

# **ORCHARD PARK CENTRAL SCHOOLS**

## **Mission Statement**

To maximize the potential of all students

## **Vision**

Promote equity and inclusion

Recognize and embrace diversity

Identify and remove barriers to ensure access and opportunities

## **PRINCIPAL'S MESSAGE**

Hello students of Orchard Park High School,

It is with enthusiasm and excitement that I welcome you to the 2024 - 2025 school year. As the principal of this wonderful learning community, I am honored to work with such a talented, diverse, and driven group of students, staff, and parents.

OPHS is committed to giving you the best possible education in the hopes that you reach your full potential. We pride ourselves on offering a supportive and inclusive learning environment, challenging courses that will expand your thinking, and an array of extracurricular opportunities that will enhance your high school experience.

As we begin our year, I ask that you bring your best every day. We know that our best may change from day to day, however, if we are all working hard to give our best we will achieve great results. Our success is also based on positive communication and cooperation. We are a learning community that is built on respect, kindness, and mutual support. Let us ensure that we are treating one another with those qualities in mind.

I look forward to a successful and rewarding year at Orchard Park High School!

Sincerely,

Mr. Brandon Pafk  
Orchard Park High School Principal

## **OPHS Alma Mater**

Marching proudly on the journey of our life time,  
walking tall through our brief moments in the sun,  
we may not always know our final destination  
but we will always know where we are from.

Orchard Park High

through our efforts we will show you  
all of the pride we feel for you in our hearts.

Maroon and white forever

hail our alma mater

though far from you we will never ever part.  
Seeking “Truth and Wisdom” guide our passage  
as we climb high our ladder toward the stars.  
Learning to appreciate the beauty of the journey,  
which we pledge to honor, even from afar.

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## TELEPHONE DIRECTORY

Please advise your parents/guardians of this listing. Be sure they know the house to which you have been assigned. If necessary, students will be allowed to use an office phone with permission. Students will not be called out of class to the telephone. Emergency messages will be delivered to students.

### **HIGH SCHOOL MAIN OFFICE 209-6242**

High School Principal – Mr. Brandon Pafk  
High School Secretary – Mrs. Sandy Basile  
SRO – Officer Courtney Mackey 209-6300

HIGH SCHOOL ATTENDANCE 209-6270  
CENTRAL TREASURER 209-6244  
SCHOOL NURSE 209-6296

### **HOUSE I OFFICE 209-6213**

House I Principal – Mr. Brandon Hafner  
House I Secretary – Mrs. Jennifer Wasiewicz  
School Counselors  
    Mr. Michael A. Behm 209-6256  
    Mrs. Jennifer Stahl 209-6257

Social Worker – Mrs. Amy Klube 209-6202

### **HOUSE II OFFICE 209-6223**

House II Principal – Mr. William Lynch  
House II Secretary – Mrs. Robin Socci  
School Counselors  
    Dr. Annemarie Cervoni 209-6266  
    Mr. Aaron Bove 209-6265

Social Worker – Ms. Amanda Mohler 209-6218  
School Psychologist – Mr. Joseph Adamec 209-6383

### **HOUSE III OFFICE 209-6313**

House III Principal – Mr. Daniel Reiford  
House III Secretary – Ms. Abby Collins  
School Counselors  
    Mrs. Charity Burlingame 209-6271  
    Mrs. Amy See 209-6272

Social Worker – Mr. Charles Kron 209-6240

COMMUNITY EDUCATION 209-6295  
HIGH SCHOOL RECORDS 209-6286

## HIGH SCHOOL CALENDAR 2024 - 2025

SEPT 4 First day of student attendance  
SEPT 18 Open House, 6:30 – 8:30 p.m.  
SEPT 23 - 27 Homecoming Week  
OCT 9 Quarter 1 Mid-point  
OCT 14 Indigenous People Holiday  
OCT 12 PSAT Exam, 7:30 a.m.  
NOV 2 SAT Exam, 7:30 a.m.  
NOV 1 Quarter 2 starts  
NOV 11 Veterans Day Holiday  
NOV 13 Report Cards Available on Parent Portal  
NOV 27-29 Thanksgiving Day Holiday  
DEC 11 Quarter 2 Mid-point  
DEC 20 Last Day of Instruction  
DEC 23-JAN 3 Winter Holiday  
JAN 6 School Resumes  
JAN 20 Martin Luther King Jr. Holiday  
JAN 14 2nd Quarter Ends  
JAN 21- 24 Final/Midterm/Regents Exams  
JAN 27 2nd Sem. Begins – Full Student Attendance  
JAN 29 Lunar New Year  
FEB 3 Report Cards Available on Parent Portal  
FEB 17 - 21 Winter Break  
MAR 10 Quarter 3 Mid-point  
MAR 7 Teachers' Conference Day – No classes  
APR 14 – 21 Spring Holiday  
APR 22 Return to School  
APR 4 Quarter 4 starts  
APR 10 Report Cards Available on Parent Portal  
MAY 3 SAT Exam, 7:30 a.m.  
MAY 5 - 16 Advanced Placement Exams  
MAY 16 Quarter 4 Mid-point  
MAY 26 Memorial Day Holiday  
May 31 Senior Prom  
JUNE 10 Last Day of Instruction  
JUNE 11 - 25 Local/Regents Exams – No Classes\*  
JUNE 28 Graduation – Kleinhans Music Hall, 2 p.m.

THE REGULAR SCHOOL DAY AT ORCHARD PARK HIGH SCHOOL ENDS AT 2:35 P.M.  
STUDENTS WILL ORDINARILY BE RELEASED AT 1:53 P.M. AT THE DISCRETION  
OF THE FACULTY AND/OR ADMINISTRATION, STUDENTS MAY BE REQUIRED TO  
STAY UNTIL AT LEAST 2:45 P.M.

### **REGULAR BELL SCHEDULE**

Period 1 7:25 – 8:06 a.m.  
Homeroom 8:10 – 8:15 a.m.  
Period 2 8:19 – 9:00 a.m.  
Period 3 9:04 – 9:45 a.m.  
Period 4 9:49 – 10:30 a.m.  
Period 4L 10:34 – 10:53 a.m. \*  
Period 5a 10:34 – 11:15 a.m.  
Period 5b 10:57 – 11:38 a.m.  
Period 5L 11:19 – 11:38 a.m.\*  
Period 6a 11:19 – 12:00 p.m.  
Period 6b 11:42 – 12:23 p.m.  
Period 6L 12:04 – 12:23 p.m. \*  
Period 7a 12:04 – 12:45 p.m.  
Period 7b 12:27 – 1:08 p.m.  
Period 7L 12:49 – 1:08 p.m. \*  
Period 8 1:12 – 1:53 p.m.  
\*Lunch Period - 4L, 5L, 6L, 7L

### **REGULAR ASSEMBLY BELL SCHEDULE**

Period 1 7:25 – 8:00 a.m.  
Homeroom 8:04 – 8:09 a.m.  
ASSEMBLY 8:13 – 8:57 a.m.  
Period 2 9:01 – 9:36 a.m.  
Period 3 9:40 – 10:15 a.m.  
Period 4 10:19 – 10:54 a.m.  
Period 4L 10:58 – 11:17 a.m. \*  
Period 5a 10:58 – 11:33 a.m.  
Period 5b 11:21 – 11:56 a.m.  
Period 5L 11:37 – 11:56 a.m.\*  
Period 6a 11:37 – 12:12 p.m.  
Period 6b 12:00 – 12:35 p.m.  
Period 6L 12:16 – 12:35 p.m. \*  
Period 7a 12:16 – 12:51 p.m.  
Period 7b 12:39 – 1:14 p.m.  
Period 7L 12:55 – 1:14 p.m. \*  
Period 8 1:18 – 1:53 p.m.

## **SHORT ASSEMBLY/OLWEUS BELL SCHEDULE**

Period 1 7:25 – 8:02 a.m.  
Homeroom 8:06 – 8:11 a.m.  
ASSEMBLY 8:15 – 8:43 a.m.  
Period 2 8:47 – 9:24 a.m.  
Period 3 9:28 – 10:05 a.m.  
Period 4 10:09 – 10:46 a.m.  
Period 4L 10:50 – 11:09 a.m. \*  
Period 5a 10:50 – 11:27 a.m.  
Period 5b 11:13 – 11:50 a.m.  
Period 5L 11:31 – 11:50 a.m. \*  
Period 6a 11:31 – 12:08 p.m.  
Period 6b 11:54 – 12:31 p.m.  
Period 6L 12:12 – 12:31 p.m. \*  
Period 7a 12:12 – 12:49 p.m.  
Period 7b 12:35 – 1:12 p.m.  
Period 7L 12:53 – 1:12 p.m. \*  
Period 8 1:16 – 1:53 p.m.

