WESTERN NEW YORK MARITIME CHARTER SCHOOL

CANDIDATE/CADET HANDBOOK

Revised, August 2026

Non-Discrimination Disclaimer

Western New York Maritime Charter School does not discriminate against or limit the admission of any student on any unlawful basis, including on the basis of ethnicity, national origin, disability, intellectual ability, measures of achievement or aptitude, athletic ability, race, creed, gender, religion or ancestry. Nor does WNY Maritime Charter School require any action by a student or family, such as an admissions test, interview, essay, attendance at an information session, etc. in order for an applicant to either receive or submit an application for admission to the school. Discrimination will not be tolerated and persons engaging in such will be subject to disciplinary action. Inquiries concerning this policy of Non-Discrimination should be directed to:

Dr. Ami Alderman, Commandant

WNY Maritime Charter School

Buffalo, NY 14220

Greetings, future leaders and their families!

As you embark on your path to excellence at WNY Maritime Charter School, I extend a warm welcome on behalf of our esteemed staff and Board of Trustees and Maritime Team. This institution is far from ordinary; it's a platform that will shape you into productive citizens and influential leaders in our ever-evolving society.

During your time here, you will encounter transformative learning experiences and engaging activities, all serving as stepping stones towards your growth as a leader. These experiences will empower you not only within these walls but also in your community and throughout your future.

To ensure your success, we call upon you to embrace and uphold our school's Honor Code and established standards of behavior. These principles will be your guiding compass, leading you towards academic excellence and preparing you to take on leadership roles.

Together, we shall strive for a future filled with great achievements and inspiring accomplishments. Welcome aboard, and let the journey to leadership begin!

Dr. Ami Alderman, Commandant

USAF Ret.

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Our Vision

The vision of the school is to be a model public school of choice in the Western New York area and to be the first choice for potential students who are considering a military career. To accomplish this, the school will seek to ensure that programming is shaped and executed to the fullest extent and be in support of the four cornerstones inherent to the Maritime mission. Candidates and Cadets will strive to internalize a desire to exemplify these four cornerstones.

Western New York Maritime Charter School incorporates the rich history of the City of Buffalo as a major Great Lakes port and the proud military and maritime tradition of the US Navy, Coast Guard and Merchant Marine with an outstanding college preparatory academic program stressing intellectual excellence, personal responsibility, leadership development and good citizenship. Our school is led by a highly qualified faculty and staff, dedicated to creating the community leadership of tomorrow. WNYMCS will seek out and develop those students most in need of and most likely to benefit from the vision articulated in the Mission Statement. WNYMCS is a grades 5-12 middle and high school program that is designed for adolescents becoming young adults.
The tasks of adolescence include developing one's own identity and independence. The tasks of the faculty and staff include teaching, coaching, role modeling and mentoring so that the students who choose to become Cadets have the best possible examples to follow. In turn, Candidates and Cadets, along the lines of the chain of command, will act as one unit and one team--which will function as role models for each other while seeking to fulfill the school's mission and vision.

Our Mission

The mission of Western New York Maritime Charter School is to develop all Candidates and Cadets in mind, body and character; to prepare them for further education; and to prepare them to be effective leaders and responsible citizens. Inherent in this mission are four cornerstones which provide continuous lines of effort:

> Academic Excellence: To provide Candidates and Cadets with educational challenges and experiences that prepare them to be successful in the information age and in further study at the college level.
>
> Character Development: To instill in Candidates and Cadets the highest sense of morality and ethics, with emphasis on intellectual honesty, integrity, discipline, honor and service to others and to the community.
>
> Physical Development: To enhance Candidates and Cadets' health, self-confidence and physical abilities, and to instill a lifelong appreciation for creating wellness and a healthy lifestyle.
>
> Leadership Development: To provide Candidates and Cadets a distinct military structure in the best maritime tradition to enhance their sense of personal responsibility, self-discipline and citizenship.

History

WNY Maritime Charter School is a public Middle and High School program chartered by the New York State Board of Regents, established in 2004. The school was commissioned and "got underway" with its first class of Freshmen in September 2004. Our first cohort of Seniors commenced classes in September 2004 and graduated in June 2008.

All of the High School students attending Maritime are also Navy Junior Reserve Officer Training Corps (NJROTC) Cadets. NJROTC stresses leadership and citizenship and instills the Navy Core Values of Honor, Courage and Commitment. Cadets wear Navy-provided NJROTC uniforms and earn rank through demonstration of leadership ability and participation in advancement exams. NJROTC extra-curricular activities include Color Guard, Armed and Unarmed Drill Teams, Orienteering, Marksmanship and Academic Teams. The school competes in Drill and Field meets with other JROTC programs throughout the region, state and country.

Admissions/Enrollment Policy

WNY Maritime Charter School is an open enrollment school and admission will not be limited on the basis of ethnicity, national origin, disability, intellectual ability, measures of achievement or aptitude, athletic ability, race, creed, gender, religion or ancestry, or any other ground that would be unlawful.

WNY Maritime Charter School will open admission to students wishing to enroll in grades 5-12. All students who would be eligible for enrollment in public schools in New York State in these grades will be eligible to enroll in Maritime, subject to seat availability and the process set forth below.

Maritime will admit each eligible student who submits a timely application, unless the number of applications exceeds the capacity of the student's grade level of the school building. Maximum enrollment is not to exceed 425 students per year.

1. WNY Maritime Charter School has an "Application Period," the period of time during which the school is accepting applications. The end date of the period is clearly noted on the application, which will not be prior to close of business on April 1st.
2. A random selection process (lottery) is required if the number of timely submitted applications of eligible students for admission to a grade exceeds the capacity of the grade level.
3. The lottery must and will be conducted in transparent and equitable manner and the time and place will be publicized on our school website and open to the public
4. Once the lottery has been conducted, WNY Maritime will notify all parents and guardians who submitted applications by the application deadline whether their children have been granted seats at the school or if they are on the waiting list.

Note:
- Charter schools are required to demonstrate good faith efforts to attract and retain comparable or greater enrollment of students with disabilities, ELLs, and students who qualify for the federal Free and Reduced Price Lunch program when compared to the enrollment figures for such students in the school district in which the charter school is located.
- Returning students are afforded a statutory admissions preference.
- Charter schools must give a statutory admissions preference to students residing within the geographical boundaries of the school district or CSD in which the charter school is located.
- A statutory preference is also given to the sibling of a current student, and child of an employee of the school.

The Middle School Program

The Middle School, grades 5-8, supports the overall mission. The Middle School will prepare its students to be successful Cadet-elects who will be entering our High School. Students will be known as Candidates and will wear a school uniform and be expected to adhere to the grooming standards of the NJROTC program. Military practices found in the High School will be mirrored in the Middle School. These will include, but are not limited to, practices such as muster (attendance), courtesies rendered to those in authority, and participation in the annual Change of Command.

The High School Program

The High School will prepare its students to be successful Cadets and leaders who will be entering our society at large. Students will be known as Cadets and will wear the full NJROTC school uniform and be expected to adhere to the grooming standards of the NJROTC program. Military practices will be practiced during the school day. These will include, but are not limited to, practices such as muster (attendance), courtesies rendered to those in authority and participation in the annual Change of Command. High School Cadets will be required to take a minimum of 5.5 credits per school year and must earn a total of 24 credits for graduation. NY State requires a passing score on a minimum of 5 Regents exams for a Regents diploma and a minimum of 8 Regents exams for an Advanced Regents Diploma. Other local examinations may be required for course credit or optional pathways.

Academic Program: Instructional Policies

Grading Policy

At WNY Maritime Charter School, the primary purpose of grades is to communicate academic progress to parents, students and colleges. With the Parent Portal open, families have access to their child's grades in real time. You will receive information about the parent portal at grade level orientations. Grades are issued quarterly and updated weekly on Fridays. Students will receive a percentage grade for every class. The minimum passing score on assessments, assignments and as a final average will be 65%. We expect all of our students to pass every one of their classes the first time and put their academics first.

*50% on report cards indicate that the students grade in the class is lower than 50%. The final average for the class will average the *50% and not the actual quarterly grade.

Incomplete Grades

Building administrators have discretion to give a student an incomplete grade as a final grade for the quarter for one of two reasons:

1. The student has been on a medical leave and does not have enough grades in the grade book to make a determination as to their final grade
2. The student is new to WNY Maritime and does not have enough grades in the grade book to make a determination as to their final grade and their grades were not reported from a student's previous school

Homework Policy

Learning is an important continuous process and should continue after school hours. Daily homework is not punishment, but rather a way to encourage and extend learning. We are educating children to be lifelong learners, who as adults, will continue to learn new skills and information independently.

Reasons for homework:

- To provide extra practice on learned skills
- To provide further learning in areas covered in the classroom
- To provide an opportunity for students to learn good work and study habits
- To provide an opportunity to demonstrate responsibility

Parents can assist their child to improve homework habits when they:

- Cooperate with the school to make homework effective
- Review the Agenda Planner (provided to each student at the start of the year to track assignments)
- Provide their child with suitable study conditions (desk or table, lights, books, and supplies)
- Reserve a time for homework without disruptions
- Encourage their child, but avoid undue pressure
- Show interest in what their child is doing
- Understand that the school expects homework to be completed and returned on time

Grades may be affected if a student repeatedly does not turn homework in.

NYS Science Lab/Investigation Minute Requirement

New York State requires students to successfully complete 1200 minutes of hands-on laboratory per course with satisfactory laboratory reports. All labs are due one week prior to the start of Regents exam week. Labs are conducted throughout the school year and the science teacher will communicate to students' families on a quarterly basis if a student is not on track to hit the 1200 minutes along with a plan to make up any labs. Labs count for 20% of the class grade. Students who do not meet the 1200 required lab minutes will not be allowed to sit for the NYS Regents exam.

Academic Focus Periods

Overview:

Academic Focus periods are a time to develop study skills, review for upcoming tests and quizzes, and complete schoolwork. Intervention is a scheduled period for students to receive Academic Intervention Services or to complete homework assignments, projects and review for current courses. Each student is assigned to an intervention based on need and/or scheduling requests and should use those periods constructively. Therefore, we will follow these guideline interventions to ensure an atmosphere of academic responsibility.

Response to Intervention (RTI) at Maritime

Maritime uses NWEA MAP assessments, state test scores, and classroom performance data to identify students who may benefit from additional academic support. The Student Services and Curriculum team reviews each student's performance and determines eligibility for RTI services.

All eligible students continue to receive Tier 1 supports within their regular classroom instruction. In addition, students may be enrolled in Tier 2 small-group interventions or Tier 3 intensive small-group sessions. At the middle school level, these sessions take place during 9th period; at the high school level, they occur during study hall or Naval Science periods. Students are pulled between 1–3 times per week, depending on individual need and scheduling availability. These sessions target foundational skill development and utilize data-based practices and instructional technology, including Lexia and IXL, to monitor progress and guide instruction.

Progress is reviewed after each 8-week intervention cycle using classroom assessments and intervention data. Decisions regarding a student's continuation or exit from the program are made collaboratively by the Student Services and Curriculum team in consultation with classroom teachers. Students who demonstrate sufficient growth may exit the program, while others continue with adjusted supports as needed.

High School Retention Policy (Grades 9 - 11)

At the end of the year, any 9th, 10th or 11th grade student who has a cumulative GPA below 65% for any class required for graduation should attend summer school either at Maritime or in their home district in order to stay on pace for their graduation year.

Course Retention

Any student who does not attend or does not pass summer school will have to repeat the course or one similar the following year.

Grade level Retention

Any student who does not attend or does not pass summer school and has failed 3 or more courses required for graduation may not be promoted to the next grade level. See the course pathways for graduation.

High School Retention Policy (Grade 12)

At the end of the year, any 12th grade student who has a cumulative GPA below 65% for any class required for graduation and/or

does not have the minimum 24 credits needed for graduation, and/or who did not pass their senior capstone project will not graduate and hence will not participate in the graduation ceremony. If graduation is scheduled before the completion of NYS Regents exams, students who still need to pass a Regents exam(s) may be allowed to attend graduation but will receive a "blank diploma" until they have met the Regents requirements. Students will have the chance to remediate their senior capstone project prior to the graduation date. If a student attends summer school and passes the course/Regents exam, they will receive their diploma once all of the NYS graduation requirements have been met.

Course Credit Requirements for Graduation

In order to graduate from WNY Maritime Charter School a total of 24 high school credits must be earned.

Growth Measure Testing

Growth Measure assessments are given at least 3 times per year in grades 5-8 in Reading Comprehension and Math and Science (5th and 8th). These tests are adaptive to the individual student and the information provided helps teachers make informed decisions to adapt instruction in order to impact student academic growth.

