

# **A.D. OLIVER MIDDLE SCHOOL**

## **Parent/Student Handbook**



**2019-20 School Year**



A.D. OLIVER MIDDLE SCHOOL

*“Be Respectful, Be Responsible, and Be A Learner.”*

Mission Statement

We engage and empower each student to achieve excellence as a learner and citizen.

Vision Statement

We aspire to be a leading, innovative, high-performing school district that graduates each student prepared for college and/or a career.

Dear Parents and Guardians:

Welcome to Oliver Middle School. Our school has an enrollment of approximately 800 students every year.

We pride ourselves on being a student centered school. Therefore our school is divided by teams. The students on a team share a common English, math, science, and social studies teacher.

The team model provides teachers and students an opportunity to create small learning communities. In these communities, students have the opportunity to develop trust relationships with adults in the building.

Our students enjoy a wide range of activities, clubs, character building assemblies, educational field trips and athletic activities throughout the year.

We know that entering the middle school years can be an overwhelming stage in a child’s life but we hope that by providing you and your child with a professional learning community, we can make this transition a great one.

Yours in Partnership,



Melody Martinez-Davis  
Principal

The OMS staff welcomes students and their parents to another year of school. To help you become better acquainted with us, we have prepared this handbook. We hope it will assist in answering questions you might have regarding the operation of our school. Should situations arise which are not clarified in this handbook, we encourage parents and students to contact us immediately so that we can communicate with you regarding your questions.

Principal, Mrs. Melody Martinez-Davis  
Assistant Principal, Mr. Jerrod Roberts  
Assistant Principal, Mrs. Rebecca Tibbitts  
Superintendent, Dr. Lesli Myers



# OLIVER ESSENTIALS

*What Does It Look Like To Be RESPECTFUL, Be RESPONSIBLE AND Be a LEARNER?*

QUALITIES	ALL INSTRUCTIONAL SETTINGS (Classrooms, Library, Computer Labs)	HALLWAY	BATHROOM	CAFETERIA	TRANSPORTATION
<b>BE RESPECTFUL</b>	<ul style="list-style-type: none"> <li>◆ Communicate effectively and professionally               <ul style="list-style-type: none"> <li>✓ Raise your hand and wait your turn while participating</li> <li>✓ Use appropriate language, volume, and tone of voice</li> </ul> </li> <li>◆ Interact with others with integrity, dignity, tolerance and common courtesy               <ul style="list-style-type: none"> <li>✓ Listen and respond properly to adults and peers in person and in a digital space</li> <li>✓ Be helpful and cooperative to all</li> </ul> </li> <li>◆ Manage time and materials with fidelity               <ul style="list-style-type: none"> <li>✓ Use all materials effectively and clean up after yourself</li> </ul> </li> <li>◆ Treat property with care</li> </ul>	<ul style="list-style-type: none"> <li>• Speak an appropriate voice level</li> <li>• Listen and respond appropriately to adults and peers</li> <li>• Be helpful and kind</li> </ul>	<ul style="list-style-type: none"> <li>• Respect the privacy and space of others</li> <li>• Respect property of the school and other's</li> </ul>	<ul style="list-style-type: none"> <li>• Walk during transition times in the cafeteria</li> <li>• Enter the cafeteria and stay seated at your assigned section and table</li> <li>• Wait patiently</li> <li>• Listen and respond appropriately to adults and peers</li> <li>• Keep your hands and feet to yourself</li> </ul>	<ul style="list-style-type: none"> <li>• Be courteous, honest, and use appropriate language, volume, and tone of voice</li> <li>• Be respectful to driver, attendant and each other</li> <li>• Sit and stay in the seat assigned to you by the bus driver</li> <li>• Keep your hands and feet to yourself</li> </ul>
<b>BE RESPONSIBLE</b>	<ul style="list-style-type: none"> <li>• Be fully prepared</li> <li>• Follow established classroom routines               <ul style="list-style-type: none"> <li>✓ Work cooperatively</li> <li>✓ Use your agenda to organize and manage your time</li> </ul> </li> <li>• Attend to all obligations               <ul style="list-style-type: none"> <li>✓ Be productive and follow through on your commitments even when you are absent</li> </ul> </li> <li>• Be safe</li> </ul>	<ul style="list-style-type: none"> <li>• Walk at all times</li> <li>• Clean up after yourself</li> <li>• Turn in found items to the owner or an adult</li> <li>• Stay to the right of the hallway/stairwell</li> </ul>	<ul style="list-style-type: none"> <li>• Clean up after yourself</li> <li>• Use facilities appropriately</li> <li>• Report any misbehaviors to an adult</li> </ul>	<ul style="list-style-type: none"> <li>• Clean up after yourself and use trash bins and recycling bins</li> <li>• Consume all perishable food and beverages in the cafeteria</li> <li>• Eat your own food</li> <li>• Follow appropriate protocol for leaving the cafeteria (i.e. signing out to leave, dismissal, etc.)</li> </ul>	<ul style="list-style-type: none"> <li>• Wear your seatbelt at all times</li> <li>• Keep your bus seat clean and damage free</li> <li>• Bring only approved equipment and instruments on the bus</li> <li>• Keep hands and feet to yourself, out of the aisle and inside the bus</li> </ul>
<b>BE A LEARNER</b>	<ul style="list-style-type: none"> <li>• Approach learning targets with tenacity and resilience               <ul style="list-style-type: none"> <li>✓ Challenge yourself to work through difficult tasks</li> </ul> </li> <li>• Persevere through learning experiences</li> <li>• Produce high quality work that illustrates best effort and personal growth</li> <li>• Demonstrate a flexible and reflective mindset               <ul style="list-style-type: none"> <li>✓ Positively adjust to new circumstances</li> <li>✓ Accept constructive feedback and be truthful with yourself, peers, and all adults</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Carry agenda at all times</li> <li>• Be a problem-solver and avoid conflict</li> <li>• Go to and from places quickly and appropriately with a pass</li> </ul>	<ul style="list-style-type: none"> <li>• Manage your time appropriately</li> <li>• Have your agenda with you at all times</li> </ul>	<ul style="list-style-type: none"> <li>• Make healthy choices and try new foods.</li> <li>• Enter the cafeteria and stay seated at your assigned section and table</li> </ul>	<ul style="list-style-type: none"> <li>• Listen to the bus driver's instructions at all times</li> <li>• Report any problems to the bus driver</li> <li>• Be at your bus stop 5 minutes in advance</li> <li>• Take all belongings with you when you exit the bus</li> <li>• When you exit the bus, go directly to your destination</li> </ul>

## PBIS Oliver Essentials Score Rubric

Criteria	3 Meeting and/or Exceeding	2 Developing	1 Rarely
<b>BE RESPECTFUL</b>	<ul style="list-style-type: none"> <li>◆ <b>Communicate effectively and professionally</b> <ul style="list-style-type: none"> <li>✓ Raise your hand and wait your turn while participating</li> <li>✓ Use appropriate language, volume, and tone of voice</li> </ul> </li> <li>◆ <b>Interact with others with integrity, dignity, tolerance and common courtesy</b> <ul style="list-style-type: none"> <li>✓ Listen and respond properly to adults and peers in person and in a digital space</li> <li>✓ Be helpful and cooperative to all</li> </ul> </li> <li>◆ <b>Manage time and materials with fidelity</b> <ul style="list-style-type: none"> <li>✓ Use all materials effectively and clean up after yourself</li> </ul> </li> <li>◆ <b>Treat property with care</b></li> </ul>		
<b>BE RESPONSIBLE</b>	<ul style="list-style-type: none"> <li>• <b>Be fully prepared</b></li> <li>• <b>Follow established classroom routines</b> <ul style="list-style-type: none"> <li>✓ Work cooperatively</li> <li>✓ Use your agenda to organize and manage your time</li> </ul> </li> <li>• <b>Attend to all obligations</b> <ul style="list-style-type: none"> <li>✓ Be productive and follow through on your commitments even when you are absent</li> </ul> </li> <li>• <b>Be safe</b></li> </ul>		
<b>BE A LEARNER</b>	<ul style="list-style-type: none"> <li>• <b>Approach learning targets with tenacity and resilience</b> <ul style="list-style-type: none"> <li>✓ Challenge yourself to work through difficult tasks</li> </ul> </li> <li>• <b>Persevere through learning experiences</b></li> <li>• <b>Produce high quality work that illustrates best effort and personal growth</b></li> <li>• <b>Demonstrate a flexible and reflective mindset</b> <ul style="list-style-type: none"> <li>✓ Positively adjust to new circumstances</li> <li>✓ Accept constructive feedback and be truthful with yourself, peers, and all adults</li> </ul> </li> </ul>		

### Purpose of Oliver Essentials Score

-Three-tier model that reflects the PBIS model (green, yellow, red) to identify students who are following the Oliver Essentials in our instructional settings

-Data can be used to identify groups of students who are meeting or exceeding expectations, as well as, students who are in need of interventions

### What is the Oliver Essentials Score Used For?

- Invitation to School-Wide Incentives
- Team and Department Discussions
- Target Students in need of Interventions
- A part of the AHT Participation Policy

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## **ACADEMIC ELIGIBILITY MIDDLE SCHOOL (updated August 2018)**

The Academic Eligibility Policy is an attempt to provide a positive opportunity to encourage students to fulfill their academic responsibilities while attending and/or participating in the various extraclassroom activities. The program will provide a periodic review (approximately every five weeks) of student academic achievement. Any student who is failing more than one course when interim and/or report cards are issued is ineligible. Students may attend extracurricular activities. For example, attendance at dances, athletic contests, concerts with a curricular focus, etc. is permissible.

For the purpose of determining eligibility, grades below 65 are considered failures. In Academic Intervention Services (AIS) a grade of U is equivalent to a failure. Academic eligibility is a twelve-month expectation.

### **STANDARDS**

In order to be eligible for extracurricular participation, a student must:

1. Be enrolled in five academic classes plus physical education (any exceptions will be based on specific recommendations from the student's counselor, Assistant Principal or Building Principal);
2. Not have more than two course failures during any five-week grading period;
3. Exhibit acceptable social behaviors and citizenship as outlined in the Code of Conduct; and
4. Meet all attendance requirements.

### **ACADEMIC PERFORMANCE**

- Any student failing one (1) course will be placed on a Watch List until the next reporting period and tracked through the Student Level Team (SLT).
- Any student, with two (2) failures in any subject(s), will be placed on Academic Probation.
- Any student with three (3) or more failures based on his/her report card and/or interim progress report will be deemed Ineligible for participation in extra-curricular or athletic activities for the remainder of that five-week reporting period.
- Every student's status will be determined every five-week period during the school year.

### **PROBATION STATUS**

- A student placed on PROBATION may continue to participate in all activities and will be monitored over a two-week period by means of an eligibility update form.
- A student will maintain eligibility if the weekly update indicates achievement of a passing grade for the classes in which a failing grade was received and/or teacher comments indicating consistent satisfactory effort in all classes.
- At the end of the two-week PROBATION period, if the student continues to receive a failing grade in more than one course or does not display consistent satisfactory effort in all classes, the student will be INELIGIBLE to participate until the end of the current reporting period.

### **INELIGIBLE STATUS**

- An INELIGIBLE student may still practice and attend meetings, but is not permitted to participate in games, non-graded performances, school trips or culminating events. Students will remain INELIGIBLE until a passing grade is achieved for the next marking period or interim progress report period.
- Building administration will have the opportunity to identify cases where special circumstances may have contributed to a student failing his/her course.

## **ACCELERATED/ENRICHED PROGRAM**

Students that excel in Math and Science have an opportunity to take enriched/accelerated courses here at OMS. Enriched Math is offered in sixth grade. Accelerated Math is offered in seventh grade (seventh grade Math and half of eighth grade Math) with the rest of eighth grade Math and Algebra I offered in eighth grade. Earth Science is offered in eighth grade. Students in Algebra I and Earth Science are eligible to take the Regents examination for high school credit.