## **EARLY DISMISSAL BELL SCHEDULE**

Period 1 7:25 – 7:58 a.m.  
Homeroom 8:02 – 8:07 a.m.  
Period 2 8:11 – 8:44 a.m.  
Period 3 8:48 – 9:21 a.m.  
Period 4 9:25 – 9:58 a.m.  
Period 4L 10:02 – 10:21 a.m. \*  
Period 5a 10:02 – 10:35 a.m.  
Period 5b 10:25 – 10:58 a.m.  
Period 5L 10:39 – 10:58 a.m. \*  
Period 6a 10:39 – 11:12 a.m.  
Period 6b 11:02 – 11:35 a.m.  
Period 6L 11:16 – 11:35 a.m. \*  
Period 7a 11:16 – 11:49 a.m.  
Period 7b 11:39 – 12:12 p.m.  
Period 7L 11:53 – 12:12 p.m. \*  
Period 8 12:16 – 12:49 p.m.

## Student Co-Curricular Advisor Directory

**Art Club:** Ms. Catanzaro  
**Board Game Club:** Mr. Ferrara, Mr. Weiss  
**Book Club:** Ms. DiLucente, Ms. Godios  
**Cancer Awareness:** Ms. Rabener,  
Ms. Quinn  
**Chamber Orchestra Club:** Mr. Safford  
**Chess Club:** Dr. Rominger  
**DECA:** Mrs. Casto, Mrs. Downs  
**Destination Imagination:** Mrs. Baker  
**Drama Club:** Mrs. Szczepanik  
**Fiddlers Club:** Mr. Safford  
**French Club:** Mrs. Cartwright  
**French National Honor Society:**  
Mrs. Holtermann  
**Freshman Class:** Mr. Brach, Mrs. Gruin  
**Future Teachers Club:** Mrs. Chopra  
**Gay/Straight Alliance (GSA):**  
Ms. DiLucente  
**Gender Equality Club:** Ms. Perla  
**Grammar Club:** Ms. Rodemeyer  
**History Club:** Mr. Janas  
**International Club:** Mrs. Montesano  
**Junior Class:** Mrs. Mapps,  
Mrs. Duszkievicz  
**Latin National Honor Society:** Mr. Neveu  
**Masterminds - Varsity:** Dr. Rominger  
**Masterminds – JV:** Dr. Rominger  
**Math/Physics Club:** Mr. Dena,  
Mr. Thomson  
**Media Productions Club:**  
Mr. DeWald, Mr. Zintek  
**Medical Career Interest Group:**  
Ms. Feldman  
**Mock Trial:** Mr. Janas  
**Model United Nations:** Mrs. Calder

**National Honor Society:** Mrs. Karalus  
**NHS Tutoring Organization:** Ms. Godios  
**OPHS Society of Science Scholars Club:**  
Ms. King, TBD (was Mrs. Rominger)  
**OP Impact:** Mrs. Grossman  
**Orchard Park Educational Outreach:**  
Mrs. Holtermann, Ms. Adel  
**Pep Club:** Mr. Graffeo, Mr. Botticelli  
**Pulse Literary Magazine:** Ms. Perillo  
**Quaker Marching Band:** Mr. Bean,  
Mr. Brignone  
**Racial Equality Alliance Club:**  
Mrs. Farrell  
**S.A.V.E.:** TBD  
**Science Club:** Mrs. Chopra; Dr. Rominger  
**Senior Class:** Sra. Connors, Ms. Rodemeyer  
**Sign Language Club:** Ms. Adel  
**Sophomore Class:** Mr. Botticelli,  
Mrs. Lexner  
**Spanish Culture Club:** Sra. Connors  
**Spanish National Honor Society:**  
TBD  
**Stage Crew:** Mr. Bella  
**STAP Comm:** Mrs. Feldman, Mr. Bove;  
Mrs. Maciejewski  
**STEM/Rocket Club:** Mr. Betrus  
**Sustainability Club:** Mr. VanDerwater  
**Technology Club:** Mr. Erlandson  
**The VOICE (School Newspaper):**  
Ms. Rodemeyer  
**Tri-M Music Honor Society:** Mr. Bean  
**Varsity Club:** Mr. Graffeo  
**Wellness Club:** Ms. Mohler  
**Yearbook:** Mr. Baldauf, Mrs. Baker

## **ADMISSION TO SCHOOL EVENTS**

Admission may be charged for school-related events including athletics.

## **BOOKSTORE**

Several courses may request students to supply books or class materials. The student bookstore offers supplies, lab materials, and other items. The bookstore is operated by members of DECA during homeroom and after school.

## **DEBTS**

Students are responsible for returning district-owned textbooks or materials at the conclusion of each course or when dropping a course. Students will be required to pay for lost or damaged textbooks, library books, or other materials.

## **LIBRARY MEDIA CENTER**

The library is a research center and an extension of the classroom. It is open from 7:15am. to 2:30pm.; however electronic resources such as eBooks, audiobooks, and research databases are available 24/7 via the library website and Soraapp.com.

The library has collaborative puzzles and other interactive stations to foster exploration. The librarians develop monthly activities for students in order to further individual student creativity and interest. Additionally, students can sign up for subscription book boxes and receive books based on their reading preferences and thematic activities delivered every six weeks. Certified Library Media Specialists and library aides are available to assist students and staff. Students can direct questions and interest in any of these programs/activities with the librarians and library staff.

## **LOCKERS**

Lockers at Orchard Park High School are the property of the school district. The district has the right to inspect any locker and its contents at any time. The school cannot be responsible for theft from your locker. You will be assigned a locker in which to store your books and personal belongings.

1. Do not use someone else's locker or an unassigned, vacant locker.
2. Do not keep valuables in your hall locker or physical education locker.
3. Students must place locks on their assigned lockers.
4. Failure to purchase and use a lock does not diminish your responsibility for safeguarding textbooks and other school property issued to you.
5. After final exams, locks will be cut off and any items left behind will be discarded. Athletic lockers must also be vacated at the end of the season.
6. Report theft or vandalism immediately to your House Office on the "Theft/Vandalism" form available there.

## LOST AND FOUND

Lost and found items should be turned into one of the House Offices. The district may not be held responsible for lost items.

## LUNCH

1. Choose either the Commons or the Cafeteria.
2. Report within 6 minutes. Show pass to monitor if arriving late or leaving early.
3. Be courteous, responsible and respectful to all students, faculty and staff.
4. No food or drinks may be ordered from outside the school.
5. Do not sell or solicit anything unless approved by the administration.
6. Students are expected to help clean their tables and seating areas before leaving.
7. Lunchroom monitors have the authority to regulate seating. (Guidelines: six-student maximum at each square table.)

## PHOTO ID CARDS

1. Students must carry their current OPHS photo ID cards at all times.
2. Students must present their OPHS photo ID cards to faculty or staff upon request.
3. A current OPHS photo ID will be required for Open Campus, Library Media Center, internet use, dances, class elections, parking stickers and various other school functions such as senior prom.
4. Failure to obtain, and have in your possession, an OPHS photo ID may result in disciplinary action.
5. Loss of an OPHS photo ID card must be reported immediately to the Media Center. The student will be charged a replacement fee of \$3.00.

## TRANSPORTATION

Regular bus runs will arrive at the high school between 7:00 and 7:20 a.m. and depart at the end of the school day at 2:00 p.m. The afternoon BOCES buses will leave East Aurora at 2:15p.m.

Approximate Pickup Times will be:

- 9:40 a.m. Morning pick up at Potter Road
- 7:40 a.m. Morning Ormsby buses leave
- 10:30 a.m. Morning pick up at Ormsby
- 9:25 a.m. Midmorning Potter Rd. buses leave
- 11:40 a.m. Afternoon Potter Rd. buses leave\*
- 2:30 p.m. Afternoon pick up at Potter Road
- 11:40 a.m. Afternoon Ormsby buses leave\*
- 2:30 p.m. Afternoon pick up at Ormsby

\*Afternoon Ormsby and Potter buses leave at 11:50 a.m. on Short Assembly Schedule and at 12:00 p.m. on Regular Assembly Schedule.

\*\* Times listed are subject to change due to BOCES schedules.

## **GENERAL BUS RULES:**

1. 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 to the house principal.
2. Students may be transported to school and home only unless they have a request in writing from their parent or guardian that has been turned in to the Attendance Secretary at the beginning of the day. The Attendance Secretary will issue a bus pass that should be given to the bus driver. Students must have a pass to ride late buses.
3. BOCES students may drive to BOCES in rare circumstances with advance permission from their house principal provided that parking space is available at the BOCES site. Missing the BOCES bus is not justification for driving to BOCES.
4. Students who miss the BOCES bus may be subject to disciplinary action.

## **AFTER SCHOOL BUSES:**

Late buses leave the HIGH SCHOOL at 2:35pm. from the BAKER LOT Monday through Thursday. To ride a late bus, students must have an official OPHS bus pass.

## **WORKING PAPERS**

Students needing working papers may obtain the proper forms in the High School Records office (209-6286). A physical and a birth certificate will be required.