Naval Science Course Requirements

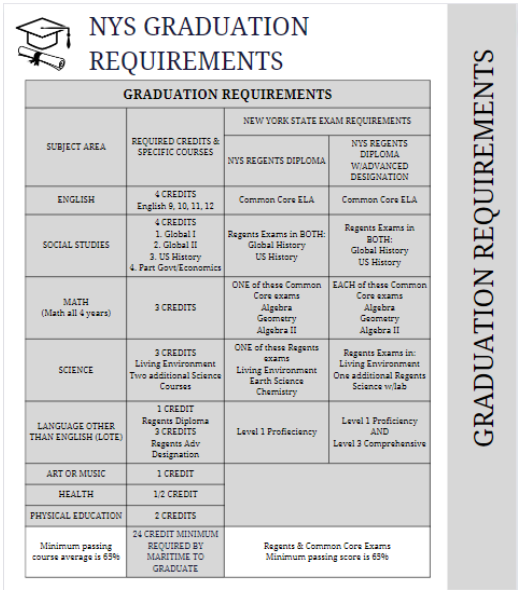
All WNYMCS NJROTC Cadets will be enrolled in a Naval Science course each school year. Entering Cadets, regardless of classification (freshman, sophomore, etc.), will take Naval Science 1. The normal sequence of Naval Science is 1, 2, 3, and then 4, but as long as a Cadet has taken Naval Science 1, a Cadet may take any of the other three courses if there is a scheduling conflict preventing the Cadet from taking the next normal sequential course. Cadets must be in good standing in accordance with the NJROTC Regulations, Section 3-4. Recruits (new to Maritime) must successfully complete the NJROTC Basic Leadership Training over the summer in order to be in good standing in the program. Cadets risk disenrollment from the NJROTC Program, as outlined in NJRTOC Regulations, Sections 3-5: Cadet Disenrollment: 1. Failure to maintain the standards required for enrollment; 2. Lack of aptitude, indifference to training, disciplinary reasons, or undesirable character traits; 3. Failure to meet the terms of probation or to correct the deficiency or deficiencies cited as the reasons for placing the cadet in a probationary status; 4. Receiving a final failing grade in any Naval Science course; 5. Disenrollment from the school; or 6. Request of the individual student.

Report Cards

Quarterly Report Cards and five-week progress reports are available through the eSchool Parent Portal. An email, call or text from our messaging system will be sent to the families notifying them when they are 'live" and ready for viewing. Please see the school website or contact the Director of Technology for more information regarding the Parent Portal. Parents can track their child's grades through the Parent Portal. Teachers will have academic grades updated on a regular basis so that parents have accurate information about their child's academic standing when accessing the Parent Portal. Please note, the Parent Portal will close approximately one week before the close of the quarter. The Portal will re-open at the start of the new quarter.

Special Education/Section 504

Students who are deemed eligible and classified with a disability affecting their educational progress by the Committee on Special Education, or through Section 504 by the building-based level team, will be provided support as indicated on their Individual Education Program (IEP) or 504 Plan. The laws and regulations governing the provision of educational services will be followed. As required by law, school representatives and parents will assist in the development of the IEP's or Accommodation Plans, and all will work actively to design programs emphasizing student participation in the least restrictive environment. Certified Teachers will oversee IEP implementation for special education students and accommodate the individual learning needs of all students. General education teachers work as active team members in the service of each student's needs in the classroom. With appropriate program modifications/accommodations and/or services, students will be expected to achieve their goals and earn a diploma in accordance with NYS Education Department regulations. If you suspect a disability or an impairment could be affecting your child's academic/social/emotional progress at school, please contact the Director of Student Services at 716-842-6289 x3343



NYS GRADUATION REQUIREMENTS

GRADUATION REQUIREMENTS			
SUBJECT AREA	REQUIRED CREDITS & SPECIFIC COURSES	NEW YORK STATE EXAM REQUIREMENTS	
		NYS REGENTS DIPLOMA	NYS REGENTS DIPLOMA W/ADVANCED DESIGNATION
ENGLISH	4 CREDITS English 9, 10, 11, 12	Common Core ELA	Common Core ELA
SOCIAL STUDIES	4 CREDITS 1. Global I 2. Global II 3. US History 4. Part Govt/Economics	Regents Exams in BOTH: Global History US History	Regents Exams in BOTH: Global History US History
MATH (Math all 4 years)	3 CREDITS	ONE of these Common Core exams Algebra Geometry Algebra II	EACH of these Common Core exams Algebra Geometry Algebra II
SCIENCE	3 CREDITS Living Environment Two additional Science Courses	ONE of these Regents exams Living Environment Earth Science Chemistry	Regents Exams in: Living Environment One additional Regents Science w/lab
LANGUAGE OTHER THAN ENGLISH (LOTE)	1 CREDIT Regents Diploma 3 CREDITS Regents Adv Designation	Level 1 Proficiency	Level 1 Proficiency AND Level 3 Comprehensive
ART OR MUSIC	1 CREDIT		
HEALTH	1/2 CREDIT		
PHYSICAL EDUCATION	2 CREDITS		
Minimum passing course average is 65%	24 CREDIT MINIMUM REQUIRED BY MARITIME TO GRADUATE	Regents & Common Core Exams Minimum passing score is 65%	

GRADUATION REQUIREMENTS

Student Information

Emergency Information Form
During the first week of school or upon registration, parents/guardians complete the School Emergency Contact Form (you can have a copy of this sent home with your child). Having this information returned promptly and correctly is very important. You should immediately contact the school office staff to update your family's emergency information any time a change occurs during the school year.

Telephone Number and Address Changes
Parents are to notify the school immediately if there is a change in their address, telephone number, or person to contact in an emergency. This information is very important in case a student becomes ill or injured during the school day. The Change of Address form is available on our website or call the main office at your child's building and one will be provided to you.

Parent/Guardian Communication via phone calls or e-mails
Teachers are required to return phone calls or emails to parents or guardians within 48 hours.

Course Google classrooms
All teachers have a Google Classroom for each subject area they teach.

Start and dismissal of class
Students are allowed four minutes of passing time between all classes. Students are expected to be in their classrooms before the bell, standing behind their desks at parade rest, and prepared to begin learning as the class period begins. Teachers will close their doors at the start of class and provide a consequence for late students. Teachers are expected to greet and dismiss students in a consistent and organized manner each class period according to team or department expectations. Teachers are to be fully present and aware when students are entering and exiting the classroom.

It is important that classes are not dismissed until the room is clean and the furniture is in order. Students are expected to assist each other, cleaning items even if they did not personally create the mess. This expectation requires teachers to plan ahead and leave sufficient time for the cleanup process.

Classroom seating
Seating of students in the classroom is at the discretion of the teacher. Seating decisions are designed to enhance the learning of all students in the classroom.

Classroom supplies
Each subject will have an organizational structure in which students store work during a quarter. Handouts for binders and folders will generally be three-hole punched. Work should be completed on loose-leaf sheets for insertion in the folder, unless the teacher specifies that the assignment must be typed. The binder organizational system and dividers will be set up according to teacher specification.

Presentation of Work
Students are expected to present their work according to teacher specifications.

Extra-Curricular Activities
Participation by Cadets in all extra-curricular activities, including the "NJROTC" teams, requires that a Cadet remain in good academic standing.

Athletics
After school athletics are open to 9th-12th grade students who are in good academic standing and have a current physical on file at school. Note: Final Spring grades determine Fall sports eligibility. Students planning to participate in sports should pay careful attention to the following requirements:

1. Physical Examination: Must be current (valid for two years; unless otherwise noted) and have it on file in the Health Center before you will be allowed to try out for sports
2. Medical and Dental Insurance: This is strongly recommended
3. Parent Consent Form: Parents or guardians must consent to the student participating in the sport
4. Emergency Medical Treatment and Transportation Authorization Form:
    a. Must be turned in BEFORE the 1st day of practice.

5. Concussion Information Form: Parent or guardians must read and sign the form showing they understand the information provided
6. Acknowledgement by the student and their parent/guardian of WNY Maritime Charter School eligibility and training requirements
    a. Students must be passing all classes to participate in interscholastic sports
    b. Students who do not meet the above grade requirements can still turn out for the sport but will be placed on academic warning. If grades do not improve within 2 weeks, students will be placed on academic probation where students may practice with the team but will not be permitted to participate in games/matches.
    c. All high school students or students from other schools are allowed at WNY Maritime but are subject to a search before entering games.

Building Safety

Visitors - Building Security
All adult and student visitors including volunteers to the school need to sign in with the main office upon arrival in order to receive a visitor badge.

Lockers
School lockers will be assigned to each student and are school property. Sharing lockers and combination security information is prohibited. Each student must use the lock issued on the locker assigned. Students must ensure that locks and lockers are secured at all times. Unlocked lockers will be locked to avoid potential theft until the student can be notified. WNYMCS is not responsible for lost or stolen items which are not normally authorized for use in school including all electronic devices. You will have to pay to replace the lock if you lose or misplace it.

Attendance Policy

Student attendance is a right and a responsibility and WNY Maritime is an active partner with the students and their families in the task of ensuring that all students meet or exceed the NYS Learning Standards. WNY Maritime recognizes that consistent school attendance, academic success and completion of the school program all have a positive correlation.

Student Arrival

- Students should be at school no later than 7:30am - School begins 7:40am
- Students driven to school by their families should arrive no later than 7:30 am unless they are participating in the breakfast program. The breakfast program operates between 7am and 7:30 am. Students participating in the breakfast program should report to the mess hall
- No admittance to the building before 7am.

Student Dismissal

- Dismissal for students picked up by a parent/guardian or those walking is HS-2:38pm/MS-2:25pm; any student staying for other reasons should be picked up no later than 3pm
- Parents need to provide written notice in advance of any changes in their child's dismissal schedules. While written notification is preferred, the school will honor "emergency" requests to the school office personnel from parents by telephone. Please contact the school with emergency request before noon if possible

Student Released to Adults Only

Students are only able to be released to a person above the age of 18 listed on the emergency form/in eSchool. In order for a child to be released to a family member/friend whose name is not listed on the Emergency Contact Form, the office must receive a note from the parent/guardian approving such a release. The adult must show identification to the Main Office before signing the student out.

Attendance Requirements

- Full year courses - Students are not allowed to miss more than 20 classes (including both excused and unexcused). If more than 20 classes are missed the student could lose the ability to sit for the state exam or final assessment. Students may also lose credit for the class. In extreme cases Child Protections Services (CPS) will be notified.
- Half year courses - Students are not allowed to miss more than 10 classes (including both excused and unexcused). If more than 10 classes are missed the student could lose the ability to sit for the state exam or final assessment. Students may also lose credit for the class. In extreme cases Child Protections Services (CPS) will be notified.

Absences
When a student is absent in the morning, the school messenger system will generate a "call" home, which may also include an SMS text message to the primary contact listed in our Student Information System.

Chronic absenteeism is defined as missing 10% or more days enrolled of the school year for any reason, including excused and unexcused absences. A student is considered absent on any school day when they miss more than 50% of their scheduled classes (NYS Education Law § 3205). Please ensure that your child is in school to avoid any issues.

Procedures if your child will be absent: (High School 716-842-6289 / Middle School 716-898-2130)

1. On the day of the absence, a parent or guardian must call the school to report the absence. Failure to notify the school will result in the system calling the parent at home or work to report the missing student.
2. Students are required to provide a note the first day they return to school, for it to count as an excused absence. *Notes cannot be accepted after the deadline and the absence will permanently be an unexcused absence.* Please see the list below for acceptable excused absences:
    a. Sickness (for illness where more than 3 days is missed in a row a Doctor's note must accompany the child upon their return to school)
    b. Death in the Family
    c. Required Court Appearance (letter from court must accompany student upon return)
    d. Scheduled appointment with a physician/dentist/other provider (Original note from Health Care provider must be provided upon return)
    e. College Visit (2 per year, pre-approved by the Guidance Counselor and with a note from the college upon return)
    f. Religious Observation (upon the request in writing signed by the parent or guardian)
    g. School function/Field Trip
3. The following reasons are not considered excused absences even if a note is provided:
    a. Family Vacation/Travel
    b. Baby-sitting younger siblings/family
    c. Permit test/Driver's license test
    d. Employment obligations of the student

Truancy
Truancy is the deliberate action by a student to miss a full or partial day of school without the approval of a parent/guardian. A parent/guardian who is aware of and allowing such absence is violating school law.

Disciplinary Consequences for Absence
1. Any student who is absent more than 1 half day on the day of a sporting event or school related function will not be allowed to participate in that function.
2. After 3 unexcused absences, parents/guardians will receive a phone call from the attendance clerk.
3. After 6 unexcused absences, a student's parents will be notified in writing of the concern about absenteeism. A parent conference will be requested to discuss what can be done to encourage the student to attend school by the school counselor and school's administration.
4. After 10 days of unexcused absences, there will also be a home visit, another parent meeting will be requested with administration and counselor.
5. After 15 days of unexcused absences, students and parents will be referred back to school administration for progressive intervention.
6. After 20 unexcused absences, parents will be notified by certified mail and phone call. They will also be referred to Child Protection Services (CPS) for Educational Neglect.

Tardiness to School
Tardiness is defined as any student not being in his or her class when the bell rings. First period begins promptly at 7:40am and all students are required to be here.

