



# **2024 - 2025 STUDENT HANDBOOK**

Mr. Brett Lutterbein, Principal  
Mrs. Sarah Monaco, Assistant Principal  
Mrs. Michelle Kenneth, Assistant Principal  
Mrs. Courtney Goodwin, Dean of Students

*Where Every Day is Career Day!*

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# ***Message to our Students***

Welcome to the 2024-2025 school year! We are excited to have everyone back in the building from summer vacation. We are proud of our school community and what we provide to our students, which includes comprehensive programming, school-wide traditions that are centered around our Code of Character, RALPH (Respect, Accountability, Leadership, Perseverance, and Honesty), and post-secondary opportunities through the Early College and Career Pathways program (ECCP).

As a fully accredited High School that is recognized by the New York State Board of Regents, we have close to 700 students enrolled in grades 9-12. Following our motto, "Every day is Career Day," we strive to expose our students to the many opportunities the world of work has to offer. This takes shape for our students in the form of student enterprise programs, job shadowing, and individualized work study and internship opportunities. With a faculty and staff that share the mindset of "whatever it takes," we strive to have every student reach their potential in all facets of our school community.

In addition, the launch of the Early College and Career Pathways Program in June 2021 has placed an emphasis on college and career success through ***focused career exposure*** and ***early access to college coursework*** while students are in high school. This gives students experiences that develop confidence and focus on their career pathway, ultimately leading to persistence in college, early degree completion, and entry into the workforce. This exciting opportunity is especially relevant to our students, connecting directly to our mission of preparing students for family-sustaining careers.

We are looking forward to another great year!

## **Board of Trustees**

Joseph Berti
Lisa Smith
John Cinquino
Andrea Pasioka
Kevin Cornacchio
Ian Donnelly
Jina Gentry
Terrell Chambers
Steve Kottakis
Jason Campbell

## **Telephone Directory**

<b>Superintendent</b>	Mr. Andrew Lyle	ext.1229
<b>Chief Operations Officer</b>	Mr. Garrick Loveria	ext. 2105
<b>Chief Financial Officer</b>	Mrs. Tanya Moore	ext. 5104
<b>Chief Technology Officer</b>	Mr. Robert Shannon	ext.1210
<b>Chief Academic Officer</b>	Ms. Ann T. Morgante	ext. 4110
<b>Chief Information Officer</b>	Mrs. Lindsey Harrington	ext. 4123
<b>High School Principal</b>	Mr. Brett Lutterbein	ext. 3116
<b>High School Assistant Principal</b>	Mrs. Michelle Kenneth	ext. 3166
<b>High School Assistant Principal</b>	Mrs. Sarah Monaco	ext. 3114
<b>High School Dean of Students</b>	Mrs. Courtney Goodwin	ext. 3164
<b>Director of Curriculum &amp; Instruction, 6-12</b>	Mrs. Dara Seeley	ext. 3114
<b>Athletic Director</b>	Mr. Christopher Brzynski	ext. 4115
<b>High School Main Office</b>	Mrs. Dianna Taylor	ext. 3113
<b>High School Front Office</b>	Mrs. Barbara Miller	ext. 3100
<b>Health Office</b>	Ms. Sybria Laney	ext. 3107
<b>Career Readiness Center</b>	Mr. Christopher Bigouette & Mrs. Lindsey Gress	ext. 3193
<b>Business &amp; Technology Department Chair</b>	Mr. Christopher Bigouette	ext. 3193
<b>Physical Education Department Chair</b>	Mr. Richard York	ext. 3132
<b>Fine Arts Department Chair (s)</b>	Mrs. Sarah Martinez (Music) Mr. Brian Nacov (Visual art)	ext. 3136 ext. 3101
<b>ELA Department Chair</b>	Mrs. Lisa Mendolia	ext. 3131
<b>Math Department Chair</b>	Mr. Brian Tollar	ext. 3141
<b>Science Department Chair</b>	Ms. Lindsey Lynch	ext. 3153
<b>Social Studies Department Chair</b>	Mr. Adam Gregoire	ext. 3143
<b>Spanish Department Chair</b>	Ms. Kristen Anderson	ext. 3133
<b>ESL Department Chair</b>	Ms. Nicole Kiel	ext. 1330
<b>Counseling Department Chair</b>	Mrs. Kari Piazza	ext. 3125
<b>Library Media Center</b>	Mrs. Deann Zgrablich	ext. 3119
<b>Cafeteria Manager</b>	Mr. Keith Fruehauf	ext. 3140
<b>Maintenance Department</b>	Mr. Mark Kiblin	ext. 3102

# BELL SCHEDULE 2024-2025

## Grades 9 &10

Traditional Block		Split Block	
Time	Block	Time	Block
7:40-9:05	Block 1		
9:09-10:34	Block 2		
10:38-10:58	NEST		
11:02-11:32	Lunch 1	11:02-11:45	Block 3A
11:36-1:01	Block 3	11:47-12:17	Lunch 2
		12:19-1:01	Block 3B
1:05-2:30	Block 4		
2:30-3:00	Office Hours		