## **VISITORS**

In an effort to provide a safe and orderly environment for students and staff, all visitors shall follow the following procedures:

1. Visitors may be granted entrance to school buildings upon:
  - a) Stating the intention of their visit;
  - b) Presenting government-issued photo identification (ex. Driver's License, passport);
  - c) Having identification scanned through a visitor management system, which may include screening within sex offender database registries.
2. All visitors are expected to wear a visitor's identification badge and limit their location within the building to the area in which they were granted access.
3. Visitations to classrooms for any purpose require permission in advance from the Building Principal and/or designee in order to allow teachers the opportunity to arrange their schedules to accommodate such requests.

Parent/guardian visitors are welcome. Please report to the Front Desk. School-age visitors are required to comply with the following procedures:

1. Any person (not a student or staff member) who wishes to see a staff member must report directly to the High School Front Desk. The front door monitor will contact the school person.
2. Student visitors are allowed only if they are seriously considering attending Orchard Park High School. A parent/guardian of the potential student visitor must contact

the Main Office at least two weeks prior to the anticipated visit date for arrangements to be made.

3. Visitors from local schools will not be permitted when the local school is not in session. The appropriate house principal must endorse any exception to the above.

## **HEALTH AND SAFETY**

### **HEALTH OFFICE**

Admittance from class to the Health Office will be permitted only upon presentation of a signed pass from the student's instructor for that class period. In emergencies only, if a student is unable to get teacher permission, the nurse will call the teacher immediately to notify the teacher that the student is in the nurse's office. Students must sign in when entering the health office and sign out when leaving. Failure to provide this documentation may result in the student being charged with skipping class. Students must not leave without signing out.

Only students who are seriously ill in the opinion of the school nurse will be allowed to remain in the Health Office. Students leaving the Health Office will be given a pass to return to class.

### **MEDICATION**

Students who must take any prescription or non-prescription medication during school hours must follow these directions:

1. Obtain a Medication Slip from the Health Office.
2. Return the signed Medication Slip to the Health Office. It must be signed by a Parent/Guardian and physician, and is good for the current academic year only.
3. Medication must be in its original container showing specific instructions and brought to school by a parent/guardian.
4. Medication must remain in the Health Office, with the exception of inhalers and epi-pens.
5. No medications of any kind may be carried or consumed on school property unless the above procedure is followed. Failure to comply with these guidelines will be subject to disciplinary action.
6. Students are responsible for reporting to the health office at the proper time to take their medication.

### **ACCIDENTS OR ILLNESS**

All accidents or illnesses, no matter how minor, must be reported to the teacher or coach in charge who will then notify the health office. Students should report to the health office upon suffering injury or illness. Parents/guardians will be notified of accidents and are responsible for determining who will provide treatment when a student becomes ill during the school day. For this reason, it is important that the student leave home and alternative telephone numbers on file in the school.

Students too ill to remain in school will be sent home with permission of the student's parent/guardian and principal.

## **MEDICAL EXCUSE FROM REGULAR CLASS AND PHYSICAL EDUCATION CLASSES**

If a student's injury or illness limits participation in any phase of the student's school program, that condition must be verified by a written explanation of the situation from the attending physician noting the period of time and the restrictions. In the event of a long-term illness or handicap, the medical excuse must be renewed annually.

1. The student must submit the doctor's statement to the health office prior to any schedule/grade change.
2. The school nurse will file the original statement in the student's health folder and notify the student's counselor.
3. The counselor, the student and the teacher involved should agree on the student's schedule during the excused period.
4. The teacher must keep a careful record of the excuse and notify the counselor if the student does not report to class as agreed in number 3 above.
5. A student who is medically excused for a period of time must complete an alternative activity and/or a research project.
6. A doctor's note must be submitted to be excused from PE.

### **PHYSICAL EDUCATION MAKE-UP PROCEDURE**

Students must make-up ALL physical education classes missed for the following reasons including, but not limited to, a legal absence, unprepared for class, health office visit, designated school field trip, and music lesson.

Students can get full credit for physical education classes that they have missed by attending an after school physical education make-up opportunity. Students who miss a swim class or class in the pool must make up their class in the pool only. Pool make-up classes take place every Wednesday after school. Students may also make up a class by attending an alternate physical education class during the regular school day (during a free period or study hall) with the prior permission of the attending teacher.

Students may also turn in a one-page article review/written assignment (topic assigned by the teacher) in lieu of making up a class. Students can only turn in a maximum of two of these assignments per quarter in order to make up work.

All physical education make-ups must be completed within two weeks of missing a class. A student must submit a make-up slip to his/her physical education teacher to receive credit. Make up slips can be obtained from the teacher/supervisor of the make-up session attended.

### **FIRE DRILL /EMERGENCY EVACUATION / LOCKDOWN DRILL**

During the first week of school, your teachers will review the procedures and expectations for fire drills, shelter-in-place, hold in place, evacuations, and lockdown drills. Be alert, follow directions and remain **quiet** during each drill. The school fire alarm bell is the signal for an actual fire emergency, fire drill or other emergency evacuation of the building. **Never** presume the alarm is merely a drill. Exit from the building by the route described on the **fire exit** poster in your room. The last person to leave the room must see that the windows are closed, lights are out, and the door is closed and locked. Students must remain quiet and leave the building in an orderly manner. Once away from the building remain with your class and teacher and be prepared to move to another area, receive further instruction, or re-enter the building. Do not re-enter the building until directed to do so by your teacher.

The school is required to perform four lockdown drills each year. During a lockdown drill, students should wait quietly for directions from their teacher. In all drill or

emergency situations, each student must carry out the required procedures quietly, promptly, and orderly to insure each person's safety. Remain with your class and teacher in order to receive and follow any additional instructions. Per NYS law, students and families will be made aware of each drill before they take place.

## ATTENDANCE

In order to benefit from the educational program, Orchard Park High School students must report to school and to class on time. Students who miss more than 20 days in a full-year course (or 10 days in a half-year course) are subject to denial of credit. Students may then be allowed to audit the course for no credit. Both excused and unexcused absences will be counted against this 20-day maximum. Notification will be given to parents/guardians through report cards, special reports, and/or parent/guardian conferences for any action taken which would result in loss of course credit.

If there are any questions regarding attendance or tardiness on the quarterly report card, please contact the attendance aide.

1. **Excused Absences:** Excused reasons for absence from school are: illness, sickness or death in the immediate family, locally impassable roads, religious holidays, approved educational trips, and appearance in court. All other absences are unexcused.
2. **Unexcused absence/unofficial holiday:** Absence from school for personal reasons (shopping, needed at home, family vacation) is unexcused even with parent/guardian permission and is so recorded on the student's permanent record. **Students who have unexcused absences may lose credit for all work missed.** Parents/guardians are encouraged to call the attendance office regarding an occasional absence. If an extended absence is planned, parents/guardians are encouraged to inform the attendance aide and all of the student's teachers. Before the planned absence, students should obtain work from all teachers whenever possible.
3. **Readmission to school:** Each student returning to school following an absence must give the attendance aide a written note or an online note in the portal stating the student's name, date of absence, and reason for absence, signed by the student's parent/guardian. Telephone calls stating reasons for absence are not acceptable. After three days, if a written excuse is not presented to the attendance aide, the absence will be assumed to be a truancy and detention may be assigned accordingly.
4. **Tardiness:** If a student reports to school after 7:25 a.m., he/she is tardy and **must report directly to the attendance aide**, sign in and obtain a late admission slip to class or study hall. When a student is late for school, a note is required from a parent/guardian. However, students submitting notes are NOT automatically excluded from disciplinary action. If the note indicates excused lateness, no penalty will be assessed. If the note indicates an unexcused lateness, or when there is no note, the student will receive detention from 2:00 - 3:00 p.m. that must be served on the day of the lateness, or on the next day at the very latest. A student may be assigned detention from 2:00 - 3:00pm. every time a tardiness occurs. Students who drive to school will be subject to losing their driving privileges. Students who do not respond positively to the above steps will be considered discipline problems.
5. **Perfect Attendance:** Approved school field trips will not be counted as an absence when determining perfect attendance. All other forms of absence, excused or unexcused, will count as absences and will disqualify a student for perfect attendance status.

6. **Early Release:** Students who wish to leave school for any reason during the school day must present written permission from a parent/guardian to the attendance aide before first period or during homeroom on the day of the dismissal. No student may leave school without being officially excused, nor return to school without being officially re-admitted by the attendance aide.
7. **Truancy:** Absence from school property, any assigned class, lunch or study period without school or parent/guardian permission is considered truancy. A student who is truant from school may be required to make up the time missed. In addition, the student may receive a grade of zero on work missed, or on quizzes and exams missed due to truancy.

### **Attendance Committee:**

A sequential review process will occur, involving the student, parent(s)/guardian(s), teacher(s), and faculty attendance committee prior to any attendance committee action beyond level C. Students must understand the importance of good attendance and punctuality. **Students may be assigned extended study periods between 2:00 - 5:00 p.m. if the faculty attendance committee determines that the student is not making an appropriate effort to attend all classes regularly, or if the student is not taking full academic responsibility for missed days.**

### **Committee Action Levels:**

- A. Discuss policy with student; verbal warning.
- B. Assign extended study periods from 2:00 - 5:00 p.m. (Must have minimum of 10 absences full year or 6 absences half-year course.)
- C. Hold conference with administration pertaining to the possible denial of credit. (Must have a minimum of 20 absences full year or 12 absences half-year course. Actions A and B must have already occurred.)
- D. Denial of credit at building principal discretion.