1. Students who arrive late without a parental excuse are considered unexcused.
2. All notes for being tardy must be handed in the following day.
3. The only acceptable excuses for being tardy are as follows:
    a. Scheduled health appointment – doctor/dental note must be provided
    b. Required Court appearance – note from court must be provided
    c. Bus provided from school is late – This does not include NFTA bus riders
4. The following reasons are not considered excused tardies:
    a. Over-sleeping
    b. Missing the school bus/NFTA Bus
    c. Having to get younger siblings on the bus
    d. Traffic problems unless approved by administration

e. Getting a ride with someone else

Consequences for Tardiness
Any student who is late for school without a valid excuse will be required to:

1. Serve lunch detention
2. Multiple unexcused tardies within the same week will result in after-school detention
3. Any student who has an unexcused tardy on the day of a sporting event, or school function will not be allowed to attend the event after school
4. After 5 unexcused tardies to school, a student will have a referral to the appropriate staff member, (i.e. school counselor, nurse, social worker) for a mandatory conference
5. After 8 unexcused tardies to school, a student will be referred to administration for parent contact/conference
6. After 10 unexcused tardies to school of any type, school personnel may conduct a home visit.

Early Departures
Any student who needs to leave school before dismissal, must submit a note from their parent/guardian to the main office when arriving in the morning. The time and reason must be included. Parents should report to the desk window upon arrival to sign their child out. If a written request is not possible, please notify the front office by 12:00 noon.

Class Cuts or Skipping Class
Teachers take muster (attendance) at the beginning of each class. Names of students are checked against those who are absent in eSchool. Those students who are not in class, but are not absent in eSchool will be reported as skipping class and will be disciplined progressively according to the frequency of skipping.

Intervention Strategies
Other than those mentioned above, a variety of strategies may be employed when a pattern of absences, tardiness, or early departures have been identified. These strategies include but are not limited to:

1. Referral to appropriate school personnel (i.e. School Counselor, Nurse, or Student Support Team (SST));
2. Referral to Child Protective Services (CPS) for educational neglect

Making up Assignments
Each student must make arrangements with their instructor to obtain make-up assignments for absences. The instructor will establish firm guidelines and timelines for each individual case.

Emergency School Closing Information

The Commandant of WNY Maritime Charter School is responsible for school closings. All school closings will be posted on television channels 2, 4, & 7 and radio station WBEN as soon as possible in relation to the emergency. If it is necessary to evacuate the building during the day, students may be moved to an alternate site prior to dismissal. No students will be released until all students have arrived at the new location and are accounted for. In some cases, students may need to be dismissed before the end of the regular school day without prior notice. Families should be prepared with an emergency plan for such occasions. Contacting the school to set up last minute arrangements should not be part of your family plan. It is vital that all students know where to go in case no one is home when they arrive. All students should know their family's emergency plan and its alternatives.

Bus Transportation and Student Conduct Responsibilities

Student safety is the primary concern of the transportation department. Students whose conduct is not acceptable will be subject to disciplinary action by the bus driver, transportation provider, and/or the school. The bus driver has full authority at all times and may remove disruptive students from the bus. If parents have any questions regarding transportation, including discipline issues on the bus, please call the Main Office of your child's school (High School 716-842-6289 / Middle School 716-898-2130).

Student Discipline/Removal from Bus
Transportation is a privilege and students may be prohibited from riding a school bus, either temporarily or permanently by the Commandant or designee, when the actions, activities or behavior of the student necessitate such action. Removal from the bus will be progressive, with a verbal warning, or one, three and 5-day suspensions, as outlined in the Discipline Policy. After a 5 day suspension is served, the next incident may result in permanent removal from the bus subject to the student, and their parent, having the right to an informal conference with the school concerning the conduct and penalty involved. For any suspension, it shall be the parent's responsibility to transport their child to and from school. This is necessary in order to preserve the safety of all children at WNYMCS. Based on the nature of the incident, the Commandant retains the right to remove a student from the bus immediately in instances where the physical safety of the student or others is at risk.

Eligibility for Transportation
A student's home district of residence is responsible for providing a charter school student with transportation to and from school on the same basis as a nonpublic school student. It is the parent/guardian's responsibility to arrange bus transportation and you must contact them as soon as possible but before April 1st. If you need assistance with this, please contact our Main Office. All of the same expectations apply to any student riding a bus.

Students with Exceptional Educational Needs
Special transportation provision will be arranged based upon the Individualized Educational Plan (IEP).

After School Activities
For all after school activities, it is the parent's responsibility to provide transportation home. A child assigned detention is excluded from all activities until the detention is served. Students must be picked up on time for after school activities or they may be unable to participate.

After School Detention
If your child is assigned detention, it is the parent's responsibility to provide transportation home.

Student Code of Conduct

Introduction:
The Code of Conduct has been aligned with the New York State Culturally Responsive-Sustaining Education Framework and has been developed with input and feedback from community stakeholders, including parents, students, staff, Board Members, and administration. Western New York Maritime Charter School maintains the authority and responsibility to establish, implement, and enforce disciplinary measures necessary to ensure the safety, order, and proper functioning of the school community. Pursuant to New York State Education Law §2801 and the school's Code of Conduct, all cadets/candidates are required to comply with assigned disciplinary consequences, including but not limited to detention, Extra Military Instruction (EMI), or other corrective measures issued by school personnel. Parents/guardians and cadets/candidates do not have the authority to refuse or override disciplinary consequences assigned in accordance with the Code of Conduct. Failure to comply with an assigned consequence will be treated as insubordination and may result in additional disciplinary action, up to and including suspension, as permitted by Education Law and school policy. All disciplinary measures are administered fairly, consistently, and in alignment with due process requirements under New York State Education Law.

Solution Focused Trauma Informed Care
All schools and educators work with children who have experienced trauma. Schools have an important role to play in providing stability and a safe space for children and connecting them to caring adults. In addition to serving as a link to supportive services, schools can adapt curricula and behavioral interventions to better meet the educational needs of students who have experienced trauma.

Candidates and Cadet's Expectations
Students share the responsibility for making their school a safe and secure environment for learning. They should take an active part in the development of the expectations and the consequences of the code of behavior.

Students are expected to:
- Treat others with courtesy, kindness, and respect
- Attend school regularly and be on time for school and all classes
- Come to class with all appropriate materials
- Be prepared for class with the appropriate materials and any outside work completed

Students are prohibited from:
- Engaging in conduct that is disruptive, insubordinate or disorderly
- Participating in cheating or plagiarizing their work or the work of others
- Engaging in conduct that is violent
- Engaging in any conduct that endangers the safety, morals, health or welfare of other
- Engaging in harassing behaviors that are physical, verbal or sexual

Essentials for Success at WNYMCS
- *Self-Control:* The ability to control one's emotions and actions under adverse conditions. If you cannot control yourself, you cannot lead others.
- *Self-Discipline:* The ability to continue to strive toward one's goal without dependency on outside control, punishment or reward. If you cannot motivate yourself, you cannot motivate others.
- *Self-Esteem:* The internal feeling of pride and confidence in oneself that, regardless of the difficulty, self-control is exerted. If you do not have self-esteem, leadership is weakened.
- *Leadership Skills:* Leadership is not obtained by faulting others, but by the realization that "I am what I make myself, and

only when I make myself someone whom others respect, will I then acquire leadership." If you do not exert leadership skills, your school, job, family, friends, or country may not be able to depend on you.

Salutes
The salute is a traditional sign of respect and greeting extended to all officers of the Armed Forces of the United States of America and high-ranking government dignitaries. At WNY Maritime Charter School, all Cadet Officers and adult Military Officers,whether a member of the school staff or not, merit salutes. Below, you will find descriptions and the process for carrying out salutes.

The Commandant, when entering a room, location (indoors or outdoors), or deck shall be acknowledged at all times with the order, "Attention on deck!". The first person that notices the Commandant entering the space, should call "Attention on Deck" in which everyone stands until the Commandant says, "Seats". No other school official receives this command.

NJROTC Responses
At WNYMCS Candidates and Cadets are expected to follow the five (5) proper responses embedded in our school culture:

a. Yes sir/ma'am.
b. No sir/ma'am.
c. Aye, aye sir/ma'am.
d. No excuses sir/ma'am.
e. I do not know, but I will find out the answer sir/ma'am.

Dignity for All Student Act (DASA)

New York State's Dignity for All Students Act (The Dignity Act or DASA) seeks to provide the State's school students with a safe and supportive environment free from discrimination, intimidation, taunting, harassment, and bullying on school property, the school bus, and/or at school functions. The Act and implementing regulations contain provisions requiring schools, among other things, to (1) modify their Codes of Conduct to include prohibitions on harassment, bullying, and discrimination, and distribute such Codes to students and their parents; (2) train school employees on topics of bullying, harassment, and discrimination; (3) designate Dignity Act Coordinators for the school; and (4) provide students with instruction intended to discourage harassment, bullying, and discrimination. Pursuant to DASA, WNYMCS seeks to create an environment free of harassment, bullying, and discrimination, to foster civility in its schools, and to prevent conduct which is inconsistent with its educational mission. Consistent with that goal, the School prohibits all forms of harassment and bullying of students by employees or other students on school property and at school functions. WNYMCS further prohibits discrimination against students, including but not limited to those acts based on a person's actual or perceived ethnicity, national origin, disability, intellectual ability, measures of achievement or aptitude, athletic ability, race, creed, gender, religion or ancestry, by school employees or other students on school property and at school sponsored activities and events that take place at locations off school property. In addition, other acts of harassment, bullying, and/or discrimination which can reasonably be expected to materially and substantially disrupt the education process may be subject to discipline or other corrective action.

Dignity Act Coordinator
At WNYMCS we will designate at least one (1) employee holding such licenses and/or certifications as required by the Commissioner to serve as the Dignity Act Coordinator(s). Each Dignity Act Coordinator (DAC) will be trained to handle human relations in the areas of race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender and sex. Training will also be provided for DACs which addresses: the social patterns or harassment, bullying, and discrimination, including but not limited to those acts based on a person's actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender, and sex; the identification and mitigation of harassment, bullying, and discrimination; strategies for effectively addressing problems of exclusion, bias, and aggression in educational settings. All DAC appointments will be approved by the Board of Trustees.

WNYMCS will share the name, designated school, and contact information of each Dignity Act Coordinator with all school personnel, students, and parents/persons in parental relation. This will be done by posting in highly visible places in each school building; making the information available at school offices; by placing the information on the School website; and by providing the information to parents and persons in parental relation in at least one School mailing or other method of distribution each year. Any change of appointment of a Dignity Act Coordinator will be posted on the School website and on posted notices in the buildings as soon as practicable after such appointment.

If a Dignity Act Coordinator vacates his/her position, another school employee shall immediately be designated for an interim appointment as Coordinator, pending approval from the Board of Trustees within thirty (30) days of the date the position was vacated. If a Coordinator is unable to perform the duties of the position for an extended period of time, another school employee shall immediately be designated for an interim appointment as Coordinator, pending the return of the previous Coordinator to the position.

Training And Awareness
Each year, employees will be provided with training to promote a supportive school environment that is free from harassment, bullying, and/or discrimination, and to discourage and respond to incidents of harassment, bullying, and/or discrimination, and to

discourage and respond to incidents of harassment, bullying, or discrimination. Such training may be provided in conjunction with existing professional development, and will: Raise awareness and sensitivity to potential acts of harassment, bullying, and/or discrimination;

1. Address social patterns of harassment, bullying, and/or discrimination and the effects on students
2. Inform employees on the identification and mitigation of such acts;
3. Enable employees to prevent and respond to incidents of harassment, bullying and/or discrimination;
4. Make school employees aware of the effects of harassment, bullying, cyberbullying, and/or discrimination on students;
5. Provide strategies for effectively addressing problems of exclusion, bias and aggression;
6. Include safe and supportive school climate concepts in curriculum and classroom management; and
7. Ensure effective implementation of school policy on conduct and discipline.

Reports and Investigations of Harassment, Bullying and/or Discrimination
Rules against bullying, discrimination, and/or harassment will be included in the Code of Conduct, publicized School-wide, and disseminated to all staff and parents. Any amendments to the Code will be disseminated as soon as possible, following their adoption. New teachers will be provided a completed copy of the current Code upon their employment, and an age-appropriate summary will be distributed to all students and their parents/guardians at the beginning of each school year.

The Commandant or Commandant's designee will lead and/or supervise the thorough investigation of all reports of harassment, bullying, and discrimination, and ensure that such investigations are completed promptly after receipt of any such reports. All investigations will be conducted in accordance with the law, the WNYMCS's Code of Conduct, and applicable School policy and procedure. In the event allegations involve harassment, bullying, and/or discrimination on the basis of race, color, religion, national origin, sex, sexual orientation, or disability, the school may utilize the procedures set forth in federal or New York State law and their implementing regulations, and in such protocols as may be adopted by the School. Where appropriate, the Dignity Act Coordinator or such other individual conducting the investigation, may request that the Board of Trustees authorize retaining outside assistance or expertise in investigating, responding to, and remedying complaints of harassment, bullying, and/or discrimination.

In the event any such investigation reveals harassment, bullying, and/or discrimination, the School will take prompt action reasonably calculated to end the harassment, bullying, and/or discrimination, eliminate any hostile environment, create a more positive school culture and climate, prevent recurrence of the behavior, and ensure the safety of the student or students against whom such harassment, bullying, and/or discrimination was directed. Such actions will be taken consistent with applicable laws and regulations, School policies and administrative regulations, and collective bargaining agreements, as well as the School's Code of Conduct and any and all applicable guidelines approved by the Board.

