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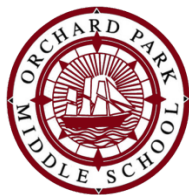
STUDENT NO. _____



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WELCOME

Welcome to Orchard Park Middle School!

Each year provides rich opportunities for growth and learning and we hope that you take advantage of all those that are available. From...

- ✓ engaging teachers and dynamic classroom discussions; to
- ✓ extended learning opportunities and intramurals; to
- ✓ school clubs and field trips;

...there are many ways to make the most of your educational journey at the Middle School.

As you develop strong academic foundations and build lasting relationships with teachers and classmates, continue to strive for excellence in all that you do. The future is yours – today we begin that journey together!

MIDDLE SCHOOL WEBSITE

The website address is:

<https://www.opschools.org/Domain/234>

The morning announcements, school closings, and intramural and modified sport schedules are just a few of the pieces of information that parents may obtain from the school website.

To contact a teacher by email, use the first initial, last name, and "@ opschools.org" (i.e. jsmith@opschools.org).

SCHEDULE

Period	Begins	Ends
Homeroom	8:00	8:10
Period 1	8:13	8:54
Period 2	8:57	9:38
Period 3	9:41	10:22
Period 4	10:25	11:06
Period 5	11:09	11:50
Period 6	11:53	12:34
Period 7	1:05	1:46
Period 8	1:49	2:30
Extended Learning Opportunities (ELO)	2:30	3:10

The regular school day at Orchard Park Middle School ends at 2:30. Students will ordinarily be released at this time. At the discretion of the faculty and/or administration, students may be required to stay until at least 3:10. In such

instances, a late bus will bring students home. The late bus departs at 4:00 Monday-Thursday.

All teachers adhere to the starting times specified above. **Each child has 25 minutes scheduled for lunch.**

All teachers allow students at least three minutes of passing time between classes.

Students who are late have the responsibility to secure a pass to their next class.

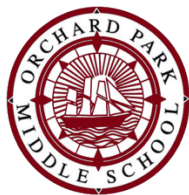
It is important that there are uniform times for starting classes throughout the school and that everyone adheres to them. Students not in their classrooms at the starting times designated above are considered late and may receive appropriate consequences.

SCHOOL DAY

Students may not enter school prior to 7:45 a.m. unless they are meeting with a teacher or participating in a club/intramural under the direct supervision of a staff member.

When entering the building at 7:50 a.m., students should proceed to their lockers and directly to homeroom (unless they have business with the health office, counseling center, or main office).

7:50	Students may proceed to homeroom.
8:00	Homeroom begins. Students should be seated quietly and remain silent during announcements while attendance is taken. The announcements are very important because they provide information on daily events. Students are not allowed in the halls during homeroom. All students are expected to show respect for the American flag. If for some reason students are in the hall during the pledge to the flag, they must stop in the hall and wait until the pledge has been recited.
8:10	Homeroom ends.
8:13	Period 1 begins.
2:30	Dismissal – ALL students including those who walk or ride bicycles home should leave the building immediately unless



involved in a supervised after-school activity.

- 2:35 Clubs, intramural sports, extended learning opportunities (ELO), and detention will begin. Any student who arrives at the detention or any after-school activity late will not be allowed to participate. If a student is late for detention, he or she will receive an additional day of detention as a penalty.
- 3:10 Dismissal of extra help sessions and teacher-assigned detention (time optional for the teacher).
- 3:20 Students will be dismissed from office detention, academic assistance, homework hall, intramural sports, and clubs.

The school cannot permit students to leave school (even between 2:30 p.m. and 3:10 p.m.) to get haircuts, go to the store, etc. Students who leave at the 2:30 p.m. dismissal to go to the store, Boys & Girls Club, etc., may not come back to ride the late bus home.

Students staying after for school sports/activities that begin later than 2:40 p.m. must report to and wait in the Dining Hall.

Loitering inside or outside the school building after school is not permitted. Students should not be in the building after 2:40 p.m., unless accompanied by a teacher, advisor, coach, or parent.

CYCLE DAY CLASSES

Some classes do not meet every day. Therefore, classes are scheduled on a 2-day cycle system. The first day of school begins as a "cycle one" day. The second day is a "cycle two" day. The third day is a "cycle one" day, and so on. The cycle system runs continuously throughout the entire school year and is posted on the online school calendar. **If school is canceled due to snow or another emergency, the cycle does not change.** If a student is unsure which cycle day it is, he or she should come to school prepared for both cycle days.

EXTENDED LEARNING OPPORTUNITIES

The faculty and staff offer many extended learning opportunities for students to receive extra help and complete late assignments. These may include, but are not limited to:

1. Individual teacher assistance;
2. After-school review sessions with individual teachers;
3. Homework Hall
4. After-school, LMC Tuesday - Thursday 2:30 p.m. - 3:10 p.m.
5. Physical Education make-ups; and
6. Academic Assistance Program
7. Learning Center

These sessions ARE NOT detentions for inappropriate behavior.

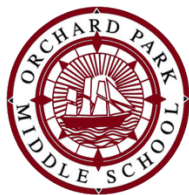
STUDY HALLS

Students should come to the study hall prepared to work. Books and materials should be brought to the study hall and work should begin immediately. A limited number of students will be allowed to go to the library media center only if they have legitimate work or research to do. Students who are not prepared for study hall or who do not use the time wisely may receive appropriate consequences.

HOMEWORK

Homework is necessary in most subjects. The purpose is to provide the student an opportunity to reinforce the daily lessons. Learning requires constant effort and practice. When completing homework assignments students should:

1. Plan to have a regular uninterrupted study time;
2. Designate an appropriate place to study;
3. Have necessary materials to complete the assignments (pencils, pens, rulers, textbooks, and notebooks).



