - Polo shirt (short or long sleeve), sweatshirt or fleece with collared shirt underneath. Undershirt must be a solid color. Abayas/Hajabs must be solid in color.
- The following uniform tops will **not be allowed**:
 - Clothing which is cut, slashed or has holes, undershirts that has patterns or designs
- The following uniform bottoms are **appropriate** and must be properly fitting:
 - Khaki/navy pants (Elementary/Middle School), black/khaki pants (High School), Knee-length skirts. At the start of the school year until September 30th and May 1st until the end of the school year, capris and dress shorts may be worn
- The following uniform bottoms will **not be allowed**:
 - Baggy or sagging bottoms, spandex, denim, leggings, yoga pants, stirrups, cargo pants, athletic pants or clothing which is cut, slashed or has holes
- The following footwear is **appropriate**:
 - Dress shoes (High School), sneakers (Elementary/Middle School and High School).
- The following footwear will **not be allowed**:
 - Sandals/slides or flip-flops, clogs, crocs, high heels or platform shoes
 - Elementary/Middle School: Winter boots may be worn into school during inclement weather where students must change into appropriate footwear once in the building
 - High School: Winter boots only during winter months
- The following jewelry is **appropriate**:
 - One pair of stud or hoop earrings, one watch or bracelet, one necklace, one ring
- The following jewelry will **not be allowed**:
 - Jewelry that may be deemed dangerous at staff discretion

- Not allowed headwear:
 - Bandanas or bandana patterns at all times in the building; do rags, or hats of any kind in the classroom
 - Face make-up should be worn modestly and not distracting

D. Additional Information

- Name Tags must be worn and visible
- School, club, sports, honors, and gym T-shirts may be worn on Fridays only
- Headgear such as hats, caps, bandanas, sunglasses, combs, picks, etc., may not be worn inside the building. The only exception is for those whose religious beliefs (ie. hijab) require it or medical concerns, which must be solid in color
- Hoodies, coats, jean jackets, jogging/athletic suits, gloves, or clothing generally accepted, as outerwear are not allowed
- Clothing that is deemed to be disruptive to the learning environment is not allowed
- Cosmetics should be appropriate for school and not attract undue attention
- Backpacks, totes, purses and fanny packs are not allowed
- Headphones may not be worn as an accessory
- No hair-picks, brushes or combs; these items must be stored in lockers.
- Honors, sports, and class attire may only be worn by the direct member of that group

E. Dress-down Days and Field Trips

- Field trips may have their own specific requirements defined by administration
 - Students will have advanced notice in order to meet these requirements
- Tops must cover the top of the shoulder
- Please note that incentive based dress-down days will be provided throughout the school year for the following reasons as part of our PBIS: behavior, grades, contests, and other house/class incentives.
- The following will not be allowed:
 - Halter tops, tank tops, strapless tops, spaghetti straps, or bare-shouldered tops of any type. Shirts which are low cut or expose any portion of the waist, hips, back or midriff. Bottoms which are cut, slashed or have holes. Flip flops, Crocs, sandals, high heels, wedges, boots or open toe, open back shoes. Clothing that may be deemed inappropriate at staff discretion

F. Personal Protective Equipment

- In order to facilitate a safe school, masks must be worn at all times. Students will be afforded mask breaks when needed for a short period of time. Students will be allowed to be unmasked during recess and meals. PPE guidelines will be enforced when/if it is a requirement.

IV. STUDENT USE OF ELECTRONIC DEVICES

All students at BuffSci are required to relinquish their electronic devices (cell phone, iwatch, iPod, e-reader, digital camera, handheld video games, etc.) as they enter school to the proper school authority to be stored in a locked cabinet or “cubby”. Electronic devices will be stored in the individualized cubbies

for the duration of the school day and will be released to students or a parent/guardian upon dismissal. Students who do not relinquish their electronic device are subject to metal detection and random locker searches.

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. This includes, but is not limited to, taking unauthorized photos of others and/or social media postings. Students are not permitted to use any form of information technology, including their own personal electronic devices, to intimidate, harass or threaten others. This type of harassment is generally referred to as cyberbullying. If a student violates this prohibition, then he/she is subject to discipline under this provision and/or any other provision in the Code of Conduct that may be applicable to the circumstances involved.