The Commandant, or his/her designee may notify the appropriate local law enforcement agency when it is believed that any incident of harassment, bullying, and/or discrimination constitutes criminal conduct.

The administration of the middle school and high school shall provide a regular report (at least once during each school year) on data and trends related to harassment, bullying, and/or discrimination to the Board of Trustees. Such a report shall be submitted in a manner prescribed by the Board.

WNY Maritime Charter School will annually report material incidents of harassment, bullying, and/or discrimination which occurred during the school year to the State Education Department. Such a report will be submitted in a manner prescribed by the Commissioner, on or before the basic educational data system (BEDS) reporting deadline or such other date as determined by the Commissioner.

1. Prohibition of Retaliatory Behavior (Commonly known as "Whistleblower" Protection)
    a. Pursuant to Section 16 of the Education Law, any person who has reasonable cause to suspect that a student has been subjected to harassment, bullying, and/or discrimination by an employee or student on school grounds or at a school function, who acts reasonable and in good faith and reports such information to school officials, the Commissioner of Education or law enforcement authorities, or otherwise initiates, testifies, participates, or assists in any formal or informal proceedings, will have immunity from any civil liability that may arise from making such report, or from initiating, testifying, participating, or assisting in such proceedings. Furthermore, the Board prohibits any retaliatory action against any person who, acting reasonably and in good faith, makes a report of harassment, bullying, and/or discrimination, or who otherwise initiates, testifies, participates, or assists in the investigation of a complaint of harassment, bullying, or discrimination.

2. Publication of Policy
    a. At least once during each school year, all school employees, students, and parents will be provided with a written or electronic copy of this policy, or a plain-language summary thereof, including notification or the process by which students, parents, and school employees may report harassment, bullying, and

discrimination. Additionally, WNY Maritime Charter School will maintain a current version of this policy on its website at all times, as confirmed at the time of publication as referenced above.

3. Application
    a. Nothing in this policy or its implementing regulations should be interpreted to preclude or limit any right or cause of action provided under any local, state, or federal ordinance, law or regulation including but not limited to any remedies or rights available under the Individuals With Disabilities Education Act, Title VII of the Civil Rights Law of 1964, Section 504 of the Rehabilitation Act of 1973, or the Americans with Disabilities Act of 1990.
4. Current Dignity Act Coordinator
    a. For the 2026-2027 school year, and until successors are appointed by the Board of Trustees, the Dignity Act Coordinator at WNY Maritime Charter School is Mr. Chris Lipuma c_lipuma@wnymcs.com

Links to further information regarding the formal DASA process and the DASA reporting forms can be found on the school website: https://www.wnymcs.com/page/dasa

Dignity Act Curriculum

The School will provide instruction with an emphasis on discouraging acts of harassment, bullying, and discrimination as part of an instructional component of civility, citizenship, and character education. This may be accomplished through a variety of methods, including: (i) specific "break out" lessons on character education separate from classroom curricular instruction; (ii) school assemblies; (iii) incorporation of instruction into curriculum; (iv) materials and programming from Positive Behavioral Interventions and Supports ("PBIS") from the U.S. Department of Education's Office of Special Education Programs; (v) materials and programming from harassment, bullying, and discrimination prevention programs; and (vi) outside speakers and guests.

Dress Code

The Commandant of Maritime Charter will be responsible for informing the students and their parents of the student dress code at the beginning of the school year and revisions to the dress code made during the school year. Students who violate the student dress code will be required to modify their appearance by covering or removing the item and, if necessary or practical, replacing it with an acceptable item. Any student who refuses to do so will be subject to disciplinary action in accordance with this Code of Conduct.

All students are expected to give proper attention to personal cleanliness and to dress appropriately for school and school functions. WNYMCS has adopted a student dress code. Students and their parents have the primary responsibility to ensure acceptable student dress and appearance. Teachers and all other personnel should exemplify and reinforce acceptable student dress, and help students develop an understanding of appropriate appearance at school.

Middle School Dress Code:

Candidates will wear the school uniform which consists of the following:

Khaki/Polo Uniform to be worn on non-PE days:

- Maritime Polo Shirt
- Tucked in male, female optional tuck in
- White crew neck t-shirt underneath
- Plain white, cream or black long sleeve underneath in cold weather
- Khaki pants - no leg pockets, not tight, not sagging, no rips
- Belt/ Crew Socks - black, brown, navy
- Shoes -Black shoes or black sneakers (If students wear boots in the winter, they must change into sneakers upon arrival to school)

PT Uniform for PE days:

- School issued PE t-shirt tucked in, shorts, sweatshirt, sweatpants, white crew socks (in the warmer months, shorts and t-shirt alone or t shirt and pants are permitted)
- Sneakers (that can be played in - these will crease)

NJROTC Uniform Regulations (9th-12th) and Grooming Standards

The Navy uniforms issued to each Cadet are to be worn only as prescribed by the Senior Naval Science Instructor. Wearing the Navy uniform is both a privilege and a benefit of attendance at WNYMCS. It is not only a requirement but also a true responsibility. Cadets MUST be in the uniform prescribed each and every day of the school year. Civilian articles of clothing shall not be worn with the uniform.

Cadets not wearing the proper uniform clothing will be addressed by their Naval Science instructor and given an opportunity to correct the uniform/grooming violation. This may mean utilizing NJROTC/school resources or the Cadet could contact home to find a solution. If the issue persists, they may be referred to the Dean of Cadets.

Cadets are also expected to be in a complete uniform while traveling to and from school including after sports or NJROTC practices. The wearing of civilian coats is not allowed. Mixing Navy uniform articles of clothing and civilian clothing is disrespectful to the uniform of the United States Navy and its traditions and will, therefore, not be done.

Grooming

The Navy uniform is more than wearing the proper garments and materials; it also consists of grooming standards. The U.S. Navy and NJROTC Uniform Regulations must be followed and are specific on how people in the Navy are expected to groom themselves. WNYMCS follows these protocols. Cadets may not write, draw or otherwise mark the exposed areas of their body. It renders an unprofessional appearance.

Tattoos

Students will not be accepted to WNYMCS with visible tattoos that are obscene, sexually explicit, gang-related or that advocate discrimination. Cadets who get such tattoos are subject to dismissal from school. Tattoos may not be applied to the head, face, neck or scalp. Visible tattoos on the lower arm and hands are to be discouraged and will be scrutinized.

For Male Cadets:

1. Hair: Keep hair neat, clean and well groomed. Hair above the ears and around the neck shall be tapered in the back and on the sides from the lower natural hairline upwards. The hair fades from zero to no more than 3/4 inch to blend with hairstyle. Hair on the back of the neck must not touch the collar and excess hair below the back hairline must be shaven. Hair shall be no longer than three inches and may not touch the ears, collar, extend below eyebrows when headgear is removed, show under front edge of headgear, or interfere with properly wearing military headgear. The bulk of the hair shall not exceed two inches and must not interfere with properly wearing military headgear. The cover must rest on the head of the Cadet and not on the hair. The following are not authorized male hairstyles: "Bowl", "Faux Hawk", "Undercut", "Faded Twists", "Tapered Fro" with excessive height, or any style with an unnatural or knowingly made cuts. Other haircut styles that do not present a tapered appearance are not authorized. Males are not authorized to wear braids, cornrows, or dreadlocks (unkempt, twisted, matted, individual parts of hair) while in uniform (both NJROTC and Maritime PT Gear). No dyes, tints, bleach or hair colorings are permitted; hair must be a single color which looks natural. Faddish hairstyles are not authorized including twists put into the hair. Hair brushes, combs, plastic, plastic bags, or picks will not be carried in any uniform jacket or trouser pockets and must be kept in the locker.
2. 

Sample Male Haircuts to Naval Regulation Standards:

3. Sideburns: Keep sideburns neatly trimmed and tailored in the same manner as the haircut. Sideburns shall not extend past the middle of the ear, shall be of even width (not flared) and shall end with a clean shaven horizontal line.
4. Beards and mustaches: Beards are not authorized; mustaches are allowed. Navy mustache regulations specify that no portion of the mustache may extend below the lip line of the upper lip. It is also not allowed to go beyond a horizontal line that extends across the corners of the mouth. Also, no goatee or patch below the lower lip is allowed.

No shaving exemptions will be authorized regardless of reason.

5. Fingernails: Fingernails will not extend past fingertips. They shall be kept clean with no colored nail polish.
6. Jewelry: Jewelry shall be worn within the following guidelines:
    - Rings: While in uniform, only one ring per hand is authorized. Rings may not exceed the size of a Maritime graduation ring.
    - Earrings: Not authorized. Additionally, no article or ornament shall be attached to or through the ear, nose, face or any other visible body-piercing. Tongue jewelry is not authorized.
    - Necklaces/chokers: While in uniform, necklaces may be worn but are not to be visible.
    - Wristwatch/bracelets: While in uniform, one wristwatch and one bracelet may be worn. The wristwatch and band must be gold, silver or black in color. Brightly colored, "designer" wristwatches are not authorized to be worn with the Navy uniform. Anklets (decorative) are not authorized while in uniform.
7. Eyebrows: Shaved, trimmed, or cut lines in the eyebrows are not permitted.
8. Backpacks: May not be carried in school between classes; they must be left in the Cadet's locker upon arrival. Cadets may use the Maritime School Bag to carry PT gear to PE class.

For Female Cadets

1. Hair:
    - Keep hair clean, neatly shaped and present a well-groomed appearance. Braids, if worn, must be neatly and inconspicuously secured at all points to the head and may not be dangle free at any point.
    - Hair may touch, but cannot fall below the horizontal line level with the lower edge of the back of the collar. Hair must not show under the front brim of any cap. The bulk of the hair shall not exceed one and a half inches, nor interfere with the proper wearing of the cap. Hair extensions are prohibited.
    - Buns must be fastened below the bottom edge of where the cover is worn and may not touch the cover nor fall below the bottom edge of the back of the collar. The bulk of the buns must not exceed three inches from the scalp outward and the diameter of the buns must not be more than the size of the back of the head while still allowing the cover to fit properly.
    - Pony tails are authorized. They must start at the back or the head where a normal bun would be placed and they cannot go below three inches from the bottom of the shirt collar.
    - Hair cannot be dyed another color and the Cadet's natural hair color must be maintained. Some minor highlights are allowed in Brown, Honey Brown, Brunette, or Dirty Blond and must look natural. No two-toned hair styles are permitted.
    - Hairstyles may never impede the ability of the Cadet to wear their combination cover or garrison cap in accordance with uniform requirements, as contained in the Cadet Field Manual.
2. Hair Ornaments: A maximum of two small barrettes may be used to secure the hair to the head. Additional hairpins, bobby pins, small rubber bands, or small thin fabric elastic bands may be used to hold the hair in place. The accessories must be the same color of the Cadet's hair. Headbands, scrunchies, combs, hair nets, claws and butterfly clips are not authorized.



3. Cosmetics:
    - Cosmetics shall be applied in good taste so that colors blend with natural skin tone and enhance natural features. Care should be taken to avoid an artificial appearance. Lipstick colors shall be conservative and compliment the individual. Black "lip liner" is not authorized.
    - False eyelashes shall not be worn when in uniform.
4. Fingernails:
    - Fingernails shall not exceed 1/4 inch measured from the fingertip. Choice of nail polish colors are limited to conservative shades of color (examples are posted in the school). Non-conservative colors like blue, black, purple, green, etc. are not authorized. Quarter-inch "French Tip" nails are authorized in white and off-white.
    - No sparkles, multicolor/multi-tone fingernails or fingernail designs are authorized. The Cadet's nails must be all the same color.
    - Fingernails must also come to a natural rounded edge. No unnaturally pointed fingernails are allowed.

5. Jewelry: Jewelry shall be in good taste while in uniform. Jewelry shall be worn within the following guidelines:
    - Rings: While in uniform, only one ring per hand is authorized. Rings may not exceed the size of a Maritime graduation ring.
    - Earrings: One earring per ear (centered on earlobe) may be worn with any uniform. Earrings shall be no larger than an 8mm ball (approximately 3/8 inch) which is gold, silver, pearl or diamond. No other article or ornament shall be attached to or through the ear, nose, face, or any other visible body-piercing. Tongue jewelry is not authorized.
    - Necklaces/chokers: While in uniform, necklaces may be worn but not visible.
    - Wristwatch/bracelets: While in uniform, one wristwatch may be worn. The wristwatch and band must be gold, silver, or black in color. Brightly colored, "designer" wristwatches are not authorized to be worn with the Navy uniform. Bracelets and ankle bracelets are not authorized while in uniform.

6. Handbag/purse/backpack: Handbags, purses and/or backpacks may not be carried in school between classes; they must be left in the Cadet's locker upon arrival. Personal hygiene items may be retrieved from Cadet's lockers on their way to the head. Cadets may use the Maritime Drawstring School Bag to carry PT gear to PE class. Zipper Binders may be used to organize the cadet/candidates school items, but must be checked in the morning to ensure compliance.



