

Leonardo da Vinci College Preparatory School

A diverse community in pursuit of excellence

Parent / Student Handbook



2016 - 2017

Leonardo da Vinci College Preparatory School is a high school with high expectations and supports for all learners and their families.

Who We Are:

Leonardo da Vinci College Preparatory School is a high school that opened in 1987 and is located on the historic campus of D'Youville College. The academic focus and unique location of the high school is the foundation of its mission. We support all aspects of teaching and learning for the Leonardo da Vinci College Preparatory School community. Our community strives for daily excellence.

Mission Statement:

At Leonardo da Vinci College Preparatory School academic achievement, behavior, leadership and service to others measure excellence. Leonardo da Vinci College Preparatory School partners with D'Youville College in teaching students to contribute to the world community by leading compassionate, productive, and responsible lives.

To the Parent:

The purpose of this handbook is to keep you informed of the policies regarding the school you are supporting and which your child is attending. It is highly recommended that you familiarize yourself with the contents, and both you and your child understand our philosophy and the expectations set forth. This handbook does not serve as a detailed description of all school operations; however, the expectations are clear and must be adhered to as a parent in the Leonardo da Vinci College Preparatory School community.

To the Student:

This handbook is to be used as a guide through your completion of your four years of high school at Leonardo da Vinci. ***It is your responsibility to be familiar with its contents and be fully aware of the expectations set forth.*** Should you have any questions and the answers are not found within this handbook, please speak with an administrator.

Purpose of the Handbook:

The purpose of this handbook is to familiarize students and parents with the rules, regulations, expectations, required courses, and activities. With this information, it is our hope that a better understanding of the policies of the school by students, parents, and faculty members will consequently result in better cooperation and increased student outcomes. Each student should feel they are part of the Leonardo da Vinci learning community, and just as being part of the larger community of Buffalo requires that individuals follow certain rules and regulations, the same applies at Leonardo da Vinci College Preparatory School.

Leonardo da Vinci College Preparatory School
320 Porter Ave.
Buffalo, NY 14201
Phone: (716) 816-4380

Mrs. Florence Schimert-Krieter
Principal

Mr. Gregory Lodinsky
Assistant Principal

Mr. Christian Ambrosioni	Foreign Language
Mr. Harvey Ausman	Mathematics
Mr. Robert Baish	Science
Mr. John Barberio	Student Support Services; Teacher
Ms. Jenny Barczykowski	Health Services
Mr. David Calire	Music
Mr. James Connors	Social Studies
Mr. James Damon	Science
Mrs. Susan-Mary Eckman	Guidance
Mrs. Kathy Ellis	Mathematics
Ms. Evelyn Escabi	Teacher Assistant
Mr. Gary Evangelos	English
Mrs. Christine Ford	English as a Second Language
Ms. Danielle Frye	Student Support Services; Teacher
Mrs. Sharon Gleave	Teacher Aide
Mrs. Deborah Grine	Science
Mrs. Damariz Hacker	Social Studies
Mr. Kenneth Hans	Mathematics
Ms. Jackie Hart	Art
Mrs. Iris Herrera	Teacher Assistant
Mr. Michael Higgins	English
Ms. Kelly Horsmon	Art
Mrs. Bernadette Howe	Teacher Aide
Mrs. Ann Marie Jenczka-Caldiero	Physical Education/Health
Ms. Kolleen Kandra	Clerk
Mr. Damien Kunda	Science
Mr. Stephen Litwin	Physical Education/Health
Ms. Kelli Monaco	English
Mr. Ndekezi Ndeze	Social Studies
Mr. Michael Nichols	Social Studies
Ms. Karen Phillips	Student Support Team; Chairperson
Ms. Pamela Rhodes	Foreign Language
Mrs. Kayleigh Rizzo	Student Support Services; Teacher
Dr. Reggie Roberts	Student Support Team; Psychologist
Mrs. Lisa Santos-Trode	English
Mr. Elhadij Seck	Foreign Language
Ms. Deenah Simchick	Student Support Services; Teacher
Mrs. Stacey Simmons	Mathematics
Mrs. Melodye Smith	Teacher Assistant; Attendance
Mr. Peter Tiutiunnyk	Mathematics
Ms. Barbara Trietley	CTE
Ms. Ariana Wright	Guidance

Objectives of Leonardo da Vinci College Preparatory School:

- to provide an academic program that challenges college bound students to excellence and life-long love of learning;
- to foster an atmosphere where students of all ethnic, racial, religious, and socio-economic backgrounds can grow together;
- to offer a program of service projects, aesthetic experiences, sports, and co-curricular activities to develop the whole person; and
- to provide personal counseling and assist students in planning for future educational, career, and life goals.