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.

Electronic devices will not be allowed on field trips or other school sponsored activities during the school day without the consent of administration which will be indicated on the student permission slip . Students are asked to please turn off all electronic devices before they are stored or staff will do so if devices continue to make noise in storage.

- **A. School Issued Electronic Devices**

Students are prohibited from viewing mature, violent, explicit material on their school issued electronic devices at all times of the day. All School issued devices are monitored daily and are the property of Buffalo Academy of Science Charter School.

- **B. School Issued Device Maintenance**

Students should treat the device with care and caution, any damage that falls outside of the normal wear and tear may result in a monetary penalty and school disciplinary action.

V. DISCIPLINARY PENALTIES, OFFENSES and CONSEQUENCES

Discipline is most effective when it deals directly with the problem at the time and place it occurs in a fair and impartial manner. School personnel who interact with students are expected to use disciplinary action only when necessary and to place emphasis on the student's ability to grow in self-discipline. In determining the appropriate disciplinary action, school personnel authorized to impose disciplinary penalties will consider the following:

1. The student's age.
2. The nature of the offense and the circumstances that led to the offense.
3. The student's prior disciplinary record.
4. The effectiveness of forms of discipline.
5. Information from parents, teachers, and/or others, as appropriate.
6. Other extenuating circumstances.

BuffSci is committed to ensuring a safe and orderly atmosphere on school property and at school functions. To achieve this kind of environment, any school official authorized to impose a disciplinary penalty on a student may question a student about an alleged violation of law or the BuffSci Code of Conduct. Students are not entitled to any sort of "Miranda"-type warning before being questioned by school officials, nor are school officials required to contact a student's parents before questioning the student. However, school officials will tell all students why they are being questioned.

As a general rule, discipline will be progressive. This means that 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. Furthermore, BuffSci believes in restorative justice. It is our commitment to reduce, prevent, and improve harmful behavior. Additionally, we strive to resolve conflict, repair positive relationships between the student-teacher-parent triad, and address the needs of the school community. Finally, we take great pride in our PBIS, Restorative Justice Model, and Problem Solving Room; however, not all penalties may be avoided.

A. Penalties

Students who are found to have violated the BuffSci's Code of Conduct may be subject to the following penalties, either alone or in combination. The school personnel identified after each penalty are authorized to impose that penalty, consistent with the student's right to due process.

Oral warning

Authority: Any member of the BuffSci staff.

Definition: Any verbal warning intended to address the misconduct.

Written warning

Authority: bus drivers, hall and lunch monitors, coaches, guidance counselors, teachers, administrators, director.

Definition: Any written documentation intended to address misconduct, digital or written.

Detention

Authority: teachers, administrators, director.

Definition: In or out of school hours (ie. before/after school, lunch period, Saturday's) as a penalty for student misconduct.

Suspension from transportation

Authority: director of transportation, administrators, director.

Definition: If a student does not conduct himself/herself properly on a bus, his/her riding privileges may be suspended by the building principal, the director, or their designees. In such cases, the student's parent will become responsible for seeing that his or her child gets to and from school safely.

Suspension from athletic participation or extracurricular activities

Authority: coaches, activity advisor, grade chairs, administrators, director.

Definition: Students who become a disciplinary problem during athletic and/or extracurricular activities may have been suspended from those programs

Suspension of other privileges:

Authority: administrators, director.

Definition: Any privileges may be suspended when a student becomes a disciplinary problem

Removal from classroom:

Authority: teachers, administrators, director.

Definition: The practices involve the teacher directing a student to briefly leave the classroom in order to give the student an opportunity to regain his or her composure and self-control in an alternative setting. Such practices may include, but are not limited to: (1) short-term "time-out" in an elementary classroom or in an administrator's office; (2) sending a student into the hallway briefly under supervision; (3) sending a student to the dean's office for the remainder of the class time; (4) sending a student to a social worker or other staff member for counseling. Time-honored classroom management techniques such as these do not constitute disciplinary removals for purposes of this code.

