



2024-2025

CHARTER SCHOOL FOR
APPLIED TECHNOLOGIES
MIDDLE SCHOOL STUDENT HANDBOOK

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A Message from the Administration/Staff

The team of educators at CSAT welcomes students and parents to our school. This handbook is published so that all students have easy access to information that will allow for a successful school year. It is essential that parents and students read the Parent/Student Handbook. We would be more than happy to answer any questions or concerns that you may have.

It is our worthy ideal “to inspire and ignite confidence in children to achieve the skills necessary to grow socially, emotionally, and academically so that they can lead a meaningful life with a strong sense of self-worth.”

We look forward to working with you and your child throughout the school year.

Mission Statement

Charter School for Applied Technologies prepares students to attain family sustaining careers by integrating career exploration and a lifelong learning culture.

CAREER PREPARATION

We at the Charter School for Applied Technologies recognize that these are the best times for students and their families to begin career exploration.

To assist them in their efforts, we continue to provide curriculum-driven career touches, bringing business professionals into the classroom to assist in the teaching and learning process. Our focus is the development of presentation skills, punctuality, reliability, work-ethic, and communication.

Why is it important for schools to have Career Preparation programs? Numerous studies have shown that young people who take part in career-related activities are

- Less likely to drop out of school;
- More likely to pursue post-secondary education, and
- Make more money (18 percent more) than their schoolmates.

Simply put, career preparation improves lives.

CSAT's Career to School Payoff

Every one of our students, regardless of their academic performance, socioeconomic standing, or personal goals, is headed for the “world of work.” Some may enter the workplace after receiving a diploma from CSAT, while others will do so after college. Either way, they will need to be armed with the skills and knowledge that will allow them to succeed in the real world.

That’s why career preparation starts for CSAT students in kindergarten. From Day One, they are introduced to professionals from every field imaginable. Can you remember the day you discovered your true life’s path? At CSAT, we strive to make sure that day comes sooner rather than later.

GENERAL INFORMATION

ARRIVAL

- No students are able to arrive at school prior to 7:25 a.m.
- First period begins at 7:35 a.m. **Any student arriving at school after 7:35 a.m. is considered late and must report to the attendance office to sign in and receive a late pass.**
 - Parents, please refer to the CSAT Attendance Policy for updated information and expectations.

DISMISSAL

- Dismissal will begin at **2:25 pm**
- All students, bussers and walkers, will be dismissed from their last period class.
- Any student leaving school early **must** have a signed parent/guardian note notifying the main office on the morning of the day they will be leaving early. In case of emergencies, please notify the main office as soon as possible. Parents must report to the attendance office and sign their child(ren) out prior to the child(ren) being released from school. **No student will be allowed to leave the campus without first being signed out at the attendance office.**
- Only individuals listed on the acceptable release form will be allowed to pick up the student. Proper identification will be required to release students and only those individuals that are 18 years or older will be allowed to pick up students for early release.

PARENT PICKUPS FOR DISMISSAL

Any student who will be picked up for dismissal for the entire school year must provide the attendance office with a parent note stating such on the first day of school.

If a student must have a temporary pickup arrangement, a parent note must be provided to the main office before the pickup date(s). In case of an emergency pickup, the main office **MUST** be notified no later than 12:00 p.m.

If for any reason someone other than those designated on our emergency list arrives to pick up the child(ren), the attendance office must have a written note from the parent giving said person permission to pick up the child(ren). Any other notification will not be sufficient in this situation and the child(ren) will not be released.

*****Students must be picked up by 2:45 p.m.*****

WALKERS

Any student designated as a walker for the entire school year must provide the attendance office with a parent note stating such on the first day of school. If at any time a student must have a temporary walking arrangement a parent note must be provided to the main office prior to beginning as a walker.