Admission:

Leonardo da Vinci is a criteria-based school. We do not have a test to determine eligibility; however, we do have criteria for acceptance. The admissions committee screens each applicant based on his/her grades in the core subjects of Math, English, Social Studies, and Science in 7th and 8th grade, teacher recommendation ratings, Math and ELA State Assessment scores, attendance in 7th and 8th grade, and behavior. Upon acceptance, students and family members are required to attend a Freshmen Welcome Meeting; at this meeting, students will take an English Language Arts and a Mathematics assessment to determine the level of support each student will require in those courses during freshman year, and parents will learn of the policies and expectations of Leonardo da Vinci College Preparatory School.

Academic Standards:

It is the expectation that ALL Leonardo da Vinci students graduate with a Regents Diploma with Advanced Designation. All students are expected to earn or display the following:

- Intellectual competence in all coursework – Honor Roll 92%+, Merit Roll 87%-91.99%
- College and Career Readiness scores on ALL Regents and Common Core examinations
- Community Service Hours
- a minimum of 12 D'Youville College credits
- Acceptance into D'Youville College

Required Courses	Leonardo da Vinci Requirements for Graduation	Required State Regents Examinations
	Units of Credit	ALL examinations must be passed with a minimum 85%
English Language Arts	4	English Language Arts
Social Studies	4	Global History US History
Mathematics	4	Algebra I Geometry Algebra 2 / Trigonometry
Science	4	Earth Science Biology Physics OR Chemistry
Foreign Language	3	Spanish I AND Spanish III -or- French I AND French III
Art/Music	1	N/A
Health	.5	N/A
Physical Education	2 (.5 credit per year)	N/A
Electives	1.5	N/A
TOTAL HIGH SCHOOL CREDITS	24	

Academic Standards (continued):

Students attending Leonardo da Vinci College Preparatory School must also complete a total of 75 hours of *meaningful* community services. All community service hours can only be completed at approved agencies and sites. No student may complete this requirement under the supervision of a personal relative. Agencies will be contacted to confirm the student has completed their hours. Students may complete a maximum of THREE hours through volunteering at school functions held at Leonardo da Vinci College Preparatory School. Freshmen, Sophomores, and Juniors must complete their hours before May 1st; failure to do so will result in a grade of 50 in their Social Studies class for the fourth marking period. Seniors must complete their hours by January 30th; Seniors who do not complete their hours will fail their first semester Social Studies elective and not be graduated. The per-year, hourly requirement is as follows:

- Freshmen: 10 hours
- Sophomore: 15 hours
- Junior: 20 hours
- Senior: 30 hours

Leonardo da Vinci College Preparatory School students are expected to be actively engaged in the educational process. The faculty and staff expect each student to realize that they are responsible for their learning. Parents and teachers are facilitators in the learning process, but true achievement in academics is not possible when the student does not take an active role in the process.

Specifically:

- The student is to be on time for each class and to miss school only in the case of illness or other serious reason. The student is expected to be actively engaged in the lesson and discussions taking place in the classroom.
- The student is expected to bring all necessary materials to class including textbooks, homework, notebooks, pens and pencils, loose-leaf paper and any other materials required by the teacher. Students are only allowed to carry a standard string-bag (see Main Office for an example). Purses may not be carried separately; if a student chooses to use a purse, it must fit in the string-bag and be stored in that bag.
- The student is expected to understand and complete every homework assignment. Late assignments are seldom, if ever, acceptable. If a student does not understand an assignment, it is their responsibility to meet with that particular teacher before leaving for the day for assistance. Copying homework is not allowed and is considered cheating (see **Cheating/Plagiarism**); however, students are encouraged to *study* together. Teachers may require homework assignments to be typed.
- If a student is absent, he/she is expected to check with a classmate, teacher websites, etc. for the work. Students are responsible for all work while absent.

Acceptable Use Policy for Technology:

School System computers, networks, equipment, and supplies, students are expected to:

- Respect the privacy of others and the security of Buffalo Public Schools System.
- Only use your user ID and password – do not use another person’s user ID and password.
- Do not share your password with others.
- Do not try to learn other people’s passwords.
- Do not try to disrupt, interfere with, or destroy computers, networks, equipment, or information.
- Do not access, store, or transmit information that is hateful, harassing, insulting, offensive, false or defamatory, sexually explicit, obscene, or otherwise inappropriate.
- Do not interfere with the academic or work activities of others.
- Respect the copyrights and licenses of software and information.