## Grades 11 & 12

Traditional Block	
Time	Block
7:40-9:05	Block 1
9:09-10:34	Block 2
10:38-10:58	NEST
11:02-12:27	Block 3
12:31-1:01	Lunch 3
1:05-2:30	Block 4
2:30-3:00	Office Hours

## Mission Statement

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

## Code of Character



### Code of Character

**R**

respect

**A**

accountability

**L**

leadership

**P**

perseverance

**H**

honesty

# **Code of Conduct**

## **2024-2025 Dress Code Policy**

- School-issued, collared, yellow polo shirt.
- Properly sized (must be firm around waistline) navy or black dress pants or knee length skirt (when seated, skirt must hit knee length or lower).
- Black dress shoes with a hard rubber sole and closed toe and heel or all black sneakers. No multicolored sneakers, work or military boots, flip-flops/sandals or winter boots including Uggs, Timberland, etc.
- School-issued fleece or a solid navy blue or black knit sweater may be worn over the polo.
- If belt is worn, it must be brown or black. No decorative buckles allowed.
- Gentlemen: Navy or black properly sized (must be firmly around waistline) dress pants. Students in grade 6-12 are not permitted to wear shorts.
- Ladies: Navy or black properly sized dress pants or knee-length skirts. Students in grade 6-12 are not permitted to wear shorts.
- If undershirt is worn, it must be white.
- Hair colors, other than natural colors are not permitted.
- Headwear may be worn for religious purposes only. Headbands will be permitted, no scarves or bonnets.
- Outdoor attire (including hats, jackets, scarves, etc) will not be worn in school and must remain in student's locker throughout the day.
- No wearing of hooded sweatshirts, with or without a CSAT logo. No tucked hoods allowed.
- No wearing of any headphones or AirPods.
- Clothing should be neat, clean, in good repair and neither too short/long, too tight, nor too revealing.
- Reasonably sized purses that are not disruptive to the classroom environment are acceptable.

If a student is discovered out of compliance with the dress code they will be required to remedy the situation immediately. If the apparel is not in school they will be expected to call home to obtain it. If there is no way to remedy the situation the student will not be allowed to return to class and will spend the remainder of the day in the R.I.S.E. Room or will be sent home.

## **Progression of Dress Code Violations**

### *Procedures*

- Dress code violations corrected prior to the 7:40 am start of school will not count as a dress code offense.
- There will be a classroom check for dress code violations daily during every class.
- When violations of these expectations occur, the student will be sent to Behavioral Support staff, who will evaluate the violation and instruct him/her in the correction of the matter. In keeping with RALPH, every effort will be made to correct the issue and return the student to his/her regular class as soon as possible. If the Dress Code violation cannot be addressed, parents will be contacted and steps to prevent reoccurring violations will be put in place.
- Administrators shall enforce the dress code and apply discipline as deemed necessary.

\*For Extreme Violations (deemed a disruption to the learning environment) the student will be removed from the classroom and escorted to BIS or Administration so that they can call a parent to be supplied with appropriate attire or to remain for the duration of the day in RISE room.

***Violations will be tracked on a per period basis. When the student is asked to fix a uniform infraction throughout the day this will be marked in eSchool and tracked. The progression of disciplinary consequences is as follows.***

<b>Progression</b>	<b># of Infractions</b>	<b>Supports</b>
1	<b>1-3</b>	<b>Whole Class Reminder, Student Asked to Correct, Infraction entered on eSchool</b>
2	<b>4</b>	<b>Warning Slip</b>
3	<b>8</b>	<b>Restorative Detention Assigned</b>
4	<b>12</b>	<b>½ Day of R.I.S.E. (Restorative ISS)</b>
5	<b>16</b>	<b>Full Day of R.I.S.E.</b>
6	<b>20</b>	<b>Principal's Conference with Agreement</b>
7	<b>Student Does Not Meet Principal's Conference Agreement</b>	<b>1 Day OSS with Superintendent Hearing</b>

**\*Students are not allowed to remain in class out of dress code.**

### **Arrival/Dismissal Procedures**

Students will not be permitted into the building prior to 7:20am. When arriving to school prior to 7:30am students must enter through Door 8 and report directly to the cafeteria, after 7:30am through Door 4 (main entrance). Students will receive breakfast between 7:25am and 7:40am.

First block period starts at 7:40a.m. **Any student that arrives to school after 7:40am must sign in and receive a tardy pass to first block. A Parent Square call will be sent to all students who are tardy to or absent from school. Student's parent or guardian must submit an excuse via Operoo or a hard copy to Mrs. Miller in the Front Office by Door 4.**



Any student leaving school early must submit a note or call the main office the morning of the day they will be leaving early. In case of emergencies, please notify the main office as soon as possible. Parents/Guardians must report to the attendance office and sign their son/daughter out prior to the son/daughter being released from school.

If someone other than those designated on our emergency contact list for that student will be picking up, the main office must have a written note from the parent/guardian giving that person permission to pick up the child in order for them to be released. **Any student sent home sick, must be evaluated by the School Nurse before being picked up.**

**\*\*Students arriving late or being dismissed early will have an impact their academic performance and may impact their progress toward timely graduation.\*\***

### **Metro Bus**

Any student riding the metro bus to and from school must adhere to the rules and guidelines set forth by the NFTA. A student's metro bus pass can be revoked at any time at the discretion of both NFTA and CHSAT. If a student's bus pass is taken away, it is the parent's/guardian's responsibility to provide transportation to and from school.

