



**Buffalo Seminary Student/Parent Handbook**  
**2019 - 2020**

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## MISSION

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.

## 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 intellectually, 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.

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 SEM 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 student's 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 21<sup>st</sup> century; it is the school's intention to prepare them as they take their places as citizens and leaders in this exciting, challenging time.

## 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 by year listed below:

### Freshman Year

English  
Math  
Physics  
History of Western New York  
Foreign Language  
Arts Eye View  
Fitness/Health & Leadership  
Coding, Engineering, Global Citizens electives

### Sophomore Year

English  
Math  
Biology  
United States History  
Foreign Language  
Electives  
Fitness/Health & Leadership

### Junior Year

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

### Senior Year

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

**Students must pass a minimum of six classes each trimester during their senior year in order to graduate.**

## Grading System and Reporting

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

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

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

## ACADEMIC HONORS

### Honor and Merit Rolls

At the end of each trimester, High Honor, Honor, and Merit Rolls are recorded on report cards. In June, the year-end Rolls are announced. Students whose averages are a B+ or greater, with no grade lower than a C+, earn Merit Roll. Those whose averages are an A- or greater, with no grade lower than a B, earn Honor Roll. Those whose averages are an A+, with no grade lower than an A-, earn High Honor Roll. Grade point averages are calculated on a 4-point scale, with added weight given for Honors and Advanced Placement Courses.

### Cum Laude Society

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

### National Honor Society

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

## **ACADEMIC REVIEW COMMITTEE**

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

**Academic Warning:** A student earning one D for the trimester will be placed on Academic Warning. A student on Academic Warning must meet with her advisor and teacher 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 trimester, she will be removed from Academic Warning. Academic Warning does not appear on a student's record.

**Academic Probation:** A student earning two or more D grades, or one F grade, will be put on Academic Probation. Students on Academic Probation are in danger of being asked to leave Buffalo Seminary unless grades improve. Students on Academic Probation must meet with their advisor and teachers 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 trimester. If the student raises her grades by the end of the next trimester and does not have more than one D and no F's, she will be moved to Academic Warning. Should she have no grades of D or F at the end of the next trimester, she will be removed from warning status. Academic Probation does not appear on a student's record.

The privilege of participating in extracurricular activities including athletic teams, drama productions, elected offices, and other time consuming school activities may be denied if the Academic Review Committee feels that participation is compromising academic achievement.

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

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 recommendation, departmental recommendation, testing data, and/or 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. 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: in 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 visit SEM each year to explain their offerings to interested students.

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

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

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

## **COMMUNITY SERVICE**

The goal of SEM's Community Service Program is to inspire and facilitate a giving spirit in each student, so that reaching out to others and giving of one's time and energy become a way of life.

Service learning and community engagement are important concepts in the community service world. The premise is that it takes time, effort, and consistency to cultivate a giving spirit. By actively engaging with one or many organizations over the course of the school year, you can be a part of the wider Buffalo community. A lot of learning goes on, and before you know it, you will have accumulated service hours!

### **Guidelines:**

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

Let's get out there and make a difference!



## DAILY LIFE

The day begins at 7:50 a.m. with attendance followed by Morning Meeting, a time in which all members of the SEM community come together. Classes begin at 8:15 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.

**Absence:** Because classes at Buffalo Seminary move quickly and much of the learning takes place in the classroom, it is difficult for a student to do well if she is absent. Any student who misses the same class 6 times or more in a trimester (whether excused or unexcused), will be contacted by the Dean of Students and her parents will be notified. At that time, the Academic Review Committee will meet to review the absences and determine any consequences. 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 18 absences from a full-year course (including college visits) or 6 from a trimester course. It is important that students are in school and attend classes every day.

**Absences Requiring Advance 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 any teacher whose classes she will miss sign an absence form appended to her note and return it to the front office prior to leaving school. Students who are absent are responsible for any missed work and assignments.

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

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

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

### **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. Four tardy slips will result in the student being put into proctored study hall.

## **SCHOOL ENVIRONMENT**

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

The school building is open and supervised from 7:00 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 atrium 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 for them to be picked up elsewhere after that time.

### **Respect for the School Community and Rules**

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

Our conversations at school should be 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 quiet study and research, rather than socializing.

