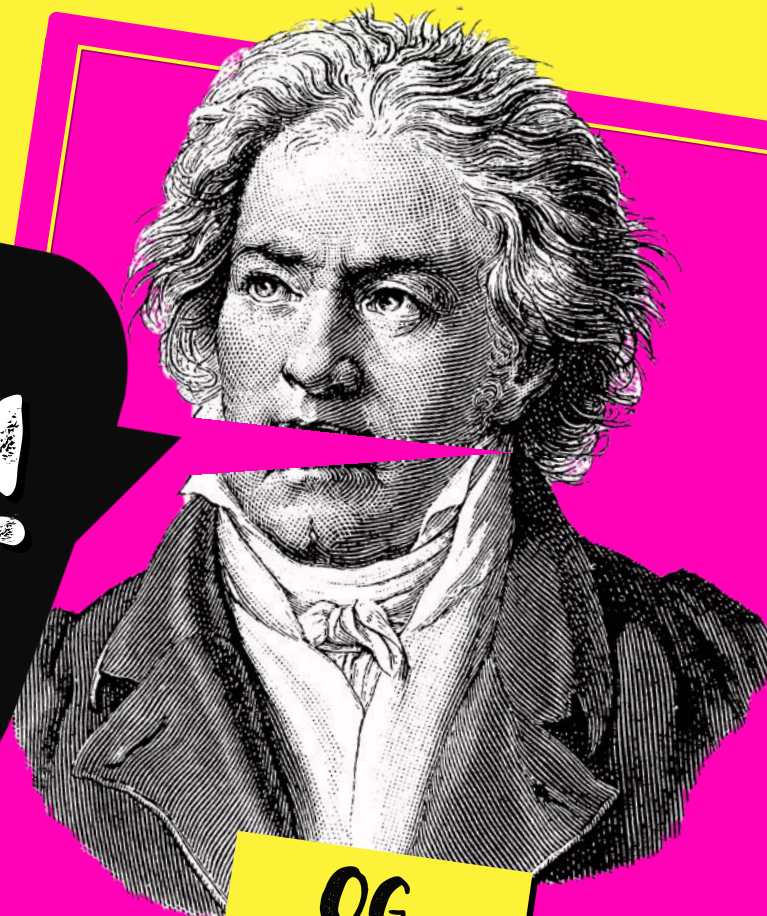


Welcome!

Orange Grove Middle Magnet
School of the Arts



OG

Rules and
Procedures

First day of School




Let's do this!

Week 1

Monday August 24th - Friday August 28th 2020

Orange Grove Middle Magnet School of the Arts!

A close-up photograph of a hand playing a violin, with the bow moving across the strings. The image is framed with a decorative, multi-layered border in shades of blue and purple.

This is a performing, visual, and communication arts school. Our arts integration theme is an approach to teaching and learning where students are encouraged to be creative. Students will learn how to connect a subject area such as math, language arts, social studies, science, and reading to an art form such as music, theater, creative writing, visual arts, or dance.

Bell Schedule

Period	Descriptions	Passing	Start Time	End Time	Time
All	School Hours		8:30 AM	3:25 PM	6:55
HR	Flexible Time		8:30 AM	8:37 AM	0:07
1		0:00	8:37 AM	9:27 AM	0:50
2		0:04	9:31 AM	10:21 AM	0:50
	Grade 6				
3	Lunch A	0:04	10:25 AM	10:55 AM	0:30
	Class	0:04	10:59 AM	11:49 AM	0:50
4		0:04	11:53 AM	12:43 PM	0:50
	Grades 7 & 8				
3		0:04	10:25 AM	11:15 AM	0:50
4	Lunch B	0:04	11:19 AM	11:49 AM	0:30
	Class B	0:04	11:53 AM	12:43 PM	0:50
	Class C	0:04	11:19 AM	12:09 PM	0:50
	Lunch C	0:04	12:13 PM	12:43 PM	0:30
5		0:04	12:47 PM	1:37 PM	0:50
6		0:04	1:41 PM	2:31 PM	0:50
7		0:04	2:35 PM	3:25 PM	0:50

**Monday
Early
Release**

“Quiet on the Set”

CAMPUS-WIDE, when student attention is needed, the same alert signal will be used.

- ▶ When you hear... **“QUIET ON THE SET,”** students will become silent, raise their hand, and look at the speaker. **Teachers and Students Practice Now.**
- ▶ What you do... stop talking and look at the speaker. **Only worry about your behavior!** If your neighbor is speaking to you give them a hand signal to look at the presenter.





The OG Pledge

I pledge to be...

- ▶ Safe for myself and others,
- ▶ Teachable through preparation, promptness, and a win-win attitude;
- ▶ Accountable for my choices and responses;
- ▶ Respectful, seeking first to understand and then to be understood

Please stand and recite

How can we use this language within academic and behavioral teachable moments?

What is S.T.A.R.?

What does it  and  ke?

Safe

What does it mean to be safe? What are the expected behaviors?

Teachable

What behaviors demonstrate being a teachable student?

Accountable

In what ways do we demonstrate accountability and to whom are we accountable?

