

THE FREDERICK LAW OLMSTED SCHOOL
AT KENSINGTON

2016-2017

Student – Parent Handbook



319 Suffolk Street
Buffalo, New York 14215

Tel.: 716.816.4330

Fax: 716.838.7530

www.buffaloschools.org

www.olmstedatkensington.org

VISION STATEMENT

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

MISSION STATEMENT

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.

CORE BELIEFS AND VALUES

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

2016-2017 SCHOOL CALENDAR

School Begins

September 6, 2016

Columbus Day- Holiday

October 10, 2016

Election Day

November 8, 2016

First Marking Period Ends

November 10, 2016

Veteran's Day

November 11, 2016

Thanksgiving- Holiday

November 24-25, 2016

Winter Break

December 26 2016-January 2, 2017

School Resumes

January 3, 2017

Martin Luther King Jr. - No School

January 16, 2017

Second Marking Period Ends

January 27, 2017

Regents Examinations

January 24-27, 2017

President's Day- Holiday

February 20, 2017

Mid-Winter Recess

February 21-24, 2017

School Resumes

February 27, 2017

Third Marking Period Ends

April 6, 2017

Spring Recess

April 10-17, 2017

School Resumes

April 18, 2017

Memorial Day Holiday

May 26-29, 2017

Fourth Marking Period Ends

June 23, 2017

Regents Examinations

June 14-22, 2017

Last Day for Students (5-8)

June 23, 2017

Early Release Days

October 5, 2016

April 4, 2017

May 9, 2017

Superintendent Conference Days

September 1, 2016

September 2, 2016

April 5, 2017

May 10, 2017

DAILY SCHEDULE

Arrival:	7:55 a.m.
Morning announcements:	8:07 a.m.
Classes begin:	8:13 a.m.
Dismissal:	2:25 p.m.

Doors Open:	7:55 – Warning bell rings at 8:07 and Announcements begin
Homeroom:	8:05 – 8:09
Period 1:	8:13 – 8:52
Period 2:	8:56 – 9:35
Period 3:	9:39 – 10:18
Period 4:	10:22 – 11:01

Period 5E:	11:05 – 11:44 (for students in B or C lunch)
Period 5L:	11:37 – 12:16 (for students in A lunch only)
Period 6E:	11:48 – 12:27 (for students in C lunch only)
Period 6L:	12:20 – 12:59 (for students in A or B lunch)

Period 7:	1:03 – 1:42
Period 8:	1:46 – 2:25

LUNCH A:	11:05 – 11:33
LUNCH B:	11:48 – 12:16
LUNCH C:	12:31 – 12:59

A MODIFIED BELL SCHEDULE to be used on days when there is an assembly or an early release will be posted in each classroom.

ATTENDANCE

Attendance and punctuality are important if students are to be successful in school and later at a job. Students are expected to adhere to the attendance policy established by the Buffalo Public Schools.

Absence – In the event of an absence, a parent/guardian is asked to call the school by 8:30 a.m. stating the reason for the absence. Upon return from an absence, a student is to give their homeroom teacher a written excuse. If no excuse is received the absence will be marked illegal. It is the responsibility of the student to make up assignments missed over their absence. If a student is absent and a parent would like their assignments, 24 hours notice must be given to get the assignments together. Parents/guardians receive an automated telephone call from the district when their child is absent.

Arrival at School – The school doors open at 7:55 a.m. No student should be in school prior to 7:55 a.m. unless arrangements have been made with a particular teacher or coach. Students will go to their lockers and then proceed to homeroom for breakfast. Students are to be in homeroom for the start of morning announcements.

Late Arrivals – After 8:05 a.m. all students are considered tardy. Students entering the building after this time are to go to the desk located in the main hallway to sign in. The student will be given a late pass which he/she must give to the teacher whose class they will be attending. Once a student receives a late pass he/she is to go to their locker, get their books and proceed to their class.

