

Mission Statement

Buffalo Seminary educates college-bound young women from diverse backgrounds in a vigorous and participatory environment that emphasizes development of character, intellectual independence, creativity, service, and leadership for life. Buffalo Seminary strives to make each girl proud of her ability to shape society rather than to be controlled by it and to awaken each student to the opportunities available to women.

Statement of the Philosophy of Buffalo Seminary

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 intellectually, widen their perspectives, encourage active community involvement, and equip them for dynamic, 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 courses 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.

Buffalo Seminary's program encourages students to recognize that every area of intellectual, cultural, and athletic endeavor is interesting and accessible. The required core curriculum 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 - for what they believe is right. These are the women of the 21st Century: it is the school's intention to prepare them as they take their places as citizens and leaders in this exciting, challenging time.

Academics

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

Sophomore Year

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

Junior Year

English
Math
Chemistry
United States 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 credits
History	3 credits (must include U.S. History)
Math	3 credits *
Foreign Language	3-year sequence
Science	3 years of a lab science*
Fine Arts	4 semesters = 2 credits
Computer	1 year (9th grade)
Physical Education	4 years

Community Service

Senior Internship

*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+ 97-100			
A 93-96	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 Review Committee

After each quarter, the academic progress of each student is reviewed by the appropriate class dean and the Academic Review Committee. Students experiencing academic difficulty will be placed on the following status:

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

Academic Probation: A student earning two or more D grades, or one or more F grades, will be placed on Academic Probation. Students on Academic Probation are in danger of being asked to leave Buffalo Seminary unless grades improve. Students on Academic Probation must meet with their advisor to devise a plan to improve performance and will be placed in Proctored Study Hall until review by the Academic Review Committee at the mid-point of the next quarter. If the student's grades are improving she may be removed from Proctored Study Hall at this time, but she will remain on Probation. Parents are urged to contact the Dean of Students to set up a conference. If the student raises her grades by the end of the next quarter so that she has no more than one D and no Fs, she will be moved to Academic Warning. Should she have no grades of D or F at the end of the next quarter, she will be removed from all warning status. Academic Probation does not appear on a student's record.

The privilege of participating in extracurricular 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. At the end of the fourth quarter, academic status will be determined on an individual basis.

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.

Placement in Advanced Courses

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

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. At each grade level, there is a class advisor who

oversees collective goal-setting, monitor's 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.

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 this time frame.

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.

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 3:25 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.

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

Grades and academic credit are at risk for any students who have accumulated more than 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 Academic Review 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 the front office.

For all prearranged absences, a student must have the Dean of Students 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 extracurricular activities (i.e. sports, plays, meetings after school) have to be in school by 10:30 a.m. in order to participate in those activities.

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. Three tardy slips will result in detention. If the problem persists, the student will be assigned a Saturday detention.

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 Mugel 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.

Respect for the School Community and Rules

Respect and honesty are the cornerstones of the Buffalo Seminary community, and everyone bears responsibility for her own deportment and for the appearance of the school.

Our conversations at school should be carried on in a tone and manner respectful of classes in session, office and staff areas, assemblies, and meetings of any kind. Students need to be aware of the presence of visitors in the building, and, therefore, of the importance of "first impressions." The library is an area for study and research. Socializing is not appropriate and students wishing to work together or talk with friends should do so in another area of the school.

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 will be removed and a pink slip will be issued.

An ipod may be used with earphones only in the art studio, the computer room, the library, the dining room, or the study hall. During school hours, the use of cell phones is prohibited. Cell

phones may be confiscated if used during school hours. Cell phones should be kept in lockers during school hours.

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.

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

Disciplinary Procedures

Detention System

Detentions are assigned for the accumulation of 3 minor discipline “pink slips.” Skipping any academic commitment, cell phone use, and computer use violations will result in immediate detention. The Dean of Students and the School Administrative Assistant manage the assignment of detention. Detentions are served from 3:30 – 5:00 p.m. on Thursdays. If a student is unable to attend an assigned detention, she must notify the School Office, IN WRITING, within two days of being assigned the detention. If she does so, the detention will automatically be postponed for one week. EXCUSES MADE THE DAY OF THE ASSIGNED DETENTION ARE NOT ACCEPTABLE. Students who accumulate three detentions in one quarter will also be assigned a Saturday detention.