Admittance into the program is based on current average (after three marking periods) for the subject area of interest, score on a placement test (Math), and teacher recommendation (Math). Once accepted, the student is expected to maintain at least an 85% average in the class. At the end of the first four weeks, any student with less than an 85% average will be placed on a probation status for the following two and a half weeks. Students with less than an 85% on their first progress report will follow a program of support to raise their grade (Math) or be moved to a regular eighth grade class (Science).

## **ACTIVITIES**

We believe that student involvement in activities affords young people many benefits. Accordingly, our school offers students an opportunity to participate in activities such as: band, chorus, orchestra, intramurals, team sports, Student Council, school yearbook, Discovery Program, and programs in the Arts. See **Clubs** section for additional opportunities.

## **ACTIVITY PERIOD**

Many Middle School activities take place during the activity period which extends from 2:10 to 2:45 PM. This period is also structured so that students can receive additional academic support by staying with a teacher. If a teacher asks a student to remain for the activity period, the student should make every effort to stay. When students stay during the activity period, they must stay with the teacher for the full time. All students are given an after school bus pass to board their assigned bus for home. Students report to the cafeteria at 2:45 pm for dismissal to board the late bus.

Questions about students staying during the activity period can be directed to the Oliver Middle School Office at 637-1860. It is the student's responsibility to notify the parent when they are staying during this activity period.

## **AGENDA BOOK**

Every student will be given an agenda book on the first day of school and will be expected to have it with them at all times. This book is a place to write homework assignments and due dates. It contains the homework policy, ABCD calendar, district calendar, students' rights and responsibilities, and a copy of the Acceptable Use Policy. Students and parents are asked to read the agenda book, sign the acknowledgement form, and have the student return it to their Math teacher. Students will receive a new agenda for each semester.

The agenda book also contains six passes enabling students to travel outside of their classroom during the school day. The acknowledgement form needs to be signed and returned to the Math teacher before the passes can be used.

Replacement agendas may be purchased in the main office for \$1.00.

Recent changes to the agenda include:

1. There is a Homebase section with a check list of items to help students stay organized.
2. There is a line for Lunch where the student and/or teacher can fill in any activities during the lunch period. (e.g., lunch detention, purchase dance ticket, etc.)
3. There is a line for Activity Period where the student can fill in where they will be staying after school.
4. There are a total of six (6) passes on each day.

Homebase	<input type="checkbox"/> Devices Plugged In
	<input type="checkbox"/> Agenda Completed
	<input type="checkbox"/> Items From Locker
	<input type="checkbox"/> Coat
	<input type="checkbox"/> Binder(s)/Folder(s)
	<input type="checkbox"/> Textbook(s)/Book(s)
Lunch	
Activity Period	
Pass	
Pass	
Pass	
Pass	

### **ARRIVAL AT SCHOOL/LEAVING SCHOOL/BEGINNING OF THE DAY/END OF THE DAY**

School buses arrive and dismiss students starting at 7:10 am for all students. The first class starts at 7:21 am. At the end of the day (2:05 pm), all students are to leave the Middle School. The only exceptions are students who are participating in school-sponsored activities such as sports, clubs, academic support, etc.

Parents/guardians that bring students to school early can drop off at the front of the building. In the morning we have our building hall monitors posted outside in the front of the building. Their role is to help ensure student and driver safety as well as helping to keep traffic flowing. To support us in these goals we request that you follow the signs that we post every morning. The first sign is posted in the center of the entrance loop and encourages cars to pull forward as much as possible prior to dropping off students. We place it in the center of the road because we want traffic condensed down to one lane (closest to the sidewalk). This is done for the safety of students exiting vehicles on both sides. The second sign shows where the drop off point starts and that is where our second hall monitor is posted. This is down by the southern end of the building. We ask that you get as close to the start of that drop off zone as possible by filling in all available space. This keeps traffic flowing and relieves congestion on the village streets. We understand the natural desire to just drop the students off at the center doors but we respectfully ask that you don't do that.

**Our building is accessible to students starting at 7:00 AM.** Students are able to enter the building through our main entrance and proceed directly to the cafeteria from there. Students are not permitted to be in other parts of the building prior to 7:10 AM. The cafeteria at this time is meant to be a quiet environment for students that need to arrive early or that want a location to study or do homework. Breakfast is available starting at 7:10 AM for all students.

All students who ride a bus will enter and exit Oliver Middle School from the doors by the lower gym. The students that receive breakfast will report directly to the cafeteria through the gym doors and by staying on the lower level of the building.

There is no sign-out sheet at dismissal time. Students are dismissed at 2:05 pm and may ride the bus home, walk, or be picked up.

### **ASSEMBLIES**

During the year students have an opportunity to attend a number of assemblies. These assemblies are provided at all grade levels to enhance the instructional program. It is expected

that all students will engage in behavior that is appropriate and respectful at all times. We are proud of our school and want our guests to feel welcome.

## **ATTENDANCE**

The attendance secretary keeps an accurate record of every child's attendance at school. Such records must show the direct cause of every absence from school. For this reason, all students are required to bring written excuses from parents or guardians in every case of absence, tardiness or early dismissal. Such excuses will include: date of absence, tardiness or early dismissal, the reason, and the parent or guardian's signature.

**The following reasons are excused:** sickness, sickness or death in the family, impassable roads or weather making travel unsafe, religious observance, quarantine, required to be in court, music lessons, attendance at organized clinics, remedial health treatment, or approved cooperative work programs. All other excuses are classified as unexcused.

**Unexcused reasons include:** visiting, oversleeping, missing the bus, truancy, watching younger siblings, non-medical appointments for the student or parent, and vacations when school is in session.

\*Please note: Brockport Central Schools does not recognize Take Your Child to Work Day as an excused absence from school. The decision to observe this day is a personal decision. The day will be considered an unexcused absence for attendance purposes.

### **1) Absent From School**

If a child cannot be at school in the morning because of sickness or any other reason, a parent/guardian should call the school's attendance office at 637-1861 or email [att.oliver@bcs1.org](mailto:att.oliver@bcs1.org) and give your name, your student's name, and the reason for the absence. A child who is absent must bring a written excuse to the attendance office upon returning to school. Work for a student absent two or more days can be requested through the attendance office. The request should be made before 9:00 am for pick-up after 2:00 pm.

### **2) Late Arrival to School**

School begins *promptly* at 7:21. Students not in their assigned classes at that time will be considered tardy to school.

- A student who arrives to school late is required to report first to the attendance office with a written excuse and receive a Tardy Admission Slip before going to class. Students may then get breakfast, go to their locker, or pick up their laptop before going to class.
- If the student is in attendance less than ½ day (arrival after 10:45), the student may not participate in dances, clubs, band, chorus, and orchestra performances until the next school day. The arrival time requirement for Interscholastic Athletic participation is 9:00 am.

### **3) Early Dismissal**

- A student who must leave before the end of the day must bring a written excuse to the attendance office before first period on the day of the early dismissal. A pass will be given to the student allowing him/her to be dismissed at the appropriate time. All students being dismissed prior to 2:05 must be signed out in the attendance office by the person picking them up, after showing appropriate identification. Any special requests must be arranged prior to the student's dismissal. Regulations do not permit school personnel to release children upon their own request.
- A student who becomes ill during the day must report to the nurse and she will do what is necessary.

**All students are responsible for making up work after any absence from school.**

**NO STUDENT IS TO LEAVE SCHOOL, UNDER ANY CIRCUMSTANCES, WITHOUT BEING OFFICIALLY EXCUSED.**

*Chronic Attendance Issues:*

Absenteeism is a common cause related to academic failure. Therefore, the following procedures have been implemented as a preventative measure to promote good academic achievement.

### **1) Chronic Absenteeism Procedures**

- A warning letter will be sent to parents after a student has had unexcused absences for a total of five days.
- Chronic unexcused absenteeism will be sufficient cause to determine that the student is not meeting acceptable standards of attendance. Those cases will be referred to the proper school authorities for further disciplinary action. Students who have excessive excused absences may also be subject to review and possible referral to the appropriate authorities.

**Note:** At any stage in this process, the school authorities reserve the right to actively involve outside agencies/resources.

### **2) Lateness to school**

Students are to report directly to the Attendance Office. Assistant Principals will become involved with students who are chronically late for unexcused reasons.

### **3) Tardiness to class**

A student is considered tardy to class if the student is not in the room at the designated time.

- The supervising teacher has direct responsibility for tardiness in his/her designated room. Students who are tardy to any assigned room with no excused reason will be allowed to enter the assigned area and the discipline will be handled by the supervising teacher. Detention may occur.
- When a teacher holds a student beyond the class period, it is the teacher's responsibility to provide a student with a late pass.
- If tardiness continues to be a problem, the supervising teacher may continue to give the student detention or refer the student to the team. A parent conference may be requested with the student, parent, and other appropriate school personnel.
- **Chronic Tardiness:** the teacher will refer the student to the appropriate administrator.

*Truancy*

### **1) School Truancy**

When a student is absent from school without the knowledge or consent of his/her parent, the absence is considered truancy.

- First offense: One day of in-school suspension, parent notification.
- Repeat offenses will result in progressive days of in-school suspension and parent notification.

### **2) Class Truancy**

Students are considered to be in attendance and become the responsibility of the school district once they arrive on school property (including boarding the bus). Students in attendance who miss any part of their school day without being excused by a building administrator will be

considered truant. Students who are truant from class without a valid excuse will be subject to the following Classroom Attendance Policy:

A student who cuts a class will be denied credit for any work missed and will be dealt with in the following manner:

- First offense: The teacher will refer the student to the appropriate administrator who will notify parent/guardian.
- Repeat offenses will be dealt with through progressive discipline.

### **BICYCLES**

Students and staff who ride their bicycles to school should leave them locked in the bike racks on the school grounds. The school assumes no responsibility for bikes left there. Bicycles should be registered with the Brockport Police Department. Students who misuse bike privileges on campus for things such as unsafe conduct and failure to follow building procedures relevant to bicycles, will have their bike privileges revoked.

### **BREAKFAST PROGRAM**

The breakfast program is open to all grade levels. Students who wish to participate should report directly to the cafeteria through the lower gym entrance and staying on the lower level of the building. Buses will dismiss students for breakfast starting at 7:10 am. Students are expected to get their breakfast and report to their first period classes on time. Students are allowed to eat their breakfast within the first ten minutes of their first period class. Students who qualify for free or reduced lunch also qualify for free or reduced breakfast. Breakfast cost for 2019-20 will be \$1.50.

### **BUS PROCEDURES**

Students using the bus to reach school will use the same bus to return home. The Transportation Department will take requests for bus route changes pertaining to babysitter locations and secondary residences/dual residency as follows:

- All bus route change requests will require three (3) school days advance written notice.
- Requests will only be processed by the Transportation Department staff. (Request received at school buildings will be forwarded to the Transportation Department and may delay the start of the requested change.)
- Same day or single day bus requests will not be accommodated.

Written requests can be completed on the Transportation Request Form and faxed to 585-637-1885, mailed, or brought directly into the Transportation Department, 58 Owens Road, Brockport, NY 14420. The Transportation Request Form is available at all elementary school main offices, at [http://bcs1.ss14.sharpschool.com/district/departments\\_services/transportation](http://bcs1.ss14.sharpschool.com/district/departments_services/transportation), or at the Transportation Department. Once the request is processed by the Transportation Department, the parent/guardian will be given the new busing information.

Please plan accordingly and make alternate arrangements in the event you need to change your child's busing location in the future. Having a plan with a trusted adult who can be at your house in the afternoon when the bus arrives is helpful when emergencies arise. Any permanent changes to your primary address will continue to be handled by the Registrar's Office 637-1891. This office will notify the Transportation Department and the request will be processed within three (3) school days.

