



**OLMSTED AT  
KENSINGTON**

THINK. EXPLORE. CREATE  
IN A FAMILY OF LEARNERS



# **STUDENT & PARENT HANDBOOK 2021-22 SCHOOL YEAR**

Giovanna L. Claudio-Cotto, Principal  
Catherine Dulak, Assistant Principal  
James Fredo, Assistant Principal  
Leslie Potempa, Assistant Principal

**THIS HANDBOOK BELONGS TO:**

Name: \_\_\_\_\_

Grade: \_\_\_\_\_ HR: \_\_\_\_\_ HR Teacher: \_\_\_\_\_

Lunch Period:



## VISION

The vision of the Frederick Law Olmsted School is to prepare our students academically and socially to take their place as productive and innovative citizens of the 21<sup>st</sup> century.

## MISSION

The mission of the Frederick Law Olmsted School is to provide its students with an educational experience that merges academic rigor and relevance with creativity and social responsibility within a safe, caring environment.

## BELIEFS AND VALUES

1. Learning is a life-long pursuit.
2. Every person must treat others with dignity and respect their unique gifts and talents.
3. Every student has to be given opportunities to develop to his or her full potential.
4. A caring and safe learning environment is essential to provide the climate needed to foster both academic and social growth.
5. Collaboration and thoughtful risk taking are necessary skills for the nurturance of innovation.

## GOALS

Our goals at Olmsted are to develop students who are intellectually competent, can think innovatively and creatively, have a concern for others and are self-reflective.

## ACCOUNTABILITY

Accountability at Olmsted means that we are responsible for ensuring that students regardless of socioeconomic status or background are prepared to enter college and or the world of work with the skills necessary to be successful.

## OLMSTED OUTCOMES

At Olmsted we are dedicated to ensuring that when students leave us, they are:

- **Intellectually Competent** as evidenced by being able to interact with complex materials across disciplines
- **Innovative and Creative** as evidenced by applying what they know in ways that are different or build upon what already exists
- **Respectful and Socially Conscious** as evidenced by treating everyone with dignity and respect and looking out for the common good, and
- **Reflective** as evidenced by being able to take time to think and ponder their actions and the effect these actions have on themselves and others.



**DAILY SCHEDULE:**

Students enter  
 Homeroom Starts  
 Morning Announcements  
 Student Dismissal

7:50 a.m.  
 7:55 a.m.  
 8:00 a.m.  
 2:48 p.m.

**156 Bell Schedule**

Period/Time
Homeroom 7:55-8:15
Period 1 8:18-9:00
Period 2 9:03-9:45
Period 3 9:48-10:30
Period 4 10:33-11:15
Period 5: A LUNCH 11:18-11:48 (30 minutes)
Period 5/6: 11:18-12:00 (42 minutes)
Period 7: B LUNCH 12:03-12:33 (30 minutes)
Period 6/7 11:51-12:33 (42 minutes)
Period 7/8 12:03-12:45 (42 minutes)
Period 9: C LUNCH 12:48-1:18 (30 minutes)
Period 8/9 12:36-1:18 (42 minutes)
Period 10 1:21-2:03
Period 11 2:06-2:48

Below, you will find individual schedules based on your lunch time for students in Grades 7-12:

A LUNCH	B LUNCH	C LUNCH
Period/Time	Period/Time	Period/Time
Homeroom 7:55-8:15	Homeroom 7:55-8:15	Homeroom 7:55-8:15
Period 1 8:18-9:00	Period 1 8:18-9:00	Period 1 8:18-9:00
Period 2 9:03-9:45	Period 2 9:03-9:45	Period 2 9:03-9:45
Period 3 9:48-10:30	Period 3 9:48-10:30	Period 3 9:48-10:30
Period 4 10:33-11:15	Period 4 10:33-11:15	Period 4 10:33-11:15
Period 5: A LUNCH 11:18-11:48 (30 minutes)	Period 5/6: 11:18-12:00 (42 minutes)	Period 5/6: 11:18-12:00 (42 minutes)
Period 6/7 11:51-12:33 (42 minutes)	Period 7: B LUNCH 12:03-12:33 (30 minutes)	Period 7/8 12:03-12:45 (42 minutes)
Period 7/8 12:03-12:45 (42 minutes)	Period 8/9 12:36-1:18 (42 minutes)	Period 9: C LUNCH 12:48-1:18 (30 minutes)
Period 9: C LUNCH 12:48-1:18 (30 minutes)	Period 10 1:21-2:03	Period 10 1:21-2:03
Period 8/9 12:36-1:18 (42 minutes)	Period 11 2:06-2:48	Period 11 2:06-2:48

**CLASS CYCLE**

All students are on a six (6) day, A-F, cycle:

- If a student has a class on a daily basis, such as English, the A-F cycle has no effect.
- If a student has a class that does not meet every day, such as Physical Education or Living Environment Lab, which meet on ACE or BDF days, it is very important to remember when the course is scheduled.
- A student schedule is published each quarter listing the cycle days.
- Morning announcements will indicate whether it is an A, B, C, D, E or F day.

## 2021-2022 BUFFALO CITY SCHOOL DISTRICT CALENDAR - Calendar A

### JULY 2021

S	M	T	W	T	F	S
				1	2	3
4	X	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

### JANUARY 2022

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	X	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

### AUGUST 2021

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

### FEBRUARY 2022

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	X	22	23	24	25	26
27	28					

### SEPTEMBER 2021

S	M	T	W	T	F	S
			1	2	3	4
5	X	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

### MARCH 2022

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

### OCTOBER 2021

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	X	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

### APRIL 2022

S	M	T	W	T	F	S
						1
2						
3	4	5	6	7	8	9
10	11	12	13	14	X	16
17	X	19	20	21	22	23
24	25	26	27	28	29	30

### NOVEMBER 2021

S	M	T	W	T	F	S
	1	X	3	4	5	6
7	8	9	10	X	12	13
14	15	16	17	18	19	20
21	22	23	24	X	X	27
28	29	30				

### MAY 2022

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	X	31			

### DECEMBER 2021

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	X	25
26	27	28	29	30	X	

### JUNE 2022

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	X	21	22	23	24	25
26	27	28	29	30		

<span style="background-color: #e0e0e0; border: 1px solid black; display: inline-block; width: 15px; height: 10px; vertical-align: middle;"></span> H.S. Regents Exams	<span style="background-color: #ffff00; border: 1px solid black; display: inline-block; width: 15px; height: 10px; vertical-align: middle;"></span> Central Office Also Closed
<span style="background-color: #ffff00; border: 1px solid black; display: inline-block; width: 15px; height: 10px; vertical-align: middle;"></span> 3-8 NYS Testing	<span style="background-color: #90ee90; border: 1px solid black; display: inline-block; width: 15px; height: 10px; vertical-align: middle;"></span> Sup't. Conference Day
<span style="background-color: #ffff00; border: 1px solid black; display: inline-block; width: 15px; height: 10px; vertical-align: middle;"></span> Schools Closed	<span style="background-color: #ff00ff; border: 1px solid black; display: inline-block; width: 15px; height: 10px; vertical-align: middle;"></span> Early Release Day

\*Per past practice, student attendance is not taken on Sup't. Conf. Days

(4/6, 5/5) or H.S. Regents Exam Days (1/25-1/28; 6/14-6/23) for H.S.

### Teacher Days/Days Students are in Attendance

Month	Tchr.	PK-8*	H.S.*	Month	Tchr.	PK-8*	H.S.*
Sept	21	17	17	Feb	15	15	15
Oct	20	20	20	Mar	23	23	23
Nov	18	18	18	April	15	14	14
Dec	17	17	17	May	21	20	20
Jan	20	20	16	June	17	16	9
<b>Totals:</b>	<b>96</b>	<b>92</b>	<b>88</b>	<b>Totals:</b>	<b>91</b>	<b>88</b>	<b>81</b>

Total **Teacher** Days: **187**

Total **Actual Student** Days: PK-8= 180 HS= 169

**Credited Student** Days: 184 (incl. 4 Supt. Conf. Days)

### IMPORTANT DATES

#### July

5 Independence Day (central office also closed)

#### September

1-2, 7 Sup't Conf. Days (Professional Development)

3 Teacher Set-up Day

6 Labor Day (central office also closed)

8 First Day of Classes

#### October

11 Indigenous Peoples' and Italian-Heritage Day

#### November

2 Election Day (central office also closed)

11 Veterans Day (central office also closed)

25, 26 Thanksgiving Recess (central office also closed)

#### December

24-31 Winter Recess

24, 31 Central Office Also Closed

#### January

17 M.L. King Jr. Day (central office also closed)

25-28 NYS Regents Exams (high school)

#### February

21 President's Day (central office also closed)

22-25 Mid-winter recess

#### March

30-31 NYS ELA Testing (grades 3-8)

#### April

5 Early Release Day

6 Sup't. Conf. Day

11-15 Spring Recess

15, 18 Central Office Also Closed

27-28 NYS Math Testing (grades 3-8)

#### May

4 Early Release Day

5 Sup't. Conf. Day

30 Memorial Day (central office also closed)

#### June

14-23 NYS Regents Exams (high school)