On occasion, a student's behavior may become disruptive. For purposes of this Code of Conduct, a disruptive student is a student who is substantially disruptive of the educational process or substantially interferes with the teacher's authority over the classroom. A substantial disruption of the educational process or substantial interference with a teacher's authority occurs when a student demonstrates a persistent unwillingness to comply with the teacher's instructions or repeatedly violates the teacher's classroom behavior rules. If the student becomes disruptive or poses a danger, the teacher may order the student to be removed immediately. The teacher must, however, explain to the student why he or she was removed from the classroom and give the student a chance to present his or her version of the relevant events. The teacher must complete a BuffSci-established disciplinary report on the school database and meet with the principal or designee as soon as possible, but no later than the end of the school day, to explain the circumstances of the removal. Any disruptive student removed from the classroom by the classroom teacher shall be offered an equivalent educational program until he or she is permitted to return to the classroom.

In-school suspensions:

Authority: administrators, director.

Definition:

Out of School Suspension

Suspension from school is a severe penalty, which may be imposed only upon students who are insubordinate, disorderly, violent or disruptive, or whose conduct otherwise endangers the safety, morals, health, or welfare of others. The School Board retains its authority to suspend students, but places primary responsibility for the suspension of students with the director and the building principals.

- a. Short-term (five days or less) suspension from school:

Authority: principal, director

When the director or principal (referred to as the “suspending authority”) proposes to suspend a student charged with misconduct for five days or less must immediately notify the student verbally. If the student denies the misconduct, the suspending authority must provide an explanation of the basis for the proposed suspension. The suspending authority must also notify the student’s parents in writing that the student may be suspended from school. The written notice must be sent within 24 hours of the decision to propose suspension to the last known address for the parents. Where possible, notice should also be provided by telephone if the school has been provided with a telephone number(s) for the purpose of contacting the parents. The notice shall inform the parents of the right to request an immediate informal conference with the principal. The notice and informal conference should be in the dominant language or mode of communication used by the parents.

The notice and opportunity for an informal conference shall take place before the student is suspended unless the student’s presence in school poses a continuing danger to persons or property or an ongoing threat or disruption to the academic process. If the student’s presence does pose such a danger or threat of disruption, the notice and opportunity for an informal conference shall take place as soon after the suspension as is reasonably practicable.

- b. Long-term (more than five days) suspension and Expulsion from school:

Authority: Director or designee

When the director determines that a suspension of more than five days or Expulsion may be warranted, he/she or designee must notify the student’s parents in writing. The written notice must be sent within 24 hours of the decision to propose suspension to the last known address for the parents. Where possible, notice should also be provided by telephone if the school has been provided with a telephone number(s) for the purpose of contacting the parents. Director or designee shall give reasonable notice to the student and the student’s parents of their right to a fair hearing. At the hearing, the student shall have the right to be represented by counsel, the right to question witnesses against him or her, and the right to present witnesses and other evidence on his or her behalf. The results of a long-term suspension may lead to expulsion from BuffSci. Expulsions will be determined by an Independent Hearing Officer.

A record of the hearing shall be maintained, but no stenographic transcript shall be required. Any recording shall be deemed a satisfactory record. The hearing officer shall make findings of fact and recommendations as to the appropriate measure of discipline to the director. The report of the hearing officer shall be advisory only, and the director may accept all or any part thereof.

B. Offenses and Consequences

Building administrators will use the chart below and the Consequence Table that follows as a guide:

Offense Level	Level 1	Level 2	Level 3	Level 4	Level 5
Penalties	Up Through	Up Through	Up Through	Up Through	Up Through
	<ul style="list-style-type: none"> • Oral warning • Written warning • Parent Contact • Detention 	<ul style="list-style-type: none"> • Level 1 • Detention 	<ul style="list-style-type: none"> • Level 2 • ISS up to 3 days 	<ul style="list-style-type: none"> • Level 3 • ISS or OSS up to 3 days 	<ul style="list-style-type: none"> • Level 4 • OSS up to 5 days • Formal Hearing