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 an area in the gym locker room for coats, boots and athletic equipment. Each student has a locker for her personal use. The study hall is a common area and should be free of personal belongings. Items left on the floor or on tables in the study hall at the end of the day will be removed and a pink slip will be issued.

Music may be listened to with earphones only in the art studio, the library, the atrium or the study hall. During school hours, the use of cell phones is prohibited, and if used may be confiscated. Cell phones may only be used during lunchtime. 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 SEM buildings and campus constitute a smoke-free environment.

## HONOR CODE

The Honor Code is an integral part of life at Buffalo Seminary and provides guidelines for both academic and social behavior.

**Academic Honor** requires respecting the intellectual and artistic property of others. The Honor Pledge should be written and signed by students on all class tests, papers, examinations, and other work which a faculty member designates as an honor assignment. The Honor Pledge states, *"I pledge on my honor that I have neither given nor received unauthorized assistance."*

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

- Giving or receiving information in advance of a test when individuals or class sections have taken the test earlier
- Giving or receiving any aid during a test, including cell phone use
- Giving or receiving notes, textbooks, or other sources during a test unless authorized by the instructor
- Representing another's work or ideas as one's own. Plagiarism is an especially serious offense. "Cut and paste" from websites is not acceptable (even when cited). Copying text, even with rearranging works, or failing to site sources is plagiarism
- Permitting another student to copy work
- Removing any materials from the library, the computer lab, studios, or classrooms without properly signing them out or obtaining permission for their use

**Social Honor** means treating ourselves and the other members of our community with respect, communicating honestly with one another, valuing our differences, and representing our school in a positive way.

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

- Abusing, harassing, deliberately intimidating, or physically harming another person
- Displaying any form of racial, cultural, sexual, or religious prejudice
- Lying, cheating, stealing, vandalizing, and other lapses in social integrity
- Possessing, using, or selling alcohol or illegal drugs on campus or during any school sponsored event, including being present at school or school activities while under the influence of alcohol or illegal drugs
- Smoking on school property or at any school event
- 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

## DISCIPLINARY PROCEDURES

### **Proctored Study Hall**

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

- accumulated four pink slips
- received one red slip

A student placed in proctored study hall will report during each of her free periods for the entire week. If she needs to meet with a teacher for extra help during one of her proctored study halls, she must inform both the study hall proctor and the teacher; faculty members will confirm the help session. If the student has not accumulated another four slips or a red slip over the course of the week, she will then be released from proctored study hall. However, if she accumulates another four pink slips or a red slip, she will remain in proctored study hall the following week.

If the student continues to accumulate pink or red slips, parents will be contacted by the Dean of Students, and a hearing before the Community Honor Board may be scheduled. Repeated infractions of school rules is considered a violation of the Honor Code.

### **Community Honor Board**

The Community Honor Board reviews most academic and social honor offenses and makes a recommendation to the Head of School. The committee comprises the vice president of School Government and four class vice presidents from the current and previous years, one residential prefect, 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 Community Honor Board. Any student who is asked to appear before the committee is required to attend the meeting.

### **Disciplinary Actions**

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

- **Probation:** Any student placed on disciplinary probation should understand that further misconduct during that period will place the student's continued enrollment at Buffalo Seminary in jeopardy.
- **Suspension:** Suspension may either be short or long term, and in or out of school, depending upon the case. Under suspension, a student may not attend classes or participate in any school related extracurricular activity. She may keep up with regular daily work and assignments and is responsible for all missed work while on suspension.
- **Expulsion:** Expulsion is invoked when a student's attitude and behavior are such that the school has determined that she cannot continue as a member of the Buffalo Seminary community.

### **Code of Conduct for Faculty and Staff**

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

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

### **STUDENT SAFETY AND WELLNESS**

As a community, Buffalo Seminary has established a culture that honors the trust that exists between adults and students in a day and residential school setting. Our faculty, coaches and staff commit to the highest levels of professionalism in all interactions and conversations with students, and they understand, observe, and protect the boundaries between the students and themselves.

Students should see any one of the following if for any reason they feel uncomfortable, confused, or disturbed by an interaction with a teacher, coach, or staff member.

Head of School - Mrs. Marlette

Assistant Heads of School - Mrs. Durland and Mrs. Stothart

Dean of Students - Ms. Cunningham

School Nurse - Nurse Kim

Chair of the Board of Trustees - Pat Long

## DRESS CODE

Buffalo Seminary does not require a uniform.