Saturday morning detentions are held once each month from 10:00 a.m.-12:00 p.m. Saturday detentions are assigned for the following reasons:

- The accumulation of three detentions in one quarter
- Missing a Thursday detention
- Skipping a class
- Leaving school without permission.

Students who fail to complete detention or receive multiple detentions will be referred to the Judicial Review Committee.

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.

A student who violates our Honor Code or major school rules will be reported to the Dean of Students and for referral to the Judicial Review Committee.

Disciplinary Actions

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

Probation: Any student placed on disciplinary probation should understand that further misconduct during the period of probation will place the student's continued enrollment at Sem in jeopardy.

Suspension: Suspension may either be short or long term, depending upon the case. Under suspension, a student may not attend classes or participate in any school related extracurricular activity. She may keep up with regular daily work and assignments and is responsible for all work assigned or due while she is on suspension.

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

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 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 reinforce 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 the 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 pants may be worn. The length of all dresses and skirts must reach at least fingertip length.

Pants should be appropriately dress/casual. No blue jeans, pajama bottoms, or sweatpants are permitted.

Leggings may be worn with a dress or skirt that reaches the appropriate fingertip length. (oversize shirts are not acceptable tops)

All tops must be suitably modest for school. The top should cover the shoulders and should not be see through. Low necklines and backs and exposed midriffs are inappropriate for school.

Practical and safe shoes must be worn.

Logos and advertising on garments are not appropriate for school.

Athletic gear including sweatshirts and t-shirts are not appropriate for school.

Facial jewelry, other than earrings and a single nose stud, should be removed for school.

Throughout the school 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.

Drug and Alcohol Philosophy/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.

Voluntary Self-Referral

The Dean of Students can provide education arrange for referrals and outside evaluations. Any student, or student and family, who voluntarily seek help from the Dean of Students for her abuse of alcohol or other drugs will be supported in this effort. A student who self-refers or is referred by a parent or peer and is making satisfactory progress in following resulting recommendations will be allowed to remain at school and participate in school activities as long as she adheres to school rules.

Decisions regarding “satisfactory progress” will be made by the Head of School and the Dean of Students. The student must be assessed by a certified chemical dependency counselor or licensed professional counselor at a School approved assessment facility and follow through with the assessment recommendations. Parents will be required to authorize release to the School the results of this evaluation and subsequent recommendations.

Students may seek confidential consultation or make inquiries about available services by contacting the Head of School, the Dean of Students, or her advisor.

Confidentiality

All matters regarding problems with alcohol or other drugs will be kept confidential except among persons directly involved in and/or responsible for the person’s education, counseling, and rehabilitation.

By law, however, faculty members are mandated to report any concerns that would affect the health and safety of the individual student or other persons, e.g. suicide, abuse, threatened violence.

No record of the student's participation in an evaluation/treatment program will become part of a student's permanent file.

Implementation

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

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

After the first quarter, 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.

EXTRA CURRICULAR 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

2010-2011 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
Meant to be Red	The Monocle
Mock Trial	Writers' Club
National Honor Society	Young Politicals Club

Procedures/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.

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.

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.

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.

EMERGENCY PROCEDURES

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

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.

Most 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.

Buffalo Seminary Acceptable Use of Technology

Buffalo Seminary provides computer resources, including Internet access, to students and school personnel with a firm commitment that the educational advantages far outweigh the 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 guidelines 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 good 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.