Regular attendance is a condition for successful completion of all courses. Skipping any class, study period or part of a period may be considered cause for disciplinary action and may be resolved through the 5-step disciplinary process.

### **SCHEDULING OPTIONS**

Orchard Park High School students must be scheduled for a minimum of five classes in addition to Physical Education every day each semester. Classes that meet every other day do not qualify as every day classes. The high school principal must approve any exception to this rule in advance.

### **SCHEDULE CHANGES**

Student schedule changes are set up by counselors to take into account the future plans of the student, parent/guardian requests and teacher recommendations. Because schedules are developed to give the student the best program possible, changes of schedule are considered a serious matter. Under no circumstances may a student simply stop attending a class or study period. Until the change is arranged and the student receives a copy of the new schedule from the school counselor, the student must attend the classes on their current schedule. A level change request should involve communication between the relevant teachers, student, parent/guardian, and school counselor. The house principal or their designee will make the final decision on the students' placement.

### **SCHEDULE CHANGE DATES**

Any student seeking a schedule change should see their counselor for a form as soon as possible. Signatures from students, parents, and teachers are required for all changes.

For half-credit (.5) courses, changes will begin on the fourth day of the first six-day cycle and end at the end of the sixth day of the **first** six-day cycle. Signed forms including student/parent/teacher signatures must be turned into students' House Offices by 2pm on the sixth day of the first six-day cycle.

For full-credit (1.0) courses and *levels changes*, changes will begin on the fourth day of the first six-day cycle and end at the end of the sixth day of the **second** six-day cycle. Signed forms including student/parent/teacher signatures must be turned in to students' House Offices by 2pm on the sixth day of the second six-day cycle.

Students may not add a half-credit (.5) course after the first cycle of a semester. Students may not add a full-credit (1.0) course after the second cycle of a semester.

**Any course changes after these designated dates require administrative approval.**

### **DROPPING A COURSE**

A student may drop a course with no notation made on the permanent record up to the end of the first student day of the second quarter for a first semester course, the end of the first student day of the fourth quarter for a second semester course and the end of the first student day of the third quarter for a full year course. A course dropped after these dates will be designated as a Drop/Fail. A course may not be dropped unless a student maintains a five-course schedule in addition to Physical Education. The house principal or their designee must approve any exception to this procedure.

### **STUDY HALLS**

Many students are assigned to study periods each day and are expected to use this time to do research, homework, or review class material. Truancy from a study period is as serious as truancy from a class and will result in disciplinary action. It is important to emphasize that students should use non-class time for individualized help, study, practice, or involvement in optional educational activities.

### **CLASS STATUS AND PROMOTION**

In order to achieve senior status, a student must have the potential to graduate no later than August immediately following the anticipated June graduation date. To qualify for participation in the graduation ceremony, students must have met all graduation requirements prior to the ceremony.

### **N.Y.S. REGENTS EXAMINATIONS**

Regents' examinations are end-of-course or end-of-sequence achievement tests based upon State courses of study. Courses are designated as Regents in the Curriculum Handbook

and/or the master class schedule. Under normal circumstances, a student enrolled in a Regents course will automatically be permitted to take the Regents examination. (See exceptions.)

### **EXCEPTIONS:**

Laboratory experiences in science are state required components of Regents courses and must be completed before students can be eligible to take the Regents examination. Science teachers will advise the high school principal or his designee, on the last day of classes prior to an examination period, of any student who fails to meet the laboratory requirement.

All other situations involving the taking of Regents examinations without completing the appropriate course of study are special and will require specific written approval from the high school principal. Special cases include students with specialized talent, students from other high schools, etc.

Since Regents examinations must be scheduled in advance, it will be necessary to file for special permission to take an examination by week 35 for a June examination. Permission will be given after these dates under unusual conditions, and then only if sufficient spare examinations are available.

### **POLICY ON MISSING A FINAL EXAMINATION**

The final examination-testing period is part of the school year and indicated on the school district calendar. Students are expected to be in attendance for all mid-term and final examinations. Since the final exam for each course is offered only once, it is expected that if a student is unable to take an exam (for one of the valid reasons specified below) he/she will notify the school prior to the test administration date. He/she should call the appropriate House Office.

It is also expected that the school will make every attempt to reach the student the same day.

#### **Valid reasons for missing a final exam:**

1. Sickness
2. Death in family
3. Accident
4. Local inclement weather
5. AFS assignment abroad or other pre-approved educational activity (with advance permission of subject teacher, house principal and high school principal).

In-class final exams when missed for legal and valid reasons must be made up. In the case of a Regents course, no Regents credit may be granted without passing the appropriate Regents examination. If a student misses the Regents Examination, even with a valid excuse, no Regents credit may be granted. The high school principal or his designee will investigate Regents' exam excusal requests. The student may, at a later date, take the Regents exam to establish Regents credit.

Any condition not covered by this policy will be ruled on by the high school principal.

## NATIONAL HONOR SOCIETY

National Honor Society is more than achieving Honor Roll status. While NHS membership is the true mark of academic achievement, it goes far beyond a report card. Interested students must all show they have demonstrated the ideals of *Scholarship, Service, Leadership, & Good Character*; to be inducted into NHS. Members of NHS must continue to demonstrate these pillars within their school and community throughout their membership.

National Honor Society is based on the following four pillars:

- **Scholarship**  
Per national guidelines, at minimum, students must have a cumulative Grade Point Average of 90%.
- **Service**  
Service involves multiple, voluntary contributions made by a student to the school or community, done without compensation. Orchard Park High School encourages students to complete their service at not-for-profit agencies. Students must log their service hours so the school can verify completion. Please refer to the [NHS Service Hours](#) section for more detailed information on service.
- **Leadership**  
Student leaders are those who are resourceful, good problem solvers, and idea contributors. Leadership experiences can be drawn from school or community activities while working with or for others. Some examples of leadership include sports team captain, officer for student government, or officer for a club.
- **Character**  
A student of good character is cooperative; demonstrates high standards of honesty and reliability; shows courtesy, concern, and respect for others; and generally maintains a clean disciplinary record.

Please refer to the National Honor Society page that can be found on the Orchard Park website under the “High School” tab ([www.opschools.org](http://www.opschools.org)).

## STUDENT RIGHTS AND RESPONSIBILITIES

The purpose of this document is to explain both your rights and responsibilities as a student. We must first realize that with every valued right comes important responsibilities. Where large numbers of people work together, certain problems may arise. It is in part the students' obligation to share in finding solutions for these problems utilizing "Student Rights and Responsibilities" as guidelines. In order for students to get the most out of high school, they must be knowledgeable of their responsibilities as well as their rights. Adopted by STAP-COMM, June 6, 1983. Amended by STAP-COMM, March 13, 1990, May 19, 1997, October 15, 2004.

### RIGHTS

As a student, your constitutional rights cannot be denied without due process. You have a right to:

- I. Freedom of speech and expression as guaranteed under the Constitution. However, this does not give you the right to cause "material and substantial interference with schoolwork or discipline" as determined by the United States Supreme Court.
- II. Freedom of religion. The school may not deny you the right to observe any religion. A school also may not sponsor any organized religious instruction, prayers, or services.
- III. Know in advance any school rules that pertain to your conduct. The school is responsible to inform the students of such rules.
- IV. Due process in any suspension or expulsion proceedings against you.
  - A. Before an out-of-school suspension of 5 days or fewer, a school official must:
    1. Inform you of the rule you have broken.
    2. Have the evidence against you explained.
    3. Give you an opportunity to explain your side of the story.
    4. If requested by you and your parent/guardian, grant you an informal conference with the principal. During the conference your parent/guardian may question the witnesses who made the complaint against you.
  - B. Before an out-of-school suspension of 6 days or more, a school official must:
    1. Give you the opportunity for a hearing with your parent/guardian in which you have the right to be represented by an attorney. During this hearing you will be allowed to, either personally or through your attorney:
      - a. Present your side of the story and call witnesses (willing or not) to testify.
      - b. Cross-examine any witness who testifies against you
    2. Give you sufficient notice of the charges against you so you can prepare an adequate defense.
- V. Be treated equally. Students may not be discriminated against based on gender, creed, religion, race, color, ethnicity, national origin or sexual orientation.
- VI. Free access to your school records. Your parents, legal guardian or you, if you are 18 years of age or older, may examine your records. You also have the right to make copies of them at a fee established by the district and to request clarification or removal of misleading information
- VII. Access school communication resources. These resources must be made available to students on an equal basis in accordance with the rules governing access to them.

(Note: A school may legitimately restrict the use of such facilities, if the restrictions are necessary to the performance of the school's regular business.)