Early Release Days – There are three Early Release Days – October 5, 2016, April 4, 2017 and May 9, 2017. Students in grades 5-8 will be dismissed at 11:00 a.m. on these days. Students in grades 9-12 will be dismissed at either 11:00 a.m. or noon depending upon the Metro schedule. Parents will be notified in advance of the exact times.

Early Dismissal/School Closings – Ideally, medical and other appointments should be scheduled either before or after school. If this is not possible, a student must bring a written note stating date, time and the reason for the early dismissal. Parents must sign out the student on the date and time of the release. No student will be released unless accompanied by an adult. Only the Superintendent may close school. Notice of closings is made on the radio (i.e. weather or power outages). In the rare case of closings during the day, announcements will be made on the radio. If it is necessary to evacuate the building during the day, students may be moved to an alternate site. Every effort will be made to contact parents either through an automated telephone call or via e-mail. It is vital that students know where to go in case no one is home. Students may be detained at school if they do not know their family’s emergency procedures. Any adult other than a parent/guardian who is picking a student up must have the parent/guardian authorization and proper identification.

Late Departures – Students staying after school for school activities should make arrangements to get home. Bus transportation is not available for students in grades 5-8 after the regular dismissal time. Students are not permitted in the building after school unless they are participating in a supervised activity. Students must use the assigned exits after 3:00 p.m.

10 Minute Rule – Students will not be allowed to leave class during the first 10 minutes and the last 10 minutes of class unless there is an emergency.

BOOKS, EQUIPMENT AND SUPPLIES

Proper care of books and equipment is the responsibility of each student. We urge that textbooks be covered for protection and that students put their names in each book and on their personal belongings. Lost or damaged textbooks, library books and equipment must be paid for. It is the responsibility of each student to come to class prepared with proper supplies and materials. Supply lists are posted on the school website.

BUSSING

Students in grades 5-8 ride the yellow bus. The Code of Conduct established by the Buffalo Public Schools applies to behavior on the bus. Adults supervising students are there to ensure the safety of students. They must be treated with respect and students must cooperate with requests made by these adults.

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 have a note stating who will be picking up the child at the end of the day. If someone other than the parent/guardian is picking the child up, that person’s name must be indicated on the note and he/she should come prepared to show proper identification. All students must be signed out in the Main Office.

In the event a child is to ride a different bus or get off at a different stop, a note must be provided. This note must be given to the Transportation Coordinator first thing in the morning. We cannot accept changes over the telephone. We realize, however, the emergencies arise occasionally and we will do our best to accommodate the situation. Each child’s safety is our #1 priority. Changes to bussing should be minimal.

Students in grade 9-12 ride the Metro Bus and must follow the rules and regulations of the metro system. These guidelines are printed on his/her bus pass. Students losing their bus pass should make arrangements with the school security officer to get a new pass. Tripper busses are provided each morning. Bus #356 will be located at the Main Street Station (Main and LaSalle) and leave the station at 7:47 a.m. Bus #694 will be located at the East Delavan Station and leave the station at 7:44 a.m.

CAFETERIA

The cafeteria is a place where good table manners and good health habits are to be practiced. Students are expected to practice the general rules of good manners and consideration for others. The following rules of courteous behavior are expected to be followed:

- Walk quietly, politely, and remain seated.
- Raise hand to ask for help.
- Use good manners, polite language and voices that can be heard at their own table.

- Be courteous to the cafeteria workers, and follow all adult directions.
- Clean up their area after eating. Remember: All food and drink is to be consumed in the cafeteria.

CELL PHONES/ELECTRONIC DEVICES/EAR BUDS/HEADPHONES

In order to keep the learning environment free from interruptions, we ask that parents refrain from contacting 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.

ELECTRONICS POLICY/CELL PHONE USE

Cell phones/electronic devices/headphones must be turned OFF once a student enters the school building.

Once inside the school building, cell phones and other electronic devices must not be visible, without the permission of the teacher - even though they are OFF.

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 repeat offenders the student's parent will have to come in to get the phone.

Refusal to surrender a cell phone when asked is defiance. Defiance will result in disciplinary action.