PARENT REQUEST FOR HOMEWORK

A student who is absent from school for **ONE DAY** may obtain the assignments upon his/her return to school. Teachers will make time accommodations under such circumstances. Students are, however, encouraged to have a "study buddy." "Study buddies" can call one another to share assignment information.

A student absent from school **TWO** or more days may request assignments by calling the Counseling Center at 209-6233. Siblings, friends or parents can pick up assignments at the Front Desk. Students or parents are responsible for getting the necessary books, folders, or notebooks from the lockers.

In the case of *advanced* homework requests for EXCUSED absences, parents should contact their child's counselor by phone or in writing. Counselors will forward the request to the appropriate teachers. It is then the student's responsibility to obtain the assignments from his/her teachers.

Parents may request assignments for UNEXCUSED absences using the same procedures as excused absences; however, teachers are not required to provide assignments for the unexcused absence. For all absences, the student should see her/his teachers upon their return to school.

HEALTH OFFICE

The Health Office is located in the main foyer. It has two main functions.

1. To take care of student medical needs.
2. To maintain accurate records of attendance.

If students become ill or get injured while at school, they should obtain a Health Office pass from the teacher whose class they are missing. Students may not go to the Health Office without a pass except in an emergency.

MEDICATION

Students who must take prescription or non-prescription medication during school hours must observe the following rules:

1. Parents must bring the medication in the prescription bottle to the Health Office. Medication is not allowed on the school buses or in the student's personal possession.
2. A written prescription from a physician indicating the frequency and dosage of the medication **must** accompany all medication (including Tylenol, aspirin, etc.).
3. **All** medication must be stored and taken under supervision in the Health Office.
4. Students are responsible for coming to the Health Office at the proper time to take their medication.
5. The nurse may not prescribe any medication for students.

ACCIDENTS/STUDENT INJURIES

If a student becomes injured at school or on the bus, the incident should be reported **immediately** to a teacher, bus driver, or another staff member.

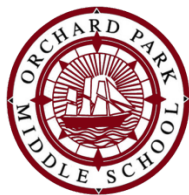
If a student sees another student injured, the incident should be reported **immediately** to a teacher or another staff member.

If a student is injured and needs a scribe or other assistance, a prescription from the physician is required that specifies the need and must be turned in to the nurse.

PARENT DROP-OFF/PICKUP INFORMATION

- Parents picking up students for early dismissal or after-school activities should use the front circle on South Lincoln Avenue.
- **Do NOT stop** your car to let children out on South Lincoln Avenue, following traffic signs posted by the Village of Orchard Park.
- Children should **NOT** be dropped off **PRIOR** to 7:45 a.m. unless the child has an appointment with a teacher, club, or intramurals.

Please see the Middle School website for more detailed information on drop-off locations, parking, etc.



ATTENDANCE/ABSENCE

School attendance is required by New York State Law. Student success is directly related to regular attendance.

Parents/guardians must call the **Attendance Office at 209-6412 every day** that a child is absent or late to school.

An absence is **EXCUSED** for three reasons:

1. Illness of the student or a medical appointment;
2. Sickness or death in the family.
3. Appearance in court.

All other excuses for absence are **UNEXCUSED**, as defined by New York State. Whenever a student requests dismissal or absence from school for reasons which are not legal, the student must have a written parental request addressed to the principal. A referral with Child Protection Services may occur after 15 **UNEXCUSED** absences.

ABSENCE/EXCUSE

When students return to school after an absence they must:

1. Bring a note signed by a parent/guardian within 3 days of the absence. The excuse should include:
 - a. Student's full name and grade.
 - b. Date of absence.
 - c. Reason for absence.
 - d. Signature of parent or guardian. No other person should sign a parent's name on an excuse.
2. Give the written excuse to the Attendance Office before homeroom.

The absence will be recorded **UNEXCUSED** until a written note is received.

TARDINESS

A student who is late (tardy) to school must report directly to the attendance office to sign in and must bring a note from a parent or guardian explaining the reason for the tardiness. Students who are late may receive disciplinary action. Students with repeated "unexcused" tardiness (overslept, no note from parent/guardian, etc.) will receive disciplinary action, per the District Code of Conduct.

TRUANCY

Absence from school or a class without the consent of a parent or guardian is truancy. Further, a student leaving the building without consent is considered truant. Students are considered to be in school from the time they board the bus in the morning until they exit the bus in the afternoon. Therefore, students are considered truant if they leave school property in the morning before homeroom, or between dismissal and the time the student boards the bus for home in the afternoon. A student who is truant from class or school will be subject to disciplinary action. A student who is truant repeatedly is subject to legal action in family court.

EARLY DISMISSAL

If a parent has made arrangements for a dismissal during school hours (MD appointments, etc.), the student is to follow this procedure:

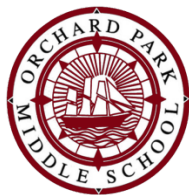
1. Report to the attendance office immediately upon entering school.
2. Present the request, signed by the parent or guardian, to the attendance clerk.
3. Receive an early dismissal slip.
4. Present the early dismissal slip to the teacher at the beginning of class.
5. The teacher will allow the student to leave at the appropriate time.
6. Report to the Welcome Desk. A parent/guardian must come into the building and present a government-issued photo ID to sign out the student.

STUDENTS MAY LEAVE ONLY WHEN ESCORTED BY A PARENT/GUARDIAN.

COUNSELORS

A student may visit the Counseling Center any time during the day to see their counselor.

Ms. Kali Lunduski	Grade 6
716-209-6269	
Ms. Elizabeth Nobel	Grade 7
716-209-6231	
Mrs. Bernadette Clark	Grade 8
716-209-6232	



DROPPING ELECTIVE SUBJECTS

It is possible to drop an elective course from a student's schedule. However, it should be remembered that dropping a course is a final act. Therefore, this should only be done after careful consideration and discussion among the student, parents, counselors, and teachers.