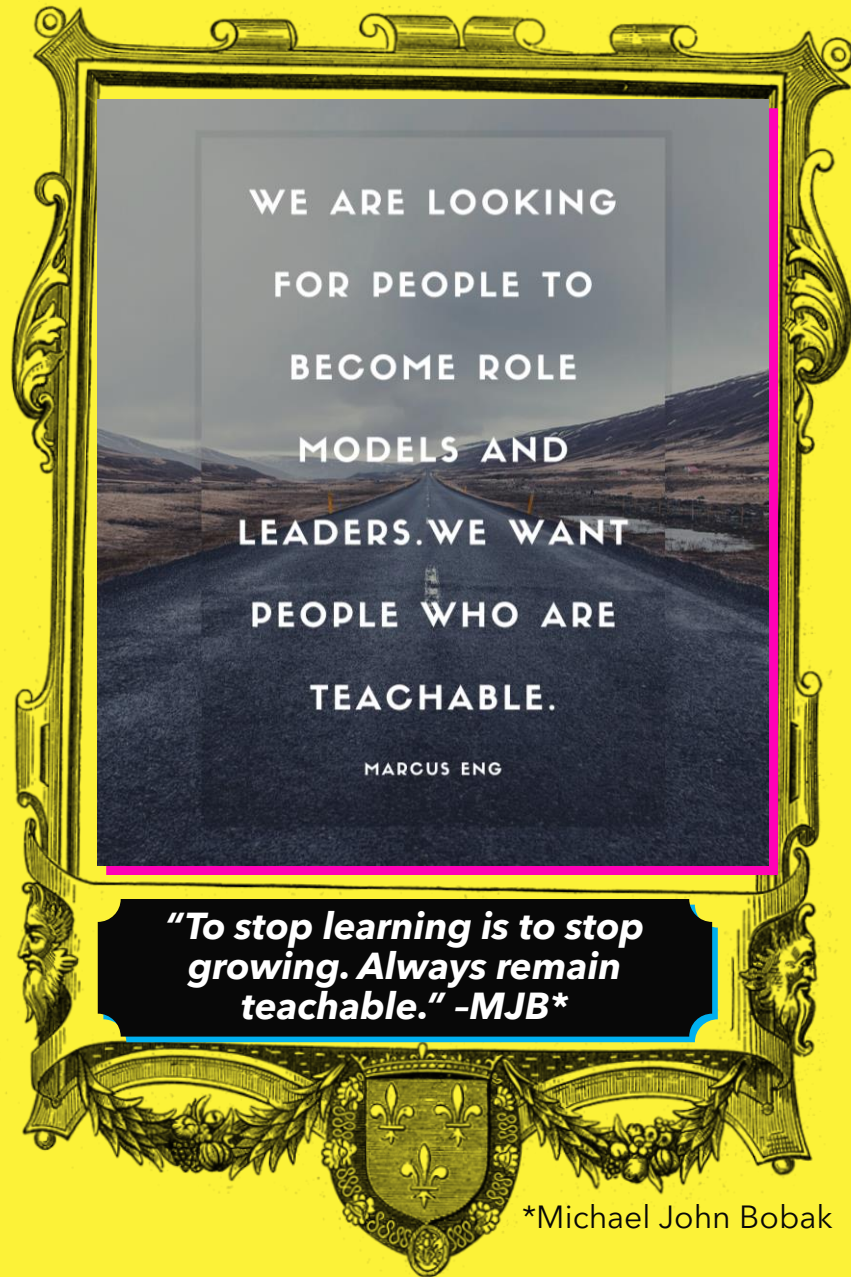
Respectful

What does respectful behavior look like and sound like?

Being **SAFE** @ Orange Grove Means...

- ▶ Keep hands, feet, and objects to yourself.
- ▶ Get permission before touching others' belongings.
- ▶ Let an adult know if you feel unsafe.
- ▶ Report unsafe situations immediately.
- ▶ Report suspected bullying.
- ▶ Be responsible with technology.
- ▶ Be careful walking across the bridge upstairs when it's raining. You may be asked to go another way (if cones are out).





*Michael John Bobak

Being **TEACHABLE** @ Orange Grove Means...

- ▶ Be prepared for academic learning in every subject
- ▶ Give **100%** in ALL Classes
- ▶ Always have a positive attitude towards learning

Being **ACCOUNTABLE** @ Orange Grove Means...

- ▶ Be in the right place, at the right time, doing the right thing.
- ▶ Take ownership of your grades and conduct.
- ▶ Admit when you have made a mistake.
- ▶ Be mindful of what you say.
- ▶ Apologize when you've done something to hurt another person.





*Richard Branson

Being **RESPECTFUL** @ Orange Grove Means...

- ▶ Be kind with your words and actions.
- ▶ Respond appropriately to **ALL** adults on campus.
- ▶ Be considerate of others' property and personal space.
- ▶ Be courteous.

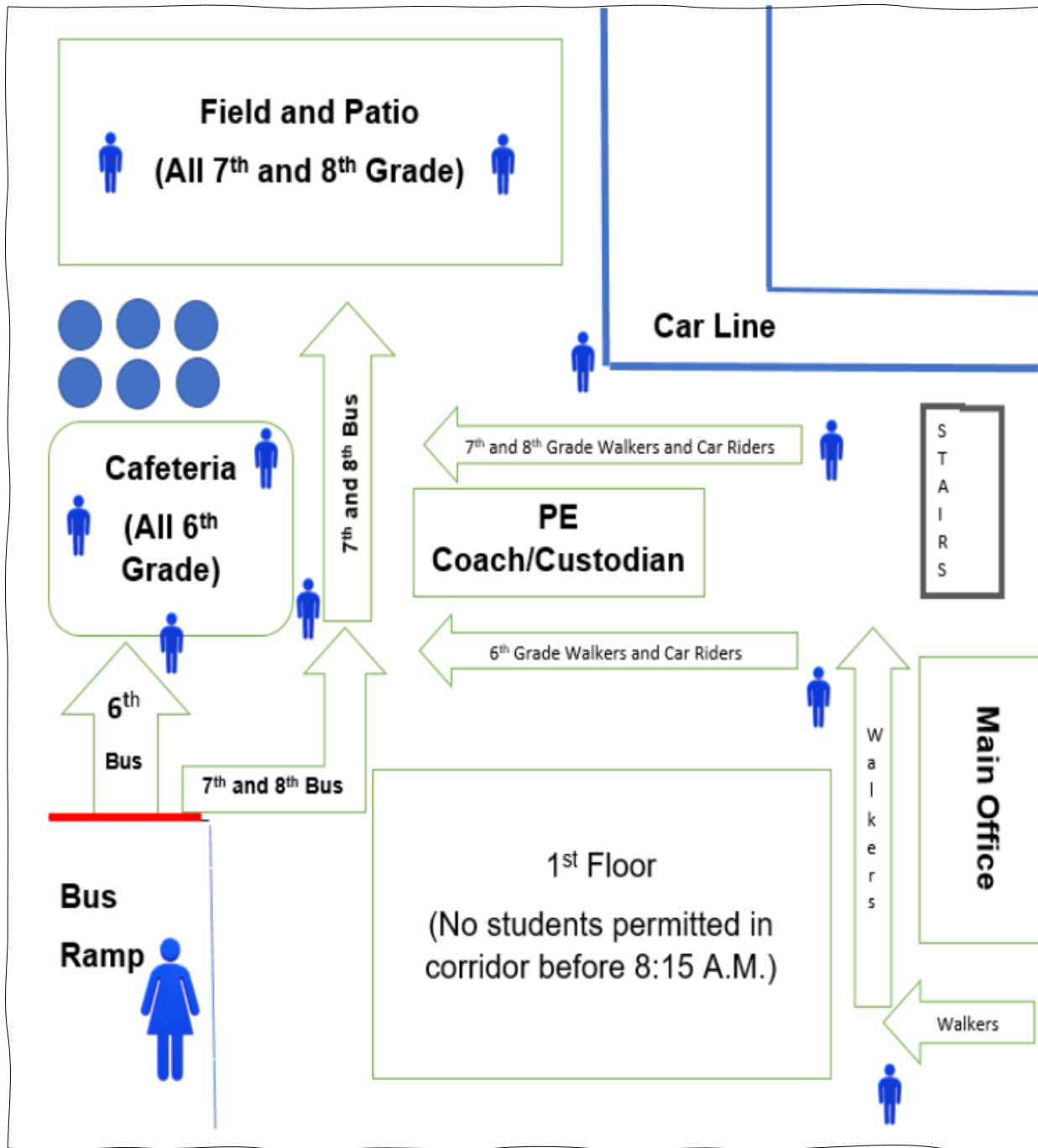


Morning Arrival Procedures

Everyday is a new
opportunity.