Parents are asked for their FULL co-operation 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.

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.

CHANGE OF ADDRESS, TELEPHONE NUMBER OR E-MAIL

It is important that any change of address, telephone number or e-mail be reported to the school office. It is essential that the office has up-to-date information in order for us to communicate with the home.

CHEATING AND PLAGIARIZING

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 and 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 not acceptable.

CLINIC/NURSE/HEALTH CARE

The school has a full-time nurse. The nurse is on duty from 8:15 a.m. until 3:00 p.m. In case of illness, the student must get a pass from his/her teacher and report to the clinic. In the event the clinic is closed, students are to report to the Main Office. If the illness warrants sending a student home, his/her parent/guardian will be called. If a parent/guardian cannot be reached, the student will remain in the clinic. Students are not allowed to call parents to pick them up.

Medications: If it is necessary for medication to be taken during school hours, the student's parent/guardian must submit a written note, signed by the parent/guardian or physician. The medication should be in a container labeled by the doctor and pharmacy. It should include the date of the prescription. Over-the-counter medication is not allowed in school without written authorization by a doctor. Medications are stored in the clinic and distributed from there. At the end of the school year all medications are discarded.

COMPUTER LAB/INTERNET USAGE POLICY

Olmsted has several fully equipped computer labs in addition to computers in the library and in each classroom. When the lab is not being utilized for instruction, it is open to students providing arrangements have been made with their teacher and that there is adult supervision. Students coming to the Computer Lab must have a pass unless they are part of a class coming to use the lab. No student is to be in the Computer Lab without adult supervision.

The services available within the Computer Lab are designed to support our instructional goals. All attempts necessary are made to protect students and staff from misuses/abuses related to this technology. Students are expected to utilize technology in appropriate ways and not to access material deemed inappropriate. Parents and students are required to sign an Internet Usage Policy Statement.

CONDUCT

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

1. Students are expected to keep the educational environment of the school free of verbal and physical abuse
2. Students need to cooperate and follow requests made by faculty and staff.
3. Students are expected to move in a quiet orderly fashion through the building. Stay to the right.
4. Students are expected to have a pass when out of class.
5. Students are expected to follow the Dress Code put forward by the Buffalo Board of Education.

Dress Code: Students are asked to come to school in appropriate attire. Clothing worn to school should be neat and clean and conform to the standards of good taste and decency. Appropriate attire is important in fostering student achievement as well as in maintaining a productive learning environment.

The ultimate responsibility for appropriate behavior lies with the child and the child's parents/guardians. At school, we will work in every possible way to support parents and students to ensure good behavior. An abbreviated copy of the BPS Code of Conduct is given to each student at the start of the school year.

ELEVATOR USE

The elevator is for use only by staff and those students who are unable to use the stairs. Students using the elevator must have a pass issued by the principal or assistant principal.

EMERGENCY SITUATIONS

It is important that each student's file have an emergency telephone number to be used if their parent or guardian cannot be reached. In case of serious injury, 911 will be called immediately. Please make sure that persons designated as emergency contacts know of their responsibilities. The school has procedures in place to be used in the event of an emergency. In all instances, the welfare of our students takes priority.

EXTRACURRICULAR ACTIVITIES AND SPORTS

There are many extracurricular activities and sports that are available to students at Olmsted. All are governed by the regulations established by the Buffalo Board of Education.

Clubs and Organizations (not inclusive and depending upon grade level): Student Council, Multicultural Club, Masterminds, Art, Drama, Orchestra, Band, Chess, Creative Writing, National and Junior National Honor Society and Yearbook.

Sports:

Fall: Boy's & Girl's Modified, and Varsity Cross Country, Boy's & Girl's Varsity Soccer, Girl's Varsity Volleyball, Football (w. Bennett), Girl's Varsity Golf

Winter: Boy's & Girl's Varsity Bowling, Boy's & Girl's Modified, JV and Varsity Basketball, Boy's & Girl's Varsity Swimming

Inter-Season: Modified Boy's & Girl's Swimming

Spring: Boy's & Girl's Varsity Track, Boy's & Girl's Varsity Tennis, Baseball, Softball

High School Eligibility Regulations: (See Athletic and Club Eligibility Handbook)

The following eligibility requirements are in place in order for students to participate in clubs and/or sports.