- VIII. Refrain from saying the "Pledge of Allegiance." The student who chooses to do so may remain seated during the pledge, but must not interfere in another's right to say the pledge.
- IX. Publish school newspapers. Students have the right to produce and publish their own publications within the normal bounds of responsible student journalism as determined by the OPHS Editorial Review Board. They are protected by the First Amendment, but can also be held responsible for libelous or obscene material. All publications are subject to approval by the OPHS Editorial Review Board.
- X. Personal Privacy. A school official may, if reasonable suspicion exists, search a student. As property of the school, a student's locker may be searched at any time.

### **RESPONSIBILITIES\***

You have a responsibility to:

- I. Respect the rights and beliefs of others.
- II. Follow School Regulations.
- III. Solve problems without violence, vandalism, or profanity.
- IV. Express yourself in ways that will not disrupt the operation of the school.
- V. Work within the system with teachers, administrators, and support personnel.
- VI. Get the best education possible without interfering with others' right to an education.

\* This is not a complete list of responsibilities and does not absolve you from unlisted responsibilities.

### **Summary of the Buckley Amendment (Family Educational Rights and Privacy Act)**

Parents/guardians of students at Orchard Park High School have the right to inspect and review the educational records of their children. If any material or document in the education record includes information on more than one student, the parent/guardian of one of such students shall have the right to inspect and review only such part of such material as relates to such student. The gravity of a request for access to records shall be processed in a reasonable period of time not to exceed forty-five days after the request has been made.

Parent/guardians may request a hearing to challenge the content of their child's educational records in order to insure that the records are not inaccurate, misleading or otherwise in violation of the privacy or other rights of students, and to provide an opportunity for the correction or deletion of any such data and to insert into the records a written explanation by the parent/guardian respecting the content of such records.

### **ASSEMBLIES**

In the course of the school year, there will be a variety of assembly programs, which the administration believes to be educational, informative, and entertaining. Attendance at assemblies is a privilege and students are expected to act as follows:

- 1. Students not scheduled for an assembly are to report to homeroom and remain there during the entire assembly period. This is not an Open Campus period!
- 2. Students scheduled for an assembly are expected to report promptly to the assembly location.

3. Students are to sit in seats assigned by homeroom teachers, and attendance will be taken.
4. Respect the right of the performers to conduct their program, and the right of the audience to hear it.
5. Refrain from talking.
6. If you must leave the assembly for any reason, secure teacher permission and leave only at the end of a selection or during applause.
7. Proper assembly etiquette is expected at all times. Catcalls, whistling and screaming are extremely rude. The acceptable sign of appreciation is applause. Special appreciation is shown by a standing ovation at the end of the program.

### **FIELD TRIP PROCEDURES**

1. A field trip is not a right; it is a privilege.
2. Permission to participate in a field trip may be denied to any individual student by any of the student's classroom teachers who feel that the student cannot educationally afford to miss regular class.
3. The teacher denying the student the privilege of taking the field trip will discuss the reason(s) with the trip sponsor and with the student.
4. Field trips count against the student's maximum absence of 20 days.
5. Faculty must be notified, as soon as possible, of students going on a field trip. If a student pays a deposit for a trip and is denied the privilege of a trip by the school, any deposit paid by the student will be refunded.
6. Each student must submit a field trip permission form with pertinent medical information signed by a parent/guardian and turned in to the teacher in charge prior to departure.
7. Field trip participants are advised that random searches may be conducted at the discretion of the trip chaperones.

### **PARKING REQUIREMENTS**

Student parking is a privilege. All vehicles on school property during the school day must display a current, valid parking permit. OPHS parking permits are issued on a first come, first served basis. Applications for student parking permits should be completed on-line in the parent portal and turned in to your house office. Seniors are allowed to park on campus without reason as long as they have a current, valid permit.

### **PARKING APPLICATION**

Please fill out the application online in the Parent Portal. The application is NOT in the student portal. Please be sure to click submit after completely filling out the application or we will not receive the info. You may have a maximum of 2 vehicles registered at OPHS.

### **ORCHARD PARK HIGH SCHOOL PARKING RULES**

1. **Number of Permits:** There will be a limit of 2 permits issued to each student.
2. **Where to Park:** ONLY SENIOR STUDENTS with a current, valid parking permit may park in the Baker Road lot during school hours. Juniors must park in the Athletic Field lot by the turf field. Juniors with current, valid permits may park in the Baker Road lot after 2pm on school days and on exam days in January and June.
3. Students may ONLY park in the Freeman/Faculty lot after 3:45pm on school days.

4. Parking in the church lot across the street on Baker Road is strictly prohibited. Students who are in the church lot without written permission from the Bishop will automatically receive a disciplinary referral and will lose all parking privileges or future parking privileges on campus.
5. **Who:** Students may only drive vehicles that are registered to them. Siblings, friends, boyfriends or girlfriends may not drive a vehicle that is not registered to them.
6. **Where to Pick up My Permit:** You will receive your permit from the Co-Coordinator of Student Activities in the Baker Foyer BEFORE school (Usually between 7:05am and 7:25am). Please allow at least 48 hours for your application to be processed.
7. **Driving or Parking in the Freeman Faculty Lot:** Students may NEVER DRIVE or PARK in the faculty lot between the hours of 7am and 3:45pm on school days. Students caught parking or driving in the faculty lot during these times will lose parking privileges and receive a disciplinary referral.
8. **Loitering in the Parking Lots:** Loitering in the school parking lots before, during, and after school is strictly prohibited.
9. **Vehicle Searches:** Any vehicle parked on school grounds is subject to search by the High School Principal or his designee at any time.
10. **Vehicle Security and Accidents:** Students should lock their vehicles. The school district is NOT responsible for lost or stolen contents in vehicles. If an accident occurs on school property, students should notify the coordinator/advisor of student parking, a principal, school resource officer, or indoor/outdoor monitor. Students should exchange insurance information and parent/guardian phone numbers. OPHS will not mitigate claims between insurance companies. If a student hits a parked, unoccupied vehicle in any way, it is expected that he or she will report the incident immediately to the coordinator/advisor of student parking, a principal, school resource officer, or indoor/outdoor monitor. Failure to do so will result in a loss of parking privileges and a disciplinary referral.
11. **Handicapped Zones:** Students may NOT park in the Handicapped (BLUE) Parking Zones without a valid permit issued by the House Principal in charge of Student Activities. See the parking coordinator/advisor for information.
12. **Baker Lot White Zones:** Students may NOT park in the Visitor (WHITE) Parking Zones at ANY TIME before 2pm. These zones are designated for faculty who choose to park in the Baker lot, as well as visitors to OPHS.
13. **Yellow Parking Zones:** Students may park their vehicles in the designated (YELLOW) student parking zones. Students may not park their vehicles outside of the designated parking zones. Students MAY NOT double-park their vehicles.
14. **Parking Orientation Meeting:** All students interested in receiving a parking pass for the 2024-25 school year must view the Parking Orientation Video in Google Classroom.
15. **Adding or Replacing a Vehicle:** If a student wishes to add or replace a vehicle, they may do so via the parent portal. Add or replace the necessary information of the vehicle and print the form. Circle the information of the vehicle you are replacing or adding. There is NO fee for replacing a vehicle. There is a \$5 fee for adding a vehicle. Be sure to hand in a copy of the vehicle registration when turning in the new application.
16. **Transfer of Permits Between Students:** TRANSFER OF PARKING PERMITS IS STRICTLY PROHIBITED. All parties involved will lose their parking privileges and will receive a disciplinary referral.

17. **Parking Lot Conditions:** Students are responsible for the condition of the parking areas. All refuse should be deposited in the appropriate trash receptacles. Students observed littering will receive a disciplinary referral.
18. **Parking without a Current, Valid Permit:** Students who park on school property without a current, valid permit may receive a disciplinary warning. Any subsequent violation may result in a disciplinary referral. If a student does not already have a current, valid parking permit (on another vehicle), the Student Activities office reserves the right to hold or delay issuance of a parking permit up to 10 weeks upon receipt of the completed parking application.
  - Junior Athletic Permits for the fall and winter seasons have an expiration date. Once the permit expires, your permit is no longer valid
19. **Temporary Parking Permits:** Temporary parking permits are only given to students who are already vested in the parking program. Meaning: If you do not have a current, valid parking permit registered with OPHS, you will not be issued a temporary parking permit. Temporary permits can be issued to registered students if their registered vehicle is not available to them on that day or a short period of time. (This could be due to a vehicle in the shop, a family member has taken their registered vehicle, or they are in the process of changing registered vehicles).
20. **Traffic Laws and Rules:** The maximum speed limit is 15mph on campus. Violations for excessive speed may result in a disciplinary referral and/or loss of parking privileges. Pedestrians and school district vehicles will have the right of way at all times on campus.
21. **Disciplinary Action and Parking:** Students may lose parking privileges due to other disciplinary infractions.
22. **Remind Text Alert System:** All students who have parking privileges must subscribe to the Remind Text Alert System. We use this system to notify students for emergency purposes ONLY. To sign up you need to send a text to phone number 81010 and type in the appropriate code, as follows:  
Last name begins with the following letters:  
A-F: @f8k3he  
G-M: @d6e2ac  
N-S: @fdk292  
T-Z: @b6e6kk

## **ORCHARD PARK HIGH SCHOOL OPEN CAMPUS HISTORY AND ELIGIBILITY**

The Senior Open Campus Program has been developed to provide opportunities for use of non-class time. Seniors permitted to participate in Open Campus will be allowed to leave school during non-class times. A committee of STAP-Comm compiled the following goals for open campus.

