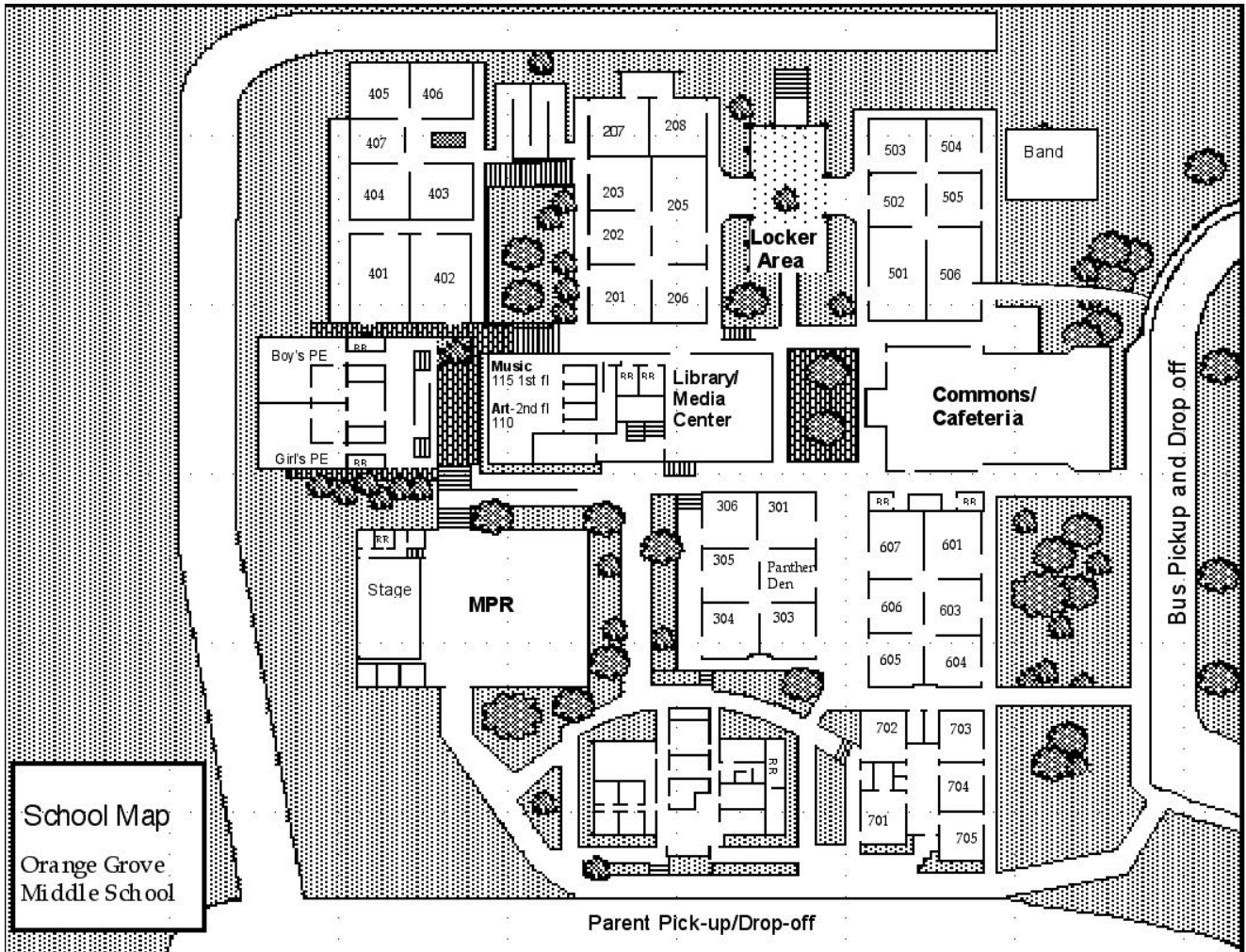


# Orange Grove Middle School

Name: \_\_\_\_\_ Grade: \_\_\_\_\_

1<sup>st</sup> \_\_\_\_\_ Teacher \_\_\_\_\_ Room \_\_\_\_\_  
 2<sup>nd</sup> \_\_\_\_\_ Teacher \_\_\_\_\_ Room \_\_\_\_\_  
 3<sup>rd</sup> \_\_\_\_\_ Teacher \_\_\_\_\_ Room \_\_\_\_\_  
 4<sup>th</sup> \_\_\_\_\_ Teacher \_\_\_\_\_ Room \_\_\_\_\_  
 5<sup>th</sup> \_\_\_\_\_ Teacher \_\_\_\_\_ Room \_\_\_\_\_  
 6<sup>th</sup> \_\_\_\_\_ Teacher \_\_\_\_\_ Room \_\_\_\_\_  
 7<sup>th</sup> \_\_\_\_\_ Teacher \_\_\_\_\_ Room \_\_\_\_\_  
 8<sup>th</sup> \_\_\_\_\_ Teacher \_\_\_\_\_ Room \_\_\_\_\_



# Welcome to Orange Grove!

We are so happy that you are joining our school community.



## PANTHER PRIDE

***“Be Respectful, Be Responsible, Be Kind”***

At OGMS, we strive to create an environment in which we are all responsible, respectful, and kind.

**We expect everyone on campus to:**

- ◆ Value others, demonstrate care, and respect diversity
- ◆ Act to keep everyone safe
- ◆ Abstain from and stand up to stop ridicule or bullying
- ◆ Take action against wrong-doing even in the face of peer pressure, loyalty, sympathy or fear
- ◆ Take responsibility for our choices
- ◆ Be honest
- ◆ Be on time, be prepared, pay attention, and meet deadlines
- ◆ Display sportsmanship
- ◆ Respect the property and space of others
- ◆ Ask (and receive permission) before borrowing, taking, using and consuming
- ◆ Keep our school clean
- ◆ Dress appropriately for school environment
- ◆ Use technology appropriately both at home and at school

### **CATALINA FOOTHILLS SCHOOL DISTRICT** **MISSION STATEMENT**

Catalina Foothills School District, a caring and collaborative learning community, ensures that each student achieves intellectual and personal excellence, and is well prepared for college and career pathways.

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## SCHOOL/DISTRICT POLICIES TO SUPPORT PANTHER PRIDE AT OGMS

### Academic Assistance

You can come to Academic Assistance on late start Wednesdays from 8:55-9:25 a.m., and meet directly with your teachers. This is a good time to make up work and quizzes, ask questions, and receive extra tutoring.

### Academic Honesty

At Orange Grove Middle School we model ethical intellectual behavior, and we expect it of you.