20 Juneteenth Holiday (central office also closed)

23 Last Day of Classes

24 Rating Day/Sup't. Conf. Day

## Buffalo Public Schools 2021 - 2022 Letter Days - Year at a Glance

<b>Cycle</b>	<b>A Day</b>	<b>B Day</b>	<b>C Day</b>	<b>D Day</b>	<b>E Day</b>	<b>F Day</b>
<b>1</b>	9/08W	9/09R	9/10F	9/13M	9/14T	9/15W
<b>2</b>	9/16R	9/17F	9/20M	9/21T	9/22W	9/23R
<b>3</b>	9/24F	9/27M	9/28T	9/29W	9/30R	10/01F
<b>4</b>	10/04M	10/05T	10/06W	10/07R	10/08F	10/12T
<b>5</b>	10/13W	10/14R	10/15F	10/18M	10/19T	10/20W
<b>6</b>	10/21R	10/22F	10/25M	10/26T	10/27W	10/28R
<b>7</b>	10/29F	11/01M	11/03W	11/04R	11/05F	11/08M
<b>8</b>	11/09T	11/10W	11/12F	11/15M	11/16T	11/17W
<b>9</b>	11/18R	11/19F	11/22M	11/23T	11/24W	11/29M
<b>10</b>	11/30T	12/01W	12/02R	12/03F	12/06M	12/07T
<b>11</b>	12/08W	12/09R	12/10F	12/13M	12/14T	12/15W
<b>12</b>	12/16R	12/17F	12/20M	12/21T	12/22W	12/23R
<b>13</b>	1/03M	1/04T	1/05W	1/06R	1/07F	1/10M
<b>14</b>	1/11T	1/12W	1/13R	1/14F	1/18T	1/19W
<b>15</b>	1/20R	1/21F	1/24M	1/25T	1/26W	1/27R
<b>16</b>	1/28F	1/31M	2/01T	02/02W	02/03R	02/04F
<b>17</b>	2/07M	2/08T	2/09W	2/10R	2/11F	2/14M
<b>18</b>	2/15T	2/16W	2/17R	2/18F	2/28M	3/01T
<b>19</b>	3/02W	3/03R	3/04F	3/07M	3/08T	3/09W
<b>20</b>	3/10R	3/11F	3/14M	3/15T	3/16W	3/17R
<b>21</b>	3/18F	3/21M	3/22T	3/23W	3/24R	3/25F
<b>22</b>	3/28M	3/29T	3/30W	3/21R	4/01F	4/04M
<b>23</b>	4/05T	4/07R	4/08F	4/19T	4/20W	4/21R
<b>24</b>	4/22F	4/25M	4/26T	4/27W	4/28R	4/29F
<b>25</b>	5/02M	5/03T	5/04W	5/06F	5/09M	5/10T
<b>26</b>	5/11W	5/12R	5/3F	5/16M	5/17T	5/18W
<b>27</b>	5/19R	5/20F	5/23M	5/24T	5/25W	5/26R
<b>28</b>	5/27F	5/31T	6/01W	6/02R	6/03F	6/06M
<b>29</b>	6/07T	6/08W	6/09R	6/10F	6/13M	6/14T
<b>30</b>	6/15W	6/16R	6/17F	6/21T	6/22W	6/23R



# Frederick Law Olmsted at Kensington Academic Calendar

SEPTEMBER 2021						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

FEBRUARY 2022						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28					

OCTOBER 2021						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

MARCH 2022						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

NOVEMBER 2021						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

APRIL 2022						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

DECEMBER 2021						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

MAY 2022						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

JANUARY 2022						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

JUNE 2022						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

## IMPORTANT DATES

<b>September</b>	
1,2,7	Supt. Conference Days
6	Labor Day
8	<b>First Day for Students</b>
23	Dual Lang. Open House (156)
<b>October</b>	
4-8	HS Spirit Week & Homecoming
11	Indigenous People's & Italian Heritage Day
14	Dual Lang. Recruitment (64)
21	Open House
<b>November</b>	
2	Election Day
11	Veteran's Day
25-26	Thanksgiving Recess
<b>December</b>	
24-31	Winter Recess
<b>January</b>	
17	Martin Luther King Jr. Day
25-28	MS Spirit Week & Winter Carnival
25-28	NYS Regents Exams
<b>February</b>	
14-18	Winter Sports Spirit Week
21	President's Day
22-25	Mid-Winter Recess
<b>March</b>	
7-11	Multicultural Week
16	Open House
30-31	NYS ELA Testing (Gd. 5-8)
<b>April</b>	
5	Early Release Day (11:50 AM)
6	Supt. Conference Day
27-28	NYS Math Testing (Gd. 5-8)
11-15	Spring Recess
<b>May</b>	
4	Early Release Day (11:50 AM)
5	Supt. Conference Day
11	Creativity in Bloom
16-20	Spring Sports Spirit Week
30	Memorial Day
<b>June</b>	
13	HS Field Day
14-23	NYS Regents Exams
20	Juneteenth Holiday
23	<b>Last Day of Classes</b>
24	Supt. Conference Day

**\*\*Additional events will be added \*\***

SBMT Meetings 3:05-4:05 PM	Faculty Meetings 3:05-4:05 PM	School is NOT in session
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# ACCEPTABLE TECHNOLOGY USE POLICY

## Buffalo Public Schools Social Media Guidelines

The Buffalo Public School District recognizes the importance of using social media as a communication and learning tool. These guidelines are intended to assist all District employees, who serve as positive ambassadors for the District and role models for students, in navigating the appropriate use of social media tools in their professional lives.

facebook

twitter

YouTube



flickr

foursquare



snapchat

### Be honest about who you are.

If the conversation relates to Buffalo Public Schools, you should identify yourself as working for the District. Whether it is clearly communicated or not, you could be publicly identified as working for the Buffalo Public Schools.

### Make it clear that the views expressed are yours.

Always write in the first person and make it clear that you are speaking for yourself and not on behalf of the Buffalo Public School District.

### Be Professional.

Respect the District's values of respect, responsibility, integrity, citizenship, honesty, and teamwork. Express your ideas and opinions in a respectful manner and consider carefully what you post through comments and photos. Respect others and ensure the safety of students.

### Confidentiality.

It's good business practice to keep certain topics confidential. Respect confidentiality. Refrain from speculation on the future of the District. Keep topics focused to matters of public record when speaking about Buffalo Public Schools. Do not disclose non-public information or the personal information of others.

## Guidelines:

In brief, our guidelines for engaging on social media consist of the following core principles:

1. **Honesty about who you are.**
2. **Clarity that your opinions are your own.**
3. **Respect and humility in all communication.**
4. **Good judgment in sharing only publicly released information – including financial data or other data.**
5. **Awareness that what you say is permanent.**

### Mind your manners.

Treat past and present co-workers, other personnel, students, parents, and yourself with respect. Avoid posting materials or comments that may be seen as offensive, demeaning, inappropriate, threatening, or abusive. Acknowledge differences of opinion. Respectfully withdraw from discussions that go off topic or become profane.

### The Internet is a public space.

Consider everything you post to the Internet the same as anything you would post to a physical bulletin board or submit to the newspaper. Many eyes may fall upon your words, including those of - parents, students, your supervisor and colleagues. Assume that all of these people will be reading every post, no matter how obscure or secure the site to which you are posting may seem.

### The Internet Remembers.

Search engines and other technologies make it virtually impossible to take something back. Be sure you mean what you say, and say what you mean.

### An official response may be needed.

If you spot a potential issue and believe an official response is needed, bring to the attention of Human Resources before it reaches a crisis situation. Potential issues can often be resolved more effectively and efficiently if they are identified quickly.

### Respect the privacy of offline conversations.

The line between professional and personal relationships can be blurred within a social media context. Protect your co-workers and students by refraining from sharing their photo, personal information or any conversations or statements unless you have their written permission to do so. Bringing someone else into an online conversation without their permission can be destructive to a relationship, cause misunderstandings or violate laws.

### When in doubt, ask.

If you have any questions about what is appropriate, play it smart and check with a member of Human Resources.

# ACADEMICS

## HONOR ROLL & MERIT ROLL:

All students on the honor and merit roll will be part of a quarterly incentive:

- Students who obtain a weighted average of 90% or above will make the Honor Roll.
- Students who obtain an average of 85% or above will make the Merit Roll.

## PROGRESS REPORTS AND REPORT CARDS:

All student progress reports and report cards will be mailed home by the Buffalo Public School District.

- Progress reports will show grades from the 5th, 15th, 25th, and 35th week of schoolwork completed. There is one grade per subject. Each teacher will provide a comment on academic or behavior concerns and/or observations.
- Report cards will grade the 10th, 20th, 30th, and 40th week of schoolwork completed. There is one grade per subject on the report card. This grade indicates an individual's achievement in class work, homework, tests, projects, class participation, etc. Each teacher will explain how grades are determined so that each pupil clearly understands the grading process. Individual teacher comments appear on the report card by subject, concerning a student's attitude, behavior, or effort.
- For the first 3 marking periods, students in Grades 5-6 cannot receive a grade below 60% and students in Grades 7-12 cannot receive a grade below a 50%, unless it is a half-year course. For half year courses, grades cannot be below the same threshold for the first marking period (Quarter 1 or Quarter 3).