- To help seniors develop an adult sense of responsibility.
- To give seniors experience in budgeting time and learning to spend it wisely.
- To strengthen individual responsibility and further develop self-discipline among seniors.
- To improve school spirit by uniting the senior class, making it responsible for the success of the program.

- To improve the operation of the school by providing an incentive to underclassmen, alleviating hallway problems, and reducing study hall sizes.

### **SENIOR QUALIFICATIONS:**

- Students must have senior status as defined in the OPHS Student Agenda.
- Students must have earned passing grades for all of their final course average at the end of his/her junior year. Next eligibility for open campus will be at least the beginning of the 2nd quarter of his/her senior year upon earning all passing quarter averages.
- Any student who received a disciplinary referral during the 4th quarter of his/her junior year will **NOT** be eligible for open campus until at least the beginning of the 2nd quarter of his/her senior year.
- Students must be providing senior service hours.
- For Juniors: The application period for juniors is through the parent portal starting in July.
- Applicants who missed the deadline can apply for open campus during their senior year after an appropriate settling in time in the Fall.

Success of the Senior Open Campus Program will depend upon the cooperation of students, teachers, administrators and parents/guardians alike. Please be aware that you must sign up through the Parent Portal, not the Student Portal. On the left side menu under Forms, you will find Open Campus once the application period starts. The Open Campus website and email from the coordinator will have specific information if circumstances change.

### **I. GENERAL GUIDELINES:**

- When you leave the building, you must do so at the beginning of the period and stay out until there are no more than five minutes remaining in the period. Loitering and hanging out in the building or parking lot is troublesome.
- When you leave the building and go out in the community, remember you are representing your school.
- If you choose to stay in the building, you must report to your destination before the bell rings. (Open campus privileges do not give you free reign and allow you to loiter or wander around the hallways.)
  - ✓ In order to access the library, you must have your I.D.
  - ✓ You may also attend the senior study hall in the cafeteria.
- Be aware of the time when you are out on open campus. Pay close attention to special bell schedules.
- Remember that Open Campus is a privilege. Students with this privilege must be good upstanding citizens that are academically eligible. Students who fail classes or receive disciplinary referrals will lose their privileges for a minimum of 10 weeks.
- Students may not bring food from outside restaurants back into the building.
- Students who leave the building with another student who does not have open campus privileges will lose open campus privileges immediately.
- If you have open campus first period, you must report to school before homeroom. If you have open campus first and second period, you still must report to homeroom and then if you wish, you could leave on open campus second period.

## **II. CARDING OR SWIPING IN & OUT OF THE BUILDING:**

- a. Carding/Swiping out is our record that you have left the building. So all students who have open campus privileges **MUST** have a current, valid I.D. card. Students are not permitted to type in their number or use an old I.D. card. All students **MUST** card/swipe their current OPHS student I.D card before leaving the building.
- b. Individuals leaving the building **MUST** swipe/card themselves out. Do not swipe in/out other people.
- c. If the card/swipe system is down due to a network or computer failure, students will be required to physically sign out and sign in on a sheet provided in the main office.

## **III. SCHOOL SERVICE:**

All students with open campus privileges will provide a total of 9 service hours (3 hours per 1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> quarter) throughout the school year in order to maintain their open campus privileges. School Services is defined as: any service to or for the school district supervised by a faculty or staff member. These services are not just limited to the boundaries of OPHS. Students may complete their school service hours at any building in the school district, as long as a faculty of staff member supervises them. BOCES students can complete service hours at or for their BOCES location with their program teacher's approval. If you think the service you are about to do may be questionable, ask the Open Campus Adviser for verification before you participate in the service activity.

- School Service Duration: School service hours should be submitted on one form for each quarter. List all the things you do and get all the signatures from involved adults on one form.
- Students may **BANK** their hours for future quarters.
- School Service Delinquency: If a student is delinquent, they will automatically lose open campus privileges and be assigned a lunch and/ or study hall.
- Students who lose Open Campus due to academic or disciplinary reasons: A student who loses open campus due to academic or disciplinary reasons must still fulfill the required service hours needed before the next quarter to be eligible when in the future.
- Conflicting services and volunteer hours: Under no circumstances may students use their school service hours for any other school/academic classes such as US Government or NHS volunteer hours.
- School service forms: Students must turn in their signed school service form to the blue Open Campus locker found on the first floor across from the custodial office by the first day of Quarter 2, 3 and 4. Forms are available on the Open Campus web page. Illegible forms will be discarded. Please write plainly and clearly.

## **IV. VIOLATIONS**

An open campus violation can be defined as any violation set forth but not limited to the guidelines listed above. House Principals and/or Open Campus Advisor will determine any open campus infractions and penalties.

*These are guidelines, OPHS administrators and/or advisors can always make updates.*

## **EARLY WORK RELEASE**

Early work release is a privilege, not a right. The expectation is that students on work release will be on good behavior and passing all classes. The administration may revoke early work release for cause at any time.

A junior or senior who has a job and a schedule that will accommodate an early work release may pick up an Early Work Release form in their House Office. The form must have the approval of the student's counselor, employer, parent/guardian, and house principal. The completed form must be turned in to the House Office so that the student can pick up the proper Work Release Card. Students will not be permitted to exercise work release privileges until they possess a Work Release Card.

## **ORCHARD PARK HIGH SCHOOL SPECTATOR'S STATEMENT OF CONDUCT:**

To always show respect for the school, community, athletes, officials and other spectators' at all athletic competitions. Spectators are required to meet these expectations at all times:

1. No use of any derogatory, inflammatory or inappropriate language.
2. No throwing of any materials (e.g. confetti).
3. No disruptive behavior or devices (e.g. air horns).
4. No food or drinks in the gym area (e.g. candy).
5. No use of tobacco products, alcohol, e-cigarettes/vaping products or drugs anywhere on the premises.

Failure to meet each of these expectations may result in removal from the premises.

**\*Your cooperation is expected and appreciated. \***

## **EVENT DENIAL**

Participation in and/or attendance at school events (i.e. sporting events, field trips, senior prom) are privileges, not rights. Violation of school rules or any single illegal/disruptive act may result in denial of any of these privileges and/or disciplinary action.

## **ORCHARD PARK HIGH SCHOOL RULES**

The administration, faculty and staff of Orchard Park High School desire to promote respect within the school. We feel that the adults charged with the responsibility for the entire teaching/learning process have earned and are entitled to respect. Equally important is the respect that each student should develop for himself/herself and for each student or group within the school. Respect may be defined as follows: Treating others and oneself with regard, esteem, honor, consideration and attention. Respect is fundamental. This simple statement is the basis for all our rules. Without respect in its broadest sense, we cannot maintain order. Without order, we cannot have the school we deserve. Each individual must take responsibility for earning and showing respect!

**The list of misconduct activities given in this handbook is not intended to be exhaustive.**

- A. The following infractions will result in automatic suspension as listed:*
1. Possession, use, sale or transfer of weapons (including pocket knives, explosives, bullets, drugs\*, drug paraphernalia, alcohol or being under the influence of drugs or alcohol on school property, on buses or at school functions will result in an immediate five-day out of-school suspension and police involvement. Any substantial and competent evidence of activity described in this item may be used against an offender.
  2. Fighting and / or physical altercation.
- B. The following infractions will subject the violator to any or all of the procedures and penalties described in this handbook:*
3. The possession or use of any tobacco products (smoking, chewing, etc.), lighters, ignition devices, etc. in the school building, on school property, or at any school-sponsored event, may result in at least three after-school suspensions. A repeat offense may result in progressive discipline up to and including an out-of-school suspension.
  4. The possession or use of any electronic cigarettes, vaporizers, vaporizer components, and electronic cigarette/ vaporizer paraphernalia will result in a minimum of two Saturday Suspensions for the first infraction. A repeat offense may result in progressive discipline up to and including an out-of-school suspension.
  5. Endangering the health, safety, welfare or morals of students, staff or self. Spoken or written threats, direct or implied, will be taken seriously and will be investigated thoroughly.
  6. No harassment (such as racial or ethnic slurs or innuendo, or sexual harassment) will be permitted.
  7. Swearing, abusive language or offensive gestures.
  8. Vandalism will result in immediate parent/guardian/police involvement and to other disciplinary action. Payment for damages will be required.
  9. Insubordination (failure to comply with a reasonable request), disorderly conduct, disruptive behavior.
  10. Lying (intentionally giving false information), forgery (altering passes, excuses, or other documents), or fraud (cheating on tests, quizzes, homework, misrepresentation or deliberate submission of false information).
  11. Rude or inattentive behavior in class, at assemblies, on field trips or at other school functions.
  12. Loitering inside or outside the school building. Unless in the company a teacher, supervisor, advisor or coach, students should not be in the building after 2:00 p.m.
  13. Theft. The unauthorized use of faculty/staff computers, classroom televisions, classroom equipment and/or supplies and keys also fall under the category of theft.
  14. Student parking must be strictly adhered to in accordance with published rules.
- C. These rules pertain to general student responsibilities:*
15. Students must attend each scheduled class and study period. Students may be considered late for a class if they are not in the room when the bell rings.