Citation: We expect that you cite *any* information you use in your work that you did not create for that specific product: ideas, text, images, sound, or video. Teachers in all classes have high expectations regarding honesty in student research, written work, and oral presentations. When you turn in a piece of work with your name on it, you are guaranteeing that you and only you have done the work - except for any cited content. If you misrepresent your work, you have plagiarized, and will be subject to consequences listed in the CFSD Student Code of Conduct.

Copyright: We faithfully adhere to copyright law. You may not bring or illegally share software, audio music, sheet music, videos, or any other copyrighted materials. If there are questions about the legality of materials you wish to copy, ask! Our library clerk will be happy to help you decide.

### Assemblies

You have an opportunity to experience a variety of programs during the school year. Certain standards of conduct are expected of you at assemblies:

1. Sit with your assigned class.
2. When someone steps before the assembly audience and asks for your attention, give it immediately.
3. Show respect and appreciation for any speaker or entertainer: listen, watch, and applaud when they finish.
4. Stay at the assembly until dismissed.

### Absences / Attendance

You must attend regularly at Orange Grove Middle School to successfully complete our rigorous curriculum. **Your parents or guardians are charged by law with responsibility for your consistent school attendance. Please notify the front office staff in advance of planned absences.**

If you are going to be absent from school for any reason, your parents are to call the school (520-209-8200) or the attendance line (520-209-8290 available 24/7) by 8:00 a.m. (10:00 a.m. on late start days). If you are absent without permission, your absence will be unexcused until we receive a written note from your parents, guardians, or doctor.

Verification of medically excused absences must be filed with the Attendance Office or nurse within ten (10) days of the last day of the period of the medically excused absence. We will notify your parents or guardians if you have unexcused absences.