A.M. Drop Off Procedures

- ▶ Students are not to arrive on campus before **8:10 A.M.** unless they are enrolled in morning HOST. Once on campus, students are to wait in the cafeteria or patio area until the 8:25 AM bell rings.
- ▶ When students arrive on campus, they should report immediately to the cafeteria for breakfast OR the patio.
- ▶ Walkers will be issued a walker badge, which must be available for inspection upon entry to the school.
- ▶ No students will be dropped off anywhere other than the car rider lane.
- ▶ Students who walk or are dropped off by car must be in the cafeteria no later than 8:25 A.M. if they intend to eat breakfast.



A.M. Cafeteria Procedures

- ▶ Breakfast hours are from 8:10 – 8:25 **BREAKFAST SERVICE WILL END AT 8:25 A.M.**
- ▶ Students enter for breakfast only through the doors facing the bus ramp (West Entrance).
- ▶ Upon entering the cafeteria, students will line up to get breakfast or exit to the patio (East doors).
- ▶ Students may choose their seats for breakfast time.
- ▶ Students may listen to music via their earbuds, earpods, etc. as long as others around you do not hear it.
- ▶ Hand signals are to be used in the cafeteria. Students may not get out of their seat without a hand signal.
- ▶ Students will exit to the patio as soon as they finish their food (East doors).
- ▶ Students will throw away their trash and take their items with them upon exiting. Recycle all empty plastic containers and cardboard trays.

A.M. Patio Procedures

- ▶ Students are not permitted in any hallway in the morning unless they have a pass from a staff member.
- ▶ Students on the patio may not crowd in front of classroom 301 and must stay in the marked parameters set by the adults on duty. Students will not approach the car line.
- ▶ AM drop off is a yellow zone - students may not play music without headphones. No Bluetooth speakers allowed.
- ▶ No ball playing, running or horseplay. Avoid big crowds and save the drama for the stage.
- ▶ Students may not go onto the large field past the sidewalks, unless a supervising adult gives permission.
- ▶ On rainy days, students may be directed to their homeroom classroom early when an announcement is made.

Morning Dismissal to Class

- ▶ Students are **NOT PERMITTED** in any hallway prior to the dismissal bell without a pass.
- ▶ Music Instrument drop-offs will have a pass attached to their case
- ▶ Students are to go to the bathroom in the cafeteria bathrooms prior to 8:30 A.M.
- ▶ If students are on the patio and they need to use a restroom, they are to enter through the West entrance and speak with the adult on duty. Students exit the cafeteria following bathroom use.
- ▶ Students must report **DIRECTLY** to Homeroom when the bell rings, **NO** wandering and socializing or taking “the long way” to get to class.



S.T.A.R. in the Hallways

Safe, Teachable, Accountable
and Respectful

Being Safe in the Hallways

- ▶ “Walk and talk” DIRECTLY TO YOUR ASSIGNED CLASS.
- ▶ All teachers will be at their doors. Be sure to follow their directions.
- ▶ Stay to the **RIGHT** when walking on the sidewalk/hallway.
- ▶ If you see something out of the ordinary, notify the closest adult.
- ▶ Avoid large crowds or commotion.
- ▶ Maintain adequate social distancing.

Being Teachable in the Hallways

- ▶ Follow the directions of any adult at all times.
- ▶ **SLOW DOWN** and **COMMUNICATE!!**
- ▶ When an adult asks for your attention, you stop and listen **RESPECTFULLY.**
- ▶ **ANY ANNOUNCEMENTS** = "Quiet on the Set". Stop talking, and Listen.

Being Accountable in the Hallways

- ▶ “Walk and talk” directly to your assigned class.
- ▶ Choose your locker time wisely.
- ▶ Cell phones or electronic devices are not visible and off. **“IF WE SEE IT, WE TAKE IT.”**
- ▶ Create a workable route to ensure you get to class on time. The warning bell makes you aware you have **ONE MINUTE** until class starts. (Map out your schedule and route).

Being Respectful in the Hallways

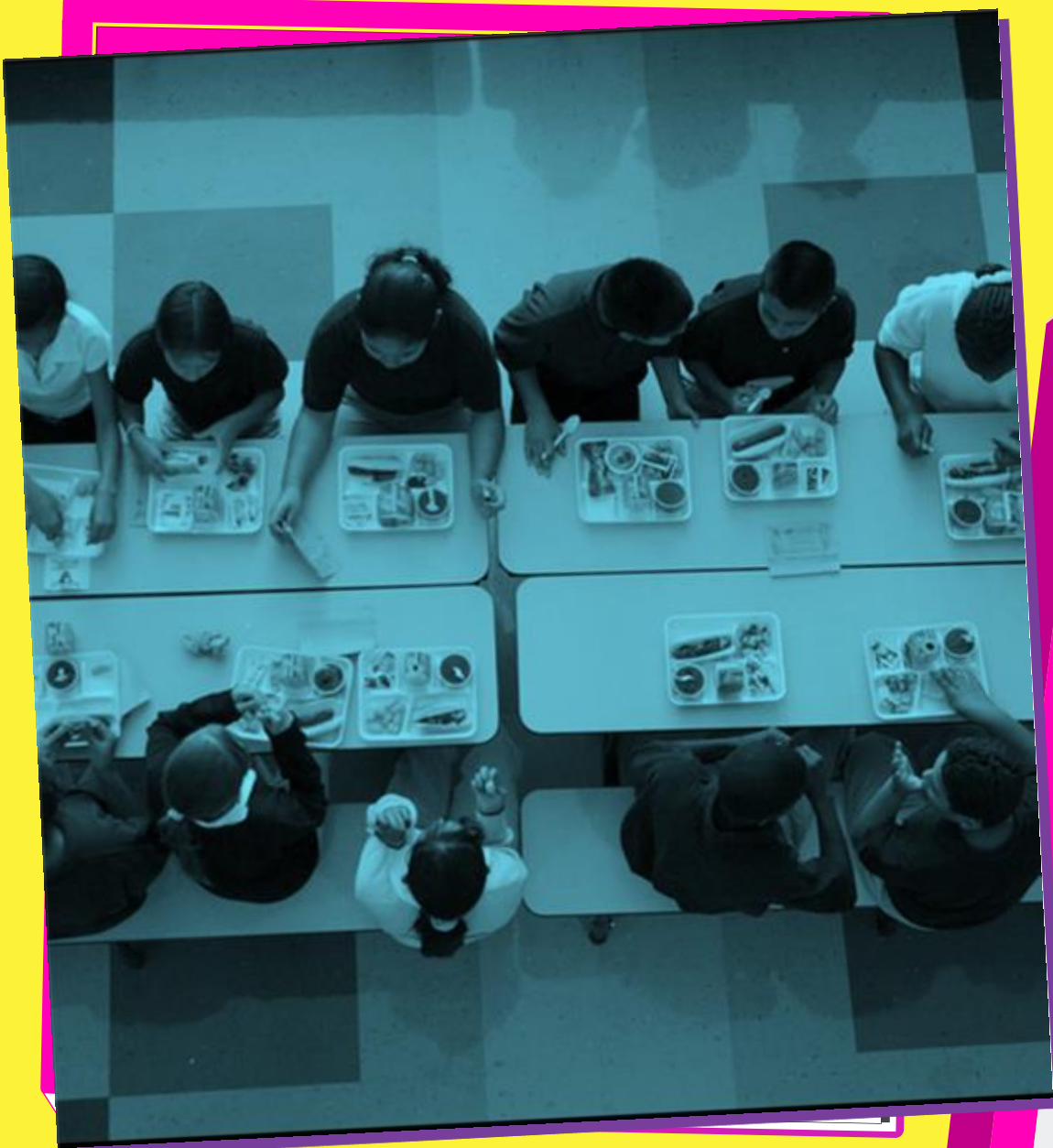
- ▶ Be courteous and pay attention to your surroundings.
- ▶ Help someone if he/she drops something.
- ▶ Keep our hallways clean and trash free.
- ▶ Food should only be eaten in the cafeteria or in the classroom **WITH** permission from the teacher.