Uniform Responsibilities

All uniform items issued by the Navy remain the property of the Navy and are the responsibility of the Cadet to whom all garments and materials are issued. If an item is lost, stolen or damaged to the extent that it is not repairable for further wear due to the Cadet's negligence or misconduct, it is the responsibility of the Cadet (or parent) to reimburse the Navy, via Maritime, for that item. If an article is outgrown or worn out through normal usage, it will be replaced by the Navy at no cost to the Cadet. If an article requires minor repair for continued wear (such as replacing buttons, zippers, repairing minor tears or resoling shoes) this is also the responsibility of the Cadet (or parent). Loss of an article or clothing must be reported immediately to the Naval Science Instructor and arrangement made for reimbursing the Navy. In some cases, an extended payment plan may be made through the Naval Science Instructor. Cadets are advised to place their name or other identification on uniform items. Identification should not be visible when the uniform is worn. Relaxed Fit Jackets and Parkas are further identified by issue numbers.

Navy JROTC Uniforms
All Navy JROTC uniform requirements are contained in the Cadet Field Manual, Cadet Reference Manual and the U.S. Navy Uniform Regulations found on our school website. The Cadet Field Manual and the Cadet Reference Manual is updated each year and posted on the Naval Science Google Classroom for all new and returning cadets.
Specific Navy JROTC Uniform Requirements at WNYMCS

Uniform of the Day Schedule (HS)
Monday and Tuesday - Full NJROTC Uniform (inspection Ready) w/ Bates
Wednesday - Maritime/Military Branded Gear w/Sneakers
Thursday - Earned Khaki/Polo (Maritime) w/ Sneakers
Friday - Navy Issued PT Gear/Maritime PT Gear w/ Sneakers

Uniform of the Day Schedule (MS)
PE Days = Maritime PT Gear
Opposite Days - Maritime Polo and Khaki Pants with sneakers

Uniform inspections will be required:

1. *Cover (School Issued):* Cadets are required to wear their uniform cover (hat) when outside to and from school. The uniform cover is required for official functions, e.g., personnel inspections, field trips, or drill/color guard performances.
    a. When getting formally inspected in Naval Science or our annual Area Manager's Inspection, Cadets must wear the "Garrison Cap".
    b. The uniform covers must always have an anchor on them or the Cadet is considered "out of uniform." The anchors are to be worn on the left side of the "Garrison Cap" cover with the anchor post being two inches away from the front of the cover. The "Garrison Cap" cover cannot be folded in half front to back for it puts a permanent crease in the cover. The "Garrison Cap" cover cannot be put in the back pocket of the male trousers.
    c. Cadets can wear a plain black knit skull cap in place of the uniform cover when commuting to and from school only when the Commandant feels the weather allows. The plain black skull cap will be worn with a single fold and will be worn snugly on the head and only worn with the long all-weather jacket or peacoat (not with the relaxed fix jacket).
    d. Any other time a Cadet is in uniform, they may wear either the "Garrison Cap" or the NJROTC Khaki Ballcap.
2. *T-Shirt (Not issued by the Navy):* A plain white, crew neck (not V-neck) and short sleeve, t-shirt is to be worn by all Cadets with all uniforms. Cadets will not wear t-shirts with print or logos on them or wear any type of v-neck shirt. The tee shirt must fit properly; oversized t-shirts are not allowed. It is usually recommended that a Cadet wear a t-shirt that is one size smaller than they normally wear.
3. *Relaxed Fit Jacket (School Issued):* The Relaxed Fit Jacket (windbreaker style) may be worn for comfort with any uniform except Service Dress Blues. It shall not be worn in the classroom, halls and cafeteria or during inspections. The black skull cap may NOT be worn with this jacket.
4. *Peacoat (School Issued):* May be worn with any uniform for comfort or during cold weather. It shall not be worn in the classroom, halls and cafeteria or during inspections. The black skull cap may be worn with this jacket when authorized by the Commandant.
5. *NJROTC Collar Device (J-Bar) (School Issued):* Must be worn on the left collar of all uniforms at all times or a Cadet is considered "out of uniform". It should be worn 1 and 7/8ths inches from the middle of the "O" to the corner of the collar.
6. *Rank Device (School Issued):* Must be worn on the right collar of all uniforms at all times or a Cadet is considered "out of uniform". It should be worn 1 and 7/8ths inches from the middle of the device to the corner of the collar.
7. *Name Tag (School Issued):* Must be worn at all times or a Cadet is considered "out of uniform." For males, the name tag must be 1/4 inch above right breast pocket and centered. For females, the name tag must be centered on the right front crease and be 6 and 1/4 inches from the shoulder seam to the bottom of the name tag. Name tags must be worn also on black sweaters as well at all times centered on the Velcro patch.
8. *Ribbons (School Issued):* Must be worn on Wednesdays or a Cadet is considered "out of uniform." For males, the name tag must be 1/4 inch above left breast pocket and centered. For females, the name tag must be centered on the left front crease and be 6 and 1/4 inches from the shoulder seam to the bottom of the ribbon bar. When wearing ribbons, a Cadet cannot have a ribbon missing on his/her ribbon bar or the Cadet is considered "out of uniform."
9. *Completion Stars (School Issued):* One star is earned for each year successfully completed in the NJROTC program. They must be worn at all times or a Cadet is considered "out of uniform." For males, the star(s) are to be worn 1/4 inch above and centered on the left breast pocket. For females, the star(s) are to be a 1/4 inch and centered above the ribbons when worn or when no ribbons are worn, the star(s) must be centered on the left front crease and be 6 and 1/4 inches from the shoulder seam to the bottom of the star(s).
10. *Medals (School Issued):* The only medals allowed to be worn are ones authorized by the Senior Naval Science Instructor for wear on the uniform. Medals can only be worn when ribbons are worn, as well. If a ribbon and a medal are given for the same award, the Cadet must choose to wear either the ribbon or the medal. The Cadet cannot wear both. The

medals are to be worn at a maximum of 3 across and 5 down for a total of 15 medals. No more than 2 medals may be worn around the neck when wearing the uniform and must be approved by the Senior Naval Science Instructor.

11. *Aiguillettes (School Issued):* Organizational/Team Aiguillettes (Color Guard, Honor Guard, Drill Teams, Band, 50 Flags, etc.) may be worn daily. Positional and personal aiguillettes (Regimental staff, MAA, Leadership Academy, Supply, etc.) may be worn daily.
12. *Scarves (Not issued by the Navy):* Scarves may be worn with any NJROTC Issued Coat. They must be solid black, white, or cream colored. No scarfs can have patterns on them, e.g., plaid, polka dots, stripes, etc.. They shall not be worn in classroom or during inspections.
13. *Gloves (Not issued by the Navy):* Gloves may be worn for comfort with any uniform when any NJROTC issued jacket is worn. Gloves must be solid black. They shall not be worn in the classroom or during inspections or at any other time when not exposed to the elements.
14. *Overshoes/Boots (Not issued by the Navy):* Boots may be worn for comfort and to protect shoes during periods of snow. They must be removed or changed immediately upon arrival at school to prevent salt/water damage to the school floors.
15. *Caps/Earmuffs (Not issued by the Navy):* During the winter months (dates per the discretion of the Commandant), plain black stocking caps with no logos or black earmuffs may be worn. If the Cadet wears earmuffs, he/she must wear the Navy issued cover, as well.
16. *Uniform Buttons:* It is the responsibility of the Cadet to validate that all uniform items do not have missing or incorrect buttons on them. A Cadet is considered "out of uniform" if he is missing a button on his uniform. New buttons can be given by a Naval Science Instructor but Cadets are responsible for installing the new buttons. WNYMCS feels that the sewing of buttons is a life skill that all Cadets should learn.
17. *Socks (Not issued by the Navy):* Uniform socks are solid black with no other colors or logos. They should be made of undecorated, plain or ribbed knitted material. Knee length or mid-calf socks are the only socks authorized. Ankle socks are not authorized.
18. *Sweaters (School Issued):* Cadets must maintain the issued sweaters in proper order. Any holes, frays, or rips in the issued sweaters must be repaired and will be deemed as a uniform violation. It is possible to get a new sweater issued by the NJROTC if beyond repair. Name tags must be always worn on the sweaters. If a name tag is not on the sweater, the issue must be resolved immediately, or the Cadet should put the sweater in the locker and not wear it.

Polo and Khakis

Upon approval, Cadets may qualify to wear a Maritime polo shirt with khaki pants (High School Only) on authorized days. Khaki pants and shorts must be "khaki" in color (not brown) and should fit loosely. There are khaki cargo pants that can be issued by the US Navy if desired. The normal day of wearing of the Maritime polo shirt with khaki pants is typically on Thursday during the school year. All NJROTC uniform and grooming standards apply to the wearing of polo and khakis including hair, nails, bracelets (not being worn) and shaves (for males).

NJROTC Physical Training (PT) Uniform

Cadets are required to wear physical training (PT) clothing on Fridays. The set of official school PT clothing includes 1 crew neck t-shirt(yellow), 1 pair blue pair shorts and 1 pair blue sweatpants. Approved athletic footwear must be worn (no Crocs, slides, or sandals are permitted).

For PT days, Female Cadets can wear their hair pulled back into one mid or low ponytail secured with a hair tie that matches the hair color of that female Cadet. Any buns must also be on the back of the head and not moved to the top of the head.

All NJROTC uniform grooming standards apply including hair (except long ponytails for females), nails, bracelets (not being worn), no nose rings, and proper shaves (for males).

Physical Education Class, Clothing and Lockers

Cadets will wear appropriate athletic gear as defined under the section "Physical Training Uniform." Physical Education will consist of a considerable amount of running. Cadets will not be allowed to participate in Physical Education without proper athletic shoes (Sneakers will crease with use, so please wear ones that you can play in). Failure to come to class prepared will result in the assignment of "unprepared" for the day. No part of the NJROTC uniform is to be worn during physical education. Responsibility for proper dress and hydration procedures on one's own is important for the safety, health and wellness of the Cadet.

Dress Down Days & Dress Code

Periodically, the Commandant will authorize a "Dress Down Day" as a reward for overall good effort demonstrated by Cadets, or as a means of fundraising for school activities. While we recognize a Cadet's desire to dress comfortably, we know that the best learning is achieved when everyone is dressed in a neat, professional manner. Participation in "Dress Down Day" is a privilege, failure to maintain these standards will result in a loss of the privilege. Standards for "Dress Down Days" are listed below. These regulations are for wear during the school day. Appropriate outer-wear may be worn to and from school.

- No caps or hats are to be worn in school (except on authorized "spirit days").
- No wave caps or scarves.
- No sunglasses or novelty glasses are to be worn in school.
- No chains, no studded belts. Necklaces may be considered chains based on the size of the links. Characterization of whether a necklace is a chain will be made by Maritime Staff.
- No clothing or jewelry connected to gangs.
- No fraternity/sorority beads, jewelry, or other associated paraphernalia.
- No winter jackets may be worn in school. Hoodies and "light" jackets are authorized.
- No pajamas (except on authorized "spirit days").
- No shorts (unless authorized by Commandant).
- No yoga pants, or leggings unless worn under a dress, skirt or pants.
- No clothing with references to illegal drugs or inappropriate messages which are contrary to our Honor Code (i.e. "No Snitching").
- No clothing revealing breast cleavage or bare midriffs; males must wear trousers at their natural waist, no butt cleavage or underwear exposure (absolutely NO "sagging" will be tolerated.
- Clothing must be appropriately sized; not excessively tight to reveal body parts, nor excessively loose, allowing clothing to fall off the body.
- Skirts must reach the ends of the fingertips with arms extended at sides.
- No sandals, slides, open-toed shoes, or shoes with excessive high heels (this poses a safety issue and all Cadets must be able to walk normally). Crocs are authorized.
- Clothing may have rips, tears, holes, frayed edges as long as no skin or undergarments are showing.

Requests for School Work During Illness

It is not necessary to request homework for a one-day absence. If a child will be out for a few days and is well enough, parents may notify the Guidance department before 10:00 a.m. with their request for schoolwork. Assignments may be picked up in the office after 2:30 pm but before 3:30 PM.

School Health Office

Health Services are provided to promote and maintain the health of all school children. A Nurse is available during school hours for any student who feels ill or is injured during the school day. The school is responsible for first aid measures only. The school is responsible for limited and initial first aid care for school related accidents only. Therefore, the school nurse cannot do daily dressings of wounds incurred at home or at school. If a student requires further medical attention due to illness or injury, the school nurse contacts the parents or guardians by phone. It is the parent's responsibility to provide transportation in the event a student needs to go home or needs further medical attention. The school nurse is an important part of the link between the home and the school. It is vital that the school has several emergency numbers so we may notify parents if their child is ill or injured.

Medication
Students who need medication during school hours must have a medication permission form filled out by the doctor specifying the name of student, medication, dosage, time, route, and parental or guardian signature acknowledging the medication is to be given. Medication permission forms are available in the health office.