- Do not copy, download, install, or distribute software in violation of copyright laws or licensing agreements.
- Do not copy, share, or transmit information in violation of copyright laws.
- Respect the integrity of our computers, networks, and equipment.
- Do not try to access computers or networks for which you do not have permission.
- Do not install software or peripherals on a Buffalo Public School System computer.
- Do not connect a computer, network, or device to a Buffalo Public School System network.
- Do not bypass any security system or feature put in place to protect, monitor, or restrict access to information (for example, do not use an Internet proxy server to avoid Buffalo Public School System web content filters).
- Do not create, download, install, or use software or equipment that can be used to “hack into” or damage a computer or network.
- Do not change, remove, or damage computers, networks, or equipment.
- Do not use software or hardware to keep Buffalo Public School System staff from accessing information.
- Use information systems for authorized purposes only.
- Only use computers and networks for academic activities – not to play non-academic games or for prohibited or illegal activities.
- Do not access the Internet from Buffalo Public School System facilities using any network or computer not provided by the Buffalo Public School System.
- Do not waste computer processing time and storage, network capacity, or information technology supplies.
- Protect information from loss, theft, disclosure, or unauthorized use.
- Do not access or share information for which you do not have permission, or help others to do so.
- Do not give information to others that could help them gain access to the computers or networks of the Buffalo Public School Systems.
- Take care of the computers and equipment assigned to you to prevent loss, theft, damage, or unauthorized use.
- Report any loss, theft, unauthorized disclosure, or unauthorized access to a teacher or administrator.

Note: The Buffalo Public School System monitors its computers and networks, in accordance with the Child Internet Protection Act (CIPA), and has put other safeguards in place to protect information as it is stored, transmitted and displayed. Students should have no expectation of privacy when using Buffalo Public School System computers and networks.

Scope and Sanctions

This policy applies to all students of the Buffalo Public School System. A violation of Buffalo Public School System policy may lead to loss of computer privileges and/or discipline. Under certain circumstances, violations of Buffalo Public School System policy may give rise to civil and/or criminal liability. The Buffalo Public School System may also pursue legal action as deemed appropriate against individuals for unauthorized access, use, or destruction of information assets.

Advanced Placement Courses:

Advanced Placement courses are offered in English Language and Composition and Statistics. These courses are available to seniors who have a desire to earn additional college credits. In addition to college credits, the student will obtain high school credit toward graduation (in place of English IV and/or a Mathematics course). These classes are available to students who have shown a dedication to their academic studies and who excel in ELA and/or Mathematics classes at Leonardo da Vinci College Preparatory School. Placement in these courses is strictly through teacher

recommendation. Students enrolled in Advanced Placement courses are required to pay \$25.00 if they choose to sit for the Advanced Placement Exam(s) in May for college credit(s).

Assemblies:

Visitors, guest speakers, and presenters form a definitive impression of Leonardo da Vinci College Preparatory School through observing student actions and behavior. It is everyone's responsibility to show the school at its best through courtesy and respect for our visitors. Students are expected to pay attention and avoid slouching. Whispering, restlessly moving around, poking your neighbor, cheering/laughing excessively loud, chewing gum, and booing are not characteristic of a Leonardo da Vinci College Preparatory School student and will not be tolerated. Student behavior should always reflect the purpose of the assembly. When reporting to ANY assembly, students are to remain with their class and report in a quiet and orderly fashion.

Athletic Eligibility (Academic):

In order to participate in a Buffalo Public School athletic team, Leonardo da Vinci College Preparatory School students must maintain an average of 70 or better in all academic courses, which include Physical Education. Students are required to submit a teacher approval form to their coach every 5 weeks. Failure to meet these requirements will result in removal from the team (Students will not be permitted to partake in any team activities, including, but not limited to practices, games, invitationals/tournaments...)

Attendance Policies and Procedures:

Attendance at school is vital to a student's academic progress and success. School personnel will ensure that appropriate outreach, intervention and support are provided for students who exhibit attendance problems that may manifest themselves as truancy or patterns of unexcused absence or educational neglect.

In cases of truancy, school personnel must meet with the student and parent/guardian in order to determine needed supports and an appropriate course of action, which may include, but is not limited to an intervention, referral for counseling, and/or referral to after-school programs.

Students who record 20 or more unexcused absences and/or tardies will not be eligible to participate in any extra-curricular activities including, but not limited to clubs, athletics, dances, field trips, and special assemblies/ceremonies including prom and graduation ceremonies. Missing 20 or more days of school places the student at serious risk for failing the year. Tardiness for an unexcused/illegal reason, even if accompanied by a note, will result in a detention being issued.

Any student who has been absent from school is required to make-up all missed work. The responsibility lies with the student to contact the teacher and/or classmate to obtain the assignments that have been missed. It is NOT a teacher's responsibility to track down the student. See the specific teacher's policy on work missed due to absences.

Medical and dental appointments should not be made during the school day unless it is absolutely necessary. A note issued by the doctor or dentist indicating the date, time of appointment, and student's name must be turned into the student's homeroom teacher. Notes signed by a parent indicating a doctor or dentist appointment will not be accepted.