- ❖ Student must have an overall passing average.
- ❖ A student must be passing all four core subjects with a 65% or higher for that reporting period.
- ❖ Student must be passing physical education (Sports ONLY).
- ❖ Attendance – 95% attendance and no more than 4 tardies in a month.

FUNDRAISING

A class, club, or school organization wishing to hold a fundraising event must receive permission from the principal. Class time may not be used raise money. Funds raised must be maintained in a school activity account. District and state health and nutrition regulations regarding the sale baked goods, candy and drinks are to be followed.

GRADUATION REQUIREMENTS

A copy of graduation requirements is given to all 9th grade students at the time of their orientation. Parents will receive a copy at the Parent Orientation

LIBRARY

The library is a resource available to all students. Students must have a pass to be in the library unless in a scheduled class. No student should be in the library without adult supervision.

LOCKERS AND LIABILITY FOR THEFT

Students **must** have a lock on their locker and keep books and belongings not in use in their locker. The school is not responsible for the theft or loss of personal property on school grounds. Should students choose to bring their personal belongings to school, they, and not the school, are responsible for ensuring that their belongings are secured. Should students choose to bring such items to school, they do so at their own risk.

The school takes responsible precautions to ensure the general security of property within the building. Lockers are provided for depositing personal belongings. Students are required to provide their own locks for these lockers and make sure that the combination locks are used properly to secure their lockers. Students are not permitted to share lockers and must keep the combination of their lock confidential.

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.

OPTO

Parental involvement is an important component of the Olmsted program. No school can be successful without such involvement. Parents are always welcome in the school and expected to attend various events that focus on student achievement and highlight student success. The Olmsted Parent Teacher Organization (OPTO) is an organization composed of parents and staff members. OPTO holds board meetings every month and general meetings throughout the year. Funds raised by OPTO are used to enhance the school program.

PROGRESS REPORTS and REPORT CARDS

Progress reports are mailed home for all students at the end of the 5th, 15th, 25th and 35th week of school. These reports provide parents/guardians with information on their child's progress. Report cards are mailed home for all students at the

end of the 10th, 20th, 30th and 40th week of school. Olmsted uses a numeric grading system for all students. The minimum passing grade for students in grades 5 and 6 is 75%. The minimum passing grade for students in graders 7-12 is 65%.

SAY YES

In addition to providing a site facilitator who coordinates a variety of wrap-around services for students, the Say Yes Buffalo Program also provides locally funded college scholarships to graduating seniors that can be used at all SUNY schools and at over 30 other private colleges and universities.

SCHOOL-BASED MANAGEMENT TEAM

The SBMT consists of parents, teachers, aides, administrators and community members. The team meets on the third Monday of every month at 2:45 p.m. – unless school is in recess on the third Monday. In those instances the meeting will be moved ahead to the following Monday. The focus of the SBMT is to monitor and enhance student achievement.

SBMT dates for the 2016-2017 school year are as follows:

September 19, 2016
October 17, 2016
November 21, 2016
December 19, 2016
January 23, 2017

February 27, 2017
March 20, 2017
April 24, 2017
May 15, 2017
June 19, 2017

STUDENT SUPPORT TEAM

A SST is a group of professionals within the school whose aim is to help students experiencing difficulty in school or at home. Referrals to the SST may come from teachers, parents or the student. The Gateway-Longview Clinic is part of the Say Yes initiative and provides counseling services to students in need. Parents requesting services should contact Molly Wade our Say Yes facilitator.

SCHOOL WEBSITE

Information about Olmsted and happenings within the school can be obtained from the district or school websites which are www.buffaloschools.org or www.olmstedatkensington.org.