### School Hours

School is in session from 7:30 a.m. to 2:30 p.m. You should not be on the school grounds before 7:00 a.m. unless you have made prior arrangements with a teacher. You must exit school grounds by 2:45 p.m. unless requested by a teacher or participating in a supervised activity. Students who remain on campus after 2:45 p.m. and who are not involved in a school-sponsored activity will be sent to Study Hall, and charged a fee by Community Schools.

### Late Arrival to School

If you are late to school, you must sign in at the front office. In order for an absence or tardy to be excused, your parents should do one of the following:

1. Call the attendance line at 209-8290.
2. Send a note with you to the front office.
3. Come with you to sign in at the front office.

### Late Arrival to Class

You are expected to be *seated* in the classroom when the final bell rings. If you are late to class, you miss instruction and disrupt the learning of others. If you are repeatedly late, you will be subject to disciplinary action in accordance with the CFSD Code of Conduct.

### Leaving Early

If you need to leave school early, you must be signed out by a parent or person pre-approved to pick you up. **If you are ill, you must be cleared through the health office to go home.** You may not use your cell phone for personal calls/messages during the day, even if you are ill. You may use an office phone to make contact home during the school day.

### Planned and Extended Absences

We know there are rare occasions when your family determines that other activities are vital to your development, and in some cases you will need to be excused from school to participate in those activities. **Please notify your teachers at least a week in advance if you plan to be absent.**

**Teachers are not expected to prepare materials in advance of absences.** You are responsible to arrange make-up work and assignments with each teacher when you return. (Governing Board Policy IKEA)

### Balloons/Flowers

Balloons, balloon bouquets, and floral bouquets are not permitted on campus, in the classroom, or on the buses. If you bring one, you will be asked to leave them in the front office and pick them up after school.

### Bicycles, Skateboards, and Inline Skates

If you bring a bicycle on campus, you must walk it, and park and lock it in a rack in the front of campus. Helmets must be worn by bike riders. You may not use skateboards or inline skates on campus.

### Bus Transportation

When you are on a bus, you must follow the rules of the driver and the rules of the Catalina Foothills School District. You must have your ID card with you whenever riding the school bus. Guest riders require a signed note from their parent. The guest must bring the note to the front office before the beginning of 7<sup>th</sup> period to get a bus pass, so we may alert the bus company.

When you ride the bus, you shall:

- Be at your bus stop and be ready for pick up **FIVE** minutes before the bus is due.
- Stand a safe distance back from the curb or road and line up single file, facing the street, when the bus approaches.
- Wait for the driver to motion you across the street when it is safe to cross and walk in front of the bus.
- Pay attention to what the bus driver says and obey the driver's instructions.
- Always use steps and handrails and never crowd or push when getting on or off the bus.
  
- Carry your bus pass at all times. If you lose, misplace or forget your bus pass, you will need a written pass from the office to board the bus in the afternoon. No exceptions.
- Take a seat quickly and quietly.
- Always sit facing forward.
- Always wear your seatbelt.
- Remain seated, except to exit the bus at the stop; stand only after the bus comes to a complete stop.
- Keep the aisles clear of legs, feet and backpacks.
- Not eat or drink anything while on the bus.
- Never throw anything on the bus or out the bus window. Keep hands, arms, head or other objects inside the bus.
- Present written permission, signed by a parent and approved by the school, to ride another bus or get off at a stop other than one's own.
- Talk in normal tones.
- Use only school-appropriate language.
- Do not tamper with safety devices or damage the interior or exterior of the bus.
- Treat the bus driver and fellow passengers with respect.
- REMEMBER: Once the bus starts to move, the driver will not stop to board a student for any reason.

Riding a school bus is a privilege and should be treated as such. These rules are for the safety of all those who ride the bus. If you refuse to obey these stated rules, you will lose your bus privileges. **Any student who endangers the safety or well-being of others will be removed from the bus immediately and denied transportation.**

Referrals from the driver for misbehavior will be handled on an individual basis by school administration.

### **Cell Phones and Electronics**

You may possess and use personal electronic communication devices if and only if : a) such devices do not disrupt the education program or school activity; b) such devices are kept **off and away**, unless you are given explicit permission by an adult; c) the devices are permitted by the school administration and are used in accordance with school guidelines; d) the device is being used for an academic purpose.