The SEM dress code exists to allow students freedom to express their individual style while also acknowledging SEM as an academic institution.

It is the responsibility of each student and her parents to check her attire before leaving for school. As a community, we strive to dress in a manner which supports a positive learning environment for all. Student attire will be checked each morning before Morning Meeting by their advisor.

### Dress Code Quick Reference Chart:

Not Permitted
Clothing and outerwear that advocates for a specific political position, references illegal drugs, alcohol, or violence, or contains obscenity or hate speech Soiled, ripped, or torn clothing Tops with words, graphics, images, or logos, on front or back, except SEM gear Visible undergarments, except for straps Strapless tops and dresses without a sweater or jacket Tops that reveal a student's midriff Dresses/skirts/shorts less than fingertip length Athletic gear, sweatpants, track pants, athletic shorts Leggings that are see-through or have words or logos on them. Leggings must be heavyweight and worn with a top that is at least thigh length, including SEM gear Blue denim jeans (except on Fridays) Blankets or Pajamas Hats, beanies, caps, hoods (except with special medical or religious accommodation) Facial jewelry other than earrings and a single nose piercing Flip-flops, slippers, pool deck/shower shoes Winter coats within the building
Permitted Only on Fridays and as Announced
Tops with words, graphics, images, or logos on them Blue denim (free of rips and tears) Hats, caps, or beanies Shorts and rompers that are at least fingertip length

## **DRUG & ALCOHOL PHILOSOPHY/POLICY**

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

### **Voluntary Self-Referral**

The Assistant Head of School for Community Life can provide education and arrange for referrals and outside evaluations. Any student, or student and family, who voluntarily seek help from the Assistant Head of School for Community Life 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 Assistant Head of School for Community Life. The student must be assessed by a certified chemical dependency counselor or licensed professional counselor at a school approved facility and follow through with the assessment recommendations. Parents will be required to authorize the release of the results of this evaluation and subsequent recommendations to the school. Students may seek confidential consultation or make inquiries about available services by contacting the Head of School, the Assistant Head of School for Community Life, or her advisor.

### **Confidentiality**

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

### **Implementation**

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

## TRADITIONS

### **Sponsor/Sponsee**

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

### **Honor Code Assembly**

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

### **All School Picnic**

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

### **The Hornet/Jacket Teams**

Each new student, new faculty member, and new staff member is placed on one of the two school teams: Hornets or Jackets. Students will be a member of that team for her years at SEM.

Hornet/Jacket activities are conducted by the Hornet/Jacket Board and are run throughout the school year. Special events include a variety of competitions challenging both intellectual and athletic abilities. These competitions encourage a wide range of student and faculty participation. There are two special Hornet/Jacket days. In September, new students, faculty, and staff find out which team they are on. At the end of the year, the final team competition culminates in the awarding of the Hornet/Jacket trophy.

### **Student Recognition Day**

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

### **Class Day**

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

### **Graduation**

Graduation involves the entire school in a formal ceremony. Faculty and trustees lead an academic procession followed by underclassmen and seniors dressed in white. Student participation is mandatory.



Parents are welcome to attend. *In March you will receive guidelines on the appropriate attire for both Class Day and Graduation.*

### **Sign-out Privilege**

After the first trimester, the faculty may grant seniors in good social and academic standing permission to leave during free periods. Parents will be asked to sign a consent form.

## **EXTRACURRICULAR ACTIVITIES**

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

### **School Government**

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

## **CLUBS & BOARDS**

Black Student Union

Book Club

Chinese Club

Community Service Board

Computer Programming Club

Confidence Club

Dance Club

Disability Awareness Club

Donate Life

Drama Club

GSA Club

Harry Potter Club

Hornet/Jacket Board

Jewish Community Club

Knitting and Sewing Club

Math Club

Mock Trial

Model UN

Music Collective Club

Outdoors Club

Spanish Club

Tea Club

Volleyball Club

Young Politicians Club

Dungeons and Dragons Club	Science Club
Ensemble	Self Defense Club
Food Club	Semachords
French Club	Semera
Glee Club	Seminaria

## **PROCEDURES/POLICIES**

### **Health Forms**

Health forms, required by both 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 nurse 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 these obligations. Any returned checks will result in a service charge. Seniors with accounts in arrears will not be allowed to participate in graduation, and their final transcript will be held.