Books:

Students/parents are financially responsible for all books loaned to students. If a student fails to return a book, grades and/or transcripts will not be released until payment for the lost book is made. Textbooks can cost as much as \$150.00. (See also **Library**)

Calendar:

See buffaloschools.org for the most current Buffalo Public Schools Academic Calendar.

Important dates specific to Leonardo da Vinci College Preparatory School will be communicated through monthly newsletters and ConnectEd phone calls. It is important to listen to ConnectEd calls made from the school as they provide the most current information that parents and students need to ensure success.

Cell Phones/iPods and Music Players/Radios/Cameras:

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

- The decision to bring an electronic communication device (including but not limited to cell phones, pagers, iPods, iPhones, Blackberrys, etc.) or electronic game devices is a decision of the student and/or the student's parent/guardian. Students, parents and guardians are on notice that the District assumes no liability for the damage, destruction, theft or loss of such devices on school property. When making the decision to bring such devices to school, the student and parent/guardian jointly and severally assume the risk of potential damage, destruction, theft or loss.
- Upon entering the school **all cell phones/headphones** must be stored in the student's pocket or approved book bag.
- Students **may not operate cell phones, iPods, MP3 players or any other electronic devices** in the hallways or any other non-approved area. Students may use their phone during breakfast in the cafeteria only (7:30 – 8:00 am) and during their scheduled lunch period in the cafeteria only.
- Any student **displaying or operating** a cell phone in the hallways, lavatory, or any other non-approved area will be subject to having that item confiscated by faculty, staff, or administration.
- Such devices will be confiscated at the building. Parent/Guardian must meet with administration to recover the item.
- Students are NOT permitted to charge an electronic device during the school day, on school property.
- Should a student found to be repeatedly in violation of this policy, the device shall be confiscated and delivered to the District Safety/Security Office. The Parent/Guardian must make arrangements to pick up the item. Students may be subject to disciplinary action.
- The taking, disseminating, transferring, or sharing of obscene, pornographic, lewd, or otherwise illegal images or photographs, whether by electronic data transfer (wireless communication devices) or otherwise (commonly called texting, sexting, emailing, etc.) may constitute a CRIME under State and/or Federal law. Any person taking, disseminating, transferring, or sharing obscene, pornographic, lewd, or otherwise illegal images or photographs will be subject to the disciplinary procedures of the school district and reported to law enforcement and/or other appropriate state and federal agencies, which may result in arrest, criminal prosecution, and LIFETIME inclusion on sexual offender registries.
- A teacher may authorize appropriate use of a cell phone in class, when it is used for educational purposes ONLY. If a student is found to be using the phone for non-educational purposes, the phone is subject to confiscation. During non-instructional periods, i.e. study halls, it is at the teacher's discretion if electronic devices may be used.

Cheating / Plagiarism:

Cheating occurs when a student copies another student's work from an assignment designed to be completed individually; helping, writing for, or giving answers to another in an assignment designed to be completed individually; using prohibited materials during a quiz, test, or exam.

Plagiarism is defined as summarizing, paraphrasing, or quoting an outside source without proper acknowledgment given to the original author. Plagiarism includes copying and pasting text and submitting it as one's own.

Cases of cheating and plagiarism will result in a parent-teacher-administrator conference, grade of zero for the assignment and recorded as "cheating" in Infinite Campus, and a referral noting cheating/plagiarism entered into the student's transcript.

Colleges and universities do not tolerate cheating and/or plagiarism and it may result in expulsion.

Code of Conduct:

Students have the responsibility:

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

College Courses (D'Youville):

While a student at Leonardo da Vinci College Preparatory School, if you are approved by the College Course Selection Committee, you are expected to earn at least 12 college-credits through D'Youville College. Beginning Sophomore year, students may submit an application to the College Course Selection Committee for approval to enroll in college courses. These courses are offered free-of-charge to Leonardo da Vinci College Preparatory School students. Students could potentially graduate from high school with 2 years of college already completed. (See also **D'Youville College Partnership**)

College Courses (D'Youville – Extended Scholastic Opportunity):

On some occasions, Seniors may be eligible to enroll in college courses that take place during their regular high school schedule. Students in this situation will have completed a majority of their high school credits from Freshman through Junior year and have only study halls after their lunch during Senior year. These students, in excellent academic standing, may register for college course(s) in lieu of study halls. These cases will be reviewed on an individual student basis and acceptance into the D'Youville – Extended Scholastic Opportunity will be at the sole discretion of administration.

Dignity for All Students Act:

The Dignity for All Students Act (Dignity Act) ensures that no student is subject to discrimination or harassment, based on a person's actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice disability, sexual orientation, gender/gender identity or sex by school employees or students on school property, on a school bus, at a school function or that is initiated off school grounds and continued at school.