## ACADEMIC COURSEWORK:

All students are expected to successfully complete the required coursework in order to graduate on time. The following is the coursework required to obtain an Advanced Regents Diploma and graduate from Frederick Law Olmsted School #156 in four years:

Freshman Year	Sophomore Year	Junior Year	Senior Year
English I	English II	A.P. Language and Composition	A.P. Literature and Composition / English IV
Global Studies 9	Global Studies 10 / A.P. World History	A.P. U.S. History and Government / U.S. History and Government	Participation in Government & Economics
Algebra I (R)	Geometry (R)	Algebra II/Trigonometry	A.P. Calculus/Pre-Calculus / A.P. Statistics
Earth Science (R)	Chemistry (R)/ Environmental Science, A.P. Environmental Science	A. P. Biology / Physics	A. P. Anatomy & Physiology
Earth Science Lab/Swim/Study Hall	Chemistry Lab/Physical Education/Study Hall	/Physical Education	Physical Education/ Elective
World Languages Level II	World Languages Level III	College Prep Spanish	A. P. Psychology
Health / Methods of Inquiry	Business Computer Application	Career and Financial Management	A. P. Computer Science
Studio in Art/ Chorus/ Band/ Orchestra/ Green Tech	Design and Draw / Drawing and Painting	Sculpture / Ceramics	A. P. 2D Design

*\*Students who attended Olmsted in 8<sup>th</sup> Grade may already have credits for Living Environment (R) World Languages Level I. Accelerated Math students may already have credits for Algebra I (R).*

All students should complete the following credits at the end of each year:

- |  |  |
|--|--|
| <ul style="list-style-type: none"> <li>• Freshman Year: 7.5 credits</li> <li>• Sophomore Year: 15 credits</li> </ul> | <ul style="list-style-type: none"> <li>• Junior Year: 22.5 credits</li> <li>• Senior Year: 30.5 credits</li> </ul> |
|--|--|

Students are encouraged to take rigorous coursework in preparation for College and Careers in the future. This includes taking Advanced Placement courses, as available, and electives.



## **ACADEMIC INTEGRITY**

Academic integrity is the commitment to and demonstration of honest and moral behavior in an academic setting. It relates to providing credit to other people when using their ideas. It requires acknowledging the contributions of other people. Failure to provide such acknowledgement is considered plagiarism.

Cheating and plagiarizing are unacceptable behaviors that have legal and moral implications. Cheating violates established classroom rules and the ethics code. Plagiarizing is falsely assuming the authorship of something. Students violating the spirit and intent of the policy accept responsibility of the penalty. Instances of either cheating or plagiarizing will be addressed in a parent/student/teacher/administrator conference with appropriate consequences to follow. Citing plagiarized work is also unacceptable.

## **ATTENDANCE**

Our attendance philosophy is that in order to maintain effective learning processes that include, but are not limited to, social interaction, continuity of instruction, and class participation in instructional activities, a student must attend regularly. We also believe that it is the parent's/guardian's responsibility to ensure his/her child's attendance in school, so that effective learning can take place daily. If there is an attendance issue, the Olmsted Student Support Team will assist in checking-up on student well-being and possible home visits. When a student is absent from school, it is necessary for him/her to return with a written excuse from his/her parent or guardian before attending classes. All absence notes are to be given to their homeroom teacher.

## **ATTENDANCE/ACADEMIC PERFORMANCE AND EXTRACURRICULAR ELIGIBILITY**

Students wishing to participate in an extracurricular program must fulfill all eligibility requirements. Students must be in attendance for the entire day in order to participate in that day's extracurricular activity and have a physical filed and approved by the school nurse. That student must also participate in all classes including physical education in order to participate in athletics. If a student is absent for part of a day, a written parental/guardian statement must be submitted and approved by the principal prior to participation in the event. Early dismissals or late arrivals for medical or other appointments must be verified to the satisfaction of the Principal. For example, a doctor or dentist will be asked to provide a note verifying the appointment.

## **GRADUATION REQUIREMENTS:**

New York State allows for various pathways to graduation. At Olmsted, all students are required to complete coursework that satisfies both NYS graduation requirements as well as the Gifted and Talented components and sequence. For more information on specific credits, you may visit the Graduation Requirements link on the BPS Guidance website: <http://www.nysed.gov/common/nysed/files/programs/curriculum-instruction/diplomarequirementsfinal011019.pdf>

## **ASSEMBLIES**

Throughout the school year, there will be a variety of programs that are educational, informative and support the school program. Attendance is a privilege and students are expected to behave as follows:

1. Report to their scheduled class for attendance. Your classroom teacher will escort the class to the auditorium.
2. Enter the auditorium quietly.
3. Sit in the assigned section, as directed by the teacher.
4. Respect the right of the performer/presenters to conduct their program, and the right of the audience to hear and enjoy it.
5. Refrain from unnecessary talking.
6. Refrain from using electronic devices.
7. Refrain from eating or drinking.

# FREDERICK LAW OLMSTED AT KENSINGTON BEHAVIOR MATRIX

Assisting students as they prepare themselves academically and socially to take their place as productive and innovative citizens of the 21<sup>st</sup> Century.

	ALL AREAS	CLASSROOMS	HALLWAYS & STAIRWELLS	RESTROOMS	CAFETERIA	AUDITORIUM	VIRTUAL PLATFORMS	LIBRARY
PREPAREDNESS	+ Arrive on time + Have a mindset to accomplish great things	+ Arrive on time + Be an active learner and listener + Come prepared	+ Walk at a safe pace + Keep moving	+ Request a pass + Follow "10-minute rule"	+ Be on time + Know your lunch number + Enter, exit in an orderly fashion	+ Enter, exit quietly + Sit in assigned area + Stay with teacher and class + No electronics + No food or drink	+ Be on time + Be an active learner: participate in discussions and chats + Have a quiet workplace + Turn on notifications	+ Come to the Library with an academic purpose
RESPONSIBILITY & ACCOUNTABILITY	+ Use kind and appropriate words – free from swearing, insults, and teasing + Listen and follow directions the first time	+ Display academic honesty + Give your best effort + Complete assignments on-time	+ Keep hallways and stairs clean + Report to your destination promptly + Respect hallway displays	+ Keep facility clean + Get in and out of restroom quickly	+ Stay at one table during lunch + No line skipping + Organize one single lunch line + Push in chairs when leaving	+ Be an active listener + Show appreciation to presenter(s) and/or performer(s) + Applaud when appropriate	+ Complete all assignments on-time (Check IC & Schoology) + Follow asynchronous procedures for sign-in and assignments + Attend "Teacher Office Hours"	+ Student is to report to class with pass before coming to Library + Return materials on time
APPROPRIATE BEHAVIOR	+ Follow the Code of Conduct + Model exceptional behavior + Follow Dress Code	+ Use appropriate language + Respect requests from staff + Accept and respect difference in others	+ Use appropriate language + Stay to the right + Keep noise level low	+ Give privacy to others + Practice proper hygiene	+ Use appropriate language and voice level + Be attentive to directions and procedures	+ Be attentive to presenter(s)/performer(s) + Keep hands and feet to yourself + Follow staff directives	+ Communicate with and respond to teachers + Follow proper protocols: mute when not speaking, raise hand, etc. + Have appropriate backgrounds	+ Use appropriate language and low voice level + No eating or food + Keep your area clean
LEADERSHIP & CITIZENSHIP	+ Be a positive influence in and out of the classroom + Own your actions	+ Advocate for yourself and others + Be a role model + Encourage classmates to do their best	+ Pick up trash + Help those who need assistance	+ Report vandalism or damage to an adult + Clean up after yourself	+ Model positive behavior + Stay seated until the end of the lunch period + Leave cafeteria clean	+ Model positive behavior + Embrace culture, and diversity	+ Follow the Code of Conduct + Use proper "netiquette" and digital citizenship + Address absences, questions, problems, or assignments with your teacher	+ Respect others' privacy + Model positive behavior + Be patient when waiting for assistance



**THINK**  
**EXPLORE**  
**CREATE**



**In a family of learners!**

## **CODE OF CONDUCT (SHORT VERSION)**

Our Behavior Code defines terms and penalties for inappropriate and unacceptable behavior. Please note that these are guidelines and that unusual circumstance and situations not covered will be handled by the school administration with timely and appropriate consequences. Copies of the [District Code of Conduct](#) are distributed at the beginning of the year and extra copies can be obtained through the main office.

### **INAPPROPRIATE AND DISRUPTIVE BEHAVIORS: LEVELS OF RESPONSE**

#### **(District Code of Conduct, page 14)**

When students are disruptive or act inappropriately, school staff and principals respond logically, appropriately and consistently. Buffalo Public Schools Standards for Community-wide Conduct and Intervention Supports 2018-19 describes four levels of possible response to inappropriate and disruptive behavior. Each inappropriate or disruptive behavior is assigned to one or more of these levels of intervention and response. Principals and school staff should use only the levels suggested for each behavior. If the inappropriate or disruptive behavior is assigned to two or more levels, then, wherever possible, the lowest level of intervention and disciplinary response should be used first. For example, if a student refuses to follow directions, school staff and principals should first use intervention strategies and responses in Level 1 before moving to Level 2. When principals and school staff respond to student behavior, they are expected to take into account numerous factors.