### **Visitors**

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

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

### **Parking**

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

### **Search and Seizure**

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

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

### **Sexual Harassment**

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

### **AIDS Policy**

Buffalo Seminary has prepared this policy statement on “Acquired Immune Deficiency” 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. Students, faculty, and staff need accurate information about AIDS: its causes, its effects, and its prevention. AIDS is a virus that is transmitted principally by intimate sexual contact, blood transfusion, 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 SEM. 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 SEM, 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 and boarding school for young women in grades 9-12. Acceptance is granted without regard to race, religion, ethnic or national origin.

## **EMERGENCY PROCEDURES**

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

### **Emergency Closings**

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

### **Evacuations**

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

### **Medical Emergency**

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

## **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 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 are encouraged to backup their files frequently.

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 sites.

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

**Use your manners and don't be a bully.** Just as you are expected to exercise good behavior and good manners in the real world, you are expected to use good manners online as well. The general rules 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**

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

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.
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 open a computer at a table only 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 temperatures, 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 the computer which *MUST* remain there. If any of them start to peel off, you must stop in the tech office to have them secured.
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, kaza 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.

## **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 ensure 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**

#### **Sample Weekday Schedule:**

7:30 AM - 7:40 AM	Arrive at school for breakfast. Sign in with the adult present in the Atrium. Seniors do not have to come to breakfast, but must be in school by 7:50 am.
7:50 AM - 3:30 PM	Classes
3:30 PM - 6:00 PM	Sports and extracurricular activities
6:00 PM - 6:30 PM	Sign in for dinner with the prefect and/or House Director on duty.
7:00 PM - 9:00 PM	Study hours
9:00 PM - 10:30 PM	Chores and free time
10:30 PM	Students who are 15 and under are required to go to bed but students 16 and over may have quiet time.

#### **Sample Weekend Schedule:**

11:00 AM - 11:30 AM	Sign-in for brunch with the prefect and/or House Director on duty.
12:00 PM - 5:15 PM	Planned activities or free time
5:15 PM - 5:45 PM	Dinner
6:00 PM - 8:00 PM	Free time on Saturday; study hours on Sunday.
8:00 PM - 10:30 PM	Free time on Friday and Sunday; Chores and free time on Sunday
10:30 PM - 11:00 PM	All students must be on campus by 10:30 PM on the weekend. Sunday 10:30 PM bedtime rules apply.

### **Study Hours**

The two hours from 7:00 to 9:00 PM, Sunday through Thursday, are expected to be quiet study time. Freshmen and sophomores are required to report to study hours at school. Juniors and seniors may study in their houses; however, any junior or senior can be assigned to structured study hours at school if deemed necessary by the Dean of Students. Students on Academic Warning and Academic Probation will be automatically assigned to study hours at school.



### Lights Out and Quiet Hours

Students are encouraged to get a good night's sleep every night. Students 15 and under (generally freshmen and sophomores) are required to have lights out and be in bed at 10:30 PM. Students 16 and over (generally juniors and seniors) do not have to be in bed, but they must be quiet at 10:30 PM.

## RESIDENTIAL CAMPUS LEAVES & PERMISSIONS

### REACH Boarding School System

All overnight and weekend leaves are approved according to the permission granted by parents through REACH software. The Assistant Head of School does not grant any off campus permissions to students whose leave requests 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

Students must sign out in REACH when leaving the school and sign in upon returning. Students may only sign themselves in and out. This allows the school to know where the student is, when she will return, who she will be going with, and how she will travel there.



### Managing Leave

The REACH Leave Module is a secure communications and transactions processor between staff, parents, hosts and students. The Leave module enables parents or students the convenience of requesting leave from any device via mobile app or web browser. All communications associated with weekend leaves are automated and tracked. All stakeholders (parents, hosts, boarders and staff) are actively notified throughout the automated process providing a 360 degree view of what stage any request is at and what the outcomes are. REACH reduces the resource overhead for the school in managing the weekend leave process whilst providing enhanced levels of control, record keeping, reporting, communications and convenience.