Tablet / Laptop program rules

1. *You are responsible for the safety and security of your computer at all times. Always keep it in your sight unless it is either in a monitored charging station, locked in your locker or in a teacher's care.*
2. Tablets should be taken home every day, and brought *back to school every day fully charged.*
If your computer is losing the charge quickly, please see the tech office. Senior laptops may be locked in school lockers if not needed at home.
3. The computer must be in its case whenever you take it outside (to or from school or anywhere else).
4. When moving between classes, the lid must be closed, or locked in the "tablet mode". The computer must be held under your arm close to your body so that it is less likely to drop.
5. Food crumbs and spilled drinks damage computers. You may only open a computer at a table if there is no food or drink on it.
6. Screens are very sensitive. Do not place anything on top of or near the computer that could put pressure on the screen. Also, be careful not to scratch your screen when wearing rings or bracelets. Do not leave anything on the keyboard, such as a pencil, which could break the screen upon closure.
7. Be careful when swiveling the tablet screen: Tablet hinges swivel back in one direction. Be careful never to force the hinge — it should only take gentle pressure. Be careful not to get the stylus tether or power cord caught.
8. The hard drive can be damaged if you bump your computer while it is on. Be careful how you place your computer in your carrying case, on tables, in your locker, anywhere. *Never bump, drop, or force it.*
9. Don't let your computer overheat. Make sure the fan vents don't get blocked. For example, don't leave it on a soft surface like a blanket because the vents might get covered. Put your computer on a flat board or book if you want to work on a couch or bed.
10. The power brick (in the middle of the AC cord) can become hot; never let it be covered by blankets or anything that prevents good ventilation.
11. Extreme temperatures can damage your computer. Don't leave it in a hot or cold car. If your computer has been exposed to extreme temperature, please allow it to return to room temperature before turning it on.
12. *No stickers* or personal decorations of any kind may be adhered to the exterior of the computer. There are stickers on the bottom of computer which *MUST* remain there. If any of them start to peel off, you must stop in the Tech Office to have them secured.

13. You are permitted to add files and customize the computer to your own working style (i.e., background screens, default fonts, and other system enhancements) as long as they are appropriate.
14. You are permitted to install games, music and software on the computer as long as it is legally owned and installed as per a license agreement. An exception to this is peer to peer file sharing software. Applications like limewire, frostwire, kazaa or bit torrent are strictly prohibited. If student installed programs cause system errors, it will be necessary that the tablet be re-imaged.
15. All software installed by Sem must remain on the tablet at all times, and attempts to disable installed software or settings are a violation of the honor code.
16. You must respect all copyright laws for software and all audio or video files and not install illegal software or files on the Tablet PC. Any illegal programs or files will be removed.

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

Buffalo Seminary Residential Life

Residential Life

At Buffalo Seminary we believe that young women thrive in a small community that fosters strong relationships with adults and other students. Our residential program reflects our commitment to a diverse community built around an honor system that fosters mutual respect and consideration for others.

Each of our residences is a home away from home for the students who live there. While living at school, students build important relationships, develop confidence, learn to take responsibility, and make meaningful contributions to their community. Rules for Sem residences have been established to provide a healthy environment for our students, to provide appropriate privacy and freedom for students, and to help students develop the kind of social skills and leadership opportunities that will serve them well throughout their lives.

General Guidelines

Residential students are expected to arrive at school between 7:15 am and 7:40 am. Seniors may have breakfast at the residence hall, but all other students are expected to check in and eat breakfast at school. All students are expected to remain at school until 3:30 pm. Lunch and dinner are served at school for all residential students.

Buffalo Seminary encourages each student to develop her interests and talents through different afternoon activities. Extracurricular programs are available in the arts, sports, community service, clubs and organizations; and many of these take place between the end of the school day and dinner. Belonging to a small, friendly, and diverse community of girls is a wonderful experience, one that fosters a strong sense of connectedness and friendships that will last a lifetime, so we encourage students to participate.

The main school building is open and staffed until 6 pm. Residential students with no afternoon commitments on a given day are expected to outline their afternoon plans with their house director. They must abide by the sign out rules at school and at the residence hall.

Dinner time at Sem is often a family affair. Two nights a week we will have a formal sit down dinner with faculty members and five nights a week we will serve a walk through dinner in the Atrium. On weekends, brunch and dinner will be served at school. The different residence halls will sometimes eat together for special occasions such as birthdays and holidays. Nutritious and healthy meals are planned by the school food service director with attention paid to dietary needs and preferences.

The two hours from 7:30 to 9:30 pm, Sunday through Thursday, are expected to be quiet study time. Most students will study in their rooms at their desks. Since our residences are small, the house directors may allow different study options as needed, but all students are expected to be quiet during study hours. Students are encouraged to get a good night's sleep every night. Dorm directors will do a final hall check by 11 pm each evening.

Campus Leaves and Permissions

All leaves are granted according to the permission form signed by parents and students at the beginning of each academic year. The school does not grant any off-campus permissions to students whose forms are incomplete or non-existent. Additionally, Buffalo Seminary reserves the right to exercise its judgment in granting residential students permission to leave the campus.