C. Consequence Tables:

Level 1 Offenses Up to Warning, Parent Contact, Detention, PSR		
Elementary School	Middle School	High School
Tardiness to school, or class	Tardiness to school, or class	
Unprepared for class (or other disruptions to the educational process)	Unprepared for class (or other disruptions to the educational process)	
Dress code violation/ Inappropriate attire	Dress code violation/ Inappropriate attire	
Mild name-calling or insults that are not part of a pattern of behavior	Mild name-calling or insults that are not part of a pattern of behavior	
Minor disruptive behavior	Minor disruptive behavior	
Minor disruptive behavior in the cafeteria	Minor disruptive behavior in the cafeteria	
Unsafe playground behavior	Inappropriate display of affection	
Inappropriate gestures/body language not involving vulgarity toward students	Projectiles	

Teasing or disrespectful tone/words not involving profanity toward students	Failure to turn in electronic device
Disrespectful attitude	
Possession/playing with non-school items	
Removing or refusal to wear personal protective equipment (mask) *per requirement	Removing or refusal to wear personal protective equipment (mask) *per requirement

Level 2 Offenses Up to Detention, PSR, ISS		
Elementary School	Middle School	High School
Moderate disruptive/inappropriate behavior	Moderate disruptive/inappropriate behavior	
Leaving class without permission	Skipping or leaving class without permission	
Lying (false identification/ accusation/ defamation)	Lying (false identification/ accusation/ defamation)	
Using harsh, obscene, or profane language and/or other negative gestures toward or around others	Using harsh, obscene, or profane language and/or other negative gestures toward or around others	
Failure to abide by a reasonable request/refusal to obey directions	Failure to abide by a reasonable request/refusal to obey directions	
Possession of others' property without permission	Horseplay	
Removing or refusal to wear personal protective equipment after previous warnings school personnel *per requirements	Skipping/missing detention	
	Truancy from school or leaving school property without permission	
	Removing or refusal to wear personal protective equipment after previous warnings school personnel *per requirements	
	Multiple Level 1 offenses in one incident/ referral/ report	
	3rd & 4th Level 1 or greater offense within 1 month	

Level 3 Offenses		
Up to 1-3 days In-School Suspension (ISS)		
Elementary School	Middle School	High School
Disrespect toward staff members/ insubordination	Disrespect toward staff members/ insubordination	
Major disruptive behavior	Major disruptive behavior	
Unintentional behavior resulting in injury, out of the assigned area	Cheating, plagiarism, altering documents	
Perceived or actual intent to leave school property without permission	Forgery of signatures or documents	
Removing or refusal to wear personal protective equipment after previous warnings school administration *per requirements	Removing or refusal to wear personal protective equipment after previous warnings school administration *per requirements	
Minor vandalization of school property	Multiple offenses in one incident/referral/report with at least one level 2 offense included	
Horseplay	3rd & 4th level 2 or greater offense within 2 months	
Possession/use of illegal/dangerous substances, etc.	5th & 6th level 1 or greater offense within 1 month	
Multiple offenses in one incident/referral/report with at least one level 2 offense included		
3rd & 4th level 2 or greater offense within 2 months		
5th & 6th level 1 or greater offense within 1 month		

Level 4 Offenses		
Up to 3 days In-School Suspension (ISS) or an Out-of-School Suspension (OSS)		
Elementary School	Middle School	High School
Harassment	Harassment	
Sexual harassment	Sexual harassment	
Physical altercation(s) with student/staff	Physical altercation(s) with student/staff	

Disruptive in ISS	Disruptive in ISS
Threats toward staff	Possession of use of cigarettes, chewing tobacco, or any tobacco products
Multiple offenses in one incident/ referral/ report with at least one level 3 offense included	Possession or use of lighters, matches, e-cigarettes (electronic smoking device)
3rd & 4th level 3 or greater offense within 3 months	Threats toward staff
5th & 6th level 2 or greater offense within 2 months	Multiple offenses in one incident/ referral/ report with at least one level 3 offense included
7th & 8th level 1 or greater offense within 1 month	3rd & 4th level 3 or greater offense within 3 months
	5th & 6th level 2 or greater offense within 2 months
	7th & 8th level 1 or greater offense within 1 month