Remember that you agreed, when you signed the Social Media Policy (IJNDB) of the Catalina Foothills School District, that you may not take pictures or video unless under supervision by a teacher, or post work or images from school onto your personal social network accounts.

Consequences for using a personal device without permission during the school day are:

- 1st offense: your device will be confiscated; you can pick it up at the end of the school day
- 2nd offense: your device will be confiscated and your parent or guardian will have to pick it up
- 3rd offense: you will lose all personal phone / device privileges

Kindles or other reading devices may be used for the purpose of reading only with teacher permission. **Think carefully before deciding to bring valuable electronic devices onto campus; the school is not responsible for your device. Staff will not divert their time and attention from the important work of helping students learn to look for a lost device.**

If you need to bring a digital device just for one class, (like a video camera or laptop computer) bring it to the school office at the beginning of the day. You may pick up these items for the class and then return the item to the front office to pick up at the end of the day. Laser pointers or lights are not permitted on the OGMS campus.

After school, you may use your cell phone **ONLY** to text or call for transportation. If you use your phone to take pictures while you are still on campus or on the bus, your name will be recorded, and it will count as a cell phone violation.

### **Closed Campus**

OGMS is a closed campus. You are required to remain on campus throughout the school day.

### **Conferences**

You and your parents or guardians are always welcome to request a conference any time with any of your teachers. You need not wait for a designated time set by the school to address student progress or concerns. However, there are two times every year when we set aside time for conferences.

In October, we hold **Parent/Teacher Conferences**. Your parents may schedule conferences with any and all of your teachers. This conference is intended to be a time for you to set goals and create plans to ensure your success for the remainder of the year. You are required to attend any conferences your parents schedule - after all, you are the most important person at the conference.

In March, **Student-Led Conferences** replace the traditional parent/teacher conference. You will lead a conference with your family, showcase your work, and reflect on your strengths and areas of improvement using a portfolio that you have curated.

### **Dances**

Only OGMS students may attend dances throughout the school year. You must follow dress code and have your school ID to gain entrance at all dances/events. You must be picked up promptly at the end of the dance.

### **Dress Code**

Our focus is academic learning. We expect you to wear clothing that demonstrates pride and is safe and appropriate for an academic setting. Our dress code is neutral with respect to gender; the same rules apply to all clothing and all students.

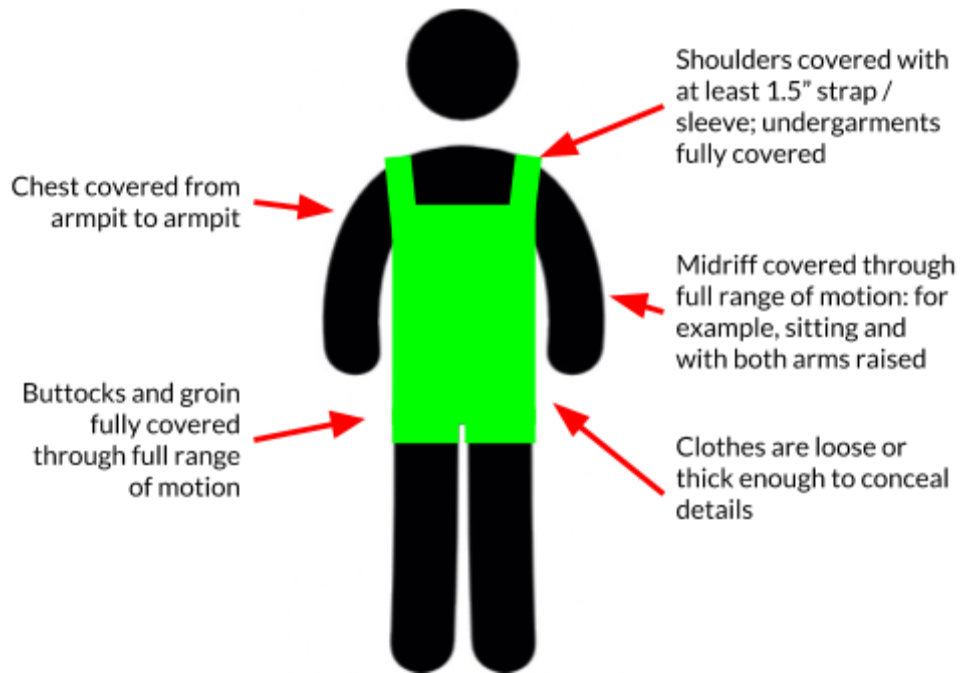
### **Clothing must be safe:**

You need to be able to safely participate in all academic activities, and be able to move safely about campus. Any clothing that poses a safety risk must be changed.