**LEVELS OF INTERVENTIONS AND RESPONSES (District Code of Conduct, page 15)**

<b>LEVEL 1</b>	<p>These interventions aim to teach correct and alternative behavior so students can learn and demonstrate safe and respectful behavior. Teachers are encouraged to try a variety of teaching and classroom management strategies. Teachers should use these responses in a graduated fashion.</p> <ul style="list-style-type: none"> <li>• Establish relationships with students</li> <li>• Contact parent via telephone, e-mail or text message</li> <li>• Verbal correction</li> <li>• Reminders and redirection (e.g. role play)</li> <li>• Written reflection or apology</li> <li>• Seat change</li> <li>• Parent or guardian conference</li> </ul> <ul style="list-style-type: none"> <li>• Parent or guardian accompany student to school</li> <li>• Daily progress sheet on behavior</li> <li>• In-class time out</li> <li>• Establish buddy teacher system</li> <li>• Loss of classroom privileges</li> <li>• Teacher or student conference</li> <li>• Detention</li> </ul>
	<p><b>Examples of Student Support Team Interventions and Responses</b></p> <p>These interventions often involve support staff, both school based and within the broader community, and aim to engage the student's support system to ensure successful learning and consistency of interventions, and change the conditions that contribute to the student's inappropriate or disruptive behavior. Staff should use these responses in a graduated fashion.</p>
	<ul style="list-style-type: none"> <li>• Parent or guardian notification</li> <li>• Community conferencing</li> <li>• Mentoring program</li> <li>• Peer mentoring</li> <li>• Referral to school-based health or mental health clinic</li> <li>• Referral to community organization</li> <li>• Referral to after-school program</li> <li>• Service to school</li> <li>• Conflict resolution</li> <li>• Restorative Justice</li> <li>• Community mediation</li> <li>• Short-term behavioral progress report</li> </ul>
<b>LEVEL 2</b>	<p><b>Examples of Administrative Interventions and Responses</b></p> <p>These interventions can involve the school administration and aim to correct behavior by stressing the seriousness of the behavior while keeping the student in school. Staff should use these responses in a graduated fashion.</p>
	<ul style="list-style-type: none"> <li>• Change in schedule or class</li> <li>• Parent or guardian notification</li> <li>• Restorative justice strategies, including school and community service</li> <li>• Loss of privilege</li> <li>• Restitution</li> <li>• Detention</li> <li>• Conflict resolution</li> <li>• Peer mediation</li> <li>• Reprimand by appropriate administrator</li> <li>• Referral to Student Support Team (SST) for consideration of necessary intervention</li> <li>• Revision to IEP (for students with disabilities)</li> <li>• Community conferencing</li> <li>• Assignment of work projects</li> <li>• Mentoring</li> <li>• FBA/BIP</li> </ul>
<b>LEVEL 3</b>	<p><b>Examples of Suspension and Referral Responses</b></p> <p>These interventions may involve the short-term removal of a student from the school environment because of the severity of the behavior. The duration of the short-term suspension, if issued, is to be limited as much as practicable while adequately addressing the behavior. Staff should use these responses in a graduated fashion.</p>
	<ul style="list-style-type: none"> <li>• Parent or guardian notification</li> <li>• In-school suspension</li> <li>• Short-term suspension (one to five days)</li> <li>• Referral to SST</li> <li>• Referral to substance abuse counseling</li> <li>• Referral to the Credit Recovery Program</li> <li>• Restorative Justice strategies, including school and community service</li> <li>• Referral to IEP team (students with disabilities)</li> <li>• Revision to IEP (student with disabilities) as needed</li> <li>• Develop Functional Behavioral Assessment and Behavior Intervention Plan</li> <li>• Referral to community organizations, including community conferencing and community mediation</li> </ul>
<b>LEVEL 4</b>	<p><b>Example of Extended Suspension and Referral Responses</b></p> <p>These interventions involve the removal of a student from the school environment because of the severity of the behavior. They may involve the placement of the student in a safe environment that provides additional structure to address behavior. These interventions focus on monitoring the safety of the school community and ending self-destructive and dangerous behavior. Staff should use these responses in a graduated fashion.</p>
	<ul style="list-style-type: none"> <li>• Parent or guardian notification</li> <li>• Extended suspension</li> <li>• Functional Behavioral Assessment</li> <li>• Community conferencing</li> <li>• Referral to community organizations</li> <li>• Expulsion (serious behavioral infractions)</li> <li>• Referral to IEP team (students with disabilities) for Manifestation determination</li> <li>• Alternative education placement by the Central Processing Office</li> <li>• Behavioral Intervention Plan</li> <li>• Community mediation</li> <li>• Referral to substance abuse counseling</li> <li>• Permanent expulsion</li> <li>• Restorative Justice strategies, including school and community service</li> </ul>

**DUE PROCESS FOR STUDENTS WITH A DISABILITY (District Code of Conduct, pages 39-40 and Appendix F)**

It may be necessary to suspend, remove or otherwise discipline students with disabilities to address disruptive or inappropriate behavior. Students with disabilities have certain procedural protections whenever the school authorities intend to impose discipline upon them. The procedures are consistent with the procedural safeguards required by applicable laws and regulations.

**INAPPROPRIATE AND DISRUPTIVE BEHAVIORS AND LEVELS OF RESPONSE**

(For a complete list see the District Code of Conduct, pages 16 to 23)

KEY: USE LOWEST LEVEL INDICATED FIRST					
<b>Level 1:</b> Classroom Support and Student Support Team – may be appropriate when student has no prior incidents and interventions have not been put in place	<b>Level 2:</b> Appropriate Administration – may be appropriate when supports have been put in place in the classroom to address behavior but the behavior has continued to negatively affect the learning of the students and others	<b>Level 3:</b> Short Term Suspension – may be appropriate when interventions and supports have been put in place but the behavior is escalating (repeated offenses)	<b>Level 4:</b> Request for Long Term Suspension – may be appropriate when student's behavior seriously affects the safety of others in the school		
INAPPROPRIATE OR DISRUPTIVE BEHAVIOR	LEVEL 1	LEVEL 2	LEVEL 3	LEVEL 4	MAY BE REFERRED TO POLICE
<b>Absences</b>					
• Unexcused absence from school	●				
• Persistent or excessive absence from school	●	●			
• Habitual truancy (i.e., unlawfully absence from school for a number of days in excess of 20 percent of any making period, quarter or year)	●	●			
<b>Academic Dishonesty</b>					
• Cheating or Plagiarism	●	●			
<b>Alcohol</b>					
• Under the influence		●	●	●	●
• Using or possessing		●	●	●	●
• Distributing or selling			●	●	●
<b>Attack on Student</b> (i.e., hitting, kicking or punching another student without warning or provocation)					
• No injury (no visual, physical injuries; includes incidents of domestic violence or relationship disputes)		●			
• Bodily injury for pre-k to grade 4		●	●	●	
• Bodily injury for grades 5 to 12			●	●	●
<b>Bomb Threat</b>					
• Pre-k to grade 4			●	●	●
• Grades 5 to 12				●	●



## **STUDENT RIGHTS AND RESPONSIBILITIES**

**(District Code of Conduct, page 25; for a complete listing of rights and responsibility of all school community stakeholders, see pages 26-29)**

Students have the right:

1. To attend school in the district in which one's legal parent or legal guardian resided and receive a free and appropriate public education from age 5 to 21, as provided by law
2. To expect that school will be a safe, orderly and purposeful place for all students to gain an education and to be treated fairly
3. To be respected as an individual and treated courteously, fairly and respectfully by other students and school staff
4. To express one's opinions verbally or in writing
5. To dress in such a way as to express one's personality
6. To be afforded equal and appropriate educational opportunities
7. To take part in all school activities on an equal basis regardless of race, color, creed, religion, religious practices, sex, sexual orientation, gender, national origin, ethnic group, political affiliation, age marital status, or disability
8. To have access to relevant and objective information concerning drug and alcohol abuse, as well as access to individuals or agencies capable of providing direct assistance to students with serious personal problems
9. To be protected from intimidation, harassment, or discrimination based on actual or perceived race, color, weight, national origin, ethnic group, religion, or religious practice, sex, gender/gender identity, sexual orientation, or disability, by employees or students on school property or at a school sponsored event, function or activity.

Students have the responsibility:

1. To attend school daily, regularly and on time, perform assignments, strive to do the highest quality work possible, be prepared to learn, and be granted the opportunity to receive a good education
2. To be aware of all rules and expectations regulating student's behavior and conduct themselves in accordance with these guidelines
3. To respect everyone in the school community and to treat others in the manner that one would want to be treated
4. To express opinions and ideas in a respectful manner so as not to offend, slander, or restrict the right and privileges of others
5. To dress appropriately in accordance with the dress code, so as not to endanger physical health, safety, limit participation in school activities or be unduly distracting
6. To be aware of available educational programs in order to use and develop one's capabilities to their maximum
7. To work to the best of one's ability in all academic and extracurricular activities, as well as being fair and supportive of others
8. To be aware of the information and services and to seek assistance in dealing with personal problems, when appropriate
9. To respect one another and treat others fairly in accordance with the District Code of Conduct and the provisions of the Dignity Act. To conduct themselves in a manner that fosters an environment that is free from intimidation, harassment, or discrimination. To report and encourage others, to report any incidents of intimidation, harassment or discrimination.

## **STANDARDS FOR PORTABLE ELECTRONIC DEVICES**

**(District Code of Conduct, page 31)**

When a cell phone is confiscated from a student, staff will immediately notify the parent(s)/guardian(s) of the student so other arrangements (means of communication) can be made with their child. The confiscation provisions in these Standards for Community-wide Conduct and Intervention Supports presume staff will immediately communicate with the parents/guardians.