Level 5 Offenses 5 or more days OSS (with an option for formal hearing)		
Elementary	Middle	High School
Please refer to middle/high school offenses if/when a level 5 offense(s) occur.	Physical sexual harassment/ misconduct	
	Possession or sale of a substance	
	Bullying: Consisting of 1) ongoing and repeated acts of harassment, intimidation, hazing, threats, and/or other inappropriate acts, 2) an imbalance of power, and 3) intent to harm.	
	Dangerous behavior (potentially serious injurious to oneself or to others)	
	Preventing a person's liberation; kidnapping- either by holding a person physically or threatening physical force.	
	Theft, robbery, burglary, larceny, vandalism, graffiti, or tampering with safety equipment with the intent to alarm or do harm	
	Possession, use, or sale of fireworks/ arson	
	Possession/ distribution of pornographic material (including electronic means)	
	Possession, use, under the influence or sale of alcohol, drugs, edibles or synthetic drugs	
Assault (intentionally or recklessly causing physical injury, pain, or visible		

	symptoms such as abrasions or marks)
	Gang activity (clothing, insignia, words, or activities that identify with a gang; recruiting)
	Possession of a weapon

VI. ALTERNATIVE INSTRUCTION

When a student of any age is removed from class by a teacher or a student of compulsory attendance age is suspended from school, BuffSci will take immediate steps to provide alternative means of instruction for the student at a determined time and place in or out of the school facility. Such students are required to attend alternative education and complete their assigned work. Alternative education attendance policies will be enforced the same as regular education attendance policies and will have the same consequences for absenteeism.

VII. DISCIPLINE OF STUDENTS WITH DISABILITIES

BuffSci recognizes that it may be necessary to discipline students with disabilities to address disruptive or problem behavior. BuffSci also recognizes that students with disabilities are entitled to certain procedural protections whenever school authorities intend to impose discipline upon them. BuffSci is committed to ensuring that the procedures followed for suspending, removing, or otherwise disciplining students with disabilities or students who receive 504 accommodations are consistent with the procedural safeguards required by applicable laws and regulations. BuffSci will adhere to all federal and State policies and regulations regarding students with disabilities as noted in Education Law and IDEA.

If the student is being suspended for less than or equal to 10 consecutive or cumulative days, the student is subject to the same due process requirements as short-term suspension.

If, however, a student with an IEP is receiving a suspension for longer than 10 cumulative days throughout the school year, BuffSci must make a determination as to whether a pattern of removal exists constituting a change of placement. If we determine that there is a pattern of removal, a Manifestation Determination Review is required. BuffSci may impose a suspension or removal based on a pattern of suspensions or removals if the CSE has determined that the behavior was not a manifestation of the student's disability.

Prior to recommending an expulsion, long term suspension (more than 10 days), or the tenth cumulative day of a suspension throughout the year for a Section 504 student, the Director will convene a review committee to determine whether the student's misconduct was a manifestation of his or her disability; whether the student was appropriately placed and receiving the appropriate services at the time of the misconduct; and/or whether behavior intervention strategies were in effect and consistent with the student's 504 Plan.

VIII. STUDENT SEARCHES

BuffSci authorizes the director, building administrators, the school nurse, and security officials to conduct searches of students and their belongings if the authorized school official has reasonable suspicion to believe that the search will result in evidence that the student violated a law or the BuffSci Code of Conduct. The authorized school official conducting the search shall be responsible for promptly recording the search and findings. The principal or designee shall clearly label each item taken from the student and retain control of the item(s) until the item(s) is turned over to the authorities.

Whenever practicable, searches will be conducted in the privacy of administrative offices and students will be present when their possessions are being searched. A Student's refusal to be searched may be considered to have admitted to and be guilty of the alleged conduct. Additionally, in any extracurricular circumstances (e.g. competing in or attendance at a sporting event, dance), the Student's refusal will lead to his/her exclusion from the extracurricular activity that day/evening or into the future, as the school so determines.