Signing In and Out

Providing a written record of her plans when a student is going to be away from school and signing back in when she returns are essential to the safety and well-being of boarding students and to the smooth running of residential houses. When signing out to leave school, students must be absolutely precise about their destination, time of departure, means of transportation, and expected time of return.

A student must always call her houseparent or the resident faculty member on duty to ask permission if she wishes to change her plans after she has left school. Messages may not be left on answering machines; students must make contact with the adult in charge. A student must sign herself (and herself only) in and out whenever she is away from school.

Weekdays

3:30 p.m. to 5:30 p.m. – Students may go to nearby Elmwood Avenue within walking distance. For reasons of safety and common sense, students should not generally go alone. Sign out from school is required, but permission is not needed if appropriate parental forms are on file.

5:30 p.m. to 10 p.m. – Evening leaves are granted by houseparents only, and only under special circumstances. Students must sign out with a houseparent if permission has been granted. On Sunday evenings all residential students are expected to return from weekend leaves for Sunday dinner at 6:00 p.m.

Weekends

8:00 a.m. – 5:30 p.m. – Residential students with the appropriate permission forms on file may go to nearby Elmwood Avenue within walking distance by signing out, no permission needed. Any other leave requires specific houseparent permission.

5:30 p.m. to 11:30 p.m. – All evening leaves require houseparent permission. Students taking an evening leave to the home of a day student require an invitation from the adult host/hostess. When going anywhere else in the greater Buffalo area (to shop, to a movie, or a restaurant), signing out in a general way is not acceptable; a specific destination must be given (e.g. Galleria Mall, Vino's restaurant). Students must use taxis, public transportation, or private transportation (with appropriate permission) when going to and from the school during the evening. Vans, buses, or faculty cars will be provided for school trips.

Travel Plans

Students must submit a travel plan for any kind of overnight leave from school. The form is available in the Director of Residential Life Office or on line. A student should complete the form thoroughly and give it to her houseparent Wednesday evening prior to her leave. The forms will be on file at the dorm and with the Director of Residential Life, and any changes must be made with the houseparent before departure. Regardless of the destination, a student must have an invitation (in writing, by telephone or by email) from her host or parents to her houseparent.

Vacations and Other Leaves

Travel reservations are at a premium during holidays, so students and their families are encouraged to make plans for these days well in advance. The official school calendar is mailed to parents early in the summer to facilitate good planning.

Dormitory Closures

Residences are closed during the winter and spring vacations. They remain open until 12 noon on the day following the last day of classes and reopen at 12:00 noon on the day preceding the start of classes. Students who must leave a day late or return a day early should plan to spend the night with a day student or faculty member. Special arrangements can occasionally be made with the houseparent, but should not be expected.

Weekend Leaves

To create a sense of community and to establish the connections that are an essential part of residential life, all boarding students must remain at school for orientation and the first weekend of the fall semester. Other “closed” weekends will be announced at the start of each term, but there are no other restrictions on the number of weekend leaves.

Buffalo Seminary encourages boarding students to spend occasional weekends and holidays with a local host family. Host family arrangements are made through the Director of Residential Life. Most boarding students will spend a long weekend in the fall, the Thanksgiving holiday, and a long weekend in the winter with a Sem host family.

Permission from the houseparent and an invitation from the adult host/hostess are required for all visits.

Daily Life

Allowance

The school recommends that students be given no more than \$40 per week for incidental purchases and weekend entertainment. The business office will cash student checks. During Orientation, the school will help students open checking accounts at local banks. Students are responsible for these accounts – repeated or deliberate occurrences of bounced checks may lead to checking accounts being closed.

Dining

Meals are provided at school or in the residences. To satisfy late-night or weekend cravings, students may store personal food items within reason in the home kitchen. There are also a variety of take-out and delivery options in the immediate area.

Laundry

There is a washer and dryer available for use by residential students. Students are responsible for doing their personal laundry. Dry cleaning pick-up and delivery service is available at school for a reasonable cost.