1. The decision to bring an electronic communication device (including but not limited to cell phones, pagers, iPods, iPhones, etc.) or electronic game devices is a decision of the student and/or the student's parent/guardian. Students, parents and guardians are on notice that the District assumes no liability for the damage, destruction, theft or loss of such devices on school property. When making the decision to bring such devices to school, the student and parent/guardian jointly and severally assume the risk of potential damage, destruction, theft or loss.
2. Upon entering the School all cell phones must be stored in the student's locker. The cell phone must be stored "OFF" or in non-operational mode.
3. Students may not carry about or operate cell phones in school buildings and school buses.
4. Any students carrying or operating a cell phone in a school building will be subject to having that item confiscated by School District Administrative or Safety/Security Staff.
5. Such devices will be confiscated at the building. Parent/Guardian must meet with building administrator to recover the item.
6. Cell Phones, Pagers, two-way radios (FCC Licensed or unlicensed), and all other electronic devices with wireless communication capabilities (i.e. handheld computers, PDA, Bluetooth etc.) are NOT PERMITTED for use by students in any Buffalo Public School, except as authorized by the Principal or Superintendent for specific educational purposes.
7. Should a student be found to repeatedly violation this policy, the device shall be confiscated and delivered to the District Safety/Security Office. The Parent/Guardian must make arrangements to pick up the item. Students may be subject to discipline in accordance with these Standards for Community-wide Conduct and Intervention Supports. Violation of the Portable Electronic Device Policy warrants either a Level 1 or Level 2 response; students should not be suspended or otherwise removed from their educational program because of a portable electronic violation.
8. The taking, disseminating, transferring, or sharing of obscene, pornographic, lewd, or otherwise illegal images or photographs, whether by electronic data transfer (wireless communication devices) or otherwise (commonly called texting, sexting, emailing, etc.) may constitute a CRIME under State and/or Federal law. Any person taking, disseminating, transferring, or sharing obscene, pornographic, lewd, or otherwise illegal images or photographs will be subject to the disciplinary procedures of the school district and reported to law enforcement and/or other appropriate state and federal agencies, which may result in arrest, criminal prosecution, and LIFETIME inclusion on sexual offender registries.
9. Police, Law/Enforcement Officials of a Government Agency, School Safety/Security and School Administrative Staff have authorization to possess and operate communication equipment for the conduct of appropriate business. Note: The District may authorize appropriate use of a cell phone in class, when it is used for educational purposes ONLY.

## **STUDENT EXCLUSION PROCEDURES**

### **(District Code of Conduct, page 32)**

Students who are found to have violated the District's Standards for Community-wide Conduct and Intervention Supports may be subject to the following penalties, either alone or in combination. The school personnel identified after each penalty are authorized to impose that penalty, consistent with the student's right to due process. (Also see Appendix A, District Code of Conduct, page 49)

1. Oral warning or admonition – any member of the District staff
2. Written warning – bus drivers, hall and lunch monitors, teacher aides, coaches, guidance counselors, teacher, assistant principal, principal, Superintendent
3. Written notification to parent – bus driver, hall and lunch monitors, teacher aides, coaches, guidance counselors, teachers, assistant principal, principal, Superintendent
4. Detention – teachers, assistant principal, principal, Superintendent
5. Suspension from transportation – assistant superintendent of service center operation, assistant principal, principal, Superintendent
6. Suspension from athletic participation – coaches, assistant principal, principal, Superintendent
7. Suspension from social or extracurricular activities – activity sponsor, assistant principal, principal, Superintendent
8. Suspension of other privileges – principal, Superintendent
9. In-school suspension – principal, Superintendent
10. Removal from classroom – teachers, principal, Superintendent
11. Short-term (five days or less) suspension from school – principal, Superintendent, Board of Education
12. Long-term (more than five days) suspension from school – Superintendent, Board of Education.
13. Permanent suspension from school – Superintendent, Board of Education.

The amount of due process a student is entitled to receive before a penalty is imposed depends on the penalty being imposed. In all cases the school personnel, authorized to impose the penalty, must inform the student of the alleged misconduct and must reach a determination concerning the facts surrounding the alleged misconduct. All students will be afforded an opportunity, if requested, to present their version of the facts to the school personnel imposing the disciplinary penalty. Students who are to be given penalties other than an oral warning, written warning or written notification to their parents are entitled to additional rights before the penalty is imposed. (See Appendix B, District Code of Conduct, page 50)

## **DRESS CODE**

### **(District Code of Conduct, page 30)**

All persons are expected to give proper attention to personal cleanliness and to dress appropriately for school and school functions. Students and their parents have the primary responsibility for acceptable student dress and appearance. Teachers and all other District personnel should exemplify and reinforce acceptable student dress and help students develop an understanding of appropriate appearance in the school setting, by also adhering to these standards. When on school property or at a school function, a person's dress, grooming and appearance, including jewelry, make-up and nails, must:

1. be safe, appropriate and not disrupt or interfere with the educational process
2. not include revealing garments such as tube tops, net tops, halter tops, spaghetti straps, plunging necklines (front and/or back) excessively short skirts or shorts and see-through garments
3. cover all underwear with appropriate outer garments, including the wearing of pants at waist level
4. include safe and appropriate footwear. Inappropriate footwear includes, but is not limited to; backless shoes (i.e. flip-flops, bedroom slippers). Exceptions will only apply to documented medical conditions
5. not include headgear of any kind (including, but not limited to hats, caps, and hoods) except when required by medical or religious reasons
6. not be lewd, vulgar, obscene, and libelous or denigrate others, or cause a disruption to the school that impedes the educational program

7. not promote and/or endorse the use of alcohol, tobacco or illegal drugs and/or encourage other illegal or violent activities
8. must not include coats, jackets & other outerwear, sweat shirts with hoods or “hoodies”, inside of buildings
9. not include jewelry that may be deemed a weapon. This includes, but is not limited to, a single ring or piece of jewelry covering multiple fingers, spiked necklaces or belts, belts with large removable buckles, chain-like neckwear, ninja-type stars, etc. Belt must be buckled
10. not include clothing that is associated with or identifiable as a symbol of gang membership.

Additional restrictions may be determined by the school with the approval of the Board of Education. Students who violate the dress code will be required to modify their appearance by covering or removing the offending item, and if necessary and/or practical, replacing it with an acceptable item. Any student who refuses to do so may be subject to discipline in accordance with these Standards for Community-wide Conduct and Intervention Supports. Dress code violation warrant either a Level 1 or Level 2 response; students should not be suspended or otherwise removed from their educational program because of a dress code violation

Students who are not in compliance with the dress code will be required to modify their appearance by covering or removing the offending item, and if necessary and/or practical, replacing it with an acceptable item. Any student who refuses to do so may be subject to discipline, in accordance with the Standards for Community-wide Conduct and Intervention Supports, including being assigned to in-school suspension for the day.

### **DIGNITY FOR ALL STUDENTS (DASA) (District Code of Conduct, page 24)**

The Dignity for All Students Act (Dignity Act) ensures that no student is subject to discrimination or harassment, based on a person’s actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice disability, sexual orientation, gender/gender identity or sex by school employees or students on school property, on a school bus, at a school function or that is initiated off school grounds and continued at school. Harassment may include, among other things, the use, both on and off school property, of information technology, including, but not limited to email, instant messaging, blogs, chat rooms, pages, cell phone, gaming systems and social media websites, to deliberately harass or threaten others. This type of harassment is generally referred to as “cyber-bullying.” The District is committed to safeguarding the rights given to all students under state and federal law. In addition, to promote a safe, healthy, orderly and civil school environment, all District students have the right to:

1. Expect a school environment that is conducive to learning
2. Be treated respectfully by those in the school community
3. Take part in all District activities on an equal basis regardless of race, color, creed, national origin, religion, gender, sexual orientation or disability (consistent with the District’s Anti-Harassment Policy)
4. Be provided with school rules, and when necessary, receive an explanation of those rules from school personnel
5. Present their version of the relevant events to school personnel authorized to impose a disciplinary penalty, in connection with the imposition of the penalty

Our administration and staff are firmly committed to making our school a safe environment free from harassment and intimidation. Students must notify an adult immediately if any type of harassment occurs. Please report any concerns to:

**Mrs. Giovanna L. Claudio-Cotto**  
Principal  
(716) 816-4330  
[gclaudio-cotto@buffaloschools.org](mailto:gclaudio-cotto@buffaloschools.org)

**Mrs. Catherine Dulak**  
Assistant Principal  
(716) 816-4330  
[cdulak@buffaloschools.org](mailto:cdulak@buffaloschools.org)

You may also submit [DASA complaints](#) electronically by clicking on the hyperlink. If you are anyone you know are victims of bullying, currently or in the past, please reach out to our Student Support Team for assistance. Resources for parents and students are also available via the [Buffalo Public Schools Bullying and Harassment](#) page.

## CAFETERIA GUIDELINES & RESPONSIBILITIES

The cafeteria is a place to eat peacefully, relax, and socialize. Please use an appropriate tone of voice. Before you are dismissed, the tables and area around the table must be left clean and chairs put back in place. Any mess left on or under the table will be cleaned before you leave the cafe. Enjoy your meal!

### COVID-19 SAFETY PROTOCOLS:

Due to social distancing guidelines, students cannot move throughout the cafeteria. Students are to stay in their seats and dispose of their garbage as lunch monitors come around with garbage totes. All assistance in keeping the cafeteria safe and clean is appreciated.

## CELLPHONES/ELECTRONIC DEVICES

In order to keep the learning environment free from interruptions, we ask that parents do not contact their child during school hours, especially via cell phone. Emergency messages will be taken by the office and given to the child. Please do not ask to have your call placed through to the classroom or to have your child called to the office. Necessary instructions should be given to the child before they leave home.

In response to the ever-changing times, and increased inclusion of technology in the classroom, Frederick Law Olmsted will be implementing a modified cellphone use and electronic device policy.