TRANSPORTATION

Where your child's district of residence provides transportation, the district of residence is responsible for the safety of your child and all students riding their school buses. The district of residence has the right to regulate students' conduct on the bus for the safety of all, via its code of conduct. Each CSAT student must familiarize himself/herself with the district of residence's code of conduct and comply with its requirements. Each district makes its code of conduct publicly available – usually on that district's website. If you cannot find your district of residence's code of conduct, please call the superintendent's office of your district of residence. The CSAT Code of Conduct is available on its website: <http://www.csat-k12.org/>.

BUS PLAN

Students who use CSAT's bussing must adhere to rules and regulations put forth by both CSAT and the bus driver. Riding the bus is a privilege, not a right, and students must conduct themselves in a polite, respectful, and orderly manner to ensure that all riders get to and from school safely. Taking the bus to and from school is considered an extension of the school day, and consequences for misconduct will mirror the code of conduct as enforced in the school, which may include the additional consequence of suspension from transportation (temporary or permanent).

OFFICE HOURS

The Charter School for Applied Technologies' office hours are between 7:00 a.m. and 3:30 p.m. Monday through Friday throughout the school year, except holidays and in cases where the school is closed due to inclement weather. If you have questions or want to schedule an appointment with your child's teachers or the principals, please contact Mrs. Jeanette Fanara or Mrs. Maria Deynes at (716) 710-3065.

ATTENDANCE

Attendance is critical to student success. "Strive for 95," is the percentage New York State and CSAT expect students to be present. We will offer monthly incentives and prizes to students that have perfect attendance.

We have an Attendance Team which will follow up with parents of students who are on track to become chronically absent. This team will work with parents who are struggling to get their child(ren) to school. We have also partnered with the TIPS program through the Tonawanda Police Department to promote attendance compliance for our students.

ABSENCE DUE TO ILLNESS

Upon returning to school, students must bring a written excuse from the parent or guardian. It is important to note that the only excused absences are ones that are accompanied by a note from a doctor's office. This excuse should be handed in to the first period teacher.

MEDICAL APPOINTMENTS

A student who has a medical or dental appointment must bring in a written note from a parent or guardian the day of the appointment. Parents are urged to make medical and dental appointments outside of school hours whenever possible.

CODE OF CONDUCT/DISCIPLINE

EXPECTATIONS FOR STUDENT BEHAVIOR

Students at The Charter School for Applied Technologies are expected to show respect for the rights and property of others, to exhibit good character, and to engage in behaviors that bring credit to both their school and community.



The New York State Dignity for All Students Act (*Dignity Act*)

Effective July 1, 2012

The Dignity Act states that NO student shall be subjected to harassment or discrimination by employees or students on school property or at a school function based on their actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender, or sex.

The Charter School for Applied Technologies fully supports the Dignity Act and is committed to ensuring that all students benefit from a safe and supportive school environment, free from the fear of discrimination or harassment, including bullying.

Bullying is defined as an imbalance of power between the person(s) perpetrating the bullying and the target(s) and a variety of intentional and/or coordinated negative acts to inflict harm, either psychological or physical, carried out repeatedly over time. Below are the 3 components that compose bullying.

1. Deliberate – a bully’s intention is to hurt someone
2. Repeated – a bully often targets the same victim again and again
3. Power imbalance – a bully chooses victims he or she perceives as vulnerable

If you would like to report a bullying incident at any time, please visit www.csat-k12.org and click on the Bullystop icon.

PBIS

District-wide, CSAT is implementing **PBIS**—**Positive Behavior Interventions and Supports**. This framework allows for consistent behavior expectations to be implemented throughout the school and is illustrated in a *matrix*.

Research has shown that when you focus on positive behaviors and the emotional state of students they adapt better to challenges and are able to be more successful in the classroom. By setting forth clear social and behavioral expectations and directly teaching students about those expectations, students are able to grow academically and emotionally, creating a positive environment for learning.

