



BUFFALO SEMINARY STUDENT / PARENT HANDBOOK

MISSION STATEMENT

To provide a superior education for young women within a vigorous and participatory environment which emphasizes development of character, intellectual independence, creativity, service, and leadership for life.

August 2008

Welcome to the Buffalo Seminary community:

This handbook provides information about the policies and procedures at Sem and is meant as a guide for your participation in this school. Parents, family, and community members are important partners in educating our students. I hope that you will take the time to read and review the handbook and to understand your responsibilities.

Each September, as we begin a new academic year, the excitement and joy of learning is renewed. Once again we set our goals, test our aspirations, and define our challenges. All of us are teachers and learners, and we work together to achieve our best results.

As Buffalo Seminary begins its one hundred and fifty-eighth year of educating young women, I look forward to getting to know each of you.

Best wishes for a wonderful 2008-2009 school year.

Sincerely,

A handwritten signature in cursive script that reads "Jody Douglass".

Jody Douglass

Head of School

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PHILOSOPHY

Buffalo Seminary is committed to the following philosophy as a vital, motivating force in every aspect of school life.

Since 1851, the mission of Buffalo Seminary has been to empower young women to take their place in an ever-evolving society. As a college preparatory school, Buffalo Seminary seeks to develop its students' intellectualism, widen their perspectives, encourage active community involvement, and equip them for dynamic and purposeful lives. The curriculum is designed to ensure that the students of Buffalo Seminary will be well grounded in all of the traditional disciplines so that they will be free to choose their future course of study. Within these disciplines, students are inspired to pursue patterns of rigorous thought, fruitful reflection, and clear expression as skills essential to a process of lifelong learning.

The program at Buffalo Seminary encourages students to recognize that every area of intellectual, cultural, and athletic endeavor is interesting and accessible. The required core provides Seminary graduates with experience in the humanities and in the arts and sciences, and offers them opportunities to develop proficiencies that will enable them to adapt in a world of rapid technological change. The richly varied program instills a lifelong appreciation for all of the fine arts and an expectation that physical activity will be a continuing part of students' lives.

Nonsectarian since its founding, Buffalo Seminary provides a setting in which mutual respect is a fundamental principle around which students learn to value people from diverse backgrounds and to accept others on their merits. Having developed this appreciation and awareness, they will be better equipped, as adults, to help forge connections across diverse communities. The social and academic honor system reflects the school's moral atmosphere with its expectation of trust, integrity, and respect.

As an all-girls' school, Buffalo Seminary is philosophically committed to full equality for women. Its mandate is to awaken students to the opportunities available to women, and the school strives to make its students proud of their ability to shape their society rather than to be controlled by it. Buffalo Seminary fosters in its young women strong convictions and the ability to stand - alone, if necessary - as they believe is right. These are the women of the Twenty-First Century; it is the school's intention to prepare them as they take their places as citizens and leaders in this exciting, challenging time.

TRUSTEES

Amy Habib Rittling '86, Esq., Chair
Kevin F. O'Leary, Vice Chair
Amy Martoche '88, Esq., Secretary
Thomas W. Stewart, Treasurer
Jody Douglass, Head of School

Nancy Berger
Sherwood Bollier
Margaret Brown '72
Jennifer Burger
Robert P. Carr
Clinton F. Ivins III

Michael Joseph
Susan Lenahan Kimberly '68
David Knauss
Deborah Lipke
Melanie M. Luongo
Robin Simon Magavern '52
Gregory Michalek
Philip Niswander, M.D.
Melanie Franco Nussdorf '67, Esq.
Amy. M. Schmit '88
Cynthia Baird Stark '81
David G. Strachan

Life Trustees

Joan Kostick Andrews '48
Frederick B. Cohen, Esq.
Shelley Cole Drake '66
Francis S. Faust, Esq.
Barbara Cowan Hyde '43
Charles F. Kreiner, Jr.
Rosemary Smith Marlette '41
M. Ruth Fowler Niswander '43
Betty Lehman Oppenheimer '37
Madeleine Breinig Reid '33
Susan Rubenstein Schapiro '48, Ph.D.
Annette Stevens Wilton '52