Should an elective course need to be dropped, please keep the following guidelines in mind:

1. The student must have parental permission in writing.
2. The written permission must be given to the student's teacher and counselor.
3. Band, orchestra, and chorus, when taken as electives, may be dropped at two periods of time during the year. These are:
 - a. At the beginning of the school year, within the first two classes.
 - b. During the two school days following the end of the first quarter.

REPORT CARDS

Student progress reports (report cards) are completed quarterly and made available online via the Parent Portal. Specific dates for marking periods and the close of grades are listed on the OPMS website and in PTO correspondence.

At the Middle School, grades 65-100 are passing. A grade mark of "INC" means that a student has not completed the required work. If a student fails to make up the work within a reasonable time, the incomplete may become a failing grade.

Please visit the Parent Portal on the OPCSD website to view your child's academic progress at any time. www.opschools.org (see Quick Links)

REQUIREMENTS FOR PROMOTION

Student promotion (Policy 7210) decisions are made by the school and are based on student performance pertaining to the successful completion of the educational program. Decisions are made in consultation with teachers, administrators, counselors, and district office personnel.

FOR 6th GRADE STUDENTS:

Decisions about promotions are based on viewing the total program goals, taking into account such things as skills, grades, effort, maturity, and ability to work independently. The decision to not promote means repeating the grade. Parents will be notified when possible non-promotion is being considered.

FOR 7th and 8th GRADE STUDENTS:

In general, a student is promoted to the next grade upon earning passing grades in at least three of the basic subjects (English Language Arts, Social Studies, Math, and Science).

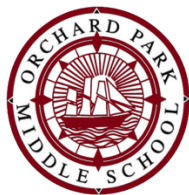
SUMMER SCHOOL / PROMOTION

Summer school programs are available at OPMS and in other districts for 6th, 7th, and 8th grade students. The following identifies how the summer school option correlates with promotion. **However, the principal makes the final determination about the ability to participate in summer school, retention, or alternative placements.**

If a student fails two basic subjects, summer school is mandatory. The student must pass one of the failed subjects to earn promotion.

If a student fails three basic subjects, summer school is mandatory. In this instance, the student must pass two of the subjects to earn promotion.

If a student fails all four basic subjects, the student will not be promoted.



MUSIC COURSES

We offer performing ensembles and classroom music. Band, orchestra, and chorus are full year curricular courses. School counselors can guide students on requirements.

Students in 7th grade are required to take a music course. This requirement may be met by taking one of the following choices:

- Chorus
- Band
- Orchestra
- Chorus and Band
- Chorus and Orchestra
- General Music

MUSIC PROGRAM (ENSEMBLES)

Participation in either band or orchestra involves both an instrument lesson time approximately once a week and a group practice class on a cycle 1 or cycle 2 day. Students who play an instrument in the school band or orchestra must assume the responsibility for:

1. The rental of an instrument if it is necessary.
2. Proper care of the rented instrument.
3. Regular practice playing the instrument.
4. Having the instrument in school on the day it is needed for class or a lesson. Students who fail to have their instrument for class or a lesson may be assigned detention.
5. Notifying the base/satellite teacher when they have a lesson.
6. Attending their scheduled lesson. Students are scheduled for lessons and band or orchestra as their ability and schedule permits.
7. If a lesson cannot be attended (test, braces, bad cold, etc.), take a note to the music teacher (signed by a parent or teacher) before the time of the scheduled lesson. A student who misses a lesson without the prior permission of the music teacher may be assigned detention.

The lesson schedule is included in the morning announcements (MSTV) every day during homeroom.

ATTENDANCE AT PERFORMANCES

All students in an ensemble (band, chorus, and orchestra) are required to perform in evening concerts unless they have a legal reason for absence:

1. Absence from school.
2. Illness or death in the family.
3. Severe weather.

Students who are absent from evening music performances must have a written excuse from home if they were not absent from school on the day of the concert. When possible, a notice of absence should be given before the concert. Students who are absent from concerts may be required to do a make-up assignment.

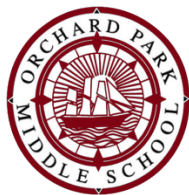
PHYSICAL EDUCATION

The co-ed Physical Education (PE) classes at the Middle School offer instruction in individual and team sports, swimming, Project Adventure, and personal fitness. New York State Education Law requires all students to successfully participate in a physical education program in order to graduate.

Physical Education classes are offered every other day throughout the entire school year. Students are to report for classes with proper attire, which includes a change of shirt, shorts or sweatpants, socks, and athletic sneakers. Students will be expected to provide their own bathing suit and towel. Goggles, caps, and flip-flops are recommended. Students who report to any PE class unprepared may receive appropriate consequences. Missed classes (i.e. excused, unprepared, absent) must be made up.

If a student cannot participate in a PE or swim class, a note from home must be given to his/her PE teacher that day. ***If a student will be excused for more than three PE classes, a written medical excuse signed by a doctor is required to be submitted to the school nurse.*** The student will then have the opportunity to obtain PE credit by completing a written assignment.

Physical Education and swim make-up classes are offered throughout the school year for those students who need to make up missed classes. Make-up schedules are posted in the pool area,



online, and in the locker rooms. Students are encouraged to make up all missed PE/swim classes. Missed swim classes must be made up in the pool.

LIBRARY MEDIA CENTER (LMC)

The LMC has reference materials, fiction and non-fiction books, magazines and newspapers. An interlibrary loan system is available for additional materials.