Clothing must be appropriate for a middle-school setting:

- Your base layer of clothing must cover you in a variety of situations that may be required in a classroom – sitting cross-legged or on the floor, kneeling, bending over, reaching out, raising hands, etc.
- Your base layer of clothing should fully cover all undergarments.

## Base Layer of Clothing



Apparel considered inappropriate or disruptive includes but is not limited to:

- Clothing that displays vulgar or offensive pictures/language, tobacco or alcohol products, or references to illegal substances
- Immodest, see-through, or revealing clothing
- Loose or sagging pants, dangling belts or chains
- Shirt or shorts/pants that do not cover all undergarments
- Apparel, jewelry, accessory, or manner of dress or grooming that by virtue of its color, arrangement, trademark, symbol, or any other attribute that indicates or implies membership of a gang.

Bottom Garment - Pants, Shorts and Skirts:

- Must be belted, anchored or fitted at the waist, and completely cover undergarments.
- Must be intact and appropriately sized: no jean rips above the level of the crotch or pockets, may not be excessively baggy, sagging or ill-fitting.
- Must be visible and not completely covered by a shirt/jacket.
- Must cover groin and bottom, through all ranges of movement and postures.
- Yoga pants and leggings are acceptable if they are appropriate in terms of thickness and body coverage, and do not reveal anatomical details or information about undergarments.

Top Garment - Tops and Shirts:

- Tops must be high enough in the front to to cover the chest area from armpit to armpit.



- Tops must cover the midriff: they must overlap at least 2 inches with bottom garment and they must allow full range of motion with good coverage – you must be able to raise both of your hands, and also sit down and lean forward over a desk without exposing your midriff or sides.
- Midriffs, half-shirts, fishnet, strapless, halter tops, bandeaus, spaghetti straps, camisoles, or similar items of clothing are not allowed.
- Tops must have at least a one-and-a-half-inch-wide strap or sleeve at the shoulder. Racerback or similar shirts are acceptable if they completely cover undergarments.
- When a jacket, sweatshirt, cardigan, or similar is worn over a shirt, the base layer shirt must always be dress-code appropriate.

#### Hats:

- Hats and head coverings must be removed when entering any building, unless they are being worn as part of a religious observance or as a medical necessity. We encourage families whose children will be wearing head coverings for religious or medical reasons to communicate with the front office or administration so that we can be aware of the purpose for the headcovering.
- Hats must be worn appropriately (brim facing forward or backward - not to the side).
- Students may not wear do-rags or bandanas.

#### Belts & Accessories:

- Must not present a safety risk - items which are dangling, or which could be snagged or tangled (like wallet chains or dangling necklaces) are not safe.
- Belts must be entirely looped (no part of the belt may hang).
- Sunglasses must be removed and stored away indoors, unless a medical condition necessitates sunglasses being worn indoors.

#### Footwear:

- Must be safe – we have many stairs and ramps that students have to negotiate:
  - Heels 1.5 inches or lower
  - Laces must be tied or tucked, not loose
- Students must wear or bring appropriate footwear for PE every day.

#### Clothing for Physical Education / Health Class:

- Students must change their clothes for PE
  - Grey shirt
  - Black shorts (leggings may be worn underneath)
  - Closed-toe shoes with laces / velcro closings (no slip-ons)

Clothing that must be adjusted, stretched, or repositioned to remain in dress code is in violation of dress code. Students who must pull up pants, pull down shirt hems, roll down shorts, or slide sleeves over shoulders, for example, are out of dress code.

If you wear clothing that is out of dress code, you will be sent to SOAR (the Students' Opportunity for Achievement Room) to review dress code policy. You will change into your PE uniform, or a clean "loaner" uniform. Repeated dress code violators will be assigned other consequences.

#### **Emergency Drills – Fire and Lockdown**

Fire and lockdown drills are held to ensure the safety and security of all staff and students in the

event of an emergency.