THE PARENT ASSOCIATION

Parent Association Leadership Council

Molly Roach	President
Donna Moffat	Vice President
Ellen Lewis	Secretary
Gina Martino	Treasurer
Senior Parent Reps	Monica Farrar Gina Martino Donna Moffat
Junior Parent Reps	Lisa Friedman Michelle Gacioch
Sophomore Parent Reps	Cathy Gerace Sue Kreppel Pam Melber Beth Schoellkopf
Freshman Parent Reps	Alma Brown Molly Clauss Kathie Hall Susan Holland Keshia Lanier
Board of Trustees Advisor	Melanie Luongo

All parents of Seminary students are members of the Parent Association, and meetings are open to all parents. The purpose of the Association is to enhance communication between the school and its families.

Activities include:

- raising funds to aid student and school programs
- supporting staff through a Faculty Appreciation Program
- sponsoring programs about issues relevant to adolescent and young adult women

- planning the All-School Barbeque, Rose Dance, Plant Sale, and Holiday Bazaar Book Sale

Meeting Schedule: Meetings are open to all parents. The first meeting of the year will be on Tuesday, Sept. 23rd at 7:30 a.m. Subsequent meeting dates: Nov. 6 at 5:30 p.m., Jan. 22 at 7:30 a.m., Mar. 12 at 5:30 p.m., May 14 at 7:30 a.m., and June 18 at 5:30 p.m.

SCHOOL POLICIES AND DAILY LIFE

The day begins at 7:50 a.m. with attendance followed by Morning Meeting, a time in which all members of the Seminary community come together. Classes begin at 8:10 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 attend all her classes when school is in session. Parents are expected to call the school office by 8:30 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.

Grades and academic credit are at risk for any students who have accumulated more than 16 absences from a full-year course (including college visits) or 8 from a half-year course. All extended absences are subject to the review of the Curriculum Committee.

Absences Requiring Advanced Notice

When a student needs to be absent for all or part of a day, a parent should send a written note to Mrs. Young in the front office.

For all prearranged absences, a student must have Mrs. Young and the teachers whose classes she will be missing sign the absence form appended to her note and return it to the office prior to leaving school. Students who are absent are responsible for homework assignments.

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

Students involved in extra-curricular activities (i.e. sports, plays, meetings after school) have to be in school by 10:30 a.m. in order to participate in that activity.

An unsanctioned absence may result in detention.

Tardiness

Students are expected to be on time for all school commitments. If a student arrives late, she must sign in at the front office before going to class.

Multiple tardy slips will result in detention.

ACADEMIC PROGRAM

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

Freshman Year

English
Math
Physics
World Cultures
Foreign Language
Computer
Arts Eye View
Physical Education/Health

Junior Year

English
Math
Chemistry
United States History
Foreign Language
Fine Arts Electives
Physical Education/Health

Sophomore Year

English
Math
Biology
Modern European History
Foreign Language
Fine Arts Electives
Physical Education/Health

Senior Year

English
Course in Math and/or Science
Electives in:
English
Foreign Language
History
Math
Science
Fine Arts
Computer
Physical Education/Health

Graduation Requirements

English	4 years
History	3 years (must include U.S. History)
Math	3-year sequence*
Foreign Language	3-year sequence
Science	3 years of a lab science*
Fine Arts	4 semesters
Computer	1 semester
Physical Education	4 years
Community Service	

*Student must have a fourth year of either Math or Science.

Students must pass a minimum of five courses during their senior year in order to graduate.

Grading System and Reporting

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

For reporting purposes, the year is divided into semesters. Grades and/or written reports from faculty are mailed home four times a year, and all new students receive reports in mid-October.