Students are expected to walk directly from the bus stop to school safely using the sidewalk, and should not hinder traffic in any way. The NFTA provides special buses at dismissal for the #5 and #23 routes that take students directly downtown for transfers. The #3 stop is directly in front of the high school.

All concerns regarding the metro bus—including lost bus passes—should be brought to Mrs. Taylor in the high school main office. Route changes can be requested through October 31<sup>st</sup>. If your address changes, please complete a Change of Address Form before requesting a new bus pass. Mrs. Taylor can be reached at 716-871-7400 ext. 3113.

### **Driving and Parking**

Students who are driving to school must:

- Adhere to the 5-mph speed limit on or near campus.
- Enter and exit at Kenmore Avenue. Please do not park along the roadway leading from the Kenmore Avenue entrance to the Kenmore Avenue exit, which is a City of Buffalo fire lane and NFTA traffic route.
- Register their vehicle(s) to receive a parking pass from Mrs. Miller in the attendance window.
- Park in the high school parking lot. Students may not park in the Elementary/Middle School parking lots.

### **Visitors/Building Security**

All entrances to the building will remain locked during the school day. Visitors must use Door 4 (main entrance) to gain access to the building. Per New York State Law, all visitors must immediately report to the main office upon entry to register and receive a visitor pass. Please have a valid picture ID ready upon arrival.

## Electronics Policy 2024-2025

Students in grades 9-12 are prohibited from displaying, using or having powered personal technology equipment (i.e. mobile/cellular phone, camera, video camera, laptop, tablet, iPad, Netbook, Nook, Kindle, etc.) or any other type of telecommunications, multi-media, or imaging device during any instructional time or NEST. Students may use cell phones to text during breakfast, lunch and transition time only. If a student needs to make a phone call, the student must ask permission from the staff member to go to the main office to take a call for an emergency. Students are not allowed to take calls during class time.

While students are permitted to possess such devices during the school day, they are prohibited from using them in any manner that interferes with or is disruptive to the educational process and/or safety of other students, employees, volunteers, and/or visitors. This includes but is not limited to the invasion of privacy, recording others with or without their consent, bullying and harassment through social media, and/or any other use that compromises the safety of students, employees, volunteers, or visitors. Students found to be utilizing any form of information technology, including their own personal electronic devices, to intimidate, harass or threaten others will be subject to disciplinary action as outlined in the Discipline Code for Student Behavior (E.10.) and Dignity for All Students Act (DASA).

Headphones/Airpods are not allowed to be worn and smartwatches are not allowed to be used during class time.

Taking photos or recording video is not allowed on school grounds, unless given permission by administration to photograph or make a video recording of an event using a school issued device.

The following progression outlines the responses per offense and resets at the start of each semester.

Progression	# of Infractions	Supports
1	1	Whole Class Reminder, Teacher Asks Student to Correct
2	Student Phone Required Removal (Phone Confiscated for Remainder of Day)	Student Did Not Comply with Teacher Request (Prog. 2-8) Student Conference with Behavior Intervention Specialist
3		Restorative Detention
4		1/2 Day of R.I.S.E. (Restorative ISS)
5		Full Day of R.I.S.E.
6		2 Full Days of R.I.S.E.
7		1 Day of OSS
8		3 Days of OSS with Superintendent Hearing

**Charter School for Applied Technologies High School is not responsible for lost, stolen or broken cell phones/devices and will not reimburse for devices that are lost or stolen.**

### Attendance

At CSAT, we strongly believe that student attendance is one of the most important factors relating to the success of every child. ***CSAT's expectation is that all students be in attendance for a minimum of 95% of all instructional time throughout the year (that's nine (9) or less absences per year!).***

CSAT will closely monitor both excused 10 and unexcused absences, including tardiness to

school. Once a child has missed 5 instructional days CSAT will require legal excuses (doctor's note, etc.) for future absences, and will place a call notifying parents/guardians. Further action will be taken based on the number of additional days missed. Supportive progressions are used at CSAT HS to support students and families to increase student attendance and on time arrival to school.

Below is a list of accepted excused absences, however, excused absences still count against missed instructional time. Therefore, it is your responsibility as parent/guardian to contact the school principal in order to arrange for home tutoring or alternate site instruction.

**Accepted excused absences:**

*Students are allowed up to nine (9) total absences a year, or three (3) consecutive days due to an excused absence. Written approval (accepted list below) is required if your child is absent from school more than 9 total days during the school year, or 3 days in a row.*

**Doctor/Dentist Appointments** - Appointment excused only upon receiving a written excuse from a medical office.

**Illness** - Doctor's note must be provided.

**Religious Holidays/Cultural Observances** - Written note from parent/guardian must be provided.

**Funeral** – Written note must be provided by parent/guardian. Written approval for more than three consecutive days missed must be provided by an administrator.

Please be aware that this policy will ensure that your child receives the highest quality education that CSAT offers; in order to do that we need them in the classroom ready to learn! If you have further questions, refer to the website for more information and frequently asked questions ([www.csat-k12.org/attendancepolicy](http://www.csat-k12.org/attendancepolicy)). Don't hesitate to contact your respective school if you have further questions.