Thank you for your cooperation and patience as we continue to ensure the safety and well-being of all students. If you have any questions, feel free to contact the Transportation Department at 585-637-1880.



To make our transportation system work most effectively and efficiently, we appreciate it when all students riding the bus:

- Know the bus schedule and be at your bus stop five (5) minutes before the scheduled pick up time
- Occupy the seat assigned by the bus driver
- All student **MUST** wear their seat belts (adjusted properly) at all times while riding a Brockport bus
- Keep head and arms inside the bus at all times
- Enjoy reasonable conversation without excessive shouting, whistling and noise
- Avoid shouting at passersby
- Help keep the bus clean and picked up
- Go directly to the bus following dismissal; don't make the driver wait
- Report to the driver any damages observed
- Use caution when leaving the bus

Parents and students are reminded that many students are transported to and from school each day. Uncooperative behavior on the bus will not be tolerated. Violators of the Code of Conduct may have bus privileges suspended and would be required to seek alternative transportation to and from school.

After school buses are available to pick up all students remaining for the activity period. All students who are not walkers must ride these buses. They will stop at the high school and then take students home.

Students staying after school for the activity period must stay with a teacher or club advisor for the entire activity period in order to receive a late bus pass. All students staying must have an official pass signed by the building principal.

Oliver students staying after school are to board the bus at the Oliver Building at 2:45 PM. They will receive a "special boarding pass" from the teacher or club advisor that they stayed after school with, allowing them on to the second run. **FOR SAFETY REASONS, STUDENTS ARE NOT PERMITTED TO WALK TO THE HIGH SCHOOL TO BOARD THE SECOND RUN.**

### **BUS RULES**

**The bus driver has complete authority to enforce all rules and regulations on the bus.**

#### **Students will:**

- Ride to and from school on assigned buses and in assigned seats.
- Be at the bus stop on time.
- Wait until the bus has completely stopped before attempting to get on or off.
- Watch for driver's signal and then cross approximately fifteen feet in front of the bus.
- Sit in the seats assigned by the driver. The students must get the driver's permission to move.
- Stay in the seat when the bus is in motion.
- Sit facing forward. Aisles are to be clear at all times.
- Enjoy reasonable conversation but refrain from shouting, whistling, and excessive noise.
- Keep head and arms inside the bus at all times.
- Pass through the aisle to and from their seat without disturbing or crowding other pupils.
- Treat bus equipment as they would valuable furniture in their home, therefore, do not deface or damage the bus.
- Wear seatbelts.

#### **Students will not:**

- Throw anything from bus windows or inside of bus.
- Shove, push, or use profanity, obscene language, or gestures on the bus.
- Quarrel, fight, or engage in rough play while on school buses.
- Touch safety equipment that is reserved for use in emergencies only.
- Consume food and beverages while on school buses.

**It is also understood that:**

- The use and/or possession of tobacco in any form, of liquor and drugs are prohibited on school buses.
- ARTICLES SUCH AS AEROSOL AND GLASS CONTAINERS, KNIVES, FIRECRACKERS, LIGHTERS, OR ANY SHARP OBJECTS ARE NOT ALLOWED ON THE BUS. LARGE PARCELS, CERTAIN MUSICAL INSTRUMENTS, AND ATHLETIC EQUIPMENT SUCH AS SKIS, POLES, LACROSSE STICKS, ETC. ARE NOT ALLOWED.
- Animals, large objects, etc. are to be transported to school by parents.
- No prescription drugs are to be brought to school on the bus.

YOUR ASSISTANCE IS NEEDED TO KEEP THE BUS NEAT AND SAFE. BUS DRIVERS CAN REFER ANY IRREGULARITIES TO THE SAFETY COORDINATOR OF TRANSPORTATION. THE SCHOOL DISTRICT MAY DENY STUDENTS BUS TRANSPORTATION IF THESE SAFETY GUIDELINES ARE VIOLATED. PARENTS AND GUARDIANS STILL HAVE THE LEGAL RESPONSIBILITY TO HAVE THEIR CHILDREN ATTEND SCHOOL.

**CAFETERIA**

We want students to enjoy their lunch periods in school. Obviously, such enjoyment will occur if each student will respect the rights of others who are also eating. In the cafeteria, students are expected to follow the expectations as outlined in the Oliver Essentials as well as the following:

- To follow directions the first time given
- To talk in a normal tone of voice
- To show respect for other people and school property
- To consume all food while in the cafeteria
- To remain seated unless permission is received to leave the table

You may prepay for lunches online through Myschoolbucks.com or purchase lunches in the cafeteria with cash or checks. Free or reduced price lunches are available for those who are eligible. Call the Director of Food Service at (585) 637-1846 for further information. Lunch for the 2019-20 school-year will be \$3.00.

**Carbonated beverages are NOT** to be brought to school for consumption in the cafeteria during a lunch period. Juice boxes and non-carbonated drinks are permissible. Because of safety concerns, glass containers are not allowed at any time anywhere in the building.

We expect Middle School students to develop responsibility about bringing a bag lunch or money to purchase Breakfast or Lunch through the school cafeteria. In the case that a student forgets, we have a system that ensures students will not go without a meal. It is expected that the student will repay this money the next day. Students may not borrow at the snack bar. We encourage students to pre-pay their lunches in order to avoid forgotten lunches.

*Assigned Seating During Lunch*

During the first couple of weeks, students are allowed to sit with anyone they want. This allows students to develop connections with other students. After the first couple of weeks, students will be assigned to a table. We usually allow friends to sit with each other. Students are expected to remain at their table and not wander around from table to table. The purpose of designated

seating is to allow us to locate students quickly, and helps the monitor for that area keep the designated area well maintained and orderly. Cafeteria aides do have the right to assign students different locations if they feel such a move will benefit the atmosphere in the cafeteria.

### *Lunch Recess*

Towards the end of every lunch period students are given an opportunity to go outside, either in the courtyard outside the cafeteria or in the track area for recess. If the outside temperature is below 40° or the weather is bad, arrangements are made to use the gym whenever possible. This is a privilege that is earned by appropriate behavior in the cafeteria.

### *Expectations and Consequences*

If a student's behavior in the cafeteria is disruptive and disrespectful of the cafeteria aides, or the cafeteria rules, it may be determined that the student will be removed from the cafeteria and placed in a detention lunch site. The Administration determines the time of the removal from the lunchroom.

Students in detention lunch report to the detention room for that lunch period. They are escorted to lunch to get their meal and returned to the detention room. Detention lunch is a quiet lunch period. Students are not allowed to purchase snacks from the school snack bar while assigned detention lunch. They may bring an "extra" lunch snack from home, if they are aware ahead of time that they will be assigned detention lunch.

### **CAMPUS PARENT**

The Campus Parent is a place on the Internet where you will find instant access to accurate, current and confidential information about your student's school attendance, grades, class assignments and more. The web address is <https://brockportny.infinitecampus.org/campus/portal/brockport.jsp> or you can access it through the district web site, Digital Resources, Family Link (for families), Class Link (for students), Infinite Campus. It is easy to use and easy to follow each screen. If you need assistance please call Marleen Cain at (585) 637-1860, option 2, or the school AUSI at (585) 637-1964. For security reasons, you will need to answer a couple of questions before receiving assistance.

### **CLUBS**

Clubs are available to offer Middle School students opportunities to pursue specific interest areas. The Middle School offers the following Clubs:

Academic Challenge Bowl	Leo's Club	6 <sup>th</sup> Grade Stage Band
American History Trip Fundraising Club	Oliver Baking Club	6 <sup>th</sup> Grade Treble Makers
Art Club	OMS Musical	7 <sup>th</sup> and 8 <sup>th</sup> Grade Jazz Ensemble
Board Game Club	Salva's Supporters	OMS Symphonia
Book Store	Science Olympiad	OMS Fiddlers
Chess Club	Service Club	Pop Vocals
Crafty Devils (crafting club)	Ski/Snowboard Club	
Diversity Club	Spanish Club	
Drama Club	Student Council	
First Lego League	Variety Show	
F.R.E.S.H. Kids Club	Weight Lifting Club	
French Club	Wellness Club	
	Yearbook Club	

## **CODE OF CONDUCT**

The district has created a Secondary Student Conduct Manual that can be found on the district's web site. The Manual is a guide to student rights, responsibilities and discipline and is intended to guide students, staff, and parents/guardians in fostering appropriate student behavior and discipline in the Brockport Central School District. It is available on the district web site under Students, Code of Conduct. If you would like a copy sent to you, please contact the main office.

## **COMMUNICATION BETWEEN STUDENTS AND HOME**

Messages for Students: We realize that there are times when you need to pass along a message to your child during the school day. We try not to interrupt classroom time and are encouraged to call the classroom at the very beginning or end of a period only. It would help if you could give any message to us before your child's lunch period (period 4 10:21 am seventh grade, period 5 11:21 am eighth grade, and period 6 12:21 pm sixth grade) so that we can use this time as a contact time with your child. Please call (585) 637-1860, option 1 to pass along a message or if you have any questions. Messages received after 1:30 pm may not be able to be delivered.

Please encourage your child to leave a message when they call home if they are unable to reach you. This will help alleviate the panic when you see that you received a call from 637-1860 but don't know who it is from.

## **COUNSELING DEPARTMENT**

Counseling services in the Oliver Middle School are designed to foster optimal learning conditions for each child. Middle school counselors are professional educators with a mental health perspective who understand and respond to the challenges presented to today's diverse student population. Middle school counselors do not work in isolation; rather they are integral to the total educational program. They provide proactive leadership that engages all stakeholders in the delivery of programs and services to help students achieve success in school. Professional school counselors align with the scholastic mission to support the academic achievement of all students as they prepare for the ever-changing world of the 21<sup>st</sup> Century.

Recognizing the emerging independence of the Middle School student, the counselor facilitates academic, personal, and emotional growth. This goal is accomplished through individual and group counseling opportunities, consultation with parents and staff, and coordination with outside services.

Students are made aware that they have open access to all of the above services through student orientations at the beginning of each year. All middle school students have the opportunity to take a universal social/emotional wellness survey in the fall of the year. The information gathered from the survey is used by the school counselors to provide short-term counseling opportunities; individually or in a group setting. If you do not wish to have your child participate in individual or group counseling opportunities, please call the counseling office to let us know. At any time we welcome your questions or requests relating to your child's involvement in counseling services.

You can contact the Counseling Office by calling (585) 637-1863 or emailing to [omscounseling@bcs1.org](mailto:omscounseling@bcs1.org) or the individual counselor.

Marissa Boshnack – sixth grade – [marissa.boshnack@bcs1.org](mailto:marissa.boshnack@bcs1.org)

Christine Ralyea – seventh grade – [christine.ralyea@bcs1.org](mailto:christine.ralyea@bcs1.org)

Heather Sealfon – eighth grade – [heather.sealfon@bcs1.org](mailto:heather.sealfon@bcs1.org)

## **DIGITAL READINESS 1:1 INITIATIVE**

The vision of our Digital Readiness Plan is to provide opportunities for our community to be technologically literate and capable of using online tools and a variety of devices to create, collaborate, and communicate in a digital setting.

Starting in September 2016, every sixth grader was provided with a lap top and a carrying case to use all day while in school.

Starting in 2017, and continuing through 2018-19 and 2019-20, all students, grades 6 -8, were and will continue to be provided with a lap top and a carrying case to use all day while in school.

We will continue to expand our work with representatives from all our stakeholder groups. We will be working with students throughout the year on how to be respectful, responsible and a learner in a digital world.