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 Academic Dean for that grade level.

ACADEMIC HONORS

Honor and Merit Rolls

At the end of each semester, Honor and Merit Rolls are announced and published. Students whose averages are 3.0 or greater earn Merit Roll; those whose averages are 3.67 or greater earn Honor Roll. A grade of D in any course will preclude a student from earning Honor or Merit Roll. Grade point averages are calculated on a 4-point scale, with added weight given to 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. Members of the senior class are elected by the Seminary chapter.

National Honor Society

The Buffalo Seminary Chapter of The National Honor Society has established the following criteria for the selection of candidates:

1. There will be one induction ceremony each year at the end of junior year.
2. The minimum average for admission will be B+ (87%).
3. Students will fill out an application which asks for specific examples of how each student has met the qualification of leadership, service, and character. For example, one question is, "In what ways have you inspired positive behavior in others?"
4. A member of the NHS Committee will verify the responses and information on each application before the committee meets to select new inductees. The committee will consist of one faculty member from each department.

5. The number of community service projects each year should go beyond the minimum number required by the school.
6. Candidates will be graded on a scale from 1 to 5 in each of three categories: service, character and leadership based on the applicant's responses on her application.

Academic Probation

A student who has two D's or one F at the end of a quarter will be placed on Academic Probation and is automatically placed in proctored study hall. At the end of the fourth quarter, academic status will be determined on an individual basis. The Academic Review Committee will meet to determine other specific terms of probation appropriate to each student. The privilege of participating in extra-curricular activities including athletic teams, drama productions, and other time consuming school activities may be denied if the Academic Review Committee feels that the participation is compromising academic achievement. Any student with a grade below C- may be denied the privilege of continuing in an activity.

If a student is on Academic Probation for two consecutive quarters, there will be a conference with parents to discuss the status of the student. The determination could be made that the student will not be invited back for the following semester or academic year.

During a student's four years at Sem she has one opportunity to retake a failed course in summer school. Successful completion of the summer course may allow the student to return to Sem the following academic year. However, only certain courses can be taken in summer school.

Community Service

All students are expected to do community service. The Social Service Board's "Strive for 5" encourages each student to do at least 5 projects during the school year.

1. Each student should participate in one activity during School Spirit Week (usually the week between fall and winter sports season – the beginning of November).
2. Each student should volunteer for at least one "in school" activity.
- 3 .Credit for outside activities will be given according to the following formula: 1 project credit for each 3-4 hours of community service.

Advisors will be informed if their advisees are "behind" at the end of each marking period. At that time they will encourage them to remedy their status. At the end of the year, a list of completed activities for each student will be placed in her permanent file in the front office and in her advisor folder. The number of projects will also be recorded on the student's grade reports so parents can monitor their daughter's progress.

It is the expectation of Buffalo Seminary that each student will complete this important component of her education.

THE SEMINARY COMMUNITY

Seminary is a small community, in which the actions of each member impact on the whole. Each student is expected to be honest, courteous, and respectful of the rights, property, and opinions of others; the rules of the community reflect those expectations. The aim of the school in personal discipline, as in academic discipline, is to help students understand that their choices in behavior have consequences for which they will be held accountable.

Honor System

The Honor System, developed by the faculty and students, is the fundamental rule of the school; it has both academic and social components. New students are officially inducted into the Honor System after an orientation.

Academic Honor

Academic Honor requires respect for intellectual and artistic property. The following 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:

"I pledge my honor that I have neither given nor received assistance."

Signature

Students sign the pledge after completing the work. Failure to sign the pledge is cause for suspicion; signing the pledge when an honor offense has been committed is a very serious matter.

During the first several weeks of school, teachers review with their students all points of Academic Honor. The students are then asked to sign a statement saying that they understand Academic Honor at Buffalo Seminary and the consequences of breaking that honor. That statement is then placed in each student's portfolio. Additionally, each student and her parent(s) are required to read the Acceptable Use Policy for Technology concerning the use of computers and technology at Buffalo Seminary and sign the Acceptable Use Agreement. The Acceptable Use Policy is printed at the back of this handbook.