During the school day, a student may use the library for research, reading, or chromebook use with a pass from his teacher. Homework may be done in the library, provided space is available.

After school, the LMC is open until 3:10 p.m. Tuesday through Thursday. A student arriving after 2:40 p.m. must have a pass from a staff member to be admitted.

Photo identification (ID) cards are issued to students each year. To borrow materials, a student must present an OPMS ID card, a signed OPMS agenda, or a public library card.

Reference materials, magazines, and newspapers do not circulate. However, free copies for library project-related work may be requested from the LMC staff.

There are no overdue fines, but students who have overdue books may not borrow more materials. Students will be charged for lost or damaged books. Refunds will be made if the material is later found and returned.

LOCKERS

Lockers are the property of the school and may be opened by the school without permission of the student. Students are assigned one hall locker.

The school is not insured against the loss of articles from lockers due to theft; neither is the school responsible for the loss or theft of students' property.

Students should take the following measures to protect their belongings:

1. **LOCK YOUR LOCKER CAREFULLY BY:**
 - a. Closing the door tightly.
 - b. Spinning the lock combination.

- c. Pulling down on the lock to make sure it is secure. If you have any trouble with your locker, report the problem to your homeroom teacher.

2. **Never** leave your locker unlocked. If you discover that your lock is missing, you should ask a teacher to hold your belongings and report the loss of your lock to the main office.
3. **Never** tell anyone your locker combination.
4. **Never** leave large amounts of money or valuables in your lockers.
5. Mark all your belongings with your name in ink.
6. **Never** share a locker with anyone.

Locker changes will be made only after consultation with the homeroom teacher, administrator, and counselor.

Lockers should be kept clean and in good order. Base teachers will conduct locker clean-outs at various times throughout the year and students will be charged a fee for locker damage due to misuse.

REMEMBER: You can help protect your property and the property of others by:

1. Report to the office any incident you observe that you suspect may involve theft.
2. Return lost locks to the main office.

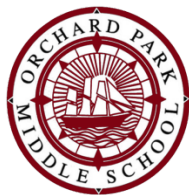
LOCKS

A student may purchase a school Master™ combination lock for their hall locker. School locks are sold in the main office at a cost of \$7.00. Locks may be used in grades 6-12. Locks that are not school locks may be cut off by the custodian, as the school must be able to open lockers at any time to protect the property and safety of students.

LOST AND FOUND

Students should put their name on all the possessions they bring to school. This includes clothing and shoes. **OPMS is not responsible for lost or stolen items. Nor are we responsible for the recovery of such items.**

If students lose their textbooks they should tell their teacher so arrangements can be made to get



replacements. The lost and found is located at the Welcome Desk in the main foyer. Lost and found items are displayed in the foyer at the beginning of each month, and then again at the end of the school year. Unclaimed items may be discarded or donated to charity.

TEXTBOOKS

If a teacher issues a textbook, they will maintain a record of the number and condition of the textbooks assigned to students at the beginning of the school year or course. All students must return the same book to the teacher at the end of the course in the same condition that it was received. Students are responsible for the payment of charges due to damage or loss of a textbook. Students will be held responsible for books that are left in unlocked areas such as classrooms, lockers, the Dining Hall, locker rooms, window sills, or buses.

POSTERS

Anyone who wishes to put posters around the school must first have them approved by a building administrator. Posters may be placed on bulletin boards, wooden doors, or tile walls.

EMERGENCY AND FIRE PROCEDURES

During emergency and fire drills, students are to proceed quickly and quietly to the proper exit. Students are not to take any items with them as they leave the building. During emergency and fire drills, students are to remain silent and follow posted rules and instructions from the teacher. Students will re-enter the building when directed.

CELL PHONES/SMART WATCHES

Cell phones, smartwatches, and AirPods must be turned off and placed in lockers at the start of the instructional day. If a student needs to use the phone, he or she must ask a teacher for permission then use the phone in the main office or welcome desk. Teachers will inform students when they are to be using headphones/earbuds/AirPods. Students who violate this policy are subject to discipline. This may include a verbal warning, taking the phone until the parent retrieves it from the main office or welcome desk, detention or a parent conference with administration.

BUS PROCEDURES

Students who ride school buses are under the jurisdiction of the school from the time they get on the bus in the morning until the time they get off the bus at the end of the school day.

While on the bus, students are under the direction and supervision of the driver. In order to make the bus trip pleasant and safe, students are expected to:

1. Be at the bus stop on time.
2. Take their seats immediately upon entering the bus and behave in an appropriate manner.
3. Sit where the driver tells them to sit. If necessary, the driver, or administrators may assign seats.
4. Avoid bringing such things as large objects, glass bottles, and pets on the bus.
5. Keep the noise at the level desired by the driver.
6. Board the bus and get off the bus at the designated stop. The bus driver cannot give a student permission to be dropped off at other locations.

CHANGING BUSES

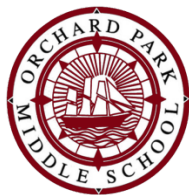
All students must ride their assigned bus. Students will not be permitted to change buses or bus stops.

BUS CONDUCT

The bus is considered an extension of the classroom.

Each student must follow the directions given by the bus driver. The driver may assign seats if necessary and may make conduct referrals to the Director of Transportation and the school administrators.

Behavior on buses: Offenses occurring on buses are taken as seriously as those occurring in school. Initial offenses will result in warnings, assigned seats, single detentions, or multiple detentions. Repeated referrals will result in suspension of bus privileges. A student will also be responsible for any damages to the bus.