PBIS has 4 main components:

- A matrix of behavioral expectations for all students
- Lesson plans to teach students the behavioral expectations
- An acknowledgement/reinforcement system to celebrate student success
- Logical and appropriate consequences for not meeting behavioral expectations listed on the matrix

Through **PBIS**, students are taught school-wide expectations and have opportunities to practice them frequently. A key component of **PBIS** is the use of consistent positive recognition to celebrate student success. Students who are “caught” following the behavioral expectations will be reinforced with various acknowledgements throughout the year. In this way **PBIS** shifts the focus from negative student behaviors to positive student behaviors.

SCHOOL-WIDE POSITIVE INCENTIVES

A positive, proactive school-wide approach will emphasize core values. Expectations for appropriate behavior will be taught, practiced, reinforced and enforced. In order to achieve this, CSAT will celebrate students’ achievements both extrinsically and intrinsically on a weekly, monthly and quarterly basis through our Work Hard Play Hard design.

SEARCH AND SEIZURE POLICY

It is a primary goal and objective at CSAT to provide and maintain order, safety, and security to students, visitors, and school personnel. Therefore, the following actions may be taken:

- Perform unannounced searches of both students and lockers for potential seizure of all substances or materials prohibited by school policies or state/federal law.
 - Student lockers are the property of CSAT
- Storage and/or return of these items will be at the discretion of the school Administration and may be subject to legal impoundment. [OB]
- Students **ARE NOT** to share lockers, nor to move from their assigned locker without permission from the school counselors. If your lockers need repairs, please report it to the Main Office as soon as possible.

PLAN TO GO TO YOUR LOCKER ONLY IN THE MORNING OR BEFORE LEAVING AT THE END OF THE DAY!

CAFETERIA PROCEDURES

Students are required to be in the cafeteria during their lunch period unless they have special permission from a teacher or an administrator.

- Classes will be assigned tables to sit at during all lunch periods.
- Students are expected to talk in a quiet, controlled voice. Shouting or loud noises are not permitted.
- Throwing food or any other object will not be permitted.
- If an emergency occurs the student must be escorted by a monitor
- Students must raise their hand and receive permission from a monitor to leave their seat.
 - This includes:
 - Request to use the vending machines
 - Throwing out garbage after finished eating
- All students are responsible for keeping their lunch area clean. Before being dismissed, students are to share in cleaning their table and the area around their table.
- Students are not allowed to take food or beverages out of the cafeteria at the end of lunch.

FOOD AND DRINK

- With the exception of breakfast, there is no food permitted outside of the cafeteria. Water bottles are allowed to be filled with water only, and no outside beverages are allowed.
- The school will not accept deliveries of food for students (i.e., Door Dash, Uber Eats, etc.).
- Birthday celebrations with food are not permitted on school grounds.

**Food may be allowed in classrooms in certain circumstances with teacher permission.

LAVATORY PROCEDURE -

There will be no bathroom use during the first five minutes of class, the last five minutes of class or dismissal time. The rules for bathroom use are as follows:

1. Students must have a pass
2. Students must use designated bathrooms only
3. Use quiet, indoor voices only
4. Students are expected to keep hands, feet and objects to themselves
5. No loitering/horseplay or graffiti
6. All garbage must be placed in trash cans

Any student misbehaving or misusing the bathroom facilities will be subject to disciplinary action.

STUDENT PASSES – The goal of this procedure is to provide accountability for the authorized whereabouts of any student at any given time during the school day.

- No passes are issued during the first five minutes of class or the last five minutes of class.
- No more than “ONE” student will be allowed out of a class at a time.

HALLWAYS ARE QUIET ZONES – The goal of this procedure is to assure the safe supervision of students at all times and to prevent the interruption of instruction.

- Students must walk on the right hand side of the hallway from class to class. It is the student’s responsibility to practice safe and orderly hallway behaviors.

DRUGS, ALCOHOL, AND TOBACCO

CSAT hopes to discourage the use of alcohol/drugs in two distinct ways. First, CSAT has established a strict rule forbidding students from either using alcohol/drugs on campus or coming on to campus at any time under the influence of such substances. The school cannot and will not tolerate behavior that compromises this basic belief.