Stairway Procedures

- ▶ Stay to the **RIGHT**
- ▶ Traffic jams are dangerous - even in stairways, take your time and be safe.
- ▶ Use the proper entry and exit doors. **NO** standing around!
- ▶ Be courteous and pay attention to your surroundings.
- ▶ No yelling or screaming in the stairwells.
- ▶ The stairs in the 500 building near the clinic are for emergencies only.



S.T.A.R. in the Cafeteria

Safe, Teachable, Accountable
and Respectful

Entering the Cafeteria

▶ ENTER QUIETLY

- ▶ Use **KIND** and **POSITIVE** language and vocabulary with fellow classmates and all adults.
- ▶ Wait for your teacher to escort the class to your assigned table.
- ▶ Quickly sit down and remain seated.
- ▶ Wait for adult instructions and announcements.

Kindness

can transform someone's dark moment with a blaze of light. You'll never know how much your caring matters.

Make a Difference for another today.

Amy Leigh Mercree, Author



Announcements

- ▶ Wait for quiet signal, either "Quiet on the Set".
- ▶ Students are immediately silent.
- ▶ Make eye contact with the speaker, sit up, lean-in to listen, and be prepared to repeat and/or explain the information.



Line-up and Lunch

- ▶ Quiet, conversational voices. No yelling across the cafeteria.
- ▶ Teachers must come to the cafeteria and pick up students if the students are wanting to eat lunch with that teacher. In other words, students will NOT be allowed to go to that teacher's classroom by themselves.
- ▶ Wait for adults to signal students to line-up. Use positive and polite language with all students and adults such as, "please, may I, excuse me, and thank you."
- ▶ In the lunch line, walk and stand in a single-file line, keep hands, feet, and objects to self. This is your only time to line up for lunch or snacks.
- ▶ Other than when you are in line, there is zero movement in the cafeteria. Keep hands, feet, and objects to yourself. Utilize hand signals to communicate any needs you may have.
- ▶ Students may only leave the cafeteria with an adult escort or if they present a pass from a teacher with the current date on it.
- ▶ Students may read a book, play cards, etc. when finished eating.

Cafeteria Hand Signals



Restroom



Water



**Utensils or
materials**



General Help

Clean-up and Dismissal

- ▶ Use positive language such as, “please and thank you” with custodians, teachers, and classmates. Student volunteers or adults will typically circulate 2-3 trash cans approximately 10 minutes before lunch ends.
- ▶ During clean-up, place all trash items and materials from the table and floor areas into the bins.
- ▶ After the adults on duty dismiss you, exit the cafeteria and proceed directly to your next class. The adults dismiss you, not the bell.





S.T.A.R. in the Classroom

Safe, Teachable, Accountable
and Respectful

Common School Language

COMMON LANGUAGE IN THE CLASSROOM

1. OG Pledge.
2. STAR: Safe, Teachable, Accountable, Respectful.
3. "Quiet on the Set"
4. No passes first or last 10 minutes (unless an emergency occurs)
5. Follow electronic device sign and directions in class.



Classroom Procedures and Signals

PROCEDURE FOR USING THE RESTROOM:

- ▶ Fill out agenda planner---
teacher signs
- ▶ Sign-out in the movement log
- ▶ Return within four minutes
- ▶ Sign back in the movement
log



Restroom

Water

Materials

Daily Behavior Expectations in Class

SAFE – Star students show they are safe by keeping all hands, feet, and other objects to themselves. They travel carefully into the classroom, gathering materials, textbooks, and other items, so they are prepared to learn once the bell rings.

TEACHABLE - Star students follow their teachers' directions the first time they are given. They are prepared for class with all required materials (planner, textbooks, writing utensils, homework, etc..) and they are in their seats when the bell for class rings.

Daily Behavior Expectations in Class

ACCOUNTABLE – Star students hold themselves accountable by ensuring they put 100% effort into ALL of their classes. STAR students recognize they may enjoy some classes more than others, but still give maximum effort regardless. STAR students are accountable by finding out what they missed if they were absent and making it up.

RESPECTFUL – STAR students carry themselves with respect and also respect others. STAR students use positive and uplifting language, both with the words they say and their body language. STAR students wait to be called on by their teachers or classmates. STAR students treat others the way that they would like to be treated.


Conduct Cuts


A BEHAVIORAL GRADING SYSTEM

Your teachers keep
track of conduct cuts.





Unprepared.....
Examples: not having textbook, pencil, paper, etc.


Off Task.....
Examples: writing notes instead of doing assignment, sitting and doing nothing after being given an assignment, distracting others, etc.

Out of Seat Without Permission.....
Examples: sharpening pencil in the middle of lesson, getting up and sitting next to a friend when done with work without asking teacher, etc.

Gum and Candy.....
Gum, candy, as well as any food or drinks are **NOT** allowed in classrooms unless expressly given as an incentive by the teacher and should be consumed in that **same** class.

Cell Phones.....
Cell phones should NOT be used during class time unless the teacher gives permission and it relates to an educational purpose. Students are NOT permitted to charge their phone in the classroom. If a cell phone is being used without permission, it will be confiscated and turned in to the office. Repeated infractions will result in the parent having to come to the school to pick up the phone.

Put Downs and Disrespectful Actions.....
Examples: insults, making fun of another student's answer or question, etc. Students should communicate appropriately with peers and adults.

Inappropriate Behavior.....
Examples: violation of audience etiquette, running/horseplay, making distracting noises, smacking gums, sleeping, touching others' property, not respecting or defacing school property, talking out without permission from the teacher. Students should keep hands, feet, and objects to themselves.