LATE BUS

The late buses (Monday-Thursday) leave the Middle School from the south parking lot at approximately 4:00 p.m. to provide transportation for students involved in after-school activities. Therefore:

1. Students may ride the late bus if they are at school for extra help, supervised after-school activities (including sports) or detention. Students are to stay after school only when they are directly supervised by a teacher, teacher aide, or detention monitor.
2. To ride the late bus, students must present the driver with a bus pass. This will be issued by the teacher or monitor with whom the student was staying after.
3. All students riding the late bus are to report to the Dining Hall within 4 minutes of the time stated on the bus pass. Those students being picked up by parents must also wait in the Dining Hall. Parents should use the front circle when picking up students from after-school activities.

All school rules apply to students on the late bus. **Students cannot return to ride the late bus once they have left the school.**

If the late buses have not arrived by the time students are dismissed from detention and after-school activities, students should wait in the Dining Hall.

DINING HALL

The Dining Hall is a place where students can relax, enjoy lunch and talk quietly to other students. In order to keep the Dining Hall safe and enjoyable, students are expected to cooperate in the following manner:

1. Come to the Dining Hall with their teachers at their scheduled lunch time.
2. Refrain from using electronic devices.
3. Sit at the tables assigned to their base.
4. Keep their area clean. Monitors will have students clean tables and floor when necessary.
5. Wait their turn in line.
6. Return trays to the tray return window and place leftovers into garbage cans.

7. Wait for monitors to dismiss them after their area is clean.
8. Leave in an orderly manner.
9. Unacceptable behavior will result in appropriate consequences. Students are not to use electronic devices during lunch periods.

Food from outside restaurants for parties in the Dining Hall during lunch periods is not allowed, as this causes a major distraction and disruption to the environment.

CONSEQUENCES FOR DINING HALL MISBEHAVIOR

1. Assign students to clean up.
2. Reassign seats.
3. Refer students to the principal.

Unauthorized absence from lunch is considered to be an absence from class. Arriving late for lunch is the same as arriving late for any other class, and appropriate consequences may result.

CLASSROOM BEHAVIOR

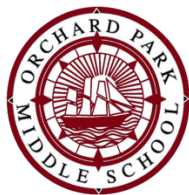
In addition to the general school rules which students must follow to maintain order and the safety of all, students must obey the rules specified by base and satellite teachers. These rules may be specific and are set for the purpose of helping students be successful in their studies. Any disruption of the learning process is unacceptable. Therefore, students should always:

1. Be on time for class.
2. Be prepared for class with the necessary books, materials, pens, pencils, paper, work, *and free read book*.
3. Present a late pass if there is a valid reason for being late.

HALL / STAIRWAY BEHAVIOR

In order to avoid accidents and injuries, please follow obvious safety precautions:

1. Walk – **DO NOT RUN.**
2. Keep to the **RIGHT** when you walk in the **HALL**, and on the **STAIRS**.
3. Avoid any aggressive behaviors.
4. Do **NOT** slide down railings.
5. Avoid forming groups in stairwells, hallways, or the foyer.



ASSEMBLIES / AUDITORIUM

Throughout the school year, students will attend performances or assemblies in the auditorium. On the way from classes to the auditorium, students are to walk in an orderly and quiet manner.

When students arrive at the auditorium, they are to sit quietly in their assigned sections.

During the program students are to demonstrate courtesy and respect. Unacceptable student behavior will not be tolerated and may jeopardize future attendance at assemblies.

WORKING PAPERS

Students may obtain working papers in the Main Office during the school year and **by appointment** during the summer months. In addition to the completed application, students must provide evidence of age (birth certificate or passport) and a copy of the current NYS School Health Examination form dated within 12 months.) Please call to make an appointment with a secretary (716-209-6227).

STUDENT COUNCIL

Orchard Park Middle School students are represented by a student council made up of a representative and an alternate elected by each homeroom. Student council officers are elected in the spring, and classroom representatives are elected in the fall. The student council represents the student point of view in school affairs.

It is most important that students take an active role in supporting their student government. Students who are interested in student government or student council elections should see homeroom teachers.

EXTRACURRICULAR ACTIVITIES AND CLUBS

After school activities and clubs will be announced on MSTV. Interested students should listen for the announcements and/or read them online at <http://www.opschools.org> (then click on the link to the Middle School, then building info, then announcements). Students are encouraged to participate in extracurricular activities during the school year. A student may participate in an activity if he/she meets these requirements:

1. Students must attend classes during the school day to participate in an after school activity. Under certain conditions an administrator may issue special permission for participation.
2. A student who does not participate in his/her regularly scheduled physical education class may be ineligible to participate in that day's intramurals or sports activity which is school related. Please see your physical education teacher immediately regarding questions about participation.
3. If any extracurricular participant fails to work to the best of her/his ability, a teacher may provide extra help. This can include keeping a student after school. **This type of extra school work takes precedence over any activity scheduled at that time.** If a student has not shown satisfactory improvement, the teacher shall consult with the advisors of the extracurricular activities in which the student participates to plan a course of action. If, after such action is taken, the student fails to show improvement in the academic work, the case shall be referred by the teacher(s) concerned to the faculty advisor. The advisor will make a final decision regarding eligibility of the student for extracurricular participation.
4. All students must adhere to Orchard Park's Co-Curricular policy, as outlined in the student handbook.



ORCHARD PARK MIDDLE SCHOOL CODE OF CONDUCT SUMMARY

A comprehensive code of conduct is on file at the district office and in the main office of each building. *On June 13, 2023, the Board of Education re-adopted the District Code of Conduct.* Copies are available and can be printed from our district website at: www.opschools.org. The Orchard Park Middle School is first and foremost a place of learning. Learning takes place when high standards of conduct are met. Respect, responsibility and appreciation are the foundations of these standards.

1. **RESPECT:** Recognize and appreciate the value of: Yourself/Fellow Students/Adults/Property.
2. **RESPONSIBILITY:** Recognize and understand that you are accountable for your actions.
3. **APPRECIATION:** Recognize and appreciate differences that exist among individuals.