*Cell phones/electronic devices/headphones may be used for instructional purposes throughout the school day, as instructed by teachers*, using the following zones:

GREEN ZONE	YELLOW ZONE	RED ZONE
Cellphone use is allowed.	Cellphone use is up to the discretion of the teacher.	Cellphone use is not allowed.
<b>Examples:</b> Cafeteria	<b>Examples:</b> All classrooms	<b>Examples:</b> Hallways, Stairwells, Auditorium

When a teacher or staff member indicates a **RED ZONE** is in effect, students must comply by putting all electronic devices away. This means cell phones and other electronic devices must not be visible. If a cell phones/ electronic device rings, vibrates, is used or is visible anytime during class time or if a student is caught using it during class time or while walking around the building, he/she will be asked to put it away. Students who are not compliant will be asked to surrender their phone. For the first offense, students will be given their phone back at the end of the day. In instances of a second offense the student's parent will have to come in to get the phone. A third offense will entail the telephone be given to security. The parent must come in to retrieve the phone. Refusal to surrender a cell phone when asked is defiance. Defiance will result in disciplinary action.

When a teacher or staff member indicates a **YELLOW ZONE** is in effect, students who are given permission will be able to use their device. Inability to use your electronic device in a yellow zone may be the direct result of failure to complete assignments, previously violating red zone indications, and/or have demonstrating an inability to follow digital citizenship.

All cell phones and other electronic devices are to be used appropriately. Improper use of these devices may result in disciplinary action according to the district Code of Conduct.

Parents are asked for their FULL cooperation in helping us implement the cell phone/electronic device policy. Students will not respect this policy if they believe their parents will bail them out of the consequence and thus, enable disrespectful behavior. However, there may be instances where a teacher allows the use of a cell phone or electronic device because of its appropriateness in fostering learning. In such instances, students must follow the directions of the



teacher regarding usage. We acknowledge that this is the age of instant communication and electronic devices can enhance learning.

This policy is meant to help maintain an educational focus in classrooms and other study areas and respect the needs of our students to have reasonable access to their phones/electronic devices. We also acknowledge the need to maintain a proper environment for students, faculty and the educational process. The purpose of our cell phone policy is to help students access necessary information efficiently as well as to teach students to use technology appropriately.

## EARLY DISMISSAL

Students who need to be dismissed early for an appropriate reason (doctor, dentist, family emergency etc.) are to bring an excuse to school on the date of or prior to the early dismissal date. Parents and students are encouraged whenever possible to schedule the appointment after school so as not to disturb the learning process. When a student leaves, he/she must be signed out in the attendance office by a parent or guardian on record in Infinite Campus before leaving. Those not following this procedure cannot be excused.

### COVID-19 SAFETY PROTOCOLS:

In order to ensure the safety of all individuals in the building, **NO VISITORS ARE ALLOWED IN THE BUILDING.** When the parent/guardian arrives at school, he or she is to call the main office. The Main Office staff will contact the classroom and the student will be escorted to the Main Entrance. Since the Parent or guardian will not be permitted to enter the building, sign-out will occur at the door.

## EARLY RELEASE (SUPERINTENDENT CONFERENCE) DAYS

On Superintendent Conference Days students will be released 3 hours prior to dismissal, at 11:50 a.m.

## EXTRACURRICULAR ACTIVITIES

### AFTERSCHOOL PROGRAM:

Students in Grades 5-8 will attend the after-school program beginning mid-October. The program focuses on remediation and enrichment. Parents of students enrolling in the program must commit to regular attendance for the duration of the program. Transportation is provided.

Students in Grades 9-12 will attend a peer tutoring program beginning mid-October. Students enrolled in the program participate in individual or small group tutoring led by a student tutor or a teacher. Students may sign up for various classes using a monthly calendar sign-up. Classes are from 3:05-4:05 p.m. Student transportation is provided via NFTA using student bus passes.

### ATHLETICS:

The Olmsted Owls Athletic sign-ups are conducted during Physical Education classes. Physical Education teachers will introduce students to the various sports available during the seasons, explaining all procedures and expectations. Modified sports teams consist of students in Grades 5-8. Junior Varsity and Varsity teams consist mainly of students in Grades 9-12. In some occasions, student athletes in Grades 7-8 may qualify to join a Junior Varsity or Varsity sports team upon successful evaluation of their emotional and physical maturity (including height and weight), as well as athletic abilities, physical fitness, and sport-specific athletic skill in relationship to other student athletes at that level. All students participating in a sport must have a current physical on file with the School Nurse and a [BPS Athletics Registration Form](#).

**Fall**  
Varsity Boys Soccer  
JV Boys Soccer  
Varsity Girls Soccer

**Coach**  
Mark Orlando  
James Bartram

Boys Varsity Cross Country  
 Girls Varsity Cross Country  
 Varsity Girls Volleyball  
 JV Girls Volleyball  
 Varsity Boys Volleyball  
 Boys Varsity Golf  
 Girls Varsity Golf  
 Girls Tennis  
 Girls Swim  
 Modified Flag Football

Andrew Bush  
 Kaitlin States  
 Erin Sheehan  
 Nicole Worrell-Cottman  
 Nick Zaccarella  
 Chris Gelsomino

Christopher Meszaros

**Winter**

Boys Varsity Basketball

Boys JV Basketball

Girls Varsity Basketball

Girls JV Basketball

Girls Varsity Bowling

Boys Varsity Bowling

Boys Swim

Varsity Cheerleading

Unified Bowling

Modified Boys Basketball

Modified Girls Basketball

Modified Swim (Boys and Girls)

**Coach**

Head Coach: Andrew Bush

Assistant Coach: Jordan Vaccaro

Nick Zaccarella

Head Coach: Mark Orlando

Assistant Coach: Kaitlin States

James Bartram

Larry John

Dave Kelly

Dawn Wisniewski

James Bartram

Chris Meszaros

Larry John

Erin Sheehan

**Spring**

Boys Varsity Track

Girls Varsity Track

Varsity Softball

Varsity Baseball

Unified Basketball

Modified Boys Track

Modified Girls Track

**Coach**

Mark Orlando

Kaitlin States

Andrew Bush

Michael Marr

Jim Bartram

Chris Meszaros

Larry John



**NOTE:** Modified sports are for students in Grades 7 and 8.

**ATHLETIC/CLUB ELIGIBILITY:**

Eligibility Area	Eligibility Goal	Eligibility Requirements*
ACADEMICS	Student is on-track to graduate high school.	73% Grade Point Average (C Average) for courses required for graduation*
ATTENDANCE	Student consistently attends, and is on time for school.	Attendance/Tardiness Rate = 90%*
ATTITUDE (Behavior & Citizenship)	Student behavior exemplifies strong citizenship.	Student follows District's Code of Conduct.  Students may not play or practice while they are suspended.  Students, individually or as a team, provide a community service.
PHYSICAL	Healthy Athletes.	Approved Health Physical.

**\*Probationary Period:** Students who do not meet the requirements above may practice and play sports during a probationary period while they satisfactorily work to meet the eligibility requirements (see probation information).

**Athletic/Club Probation:** Students, who do not meet the eligibility requirements, may be granted the following athletic probations: One season per year.

Students must agree and comply with the following until the end of the probationary period:

ACADEMICS	Must attend “study table or tutoring sessions” on a weekly basis: <ul style="list-style-type: none"><li>• (60-72% GPA) for the entire season</li><li>• (below 60% GPA) Not eligible for probation</li></ul>
ATTENDANCE	Must attend school daily. Verified excused absences (per the District’s attendance policy) will not hinder the ability to play and practice.
ATTITUDE (BEHAVIOR)	Must follow the school and classroom expectations and may not play or practice <b>if they are suspended.</b>

**Progress Monitoring Form (ALL students on probation):**

- The student must have each teacher complete the progress monitoring form each day.
- Student will submit their “Progress Monitoring Form” to the principal or their designee every Friday.

Students who comply with the above may continue to practice and play with the team during the probationary period.

**Length of Probation:** The student’s eligibility will be reviewed every two weeks.

Student academic eligibility is reviewed during and after each Progress Reporting and Report Card Marking Period. If a student is failing a core area course at any time during a marking, the student can be deemed ineligible for the sport until he or she regains a passing average. More detailed information can be found in the Athletic Handbook.

**NCAA FRESHMEN ELIGIBILITY STANDARDS:**

Student athletes wishing to play sports in college at the Division I or II levels must register with the NCAA Eligibility Center at the end of their junior year. At that point, students see their counselor to have a transcript sent to NCAA. Information regarding NCAA eligibility can be found at [www.eligibilitycenter.org](http://www.eligibilitycenter.org). Contact the NCAA at (877) 262-1492.

**SPECTATOR’S STATEMENT OF CONDUCT:**

Spectators are required to meet the following expectations in respect of their school community, athletes, officials, and other spectators at athletic competitions:

- The use of derogatory, inflammatory or inappropriate language is prohibited.
- Refrain from throwing any materials (confetti, items, etc.)
- Refrain from using disruptive devices (whistles, air horns, etc.)
- Dispose of food/drink in the gym area.
- Follow all school BPS Code of Conduct rules.

Failure to meet each of these expectations may result in removal from the premises and prohibit attendance from future school events. Your cooperation is expected and appreciated.

## **CLUBS:**

Chess  
Drama  
Fitness  
Masterminds  
National Honor Society  
Jr. National Honor Society  
Multicultural Club  
SAGA  
Science Club  
Student Council (Middle School & High School)  
Youth Can  
UNYTS  
Yearbook



## **EVENT DENIAL**

Participation in and/or attendance at school events (dances, prom, field trips, etc.) are privileges, not rights. Violation of school rules or any single illegal/disruptive act may result in denial of any of these privileges and/or disciplinary action.