Conduct Cut Points

Dress Code

Hillsborough County Dress Code Policy (Grades 6-12)

**Shoes shall be worn. Skate tennis shoes and bedroom slippers are unacceptable and not allowed.

**Clothing that exposes the entire shoulder, tube tops, spaghetti straps, or similar type of clothing may only be worn with a blouse or shirt. Clothing exposing the torso or the midriff, either front, back, or sides shall not be worn. Underwear shall not be visible. Clothing shall not expose the mid-chest area. Clothing not properly fastened or with tears that are indecent shall not be worn. Clothing traditionally designed as undergarments or sleepwear shall not be worn as outer garments. All pants and shorts shall be secured at the waist. Boys' shirts shall have sleeves. Mini-skirts, mini-dresses, and short shorts shall not be permitted. Hemlines shall be no shorter than fingertip length.

**Hair shall be clean and neatly groomed. Head coverings shall NOT be worn in the building unless required for religious observance, cultural reason (ex. African head wrap), or health-related reasons. Anything that may be perceived as gang related (ex. blue or red bandanas) may NOT be worn. Baseball caps and hoods are NOT allowed to be covering the head. Knit hats or hoods may be allowed outside per the administration when the weather is cold (an announcement will be made).

**Garments and/or jewelry that display or suggest sexual, vulgar, drug, gang, weapons, or alcohol-related wording or graphics, or that provoke or may tend to provoke violence or disruption in the school, shall not be worn. Wallet chains shall not be worn.

**All pants (and shorts) shall be fastened at the waist. Clothing that exposes undergarments, tank tops (boys' shirts must have sleeves), spaghetti straps, see-through or mesh shirts should NOT be worn. Clothing shall not expose the mid-chest area. Mini-skirts, mini dresses, and short shorts shall NOT be permitted. Hemlines shall be no shorter than fingertip length.

Dress Code

Hillsborough County Dress Code Policy (Grades 6-12)

Consequences for Dress Code Violation Include:

▶ **1st Offense Consequences**

- conference with student;
- notification of parent or guardian, and/or;
- change of inappropriate attire.

▶ **2nd Offense Consequences**

- conference with student;
- notification of parent or guardian;
- change of inappropriate attire;
- detention or "other consequence" determined by the site administrator.

▶ **3rd Offense Consequences**

- conference with student;
- notification of parent or guardian;
- change of inappropriate attire;
- in-school suspension or "other consequence" determined by the site administrator.

▶ **4th and Subsequent Offenses**

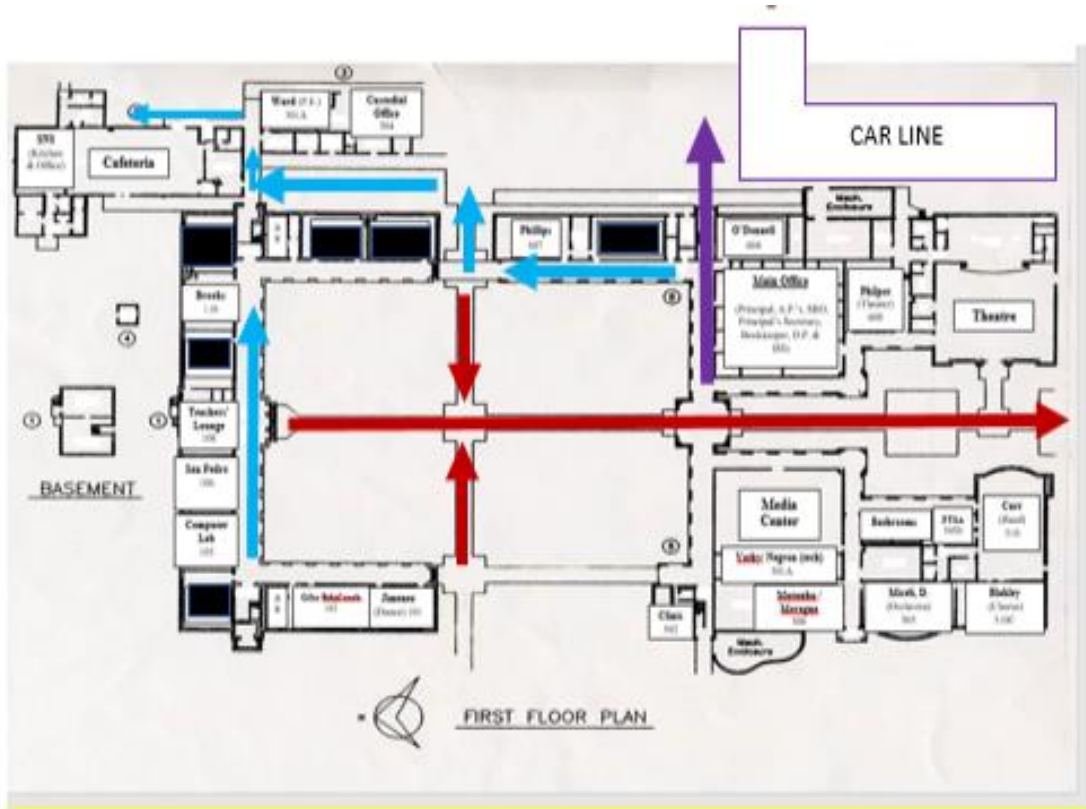
- considered disobedient subject to referral to the school administrator for further disciplinary action, which may include out-of-school suspension.



Afternoon Dismissal

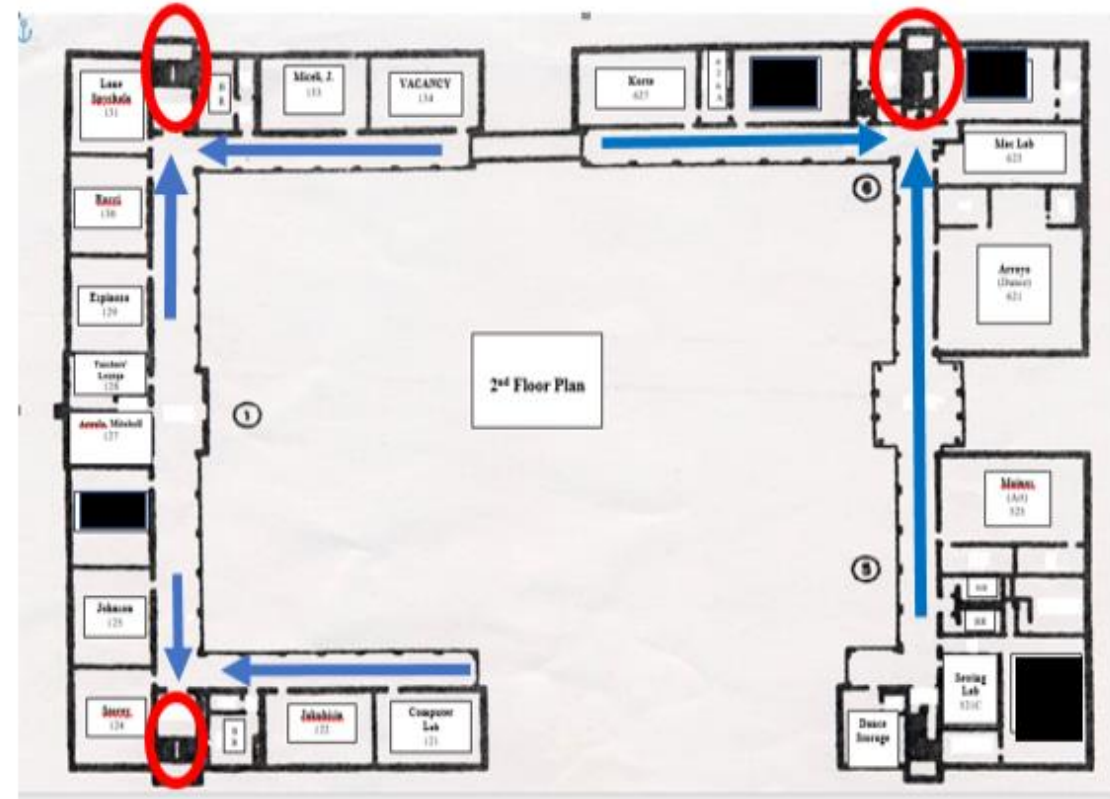
Safe, Teachable, Accountable
and Respectful