- *Always contact the school if your child will be late or absent from school. The school staff is available to explain the attendance policy in greater detail.*
- *A written excuse is required upon return from each absence or arriving late to school that resulted in a tardy entry on student attendance record. Parent or guardian must submit or upload the attendance note on Operoo or turn in hard copy to Mrs. Miller within 24 hours of the absence. If support is needed with the use of Operoo, please contact the school office.*
- **It's the law! All students are required by law to attend school from age 6 until they have completed the school year in which they turn 17 years old.**

**Medication Regulations**

Only those medications which are necessary to maintain the student in school and which must be given during the school day will be administered. NYS Education Law requires the following guidelines for administration of any medication (prescription or nonprescription) during school hours:

1. Written order from a licensed prescriber
2. Written parental permission

3. Orders must be renewed each year or if there is a change in dosage
4. Written order must accompany a discontinuance of medication
5. Parent or guardian must deliver the medication directly to the health office in a properly labeled original container. The container must display the following: student name, name/phone number of pharmacy, licensed prescriber's name, date/number of refills, name/dosage of medication, frequency of administration, route of administration and any other directions.
6. For a student to self-administer inhalers in school, the following must be provided: written permission to self-administer from a licensed prescriber, written parental permission to self-administer and approval of the school nurse that the student is capable of self-administration. Any misuse of this privilege will result in removal of the self-administration order.

### The Dignity for All Students Act (DASA)

[www.p12.nysed.gov/dignityact/](http://www.p12.nysed.gov/dignityact/)

New York State's **Dignity** for All Students **Act** (DASA) seeks to provide the State's public elementary and secondary school students with a safe and supportive environment free from discrimination, intimidation, taunting, harassment, and bullying on school property, a school bus and/or at a school function.



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

The students of CSAT HS 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 HS follows the NYS Zero Tolerance Policy in regard to school violence, weapons possession, harassment, and possession/consumption of controlled substances.**

## **START ON TIME**

CSAT HS is proud to inform you that we are dedicated to keeping our commitment to ensuring that class time is used effectively and efficiently. "*START on Time!*" is in full effect and will get better each year.

All teachers will help supervise the halls during the time between classes. When the bell rings, teachers having classes will close their doors, lock them, and begin teaching immediately.

Each hallway will have designated staff members dealing with any students who are late (in the halls, restrooms, common areas). Tardy students will be escorted to a class. Staff will keep records of the tardy incident. Moreover, this explanation will be sent in the mail to the parents/guardians so that families are kept informed. The escorting staff member will ensure that the student does not disrupt the class and will signal to the teacher that the student is reporting to class.

Based on the number of times tardy to class **throughout a semester**, students will fall under a progression of disciplinary consequences. The progression of these consequences are as follows.

<b>Progression</b>	<b># of Infractions</b>	<b>Supports</b>
1	<b>1-3</b>	<b>Whole Class Reminder, Sweep entered on eSchool</b>
2	<b>4</b>	<b>Warning Slip</b>
3	<b>8</b>	<b>Restorative Detention</b>
4	<b>12</b>	<b>½ Day of R.I.S.E.</b>
5	<b>16</b>	<b>Full Day of R.I.S.E.</b>
6	<b>20</b>	<b>Principal's Conference with Agreement</b>
7	<b>Student Does Not Meet Principal's Conference Agreement</b>	<b>1 Day OSS with Superintendent Hearing</b>

For students who are consistently on time, these procedures ensure that tardy students will not be allowed to disrupt the flow of the teacher's lesson.

The staff at CSAT HS is confident that these procedures will increase learning time for all students and will contribute to the positive and business-like atmosphere of our school.

## **Travel Policy**

*Within the **first 10 minutes and last 10 minutes of each block**, no student movement will be allowed, except for issues that require immediate action (student illness, early dismissal, etc.). **Students must have their computer in order to create or request a pass for travel. If the student is unprepared for class by not having their computer, the student can use one of their limited SMARTPASS's with permission from the teacher to go get their device at the teacher's discretion minimizing lesson disruption to do so.***

**Destination:**

- **Bathroom/Main Office/Attendance Office:** Students must ask to leave class for the identified reason and wait for teacher approval. Upon approval student must create a SMARTPASS and return to class within 5 minutes.
- **Students must use the bathroom that correlates with their classroom zone.**
- **Administration/Guidance Counselor/Behavior Support Staff/Library:** Students must request to meet with one of these staff members by notifying their current assigned teacher. With the teacher’s permission, students must request a pass with the requested staff member to determine if they are available. If the requested staff member is not available currently, the student will receive a “Declined” notice with note from the staff member. If available, the requested staff member will accept the pass and the SMARTPASS will become active.
- **Other Staff Members:** If a student wishes to meet with a specific teacher during study hall or lunch, they must discuss this with that staff member prior to their study hall class. The receiving teacher will accept the SMARTPASS request if available, and the pass will start at the scheduled time during the student’s study hall.
- Students who go “Overtime” on their passes will receive consequences in the form of a “Skip”. See Skip Progression for additional information. In addition, students who are “Reported” on SMARTPASS as being in an area not indicated on their pass, our Behavior Support Team will follow-up with teachers and provide consequences based on student concern reported.