Transportation

Students may ride in cars driven by faculty members or school and parent-approved drivers. At no time may a residential student drive in any car without the explicit permission of the Dean of Students. Residential students are not allowed to have cars on campus; this applies to boarders who have signed out for a weekend or holiday leave. A resident student may ride in a car with a day student only if her parents have explicitly given her permission to do so on her permission form. The student must check in with the Dean of Students (during the academic day) or with the on-duty resident faculty member (after school and on weekends).

Guests

Buffalo Seminary welcomes guest of boarding students to the community. Hotel accommodations in the area are numerous and assistance can be found from the school office. All guests under the age of 21 must sign in when they visit the residence halls. (The hostess’s

name and the guest's name, home address, and phone number should be recorded on the appropriate form at the residence hall.)

Students are responsible for the behavior and conduct of their guests and for introducing them to the adults at Buffalo Seminary. All guests are expected to abide by school rules. Male friends and relatives are restricted to the first floor of the dormitories and only with permission of the houseparent in charge.

Overnight Guests

Boarding students may invite sisters, female friends of school age, or day students to spend a weekend night in the dormitories with proper communication between a parent and the Director of Residential Life. Requests for overnights should be made at least 24 hours in advance. The visitor must check in with the appropriate resident faculty member and adhere to all school rules. Day students may not drive cars while they are in residence at the dormitory.

Student Possessions

Students are strongly urged to leave any valuable jewelry or other hard-to-replace items at home since the school cannot be responsible for the loss of personal possessions. We strongly encourage students to store valuables such as passports and large sums of money in the Business Office at Buffalo Seminary.

Students should report lost items to their houseparent and to the Dean of Students. The school's "lost and found" is located in the main office or the athletic office.

Personal Property Insurance

Although the school has a standard procedure for reporting missing items with the Dean of Students and will help students locate their missing possessions, Buffalo Seminary does not assume responsibility for students' personal items and carries no insurance covering student property. We cannot guarantee the safety of cameras, CD players, CDs, jewelry, Ipods, cell phones, or cash. Parents have the option of insuring their daughters' personal belongings if they so desire.

Student Rooms

Contents

Students should expect to live in a double or triple room. Twin bed, mattress, desk, chair, bureau, and one light source are provided. Students are expected to provide additional lighting (desk lamps, for example). Halogen lamps are not to be used in the dormitories.

Students are responsible for the condition and care of their rooms and their contents. Graffiti of any sort is unacceptable. Clean up or repainting charges will be billed to the student's account at the end of the year for room damages.

Decorating

Because of the damage that tacks and tape can cause to wall surfaces, woodwork, and doors, they are not to be used. Each boarder has a bulletin board provided for her use. A minimum repair and cleaning charge of \$100 will be assessed for the use of tacks or tape found on walls, writing found in rooms or closets, or an unclean room at the end of the year.

Safety is of primary importance in the residence halls. Posters must be small so that fire hazard is kept to an acceptable minimum. Tapestries cannot be hung on walls, fabric must not be placed over lamps, and wall-to-wall displays of photographs or magazine pages in rooms or hallways because they present serious fire hazard. Students are not permitted to decorate their rooms with paraphernalia connoting drug or alcohol use.

Room Inspections

Weekly inspections of student rooms for both cleanliness and adherence to fire codes are arranged by the houseparent. These inspections are taken seriously and a student whose room does not meet the standards can find her activities restricted until she meets reasonable standards. Every effort is made to arrange inspections when the occupant of the room is present. Minimum regulations include: bed made, food in covered containers, belongings neatly organized, and surfaces and floors properly dusted or vacuumed.

If warranted by concerns for the health and safety of a room's occupant or other students, the Director of Residence Life and/or the Dean of Students may inspect a student room at any time.

Appliances

A light is in each room is furnished by the school. All students will receive a school computer. (See technology section.) Students may bring a CD player, computer, radio, clock, hairdryer, and additional lamps. Curling irons will be allowed only if used with care and responsibility. Any appliance misused or abused will be removed and sent home. Under no circumstances may students have in their room space heaters, immersion heaters, open burners, sunlamps, refrigerators, toasters, electrical appliances used for heating or cooling, or other appliances deemed hazardous by the school. Electrical cooking appliances may only be used in the kitchen. Students are not permitted to have television sets in their rooms. A TV is provided in each dorm. Use of power strips and extension cords is subject to approval by the resident faculty member.