16. Students may not be in the corridor during class time without a hall pass, and must be prepared to give their names and to show their OPHS photo ID cards to faculty or staff upon request.
17. Under no circumstances may students bring to school or carry on school property a laser pointer device of any kind.
18. Use of headphones and all similar listening technology is permitted only before 7:25 a.m. and after 8th period, or as directed by a classroom teacher.
19. OPHS has established color-coded zones throughout the building to communicate to students whether or not they can use their cell phones while in those areas. If students are in a “green zone”, they may use their cell phones if they choose. If students are in a “yellow zone”, they may ask permission to use their phones, and students are prohibited from using cell phones in a “red zone.” Failure to abide by these rules will result in the cell phone being confiscated. Confiscated cell phones will be returned to a parent/guardian. Please note the following cell phone rules:
  - Cell phones must remain on silent mode at all times, or be completely powered off.
  - The use of headphones/earbuds in the hallways from 7:25 am – 1:50 pm is prohibited. Visible headphones will be confiscated and turned over to the student’s House Office. The use of headphones/earbuds is only permitted during study halls, in the cafeteria/commons during lunches, or when directed to do so by a classroom teacher.
  - Students may not use Bluetooth/wireless/wired speakers or any device (including the phone itself) that projects sound so others can hear.
  - Students who have their phone confiscated for violating the cell phone/electronic device use policy will receive one warning. Subsequent violations will be subject to disciplinary action consistent with the penalties described in the student code of conduct.
20. Any item whose use is in question must be surrendered to a faculty or staff member immediately upon request.
21. Students may not gamble in school at any time.
22. Posters or announcements may not be adhered to painted surfaces within the school. Permission to post must be obtained from the Student Activities Office.
23. Clothing, hairstyles, or jewelry which are distractive (causing interference with the teaching/learning process) or which “threaten” the general health, safety or welfare of district students or employees will not be permitted inside or outside the classroom at Orchard Park High School. (Please refer to the district dress code that can be found on the Orchard Park website under the “district” tab ([www.opschools.org](http://www.opschools.org)))
24. Students not on Open Campus must have permission from the health office or house office in order to leave the building before the end of school day.
25. No spitting or deliberate expelling of body fluids in drinking fountains, on floors, or other inappropriate surfaces.
26. Students may be disciplined for off-campus conduct if school officials believe the behavior has a direct and immediate effect on the general welfare of the school’s population.

27. Any recording (audio and/or video) is prohibited on school property, on busses or at school functions without prior permission from a school official (classroom teacher, administrator, etc.).
28. The absence of a specific rule will not be license or reason for showing disrespect or limiting the rights of others.

N.B. \*According to the district “Program for Student Wellness” (August 1990), drugs are defined as including “any alcoholic or malt beverage, controlled substance or illegal and abused substance, anabolic steroids and/or any medication not registered with the nurse and annotated within the student’s health record (including prescription and over-the-counter drugs) and/or any substance which is intended to alter mood.” Students who sell, purchase, consume or are in possession of capsules or pills not registered with the nurse or any substance they believe to be mood altering will be considered to be in violation of this zero-tolerance rule and will be suspended as indicated in item 1 above.

### **DISCIPLINARY ACTION**

Disciplinary measures include, but are not limited to, teacher removal from class, detention, after-school suspension, out-of-school suspension, Saturday suspension, parent/guardian contact, cleaning of school buildings and grounds, hearings, police contact, and criminal charges.

### **TEACHER DISCIPLINARY REMOVAL OF STUDENTS**

A classroom teacher may remove a disruptive student from class for an extended period. The removal from class applies only to the class of the removing teacher and must comply with the procedures delineated in the District Code of Conduct.

### **DETENTION**

Detention may be assigned by a teacher or an administrator and should be served no later than the next available detention day. The student must report to the detention area by 2:00 p.m. and must remain until 3:00 p.m.

Students will not be excused or released early from serving detention for such reasons as sports practice, after-school activities or after-school jobs. Students who are truant from detention will be subject to additional disciplinary action.

Bring books and study materials to detention. You **MUST** be silently studying during detention.

### **AFTER-SCHOOL SUSPENSION**

After-school suspension meets from 2:00 p.m. until 5:00 p.m. After-school suspension is assigned by a house principal. The number of days may vary with each situation. Bring books and study materials to after-school suspension. You **MUST** be silently studying during after-school suspension. If you have after-school suspension, you must also attend all classes during the school day.

### **OUT-OF-SCHOOL SUSPENSION**

Out-of-school suspension is ordered by the building principal for up to five school days during which time students may not be on school property. The student and parent/guardian are informed of the violation of the rules prior to the suspension. Students may not participate

in sports practice, clubs, dances or any school activity during out-of-school suspension. Additionally, they cannot be on school property without permission from the high school principal or his designee.

### **SATURDAY SUSPENSION**

Saturday Suspension is intended as an alternative to in school or out-of-school suspension or other penalties as deemed appropriate by a principal. It will be held from 8:00 a.m. to 12:00 p.m. at the high school on designated Saturdays during the academic year and supervised by selected high school teachers.

Students assigned to Saturday suspensions must comply with the following conditions:

1. Report promptly to each assigned session prepared to keep busy on schoolwork until released.
2. Students or their families must provide transportation to and from Saturday suspension.
3. Students must bring their own lunches and beverages.
4. Failure to attend an assigned Saturday suspension will result in additional disciplinary action.
5. The number of Saturday suspensions assigned will be determined by a principal.

**NOTE:** Saturday suspensions **will not** be assigned in lieu of a five-day out-of-school suspension for infractions involving possession, use, sale or transfer of weapons, explosives, bullets, drugs or alcohol or for being on school property having consumed alcohol and/or drugs. A five-day out of school suspension for these infractions will be automatic and immediate (see items 1 and 2 A under Orchard Park High School Rules).

### **DISCIPLINARY REFERRAL PROCESS**

#### **FIRST DISCIPLINARY REFERRAL: LEVEL ONE**

The house principal meets with the student as quickly as possible and determines an effective disciplinary measure for the referral incident. This will usually be at least one three-hour detention or one Saturday Suspension. They will also make every effort to determine the cause or causes for the student's poor behavior and attempt to focus professional help within the school to assist him/her. If necessary, he/she also refers to outside agencies for help. Any action taken by the house principal is noted on the disciplinary referral form; a copy must be sent to the parent/guardian, the initiating teacher, the counselor and the house file.

The school counselor may meet with the student if appropriate to counsel the student on ways to modify his/her behavior. The counselor also makes a note of the counseling date and time in the student file and may make a follow-up report to parent/guardians and teachers when deemed necessary.

#### **SECOND DISCIPLINARY REFERRAL: LEVEL TWO**

The house principal meets with the student to determine an effective disciplinary measure to include one to three 3-hour detentions or one-two Saturday Suspensions and other discipline as needed. Any action taken by the house principal is noted on the disciplinary referral form; a copy is sent to the parent/guardian, the initiating teacher, the counselor and the house file.

A parent/guardian contact is made. The contact should focus on ways to bring about positive change in student behavior. The counselor meets individually with the student, to

develop a written plan for avoiding misconduct charges in the future. A copy of this plan is forwarded to the house principal who may choose to meet again with the student to discuss the plan.

### **THIRD DISCIPLINARY REFERRAL: LEVEL THREE**

The house principal meets with the student and determines an effective disciplinary measure including three to five 3-hour detentions or two to three Saturday Suspensions. Any action taken by the house principal is noted on the disciplinary referral form; a copy is sent to the parent/guardian, the initiating teacher, the counselor and the house file.

A parent/guardian conference with the student, house principal, counselor, and teacher or teachers (if necessary) takes place. At the conference, the professional staff attempts to assist the student with a plan for changing or modifying his/her behavior in order to succeed in school. Outside agencies, in-school programs and other means are employed, as necessary.

At the conference, the house principal outlines Steps 4 and 5 to the student and parent/guardian.

### **FOURTH DISCIPLINARY REFERRAL: LEVEL FOUR**

The house principal meets with the student and imposes an out-of-school suspension or Saturday suspensions with the concurrence of the high school principal. Any action taken by the house principal is noted on the disciplinary referral form; a copy is sent to the parent/guardian, the initiating teacher, the counselor, and the house file. For out-of-school suspensions, a conference is required prior to the student's return to class. For Saturday Suspensions, a conference must be held as soon as possible. The conference must include the student, the parent/guardian, the house principal, the counselor, and the high school principal.