In the case of a fire drill, you will follow the directions given by your teacher, evacuating the classroom quickly and quietly to the designated area for your class. Once in that area, you should stand quietly facing away from the building until released to return to the classroom. Then you will quietly and quickly return to class as directed by your teacher.

For a lock down, all staff and students will move to a secure area in the classroom and follow staff directions until an all clear is announced.

### **Fundraising Sales**

You may not sell items at school, regardless of whether it is for your own profit or for a nonprofit organization. Only school- and district-sponsored sales are allowed.

### **Grievances**

You or your parent/guardian may present a concern, complaint, or grievance regarding one or more of the following:

- Violation of your constitutional rights.
- Denial of an equal opportunity to participate in any program or activity for which you qualify, other than maintaining the minimum academic and behavioral standards established by the Board, or your individual ability in the extracurricular activity.
- Discriminatory treatment on the basis of their race, sex, (which includes a prohibition against sexual harassment as described in the District's policy concerning sexual harassment), sexual orientation, gender identity or expression, national origin, ethnicity, religion, creed, age, or disability.
- Concern for your personal safety.

Concerns, complaints, and grievances related to allegations of student violence, harassment, intimidation or bullying are to be filed in accordance with Board Policy JICK, provided that:

- The topic is not the subject of disciplinary or other proceedings under other policies and regulations of this District, and
- The procedure shall not apply to any matter for which the method of review is prescribed by law, or the Governing Board is without authority to act.

The guidelines to be followed for filing a concern, complaint, or grievance are:

- The concern, complaint, or grievance should be made as soon as the student or parent/guardian knew or should have known there were grounds for the concern, complaint, or grievance.
- The concern, complaint, or grievance shall be made only to a teacher or administrator.
- The person receiving the concern, complaint, or grievance will gather information for the complaint form.
- All allegations shall be reported on forms with the necessary particulars as determined by the Superintendent. Forms are available in the school office.
- The person receiving the concern, complaint, or grievance shall preserve the confidentiality of the subject matter of the concern, complaint, or grievance, disclosing it only to appropriate school administrators or as otherwise required by law or directed by a District administrator.
- A concern, complaint, or grievance relating to the conduct of the superintendent shall be made in writing to the president of the Board.

The answer to any questions regarding whether the concern, complaint, or grievance falls within this policy shall be determined by the Superintendent.

You or your parent or guardian may initiate the complaint process by completing Exhibit JII-EA. A concern, complaint, or grievance may be withdrawn at any time.

Retaliatory or intimidating acts against any student who has made a complaint under the District policy and its corresponding regulations, or who is the subject of a complaint, or against a student who has testified, assisted or participated in any manner in an investigation relating to a complaint or grievance, are specifically prohibited and constitute grounds for a separate complaint.

Any student knowingly submitting a false report under this policy shall be subject to discipline up to and including suspension or expulsion. Where disciplinary action is necessary pursuant to any part of this policy, relevant District policies shall be followed. When District officials have a reasonable belief or an investigation reveals a reported incident may constitute an unlawful act, law enforcement authorities will be informed.

### **Gum**

Gum chewing is not allowed on the Orange Grove Middle School campus or on any CFSD bus. If you chew gum on campus, you will have a mandatory opportunity to help keep our campus clean by scraping gum off of sidewalks, walls, desks, or other surfaces.

### **Homework**

Homework reinforces classwork through practice and extension. It gives you the opportunity to display responsible behavior and to extend the conditions under which you learn.

Your teachers will ensure that assignments have been explained in class, are at a level that enables you to work independently, and are evaluated according to your capability.

If you can't complete a homework assignment because you don't understand it, have your parent or guardian write a note to your teacher. Then you should either: complete the work to the best of your ability, even if it is wrong or imperfect, or create your own equivalent practice or processing of what you learned in class. Your teacher will later be able to assist you to complete the work you were unable to do.

It is your responsibility to:

- Understand how your teacher's homework system works.
- Understand the purpose of your homework. If you don't, ask your teacher!
- Keep your OGMS student planner with you at all times, and write down all assignments.
- Complete homework in a neat and timely manner.
- Ask your teacher (at an appropriate time) any questions you have about missing work, if you missed class or lost an assignment.