## **DIGNITY FOR ALL STUDENTS ACT (DASA)**

The DASA Coordinator for AD Oliver Middle School is Jerrod Roberts, Assistant Principal, and Heather Sealfon, Counselor, is the Alternate Coordinator. Parents can go on the district web site (under the tabs for Families or Students) to report a DASA incident and to view district information on DASA.

## **EDUCATIONAL TRIPS**

It is anticipated that during the year students may be participating in various educational trips. A form is given to parents to sign and return. This form gives permission for all trips to be taken during a given year. We ask that only parents or legal guardians sign this permission form.

## **EMAILS**

The district and individual schools use SchoolMessenger to send news and updates to families. Please make sure that the Registrar has your current email address. Emails sent from OMS will also be shown on the Principal's Corner page on the web site under Oliver Middle School.

Contact the Registrar's Office at [Registrar@bcs1.org](mailto:Registrar@bcs1.org) or by calling (585) 637-1891 to update your email address.

## **FAMILY OPEN HOUSE**

For the 2019-20 school-year, Oliver Middle School will be having a Family Open House on Thursday, September 19, 2019, from 6:30 to 8 pm. We would like to invite all students and their families to attend. This will be a true open house for you to visit the school and meet the staff.

The administration team will make a short presentation a couple of times during the night so you can pick one to attend and then students can introduce their teachers to their parents and can show parents around the building. All classrooms will be open and you can find out where grades are posted, how to access assignments, and how to contact teachers. You can also learn about Team expectations, the curriculum and about the Oliver Essentials.

## **FOOD**

To assist with insuring the health and safety of everyone, any food brought into school to be shared with others must be pre-wrapped and purchased from a licensed vendor such as a grocery store or bakery. This is a board policy.

Water bottles may be carried throughout the day in the school and there are numerous drinking fountains in the hallways.

## **FRIENDS IN NEED FUND**

A fund is maintained at OMS to assist families in need from our school. Donations are accepted at any time in the assistant principals' office. If requesting assistance, please contact your school counselor.

## **HALLWAY COURTESY AND CONSIDERATION**

Please follow the Oliver Essentials in the hallways. Keep hallways open to traffic by walking to the RIGHT. Do not block traffic by standing in groups. Pass through the hallways quietly. Be considerate of others in the halls and classrooms. Always keep your hands to yourself! Pick up paper from the floors and discard trash in the container provided. Leave the school building immediately after dismissal unless under the supervision of a teacher.

*Take pride in your school and yourself by keeping the school clean and looking new!*

## **HIGH SCHOOL BUILDING**

All students will be going to the High School building sometime during the school year for swimming instruction during their physical education classes. Students must ride shuttle buses, which are provided for going to and returning from the high school pool area.

**Students are not permitted to walk to or from the high school during the school day under any circumstances.** In addition, students are not permitted to go to the High School after the Middle School dismissal.

## **BOARD OF EDUCATION HOMEWORK POLICY 8440 (Revised 6/21/2016)**

The Board of Education acknowledges the educational value of homework as an adjunct to and extension of the instructional program of the schools. For the purposes of this policy, "homework" shall refer to those assignments to be prepared by the student outside of the school or independently while in attendance at school. It provides essential independent practice in needed skills, development of good work habits, contact with other learning resources, and growth in responsibility and self-discipline; and shall be part of the instructional program.

## **HOMEWORK**

Students should check with their teacher and/or the class Schoology page to see updated information on homework. Assignments are also listed in the Campus Portal.

## **HOURS OF OPERATION**

School is officially open from 7:15 AM to 2:45 PM. The first class period starts at 7:21 am. Regular dismissal is at 2:05 PM. The last period of the day (activity period 2:10 – 2:45 PM) is used by teachers to give extra assistance to students. Students directed to remain until 2:45 PM are expected to do so. Teachers are not available during this period on some Thursdays.

**\*Students are NOT to remain in the buildings after 2:05 PM unless they are properly supervised.**

## **IDENTIFICATION CARDS**

Each student is provided with an identification card. This card is an important and vital means of identification and as such should be carefully protected by each student. The identification card will be used to check out books from our library. In order to buy a dance ticket and to enter dances, students **MUST HAVE** an identification card for the present school year. Identification cards from previous years are not accepted.

We encourage students to have something (wallet or purse) to carry their identification cards in and to have their card in school every day. Part of the goal for students at this age is to foster

responsibility. The first card will be issued at the start of the year and will be free. If a student loses their card, a new card may be requested from the Assistant Principals' Office.

### **IN-SCHOOL SUSPENSION (ISS)**

Students are assigned ISS following the school discipline plan.

During ISS there is no contact with the other students for the entire day. They may complete a reflection as well as complete character education assignments addressing the reason they are assigned to ISS. They will also complete school work during their time in ISS. If possible, they will have a counseling session with the school counselor, school social worker or the school psychologist to address the behaviors that got them into ISS.

All students will go to the cafeteria to get lunch together during the time between class lunches. Lunch will be brought back to the ISS room where they still have no contact with the rest of the student body. After lunch they will continue working on class assignments. ISS ends at 2:45.

### **INTERNET ACCESS POLICY 7380 (updated 1/19/2016)**

New technologies are shifting the ways that information may be accessed, communicated, and transferred. Those changes also offer the opportunity to enhance instruction and student learning. As part of the educational program, Brockport Central School District provides students access to the Internet.

Along with access to computers and people all over the world comes the availability of materials that may not be considered appropriate in the classroom. Brockport Central School District uses an Internet filtering program to protect students from accessing materials that may not be considered appropriate in the classroom. However, on an ever- changing global network it is impossible to control all materials. Ultimately, the school staff, parents and guardians of minors are responsible for setting and conveying the standards for students to follow when using media and information sources. BCS supports and respects each family's right to decide whether or not to allow their child to access the Internet.

By accessing the District internet and network all users agree to abide by the acceptable use policy.

#### *Rules and Responsibilities*

Students are responsible for good behavior on school computer networks just as they are in a classroom or school hallway. Communications on the network are often public in nature. General school rules for behavior and communications apply as outlined in the students handbook and the District Code of Conduct.

Internet Access is provided for students to conduct research and communicate with others in relation to school work. Access to network services is given to students who agree to act in a considerate and responsible manner. Parent permission is required. Access is a privilege, not a right. Therefore, based upon the acceptable use guidelines outlined in this document, the system administrators may deny access at any time and the administration, faculty, and staff of Brockport Central Schools may deny, revoke, or suspend specific user access based on violations of the rules and standards contained in this policy and accompanying regulation.

The use of network resources must be in support of education and research and must be consistent with academic expectations of Brockport Central Schools. Use of other organizations' networks or computing resources must comply with rules appropriate for that network. Transmission of any material in violation of U.S. or state regulations including copyrighted, threatening, or obscene materials is prohibited. Use for commercial activities by

for-profit organizations, product promotion, political lobbying, or illegal activities is strictly prohibited.

The user is expected to abide by the following network rules of etiquette. The user will:

- a) Be polite and will not write or send abusive messages.
- b) Use appropriate language (swearing, use of vulgarities or any other inappropriate language is prohibited).
- c) Not transmit obscene materials or receive offensive messages or pictures from any source.
- d) Not reveal the personal address or phone number of him/herself or others.
- e) Not communicate any credit card number, bank account number, or any other financial information.
- f) Not assume that all electronic mail is private. People who operate the system do have access to all mail. Inappropriate messages can result in suspension of privileges.
- g) Not send messages inflammatory or derogatory toward any race, religion, culture, ethnic group, gender or sexual orientation.
- h) Not tamper with or copy school-owned software or load personal software onto school-owned computers.
- i) Not download non-educational software from the Internet.
- j) Not use the network in a way that would disrupt the use of the network by other users.
- k) Not commit acts of vandalism. Any malicious attempt to harm or destroy data of another user will not be tolerated. Any questionable action will result in the cancellation of user privileges.
- l) Not use school computers for unauthorized chat line purposes.
- m) Confine printing to school related materials.
- n) Not post personal web pages as part of the district's web site. All web pages for classes or extracurricular groups must be approved and in compliance with Board Policy #3180 District Web Site/Web Pages.

Violation of any of the above mentioned rules and responsibilities will result in a loss of access and may result in other disciplinary or legal actions.

#### *Other Personal Electronic Devices*

Cell phones, IPODS or other personal electronic devices can greatly enhance an individual's safety, productivity, learning or entertainment. It is the responsibility of the user to use such devices in a responsible manner that does not disrupt the rights of others or in any way infringe upon the educational environment.

#### **INTRAMURALS**

The physical education staff provides an intramural program after school during the activity period. Students must sign up for participation in the program. Students are given the opportunity to sign up for intramurals during GAP. The list of students participating will change periodically to provide an opportunity for broad student participation.

#### **LITERACY IN THE CORE**

Literacy in the Core is a course designed to promote the development of adolescent literacy skills as they relate to each core academic class in seventh and eighth grade (ELA, Math, Social Studies and Science). It will support the implementation of the Common Core Literacy Standards in ELA, Math, Social Studies and Science.

The class is taught by the team's core teachers. Students will have the opportunity to rotate among all four core team teachers every 5 weeks for specific enriched literacy in the core



instruction. Students can be grouped heterogeneously or homogeneously (based on student need and differentiated instruction). The class will be a full-year class and will not be graded on a 100% scale but will have comments based on student's mastery of the skills. This course is designed by core teachers with the assistance of our Instructional Coach, our Media Specialist, and Administration.

The following are some examples of what could be included in the course based on the article "Characteristics of Literacy – Rich Content Area Classrooms", by Vicki Urquhart and Dana Frazee

**In literacy-rich mathematics classrooms, language processes support students while they are learning new content and help them demonstrate what they have learned:**

- The teacher models problem-solving techniques such as think aloud, and students talk and write about how they solve problems.
- Students actively develop concepts with their teacher.
- The teacher helps students make connections to real-life applications.
- Students actively construct mathematics-specific vocabulary and explicitly use reader aids to enhance their understanding of mathematics texts.
- Students work in varied, flexible groupings to present mathematical solutions to problematic scenarios.

**In literacy-rich science classrooms, reading, writing, and discussion are a daily occurrence:**

- Students use a variety of texts, including academic journal articles, scientific websites, science fiction, and essays.
- Students have access to electronic media, film, visuals, and lab experiences, which further support reading comprehension.
- Students actively construct science-specific vocabulary and explicitly use reader aids to enhance their understanding of science texts.
- Students frequently discuss, present, and write about possible hypotheses, predictions, analyses, findings, and ideas.
- Students include elements of the writing process in their lab reports, solutions to problem sets, and research findings.

**In literacy-rich social studies classrooms, students' interests are taken into account, and students work in various groupings on different kinds of assignments:**

- Students use various resources, including reproductions of primary sources such as diary entries, maps, film, historical fiction, and newspaper accounts.
- Students explicitly call out reader aids, use specialized vocabulary in spoken and written communications, and investigate the thinking and approaches of anthropologists, archaeologists, economists, sociologists, and social historians.
- Students actively explore essential questions and make frequent connections between and among eras, people, and events from the past and present.
- Students use research skills and examine how languages develop and how various cultures use them.

**In addition to the ideas above, a literacy-rich ELA classroom involves reading, writing, and discussions on a daily occurrence:**

- Students use various resources, including literary and informational text.

- Students will read closely for key ideas and details to determine central ideas or themes.
- Students will analyze the craft and structure of texts.
- Students will integrate and evaluate knowledge and ideas.
- Students will conduct short research projects based on focused questions.
- Students will routinely write arguments, informative/explanatory and narratives to produce clear and coherent pieces.
- Students will demonstrate command of conventions of Standard English.
- Students will apply knowledge of language.
- Students will demonstrate understanding of vocabulary acquisition and use.