Secondly, we as a school will communicate our concerns about student alcohol/drug use to parents when we sense a pattern of behavior or work that suggests that a student is falling into involvement.

STUDENTS WHO POSSESS, CONSUME, OR COME TO THE CAMPUS OR SCHOOL-SPONSORED EVENTS UNDER THE INFLUENCE OF ALCOHOL OR ILLEGAL DRUGS WILL BE REFERRED TO ADMINISTRATION AND PROPER LEGAL AUTHORITIES.

TELEPHONE USE

Telephones in the classrooms are not for use by students. Students will be called to the phone only in emergencies and only messages of an urgent nature will be delivered to students. **Students who need to use the phone will do so from the School Office.**

USE OF CELL PHONES & ELECTRONIC DEVICES

Cell phones and electronic devices (this includes smart watches, headphones, airpods, etc.) should not be used during the school day to make/exchange calls or text messages. All devices must have power turned off and stored in the students’ lockers for the duration of the school day. The following are disciplinary actions for inappropriate cell phone use:

1. **1st offense** – Confiscation of cell phone/electronic device; letter and/or telephone call home from office; student may pick up phone/device after last period.
2. **2nd offense** – Confiscation of cell phone/electronic device; letter and/or telephone call home; parent **must** pick up phone from office.
3. **3rd offense** – Confiscation of cell phone/electronic device; telephone call from office; parent **must** pick up phone/device from office; student may be subject to a disciplinary consequence.

NOTE: On or after a third offense, in addition to parents picking up their child's device, continued instances will result in a progression of disciplinary consequences (i.e., lunch detention, in-school-suspension, out of school suspension, and/or a disciplinary hearing).

STUDENT DISCIPLINE INFORMATION

The students of CSAT are expected to act as responsible, career-bound, young adults. The students who are referred for disciplinary action will follow the process outlined below.

CSAT follows the NYS Zero Tolerance Policy in regards to school violence, weapons possession, harassment, and possession/consumption of controlled substances.

CONSEQUENCES FOR DISCIPLINE REFERRALS

Any student receiving a Discipline Referral will receive one of the following consequences administered by one of the following staff members: classroom teacher, behavior intervention specialist or school administrator.

- Parent phone call
- Restorative practices
- Parent teacher conferences
- Community service
- Lunch detention
- ISS (in-school suspension)
- OSS (out of school suspension)
- Principal's Hearing
- Superintendent's Hearing
- Permanent suspension

*Any student who has been issued an out of school suspension must have a re-entry meeting with administration, or a designee, before returning to school.

CONSEQUENCES FOR PLAGIARISM/CHEATING

Cases of plagiarism and cheating will be handled promptly and appropriately.

COMPUTER USAGE POLICY

CSAT has an acceptable computer usage policy that is strictly enforced. If it is determined that a student does not adhere to the policies and procedures set forth, they will be unable to have access to school computers, i.e. internet, desktop capabilities, email, etc. Further disciplinary actions may also result from the violation of school policies.

SCHOOL STUDENT DRESS CODE POLICY

K-12 Student Uniform

The CSAT uniform is designed to encourage a clean, neat, and modest appearance that is conducive to maintaining a serious intellectual atmosphere. But above all, the school uniform allows the students to show their pride in being part of the CSAT family. It is the responsibility of each student to be familiar with the uniform and adhere to it on a daily basis. The dress code expectation is to be maintained throughout the regular school day in all parts of the campus. Therefore, students should be in uniform upon arrival and dismissal from school with the exception of any attire required to cope with the weather (i.e. boots in winter). However, students will be expected to change immediately into uniform once they have arrived in school.

Students violating the school uniform policy shall be required to modify their appearance to conform with the uniform if possible. Students out of compliance repeatedly may be subject to disciplinary action by administration.