### **Identification Cards**

You will be issued a CFSD Identification Cards for the purpose of book check-out, lunch payment, and bus passes. You must have your ID card available at all times when you are on campus: either wear your ID, or have it visible on your backpack. If you lose your card for any reason, it is your responsibility to replace it. You may purchase a new card at the front office.

### **Late Start**

On Wednesdays, school begins at 9:30am and you should not be on campus before 8:50 am unless you

are registered and participating in a Community Schools activity or are attending ZAP. Late start has been designed so that teachers can work together to enhance the educational experience of all students.

### **Lockers**

At the beginning of the school year, you may obtain a locker and combination lock for storage of books, papers, and personal effects. You will also have a locker for storage of PE uniforms. If you take Band, you will be assigned a band locker for instrument storage. You should not store valuables in your lockers and must not share your combinations with other students. Lockers are the property of the school and their contents may be examined by the administration at any time. At the end of the school year, you must return the combination locks to the school. If your lock is lost or damaged, you will be charged a replacement fee. You should always lock your lockers to ensure items stored are secure. You may bring your own combination lock; however, you must report the combination to the front office.

### **Lost and Found**

Items that are found will be turned in and kept until claimed. We will hold small items at the front desk. Clothing will be hung on the coat rack in the hallway in the front office. Unclaimed PE uniforms are stored in each locker room. At the end of each quarter, all unclaimed lost and found items will be set out, and anything remaining after a given period will be donated to a local charity.

### **Lunch Areas**

You can enjoy your lunch in the Commons, at the picnic tables located in the patio areas, the Panther Den, SOAR, or in a teacher's classroom, if invited.

### **Lunch Options**

- Bring a sack lunch from home (microwaves are available in the Commons).
- Buy lunch from the hot lunch program with an established lunch account or pay with cash. Lunch accounts can be funded online from the OGMS website: <http://ogms.cfsd16.org> - click on the InTouch Payments icon. Enter your student ID number and last name for access.
- Free and reduced lunch applications are available online at <http://www.lunchapp.com>.

### **Lunch Expectations**

- Purchase lunch with your ID card or cash.
- If you do not have a lunch card, you will be asked to wait until students who do have cards have been served.
- You should not purchase lunches or snacks for other students or use other students' accounts.
- If you eat in the Commons, you must take a seat at a table.
- Place all trash in garbage cans.
- Chairs will be stacked by the students at the end of second lunch.
- If you need to go to the office during lunchtime, obtain a pass or ask an adult for permission.

If you do not follow these expectations, you can expect:

1. Work assignments like cleaning tables, picking up food items, and sweeping
2. Lunch detention

### 3. Parent conference

We are a community and expect students to be respectful of that community.

#### **Messages for Students**

Our office staff will accept incoming messages for students. We ask that parents or guardians please call before 1:25 pm to give us adequate time to deliver the message. Students will be called to collect their messages during passing periods and lunch. **Messages will not be given to students during class time except for emergencies.**

#### **Panther Den**

The Panther Den offers adult and peer tutoring for all students and is a place to work on homework and/or receive academic support while enjoying the company of peers. The Den is available to all students during both lunches.

#### **StudentVUE/ParentVUE (Online Grade Portal)**

You and your parents or guardians can check your grades, attendance, and assignments on a browser or smartphone app using StudentVue or ParentVue. This secured access requires an Internet connection and a login issued by the school. Our CTI (Curriculum Technology Integrator) is happy to answer questions about our online grading system at any time. Please call our Technology Helpline at 209-8295.

#### **Peer Tutors**

You can get help when you need it from other students, or take on a leadership role and become a peer tutor yourself. The Panther Den, Wednesday Academic Assistance, ZAP, and Saturday School all provide you with a unique opportunity to volunteer and to help their peers with school work and provide academic support.

#### **Physical Education**

You are required to change into a separate PE uniform which allows for freedom of movement and safe participation during physical education classes. OGMS uniforms are available for purchase during registration or in the front office; the student may also bring a uniform from home: a plain, grey t-shirt and long black shorts are required. The dress code policy will be enforced for all uniforms. For additional safety, we also recommend close-toed shoes with laces. You are not required to shower after PE class, but shower facilities are available. We recommend you bring non-aerosol deodorant and cleansing wipes to use after class. Because of student allergies and asthma, aerosol sprays are not permitted.