Content-area teachers are not necessarily reading and writing teachers. Rather, they should emphasize the reading and writing practices that are specific to their disciplines. All teachers should use the tools (e.g., graphic organizers, outlines, guided discussions) that research shows support all students—those who are experiencing success and those who are struggling.

### **LOCKERS AND LOCKS**

Each student has access to a locker for coats and books, and a locker for physical education purposes. Students are expected to keep both of these lockers locked. Should a hall locker become broken or for any problem with the locker, the student using that locker should report the matter immediately to any school office. The physical education staff issues gym lockers. Report problems with gym lockers to the physical education staff. In order to ensure the safety of everyone’s possessions, students should not attempt to gain access to other students’ lockers or give others their combination numbers.

Please do not use sticky stuff (contact paper, stickers, tapes, etc.) to decorate your locker.

### **LOST AND FOUND**

All articles and money that are found should be turned into the main office. Students who misplace an item should check the lost and found in the hallway outside of the cafeteria and check with the main office.

### **MULTI-TIERED SYSTEM OF SUPPORTS (MTSS)**

Here at OMS, all educators utilize a Multi-Tiered System of Supports (MTSS) framework which encompasses both academic (RTI) and behavioral (PBIS) components and is a partnership between school and home. Student data is consistently reviewed (Attendance, Behavior, Course) and is used as a basis for monitoring student progress and developing strategies/interventions to assist all students in achieving to the best of their ability.

### **MUSIC ENSEMBLE COMMITMENT**

Performing in a musical ensemble takes commitment. A student and parent participating in the OMS music program will be asked to sign a commitment form at the start of each school year which states that the student and parent are committed to the music ensemble and all of its obligations for the year. This letter will be due the last Friday of September.

### **NEWSLETTER OLIVER NOTES**

Four times a year, when report cards are distributed, there is a school newsletter, *Oliver Notes*, published and made available on the school’s web site. You can read it online, download it, or if you do not have access to a computer, please call the main office at (585) 637-1860 and a copy will be mailed to you.

## **NURSE'S OFFICE (Health Office)**

There is a nurse on duty at all times while school is in session. Students are requested to receive permission from their teachers before reporting to the nurse's office. Since the nurse's office tends to be a busy place, we ask that the following suggestions be followed:

- Students who have the need for cold and allergy remedies should keep a small supply of cough drops and tissues in their lockers. This is a student responsibility and students are expected to provide these items on their own.
- The school nurse is not permitted to give any medication without a written note signed by a doctor and parent. Medication sent in from home without this written permission cannot be given in school. Direct delivery of the medication by the parent or other responsible adults must be made to school. No medication can be sent on the bus.
- If a student is suffering from an injury, rash, illness, ache or pain that occurred at home, please contact your doctor. The school nurse's primary responsibility is to provide health care for injuries or illnesses that occur at school. The health office provides facilities for health emergencies at school. The use of the health office for non-essential problems takes away care from someone who is seriously ill and needs the nurse's attention.
- The nurse also maintains health records, performs routine examinations for eyes and ears, and assists during physical exams for sports. It is also very helpful if parents inform the nurse of any serious health problems that exist with their child and provide supporting documentation from their physician.

You may contact the nurse by calling (585) 637-1862 and her fax number is (585) 637-1962.

## **ORIENTATION**

Orientations are held during August. At Orientation, students will pick up their schedule and find out where to report on the first day of school. They will also receive their locker information, have their school picture taken, receive information about the school-year and may tour the building. More information is available on the web site.

## **PARENT TEACHER CONFERENCES**

Teachers or parents may request conferences when they feel such are warranted. Conferences are scheduled through the counseling office (585-637-1863). When a conference is being scheduled, parents are asked to complete a parent input form to give all participants in the conference more information about the student. A form is available on the web site and may be emailed to [OMSCounseling@bcs1.org](mailto:OMSCounseling@bcs1.org).

There will be two half days for students on November 21 and 22, 2019, so that parent teacher conferences can be scheduled. Conferences will be scheduled between 4:00 and 8:00 pm on November 21 and between 10:30 am and 2:45 pm on November 22.

## **PARENT VOLUNTEERS**

Some students in our building benefit from varying tutorial services. This is sometimes accomplished through college tutorial programs and fellow students. Parents wishing to assist are very welcome. If you would like to work with individuals, chaperone field trips, or if you could speak or show movies or slides on a topic that would benefit our educational program, we welcome your assistance. Parents wishing to do so are asked to complete the Volunteer Application found on the district web site under Employment (one of the openings is Volunteer). All volunteers must be approved by the Board of Education.

## **PERSONAL BELONGINGS**

Students should **NOT** bring valuable items such as video games or large sums of money to school. If it is necessary for a student to bring money to school other than lunch money, they should give it to their teacher or the office for safekeeping. The school will not be responsible for items lost or stolen.

## **PERSONAL TECHNOLOGY 7300 (updated 1/19/2016)**

The Board of Education seeks to maintain a safe and secure environment for students and staff. Advances in technology have made it possible to expand the learning environment beyond traditional classroom boundaries. Using personal electronic devices during instructional time can enable students to explore new concepts, personalize their learning experience and expand their global learning opportunities. Additionally, the use of personal technology devices is ubiquitous in today's society and standards for student use during non-instructional time should adapt to this change. This policy defines the use of personal technology during instructional and non-instructional times and reinforces the standard that all use, regardless of its purpose, must follow the guidelines outlined in the Student Acceptable Use Policy (AUP), the District's Code of Conduct, and the Dignity for All Students Act.

Personal technology includes all existing and emerging technology devices that can take photographs; record audio or video; input text; upload and download media; and transmit or receive messages or images. Examples of personal technology includes, but are not limited to ,iPods and MP3 players; iPad, Nook, Kindle, and other tablet PCs; laptop and netbook computers; cell phones and smart phones such as BlackBerry, iPhone, or Droid, as well as any device with similar capabilities. Unacceptable devices shall include, but are not limited to, gaming devices or consoles, laser pointers, modems or routers, and televisions.

Instructional purposes include, but are not limited to, approved classroom activities, research, college admissions activities, career development, communication with experts, homework and other activities as deemed appropriate by school staff.

Personal technology use by students is permitted during the school day for educational purposes and/or in approved locations only. Teachers will indicate when and if classroom use is acceptable. Students are expected to act responsibly and thoughtfully when using technology resources. Students bear the burden of responsibility to inquire with school administrators and/or teachers when they are unsure of the permissibility of a particular use of technology prior to engaging in such use.

Appropriate use of personal technology during non-instructional time is also allowed if students follow the guidelines in the AUP and Code of Conduct and/or in approved locations only. Non-instructional use includes texting, calling and otherwise communicating with others during free periods and in common areas of the school building such as the hallways, cafeteria, study halls, buses and student lounges. Other non-instructional uses may include such things as Internet searches, reading, listening to music, and watching videos. This use during non-instructional time must be conducted in a safe and unobtrusive manner. Devices must be in silent mode to avoid disrupting others.

The District shall not be liable for the loss, damage, misuse, or theft of any personal technology brought to School. The District reserves the right to monitor, inspect, and/or confiscate personal technology when administration has reasonable suspicion to believe that a violation of school policy or criminal law has occurred.

The Board expressly prohibits use of personal technology in locker rooms, restrooms, Health Offices and any other areas where a person would reasonably expect some degree of personal privacy.

The District reserves the right to restrict student use of District-owned technologies and personal technology on school property or at school-sponsored events, at the discretion of the administration.

Students must follow the guidelines for use set out in the District Code of Conduct and the Acceptable Use Policy at all times. Consequences for misuse will follow guidelines in the District's Code of Conduct.

### **PHYSICAL EDUCATION**

- All students will participate in physical education unless officially excused by the school nurse or other medical personnel.
- Students will provide their own gym attire and will be provided with a lock and locker, free of charge, to protect their change of clothing.
- Swimming and water instruction are an integral part of the education of our youth, therefore, students will be scheduled for swimming and water safety instruction on a regular basis per Board of Education policy 8244.

### **POSITIVE BEHAVIORAL INTERVENTIONS AND SUPPORTS (PBIS)**

In our efforts to establish Oliver Middle School as a place where we engage and empower each student to achieve excellence as a learner and citizen we have implemented a program called Positive Behavioral Interventions & Supports (PBIS). PBIS actively encourages students to achieve their academic potential while also behaving with good character. At Oliver, the focus is on teaching and encouraging appropriate behavior in all areas of the school, by working with students on being a learner, responsible, and respectful so they maximize their learning opportunities and do not detract or interfere with the learning opportunities of their classmates.

In order to create an environment conducive to learning we must remember that discipline procedures alone are not the answer to problematic behavior – it is the positive relationships we build as a learning community between students, families and staff. Studies show used alone, punitive measures have little effect on student behavior and are more likely to increase instances of inappropriate behavior. The Oliver Middle School staff strives to create a positive environment by making connections with our students and families. Children learn best in the context of positive relationships and a safe, comfortable atmosphere. To teach these expectations to students we will be conducting periodic Booster meetings which may take place at the team level or the grade level. During these meetings we will detail why appropriate behavior is important as well as encourage all students to be learners, responsible, and respectful. By teaching students the necessary social skills for future success we set them on a course to be lifelong learners and successful citizens who graduate prepared for college or career.

### **PUPIL PASSES**

Students who leave regularly assigned locations during respective periods are expected to have a pre-signed pass in their agenda book or a signed Pupil's Pass.

### **QUIET STUDY HALL**

Quiet Study Hall (Room 240) will be a calm environment for students to refocus in an effort to get back into the classroom and continue the rest of their school day on a positive note.

## **REPORT CARDS/PROGRESS REPORTS**

Information on a student's academic progress will be given to parents four times a year. A report card with a numeric grade will be mailed home each marking period. At the middle of the marking period, an interim date will be determined where "live" grades will be available online through the Campus Portal.

In addition, teachers or parents may request conferences when they feel such are warranted. Conferences are scheduled through the counseling office. Students who fail one or more classes at each interim date will receive a Progress Report in the mail.

As an added support, students who are experiencing academic difficulty are eligible to receive assistance from a team teacher designated as their academic advisor. This mentoring process may include the development of an academic improvement plan that is mailed to parents to keep them informed and involved.

### *Schedule for Report Cards and Interim Dates 2019-20*

<b>END OF 1<sup>ST</sup> INTERIM</b>	<b>Monday, October 7, 2019</b>
<b>END OF 1<sup>ST</sup> QUARTER</b> Report Cards Mailed	<b>Wednesday, November 6, 2019</b> Monday, November 18, 2019
<b>END OF 2<sup>ND</sup> INTERIM</b>	<b>Monday, December 16, 2019</b>
<b>END OF 2<sup>ND</sup> QUARTER</b> Report Cards Mailed	<b>Tuesday, January 28, 2020</b> Thursday, February 6, 2020
<b>END OF 3<sup>RD</sup> INTERIM</b>	<b>Tuesday, March 3, 2020</b>
<b>END OF 3<sup>RD</sup> QUARTER</b> Report Cards Mailed	<b>Tuesday, April 14, 2020</b> Thursday, April 23, 2020
<b>END OF 4<sup>TH</sup> INTERIM</b>	<b>Monday, May 18, 2020</b>
<b>END OF 4<sup>TH</sup> QUARTER</b> Report Cards Mailed	<b>Wednesday, June 24, 2020</b> Wednesday, July 1, 2020

At the end of each Interim Period, parents can check the Campus Parent for "live" grades. Printed Progress Reports will be mailed home for any student that is failing one or more courses.

At the end of each marking period, student averages are calculated and academic merit is recognized. Students who achieve academic merit receive a certificate. The overall average to achieve academic merit is as follows:

Honor Roll	Cumulative average of 85-92.999%
High Honor Roll	Cumulative average of 93-100%

Following are the report card comments that are used so parents and students will be familiar with the range of comments possible.