Stringent measures may be taken, including, but not limited to:

- a) Voluntary withdrawal from school.
- b) Reduction of class schedule.
- c) Late arrival to school or early dismissal from school with parent/guardians providing transportation.
- d) Outside agency referral in conjunction with counseling at the high school.
- e) Family Court or Youth Court referral.

If the student remains in school, the high school principal will set the conditions for the remainder of the school year. He will also outline the procedure and implications of a Superintendent's Hearing should a fifth referral take place.

### **FIFTH DISCIPLINARY REFERRAL: LEVEL FIVE**

The fifth referral will be discussed with the Superintendent of Schools. A formal hearing may be held which could result in long-term suspension or other disciplinary measures.

### **DISCIPLINARY NOTES:**

- Classified special education students are subject to all Orchard Park High School rules. The Committee on Special Education may rule that a specific student is not capable of handling his or her current program and may place a student in a more restrictive environment with due process.

- Each student begins the disciplinary process at step one each year.
- Teachers are expected to deal directly with students in helping them to learn self-control. Teacher- directed discipline includes verbal warnings and reprimands, appropriate extra work assignments, make-up work, detention, etc.
- Prior to the filing of a formal disciplinary referral, teachers may alert a student to the need for self-control by sending a written warning to the house principal. Such warnings are not considered a step in the formal process.

### **PLAGIARISM WARNING**

Plagiarism is the unauthorized use of someone else's material, whether it is published, unpublished, professional, amateur, graphic, visual, digital, internet-based or an online service, without giving credit to the owner. Plagiarism by students cannot be tolerated. It is a serious offense. Some examples are:

- copying someone's assignment, substituting synonyms for another person's word choices or merely paraphrasing borrowed ideas;
- handing in another person's homework as one's own;
- dividing questions on an individual assignment so that each person does a fraction of the work and then sharing all the answers; copying sentences, phrases, paragraphs, pages or visual images from a source without providing complete documentation;
- using plots, characters, theories, opinions, concepts or ideas from other sources and presenting them as original work.

One or more of the following penalties may apply:

- The student may receive a zero on the assignment, project or test. Any student who aids in the offense may also receive a zero.
- The student may receive a referral.
- The parents or guardians of the student will be notified of the infraction.
- The appropriate house principal and counselor will be notified.

### **STUDENT ATTIRE GUIDELINES**

Please refer to the district dress code that can be found on the Orchard Park website under the "district" tab ([www.opschools.org](http://www.opschools.org)).

### **CO-CURRICULAR ACADEMIC ELIGIBILITY POLICY**

- A. The Board of Education recognizes that the Orchard Park Central School District co-curricular academic eligibility policy is intended to be a teaching-learning procedure for motivating students. The Board believes that participation in the co-curricular program is a distinct privilege extended to all students by the District.
- B. As such, it shall then be the responsibility of all advisors and coaches to publish a list of all participants for their activities, clubs, and sports each season or year and distribute this list to the faculty.
- C. It shall then be the teachers' responsibility to monitor and determine on a weekly basis that the student's academic potential and classroom expectations are in fact being met.

- D. Should the student demonstrate less than acceptable academic performance, and should the teacher(s) contemplate holding the student ineligible, the teacher(s) will take the following actions:
1. A warning of pending ineligibility will be made to the student and his/her parent/guardian ONE WEEK before any action is taken.
  2. The teacher(s) will dialogue with the advisor or coach in advance of any ineligibility action and allow ONE WEEK for the individual student to be given the opportunity to meet the academic standards.
  3. The student should be made to realize the consequences to self, team, or club for not meeting classroom performance standards.
  4. The expectation will be that there will be a significant improvement in performance demonstrated immediately by the student.
- E. Eligibility for participation will be in effect an on-going process determined on a weekly basis with an initial appeal possible by the student to the teacher(s). Beyond this step, the normal line of appeal within the building will be followed.
- F. In those instances, where the student fails to demonstrate significant improvement in his/her academic performance, the student may then be ruled ineligible for participation in all co-curricular activities for the next week.

### **CO-CURRICULAR BEHAVIOR ELIGIBILITY POLICY**

#### **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 participant's 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, at school related functions, and in the community at large.**  
***(Orchard Park Central School District, 7316 Co-Curricular Behavior Eligibility Policy)***

1. Initial Infraction\*:
  - a) Minimum - 10 school days of suspension from co-curricular activities as determined by the administrator and coach/advisor of the activity. Further, any activity officer or sports team captain will forfeit that position.
  - b) Meetings with an in-school counselor/social worker will be assigned as directed by an administrator.
2. Subsequent Infractions:
  - a) Minimum - 30 school days of suspension from co-curricular activities as determined by the administrator and coach/advisor of the activity.

Further, any activity officer or sports team captain will forfeit that position.

- b) Meetings with an in-school counselor/social worker will be assigned as directed by an administrator.

\*Infraction (initial or subsequent) – days of suspension from co-curricular programs do not expire until the consequence is fulfilled.

### **STAFF — STUDENT RELATIONS (FRATERNIZATION) POLICY**

The Orchard Park Central School District prohibits staff members from dating or engaging in any improper fraternization or undue familiarity with students, regardless of the student's age and/or regardless of whether the student may have "consented to such conduct." Examples of inappropriate behavior and procedures for reporting complaints of inappropriate behavior can be found in District Policy 6190. The Policy also strictly forbids retaliation against complainants, victims, witnesses, etc. The policy, in its entirety may be found at [www.opschools.org](http://www.opschools.org) by typing "policy" in the box called "site search." A printed copy of the policy is also available in the office of the Superintendent.

### **ORCHARD PARK ELECTRONIC INFORMATION RESOURCE POLICY**

The Orchard Park Electronic Information Resource Policy safeguards the rights and privileges of all users. In exchange for the independent use of Electronic Information Resources, either at school or from home, I understand and agree to the following:

1. It is my responsibility to refrain from abusive conduct, which would include, but not be limited to, the altering of system software or placing of unlawful information, computer viruses or harmful programs through the system.
2. I am accountable for my password. It will not be revealed to anyone, and any problems that arise are my own responsibility.
3. I will not use the School District's Computer Network to obtain, view, load, download, otherwise gain, or provide access to materials that are unlawful, obscene, pornographic, abusive or otherwise objectionable.
4. I will use district computer equipment responsibly.
5. I am responsible for good behavior on the School District Computer Network. General school rules for behavior and communications apply.
6. I agree not to install, upload or download materials that infringe upon the rights of others, including but not limited to software programs, music, designs, literary and artistic works. I agree to uphold the copyright law and only use software provided by the Orchard Park Central School District.
7. I agree to use Electronic Information Resources only for course-related work or for school authorized/supervised activities.
8. I will not provide personal information such as address, telephone number or the name/location of my school for student, any staff member or myself without my teacher or parent/guardian's permission.
9. I will report any Internet information that makes me uncomfortable to my teacher.
10. I will respect the privacy of other computer users.
11. I will not use "chat" or instant messaging on school district computers.

12. I will only use email to send/receive school materials with permission from a school official.
13. I understand that this policy may change and I will be informed of those changes.

I recognize that access to the Orchard Park Central School District's Electronic Information Resources is a privilege and that if I fail to comply with current policies I will lose computing privileges and be subject to disciplinary action as determined by the School, and civil and/or criminal prosecution as determined by New York State and Federal laws. As an independent user of the Orchard Park Central School District Computer Network, I hereby agree to comply with the Electronic Information Use Policy, accessing information and communicating over the network in a responsible fashion while honoring all relevant laws and restrictions.

### **CHROMEBOOKS**

Orchard Park High School has embarked upon a program of providing each student with a Chromebook. Funded through the New York State Smart Schools Bond Act, we have been able to equip each student with a cost efficient device that enables research, communication with teachers, collaboration between students, and creation and submission of student work whenever a teacher requires or allows the use of digital tools. Classes throughout all subject areas use G-Suite tools to enhance their instruction. More information for students and parent/guardians; including guidelines, insurance information, and policies are available on the High School webpage.

### **CALCULATORS**

Math classes require graphing calculators to complete coursework. OPHS students will be given a calculator, cover and charging cord at the beginning of the school year to aid students with their work throughout the school year. Students are responsible for taking proper care of the calculators, but in the event the calculator breaks, there is a charge of \$82.50 to have it fixed. If a student were to lose a calculator there is a replacement fee of \$150.

### **DIGNITY FOR ALL STUDENTS ACT**

The Board of Education recognizes that learning environments that are safe and supportive can increase student attendance and improve academic achievement. A student's ability to learn and achieve high academic standards, and a school's ability to educate students, are compromised by incidents of discrimination or harassment, including but not limited to bullying, taunting and intimidation. Therefore, in accordance with the Dignity for All Students Act, Education Law, Article 2, the District will strive to create an environment free of discrimination and harassment and will foster civility in the schools to prevent and prohibit conduct that is inconsistent with the District's educational mission. Orchard Park High School's DASA Coordinator is Brandon Pafk.

The Board of Education's policies can be viewed in their entirety at [www.opschools.org/school\\_board.cfm](http://www.opschools.org/school_board.cfm).