A parent/guardian must check the medication into the health center. All medication, even those considered "over the counter" needs doctor's orders and parental signature. Notify the school nurse if your child is on any medications, short or long term. The school nurse cannot serve as a substitute for the family doctor. Therefore, an ill child should not be sent to school for the school nurse to determine if the child is well enough to be in school. Instead, consult with your family doctor. Accidents occurring at home are the responsibility of the parents and cannot be treated by our school personnel.

School Medical Exclusions
Please do not send your child to school if the following symptoms appear:
- Any student with undiagnosed skin eruptions on head, face, or body
- Any student who has an inflamed condition of the eye or eyes
- Any student who has head or body lice — or nits
- A student with a temperature of 100 or more / who has not been fever-free for 24 hours
- Students having suspicious oral irritations. If the symptoms of nausea or vomiting have occurred during the night, a child should remain at home until symptoms have subsided for 24 hours.

Students need up to date immunizations and a current physical examination prior to initial school entrance.

Air Quality Policy
WNY Maritime Charter School values the health of students and staff and is committed to providing a healthy learning/working environment. While recognizing that complete elimination of scents is virtually impossible, the expectation is to minimize the risk of exposure by information, awareness and avoidance. The more that is learned about the effects of the environment on individual, physical, and emotional well-being, the more important it becomes to provide an environment that is healthy for all students and

staff. Many people are sensitive or allergic to simple scents from deodorant, hairspray, cologne, soap, perfume and aftershave. Symptoms of this sensitivity or allergy range from headaches, red eyes, itching, coughing and sneezing, to severe asthma attacks. This policy applies to all persons in schools and WNY Maritime vehicles, including students, staff, visitors and volunteers.

1. We request that staff and students avoid the use of fragrances and perfumed personal care products while in our school vehicles.
2. Students purposefully discharging scent devices without regard to this policy will be subject to school discipline.

Exclusions from Physical Education Class
Parents or guardians requesting that a student be excused from Physical Education must present a written request from a physician stating the reason for the exclusion.

No Cell, Bell to Bell - NYS Law

All Cadets will be issued a personal cell phone locker space, which is considered school property and must be used daily to secure cell phones, smartwatches, earbuds, and similar devices during the instructional day, in compliance with the new law banning cell phone use in New York schools is part of Education Law § 2803. This law mandates that school districts, charter schools, and cooperative educational service boards adopt written policies prohibiting internet-enabled device use by students during the school day on school grounds.

Morning Arrival:

As cadets arrive on campus, they will:
1. Turn off all electronic devices.
2. Place in the Cell Phone Locker in their assigned number

Late arrivals must follow the same procedure through the Main Office.

During the School Day:

- Cell Phones must remain in the cell phone locker that is locked throughout the day along with any headphones, earbuds, smart watches, etc.
- Unauthorized use or access to devices is prohibited.
- Devices may not be used in restrooms, hallways, or during lunch.
- Spot checks will be conducted by staff to ensure compliance.

Dismissal:

As cadets exit at the end of the school day:
1. Visit the designated station to retrieve their devices on the way out the door

Note: Early dismissals must retrieve their devices in the Main Office.

Violations & Consequences:

Violation of the "No Cell, Bell to Bell" policy includes:
1. Refusing to turn in the cell phone/devices
2. Bringing a second phone to bypass the policy
3. Using a phone, smartwatch, or earbuds during school hours
4. Placing fake or inactive devices in the cell phone locker

Family Partnership:

As Maritime has always done, students in both buildings have full day access to the phone in the Main Office to contact home for any reason. If you need to get ahold of your child you can always call us and we will get the message immediately to them or call them down to call you back. Our families play a vital role in supporting Maritime school culture. Please speak with your cadet about the importance of honoring this policy as part of their training in **self-discipline, accountability, and respect for community expectations**.

Discipline Policy

WNY Maritime's Code of Conduct, Behavior Expectations, Interventions and Consequences are in compliance with Federal Law, including the Dignity For All Students Act (DASA). WNY Maritime is committed to teaching, modeling and enforcing high standards of conduct in order to ensure that WNY Maritime is a safe, healthy learning environment for all students and staff. Additionally, as part of our yearly reporting, any material incident will be submitted under the VADIR report for SSEC reporting system.

Intervention Strategies
Other than those mentioned above, a variety of strategies may be employed when a pattern of absences, tardiness, or early departures have been identified. These strategies include but are not limited to:

1. Referral to appropriate school personnel (i.e. School Counselor, Nurse, or Student Support Team (SST));
2. Referral to Child Protective Services (CPS) for educational neglect

Extra Military Instruction (EMI)
Extra Military Instruction (EMI) is a form of detention which will be utilized according to prescribed disciplinary procedures found in this handbook. The minimum EMI which will be assigned is two hours. The EMI will be served Fridays, from 2:45pm – 345pm. Cadets serving EMI (or their parents) are responsible for providing transportation. Should Cadets fail to attend EMI without a valid excuse (required at home, needed on a team or had to work are invalid excuses), the Cadet will be assigned additional corrective discipline. NOTE: Being placed on In-School Suspension does NOT cancel the requirement to serve assigned EMI. Cadets will be informed of their date for EMI and parents/guardian notified at least one day in advance. EMI will not be rescheduled except for bonafide medical reasons. EMI will consist most often of marching in a prescribed manner (without stopping, talking, playing) and physical training. Cadets should bring athletic clothes and shoes for physical training. EMI will be conducted by an assigned instructor. Cadets who cannot or will not properly perform EMI will be dismissed from EMI without credit for performing EMI. Additional EMI may also be assigned. Cadets should be aware of their responsibility to call a "training timeout" when engaged in physical exercise and the Cadet believes the continuation of exercise endangers their health. Cadets with medical excuses or physical problems precluding participation in EMI will be excused and rescheduled. Should such excuses continue, the Cadet's parents will be contacted to discuss the medical excuse/physical problem.

Suspension or Expulsion
With consideration of the student's rights to due process, including parental notification and right to a fair hearing, administrative staff is authorized to impose penalties up to and including out of school suspension and expulsion, as set forth below. When consequences include student removal from instruction, alternative instruction will be provided as required by law.

In-School Suspension
Given the need for order in the classroom to establish an environment conducive to learning, the school may place students who would otherwise be suspended from school as the result of a Code of Conduct violation in "In-School Suspension." The student and the student's parents will be provided with a reasonable opportunity for an informal conference with the school to discuss the conduct the penalty involved. The In-School Suspension teacher will assist students in any work they need help with, and the student will receive Alternative Instruction therefrom.

Short-Term Suspension
For students facing a short-term suspension (Short-term suspension consists of 5 days or less in accordance with the provisions of section 3214 of the Education Law). The student's legal guardian will be notified in writing by hand-delivery or express mail delivery within 24 hours of the reason, including a description of the misconduct, code or rule violated, and the date thereof, and advised of the right to request an immediate informal conference with the Commandant or Deputy Vice Commandant (MS). At this informal conference you have the right to question the person(s) who alleged the misconduct. You are also entitled to present the student's version of the incident and, in most cases, question the complaining witnesses against the Cadet of the suspension.

Long-Term Suspension
All students facing a long-term suspension (Long-term suspension consists of an excess of 5 days (6 days or more) in accordance with the provisions of section 3214 of the Education Law) are entitled to written parental notice of the suspension, phone call home if possible, a hearing notice provided to the parent(s), a disciplinary hearing, and a notice of hearing results to parents.

At the hearing the student shall have the right to be represented by counsel, the right to question witnesses against them, and the right to present witnesses and other evidence on their own behalf.

The Commandant shall designate a hearing officer to conduct the hearing. The hearing officer shall be authorized to administer oaths and to issue subpoenas in conjunction with the proceeding before them. A record of the hearing shall be maintained by audio and/or

video recording. The hearing officer shall make findings of fact and recommendations as to the appropriate measure of discipline to the Commandant. The report of the hearing officer shall be advisory only, and the Commandant may accept all or any part thereof.

An appeal of the Commandant's decision may be made to the WNYMCS Board of Trustees. All appeals to the Board of Trustees must be in writing and submitted within thirty (30) days of the Commandant's decision. The Board of Trustees may adopt in whole or in part the decision of the Commandant. Final decisions of the Board of Trustees may be appealed to the Commissioner of Education within thirty (30) days of the decision.

Expulsion

If the school deems the circumstances warrant following repeat/multiple Level III behaviors or Level IV behavior, consistent with the Discipline Policy set forth herein, permanent removal of the student from the school, the student shall have the same rights as set forth above concerning "Long-Term Suspension."

Alternative Instruction

Alternative instruction shall be provided when a student is subject to a suspension. Alternate instruction should be initiated no later than the day after the suspension begins. Alternate Instruction shall consist of three-hours per day of instruction by a certified teacher. Alternate Instruction may be virtual. Time and location will be determined by the school.

Discipline of Students with Disabilities

When a suspended student is either classified, or in consideration of classification, by the Committee on Special Education or the 504 Committee, the requirements of federal regulations afford such a student additional due process protection beyond the general education population. If a CSE/504 student is suspended for a cumulative total of ten days within an academic year, WNYMCS will make arrangements for a manifestation determination. The CSE or 504 team will consider the impact of the disability upon the behavior and the possibility of a need for a change in program services. After ten days of suspension, special education services as stated in the IEP will be provided to the student along with alternative instruction.

Moreover, the school complies with its Child Find obligations under state and federal law, including, but not limited to the Individuals with Disabilities in Education Act (IDEA). In addition to the foregoing incidents involving a classified, or in consideration of classification, student, students with suspected disabilities will be referred to the Committee on Special Education or the 504 Committee. Such a referral may occur when the school has reason to suspect a disability, and reason to suspect that special education services may be needed to address the disability. Factors such as, but not limited to: academic struggles, declining grades, substance abuse, self-injurious behaviors, attendance issues, private therapies or supports, and/or other behavioral concerns and other social/emotional concerns, may lead to a referral.

All parents are given a Procedural Safeguards Notice from our Director of Student Services. It is also located on our website or click link for the PDF —> Procedural Safeguards Notice.

The purpose of this policy is to minimize disruptions to the educational environment for students and teachers. In order to ensure that students are still getting experience with how technology can benefit their learning, we will issue individual devices (Chromebooks) that are monitored and filtered by WNY Maritime's Technology Department.

The following matrix indicates the types of disciplinary action and interventions that may apply to each type of infraction. In each instance, an opportunity to repair harm and teach appropriate behavior through the use of intervention, restorative practices and corrective action is stated. Each situation or violation involving student conduct should be individualized and the least punitive action should be taken when possible. The administrator shall, however, determine whether a specific infraction warrants 1 or more of the corrective actions described on the chart.

LEVEL I:
Teachers are responsible for teaching and establishing respectful, trusting relationships with all students and set clear procedures and expectations that are in alignment to our vision and mission. In doing so it is expected that students behave in accordance with set expectations. Interventions are done with the intent of correcting the behavior and allowing students to reflect on how they impacted the school community. Teachers should use these responses in a graduated fashion. More than one response/intervention can be applicable.
LEVEL II:
After multiple attempts have been made by the classroom teacher to address behavior(s) but the behavior has continued to negatively affect the learning environment the teacher may involve the grade level team to review student data and involve other supports in the broader community (Teachers, Student Support Team (SST), Dean of Students, Guidance, Coaches, Social Worker, Caregivers, etc.) to implement more targeted interventions. In some cases a behavior may warrant a level 2 consequence, bypassing a Level 1. Staff should use these responses in a graduated fashion. More than one response/intervention can be applicable.

LEVEL III:
Appropriate when interventions have been in place but behavior is escalating (repeated offenses), or assigned by building administration. In some cases a behavior may warrant a Level III consequence, bypassing a Level 1 & II. Level III interventions may include an in or out of school short-term suspension of up to 5 school days.
LEVEL IV:
Administrator will be informed immediately. Student is to be escorted to the office and the teacher or responding adult is to inform the responding administrator of the details of the incident. These interventions are designed to remove a student from the school environment because of the severity of the behavior(s) (E.g. For violation of a Level III behavior contract), and/or to monitor the school community and end self-destructive and dangerous behavior. Level IV interventions may include a long-term school suspension (6+ days or more), a formal hearing resulting in an additional suspension or permanent suspension/expulsion from school.

The following are considered illegal activities and fall under Level III and Level IV Discipline:

Illegal Drugs and Alcohol (Possession - Personal Use - Providing for Others)

Illegal drugs, alcohol, and paraphernalia are not permitted on school property or on any school excursion and may result in an expulsion, as outlined above. The possession or use of drugs in any form, including, but not limited to marijuana, dab pens, edibles, vapes, etc. are not allowed.

If students are found to be experiencing difficulties with substance abuse; the student will receive a referral to counseling, drug and alcohol rehabilitation programs, and possibly an alternative learning environment. Persistent disregard could result in criminal charges and possible expulsion, as outlined above.

Smoking/Vaping

Smoking is not permitted in the school building, on school grounds, or on any school excursion and never in the NJROTC Uniform. Any vape or vaping devices will be considered as smoking for students. Students may not be in possession of any tobacco products, vaping devices, or paraphernalia. The items will be confiscated and appropriate consequences given, as outlined above.