**Respectful** (communication, behavior affecting others, time management)

#### **Positive**

- Communicates effectively with teachers and peers
- Is consistently helpful and cooperative
- Manages own time and common materials wisely
- Displays a cooperative attitude/team player
- Exhibits positive leadership qualities

#### **Needs improvement**

- Needs to use own time (class/GAP, etc.) more wisely
- Need to take better care of computer, materials and/or property
- Needs to Develop more self-control
- Behavior impedes learning

**Responsible** (work completion, organization, attendance)

**Positive**

- Is conscientious and responsible
- Is organized and prepared
- Completes/hands in assignments on time
- Is organized and ready to learn everyday
- Shows work when asked
- Seeks help from teacher during GAP, Lunch Study Hall, or After School

**Needs improvement**

- Needs to be on time for class
- Needs to complete and hand in assignments on time
- Frequent absences/tardiness affects performance
- Needs to become better organized
- Did not turn-in required assignments/projects
- Needs to prepare for tests/quizzes
- Needs to make better use of class time
- Should seek additional help as suggested
- Needs to make up work when absent
- Need to make better use of GAP/study time
- Organization and preparation for class is inconsistent
- Does a minimal amount of work
- Needs to correct tests and/or homework
- Quality/content of work needs improvement
- Needs to bring books and supplies to class
- Does not complete long term assignments on time
- Needs to make up work missed when unprepared
- Should seek help from teacher during GAP, Lunch Study Hall, or After School

**Being a Learner** (perseverance, engagement, group skills, achievement)

**Positive**

- Displays excellent effort
- Displays satisfactory effort
- Displays good effort
- Participates in class activities
- Is attentive and interested
- Is demonstrating average progress
- Is demonstrating excellent progress
- Is demonstrating above average progress
- Is showing average progress
- Demonstrates competency
- Working towards meeting standards
- Participates actively in class/group activities
- Is a self-starter
- Displays improved effort
- Exhibits good problem solving ability
- Demonstrates good inquiry skills
- Corrects tests and/or homework
- Is demonstrating improved progress
- Shows personal growth/increased confidence
- Works hard but finds material difficult
- Works beyond course requirements
- Is working toward meeting goals
- Uses appropriate content vocabulary
- Quality/content of work has shown improvement
- Displays average effort
- Uses homebase and/or GAP for extra help
- Final average reflects grades from previous school

Grade is based on a minimal number of assessments  
Grade is based on modified expectations  
Completes i-Ready assignments in a timely manner  
Is auditing class  
Is medically excused  
Incomplete

**Needs improvement**

Displays inconsistent effort  
More effort is necessary to work to ability  
Needs to be more attentive in class  
Needs to improve  
Present quiz/test grades are below average  
Grade is presently failing  
More Oral Participation is needed  
Needs to develop a more cooperative attitude  
Needs to work more slowly and carefully  
Needs to prepare more for tests & quizzes  
Low self-confidence limits task completion  
Needs to participate more in class activities  
Current grade is below 50%  
Lack of motivation affects overall class performance  
Is not completing i-Ready assignments in a timely manner

**ELA**

**Positive**

Displays independent research skills  
Positive participant in group discussions  
Clearly cites and explains text evidence  
Is able to comprehend difficult text

**Needs improvement**

Needs to improve writing skills and written work  
Quality of written responses needs improvement  
Needs to elaborate/explain responses to writing prompts  
Inferential comprehension is low  
Needs to do required outside of class reading  
Requires significant adult support to complete class activities

**Math**

**Positive**

Demonstrates good conceptual understanding  
Has good number sense  
Can make use of patterns  
Perseveres on high-demand tasks  
Can justify his/her thinking  
Can justify if a solution is reasonable or not  
Demonstrates knowledge of how to use available tools/technology to help in solving problems  
Pays attention to details  
Uses IXL to increase math fluency  
Is making progress on i-Ready

**Needs improvement**

Needs to improve computation skills  
Does not complete IXL assignments  
Needs to work more on i-Ready  
Needs to make corrections on work  
Needs to show work to justify answer

**Science**

**Positive**

Uses proper lab techniques



Using the scientific method effectively

### **Social Studies**

#### **Positive**

- Displays independent research skills
- Is a historical thinker
- Makes connections between historical concepts
- Makes connections between past and present
- Does well interpreting historical documents (graphs, political cartoons, etc.)
- Able to respond to answer stimulus-based questions

#### **Needs improvement**

- Struggles with higher level text
- Struggles making Historical connections
- Needs to include citations in written work
- Need to work on explaining details/evidence
- Struggles with historical document
- Needs to annotate sources
- Needs to better support written arguments

### **World Languages**

#### **Positive**

- Participates well during oral practice in Spanish/French
- Effectively applies grammar skills in Spanish/French
- Shows exceptional growth in the target language

#### **Needs improvement**

- Should seek after school support for Spanish/French
- Is in danger of not earning required Level 1 credit for high school graduation
- Needs to practice speaking Spanish/French during class activities

### **Music**

#### **Needs improvement**

- Irregular music lesson attendance impedes progress
- Needs to bring books and materials to class.
- Needs to make up lesson to improve a grade.

### **Health**

#### **Positive**

- Is able to access valid health information
- Is demonstrating positive self-management skills
- Is able to evaluate all areas of health
- Is demonstrating positive communication skills
- Advocates to enhance their health and wellness
- Is exhibiting respect amongst self and peers

#### **Needs improvement**

- Needs to improve ability to access valid health information
- Needs to demonstrate positive self-management skills
- Needs to be able to evaluate all areas of health
- Needs to demonstrate positive communication skills
- Needs to advocate to enhance their health and wellness
- Needs to exhibit respect amongst self and peers

### **Technology**

#### **Positive**

- Demonstrates positive collaboration and teamwork skills
- Demonstrates creativity and imagination while brainstorming
- Demonstrates tenacity while problem solving
- Demonstrates safety while working in the technology lab

#### **Needs Improvement**

- Needs to improve safety skills while working in the technology lab
- Needs to approach technical problems with tenacity

### **English Language Learners**

Understands questions and directions in class  
Participates in class or group discussions  
Can seek specific information from a variety of texts  
Can perform a variety of writing tasks

### **AIS/LLI**

Competent  
Improving  
Needs to Improve  
Is receiving AIS services  
Oral reading fluency rate is under 120 words per minute  
Oral reading fluency rate is 120-160 words per minute  
Oral reading fluency rate is 160-180 words per minute  
Oral reading fluency rate is over 180 words per minute  
Student's comprehension is limited at the instructional level  
Student's comprehension is satisfactory at the instructional level  
Student's comprehension is excellent at the instructional level

### **SCHOOLGY**

Schoology is an integrated learning management solution that provides course management, mobile learning, and support for system-wide communication. Schoology enables our students, parents and teachers to engage with learning materials and their school community from the classroom and beyond.

With Schoology, students can digitally submit homework assignments, review grades, participate in interactive discussions, receive announcements and feedback, complete assessments, write academic blogs and more. As a parent, you will be able to view your child's activity within the platform. Students and parents will each be given login credentials to access the A.D. Oliver Middle School Schoology system.

### **SELLING MERCHANDISE IN SCHOOL**

The sale of merchandise such as candy, raffle tickets, gum, etc. is prohibited in school. This practice is necessary due to our concerns relative to misplaced money, theft, and the distraction it creates during the school day. Students are not to bring candy, or other consumable items, in large quantities to be given to other students.

### **SPECIAL ACTIVITIES**

#### *Dances*

There are several dances every year sponsored by Student Council. The dances always start at 7:00 PM and end at 9:00, 9:15, and 9:30 PM for sixth, seventh, and eighth graders respectively. The dances are open to only Oliver Middle School students. The expectations that apply to the school day regarding the dress code and behavior are expected and enforced during the dances.

#### *Eighth Grade Dinner Dance*

An annual dinner dance is held every June at the A.D. Oliver Middle School. It is only for students in the eighth grade and will not include students from other grade levels and/or schools. Every student is encouraged to attend this event. It is a culmination of their three years in our building as they are promoted to the high school. Because this event is being offered to the older students in the building, the dance will be held from 6:00 PM to 9:00 PM.

The event includes food and a disc jockey. Students are encouraged to wear appropriate attire similar to what they would wear when going out to dinner with their family or to a special occasion such as a wedding. The chaperones are comprised of the Middle School staff.

Tickets will be purchased ahead of time. All students attending must meet the same policies as they do for any other dance. They have to be in attendance that day in school and not be suspended in order to attend the dance.

*Seventh and Eighth Grade Awards*

At the end of each year, selected seventh grade students will receive the Pietrzak Award (For enthusiasm and excellence in Science, In Fond Remembrance of Joseph Pietrzak) and the Diehl Award (for exceptional effort and steady improvement in Mathematics, In Memory of Joanne Diehl). Selected eighth grade students will receive the Bell and Donsky awards. Eighth grade students are selected by the faculty on the basis of scholarship, citizenship, and involvement in the school community. The awards are given during the Oliver Awards evening.

*Eighth Grade American History Trip*

All eligible eighth graders are invited to participate in the annual trip to the Washington D.C. area. The trip is a multiple-day event and will occur, once approved by the Board of Education, in the spring. Fundraisers are conducted in grades six, seven and eight to help defray costs of the trip. The OMS American History Trip Participation Policy, based on the District Code of Conduct, will be communicated at parent informational meetings and will be available on the OMS website. The plan identifies student responsibilities that must be attained to enable trip attendance.

One of the parameters for participating in the American History Trip is that students demonstrate the Oliver Essentials during their time at the middle school. One of the ways that this is measured is by using the Oliver Essentials Rubric.

*PBIS Oliver Essentials Score Rubric*

Criteria	3 Meeting and/or Exceeding	2 Developing	1 Rarely
BE RESPECTFUL	<ul style="list-style-type: none"> <li>◆ <b>Communicate effectively and professionally</b> <ul style="list-style-type: none"> <li>✓ Raise your hand and wait your turn while participating</li> <li>✓ Use appropriate language, volume, and tone of voice</li> </ul> </li> <li>◆ <b>Interact with others with integrity, dignity, tolerance and common courtesy</b> <ul style="list-style-type: none"> <li>✓ Listen and respond properly to adults and peers in person and in a digital space</li> <li>✓ Be helpful and cooperative to all</li> </ul> </li> <li>◆ <b>Manage time and materials with fidelity</b> <ul style="list-style-type: none"> <li>✓ Use all materials effectively and clean up after yourself</li> </ul> </li> <li>◆ <b>Treat property with care</b></li> </ul>		
BE RESPONSIBLE	<ul style="list-style-type: none"> <li>• <b>Be fully prepared</b></li> <li>• <b>Follow established classroom routines</b> <ul style="list-style-type: none"> <li>✓ Work cooperatively</li> <li>✓ Use your agenda to organize and manage your time</li> </ul> </li> <li>• <b>Attend to all obligations</b> <ul style="list-style-type: none"> <li>✓ Be productive and follow through on your commitments even when you are absent</li> </ul> </li> <li>• <b>Be safe</b></li> </ul>		

Criteria	3 Meeting and/or Exceeding	2 Developing	1 Rarely
BE A LEARNER	<ul style="list-style-type: none"> <li>• <b>Approach learning targets with tenacity and resilience</b> ✓ Challenge yourself to work through difficult tasks</li> <li>• <b>Persevere through learning experiences</b></li> <li>• <b>Produce high quality work that illustrates best effort and personal growth</b></li> <li>• <b>Demonstrate a flexible and reflective mindset</b> ✓ Positively adjust to new circumstances ✓ Accept constructive feedback and be truthful with yourself, peers, and all adults</li> </ul>		

### *Excelsior Society*

Students in grades seven and eight (who were not inducted in seventh grade) who achieve a cumulative grade point average of 90% or higher after three marking periods will be inducted into the Excelsior Society. Induction ceremonies are at the end of the school year during the Oliver Awards evening.