Harassment may include, among other things, the use, both on and off school property, of information technology, including, but not limited to email, instant messaging, blogs, chat rooms, pages, cell phone, gaming systems and social media websites, to deliberately harass or threaten others. This type of harassment is generally referred to as "cyber-bullying."

The District is committed to safeguarding the rights given to all students under state and federal law. In addition, to promote a safe, healthy, orderly and civil school environment, all District students have the right to:

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

Detention Policy:

Detention is to be served the day it is issued. Detention takes place from 2:30 – 3:30 daily.

Employment will not excuse a student from detention and this should be taken into consideration when informing employers of availability.

- No student will be excused to report to another location/teacher in the school. This includes clubs, practices, or games. It is the student's responsibility to make other arrangements with teachers, coaches, or moderators prior to serving their detention.
- Only students taking a college course will be allowed to postpone their detention, according to their college schedule, without accruing another detention.
- Students who receive more than one detention in a school day are required to report to detention on consecutive days until all detentions issued on said day are served.
- Students who fail to serve their detention the day it is issued will be required to serve an additional day for each day they do not report to detention. For example, a student who does not attend detention issued on a Monday will now be required to serve Tuesday AND Wednesday.
- Students who continue to accrue detentions and will take longer than five days to serve using regular detention, may be assigned to school service during any non-instructional period during the day, i.e. study halls. School service may include, but is not limited to

cleaning walls, counters, removing graffiti, picking up the halls... In addition to school service, the student will still be expected to attend after-school detention. A parent-administration conference may be scheduled; this conference, however, will not excuse any of the owed detentions.

- Any student owing TWO or more detentions will not be permitted to participate in any extra-curricular activities including, but not limited to clubs, athletics, dances, field trips, and special assemblies/ceremonies including graduation ceremonies. During any special event/assembly held during the school day, the student will serve regular detention and/or perform school service. Administration reserves the right to require students to serve owed detentions during any daytime activity/assembly when school is in session.
- A college and career ready student does not make excuses for his/her lateness, unpreparedness, or any other issue. A college and career ready student accepts the consequences with humility, learns from them and moves on to become a better person. If a student feels they should be excused from serving a detention, it is the student's responsibility to meet with the Dean of Students to present their case. Only the Dean will determine if a detention will be excused. Parental notes will NOT excuse a student from detention.

Dress Code:

All persons are expected to give proper attention to personal cleanliness and to dress appropriately for school and school functions. When on school property or at a school function, a person's dress, grooming and appearance, including jewelry, make-up and nails, must:

- be safe, appropriate and not disrupt or interfere with the educational process
 - must fit appropriately (garments that are skin tight and/or shorter than 4 finger lengths above the knee are not permitted)
 - skin is not to be showing between the top of the waistband and bottom of shirt
 - leggings/stretch pants must be appropriately covered to mid-thigh
- revealing garments such as tube tops, net tops, halter tops, spaghetti straps, plunging necklines (front and/or back) and see-through garments (mesh, lace...), are not permitted
- cover all underwear (including bra straps) with appropriate outer garments, including the wearing of pants at waist level
- include safe and appropriate footwear. Inappropriate footwear includes, but is not limited to, backless shoes (i.e. flip-flops, bedroom slippers). Exceptions will only apply to documented medical conditions;
- not include headgear of any kind (including, but not limited to hats, caps, hoods, bandanas, scarves...) except when required by medical or religious reasons;
- not be lewd, vulgar, obscene, and libelous or denigrate others on account of race, color, religion, creed national origin, gender, sexual orientation or disability, or cause a disruption to the school that impedes the educational program
- not promote and/or endorses the use of alcohol, tobacco or illegal drugs and/or encourage other illegal or violent activities
- must not include coats, jackets, and other outerwear, sweat shirts with hoods or "hoodies", inside of buildings
- not include jewelry that may be deemed a weapon. This includes, but is not limited to, a single ring or piece of jewelry covering multiple fingers, spiked necklaces or belts, belts with large removable buckles, chain-like neckwear, ninja-type stars, etc. Belt must be buckled
- not include clothing that is associated with or identifiable as a symbol of gang membership

Additional restrictions may be determined by the school with the approval of the Board of Education. Students who violate the dress code will be required to modify their appearance by covering or removing the offending item, and if necessary and/or practical, replacing it with an acceptable item. Any student who refuses to do so may be subject to disciplinary action. Students and their parents have the primary responsibility for dressing professionally at Leonardo da Vinci College Preparatory School.