Stealing and Vandalism

Stealing and causing destruction to property belonging to another are clear violations of the principles of the Restorative Practice community. These acts are also against the law. WNYMCS defines our community broadly and will impose consequences upon a student who steals or vandalizes property within the neighborhood of WNYMCS, local merchants, local residents, or those with whom students interact as part of school activities. Authorities may be contacted. Consequences would range from apology and restitution to suspension or expulsion, as outlined above.

Weapons in School

Weapons the term is used herein refers to any "dangerous instrument," which is defined under N.Y. Penal Law § 10.00 as any instrument, article or substance which, under the circumstances in which it is used, attempted to be used, or threatened to be used, is readily capable of causing death or other serious physical injury, that is, serious and protracted disfigurement, protracted impairment of health or protracted loss or impairment of the function of any bodily organ. Moreover, illegal possession of a weapon on school grounds, including any handgun, rifle, or shotgun, is a Class E felony in New York State under N.Y. Penal Law § 265.01-a .

Pursuant to State and Federal law, including the Federal Gun-Free Schools Act and New York's Safe Schools Against Violence in Education Act (SAVE), any student found to be bringing such an object to school will face immediate administrative action and discipline. Such discipline may include a mandatory suspension for a period of not less than one (1) calendar year for a student who is determined to have violated the Federal Gun-Free Schools Act and its implementing provisions in the New York State Education Law.

Bomb Threats

Bomb threats are a crime under New York State law. In addition to facing possible criminal prosecution, any student who makes such a threat will be subject to severe disciplinary action, which could include expulsion, as outlined above. Any student who fails to report information or knowledge of a bomb threat on school property may also be subject to disciplinary consequences, as outlined above.

LEVEL I DISCIPLINE

LEVEL I:	
Teachers are responsible for teaching and establishing respectful, trusting relationships with all students and set clear procedures and expectations that are in alignment to our vision and mission. In doing so it is expected that students behave in accordance with set expectations. Interventions are done with the intent of correcting the behavior and allowing students to reflect on how they impacted the school community. Teachers should use these responses in a graduated fashion. More than one response/intervention can be applicable.	
Example of Level I Behaviors may include, but are not limited to the following:	Interventions for any of the behaviors listed in this section may include, but are not limited to the following:
● Unexcused Absences to class	● Contact caregiver via telephone, e-mail or ROOMS message
● Academic Dishonesty (Mild)	● Establish relationships with students
● Cutting/Skipping Class	● After School Detention
● Classroom Disruption	● Reteaching of expectations
● Defiance of Authority/Insubordination	● Written reflection or apology
● Inappropriate/disruptive behavior	● Seat change
● Dress Code Infraction(s) (NJROTC Instructors)	● Caregiver/Teacher conference
● Play Fighting	● Daily progress sheet on behavior
● Hallway Misbehavior	● RTI interventions
● Minor Harassment	
● Inciting or participating in a disturbance	
● Using School Equipment w/o Permission (Mild)	
● Persistent Unexcused tardies from class	
● Technology Violation in the classroom	

Level I Discipline is the responsibility of the classroom teacher as part of their classroom management plan. Teachers will manage behavior and implement appropriate disciplinary consequences for classroom offenses, except those listed under Level II and III discipline.

General classroom rules and consequences for their violation will be prominently posted in the classroom and discussed with Candidates/Cadets at the beginning of the school year.

Teachers should contact parents early and often, with documentation of the contact made in the phone log (in eSchool). Any noteworthy violation of classroom rules should be brought to the attention of parent/guardian at the earliest possible time. In all circumstances of Candidate/Cadet misconduct in the classroom, when a teacher has exhausted **all** of the possible corrective measures, a meeting may be requested with the parent/guardians, teacher, counselor and Dean of Cadets/Candidates, (and Commandant when/if deemed necessary) where the Candidate/Cadet's disciplinary record may be reviewed and corrective measures may be discussed.

Continued disruption of class is a serious issue that may be defined as a pattern of misconduct (Level II offense) and referred to the Dean of Students.

LEVEL II DISCIPLINE

LEVEL II:	
After multiple attempts have been made by the classroom teacher to address behavior(s) but the behavior has continued to negatively affect the learning environment the teacher may involve the grade level team to review student data and involve other supports in the broader community (Teachers, Student Support Team (SST), Dean of Students, Guidance, Coaches, Social Worker, Caregivers, etc.) to implement more targeted interventions. In some cases a behavior may warrant a level 2 consequence, bypassing a Level 1. Staff should use these responses in a graduated fashion. More than one response/intervention can be applicable.	
Example of Level II Behaviors may include, but are not limited to the following:	Interventions for any of the behaviors listed in this section may include, but are not limited to the following:
• Persistent Level I infractions	• Infraction entered in eSchool
• Consistent Unexcused Absences to school/class	• Caregiver notification
• Academic Dishonesty (Major)	• Temporary removal from class
• Act of Aggression towards Student (no injury)	• Reflection and apology
• Bullying, Cyber or in Person	• Referral to school-based health or mental health clinic
• Bus Violation	• Referral to community organization
• Repeated Cutting/Skipping Class	• Restorative Practice Reflection
• Persistent Classroom Disruptions	• Community Mediation
• Consistent Defiance of Authority/Insubordination	• Administrative detention
• Consistent Inappropriate/disruptive behavior	• Extended detention/EMI
• Consistent Dress Code Infractions	• Conflict mediation/resolution
• Verbal Altercation that leads to staff needing to physically separate students/disruptive to the learning environment, or business of the school.	• Restitution
• Physical aggression (pushing/shoving)	• Tutoring
• Gambling	• Attendance reflection
• Consistent Hallway Misbehavior	• Student Support Team (SST) assigns appropriate RTI interventions (E.g. Check-in/Check-out (CICO), Behavior Contract, Peer mentoring, Mentoring program,
• Harassment	• Loss of privileges (Computers, Sports, Extracurriculars, etc)
• Inciting or participating in a disturbance	• Saturday Detention
• Physical Contact with School Personnel	
• Repeated Personal Electronic Infractions	
• Major Property Damage	
• Using School Equipment w/o Permission	
• Consistent Unexcused tardies from class	
• Repeated Technology Violations	
• Repeated Threats Against School Personnel	
• Theft	
• Possession of substance, vape, other item(s)	
• Verbal or Physical Threat to Student	

LEVEL III DISCIPLINE

LEVEL III:	
Appropriate when interventions have been in place but behavior is escalating (repeated offenses), or assigned by building administration. In some cases a behavior may warrant a level III consequence, bypassing a Level 1 & II. Level III interventions may include an in or out of school suspension	
Example of Level III Behaviors may include, but are not limited to the following:	Interventions for any of the behaviors listed in this section may include, but are not limited to the following:
• Persistent Level II infractions	• Infraction entered in eSchool and administration immediately notified
• Persistent Unexcused Absences	• Caregiver notification
• Alcohol/Drug use/possession	• Restorative Conference
• Attack on Student (injury)	• For non-physical Level III first offenders, students and families will be given an option to attend a restorative conference.
• Repeated Bullying, Cyber/Gang-Related	• Students may be asked to stay home as a cooling off period until a conference can be scheduled.
• Serious Bus Violation	• If a restorative conference is selected and all parties create a mutually agreed upon solution, the traditional consequences (detentions, suspensions etc.) will be forgone and/or removed from the student record.
• Severe Defiance of Authority/Insubordination	• Behavior Contract
• Severe Inappropriate/Disruptive Behavior	• Attendance Meeting
• Continued and persistent Cutting/Skipping Class	• Referral to Substance abuse counseling
• Refusal of Dress Code	• Referral to IEP team (students with disabilities)
• Extortion/Coercion (Mild)	• Revision to IEP (students with disabilities)
• False Alarm/Activation of Fire Alarm	• Referral to Community Organization
• Fighting	• Removal from a specific class
• Gambling	• Short-Term Suspension
• Harassment	• Long-Term out of school Suspension
• Inciting or participating in a disturbance (Major)	• Change in student's schedule
• Leaving the building w/o permission	**All guardians will be contacted via phone call or e-mail when a student is suspended by the end of the school day. A formal suspension letter will be mailed home and sent digitally for all out of school suspensions. Alternate instruction is provided. Mandatory re-entry meeting either in person or via phone conference if required at the conclusion of the suspension.
• Intentional Physical Contact with School Personnel	
• Property Damage	
• Sexually-Based Infraction	
• Severe Technology Violation	
• Unauthorized Sale or Distribution of items (Illegal)	
• Threat Against School Personnel	
• Theft (Major)	
• Repeated Verbal or Physical Threat to Student	

LEVEL IV DISCIPLINE

LEVEL IV:	
Administrator will be informed immediately. Student is to be escorted to the office and the teacher or responding adult is to inform the responding administrator of the details of the incident. These interventions are designed to remove a student from the school environment because of the severity of the behavior(s) (E.g. For violation of a Level III behavior contract), and/or to monitor the school community and end self-destructive and dangerous behavior. Level IV interventions may include a long-term school suspension (6+ days or more), a formal hearing resulting in an additional suspension or expulsion from school.	
Example of Level IV Behaviors may include, but are not limited to the following:	Interventions may include, but are not limited to the following:
• Attack on a student (Major)	• Infraction entered in eSchool and administration immediately notified
• Bomb Threat	• Long-Term Suspension
• Extreme Defiance of Authority and/or insubordination	• Request for a Formal Hearing
• Extreme Inappropriate or Disruptive Behavior	• Hearing outcomes could include:
• Fire/Arson/False Alarm/Activation of Fire Alarm	i. Explicit Behavior Contract
• Extreme Harassment/Hate Crime	(suspension held in abeyance)
• Drugs/Alcohol (Major)	ii. Alternative Education Schedule
• Extortion/Coercion (Major)	iii. Expulsion (Will be disenrolled from Maritime)
• Extreme Property Damage	
• Extreme Threat Against School Personnel	*Second fight in a calendar year is an automatic hearing
• Possession of Weapons, Firearms and/or Explosives	*Violation of Level III behavioral contract is an automatic hearing
• Severe Property Damage	
	**All guardians will be contacted via phone call or e-mail when a student is suspended by the end of the school day. A formal suspension letter will be mailed home and sent digitally for all out of school suspensions. Alternate instruction will be provided.
	Mandatory re-entry meeting either in person or via phone conference if required at the conclusion of the suspension. Attendance by the guardian at this meeting is strongly encouraged.

Procedures for Filing Formal Complaints and Appeals

Complaints Policy
The policy details procedures for addressing and resolving complaints by any person regarding the policies, procedures, programs, or staff of the WNY Maritime Charter School.
Policy Description

1. Whenever a complaint is made it shall be referred to the Commandant for study and possible solutions. Whenever a complaint of any substance is made concerning any employee, the individual shall be advised of the nature of the complaint and shall be given opportunity for explanation, comment and presentation of the facts as he or she sees them. The WNY Maritime Charter School Board of Trustees recognizes that situations may arise in the operation of the school which are of concerns to parents or the public. Such concerns are best dealt with through communication with the Commandant and appropriate administrative staff members, such as the school principal and academic director or dean. The following guidelines are suggested as the proper procedure to be followed by persons with questions or complaints, beginning with an informal process, whenever appropriate (Steps a and b) and continuing with a more formal process:
    a. Matters concerning individual students should first be addressed by the teacher.
    b. Unsettled matters from (1) above or problems concerning WNY Maritime Charter School should be directed to the Commandant.
    c. Matters which have not been resolved informally under steps 1 and 2 above, or problems concerning the system should be directed to the WNY Maritime Charter School Board of Trustees President at botpresident@wnymcs.com.

2. The WNY Maritime Charter School Board of Trustees shall hear complaints when they cannot be resolved by the Commandant or school administrators. The WNY Maritime Charter School Board of Trustees shall also hear complaints directly should the Complainant wish to forgo proceeding with addressing their complaint as set forth in (1) above. Matters referred to the WNY Maritime Charter School Board of Trustees must be in writing and should be specific in terms of complaint and the action desired. The WNY Maritime Charter School Board of Trustees will accept original jurisdiction of any complaint which, by its nature, could not have been addressed informally at the staff level, but will give appropriate weight to a failure or refusal of a complaint to have given staff the opportunity to consider or act on complaints at the appropriate administrative level. The Board of Trustees will, absent special circumstances, add the complaint to the agenda of its next regularly scheduled meeting occurring more than five (5) business days after the date on which the complaint has been served. The Board of Trustees may, in its exclusive discretion, move to consider a complaint in executive session, if the subject matter falls within the topics for which executive session is authorized under the Open Meetings Law for purposes of fuller study. Generally, all parties involved, including the school administration, shall be asked to attend such a meeting for the purposes of presenting additional facts, making further explanations and clarifying the issues. Hearsay and rumor shall be discounted. The Board of Trustees will issue its decision, in writing, within thirty (30) business days of the date on which the complaint has been heard.
3. Appeal - If, after making your complaint to the School's Board of Trustees, you believe that the Board of Trustees has not adequately addressed your complaint, or does not respond within the time that the School provides in this policy, or if, after a reasonable period of time, the board of trustees or its designee does not respond to your complaint in writing you then have the right to bring your complaint to the New York State Commissioner of Education, who has been authorized to receive appeals by the State Board of Regents. All complaints brought to the Board of Regents/Commissioner concerning charter schools must be submitted in writing to the State Education Department's Charter School Office, either via mail at: Charter School Office, NYS Education Department, 89 Washington Avenue, Albany, NY 12234, or via email to: charterschools@nysed.gov. The subject line of the email should read: Complaint: WNY Maritime Charter School.
    a. The contents of the letter/email should include:
        - A detailed statement of the complaint including the provision of the School's charter or law that you allege has been violated.
        - What, if any, response you received from the School's board of trustees (and the School's Charter Entity in the case of schools not authorized by the Board of Regents).
        - Copies of all relevant correspondence between you and the School and you and the Charter Entity if applicable. (You should maintain copies of all correspondence and materials for your own files.)
        - What specific action or relief you are seeking.
        - Contact information for you – name, address, email address, telephone number.
    b. Upon completion of an investigation by the Charter School Office, a decision will be issued in writing by the Commissioner of Education, which may include a remedial order, when appropriate. A copy of the decision will be provided to both the complainant and WNY Maritime Charter School.
4. This policy is posted on the School's website and posted in the main office.