### *Memorial Day Commemoration*

This very solemn ceremony is conducted on the last school day before Memorial Day. The ceremony pays tribute to those individuals from the Brockport School area that died during one of the wars. Veterans from the area participate in this tribute.

### *Music Assemblies and Concerts*

Our outstanding music department and students perform during the year. Most of the concerts are performed in the evening. **Students are ineligible to participate in public performances if they are not in school attendance the day of the activity.**

### *Oliver Awards*

The Oliver Awards come from the teams and content areas and occur at the end of the school year in the evening. It's an opportunity to recognize students who have displayed excellence in a variety of ways.

### *Senior Citizen Breakfast*

In the spring, Oliver Middle School Student Council puts on a breakfast for the senior citizens from our community. Following breakfast, some of our talented students provide entertainment for the senior citizens.

### *Seventh Grade Lock-In*

Seventh Grade students are able to take an active stand in making healthy choices during Seventh Grade Lock-In. The purpose of the event is to provide fun, constructive activities that young adults can choose over drugs and alcohol.

### *Student Council*

The purpose of this organization shall be to develop positive attitudes and practice good citizenship; promote harmonious relations throughout the school; provide a forum for student expression; provide orderly directions of school activities; promote school improvement; and promote the general welfare of the school. All students have the opportunity to participate in

Student Council. The Student Council runs several dances every year, and a host of other very worthwhile activities.

### *Yearbooks*

The Yearbook staff is open to any student who is interested and willing to offer serious assistance in the preparation of the yearbook. The group meets during the activity period. Ms. Wells is the yearbook advisor and can answer questions for anyone who is interested in joining.

## **SPORTS**

Athletes in seventh and eighth grade are able to participate in team sports, either at the modified level or, if qualified, at the freshmen, junior varsity or varsity level. A current physical must be on file in the nurse's office and the online registration through FamilyID completed. For more information, see the Athletics page on the web site or the Brockport A.D. Oliver Middle School Clubs, Activities and Sports booklet (available online).

## **SPORTS STUDY HALL**

The purpose is to supervise students from 2:10 until their sports practice/event begins and gives students an opportunity to have a snack. Students that wish to have a quiet place to study during this time will be given pre-signed passes to go to the Student Learning Center, MASH or stay with a teacher after reporting to the Sports Study Hall. Students must report to their assigned room and remain there during the activity period. Under no circumstances will students remain in the Oliver Middle School during this time period unsupervised.

Athletes who wish to leave sports study hall to see a teacher must have a pre-signed pass when they arrive at the sports study hall and must report directly to that teacher. Snacks are available for the athletes only. The privilege of buying snacks is based on student adherence to the Code of Conduct as determined by the sports cafe aides. **Snacks are not to be taken out of the cafeteria.**

Athletes competing in a given season, who have failed two or more class(es) in the prior marking period, report to a Mandatory Afterschool Study Hall (MASH). MASH is a quiet, supervised study area, where athletes are to work to improve their academic standing.

## **STUDENT ASSISTANCE PROGRAM**

Adolescence is a time of change. For some, the transition from childhood to adulthood is smooth sailing. For others, there may be a range of attendant problems – relationships with family and peers, academic concerns, sexuality questions, emotional uncertainty, and experimentation with drugs and alcohol – to name a few.

With this in mind, A.D. Oliver Middle School has developed a program for students who are struggling with a variety of issues and areas of concern. The Student Assistance Program is led by teachers, administrators, psychologists, and counselors who work with students around these issues. Working from a research-based Asset Model approach SAP develops individual action plans for referred students who are demonstrating difficulties with academics, behavior, attendance and/or school health.

SAP also supports positive asset development for all students through the sponsorship of events such as the New Student Reception, the Red Ribbon Week Campaign and the seventh grade Lock-In.

## **STUDENT LEARNING CENTER**

The Student Learning Center is located in the Marilyn Donsky Professional Library and is an opportunity for students to work on schoolwork/homework in a quiet setting after school during

our Activity Period from 2:10 to 2:45 pm. Students must sign up in the main office before 2 pm to be able to stay in the SLC. Space is limited to up to 20 students at a time.

Expectations “Be Responsible, Be Respectful, Be a Learner”

- Students are expected to follow the Oliver Essentials while in the Student Learning Center (SLC).
- The goal of the SLC is to allow students a quiet location to work after school.
- SLC runs from 2:10 to 2:45 in the Marilyn Donsky Professional Library.
- There is absolutely no use of cell phones or other electronic devices during this time.
- Students are expected to work on school work **the entire time**.
- A student attendance log is kept by the supervisor.
- Administration will be updated on students’ progress and behavior as needed via the feedback form.

## **STUDENT RIGHTS AND RESPONSIBILITIES**

The entire staff of the Brockport Central School District takes seriously our role in educating and supporting the rights and responsibilities of our primary stakeholders, you the students who are the sole purpose behind why our schools exist. Our invested purpose is to help foster your educational development in becoming increasingly more active, understanding, respectful, and responsible citizens in our society. As members of our community of schools, and as student citizens:

### Students’ Rights & Responsibilities

Administrators, teachers, and staff of the Brockport Central School District support our students in becoming successful citizens. We acknowledge your right as a learner to an education and recognize your responsibility to respectfully contribute to our school community and global society.

- You have the **right** to have established rules and policies available and clearly explained to you and to have these applied in a fair and consistent manner.
- You have the **right** to dress according to your own individual sense of style and personality (in accordance with the established Student Dress Code).
- You have the **right** to identify and express your gender identity freely without fear of being harassed, bullied, excluded or treated in a biased fashion.
- You have the **right** to be taught by highly committed, communicative and caring professional educators, and to have objectives and expectations clearly explained for all aspects of the school’s curriculum including but not limited to grading policies and assignment due dates.
- You have the **right** to expect all students and staff to be vocal advocates should they witness you not being treated respectfully or safely.
- You have the **right** to attend school.
- You have the **right** to have your personal identity respected including your family culture, language and values.
- You have the **right** to have an enriching and appropriately challenging educational experience that recognizes and supports your individual learning needs, personality, and talents.
- You have the **right** to seek and expect guidance and support for your academic and emotional needs.
- You have the **right** to learn in a safe, inclusive environment free of bullying (emotional, physical, cyber bullying, harassment, or bias).

- You have the **right** to attend sanctioned school sponsored activities or events.
- You have a **responsibility** to learn about issues of difference and commit to fostering an inclusive school culture.
- You have the **responsibility** to treat others in a respectful and inclusive manner.
- You have a **responsibility** to speak-up and take action when you were or are aware of injustice or inappropriate behavior towards others or the school.
- You have a **responsibility** to dress appropriately for school and related functions (in accordance with the established Student Dress Code).
- You have a **responsibility** to attend school unless you are legally excused and to be in class on time, fully prepared to engage as an active learner.
- You have the **responsibility** to conduct yourself as a respectful representative of the Brockport Central School District when attending and participating in any school-sponsored activity or event, and to do so to the highest standard of decorum.
- You have a **responsibility** to be familiar with and abide by all district policies, rules and regulations dealing with student conduct expectations.
- You have a **responsibility** to contribute to ensuring the school environment is conducive for learning and is a place that feels safe and respectful for all.
- You have a **responsibility** to give your best effort in all your academic and co-curricular pursuits, and strive toward the highest level of achievement.
- You have a **responsibility** to develop the skills that allow you to appropriately advocate for your learning needs.
- You have the **responsibility** to solicit help in mediating and solving problems.

### **TELEPHONE**

Students needing to use the phone should receive permission from their teacher and go to the Assistant Principals Office to make the call. The number (585) 637-1860 shows on your caller ID no matter what phone in the building is used to make the call. Students are encouraged to leave a message if they are unable to contact a person.

**In cases of emergency** and parents must communicate with their youngsters during the school day, parents may call (585) 637-1860 and a message can be left for the teacher.

### **TEXTBOOKS/TRADE BOOKS**

Students are issued textbooks and/or trade books for their classes. The care of textbooks/trade books is the responsibility of the student. Books should be covered to help ensure longer life. In cases where books are lost or damaged because of negligence and/or carelessness, students will pay for books in accordance with the value of the book. Bills for lost or damaged textbooks/trade books are sent out following the end of the period where the book is being used or at the end of the school-year.

### **TRANSPORTATION**

Any student performing in any school sponsored event will ride school buses to and from all performances. The only exception will be when a student has a written note from their custodial parent and/or legal guardian that indicates that they would be riding home with their custodial parent or legal guardian. This note must be turned into their teacher before leaving school. After the performance has ended, the student must be directly released to the custodial parent and/or legal guardian after the teacher has spoken with the custodial parent or legal guardian.

### **URBAN-SUBURBAN**

Brockport Central School District is host to a very special program that allows students who reside in the city of Rochester to attend Brockport's Barclay School, Fred Hill School, A. D. Oliver Middle

School and the High School. The Urban Suburban Program began in the West Irondequoit School District in 1965. Its purpose is to voluntarily reduce racial isolation in elementary and secondary schools. Brockport Central School District is one of several suburban school districts that participate in the program. Urban-Suburban students in the Brockport District start in the second grade and continue through high school. Once accepted into the program, they are considered students of the Brockport Central School District. They take the same courses and participate in the same school activities as students who live in Brockport. For more information about the Urban-Suburban Program, visit the web site at <http://www.monroe.edu/urbansuburban.cfm>.

Students in the Urban Suburban Program who need to stay after school can either arrange for a parent to pick them up or ride the Hill School bus to a stop in Rochester. If a parent is picking a child up, pick-up should occur by 3:00 PM. If riding the Hill School bus, arrangements need to be made through the Oliver Main Office by noon on Friday of the week before the day the student is staying after school. This bus does not start until October 1. The Hill School bus will pick up the student at Oliver and take the student to the regular stop closest to the student's home. It does not take the student to their home unless there is a younger sibling at the Hill School.

For those students participating in after school sports, there are RTS Bus Passes available from the main office. The student will need to sign a form each day to request a pass. The student is responsible for finding out the schedule and location for the RTS bus and to make sure that the coach is aware of all arrangements.

### **VIRTUAL BACKPACK**

The Virtual Backpack has information on community events and activities. Look for it under Community on the district web site.

### **VISITORS**

As part of our continued focus on safety and security, we have a buzzer/intercom system at the Oliver Middle School. This system will allow us to maintain a high level of security and control building access. Visitors will need to press the buzzer and speak to security personnel through the intercom system to gain access to the building. Once inside the building, visitors should sign in, show ID, and have their appointments verified.

Students are not permitted to bring friends, relatives, or peers as visitors to shadow them during the school day unless approved by administration.

Parents/Guardians of potential students to our school may request a Student Visit. Arrangements are made through the counseling office. An application form is available on the school's web site under Families.

As a faculty and staff, we welcome all parents and guardians to OMS and recognize the importance of a strong partnership between home and school. A strong relationship between home and school benefits our students, and all members of the school community. When visiting OMS, all visitors have the following responsibilities:

1. All visitors will respect that our school is a place of learning and our children are our priority. Please do not interrupt or interfere with the instruction that is happening in a building.
2. All visitors will register at the Greeter's Desk or Main Office to obtain a proper visitor pass.
3. All visits to a classroom will be prearranged by the visitor with the classroom teacher/the building principal at least 24 hours prior.
4. Audio and video recording on the school property is prohibited without permission of the classroom teacher and building principal.



5. All visitors will use appropriate and acceptable language and respectful behavior towards teachers, administrators, staff, students and other school visitors.