All students must be in good standing to participate in these events:

- Attendance must be 90% or above
- Student must be passing all classes.
- Student must not have any behavior referrals or negative incidents the week prior to or of the activity/event.

## **FIRE DRILLS, LOCKDOWNS & EMERGENCY PROCEDURES**

A number of fire drills will be held during the school year. During these drills students are to walk quickly, quietly, and orderly, with their classroom teacher, along the emergency exit route. While outside students should remain quietly in line and listen for any possible instructions which may be given. Students and staff will not return to the building until the all clear bell is rung. When returning to the building, everyone is to remain silent until the Principal makes the final announcement.

During a lockdown, students are to follow all teacher and administrator directives. All classroom doors will be immediately locked to ensure student safety. Students are to remain quiet and away from any door(s) and/or windows. Students and staff will not return to normal functions until a member of the emergency response team indicates the lock down has been lifted.

## **FUNDRAISERS**

All decisions about extra-curricular Fundraisers will be made in consultation with the club/class officers, the advisor and the Principal. A fundraising request form must be completed and turned in to the Principal for approval. All fundraisers must be approved by the Principal before they are announced.

## **HALL PASSES**

Students are not to be in the hallway at any time without a pass unless they are in-route to a scheduled class. No student should be given a pass during the first 10 minutes of class or the last 10 minutes of class.

Hall passes should include the student's name, date, time the student leaves the room, teacher name and initials and destination.

Students are expected to be where their schedules state they should be. No student is to be anywhere else in the building without a pass. This includes other teacher's classrooms. If a student needs to meet with a teacher, or vice versa, arrangements for meetings before or after school must be made.

**Substitute teachers cannot write students passes.** If there is an emergency, please use the assistance of a floor aide and/or hall duty personnel.

If the office needs students, they will be summoned by phone or note. Do not send a student on the word of another student.

Every adult is to strictly enforce the following policy regarding use of lavatories:

- Students must verbally ask the teacher for permission to use the lavatory.
- No lavatory passes will be given for the first ten or last ten minutes of a period.
- Follow procedure for use of student passes.

### **COVID-19 SAFETY PROTOCOLS:**

In order to ensure the safety of all individuals in the building, and to stay in line with room capacity and social distancing protocols, **ONLY BATHROOM PASSES WILL BE ISSUED BY CLASSROOM TEACHERS.**

**There should be no other movement in the hallway throughout the day.**

Passes to Administrator offices, the Nurse, SST or Guidance will be issued, as needed, by those individuals and distributed during homeroom time. When issuing a pass, authorized personnel will use the FLO passes distributed by Administration.

## **HEALTH GUIDELINES**

### **IMMUNIZATIONS:**

New York State Public Health Law, Section 2164, mandates that schools not permit a child to be admitted unless the parent provides the school with a certificate of immunization or proof from a physician that the child is in the process of receiving the required immunizations.

***A STUDENT WILL NOT BE PERMITTED TO ATTEND SCHOOL WITHOUT THE NECESSARY VERIFICATION OF IMMUNIZATION.***

All of the immunizations must be documented by your physician or local health department where the child received the immunization or must be an official copy of the immunization record from the child's previous school. All immunizations must specify the exact dates each immunization was administered.

All new students and transfer students from within New York State must present proof of mandated immunizations within 14 calendar days of the first day of school attendance.

Transfer students from outside New York State must present proof of mandated immunization within 30 calendar days of the first day of school attendance.

BMI: New York State law passed in 2007 amends Education Law Sections 903 and 904 to require student health certificates/appraisals to include Body Mass Index(BMI) and weight status category data. This information will be reported to New York State Department of Health to help health officials develop programs that will make it easier for our children to be healthier. If you chose not to have your child's BMI and Weight Status reported to the NYS Health Department, you may sign an opt-out form available in the school nurse's office.



**DENTAL HEALTH CERTIFICATE:** As of September, 2008, New York State law (chapter 281) permits schools to request a dental examination for grades Pre-kindergarten or Kindergarten, 2, 4, 7, 10, and all new entrants. This is not mandated by NYS, but it is recommended that your child be examined by a dentist. Please have your dentist complete the Dental Certificate form and return it to the school nurse as soon as possible. A list of dentists who will provide a dental examination and treatment on a free or reduced cost basis is available upon request in the school nurse's office.

**HEALTH OFFICE & SCHOOL NURSE GUIDELINES:**

A nurse is on duty from 8:05 a.m. to 3:05 p.m. in Room 128. All students are required to have a pass for admission to the health office. Students may not stop in during the change of classes, they are to report to class and obtain a pass.

School health services are designed to protect and promote the health of all students and school personnel. Among the services provided are:

- First aid treatment for any injury or sudden illness that occurs during the school day.
- Sports physicals.
- Administration of medication.

If there is a medical emergency, the nurse will contact the parent/guardian whose information is in Infinite Campus. Students are not to contact parents themselves. If a parent cannot be reached, the student will remain in the clinic until a parent is contacted. If emergency care is required, school personnel will accompany the child during transport and remain with the student until a parent/guardian arrives.

**ADMINISTRATION OF MEDICATION DURING SCHOOL HOURS**

**(NOTE: All medication requests must be renewed each school year):**

Any student requiring medication during the school day must be under the direct supervision of the school nurse. These procedures are in accordance with statutory regulations outlined by the Nurse Practice Act and provisions of the State Education Law:

- Medication is to be delivered to the health office by the parent/guardian and it will be stored in a locked area.
- Medicine is to be in the original pharmacy bottle with the pharmacy label intact, the first and last name of the student, name of the drug, the dosage, and the frequency of administration.
- A note from the physician must accompany the medication, stating name of the student, name of the drug, the dosage, time of administration and the reason for giving the medication.
- A note from the parent/guardian requesting that the medication be given by the school nurse as prescribed by the physician must be submitted.
- Physical cleanliness is expected from all students. If necessary students will be sent home to clean up. Please shower and put on clean clothes daily.

*AT THE END OF THE SCHOOL YEAR, PLEASE PICK UP ANY REMAINING MEDICATION IN THE HEALTH OFFICE OR IT WILL HAVE TO BE DISCARDED.*

**PHYSICAL EDUCATION CLASS ABSENCES:**

If a student needs to be excused from physical education class for an extended period of time, a note from a physician is required. All notes must be submitted to the school nurse. A copy will be provided to Mr. Fredo and given to the student's physical education teacher. Alternate coursework in line with the curriculum covered during that period will be provided for grading and assessment purposes.

A Special Note on Piercings: Getting piercings of any type does not excuse any child from PE classes – taping of piercings is not allowable according to NYS laws. Piercings must be removed to participate in physical education.

**ELEVATOR PASSES:**

If a student requires the use of the elevator due to injury, a doctor's note must be submitted to the nurse before permission is granted. A student elevator pass will be issued once the nurse verifies the medical excuse.

**FOOD ALLERGIES:**

Food allergies are a very serious issue for children and their families. The USDA Child Nutrition Program recognizes the importance of following the medical directives for food allergies. Meal modifications are implemented based upon medical assessment and treatment planning and must be ordered by a recognized medical authority. Schools cannot make food substitutions or alter the student's diet without proper documentation from the healthcare provider.

An annual medical script is required for each child describing their allergy and diet recommendations. A recognized licensed physician, physician assistant or nurse practitioner's signature is required on this document. (This documentation is required each year.)

SUBMIT THIS MEDICAL DOCUMENTATION to the nurse the first week of school, or throughout the school year when changes may occur. If you have any questions, please contact the Child Nutrition Services at 816-3688.

## **LATE ARRIVAL**

Students are considered late if they arrive to school **after 8:15 a.m.** When students arrive to school late, they will be required to sign in at the late desk. Students who arrive after 9:00 a.m. will be required to sign in at the main office. Students who demonstrate a pattern of late arrival will be referred to the Student Support Team for Tier 2 and Tier 3 Interventions.

## **LEAVING SCHOOL**

No student may leave school early without following the procedures for early dismissal. Once a student has left school they may not return without Administrator permission. Students are not to loiter in the building and should be under the direct supervision of a staff person at all times.

## **LIBRARY MEDIA CENTER**

The School Library is open from 7:50 a.m. until 3:05 p.m. Students may access the Library during their Study Hall. Students must report to Study Hall first and get a pass from the Study Hall teacher, following the hall pass procedures. Students will also access the Library with their class when their teachers opt to sign-out the Library for student research during instructional time.

Our library has an excellent collection of books, magazines, and newspapers along with online databases. When needed, materials can be borrowed from other libraries through our School Library System network. The library staff is available to help you with reference work and book selection. To ensure a quiet academic library environment the following rules **MUST** be followed:

- Work and read quietly.
- Take good care of library materials and equipment.
- Return books on time.
- Use computers for research assignments.
- All school rules apply in the library.

Special seating may be assigned and/or library privileges may be revoked if rules are not followed. Replacement costs must be paid for extremely overdue, lost or damaged books.

### **COVID-19 SAFETY PROTOCOLS:**

Due to social distancing and room capacity, use of the Library will be scheduled by classroom teachers. Ms. Cowe will be scheduling library time with all curricular areas.

## LOCKERS

Lockers are school property and are subject to inspection at any time. Students are to provide their homeroom teacher with the second key and/or combination to their lock.