**Skips (Resets End of Semester) – Classroom Skips(“Overtime”) and Skips of Assigned Academic Intervention**

<b>Progression</b>	<b># of Skips(Class and/or academic intervention)</b>	<b>Supports</b>
1	1	Restorative Detention
2	2	½ Day of R.I.S.E.
3	3	Full Day of R.I.S.E.
4	4	Two Days of R.I.S.E.
5	5	1 Day OSS
6	6	3 Day OSS with Superintendent Hearing

**ACADEMIC AND BEHAVIORAL SUPPORT**

Charter School for Applied Technologies High School promotes student success by implementing Positive Behavioral Intervention and Supports (PBIS) in conjunction with Safe and Civil Schools (SCS) which provides every CSAT HS student with purposeful academic and behavioral support. PBIS is a framework for prevention focused by identifying students who need support. The supports are evidence based and provide students with targeted interventions. Finally, it relies on progress monitoring to ensure the effectiveness of staff efforts to make available additional strategies for those students requiring more support. Safe and Civil Schools is designed to assist schools in the development and implementation of a pro-active and positive school wide climate by developing positive behavior models and techniques for students and staff. The goal of CSAT HS initiative is to promote the success of

students so they achieve academically and are able to further their career as a result of their post-secondary education or career-interest readiness.

### **Multi-Tiered System of Supports**

CSAT HS offers a wide range of interventions and supports for student ABC's (Attendance, Behavior and Course Performance). Our tiered interventions and supports are assigned and implemented based on school, student group and individual needs. The Tier II and/or Tier III team will communicate with students and parents in collaboration to determine which interventions and supports available will best support the student. Interventions and supports will be put in place as recommended by the tiered teams, unless a parent/guardian provides written documentation to refuse interventions and supports. Interventions and supports can include but are not limited to: Check & Connect Mentor Program, counselor connect, behavioral peer groups, peer mediations, SAIG (Student Academic Intervention Groups), attendance support groups, behavioral intervention plans (BIPs), hallway pass restrictions and any other intervention or support directly being delivered to support a student's ABCs.

### **Academic Intervention**

Academic Intervention takes place between 2:35pm-3:00pm daily. Our teachers use data such as assessment scores, class grades and standardized test scores to identify students who are struggling to meet academic standards in their course. The teacher will communicate with the student and their parent/guardian about their concern and schedule with the student to stay from 2:35-3:00pm. The teacher will provide small group targeted support to address the concern and support the student in excelling with the course content. Academic intervention is not used for assignment or assessment make-up and is MANDATORY for students to attend when scheduled. A SMARTPASS for Academic Intervention will be sent to the student to travel to the teacher at 2:30pm. If a student does not attend a scheduled academic intervention, the teacher will communicate the absence with the student's parent and write a referral to the behavior team to deliver consequences on the "Skip Progression."

### **Office Hours**

Teachers are available for office hours throughout the week from 2:35-3:00pm and will differ by teacher based on their academic intervention, sports or team meeting schedule. Teachers will communicate with students their availability for the following week the week prior. Office hour time can be used for assignment or assessment completion or for teacher or student-initiated extra help on course content.

### **Discipline**

#### **CLASSROOM DISCIPLINARY PROCEDURES**

Teachers have a responsibility to establish and foster a positive, nurturing and intellectually challenging learning environment for their students. Classroom rules and procedures provide students with inner controls and promote acceptable social behaviors. Teachers are encouraged to collaborate with Lead Teachers, Department Chairs and fellow team members in order to create consistent and clear classroom rules and procedures for their students.

As part of a progressive discipline plan, classroom rules for behavior should include positive rewards, incentives and reinforcements developed in collaboration with their students. Rules should be posted along with consequences for breaking the rules.

## **DETENTION/SUSPENSIONS**

### **Restorative Detention**

After school detention begins at 2:35 pm sharp and will run until 3:00pm. Students that attend after-school detention must be in the school dress code attire. Behaviors not accepted in detention, include, but are not limited to, sleeping, talking, eating, cell phone use and getting up from their assigned seat. A student will be given a specific date and time when they are expected to serve their detention. The student will be required to participate in restorative practices that directly relate to the behavior that resulted in the assigned detention. The restorative practices could include practices such as restorative assignments and group circles. If the restorative detention is skipped/not served at that time the student must reschedule their Restorative Detention and the skip will be counted towards the skipped class progression.

### **RISE Room - Restorative Instruction for Student Efficacy**

Upon being assigned to the RISE room by a behavior intervention specialist or administration, a phone call will be placed to the parent/guardian and a letter will be sent home. Students must report directly to the RISE room (rm. 71) at 7:40am. If a student is late for their assigned time in RISE, the missed time will be added to the originally scheduled time to return to class. Upon entry, the student will be asked to turn in their cell phone/electronics, hang up their bookbags, be in dress code and sit silently at a student desk awaiting instruction from the RISE instructor. The student is expected to bring their computer, complete their schoolwork and assigned restorative practices (reflection, restorative assignments, peer/conflict mediation, meetings with assigned staff, etc.) during their stay. If the student does not comply with these guidelines, they will receive an additional assigned time in RISE or additional progressive discipline, such as out-of-school suspension.