Violations to the Academic Honor System include:

- 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.
- 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 changing or rearranging works, is plagiarism and is against the Honor Code.
- Permitting another student to copy work, with the exception of class notes.
- 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

Social Honor requires consideration for others, honesty in all matters, courtesy, and respect for differences.

Violations to the Social Honor System include:

- Abusing, harassing, deliberately intimidating or physically harming another person. or displaying any form of racial, cultural, sexual, or religious prejudice.
- Lying, cheating, stealing, vandalizing, and other lapses in social integrity.
- Possessing, using, or selling alcohol or illegal drugs on campus or during any school sponsored event, including being present at school or school activities while under the influence of alcohol or illegal drugs.
- Smoking on school property.
- Being absent or leaving school without appropriate permission.
- Taking any action that may be judged prejudicial to the school, whether at school or elsewhere, or bringing discredit or embarrassment to the school through inappropriate public behavior.

Honor System Violation Procedures

Academic

The incident is investigated by the Judicial Review Committee, which arrives at a finding. If guilt is determined, the committee will make a recommendation, which could be academic or social and may include expulsion. The final determination will be made by the Head of School, and parents will be notified.

Social

The Judicial Review Committee handles infractions of major school rules on a case-by-case basis.

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.

The Judicial Review Committee

The Judicial Review Committee reviews most academic and social honor offenses and makes a recommendation to the Head of School. The committee comprises the vice president of Student Government, the four class vice presidents, plus 2 additional upper classmen and three faculty members.

The Advising System

The student's individual advisor monitors academic and personal progress, helps in developing strategies for problem solving, and is generally a student's mentor. In addition, the individual advisor helps facilitate the portfolio process and student-led parent conferences. At each grade level, there is a class advisor who oversees collective goal-setting, monitors class dynamics, and gives support to class officers. The class advisor 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.

College Counseling

As part of its mission, the school has the responsibility for advising 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 obtaining application forms, arranging interviews and campus visits, and meeting individual deadlines. The school acts as advisor:

on making suggestions, indicating academic programs of specific interest, filling out school portions of the application forms, recommending standardization testing, and writing a school profile for each senior to accompany her application. Representatives of various colleges in the United States visit Seminary each year to explain their offerings to interested students and to conduct individual interviews.

Letters of recommendation from individual faculty and from the school 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 Mrs. Kramer and the school's administrative assistant. 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 Seminary college guidance counselor. It is expected that the Seminary student will answer the question honestly. The college guidance counselor will answer such a question in a candid, non-judgmental manner being as strong an advocate for the student as possible.

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

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, professional manner, concerns should be directed to one of the following people: Dean of Faculty, Head of School, or Chair of the Board of Trustees.

DRESS CODE

It is important that students should dress for school in clean, neat, and appropriate attire. School is the students' place of work, and the dress code stresses common sense and modesty.

It is the responsibility of each student to check her attire before leaving for school, and we ask that parents join with us and enforce the importance of adhering to our dress code. Individuality is valued, but dress at school should not detract from the learning environment.

A student who arrives inappropriately dressed will be asked to change immediately or she may be sent home. Repeated violations will result in detention, and parents will be notified detailing the concerns. A meeting with the student, her parents, and the Dean of Students may be called if the concerns persist.

General Guidelines

- Students are expected to be in dress code during the school day and at all school events.
- Outerwear must be removed during the school day before Morning Meeting.
- Dresses, skirts, or jumpers may be worn. The length of all must reach at least fingertip length.
- Pants should be appropriately dress/casual. No blue jeans or denim pants, pajama bottoms, or sweatpants are permitted.
- Leggings may be worn with a top that reaches the same length as dresses, skirts, and jumpers.
- All tops must be suitably modest for school. The top should cover the shoulders and should not be see through. Plunging necklines and backs and exposed midriffs are inappropriate for school.
- Practical and safe shoes must be worn.
- Logos, writing and advertising on garments are not appropriate for school.
- Athletic gear (including sweatshirts and t-shirts) is not appropriate for school.
- Facial jewelry, other than earrings, should be removed for school.