Drug and Alcohol Policy:

In addition to the information contained with the Buffalo Public Schools Code of Conduct, any student who appears to be under the influence of drugs or alcohol while on school property or during a school-sponsored event will be turned over to the Buffalo Police Department who will then handle the investigation. Leonardo da Vinci College Preparatory School reserves the right to administer a breathalyzer test.

D'Youville College Partnership:

The unique location of Leonardo da Vinci College Preparatory School on a college campus provides our students with opportunities not available anywhere else in the Buffalo Public School district. Students are expected to take tuition-free college courses, have access to the college library and athletic facilities, and are provided with tutoring. Because of this unique partnership, students are to conduct themselves in a manner that reflects courtesy and maturity found on a college campus. And, because we are guests on the campus:

- **Loitering is not permitted before or after school on college property.** Students are not to arrive prior to 7:30 am and they are to immediately leave the school grounds at dismissal/practice. This includes the atrium, front stairs, brick retaining wall along the school, and the college center.
- Students are permitted to exit and enter the building using only the Porter Ave. doors.
- Students are only to be on the lower level and the second and third floor of Madonna Hall.
- The only times students are permitted elsewhere on college property are when they are enrolled in a college course and attending to college business and when they are using the library. Students must be supervised at all other times, i.e. physical education classes, clubs, teams... Students found to be trespassing on college property will face disciplinary action from both D'Youville College Security and Leonardo da Vinci College Preparatory School administration.

Early Release:

Because Leonardo da Vinci College Preparatory School is a college preparatory school, early releases will not be granted, unless it is an approved internship program for a Senior or a part of the D'Youville - Extended Scholastic Opportunity. These cases will be reviewed on an individual basis and approval is at the sole discretion of administration.

Fire Drills and Threats to Pupil/Personnel Safety:

Fire drills are held periodically throughout the year to prepare faculty and students for a safe evacuation of the building. Students are to familiarize themselves with the exit route of each room they occupy throughout the day. Students are to exit the building in silence and as quickly as possible while maintaining safety. Once the all clear is given, students are to silently return to their classroom.

In the event of an external threat, all persons attempting to enter the building will be prohibited from doing so. Classes will continue as normal.

In the event of an internal threat, any student in the hallway/lavatory is to report to the nearest classroom. All classrooms will be secured and students will be sheltered in place.

Field Trips:

Educationally enriched field trips are scheduled from time to time throughout the school year. Often, a portion of financial responsibility will fall on the student to cover the costs associated with the field trip. Every effort will be made to provide ample time so students can gather the nominal fees. When a field trip is scheduled, all students in classes attending the trip are required to attend.

Guidance:

Naviance ® is a program being used district-wide in the Buffalo Public Schools. In grades 7 to 10, students use surveys and assessments to determine strengths, career interests, and goals.

In 11th and 12th grade, Naviance becomes a valuable tool in the college application process. www.naviance.com links with Common App and is used to monitor applications. Students must use www.naviance.com to request teacher recommendations and update their college information. This program is then used by the Guidance Department to send transcripts and other requested information so that students, parents and counselors can track the information as it is sent.

Applying for Working Papers:

Only students in good academic standing (passing all courses) with no attendance issues, including tardies, will have their application for working papers reviewed. Upon review, if it is deemed that the student meets academic and attendance requirements, working papers will be issued. If a student's academics and/or attendance begins to suffer, the working papers may be revoked.

- Pick up an application at the School Counselor's Office
- Complete Part 1 of the application. Check the box that says, "Non-Factory Employment"
- The student's doctor must complete a Physical Fitness Certification Form. If he/she has been to their doctor in the past 12 months, students can call the doctor's office and ask for a note saying they can work.
- Return the form with ALL necessary information to the Guidance Office.

Applying for College:

Seniors should begin their college applications in the early fall. They should use Common App or the college's website to get started. If they plan to re-take the SAT, registration must be completed by the end of September.

All transcript requests should be completed by December 1st using forms available in the Guidance Office. Transcripts can only be requested once the application is submitted.

Homework:

Students are expected to understand and complete EVERY homework assignment. Late assignments are seldom, if ever, acceptable. If a student does not understand an assignment, it is their responsibility to meet with that particular teacher before leaving for the day for assistance. Copying homework is not allowed and is considered cheating (see **Cheating/Plagiarism**). Teachers may require homework assignments to be typed. Parents should refer to the specific teacher's homework policy.

Lavatory Policy:

Students are not permitted to leave the classroom during the instructional period. The lavatory may be used in between classes or during lunch. Should an emergency arise during instructional periods, students must report to the nurse with a pass from the teacher and sign in to use the

lavatory. Students are not to use any other restroom, other than the nurse's office, during instructional periods. Students who are frequently found to be leaving during instruction will have a parent meeting scheduled with administration.