### **Weekday Permissions**

**3:30 PM to 6 PM** – Students may walk around the neighborhood near the school.

- Students should have at least one other student accompany them.
- Students must sign out in the school office, in REACH, on the computer.
- Students who are remaining on campus (i.e. in the school building, in any of the three houses, or attending sports practices) do not need to sign out, however, they must return to the school office to sign out should they decide to leave campus.

**6 PM to 10 PM** – Students must ask the House Director on duty for permission to leave during the evening.

- Evening leaves are only granted for special circumstances.
- If a student has permission to leave, she must sign out with the person on duty.
- Students must ask in person, not over the phone.

### **Weekend Permissions**

**11:30 AM – 5:15 PM** – Students may walk around the neighborhood near the school and request to leave campus by following the rules below:

- Students should have at least one other student accompany them.
- Students must sign out in the school office, or with house director on duty.

**5:45 PM to 10:30 PM** – Students must ask the person on duty for permission to leave during the evening.

- 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), the student must fill out a day leave request in REACH (e.g. Galleria Mall, Pano’s restaurant, etc.).
- Students must use an Uber, 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 and athletic events only.
- The person on duty may deny a student request if they are worried about student safety.

### **Overnight, Weekend Leaves and Vacation Plans**

Students must submit a leave request in REACH for any kind of overnight leave from school.

- The student needs to complete the form on or before the Wednesday prior to leaving. If the form is not submitted on time, the student will not be permitted to take her leave that weekend.
- The Assistant Head of School is the final approver for all overnight leaves. If the parent has not approved the leave request in REACH, the student will not be permitted to take her leave.
- Once a student has been approved to stay at another student’s home, that home will be added to REACH, to the list of approved permissions.

### **Dormitory Closures**

Residences are closed during the Thanksgiving, winter, and spring vacations. They remain open until 12 noon on the day following the last day of classes and reopen at 12 noon the day before classes resume.

Students must make travel plans based on the following schedule. Please see the school calendar section for important dates and school closures.

Students will have the option of a homestay or making arrangements for their own trip during Thanksgiving Vacation.

### **Host Families**

Buffalo Seminary encourages boarding students to spend occasional weekends and holidays with a local host family. Host family arrangements can be made with the Assistant Head of School. Most students have the opportunity to spend the Thanksgiving holiday with a host family, in addition to other weekends throughout the school year.

## **RESIDENTIAL 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. We recommend that students do not keep large amounts of money on campus.

### **Dining**

Meals are provided at school. To satisfy late-night or weekend cravings, students may store personal food items within reason in the home kitchen. Each house has specific rules specifying the amount of food students are allowed to keep on campus. There are also a variety of take-out and delivery options in the immediate area.

### **Sit-Down Dinners**

There are formal sit-down dinners scheduled on the calendar every other week in the Atrium. Attendance at sit-down dinner is required and students must inform their House Parent if there is a conflict. Sit-down dinner is a time to talk, relax and socialize, as well as a time for important announcements and information to be shared with the program as a whole.

### **Laundry**

There is a washer and dryer available for use by residential students in each house. Students are responsible for doing their personal laundry, including bed linens, purchasing their own laundry detergent, and must follow the laundry schedule of the house. The House Parent in each house will explain how to use the machines correctly during orientation.

### **Transportation**

Student permission forms will determine what types of transportation they can use. Residential students are not allowed to have cars on campus.

## **Guests**

Buffalo Seminary welcomes guests 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 common areas of the dormitories and only with permission of the House Parent on duty.

## **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 Assistant Head of School. Requests for overnights should be made at least 24 hours in advance. The visitor must check in with the House Parent on duty and adhere to all school rules.

## **RESIDENTIAL 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 safes provided in each residential house.

Students should report lost items to their House Parent. The school's "lost and found" is located in the locker room outside the Athletic Office.

## **Personal Property Insurance**

Although the school has a standard procedure for reporting missing items with main office. Buffalo Seminary does not assume responsibility for students' personal items and carries no insurance covering student property. We cannot guarantee the safety of cameras, jewelry, iPods, cell phones, etc. or cash. Parents have the option of insuring their daughters' personal belongings if they so desire.

## RESIDENTIAL 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 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. Food is not allowed in the rooms. Students may store food in the space provided in the kitchen area of each house.

### **Decorating**

Students may not hang anything on the walls with tacks or tape. If a student would like to hang up items in her room, she must speak to her House Parent for approval and suggested methods. A minimum repair and cleaning charge of \$250 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 cannot be 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.