Acceptable Use Policy

Western New York Maritime Charter School (WNYMCS)

- For the use of Computers, Mobile Devices, Internet Access, Google Apps for Education Suite, and Internet Applications.

Definitions

- User includes anyone, including employees, students, and guests, using WNYMCS technology, including, but not limited to, computers, networks, Internet, email, chat rooms and other forms of technology services and products.
- Network is wired and wireless technology networks including school networks, cellular networks, commercial, community or home-based wireless networks accessible to students.
- Equipment are cellular phones, MP3 players, iPod type devices, and portable computers such as laptops, iPads, desktops, Chromebooks, tablets, and netbooks, as well as portable storage devices such as USB drives.

Technology provides students with unique and powerful ways to enhance their learning. Western New York Maritime Charter School (WNYMCS) supports the use of technology for the purpose of enhancing and supporting learning and is pleased to offer Users access to computer networks so that they can access school-supplied technology to enhance learning any time of day.

It is one of the technology goals of the school to ensure that each User's interactions with technology contribute positively to the learning environment both at school and in the community. Negative use of technology through WNYMCS-owned devices inside or outside of our schools that degrades or defames other Users, or members of our community is unacceptable. WNYMCS also recognizes that Users have widespread access to both technology and the Internet; therefore, use of personal devices and connectivity is considered to be included in this Acceptable Use Policy (AUP).

Access to WNYMCS's network is a privilege, not a right. The use of technology whether owned by WNYMCS or devices supplied by the Users entails personal responsibility, as these are school property. It is expected that Users will comply with WNYMCS rules, act in a responsible manner, and will honor the terms and conditions set by the classroom teacher, the school, and WNYMCS. Failure to comply with such terms and conditions may result in temporary or permanent loss of access as well as other disciplinary or legal action as necessary. In particular, students will be held accountable for their actions and are encouraged to report any accidental use immediately to their teacher or school administration.

With the increased usage of free educational applications on the Internet, digital storage areas, containing less sensitive User information, may or may not be located on property of the school, WNYMCS, or county. In some cases, data will not be stored on local servers. Therefore, Users should not expect that files and communication are private. WNYMCS reserves the right to monitor Users' online activities and to access, review, copy, and store or delete any electronic communication or files and disclose them to others as it deems necessary. Users should have no expectation of privacy regarding their use of WNYMCS property, network and/or Internet access or files, including email.

WNYMCS has a private and secure system for sensitive school records, which will be managed by WNYMCS Information Technology Staff.

Google Apps in Educational Applications

WNYMCS is offering Users a free educational suite of applications for use to enhance teaching and learning. Google Apps is a concept known as "cloud computing" where services and storage are provided over the Internet. WNYMCS is providing Users Google Message Security. This service provides System Administrators with the capability to limit messages based on where they are from, where they are going, or the content they contain. WNYMCS will use this technology protection measure to block or filter, to the extent practicable, access of visual depictions that are obscene, pornographic, and harmful to minors over the network.

In order for Users to gain access to Gmail and his/her Educational Google Applications account on the Internet, WNYMCS must obtain parental permission for a minor under the age of 18 years. Students 18 years and older are also required to acknowledge and accept WNYMCS's terms and conditions prior to obtaining access to technology within our schools. Under both circumstances, this may be accomplished by completing an "AUP" form.

Terms and Conditions

These are examples of inappropriate activity on the WNYMCS network, but WNYMCS reserves the right to take immediate action regarding activities 1) that create security and/or safety issues for the WNYMCS network, Users, schools, network or computer resources; 2) that expend WNYMCS resources on content it determines lacks legitimate educational content/purpose; or 3) other activities as determined by WNYMCS as inappropriate.

1. Violating any state or federal law or municipal ordinance, such as: Accessing or transmitting pornography of any kind, obscene depictions, harmful materials, materials that encourage others to violate the law, confidential information or copyrighted materials.
2. Criminal activities that can be punished under law.
3. Selling or purchasing illegal items or substances.
4. Obtaining and/or using anonymous email sites, spamming, spreading viruses.
5. Causing harm to others or damage to their property.
6. Using profane, abusive, or impolite language; threatening, harassing, or making damaging or false statements about others or accessing, transmitting, or downloading offensive, harassing, or disparaging materials.
7. Deleting, copying, modifying, or forging other Users' names, emails, files or data, disguising one's identity,

impersonating other users, or sending anonymous email.

8. Damaging computer equipment, files, data or the network in any way, including intentionally accessing, transmitting or downloading computer viruses or other harmful files or programs, or disrupting any computer system performance.
9. Using any WNYMCS computer/mobile devices to pursue "hacking," internal or external to WNYMCS, or attempting to access information protected by privacy laws.
10. Accessing, transmitting or downloading large files, including "chain letters" or any type of "pyramid schemes."
11. Using web sites, email, networks, or other technology for political uses or personal gain.
12. WNYMCS internet and intranet property must not be used for personal benefit.
13. Users must not intentionally access, create, store or transmit material that may be deemed to be offensive, indecent, obscene, intimidating, or hostile; or that harasses, insults or attacks others.
14. Advertising, promoting non-WNYMCS sites or commercial efforts and events.
15. Users must adhere to all copyright laws.
16. Users are not permitted to use the network for non-academic related bandwidth intensive activities such as network games or transmission of large audio/video files or serving as a host for such activities.

Cybersafety and Cyberbullying

All Users - Despite every effort for supervision and filtering, all Users and Students' parents/guardians are advised that access to the network may include the potential for access to content inappropriate for school-aged students. Every User must take responsibility for his or her use of the network and make every effort to avoid those types of content. Every User must report security or network problems to a teacher, administrator, or system administrator.

Personal Safety – In using the network and Internet, Users should not reveal personal information such as home address or telephone number.

Confidentiality of User Information – Personally identifiable information concerning students may not be disclosed or used in any way on the Internet without the permission of a parent or guardian. Users should never give out private or confidential information about themselves or others on the Internet.

Active Restriction Measures – WNYMCS will utilize filtering software or other technologies to prevent Users from accessing visual depictions that are (1) obscene, (2) pornographic, or (3) harmful to minors. Attempts to circumvent or 'get around' the content filter are strictly prohibited, and will be considered a violation of this policy. WNYMCS will also monitor the online activities of Users through direct observation and/or other technological means.

Interactive Web 2.0 Tools

Technology provides an abundance of opportunities for Users to utilize interactive tools and sites on public websites that benefit learning, communication, and social interaction. Users may be held accountable for the use of and information posted on these sites if it detrimentally affects the welfare of individual users or the governance, climate, or effectiveness of the school(s). From time to time, teachers may recommend and use public interactive sites that, to the best of their knowledge, are legitimate and safe. As the site is "public" and the teacher, school, and WNYMCS is not in control of it, all Users must use their discretion when accessing information, storing, and displaying work on the site. All terms and conditions provisions in this AUP also apply to User-owned devices utilizing the WNYMCS network. Student Use of Interactive Web 2.0 Tools Online communication is critical to the students' learning of 21st Century skills, and tools such as blogging, podcasting, and chatting offer an authentic, real-world vehicle for student expression. Student safety is the primary responsibility of teachers.
Therefore, teachers need to ensure the use of Google Documents, classroom blogs, student email, podcast projects, email chat features, or other Web interactive tools follow all established Internet safety guidelines including:

- The use of Docs, podcasts or other web 2.0 tools is considered an extension of the classroom. Therefore, any speech that is considered inappropriate in the classroom is also inappropriate in all uses of blogs, podcasts, or other web 2.0 tools. This includes—but is not limited to—profanity, racist, sexist, or discriminatory remarks.
- Students using Docs, blogs, podcasts or other web tools are expected to act safely by keeping ALL personal information out of their posts.
- Students should NEVER post personal information on the web (including, but not limited to, last names, personal details such as address or phone numbers, or photographs).
- Students should NEVER, under any circumstances, agree to meet someone they have met over the Internet.
- Any personal blog a student creates in class that is directly linked to the class blog which is typically linked to the student profile and therefore must follow these blogging guidelines. In addition to following the information above about not sharing too much personal information (in the profile or in any posts/comments made), students need to realize that anywhere they use the blog login it links back to the class blog. Therefore, anywhere that login is used (posting to a separate personal blog, commenting on someone else's blog, etc.), the account should be treated the same as a school blog and should follow these guidelines.
- Students should never link to web sites from their blog or blog comments without reading the entire article to make sure it is appropriate for a school setting.

- Students using such tools agree to not share their username or password with anyone besides their teachers and parents and treat Web posting spaces as classroom spaces. Speech that is inappropriate for class is also inappropriate for a blog.
- Students who do not abide by these terms and conditions may lose their opportunity to take part in the project and/or be subject to consequences appropriate to misuse.

The Use of AI

WNYMCS encourages critical thinking on how to navigate and use artificial intelligence in the classroom and for assignments under the leadership of our teachers. Candidates and Cadets should not be using artificial intelligence to simply receive text or answers for assignment submission, but, rather, should understand the means behind such technological advancements, as our society changes rapidly each day, so that they may come up with personalized learning and customized submissions with the assistance of artificial intelligence that are revised to suit their needs.

Student Use of Mobile Devices

- WNYMCS has provided some students with Chromebooks for use both in school as well as away from school. The WNYMCS-owned devices follow the stipulations outlined in this AUP as well as a specific device loan agreement.
- School Administration and WNYMCS Technology staff may search the student's memory device if they feel school rules have been violated, which may include, but are not limited to, audio and video recording, photographs taken on school property that violate the privacy of others, or other issues regarding bullying, etc.
- Students may not use an audio recording device, video camera, or camera (or any device with one of these, e.g. cell phone, laptop, tablet, etc.) to record media or take photos during school unless they have permission from both a staff member and those whom they are recording.
- These rules apply to student-owned devices as well. A student-owned mobile device is a non-school supplied device used while at school or during school or school-sponsored activities. The students may use the student-owned mobile devices in class only with the teacher's expressed permission.

Network Security:

WNYMCS does provide content filtering controls for student access to the Internet using WNYMCS's network as well as reasonable adult supervision, but at times inappropriate, objectionable, and/or offensive material may circumvent the filter as well as the supervision and be viewed by students. Students are to report the occurrence to their teacher or the nearest supervisor. Students will be held accountable for any deliberate attempt to circumvent WNYMCS technology security and supervision. Students using mobile and cellular devices while at school, during school or school-sponsored activities are subject to the terms and conditions outlined in this document and are accountable for their use.

WNY Maritime Charter School

5-12 Acceptable Use Permission Form

Student User: (Please Print)

Grade: 5 6 7 8 9 10 11 12
(Circle Current Grade for School Year)

- I understand and will abide by WNY Maritime's Acceptable Use Policy.
- I realize that violation of this policy may result in losing the right to use school technology resources or be subject to disciplinary action.
- I understand that I will not be able to use the technology until this agreement is signed.

Student's Signature: Date

Parent/Guardian: As the parent or guardian,

- I have read and understand the WNY Maritime Charter School's Acceptable Use Policy.
- I give my permission for my child to use the school's technology resources.
- I also understand that my child shall be held accountable for the Acceptable Use Policy.
- Any student who compromises the Acceptable Use Policy shall be subject to disciplinary action as stated in the school policy

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Parent/Guardian Signature: Date

This signed form will be kept on file at the school.
** Please detach this sheet out of the handbook, sign, and return the form to the WNY Maritime Charter School Main Office.

WNY Maritime Charter School

Family/Cadet/Candidate Signature Page

I have reviewed and discussed WNY Maritime Charter School's handbook with my child. I understand that the school is expected to follow this handbook and uphold and enforce what is contained in this handbook.

Student Name (Please Print)

Grade: 5 6 7 8 9 10 11 12
(Circle Current Grade for School Year)

Student's Signature Date:

Parent/Guardian Name (Please Print):

Parent/Guardian Signature Date:

This signed form will be kept on file at the school.

** Please detach this sheet out of the handbook, sign, and return the form to the WNY Maritime Charter School Main Office.