### **Out-Of School Suspension**

Students who commit repeated offenses, refuse to attend and participate in restorative detention or RISE instruction, or an engage in an offense of a severe nature, could result in out of school suspension. Some infractions considered severe are: sexual harassment, drugs, weapons, fighting, and intimidation.

### **Library Policy**

Students will need permission to go to library from their teacher, staff or administration. A SMARTPASS request must be sent to Mrs. Zgrablich for approval. Students cannot eat lunch in the library unless given permission from administration. All students must check in with the library staff upon entering the library.

## **PLAGIARISM AND CHEATING**

In becoming a member of our school community, students and faculty alike commit themselves to personal integrity and honor, holding honesty in the highest regard.

Plagiarism is the act of using another person's ideas, writing, or work and representing any of this material as one's own. The following actions constitute plagiarism:

- Submitting under one's name a piece of work, completely or partially written by someone else, or submitting under one's name, without proper reference, a piece of work that is the result of collaborative efforts.
- Making minute changes in reference material, and then using this slightly altered version as if it were completely authored by oneself.



- Taking sentences, paragraphs, passages, concepts, data, or projects from a source, whether it be written, oral, or visual and incorporating them into one’s own work without the use of quotation marks or citations in order to recognize the original source.
- Unless otherwise directed, the use of Foreign Language Translation Programs is prohibited. In the case of instructor consent, information obtained from these sources must be properly cited.
- False documentation or doctored source material is obviously dishonest and unacceptable. Material used in any type of debate, discussion or meeting must be original and accurate.

Cheating occurs when a student gives or receives any unauthorized assistance on homework, quizzes, tests, papers, or projects. Blatant forms of this type of academic dishonesty include cheat sheets, looking at someone else’s paper, or using an open book without the consent of the instructor to assist in the completion of tests, quizzes or assignments. Other forms of educational malpractice also include: copying someone else’s homework, providing assistance on projects, tests and quizzes, handing in work that is someone else’s, or asking fellow students for an answer. The intent to cheat is as serious as the offense itself.

**Consequences of Plagiarism and Cheating**

Cases of plagiarism and cheating will be handled promptly and appropriately, with the imposition of the following penalties:

- A grade of 35% on the paper or assignment will be given until the required work is done or re-done outside of class time and turned in. A maximum grade of 65 may be earned.
- Further measures may be taken based on the severity of the incident.

**Extracurricular Activities**

All high school students at CSAT HS must participate in at least one extracurricular activity during the school year. Programs that are currently established at CSAT HS include:

**Athletics:**

<b>Fall</b>	<b>Winter</b>	<b>Spring</b>
Boys and Girls Modified Soccer	Girls and Boys Modified, JV and Varsity Basketball	Modified, JV and Varsity Baseball
JV Boys and Girls Soccer	Modified JV Wrestling	Modified, JV and Varsity Softball
Girls and Boys Modified, JV and Varsity Soccer	Modified, JV and Varsity Cheerleading	Girls and Boys Track and Field
Girls and Boys Modified, JV and Varsity Cross Country	Wrestling	
Modified JV and Varsity Boys and Girls Volleyball	Girls and Boys Track and Field	

## **School Clubs:**

Anime Club	Logistics Club
Band (multiple)	Mock Trail
Business and Marketing Honor Society	National Art Honor Society
Chess Club	National Honor Society
Chorus (multiple)	Photoshop Club
Color Guard	Science Olympiad
Cooking Club	Step Team
Connect Life Club	Student Government
Drama Club	Student Leadership
Dungeons and Dragons Club	Sewing Club
Gay-Straight Alliance (GSA)	Weightlifting Club
Library Helpers	Yearbook

## **School Activities:**

Assemblies	Holiday Events
Band	Homecoming Events
Career Preparation Activities: Career Touches, Job Shadowing, and Internships	Jazz Ensemble
Chorus	Marching Band
Color Guard	Select Choir
Dances	Wind Ensemble
Field Trips	

Throughout the school year, new extracurricular activities will be added to accommodate students' interests and needs. Students are encouraged to make suggestions through student government on new extracurricular activities that they would like to participate in at CSAT HS.

## **General Policies**

### **Breakfast / Lunch PROCEDURES**

While eating breakfast or lunch all students will be expected to adhere to the rules. Students will be arriving to lunch on an individual basis as per their schedule. Students will be allowed to choose their own seating arrangement in the lunchroom. However, this is a privilege and if at any time a student is not adhering to the rules they can and will be given an assigned seating arrangement and/or detention.

#### **Breakfast / Lunch rules are:**

1. Stay in your seat
2. Talk with an indoor voice
3. Eat and dispose of food properly
4. Respect all adults and peers
5. Phone use is allowed with headphones/air pods in the cafeteria only
6. Eating area must be cleaned prior to leaving your table

#### **Breakfast Procedures**

Any student that will be eating breakfast must follow the breakfast procedures as outlined below:

1. Upon arriving to school between 187:20-7:40am student will report to cafeteria.

2. Upon arriving to the cafeteria through door #8, the student should go directly to the serving line before sitting down at a table.
3. Student's voice must remain at an appropriate level.
4. Cafeteria tables must be cleaned prior to student leaving for first block.