Throughout the year, at the discretion of the Head of School and Dean of Students, there will be relaxed dress code days. During the month of May, shorts of at least fingertip length and flip flops will be allowed as part of the dress code.

TRADITIONS

Sponsor-Sponsee

All new students have an upperclassman as a sponsor. The sponsor-sponsee tradition is designed to help new students adjust to school life as quickly and as easily as possible. Sponsors, therefore, contact their sponsees in the spring and 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.

The Hornet/Jacket Tradition

Each new student is placed on one of the two school teams: the Hornets or the Jackets. She will be a member of that team for her years at the school.

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, team membership is extended to new team members on Hornet-Jacket Day; at the end of the year, the team competition culminates in the awarding of the Hornet/Jacket Trophy.

Student Recognition Day

On this day, the achievements of groups of students in all disciplines including arts, athletics, and academics 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. The evening events include the Art Show and the Arts Café

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 underclass students and seniors dressed in white. Student participation is mandatory. Parents are welcome to attend.

In March you will receive guidelines on the appropriate attire for both Class Day and Graduation.

Sign-Out Privilege

In the second semester, the faculty may grant seniors in good social and academic standing permission to leave school 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.

Student Government

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

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 League, Buffalo Seminary currently fields teams in soccer, field hockey, swimming, basketball, badminton, tennis, squash, golf, and lacrosse. The Seminary sponsors crew at the West Side Rowing Club. Team eligibility and other guidelines for participation in the interscholastic sports program are explained in the school's athletic policy, which is presented to students at the beginning of each sports season.

Students who participate in athletics must have an annual physical examination and file a physician's report with the school. All participating students must also show evidence of medical insurance/accident coverage.

Clubs and Boards

2008-2009 offerings include:

Amnesty	Science Club
Cultural Awareness/International	Sem Spotlight
Ensemble	Seminaria (yearbook)
Glee Club	Social Service Board
Hornet/Jacket Board	Spectrum
Math Club	Students against Destructive Decisions
Mock Trial	Urban Suburban School Association
National Honor Society	Writers' Club

SCHOOL ENVIRONMENT

During the day, students have choices about where and how to spend free periods. The library is a quiet room, conducive to individual work. The study hall is available for group work. The computer lab is open to students if a class is not in session. A natural gathering place for students and faculty is the dining room and Mugal Atrium and Commons. Students are expected to keep all areas of the school in good order.

The school building is open and supervised from 7:00 a.m. until 6:00 p.m. Students may remain in the building after 3:30 p.m. but must sign in at the front office. Between the hours of 3:30 p.m. and 6:00 p.m., students may be in the study hall, library, or dining room, or under the direct supervision of a coach or faculty member. Students must leave the building at 6:00 p.m.; arrangements should be made to meet elsewhere if students are picked up after that time.

Food and drink are allowed only in the designated areas on the basement level. Exceptions may be made only with faculty supervision. Gum-chewing is prohibited anywhere on school property.

Students are responsible for their own possessions and are discouraged from bringing valuables or large sums of money to school. Valuables and money should be locked in student lockers or may be checked in with the front office. The school provides lockers with locks in the gym locker room with the expectation that coats, boots, and athletic equipment are to be kept there. Each student also has a locker in the study hall for her personal use; all other parts of the study hall are common areas and should be free of personal belongings. Items left on the floor or on the tables in the study hall after 6:00 p.m. each day will be removed.