Library:

Leonardo da Vinci College Preparatory School students have the privilege of using the D'Youville College Montante Family Library. With this privilege, comes access to a college campus library and the support staff of that library. Students are reminded that they are on a college campus and are expected to behave in such a manner as a responsible college student. The use of the Montante Family Library is a privilege, not a right, and may be revoked at any time by D'Youville College Library staff or Leonardo da Vinci staff. Students are responsible for returning borrowed materials on time; failure to do so will result in a monetary fine issued by the college and students will be ineligible to participate (including graduation) until restitution is made to the college. Transcripts will not be released until payment is made in full.

Lockers:

- Students are issued their own personal locker and combination at the beginning of the school year. Students are to keep their lockers organized and clean.
- At no time may a locker be rigged for easy opening.
- Food items are not to be stored in their locker longer than one school day. Students may not affix any stickers, labels, signs, etc. to any locker.
- Leonardo da Vinci College Preparatory School is not responsible for materials stolen from the school lockers. Student lockers are subject to search by school administration, security, and police.
- The use of lockers is limited to prior to homeroom, before/after physical education class, before/after lunch, and at dismissal.
- Students are not to be gathering around another student's locker, i.e. waiting with him/her while they gather their belongings.
- Tampering with locks or lockers may result in immediate suspension.

Lost and Found:

Items that have been found are to be returned to the main office. Found items will be kept for a period of two weeks before being disposed of. Students missing items are responsible for checking with the main office for their item(s) at the end of the school day.

National Honor Society:

Students applying for induction into National Honor Society must meet the academic standards set forth which include:

- Maintain a 92% average each year
- Working toward obtaining the Leonardo da Vinci Requirements for Regents Diploma with Advanced Designation
- College and Career Readiness scores on all examinations
- Working toward obtaining 18 D'Youville College credits
- Community Service Hours
- Intellectual competence in all coursework

Students applying will complete an essay covering the topics of character, leadership, service, and academics that will be blind-reviewed. Selection is a privilege, not a right.

Nurse:

The nurse is available for medical emergencies. Students who become ill during the school day will be evaluated by the nurse. The nurse will make the determination as to whether or not the student will be released from school early to a parent/guardian. Students are not to take it upon themselves to contact home to be picked up because they are not feeling well. Students who do this will face disciplinary action.

Parent Involvement:

Parents are one of the most important components leading to student academic achievement. Checking in with your son/daughter's daily progress at school (monitoring homework and study time), participating in, and attending school events are three means by which parents can share the responsibility of contributing to their child's education. The Parent-Teacher Organization is always looking for parent volunteers and members. The PTO and Site-Based Management team are the formal committees that provide parents with direct decision-making abilities that will affect the school community.

Photos:

Occasionally, photographs and/or videos of my child may be taken or used by the Buffalo Public School District only for public relations, educational or other purposes consistent with the purpose and mission of the Buffalo City School District, including publication on the Buffalo City School District website. Materials shall become the property of the Buffalo City School District.

Physical Education/Swim/Dance:

Students may be excused from physical education/swim/dance ONLY if the nurse's office has one of the following on file:

- Physician's Note
- Nurse's Note – the nurse will only excuse a student from a single class if he/she deems it necessary

Promotion / Retention:

Students who have failed to receive credit for a course during the regular school year are required to attend summer school. Repeater courses will not be available during the following school year. In the event a course is NOT offered during summer school, parents and students must schedule a meeting with administration prior to August of the following school year.

Report Cards:

Five-week progress reports and quarterly report cards are mailed directly home throughout the year. It is the responsibility of the parent to review their son/daughter's report card and ensure reasonable measures are being taken at home to assist their child's academic success. Parents are also regularly encouraged to check their Infinite Campus account. All/any changes of address must be reported to the school office as soon as proof is available, i.e. utility bill showing new address, United States Postal Service documentation.

Searches:

Students are not entitled to any sort of “Miranda”-type warning before being questioned by school personnel.

The Superintendent, building principals and District security officials are permitted to conduct searches of students and their belongings if the authorized school official has reasonable suspicion to believe that the search will result in evidence that the student violated the law or the District Standards for Community-wide Conduct and Intervention Supports. Other school personnel may conduct a search only in a situation where the circumstances do not allow the calling of the Superintendent, building principal or security official. Whenever practicable, the school official conducting a search shall consult with another person concerning the presence of reasonable suspicion and shall have another adult witness the search.

Whenever practicable, before searching a student or the student’s belongings, the authorized school official should first ask the student if he or she possesses physical evidence that they violated the law or the District Standards for Community-wide Conduct and Intervention Supports and/or ask the student to voluntarily consent to the search.

Searches will be limited to the actions necessary to locate the evidence sought. Whenever practicable, searches will be conducted in a private area and students will be present when their possessions are being searched.