### **Lunch Procedures**

1. All students will enter the lunchroom and directly go to their seat.
2. Any student who will be receiving a school lunch will wait for their table to be called to go through the serving line via the first kitchen door.
3. Exit the serving line through the second kitchen door.
4. Remain quietly at seat until lunch is over.
5. Tables must be cleaned prior to students leaving the cafeteria.
6. Leave cafeteria in a quiet and orderly fashion to go directly to next class.
7. Vending machines may only be used during scheduled lunch time after the student has been called up to the lunch line to get their lunch.

**There will be no loitering in the hallways during lunch. This will be strictly enforced.**

### **HALLWAY USE**

For any hallway use other than transitions from class to class, all students will be required to use SMARTPASS. SMARTPASS enables students to leave the classroom for situations such as bathroom use, nurse visits, and travel to another classroom during instruction, etc.

All High School students will travel throughout their school day as individuals based on their specific class schedule. The rules for hallway use are:

1. Walk
2. Travel on the right-hand side of the hallway
3. Use quiet, indoor voices only
4. Keep hands, feet and objects to themselves
5. **Do not enter classroom, gym, or cafeteria, unless scheduled to that room, for that block period.**

**Students not following this will be in violation of Inappropriate Location/ Out of Bounds Policy. Any student observed misbehaving in the hallway will be subject to disciplinary action.**

### **ACADEMIC STUDY HALL**

Academic study halls are a quiet place to work, read and study.

Expectations for conduct in an academic study are as follows:

1. Students must arrive to academic study hall on time, just as any other class.
2. Students must come to academic study hall prepared to work for the entire period. **IF A STUDENT DOES NOT HAVE WORK, THEN THE TEACHER/AIDE WILL ASSIGN WORK.**
3. Academic study hall is not to be used as a "student lounge".
4. All students will be assigned a seat, evenly spaced around the room.
5. Attendance will be taken daily, and any irregularities will be reported to the office.
6. Students are to remain quiet, unless they are requesting academic help from the teacher/associate.

7. Passes will be issued one at a time to the restroom through the use of SMARTPASS. Only one student may be out of the room at any given time.
8. Food and drinks are not permitted.
9. **If you need to conference with a teacher during your academic study hall, you must have a SMARTPASS or request a pass on SMARTPASS for the requested teacher.**

### **Lost & Found**

A “Lost and Found” tub will be maintained in the Business wing. Students who find articles should bring them to the main office to be placed in the “Lost and Found”. Students who have lost articles may search through the “Lost and Found” during non-instructional times only. DO NOT leave lockers open or set book bags on the floor with anything you want to safeguard inside. Purses and wallets should not be left loose in locker rooms, band room, cafeteria or classrooms. DO NOT carry large sums of money or bring valuables to school. The school will not be held responsible for any lost or stolen items. Unfortunately, not everyone is honest. Any personal items found should be turned into the main office.

### **Search and Seizure Policy**

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

- Perform unannounced searches and potential seizure of all substances or materials prohibited by school policies or state/federal law.
- Seizure of any item identified to be illegal, disruptive or inappropriate to the school environment.
- Storage and or return of these items will be at the discretion of the school Administration and may be subject to legal impoundment.
- Perform searches of students to determine whether they pose a danger to themselves and others.
- Searching a student’s pockets, purse, backpack, gym bag or other personal property.
- Perform general inspections of lockers at any time without notice, without student’s consent, and without a search warrant
  - Students lockers are the property of CSAT HS
  - Students are not permitted to lock or impede access to any locker except with a lock provided by the school
  - Unapproved locks will be removed and discarded
- Perform periodic patrols of student parking lots and conduct exterior inspection of student automobiles on school property.
- Perform interior searches of student vehicles to determine if substances or materials prohibited by school policy or state/federal law are contained inside.
  - Refusal to allow access to a vehicle at the time of the search will be cause for terminating the privilege of parking on school property without hearing.

***The New York State Court of Appeals has upheld a school administrator’s right to search students, student lockers, and cars parked on school property where there exists sufficient and/or reasonable cause to do so. This also applies to school sponsored events off campus.***

## **Student Expectations**

CSAT HS students are expected to show respect toward others in all that they do. Students are expected to:

- Exercise respect for the conduct of classes and the work of CSAT HS employees by remaining well behaved and reasonably quiet while on campus
- Exercise respect for all CSAT HS facilities, including; the gymnasium, exercise room, music room, technology room, art room, library/media center and science labs. Exercise respect for all CSAT HS equipment, including; computers, vending machines, musical instruments, and all school materials and supplies.
  - It is a privilege to be able to have access and use the school's facilities. Any misuse or abuse of school facilities/equipment will result in immediate suspension of privileges and disciplinary action.
  - Students will be held financially responsible for damage, defacement, loss or theft of school property such as, but not limited to books, music equipment, facilities, sports equipment, classroom equipment, etc... Students will pay to replace the item(s) plus any labor cost incurred. Students with financial obligations to the school will be placed on the ineligible list until the obligation is met.
- Use good manners toward faculty, staff, students, and visitors on campus, and as students travel to and from campus during the day or for school related activities
- Be present in the classroom or location they are scheduled to be in, unless they have been given a pass and escorted to a different location. Any student not adhering to this will be in violation of Inappropriate Location/Out of Bounds Policy. This will be tracked in conjunction with skipping class and a progression discipline system will be followed.
- Continue adherence to school rules, appropriate hallway/bathroom use, dress code and behavior expectations
  - This includes vehicles and areas designated for public transportation