An ipod may be used only with earphones in the art studio, the library, the dining room, or the study hall. During school hours, the use of cell phones is prohibited, and the phones may be confiscated. Cell phones may be used during the lunch periods. Other than during lunch, phones should be put away in lockers, purses or backpacks. Use of a cell phone during a class, test, or exam will be considered a violation of the academic honor code. In case of an emergency, students can be contacted through the front office, and there is a phone in the office available for student use throughout the day.

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

Visitors

Guests of students are welcome during school hours with the permission of the Head of School. After-school guests are welcome in the gym balcony to watch an athletic event; otherwise guests should be only in the front hall.

Guests must sign in at the front office and are expected to conform to the standards of conduct required of Seminary students.

Parking

All students who drive to school, even occasionally, must register their car with the front office. Parking in the immediate neighborhood is limited.

Students are asked to avoid parking along Bidwell Parkway in front of the school and to 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 same may be conducted if there is "reasonable cause" based upon a school official's experience and judgment for purposes of locating drugs, alcohol, weapons, or property taken without permission of the owner.

Detention

Detention is held on Wednesday and Thursday after school from 3:30 p.m.-5:00 p.m. Students who are placed in detention will be notified on Monday and are expected to serve their detention when assigned. Detention takes precedent over all school activities and can only be reassigned with permission of the Dean of Students. Students will be given detention if they accrue three procedural violations such as, but not limited to: gum chewing, dress code violations, eating and/or drinking in unauthorized parts of the building. Skipping any Academic commitment, cell phone use, and computer use violations will result in an immediate detention. Students who fail to complete detention or receive multiple detentions will be referred to the Judicial Review Committee by the Dean of Students.

SCHOOL POLICIES

Health Forms

Health forms, required both by the school and New York State law, provide up-to-date information on student health and immunizations. The form also allows, by parent consent, for treatment to be given a student in the event of an emergency and authorizes a student's participation in extracurricular sports. Health forms are good for one year from the date of issue for returning students. This completed form must be received by the school no later than the first day of school each year for freshmen and new students, two weeks earlier if the student participates in sports.

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 those 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.

AIDS Policy

Buffalo Seminary has prepared this policy statement on AIDS in order to clarify the risk to the health of the school community at large if a student or employee were to contract the disease and also to protect the health and rights of any such individual student or employee who might contract the disease. Students, faculty, and staff need accurate information about AIDS: its causes, its effects, and its prevention. The cause of Acquired Immune Deficiency Syndrome is now known definitely. It is a virus that is transmitted principally by intimate sexual contact, blood transfusion and administration of blood products, shared needles, and by infected mothers to their newborn children. Therefore, it is unlikely that the HIV virus could be spread by an infected student or by an employee at Seminary.

If a student or employee at Buffalo Seminary were to develop AIDS or be HIV positive, there is no reasonable expectation of increased risk to others in the school community, and therefore such a person would, under most circumstances, be permitted to continue studies and/or work at Seminary, as permitted by his or her own physical abilities. State and federal laws and regulations in this area will be rigorously followed.

Non-Discrimination

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

Drug and Alcohol Policy

It is the philosophy of the school that students should learn how to make informed decisions about substance use. Therefore, Seminary provides students with medical and legal information through both the formal health seminars 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.

EMERGENCY PROCEDURES**Emergency Closings**

Occasionally inclement weather and, rarely, other circumstances may force the cancellation of school. The Head of School will notify the major radio and television stations that Seminary will be closed. The Seminary will have its own listing when the school is closed. Students and their families are particularly

urged to listen to WBEN 930 AM or local T.V. stations 2, 4, and 7 for emergency school closings. 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 on a day school is in session.

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 infirmary with the permission of the teacher whose class she needs to leave or miss. She reports into the infirmary by signing the infirmary log in the front office. Upon leaving the infirmary, she must sign out of the log and report to class directly. If the student and front 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 front office.

Many members of the faculty and staff are CPR and First Aid trained as are all coaches and the Athletic Director. Response to a medical emergency will consist of the application of any first aid techniques judged necessary, appropriate notification of parents as quickly as possible, and medical intervention at the closest hospital emergency room.