The rules in this Code of Conduct regarding searches of students and their belongings do not apply to student lockers, desks, and other school storage places. Students have no reasonable expectation of privacy with respect to these places and school officials retain complete control over them. This means that student lockers, desks, and other school storage places may be subject to search at any time by school officials, without prior notice to students without their consent.

VIV. VISITORS TO SCHOOLS

BuffSci encourages parents and other stakeholders to visit BuffSci schools and classrooms to observe the work of students, teachers, and other staff. The building principal or designee is responsible for all persons in the building and on the grounds. For these reasons, the following rules apply to visitors to the schools:

1. Anyone who is not a regular staff member or student of the school will be considered a visitor.
2. All visitors to the school must report to the front office upon arrival at the school and register.
3. Visitors attending school functions that are open to the public, such as parent- teacher organization meetings or public gatherings, are not required to register.
4. Parents or citizens who wish to observe a classroom while school is in session are required to arrange such visits in advance with the classroom teacher(s) and principal, so that class disruption is kept to a minimum.
5. Any unauthorized person on school property will be reported to the principal or designee.

X. PUBLIC CONDUCT ON AND OFF SCHOOL PROPERTY

All persons on school property, off school property for school events, or attending school functions shall conduct themselves in a respectful and orderly manner. In addition, all persons on school property or attending a school function are expected to be properly attired for the purpose they are on school property. All school personnel have the right and responsibility to enforce the proper conduct of visitors on school property, guests attending school events off school property and the discretion to determine an appropriate sanction designed to address the immediate incident of misconduct

XI. ATTENDANCE

Regular school attendance is required of each and every student in order to meet the rigorous academic standards of the school and to help better prepare every student for advanced courses and college placement. Every day a student is absent, a call to inform the school of the absence is expected and a written excuse upon the student's return is required.

Unexcused absences, tardiness, and early departures will result in disciplinary sanctions. Consequences may include, but are not limited to, in-School suspension, detention, and denial of participation in interscholastic and extracurricular activities.

Every absence will result in a phone call home. Five consecutive absences without communication will result in a letter sent home and potentially a home visit from school personnel. If a student accrues 20 or more unexcused absences or 40 or more unexcused tardies they will be required to attend a mandatory attendance recovery program to prevent automatic failure. An unexcused absence or tardy is a day of school missed or late without a written excuse for frivolous reasons. Acceptable reasons are as follows but not limited to: health appointments, religious observance, illness, family emergency, etc.

XII. REMOTE LEARNING CONDUCT

Since the onset of the Covid-19 Pandemic, our school has transitioned from the traditional classroom to a distance learning model environment. It is crucial that we follow all the rules and guidelines put in place in order to ensure the success of our students; especially during these uncertain times. Policies and procedures that have been put into place since our movement to the latest learning style are:

1. Students must attend LIVE sessions on time and dressed appropriately in a school uniform, enable their video feature and mute their microphones upon entering Google Meet and/or Zoom Classrooms.
2. Teachers will call on students to answer questions or speak during the live sessions. If a student has a question, they may type it in the chat box to notify the teacher.
3. There is to be NO side chat between students. This is not the appropriate place to have side conversations. The chat should be relevant to the assignment at hand.
4. Students will be redirected and given warnings prior to corrective actions being taken.
5. Any student who has to be asked multiple times to utilize the Google Meet and/or Zoom Classrooms appropriately will be removed from the virtual setting with a possibility of receiving

a lower grade, additional work, or further restorative sessions. Parents or guardian contact will be initiated for all offenses.

6. All students are expected to follow the BuffSci School policies and regulations that are expected of them in a traditional classroom setting.
7. All students, staff and parents must adhere to the rules, policies and regulations that are outlined in the schools COVID-19 reopening plan. Please visit the BuffSci School website resources tab for more specific guidance.

It is important that our students be in attendance and actively participating in all of the scheduled Live sessions. Failure to enable the video features make it difficult for both the teacher and students to engage and interact with the curriculum.