PM Dismissal Map



FIRST FLOOR

BUS RIDERS
CAR RIDERS
WALKERS



SECOND FLOOR

Bus Riders

- ▶ There will be two bells at dismissal. Your 7th period teacher will let you know which bell applies to your class. Students should be in their seats in the room until the teacher dismisses you (NOT standing in the hallway).
- ▶ Bus riders report directly to the cafeteria, going only through the doors by room 111.
- ▶ All bus riders enter the cafeteria through the doors next to the patio and report to their **assigned bus table**.
- ▶ Students must wait for an announcement letting them know their bus has arrived before leaving the cafeteria.
- ▶ **No students should be on the bus ramp unless their bus has been called**.
- ▶ Any running, shoving, pushing, cutting will result in all students returning to their table.
- ▶ Students who do not follow these expectations may not be allowed to board their bus.

Car Riders

- ▶ Students report to car line area immediately after the dismissal bell.
- ▶ Students approach the car line area only through the doors by room 604 (next to the office).
- ▶ Students will stay under the covered area.
- ▶ Students will be attentive and go to their car when their name is called.
- ▶ Students must enter their cars on the passenger side; they are not permitted to cross in front of cars.
- ▶ **NO** running or horseplay is allowed at the car ramp.



Students Staying After School

- ▶ Any student staying after school must be with a school staff member for an approved, after-school activity.
- ▶ Students must stay with their coach, sponsor, teacher **AT ALL TIMES**.
- ▶ HOST students go to the patio for attendance and snacks.
- ▶ Athletes and club students go to their coach's or sponsor's room.



Student Incentives

- ▶ Principal Honor Roll Parties
- ▶ Grade Level Incentives
 - ▶ Field Trips
 - ▶ Performances
 - ▶ Lion Bash
 - ▶ And More...

GENERAL CRITERIA

- "A's" and "B's" in conduct
- "A's", "B's", and "C's" in academics in all your classes
- NO excessive tardies



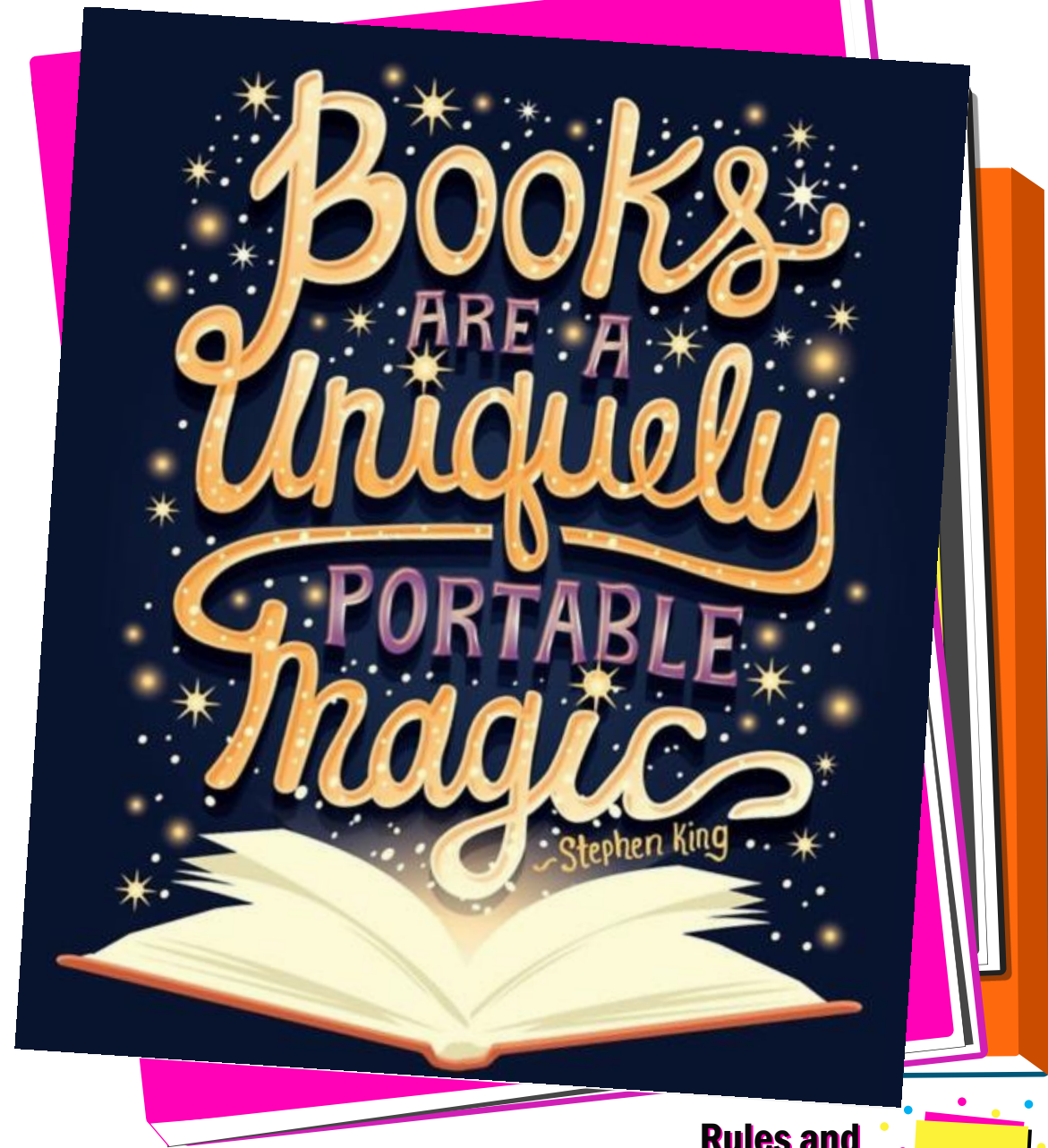
Media Center

Media Center specialist:

Ms. Vathy

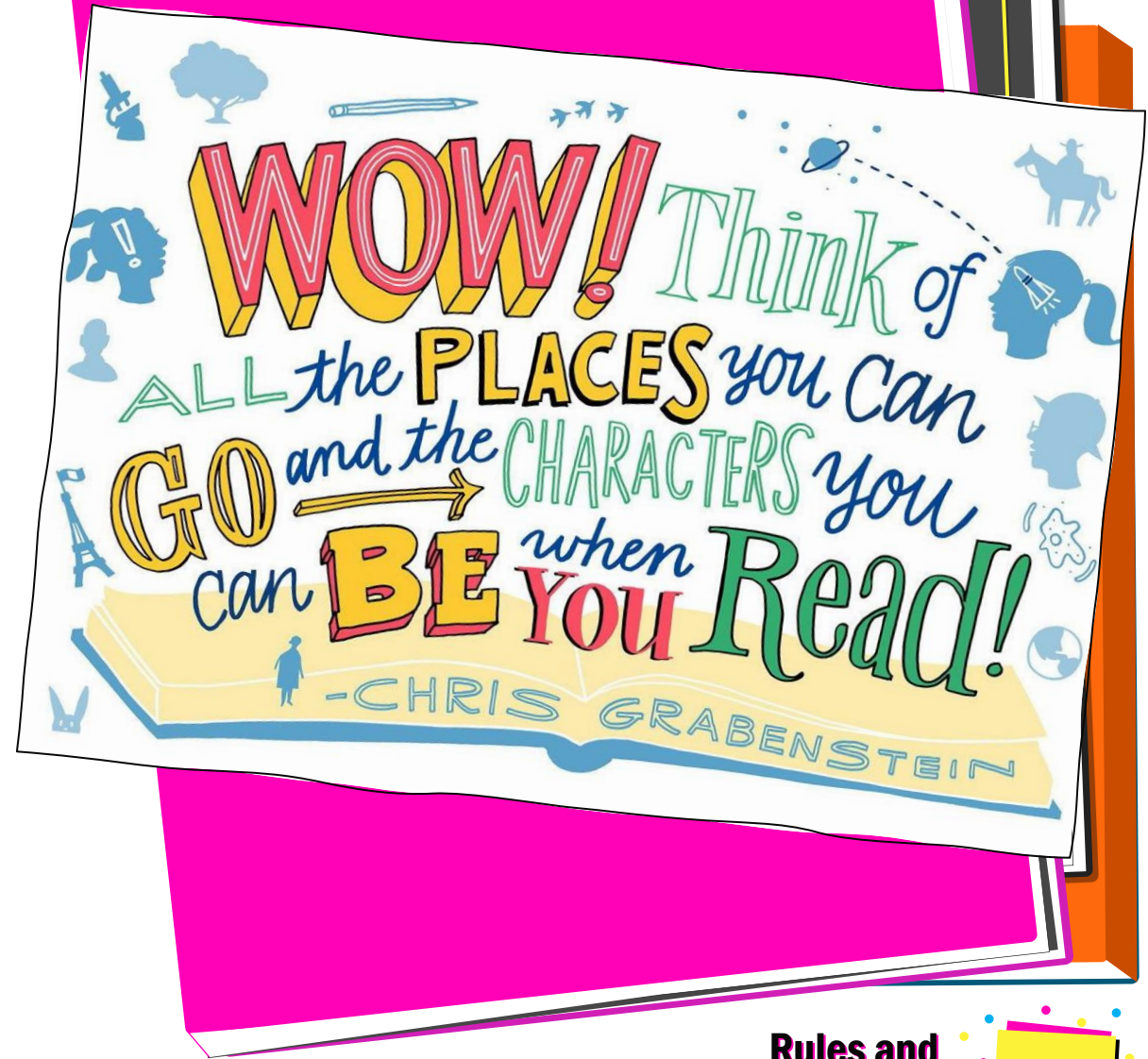
Times of operation are from
8:30 A.M. - 3:25 P.M.

Students requesting media center access in the morning **MUST** have a pass from a teacher or administration.