In support of these character traits, the Orchard Park Middle School, in collaboration with the rest of the District, will enforce these rules relating to the prevention of bullying:

1. We will not bully others.
2. We will try to help students who are bullied.
3. We will try to include students who are left out.
4. If we know that somebody is being bullied, we will tell an adult at school and an adult at home.

Violations of Code of Conduct

The following serve as **examples** of possible code of conduct violations. **Each case is considered individually. Any of the consequences listed may be given as a result of the following violations. The absence of a specific violation in this list does not preclude a possible appropriate consequence. The complete district code of conduct is available at www.opschools.org.**

A. Engage in conduct that is disorderly. Examples of disorderly conduct include, but are not limited to:

1. Running in hallways.
2. Making unreasonable noise.
3. Using language or gestures that are profane, lewd, vulgar, abusive, intimidating, that incite others, or that are otherwise inappropriate.
4. Obstructing vehicular or pedestrian traffic.
5. Engaging in any act that disrupts the normal operation of the school community or educational process.
6. Trespassing. Students are not permitted in any school building during the regular school day, other than the one they regularly attend, without permission from the administrator in charge of the building.
7. Computer/electronic communications misuse, including any unauthorized use of computers, software, or internet/intranet account; accessing inappropriate websites; or any other violation of the District's Acceptable Use Policy.
8. Use of cell phones, recording devices, cameras, or other electronic devices during the instructional day except when expressly permitted by an administrator, a teacher or staff member. Outside of the instructional day, students are prohibited from using such electronic devices to engage in behavior that is a violation of the District's Acceptable Use Policy or that would cause substantial interference with the educational process.



B. Engage in conduct that is disruptive or insubordinate. Examples of disruptive or insubordinate conduct include, but are not limited to:

1. Failing to timely comply with reasonable requests of teachers, school administrators, or other District staff in charge of students.
2. Demonstrating disrespect.
3. Tardiness for, missing, or leaving school without permission.
4. Skipping assigned discipline sessions (e.g. detention).
5. Lying to school personnel.
6. Unauthorized or inappropriate use of electronic devices.

C. Engage in conduct that is violent. Examples of violent conduct include, but are not limited to:

1. Committing or attempting to commit an act of violence upon any person lawfully on school property or at a school function.
2. Possessing a weapon. Only authorized law enforcement officials may have a weapon in their possession while on school property or at a school function.
3. Displaying what appears to be a weapon.
4. Threatening to use any weapon.
5. Intentionally damaging or destroying the personal property of any person lawfully on school property.
6. Intentionally damaging or destroying District property.

D. Engage in any conduct that endangers the safety, morals, health, or welfare of others. Examples of this conduct include, but are not limited to:

1. Stealing the property of other students, District staff, or others lawfully on school property or attending a school function.
2. Defaming the reputation of other students or District staff by making intentionally false statements or representations, either verbally or in writing, that are intended to or actually cause harm to the reputations of other students or District staff or subject other students or District staff to undue embarrassment.
3. Harassing, bullying, cyberbullying, or discriminating; any student who creates a hostile environment by conduct, communication, verbal threats, intimidation, or abuse, of such a severe nature that:
 - a. has or would have the effect of reasonably and substantially interfering with a student's educational performance, opportunities or benefits, or mental, emotional, or physical well-being; or
 - b. reasonably causes or would reasonably be expected to cause a student to fear for his or her physical safety.
4. Harassment may take many forms, including verbal acts and name calling; graphic and written statements, which may include use of cell phones, the internet, or social media; or other conduct that may be physically threatening, harmful, or humiliating. Harassment does not have to include intent to harm, be directed at a specific target, or involve repeated incidents. Harassment, bullying, cyberbullying, and discriminatory conduct that warrants disciplinary action may occur off campus.
5. Hazing, which includes any intentional or reckless act directed against another for the purpose of initiation into, affiliating with, or maintaining membership in any District-sponsored activity, organization, club, or team.
6. Selling, using, distributing, or possessing obscene material.



7. Speech prohibited by Section VI(A)(3).
8. Use of or possession of tobacco, cannabis (marijuana), and nicotine products or its related paraphernalia. This includes e-cigarettes, vapors, and other such tobacco, cannabis (marijuana), or nicotine products, excluding nicotine-cessation products.
9. Possessing, consuming, selling, distributing, using, sharing, or exchanging alcoholic beverages, cannabis (marijuana), illegal substances, lookalike substances, synthetic or designer drugs or substances, or any other substance which is intended to alter mood, or being under the influence of these substances. The District also prohibits inappropriately possessing, consuming, selling, distributing, using, sharing, or exchanging prescription or over-the-counter medication or drugs.
10. Gambling, (wagering for money or something of value on an event with an uncertain outcome [e.g., sporting events] in the hope of winning additional money or items of value).
11. Indecent exposure, that is, exposure to sight of the private parts of the body in a lewd or indecent manner.
12. Initiating a report warning of fire or other catastrophe/emergency without valid cause, misuse of 911, or discharging a fire extinguisher.

E. Engage in misconduct while on a school bus. It is crucial for students to behave appropriately while using District transportation and other contracted services to ensure their safety and that of other passengers and to avoid distracting the bus driver. Students are required to conduct themselves on the bus in a manner consistent with established standards for classroom behavior. Excessive noise, pushing, shoving, harassment, discrimination, and fighting will be subject to discipline. Furthermore, students are expected to adhere to all requirements of the Dignity Act while being transported on a school bus; students must not engage in harassment, bullying, cyberbullying, or discrimination.