The rules in these Standards regarding searches of students and their belongings do not apply to student lockers, desks and other school storage places. Students have no reasonable expectation of privacy with respect to these places and school officials retain complete control over them. This means that student lockers, desks and other school storage places may be subject to search at any time by school officials, without prior notice to students and without their consent, including searches completed by the Buffalo Police Department.

In all cases, security reports shall be completed regarding the circumstances and results of the search. Any items taken during the course of the search shall be turned over to security personnel or law enforcement authorities.

Schedule:

Students are not permitted on school grounds prior to 7:30 am.

7:30 – 8:00 Breakfast in the Café, Tutoring

8:00 – 8:09 Lockers

8:09 – One minute warning; students report to their homeroom

8:10 – Homeroom

All students are required to be seated in their homeroom no later than 8:15. Students who are not seated in their homeroom at this time are considered tardy, whether they are in the building or not, and will be issued detention (see **Detention**).

8:15 – 2:24 Classes/Lunches

Students are not permitted to leave the school during lunch periods.

2:24 – Dismissal

Upon dismissal, all students are to gather their belongings from their locker and immediately leave the building, unless they are under the direct supervision of an adult, i.e. have an appointment with a teacher or meeting with a club or coach. Students are not permitted to loiter in the atrium or any other part of college property (unless using the library or attending college course). *Any student found unsupervised after 2:30 pm will be required to stay for detention.*

School-Wide Expectations:

- Students are to enter the building with all music devices removed and turned off, hats/headgear removed, and in dress code.
- Students are expected to be on time for all classes, including lunch. Students tardy to class will be issued detention.
- The use of lockers is limited to prior to homeroom, before/after physical education class, before/after lunch, and at dismissal. Students are not to be gathering around another student's locker, i.e. waiting with him/her while they gather their belongings.
- Open food and drink containers are not permitted outside of the cafeteria, with the only exception being the breakfast items offered as part of the "Grab 'n Go Breakfast" which ends at 9:00 am.
- Students will maintain a quiet noise level when entering the building, transitioning from one class to the next, and at dismissal.
- Obscene/offensive language is not permitted anywhere within Leonardo da Vinci College Preparatory School or on the D'Youville College campus.
- Inappropriate public displays of affection will not be tolerated including, but not limited to, arms around each other, kissing, hugging, inappropriate touching, and groping.

Student Misconduct and School Response:

Each student has individual responsibilities to abide by all laws and rules of student conduct. Failure to assume this responsibility will result in consequent disciplinary actions. In an effort to maintain appropriate behavior for all students, it is important that the administration and/or faculty have as much latitude as possible in penalizing and correcting inappropriate behaviors. The background and record of each student may demand a different penalty. Therefore, the classifications found within the Buffalo Public Schools Code of Conduct Levels of Response will serve as a guide to the administration/faculty, but will not dictate the discipline that may be imposed for any offense. There will be reasonable consistency between students and administrators and/or faculty. Please note, seniors who are suspended at the end of the school year may be denied attendance and participation at the graduation ceremony.

Study Hall Guidelines and Procedures:

Study halls are to be used for tutoring, course enrichment work, and homework completion. Study hall proctors require that all students be involved in academic work. Study halls are a silent period, unless the proctor determines peer-to-peer tutoring is appropriate for the work at hand. The use of cellphones, iPods, MP3 players, or other electronic devices will be at the discretion of the teacher assigned to that study hall.

Transfer Policy:

Parents requesting a transfer to another Buffalo Public High School must arrange a meeting with the administration of Leonardo da Vinci College Preparatory School.

Vandalism:

Because we are situated on a college campus, Leonardo da Vinci College Preparatory School will not tolerate any form of vandalism. Students are not to write, draw on, mark, or carve desks, chairs, walls, lockers etc. Students will be held responsible for any acts of vandalism they take part in, including but not limited to disciplinary action. Parents will be held financially responsible for damage caused by their child in acts of vandalism.

Weather-Related and/or Unexpected School Closings:

In the event of an emergency school closing, all media outlets are notified of any emergency closing information, however, WBEN News Radio 930 AM is the official source for the Buffalo Public Schools closing announcements. The most current information is also always posted on buffaloschools.org. ConnectED calls are also always made.

Statement of Non-Discrimination:

The Buffalo Public School District does not discriminate on the basis of an individual's actual or perceived race, color, creed, religion, religious practice, national origin, ethnic group, sex (including sexual harassment and sexual violence), gender identity, sexual orientation (the term "sexual orientation" means heterosexuality, homosexuality, bisexuality, or asexuality), political affiliation, age, marital status, military status, veteran status, disability, weight, domestic violence victim status, arrest or conviction record, genetic information or any other basis prohibited by New York state and/or federal non-discrimination laws in its programs and activities