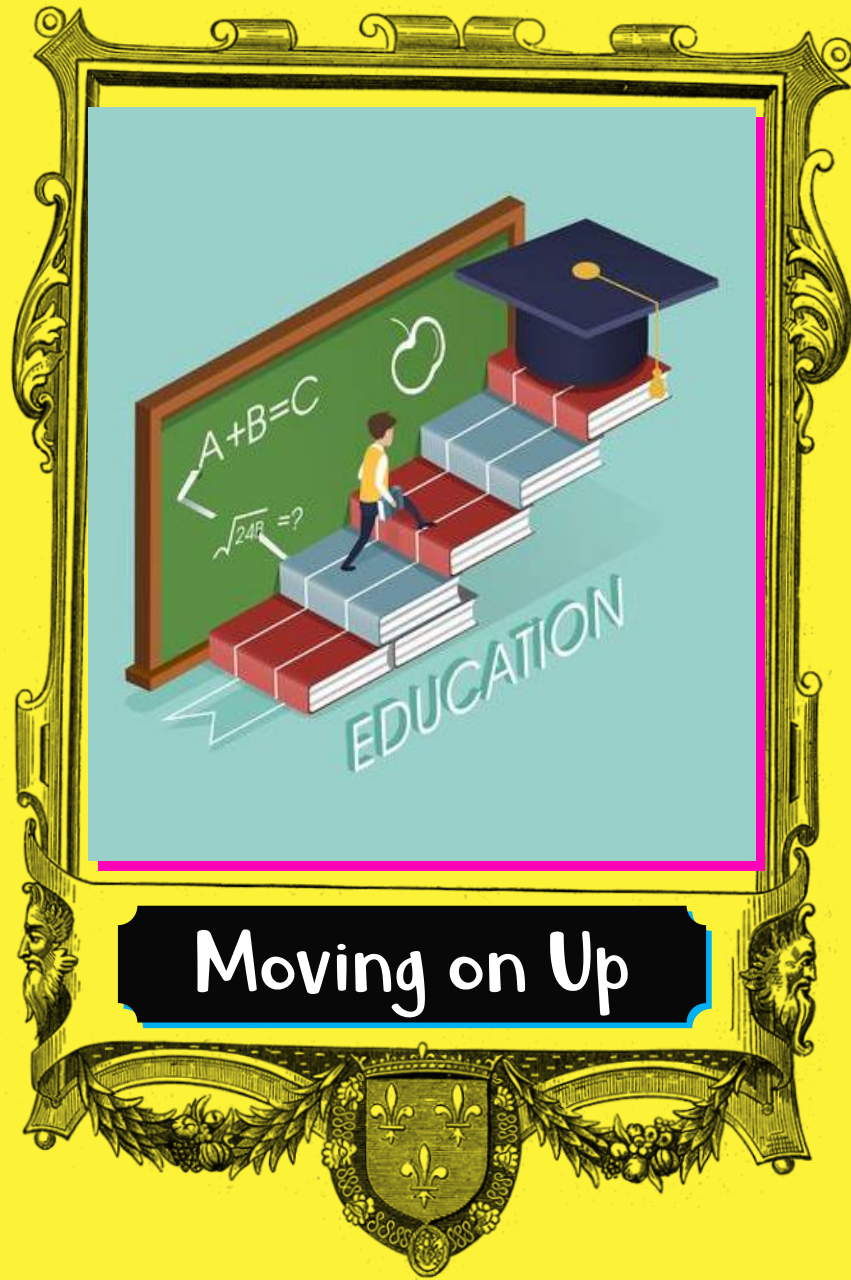
Checkout Policies

- ▶ **4** books may be checked out at a time
- ▶ Books are to be returned within **2** weeks
- ▶ Books may be renewed **once**
- ▶ Inter-library loans for unavailable books are possible, see Ms. Vathy
- ▶ Books may be returned in the outside or inside book return
- ▶ Book fees will be applied for non-returned books



Grade Scale

A	90-100	OUTSTANDING
B	80-89	ABOVE AVERAGE
C	70-79	AVERAGE
D	60-69	BELOW AVERAGE
F	Below 60	FAILING



Moving on Up

Promotion Requirements

- ▶ Sixth, Seventh & Eighth grade students must pass a total of four courses: Language Arts, Math, Science, and Social Studies.
- ▶ Eighth grade students **MUST** also demonstrate mastery of the Writing, Reading, and Math benchmarks.
- ▶ Grade 7 and 8 Students may earn Extended Learning Period Points (ELP) to make up a failing grade for any nine-weeks period.

Makeup Work

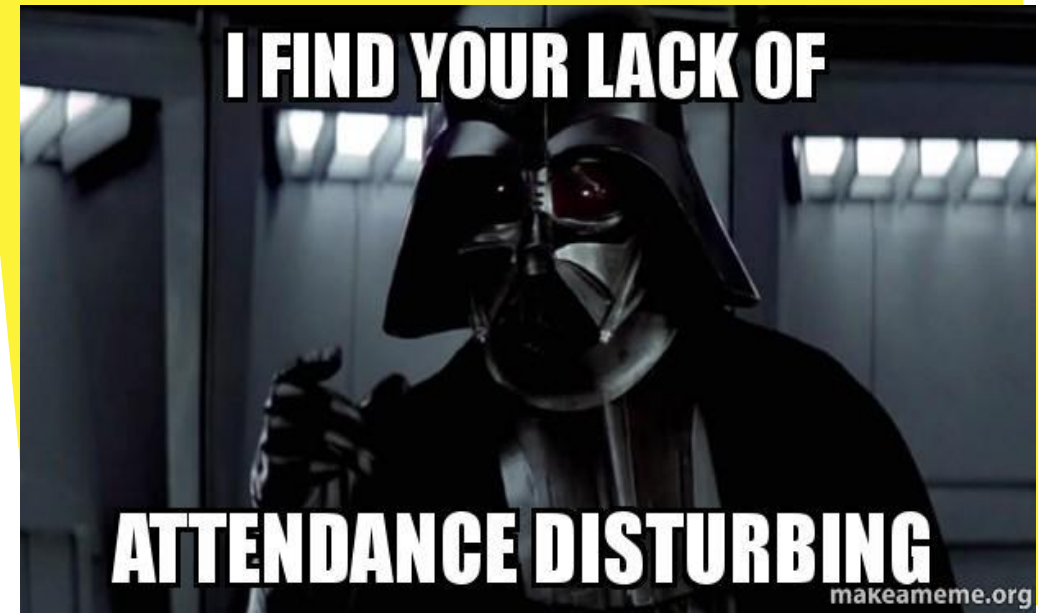
UNEXCUSED ABSENCE SANCTIONS:

- ▶ A student suspended out of school shall receive a grade of "zero" for tests and/or graded work missed.
- ▶ A student who receives an unexcused absence may be allowed to make up tests and/or graded work missed during the absence at the discretion of the classroom teacher. Middle school students may receive a 10% deduction from the grade of the make-up assignments.
- ▶ The student is responsible for making arrangements with the teacher within three days of his/her return to school. Make-up work must be submitted within the deadline(s) set by teacher(s).

Attendance Policies

SECONDARY STUDENTS (GRADES 6-12) :

- ▶ A student who has been absent and whose absence is **EXCUSED** is permitted to make up the work missed, provided that the student makes arrangements with teachers within three days of the student's return to school. The student is responsible for making these arrangements. Make-up work must be submitted within the deadline(s) set by the teacher(s).





Wish-to-See Forms

- ▶ Students may request a form from their teacher if they want to see an administrator or guidance counselor.
- ▶ Students complete the form and give to their teacher.
- ▶ Students will be contacted within 48 hours.
- ▶ Students will **NOT** come to the office with their forms expecting to be seen immediately.
- ▶ If the request is an **EMERGENCY** or is for a major incident such as bullying, that should be reported to the teacher **IMMEDIATELY.**

Social Distancing and Masks

- ▶ Masks **MUST** be worn at all times
- ▶ When entering and exiting classrooms maintain adequate social distancing and follow teachers' directions
- ▶ In the hallway follow directional signs and stickers



End of Class Procedures

- ▶ At the end of every class your desk/table and chair must be sanitized prior to leaving



CLEANING BETWEEN CLASSES.

School Tour (Optional)

- ▶ Cafeteria
- ▶ Car Loop
- ▶ Bus Ramp
- ▶ Front of School
 - Outside of Main Office
 - Media
 - Walker Gate
- ▶ Theater
- ▶ CAIRE Center (Curriculum Arts Integration Resource and Empowerment Center)



Your Admin and Counselors

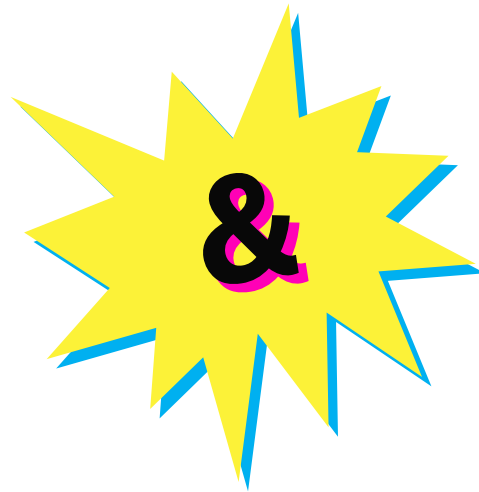
ADMINISTRATORS



Mrs. Nelson

Mr. Miranda

Mr. Fleishmann



COUNSELORS



Mr. Blanchett

Mrs. Young



WE ARE SO HAPPY YOU ARE HERE!