F. Engage in any form of academic misconduct. Examples of misconduct include, but not limited to:

1. Plagiarism.
2. Cheating.
3. Copying.
4. Altering records.
5. Assisting another student in any of these actions.
6. Violation of the acceptable use policy.
7. Forgery.

F. Engage in Cyberbullying. Cyberbullying includes, but is not limited to, the following misuses of technology: harassing, bullying, discriminating, teasing, intimidating, or threatening, another student or District staff by way of any technological tool, such as sending or posting inappropriate or derogatory email messages, instant messages, text messages, digital pictures or images, or website postings (including blogs) which have the effect of:

1. Physically, emotionally, or mentally harming a student.
2. Placing a student in reasonable fear of physical, emotional, or mental harm.
3. Placing a student in reasonable fear of damage to or loss of personal property.
4. Creating an intimidating or hostile environment that substantially interferes with a student's educational opportunities.



5. Creating or foreseeably creating a risk of substantial disruption within the school environment, where it is foreseeable that the off campus conduct, threats, communication, intimidation, or abuse might reach school property.

All forms of bullying are unacceptable and, to the extent that these actions are disruptive of the educational process of the District, offenders will be subject to appropriate staff intervention, which may result in discipline. Complaints of bullying or cyberbullying will be investigated promptly, and corrective action will be taken when a complaint is verified. The District prohibits any retaliatory behavior directed against complainants, victims, witnesses, or any other individuals who participated in the investigation of the cyberbullying complaint.

G. The absence of a specific rule will not be a license or reason for showing disrespect or limiting the rights of others.

The NYS Dignity for All Students Act

This act specifies that **NO** student shall be subjected to harassment or discrimination by employees or students on school property or at a school function based on their actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender or sex. Any student who engages in making harassing or discriminating verbal or written comments to another student or staff member will be subject to disciplinary action according to our code of conduct.

Alcohol, Tobacco, Drugs, Electronic Cigarettes and other substances

The misuse of drugs, alcohol, tobacco and/or nicotine products is a serious problem with legal, physical, emotional and social implications for the entire community. Therefore, the consumption, sharing and/or selling, use and/or possession of alcoholic beverages, tobacco products (including smokeless tobacco and/or nicotine products), illegal drugs, counterfeit and designer drugs, or paraphernalia (including but not limited to electronic cigarettes) for the use of such drugs is prohibited at any school sponsored function, on school grounds and on school buses at all times in accordance with Penal Law Section 220.00. Any student who engages in any of the above mentioned actions will be subject to disciplinary action according to our code of conduct.

CONSEQUENCES*

A consequence is something that follows naturally from a person's action, inaction or poor decision. As part of their education, students need to learn to be responsible, and accept responsibility (consequences) for their behavior. Consequences for violations of the Code of Conduct may include:

Warning (oral/written) – An adult (SRP, bus driver, teacher, administrator, parent volunteer) discusses a student's behavior with the student (without possible parent contact).

Removal from classroom by teacher – short-term "time out"; sending a student into the hallway briefly; sending a student to the office for the remainder of the class time only; sending a student to a guidance counselor or other middle school staff member for counseling.

Restitution for stolen or vandalized property.

Lunch Detention – A student is removed from the cafeteria and required to eat their lunch in a supervised alternative location.

Teacher Detention – A student is detained after school with a teacher in the classroom.



Office Detention – A student is detained after the school day and is supervised by school personnel. The student is first required to complete a reflection sheet and then is expected to complete school work or read. Talking or socializing is prohibited. Electronic devices, including cell phones, are not permitted. Students should notify their parents/guardians prior to the office detention.

Suspension from transportation – A student is prohibited from using school-provided transportation. Students must attend school. Parents are responsible for providing transportation.

Suspension from athletic participation – A student is not allowed to participate in school-sponsored sporting events as per district athletic policy.

Suspension from social or extracurricular activities – A student is not allowed to participate in or attend school-sponsored activities, as per district co-curricular policy.

In-School Suspension - A student is removed from the academic and social setting for an extended period of time. Students will receive modified instruction in a separate, isolated setting within the Middle School.

Out-of-School Suspension – A student is kept out of school pending a re-admittance conference. Out-of-school suspension will be at an alternative educational facility or at home as determined by the building principal. Students who are repeatedly in violation of the Standards of Conduct may be recommended for additional review or action.

* A behavior that requires a consequence may result in a parent/guardian phone call, e-mail and/or an incident document being mailed home upon the referral being recorded into PowerSchool.

APPROPRIATE ATTIRE

All students are expected to give proper attention to personal cleanliness and to dress appropriately for school and school functions. Students and their parents have the primary responsibility for acceptable student dress and appearance. Teachers and all other District personnel should exemplify and reinforce acceptable student dress and help students develop an understanding of appropriate appearance in the school setting.

Safety and belonging are important components of a positive school culture. The dress code policy is focused on promoting both. Students may dress in any style they desire and may present themselves in a way that is consistent with their identity.

Students will:

1. Dress in a manner that is safe, appropriate, and that will not disrupt or interfere with the education of other students.
2. Ensure that undergarments are completely covered with outer clothing.
3. Not wear clothing that has vulgarities or obscenities, or that is libelous toward or denigrating of others.
4. Not wear clothing that promotes or endorses the use of alcohol, tobacco, cannabis, or illegal drugs, or that encourages other illegal or violent activities.

At the beginning of the school year, and as appropriate throughout the year, the Principal will be responsible for informing students and parents of the student dress code for that specific building. Students who violate the student dress code may be required to modify their appearance by covering or removing the offending item and, if necessary or practical, replacing it with an acceptable item. Any student who refuses to do so may be subject to disciplinary action.