K-12 DRESS CODE

All Students

- School-issued, CSAT polo shirt. (alternate school-logoed apparel may be approved on a specific basis to recognize school-sponsored activities.)
- School-logoed fleece, solid navy blue or black knit sweater or school-logoed apparel may be worn over CSAT shirts.
- If undershirt is worn, it must be white.
- Footwear should consist of black dress shoes with a hard rubber sole and closed toe, or all black sneakers. No multicolored sneakers, work boots, sandals, military boots or winter boots including *Uggs, Timberland, Crocs* etc.
- If a belt is worn, no decorative buckles.
- **Gentlemen:** Navy or black properly sized (must be firmly around waistline) dress pants. Shorts are not permitted.
- **Ladies:** Navy or black dress pants or knee-length skirts. Shorts are not permitted.
- Clothing should be neat, clean and in good repair and neither too short/long, too tight, nor too revealing.

- Headwear may be worn for religious purposes only.
- Hair color other than natural colors is not permitted
- Reasonable sized purses that are not disruptive to the classroom environment are acceptable.
- Students are allowed to wear one pair of stud earrings in their ears, and a wrist watch (excluding Smart Watches). The wearing of any other jewelry is prohibited. Piercing retainers are allowed if they are clear and flush with the skin. Retainers can be purchased from administration.
- Outdoor attire (including hats, coats, jackets, parkas, gloves, scarfs, winter headbands, and hoodies) will not be worn in school and should remain in the student's locker throughout the day.
- No wearing of any headphones.
- No wearing of hooded sweatshirts, with or without a CSAT logo.

If a student is discovered out of compliance with the dress code, he/she will be required to remedy the situation immediately. If the apparel is not in school, he/she will be expected to call home to obtain it.

Parents confronting financial difficulties that prevent them from obtaining school-issued items should contact the school principal in order to apply for assistance.

FIELD TRIPS

Field trips are an important extension of our school curriculum. In order for your child to benefit from these activities, appropriate behavior from all students is necessary. We reserve the right to prohibit students from attending field trips because of disruptive behavior. Parent permission slips will be signed in advance. Students will travel by school vehicles. Students will NOT be released during the course of the trip to parents or guardians.

STUDENT SUPPORT TEAM

The Charter School for Applied Technologies recognizes that the transition from childhood to adulthood is filled with a variety of concerns for many students. In light of this unique period in life, the Charter School for Applied Technologies understands the need to establish a comprehensive Student Support Team to assist its students in a variety of needs. This program will help students through this crucial stage when they may be confronted with problems of academic/behavior, family relations, peer pressure, eating disorders, chemical use, depression, and suicide.

The Student Support Team exists to help those students who are having difficulty as they approach adulthood to make a healthy transition.

HEALTH SCREENINGS

From time to time, students will be screened for serious health concerns, such as vision, scoliosis, etc. A permission slip will be sent home for parent permission in advance of the screening.

BEHAVIORAL/ACADEMIC PROBATION

Students are to remember the number one reason for school is education. However, we also encourage extracurricular activities. We want the students to remember to work to the best of their ability, achieve passing grades and follow the school's rules and procedures. A student that has more than one academic course average below 65% or has been issued a suspension can be placed on the "Ineligibility List." This list will be updated and issued to all staff and faculty. Students and their parents will be made aware of placement on the ineligibility list; this prohibits them to participate in any extracurricular school functions until they are removed from the list.

RETENTION

Administration and Teachers will work collaboratively to determine retention based upon individual student needs. Parents and students will be notified by the 5-week mark of the 3rd quarter.

Parent/Student Handbook/School Policy

Sign-Off

I _____ (parent/guardian) have read, understand and agree to the terms and contents set forth in this handbook. I understand that this document represents a good-faith gesture on the part of the school to provide a safe, equitable and above all valuable learning experience for my child.

I _____ (student of CSAT) have read the policies and rules contained in this handbook and pledge to adhere to them to the best of my ability. I promise to act in a positive manner and work to my potential.

Students and parents are expected to sign this page, detach it and return it to your first period teacher within the first week of school. Thank you.