### **Cleaning**

Students are responsible for cleaning their bedrooms and common areas. This includes vacuuming or sweeping the floors weekly, dusting weekly, and keeping floors and surfaces tidy and free of clutter. Students will also be responsible for helping out with house chores, such as taking out the garbage or tidying common rooms. House Parent and prefects will determine the chore rotation at the beginning of the school year.

### **Room Inspections**

House Parents and prefects will schedule a weekly inspection of student rooms to ensure that they are clean and free from fire hazards. 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. Students will be present for room inspections. To pass the minimum level of inspection students must meet the following requirements:

- Bed made (with appropriate sheets)
- Belongings neatly organized

- Surfaces and floors properly dusted and free of clutter
- No food stored in room

For safety reasons, impromptu inspections may be conducted randomly.

### **Searches**

A search of a student's room and/or any other item in a student's possession may occur when any member of the faculty or school administration has reason to believe that a disciplinary infraction or the existence of physical or other potential harm to the student or others will be discovered.

### **Appliances and Electronics**

Certain appliances and electronics are provided by the school. Each student has a desk lamp and will receive a laptop from the school. The house has one television for all students to use. Students may bring or use the following appliances or electronics:

- Curling iron, flat iron, blow dryer (Allowed only if used responsibly. Any electrical appliance that uses heat must not be kept on the floor. They must be unplugged when not in use.)
- Alarm clock
- Music player or radio
- Humidifier
- Other appliances or electronics if approved by the House Parent

Under no circumstances may students bring the following:

- Space heaters
- Immersion heaters
- Open burners
- Refrigerators
- Toasters, hot plates or rice cookers (one each, per kitchen only)
- Electrical appliances used for heating or cooling, or other appliances deemed hazardous by the school

## **Roommates**

Students will be assigned a roommate when they arrive at school. If a student is returning, she may make a request for a roommate before the school year begins, but there is no guarantee that she will receive that roommate. Students may share a room with one or two other students, depending on the room they are assigned to. We attempt to assign roommates who have similar habits and interests to the same room, but it is only possible to make certain accommodations. We discourage students from changing roommates. However, in the event that students have great difficulty sharing a room, there are several steps they must follow before they are permitted to switch roommates:

- Students must live together for at least three weeks.
- If, after three weeks, they are having difficulty, they must meet with their House Parent together.
- If the House Parent determines that a roommate switch is necessary, students may request to switch rooms within the house.
- Before the switch can occur, all students involved in changing rooms must agree to the switch.
- All roommate changes must be approved by the Assistant Head of School for Community Life

## **Mail**

All mail sent to students should be addressed to them at the school. The school address is:

Buffalo Seminary  
205 Bidwell Pkwy  
Buffalo, NY 14222

Students may pick up their mail from their mailboxes in the library. The main office receptionist must check parcels before students may bring them back to their residences. Students may not have mail sent to their residences.

## **Storage**

Buffalo Seminary has limited storage space for students' possessions at the end of each school year. If a student has signed a contract to return the following school year and has no outstanding balance on her bill with the school, she may request one storage bin from the school. The storage bin is 42" long, 21" high, and 18" wide. The bins will be stored stacked on top of each other, therefore the lids must be closed. If a student needs additional storage space, a second storage bin may be rented for a fee. However, the student needs to notify her House Parent of her desire to rent a second storage bin no later than one week before graduation. The student may not leave any items in her room other than what is contained in the storage bin upon her departure.

## **FIVE-DAY-BOARDERS**

Five-day-boarders need to adhere to the same policies as seven-day-boarders. Students who are five-day-boarders will stay in the residence halls from Sunday through 6 pm on Friday. It is expected that five-day-boarders will be back to school by 5 pm on Sunday for dinner. Students need to notify the person on duty if they will be late for Sunday dinner.

## DAILY SCHEDULE

7:55 AM	Morning Meeting
8:15 AM	1st Period
8:57 AM	2nd Period
9:39 AM	3rd Period (80 Minutes)
10:59 AM	4th Period
Lunch/Help	
11:41 AM	1st Lunch
12:11 PM	2nd Lunch
12:31 PM	Help/Advisory
12:46 PM	5th Period (80 Minutes)
2:06 PM	6th Period
2:48 PM	7th Period
3:30 PM	Dismissal