OTHER IMPORTANT PARENT INFORMATION

1. **TITLE IX: NON-DISCRIMINATION**

Orchard Park Central School District does not discriminate on the basis of sex in the educational programs or activities which it operates, and it is required by Title IX of the Educational Amendments of 1972 not to discriminate in such a manner. This policy of non-discrimination includes the following areas: recruitment and appointment of employees; employee pay and benefits; counseling services for students, and access by students to educational programs, course offerings and student activities. For additional information and/or to file a Title IX complaint, please contact one of the two District Title IX Compliance Officers listed below or visit our website where the District's Title IX policy can be found (www.opschools.org).

TBD, Assistant Superintendent for Curriculum & Pupil Services
(716) 209-6236;

or

Dr. Dean Ramirez, Assistant Superintendent for Personnel & Pupil Services
(716) 209-6239; dramirez@opschools.org

2. In an increasingly technological society, we recognize the growing use of e-mail and other forms of electronic communication. The Orchard Park Middle School considers the use of any inappropriate language as harassment, regardless of its origin. Students and parents are expected to adhere to the District's Acceptable Use Policy.
3. A telephone is available for student use in the main foyer, pending staff permission. Students may also use the telephone in the main office in an emergency. **Students are not allowed to use or carry cell phones during the school day.** Cell phones must be turned off and locked in the student's locker for the duration of the school day unless permitted by adult school personnel. If a student violates this policy the phone may be confiscated by a staff member, and a parent must pick up the cell phone at school.
4. Students who misuse or mistreat Chromebooks are subject to consequences according to our Acceptable Use Policy. This also includes and is not limited to: Inappropriate use of the Chromebook to take photos or make recordings that are not authorized by a school staff member.

Orchard Park Central School District 7316 Co-Curricular Behavior Eligibility Policy

SUBJECT: CO-CURRICULAR BEHAVIOR ELIGIBILITY

In addition to the standards of expected behavior and disciplinary sanctions enumerated in the District's Code of Conduct, the Board of Education recognizes that the co-curricular program is a distinct privilege extended to students by the District and that such participants represent the school during such participation.

Since all school Code of Conduct rules apply to students involved in after school activities as well as during the school day, participants in co-curricular programs will be held accountable for involvement with illegal drugs or alcohol while taking part in school clubs, student government, music, drama, intramurals, athletics and other student-centered activities designated by the Superintendent.

Any student suspected and then verified to be in possession of, under the influence, or found to be selling or distributing illegal drugs, inhalants, steroids, or alcohol will be immediately suspended and potentially dismissed from the activity after meeting with their School Building Principal and or other administrative staff as appropriate.

These standards of expectations are in effect at all times, which includes violations on school property (including buses), at school related functions, and in the community at large.



ACTIVITIES & CLUBS

The most up to date club information and schedules can be found at <https://www.opschools.org/Page/3183>. Please note that the club offerings change throughout the year based on student interest.

Club Name	Club Name
Art Club	Jazz Ensemble
B-Sharps Singers	Life & Careers Club
Game Club	Math Club
Jazz Lab	Morning Announcements
Book Fiends	Musical
Chamber Orchestra	Science Club
Destination Imagination	Select Choir
Drama Club	Robotics Club
Drum Ensemble	Spanish Club
Fiddle Club	eSports Club
French Club	Outdoor Wilderness Club
Health Club	Quaker Coding Club
News & Views Club	



SPORTS – MODIFIED

All modified sports require a physical and a tryout. More information can be found on the athletics webpage (opschools.org/domain/24)

FALL Modified: Monday-Friday (sometimes on Sat.)

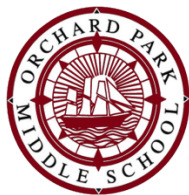
<input type="checkbox"/> Girls Cheerleading-Grades 7, 8	Aug.-Oct.
<input type="checkbox"/> Co-ed Cross Country – Grades 7, 8	Aug.-Oct.
<input type="checkbox"/> Girls Field Hockey-Grades 7, 8	Aug.-Oct.
<input type="checkbox"/> Boys Football – Grades 7, 8	Aug.-Oct.
<input type="checkbox"/> Girls Soccer – Grades 7, 8	Aug.-Oct.
<input type="checkbox"/> Boys Soccer – Grades 7, 8	Aug.-Oct.
<input type="checkbox"/> Girls Volleyball – Grades 7, 8	Aug.-Oct.
<input type="checkbox"/> Boys Volleyball – Grades 7, 8	Aug.-Oct.

WINTER Modified: Monday-Friday (sometimes on Sat.)

➤ Girls Cheerleading-Grades 7,8	Nov.-Feb
➤ Girls Basketball – Grades 7, 8	Nov.-Feb.
➤ Boys Basketball – Grades 7, 8	Nov.-Feb.
➤ Co-ed Swimming – Grades 7, 8	Nov.-Feb.
➤ Boys Wrestling – Grades 7, 8	Nov.-Feb.

SPRING Modified: Monday-Friday (sometimes on Sat.)

<input type="checkbox"/> Boys Baseball – Grades 7, 8	Mar.-May
<input type="checkbox"/> Boys Lacrosse – Grades 7, 8	Mar.-May
<input type="checkbox"/> Girls Lacrosse – Grades 7, 8	Mar.-May
<input type="checkbox"/> Girls Softball – Grades 7, 8	Mar.-May
<input type="checkbox"/> Co-ed Track & Field – Grades 7, 8	Mar.-May



I have read the above Student Code of Conduct and Co-Curricular Behavior Eligibility Policy and I fully understand that violation of either of these policies will result in the appropriate disciplinary measure. Specifically, I understand that violation of the Co-Curricular Behavior Eligibility Policy on or off school grounds at any time will result in a suspension and/or dismissal from the team or club/activity.

Student Name (please print) _____

Student Signature _____

Parent Signature _____

Date _____

Homeroom _____