If you are unable to participate in physical education, you must bring a note from home. **A doctor's note is requested should any exemption last more than three days.** If you are excused, you will continue to report to class and will be given alternative assignments.

#### **Promotion**

If you are an 8<sup>th</sup> grader, congratulations! You will re-commit to Panther Pride in the spring and revisit behavior expectations for participation in the promotion activities. This re-commitment supports a smooth finish to your 8<sup>th</sup> grade year. These are the same behaviors that we expect of you during every school year and the same discipline matrix signed in the fall. Students who demonstrate a pattern of disregard for these expectations may be excluded from promotion festivities.

### **Public Displays of Affection**

We expect that you always model appropriate public behavior at OGMS. OGMS is a place of study and academic learning; our goal is to help you practice successful behavior for the professional and academic worlds you will enter later in life. Kissing and prolonged hugging, for example, are not appropriate social interaction in any professional setting, or on a middle school campus.

### **Student Action Committee (SAC)**

Community involvement is a high priority at Orange Grove. If you join this committee, you can help plan service projects which involve the entire school community. Examples of past SAC projects include: "Adopt-a-Family", canned food drives, letters to deployed military members, a penny drive, toy drives, sandwiches for the homeless, and field trips to Casa de los Niños and area nursing homes.

### **Student Council**

Student Council Officers (President, Vice-President, Secretary, Treasurer and Historian) are elected by the student body at large. A representative is also selected from each first period class during the first weeks of school. This representative attends all Student Council meetings during late start on Wednesday mornings.

### **Student Recognition**

Your success will be recognized through various venues for academic and personal social responsibility (assemblies, public announcements, certificates, and notes).

### **Summer School Program**

We care that you succeed. If your final grade is below a 2.0 for multiple quarters, you may be required to attend an extended-year remediation class at the end of school. This opportunity was designed to help students take ownership for their own learning and further develop school skills.

### **Technology Policy**

You agreed to abide by the conditions and guidelines of the District Electronic Information Services Agreement when you submitted your registration.

You agreed to:

- Not submit, publish, display, or retrieve any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, or illegal material.
- Abide by all copyright and trademark laws.
- Understand that electronic mail or direct electronic communication is not private and may be read and monitored by school-employed persons.
- Not use the network in any way that would disrupt the use of the network by others.
- Not attempt to harm, modify, add, or destroy software or hardware nor interfere with system security.
- Not connect any personally owned computer or device to the District network without the approval of the District.
- Understand that inappropriate use may result in cancellation of permission to use the educational information services (EIS) and appropriate disciplinary action up to and including expulsion for students.

### Network Etiquette

- Avoid disruptions.
- Be polite and use appropriate language.
- Do not represent yourself as another person.
- Read Over and Check for Kindness (ROCK) online.
- Respect privacy.

### Textbooks

You will be issued all necessary textbooks and study materials at no charge, including access to online textbooks in some classes. You are expected to maintain these textbooks and materials in good condition. You will be charged for lost or damaged books, regardless of who caused the damage or lost the book. Payment should be made by cash, check, or money order payable to "Catalina Foothills School District."

### Website

The Orange Grove Website can be accessed via: <http://ogms.cfsd16.org>. This site has links to all teacher websites, the lunch menu, our blog, calendars, and much more.

### Wellness

Students are expected to follow the wellness/food guidelines outlined by the CFSD school board and the Arizona Nutrition Standards.

### ZAP (Zeros Aren't Permitted)

ZAP, or Zeros Aren't Permitted, is a school-wide program designed to build strong academic and work ethic skills among our students.

- The focus of the program is to encourage on-time work completion by all OGMS students.
- The purpose of ZAP is to prevent students from having failing grades due to zeros and to ensure their practice and mastery of essential academic skills.
- Any student who has missing assignments and/or a failing grade may be invited to attend ZAP.
- ZAP is held from **7:30-8:55am on late start Wednesdays.**

Our goal is to teach all students the value of practicing essential skills and successfully meeting external deadlines. We know your parents care about your success and your ability to do the work you need to learn, and we will work together with them to help you succeed.