Maintaining an environment of respect and safety requires the prohibition of certain behaviors and items. Therefore, the following behaviors and items are prohibited:

- Weapons or drugs of any form
- Consumption of food during the school day is at the discretion of each teacher.
- Pranks on campus or off campus directed toward other members of the CSAT HS community.
- Talking, horse play or any other violations of school rules during fire and code drills.
- Paraphernalia, literature, symbols or any other references written, visual or verbal to gangs, hate groups, discriminatory or criminal organizations.
- Lewd and sexually explicit materials.
- Damaging or misuse of CSAT HS property.
- Gambling
- Initiating a false report.

If you would like more information you may visit our website to look at our Code of Conduct.

## **Suspension of Privileges**

Students participating in extracurricular activities are considered ambassadors that represent the CHSAT community. It is expected that they conduct themselves in a highly

respectful and responsible manner. Any student engaging in any misbehavior may be suspended from an activity, club or team. This is at the discretion of CSAT HS administration.

### **Zero Tolerance**

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

### **DRUGS, ALCOHOL, TOBACCO AND PARAPHERNALIA**

CSAT hopes to discourage use of alcohol/drugs/tobacco/paraphernalia in two distinct ways. First, CSAT has established a strict rule forbidding students from either using alcohol/drugs/tobacco/paraphernalia on campus or coming onto campus at any time with such substances or 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/tobacco/paraphernalia use to parents when we sense a pattern of behavior or work that suggests that a student is falling into involvement.

When we suspect students are falling into a pattern of drug, alcohol, tobacco, or paraphernalia use, we will:

- Inform the child's parents of our concerns in a confidential meeting
- Ask the parents to pursue our questions with their son or daughter

Possessing, consuming, selling or exchanging alcoholic beverages or illegal substances, or being under the influence of either. "illegal substances" but are not limited to, inhalants, marijuana, synthetic cannabinoids/marijuana, cocaine, LSD, PCP, amphetamines, heroin, steroids, ecstasy, look-alike drugs, and any substances commonly referred to as "designer drugs" and illegal prescription drugs without medical consent.

In addition, if students approach members of the faculty to express concern about drug, alcohol, tobacco and/or paraphernalia use by their friends or classmates, we will again call in the child's parents and raise those concerns specifically with them.

**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 CHSAT ADMINISTRATION FOR DISCIPLINARY ACTION AND PROPER LEGAL AUTHORITIES WILL BE NOTIFIED.**

# CSAT PARENT CONTRACT

I (We) the parent(s)/guardian(s) of \_\_\_\_\_  
have read and agree to abide by the Code of Conduct and the Uniform of Charter School  
for Applied Technologies (CSAT)

I (We) understand that my (our) child is a Charter School for Applied Technologies student.

**WHEREAS**, in order to provide my (our) child with a unique educational opportunity that focuses on  
career readiness;

**WHEREAS, by choosing to enroll my (our) child at the Charter School for Applied  
Technologies is a decision of my (our) personal choice and not a privilege;**

**WHEREAS**, my (our) desire to enroll my (our) child at Charter School for Applied Technologies is  
premised upon my (our) desire to become an active partner in the education of my (our) child;

**NOW, THEREFORE**, in consideration of the foregoing:

1. As a parent of a student at CSAT, my (our) commitment is to abide by the following resolutions:
  - a. To recognize and embrace my role as the primary educator of my child.
  - b. To abide by and support all school rules and regulations stated in the Parent/Student Handbook. For example; attendance and behavior expectations, morning and afternoon drop-off/pick-up procedures, parking procedures, entering and exiting the school building appropriately. For more rules and regulations, please refer to the Parent/Student Handbook.
  - c. To participate in the parenting workshops as provided by CSAT.
  - d. To attend all conferences scheduled with any member of CSAT staff.
  - e. To purchase uniforms for my child from the designated vendor and ensure that my child is in uniform on a daily basis.
  - f. To be responsible for timely payment of any fees accrued at CSAT.
  - g. To adhere to all school policies and procedures.

I (we) understand that participation in the school, as defined above, fulfills the mission of the school by enhancing my child's education and the school community as a whole. I (we) understand that such participation is a contractual obligation to the school and to my (our) child, and that failure or refusal to fulfill this obligation is incompatible with the school's mission.

**Signature of Parent/Guardian** \_\_\_\_\_ **Date** \_\_\_\_\_

**Phone Number: Cell** \_\_\_\_\_ **Home** \_\_\_\_\_ **Work** \_\_\_\_\_

**May we text you: Yes or No (circle one please)**

**Parent Email** \_\_\_\_\_

**Signature of Student:** \_\_\_\_\_ **Date** \_\_\_\_\_

***Please keep the Student Handbook for your reference throughout the school year and return this page via Parent Square.***