In the case of athletic injury, coaches or an athletic trainer will determine whether continued play is reasonable, erring on the side of prudence. Parents will be notified and a report will be filed by the appropriate coach detailing the injury.

ACCEPTABLE USE POLICY FOR 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 disadvantages. In return, we ask the SEM community to exercise appropriate responsibility in the use of school equipment and facilities and to use Internet access provided by the school for educational purposes.

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 the "Acceptable Use Agreement." These guidelines are legally binding and must be renewed annually.

For students, a violation of this agreement may be treated as a violation of the Student 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, including possible suspension or expulsion from SEM and /or legal action.

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 to our server, 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.

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 guideline 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 or blogging sites like MySpace or Facebook. Do not identify yourself in any way online, and keep your friends safe by not identifying them.

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 god manners in the real world, you are expected to use good manners online as well. The general rules of "netiquette" 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. Tampering with or changing any hardware or software settings of any public SEM computer is prohibited.

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

The Buffalo Seminary

2008-2009 School Event Calendar

August 18	Preseason athletics begin
September 2	Freshman Orientation Freshman Parent Orientation
3	158th school year begins/Picture Day
5	All-School Dinner at 6 p.m.

12	Drop/Add Day
19	Hornet/Jacket Day
25	All School Trip to STRATFORD
26-27	Athletics Homecoming Event
October 4	SAT's at Sem
5	Open House
6	Grade level pictures
9	No School – Yom Kippur
13	No School – Columbus Day
15	PSAT's at Sem
25	ACT's at Sem
November 2	Entrance Exam 9 a.m.-12:00 p.m.
11	No School – Veterans' Day
20-22	Fall Play
26-30	Thanksgiving Break
TBA	Café
December 4	Hanging of the Greens
6	Entrance exam 9 a.m. -12:00 p.m.
	Holiday Bazaar
9	Financial Aid Workshop
19	Winter Revel
	Winter break begins at 3:30 p.m.
January 5	School resumes
	Colby Artist
12-15	Exams: History/Math/Science/English/Lang
16	No School - Correction/Snow Day
19	No School – Martin Luther King Day
20	2nd Semester begins
24	SAT's at Sem
26	Parent Conference Day
28	Drop/Add Day
February TBA	Science Olympiad
TBA	Father-Daughter Rose Dance
14-17	No School - Presidents' Weekend
March 7	Soirée
TBA	Mother/Daughter Tea

18	Wilkinson Poet
19-21	Spring Play
23-26	Student-led Conferences
TBA	Faculty In-Service Day-No Classes
27	Spring Break begins at 3:30 p.m.
April 12	Easter
13	School resumes
TBA	Colby Artist
TBA	All School International Dinner
29	Spring Concert
May 2	SAT's at Sem
4-13	AP & Senior exams
TBA	Prom
TBA	Junior Ring Ceremony
14	Student Recognition Day
	Hornet/Jacket Activities
	Art Show/Café
25	No School - Memorial Day
June 1-4	Exams: Lang/History/Math/Science/English
5-6	Reunion Weekend
6	SAT's at Sem
8	Class Day
	Strawberry Brunch for Seniors & Mothers
	Sports Reception – 7 p.m.
9	158th Graduation
13	ACT's at Sem

TO ALMA MATER

Far from thy shelt'ring arm and dear protection
Our love for thee, still warm, and our affection,
Our love for thee, still warm, and our affection,
Will help us on our way, with thy direction.

Here on thy crowded stair and long, wide hallway
Where other feet shall pass, new voices call thee,
Where other feet shall pass, new voices call thee,
Here shall my spirit come and linger always.

Wherever we may be, 'mid joy or grieving,
Thy faith, th'inspiring thought of thy believing,
Thy faith, th'inspiring thought of thy believing,
Lift us to better things, to worthy living

Words and Music by Mary Gail Clark Gomez '10