A.D. Oliver Middle School  
**School Period Schedule 2019-20**

<b>Grade</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>	<b>8</b>	
<b>6</b>	7:21 – 8:17	8:21 – 9:17	9:21 – 10:17	10:21 – 11:17	11:21 – 12:17	12:21 – 12:51 LUNCH	12:55 – 1:51	1:55 – 2:05 Homebase	2:10 – 2:45 Activity
<b>7</b>	7:21 – 8:17	8:21 – 9:17	9:21 – 10:17	10:21 – 10:51 LUNCH	10:55 – 11:51	11:55 – 12:51	12:55 – 1:51	1:55 – 2:05 Homebase	2:10 – 2:45 Activity
<b>8</b>	7:21 – 8:17	8:21 – 9:17	9:21 – 10:17	10:21 – 11:17	11:21 – 11:51 LUNCH	11:55 – 12:51	12:55 – 1:51	1:55 – 2:05 Homebase	2:10 – 2:45 Activity

## People to Know

A.D. Oliver Middle School

2019-20

<b>Title</b>	<b>Name</b>	<b>Phone (area code 585)</b>
Principal (Team Zeta)	Mrs. Martinez-Davis	637-1860, option 2
School Secretary	Mrs. Cain	637-1860, option 2
Attendance Secretary	Mrs. True	637-1861
Counseling Office (second floor)		637-1863
Counselor (6 <sup>th</sup> )	Miss Boshnack	
Counselor (7 <sup>th</sup> )	Mrs. Ralyea	
Counselor (8 <sup>th</sup> )	Mrs. Sealfon	
Secretary	Mrs. Fox	
Assistant Principals' Office (first floor)		637-1865
Assistant Principal (7 <sup>th</sup> grade and Teams Alpha and Beta, Team Nu)	Mr. Roberts	
Secretary	Mrs. Kenney	
Assistant Principal (8 <sup>th</sup> grade and Teams Gamma, Omicron, and Epsilon)	Mrs. Tibbitts	
Secretary	Mrs. Dickinson	
Social Worker	Ms. Bowers	637-7449 Ext. 6832
Psychologist (7 <sup>th</sup> grade, Teams Omicron, Epsilon and Nu)	Mrs. Hildebrand	637-7449 Ext. 6831
Psychologist (8 <sup>th</sup> grade and Teams Alpha, Beta, Gamma, and Zeta)	Mrs. Parker	637-7449 Ext. 6830
School Nurse	Mrs. Davis	637-1862
Library Media Specialist	Ms. Rice	637-7449 Ext. 6846
Food Service Manager	Mrs. Webster	637-7449 Ext. 6861
Food Service Director	Mr. Small	637-1846



# BROCKPORT CENTRAL SCHOOL DISTRICT SCHOOL CALENDAR 2019-2020

## JULY 2019

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

## AUGUST 2019

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

## SEPTEMBER 2019

S	M	T	W	T	F	S
1	2	3*	4 A	5 B	6 C	7
8	9 D	10 A	11 B	12 C	13 D	14
15	16 A	17 B	18 C	19 D	20 A	21
22	23 B	24 C	25 D	26 A	27 B	28
29	30 C					

## OCTOBER 2019

S	M	T	W	T	F	S
		1 D	2 A	3 B	4 C	5
6	7 D	8 A	9 B	10 C	11	12
13	14	15 D	16 A	17 B	18 C	19
20	21 D	22 A	23 B	24 C	25 D	26
27	28 A	29 B	30 C	31 D		

## NOVEMBER 2019

S	M	T	W	T	F	S
					1 A	2
3	4 B	5 C	6 D	7 A	8 B	9
10	11	12 C	13 D	14 A	15 B	16
17	18 C	19 D	20 A	21 B	22 C	23
24	25 D	26 A	27	28	29	30

## DECEMBER 2019

S	M	T	W	T	F	S
1	2 B	3 C	4 D	5 A	6 B	7
8	9 C	10 D	11 A	12 B	13 C	14
15	16 D	17 A	18 B	19 C	20 D	21
22	23	24	25	26	27	28
29	30	31				

## JANUARY 2020

S	M	T	W	T	F	S
			1	2	3	4
5	6 A	7 B	8 C	9 D	10 A	11
12	13 B	14 C	15 D	16 A	17 B	18
19	20	21 C	22 D	23 A	24 B	25
26	27 C	28 D	29 A	30 B	31 C	

## FEBRUARY 2020

S	M	T	W	T	F	S
						1
2	3 D	4 A	5 B	6 C	7 D	8
9	10 A	11 B	12 C	13 D	14 A	15
16	17	18	19	20	21	22
23	24 B	25 C	26 D	27 A	28 B	29

## MARCH 2020

S	M	T	W	T	F	S
1	2 C	3 D	4 A	5 B	6 C	7
8	9 D	10 A	11 B	12 C	13	14
15	16 D	17 A	18 B	19 C	20 D	21
22	23 A	24 B	25 C	26 D	27 A	28
29	30 B	31 C				

## APRIL 2020

S	M	T	W	T	F	S
			1 D	2 A	3 B	4
5	6	7	8	9	10	11
12	13 C	14 D	15 A	16 B	17 C	18
19	20 D	21 A	22 B	23 C	24 D	25
26	27 A	28 B	29 C	30 D		

## MAY 2020

S	M	T	W	T	F	S
					1 A	2
3	4 B	5 C	6 D	7 A	8 B	9
10	11 C	12 D	13 A	14 B	15 C	16
17	18 D	19 A	20 B	21 C	22 D	23
24 31	25	26 A	27 B	28 C	29 D	30

## JUNE 2020

S	M	T	W	T	F	S
	1 A	2 B	3 C	4 D	5 A	6
7	8 B	9 C	10 D	11 A	12 B	13
14	15 C	16 D	17 A	18 B	19 C	20
21	22 D	23 A	24 B	25	26	27
28	29	30				

\* - Opening Day – Teacher Work Day  
 HS Scoring Day (No School 9-12)

- Parent/Teacher Conferences  
 (Half day – K-8; No School UPK)

Conference Day (faculty only)  
 School Recess Period

A.D. OLIVER MIDDLE SCHOOL

## Special Events Calendar

	<b>August 2019</b>
Aug 28	6 <sup>th</sup> Grade Orientation/Picture Day, Cafe, 8:00 am to 11:00 am
Aug 28	7 <sup>th</sup> /8 <sup>th</sup> Grade Orientation/Picture Day, Cafe, 12:00 pm to 3:00 pm
Aug 28	Urban Suburban Family Orientation, LGI 1:00 pm
	<b>September 2019</b>
Sep 4	Opening Day School
Sep 12	8 <sup>th</sup> Grade AHT Fundraiser Kick-Off, 12 pm
Sep 19	Family Open House, 6:30-8, <i>(5-7 food trucks-in letter only)</i>
Sep 23	8 <sup>th</sup> Grade AHT Fundraiser Ends/Order Forms Due with Payment to OMS Extra Class
	<b>October 2018</b>
Oct 1	New Student Reception, 2:10-2:45 pm
Oct 2	International Walk to School Day
Oct 3	6/7 Grade AHT Fundraiser Kick-Off
Oct 7	First Interim Ends
Oct 10	Picture Makeup Day
Oct 10	8 <sup>th</sup> Grade AHT Fundraiser Pick-Up
Oct 11	Superintendent's Conference Day – No School
Oct 21	6/7 Grade AHT Fundraiser Ends/Order Forms Due with Payment to OMS Extra Class
Oct 24	AHT 8 <sup>th</sup> Grade Parent Mtg, OMS Aud, 6:00 pm
Oct 25	Fall Dance, OMS Gyms, 7-9:30 pm
Oct 28-31	PTSA Fall Book Fair
Oct 28-31	Red Ribbon Week
	<b>November 2019</b>
Nov 1	Red Ribbon Week continued
Nov 4	8 <sup>th</sup> Grade AHT \$100 Nonrefundable Deposit, First Choice Trip Registration Form, and Signed Student Agreement Due
Nov 6	End of First Marking Period
Nov 18	Report Cards Mailed
Nov 21	K-8 Half Day/Teacher Conferences (No School UPK)
Nov 21	Parent/Teacher Conferences, 4-8 pm
Nov 21-22	6/7 Grade AHT Fundraiser Pick-Up
Nov 22	K-8 Half Day/Teacher Conferences (No School UPK)
Nov 22	Parent/Teacher Conferences, 10:30 am-2:45 pm
	<b>December 2019</b>
Dec 11	6 <sup>th</sup> Grade Concert, HS Aud, 7-9 pm
Dec 12	7 <sup>th</sup> /8 <sup>th</sup> Grade Concert, HS Aud, 7-9 pm
Dec 13	Winter Dance, OMS Gyms, 7-9:30 pm
Dec 16	End of Second Interim
Dec 20	Holiday Assemblies, OMS Aud
	<b>January 2019</b>
Jan 22	Jazz Concert, OMS Aud, 7:00 pm
Jan 28	End of Second Marking Period
Jan 28	Blue Devil Day for 8 <sup>th</sup> grade
Jan 30	8 <sup>th</sup> Grade Parent Night for Incoming Freshmen, HS Aud, 6:30 pm
	<b>February 2020</b>
Feb 3	AHT 8 <sup>th</sup> Grade \$200 Payment Due
Feb 6	Report Cards Mailed
Feb 7-8	OMS Musical, HS Aud

	<b>March 2020</b>
Mar 3	End of Third Interim
Mar 5	AHT 8 <sup>th</sup> Grade Parent Mtg, OMS Aud, 6:00 pm
Mar 6	Variety show, OMS Lower Gym, 12:30-2 pm
Mar 6	Spring Dance, OMS Gyms, 7-9:30 pm
Mar 13	Superintendent's Conference Day – No School
Mar 18	All District Band Concert, SERC, 7-9 pm
Mar 25-27	NYS Grades 3-8 ELA Assessment (PBT)
	<b>April 2020</b>
Apr 2	AHT 8 <sup>th</sup> Grade Final Payment due
Apr 14	End of Third Marking Period
Apr 21-23	NYS Grades 3-8 Math Assessment (PBT)
Apr 23	Report Cards Mailed
Apr 23	OMS Staff Visit Hill School 5 <sup>th</sup> Grade
Apr 23	Parent Night 5 <sup>th</sup> to 6 <sup>th</sup> Grade, OMS Aud, 7-8:30 pm
	<b>May 2020</b>
May 9	7/8 Grade Band to Darien Lake Music Festival
May 12-15	American History Trip (Pending BOE approval)
May 13	6 <sup>th</sup> Grade Band and Chorus Concert, HS Aud, 7-9 pm
May 16	Orchestra to Darien Lake Music Festival
May 18	End of Fourth Interim
May 18	District Art Show Opening Reception, SUNY Brockport Tower Fine Arts Center, 6-8 pm
May 18-29	NYS Grades 4 & 8 Science Performance Assessment
May 19	Senior Citizen Breakfast, OMS Café, 8-9:30 am
May 20	Jazz Concert, OMS Aud, 7-9 pm
May 22	Memorial Day Ceremony, OMS Lawn/Cafe, 7:30 am
May 27	7 <sup>th</sup> /8 <sup>th</sup> Grade Band and Chorus Concert, HS Aud, 7-9 pm
	<b>June 2020</b>
Jun 1	NYS Grades 4 & 8 Science Written Assessment
Jun 2	OMS Orchestra Concert, HS Aud, 7:00 pm
Jun 3	7 <sup>th</sup> Grade Lock-In, 2-6 pm
Jun 5	8 <sup>th</sup> Grade Dinner Dance, OMS Café, 6-9 pm
Jun 18	Oliver Awards Night & Excelsior Society Induction, SUNY Brockport, 6:30 pm
Jun 24	End of Fourth Marking Period
Jun 24	Last Day K-8
Jul 1	Report Cards Mailed