All students are expected to follow the locker use guidelines:

- DO NOT give your combination to another student.
- DO NOT share lockers.
- Students who deface, break or vandalize school property must pay for the damage and face a possible suspension, a parent conference and/or police action.
- Theft of any item belonging to the school, another student or teacher may lead to suspension, payment for the item and possible police action.
- Do not store any food in your locker over a long period of time.
- Do not leave wet or sweaty clothes in your locker.

If you forget your locker combination or if your locker is stuck, the Security Officer on your floor can assist you.

## OLMSTED FOUNDATION

The Olmsted Foundation is set up as an organization to assist the school as it endeavors to build for the future. This organization meets regularly to examine ways long-term support can be given to the school.

## OLMSTED PARENT TEACHER ORGANIZATION (OPTO)

Parent involvement is encouraged as it is an important part of student success. At Olmsted, parents are always welcome! The Olmsted Parent Teacher Organization (OPTO) is composed of parents, staff members and administrators with the purpose of enhancing school programs via fundraising efforts. Parents are encouraged to attend monthly meetings as well as participate in school sponsored events that focus on academic achievement and highlight student success.

## PARKING

In order to ensure a safe and orderly environment, the school parking lot is for the exclusive use of the employees of the Board of Education. Students are not allowed to park on school grounds. Transportation for students is provided via NFTA therefore use of the parking lot is not necessary. If a student drives to school, they are to use street parking in accordance to the signage posted by the City of Buffalo. The District is not liable for any theft or damage to student's vehicles.

## SAFE & CIVIL SCHOOLS

Frederick Law Olmsted School #156 uses the Safe and Civil Schools model in order to maintain a safe and orderly environment. Safe and Civil Schools includes the careful planning of school-wide initiatives, referred to as Tier 1 Interventions, to proactively address areas of improvement and set the expectation for behavior. Through the use of our behavior matrix (see page 9), the school community is able to clearly communicate and model the expectations. Safe and Civil Schools also includes Tier 2 and Tier 3 interventions, provided by the Student Support Team, to set up positive systems of intervention as we guide students through their high school experience.

Olmsted is committed to providing a safe and orderly environment. Students are expected to comply with the following general rules:

1. Keep the educational environment free of verbal and physical abuse.
2. Cooperate and follow requests by faculty and staff.
3. Move in a quiet and orderly fashion through the building – staying to the right and complying with stairwell signage.
4. Have a pass when not in class.
5. Follow all BPS Code of Conduct rules.

## SCHOOL-BASED MANAGEMENT TEAM (SBMT)

The School-Based Management Team (SBMT), consists of parents, teachers, aides, administrators and community members. The team meets on the third Monday of every month at 3:05 p.m., unless school is not in session. On those occasions, the meeting is moved to the following Monday. The focus of SBMT is to monitor and enhance student achievement.

### ***SBMT dates for the 2021-22 School Year are as follows:***

September 21	December 21	March 15	June 7
October 19	January 18	April 19	
November 23	February 15	May 17	

## SCHOOL CLOSING

When school is closed due to inclement weather, the parent notification system will call the phone number provided to the school. Announcements will also be made on the BPS website and local television stations. If the announcement is not made or you are not notified, students are expected to report to school. Please be sure to update all of the contact information on Infinite Campus regularly.

## SCHOOL SAFETY

Parents and members of the school community are always welcome in the school. However, since schools are places where learning takes place there may be times when limits are placed on school visits. The School Principal and the designees are the persons responsible for all visitors to the school or school grounds. The following rules apply to all school visitors:

- Visitors are all persons that are not regular staff members or students at the school.
- All visitors must enter through the Main Entrance (Suffolk St.) and report directly to the Main Office.
- All visitors must sign in.
- All visitors will be issued a visitor's pass which is to be worn at all times.
- All visitors are expected to exhibit appropriate and respectful behavior while on school grounds. Access to school property may be limited by the Principal should the conduct of a visitor disrupt the school environment.
- All visitors are to sign out before leaving.

Unauthorized persons on school property as well as any visitor who violates any provision of the Code of Conduct will be reported to the Principal. Such persons will be considered as trespassing and will be asked to leave school grounds. The assistance of Security Officers and/or Buffalo Police Department may be used.

### **COVID-19 SAFETY PROTOCOLS:**

**In order to ensure the safety of all individuals in the building, NO VISITORS ARE ALLOWED IN THE BUILDING.**

## SCHOOL WEBSITE

Information about Olmsted and happenings within the school can be obtained from the school website:

<http://olmstedatkensington.com/>

## SIGNS/POSTERS

The Principal must approve all signs before they are placed throughout the building.

## STUDENT SUPPORT TEAM

Having a bad day? Need someone to talk to or someone just to listen to you? The Student Support Team (SST) is here for you. Feel free to address any of the team members with any questions or concerns you may have. The SST members are the:

- Principal

- Assistant Principals
- Committee on Special Education (CSE) Chair
- Guidance Counselors
- School Psychologist
- School Social Worker

In addition to this, there are various teachers in the building who are also a part of the SST. You will see the SST logo by their name plate near the classroom door.

## STUDY HALL

Some students are assigned study hall at certain times each week. Study hall is a time to do research, homework or review class material. Students are expected to report to study hall and bring assignments to complete or reading materials.

### COVID-19 SAFETY PROTOCOLS:

Due to social distancing and room capacity protocols, students may not leave study hall during this time.

## TESTING

All testing is administered following New York State and District guidelines. All testing dates, admission times and guidelines will be communicated to parents and students prior to the test date.

Students who receive testing accommodations per their Individualized Education Plan (IEP) or 504 Plan will be given their accommodations for all instances of testing. Testing accommodations are applicable to classroom assessments, District assessments and New York State assessments. Students with accommodations taking Advanced Placement examinations and/or SATs will be required to submit pre-approval paperwork prior to testing. Students, as well as parents, are advocates in their education. If testing accommodations are not provided, please notify the Principal immediately.

## TRANSPORTATION

Student transportation is provided by yellow bus for students in Grades 5-8 and the NFTA for students in Grades 9-12.

All concerns regarding bus transportation are to be made to the Transportation Coordinator. If a child is not taking a bus home in the afternoon, the school office must receive that request in writing stating who is responsible for picking up the child at the end of the day along with an accurate contact number. The individual picking up the child must provide proper identification and be on Infinite Campus. When picking up a child, the student must be signed out in the Main Office. If the student does not have a note with all of the required information, they will be put on the bus at the end of the day.

In the event that a child needs to ride a different bus or get off on a different stop, a note must be provided. This note must be given to the Transportation Coordinator first thing in the morning. Such changes cannot be made over the phone, however, if an emergency comes up, we will do our best to accommodate the situation. The safety of all children is our number one priority. Changes for play dates will not be accommodated.

All high school students living more than 1.5 miles from the school will be given a bus pass to use during school hours, when school is in session. Students are to adhere to the proper rules of conduct on their way to and from school. This includes making sure you do not lend or give your bus pass to anyone else. Your bus pass is for your use only. If someone else has your bus pass, it will be confiscated and your transportation privileges may be revoked.

Bus passes will be issued based on the student's address in Infinite Campus. If you have moved, please make sure you submit an address change to the main office and provide appropriate documentation of the change (for example, a

utility bill– cellphone bills are not acceptable). Bus passes usually take 7-10 school days to process. Once the bus pass has arrived, the Security Officer assigned to your floor will provide you with your new bus pass.

If you lose your bus pass, or if it is stolen, immediately report the incident to the Security Officer on your floor. You will be required to go to the service center and apply for a replacement bus pass. This process takes 7-10 school days.

Students who are athletes will be given an activity sticker to add to their bus pass for use during the season. Those are issued by the Security Officers and cannot be replaced.

## **WORKING PAPERS**

Working papers can be obtained from your Guidance Counselor. Please schedule an appointment during homeroom. ***Students must have two weeks of consecutive attendance to all periods in order to be granted working papers.*** The school reserves the right to revoke the working paper application if it is determined that the student's job interferes with their schoolwork.



	M	T	W	TH	F	
<b>SEPTEMBER</b>			1	2	3	
	6	7	8	9	10	
	13	14	15	16	17	
	20	21	22	23	24	
	27	28	29	30		
<b>OCTOBER</b>					1	
	4	5	6	7	8	
	11	12	13	14	15	
	18	19	20	21	22	
	25	26	27	28	29	
<b>NOVEMBER</b>	1	2	3	4	5	
	8	9	10	11	12	
	15	16	17	18	19	
	22	23	24	25	26	
	29					
<b>DECEMBER</b>			1	2	3	
	6	7	8	9	10	
	13	14	15	16	17	
	20	21	22	23	24	
	27	28	29	30	31	
<b>JANUARY</b>	3	4	5	6	7	
	10	11	12	13	14	
	17	18	19	20	21	
	24	25	26	27	28	
	31					
						<b>NOTES/ACTIVITIES/TO DO...</b>

	M	T	W	TH	F	NOTES/ACTIVITIES/TO DO....	
FEBRUARY		1	2	3	4		
	7	8	9	10	11		
	14	15	16	17	18		
	21	22	23	24	25		
	28						
MARCH		1	2	3	4		
	7	8	9	10	11		
	14	15	16	17	18		
	21	22	23	24	25		
	28	29	30	31			
APRIL					1		
	4	5	6	7	8		
	11	12	13	14	15		
	18	19	20	21	22		
	25	26	27	28	29		
MAY	2	3	4	5	6		
	9	10	11	12	13		
	16	17	18	19	20		
	23	24	25	26	27		
	30	31					
JUNE			1	2	3		
	6	7	8	9	10		
	13	14	15	16	17		
	20	21	22	23	24		
	27	28	28	29	30		

