

2024-2025 Glenwood Middle School



Student Handbook

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This handbook is not intended to create a contractual relationship with the student; rather it is intended to describe the school, its current practice, procedures, rules, and regulations. It also serves as only a summary of BCSD#5 School Board policies and may be changed during the year.

Glenwood Middle School

Bell Schedule

7th Grade

8th Grade

HOUR	M, T, TH, F	Wednesday		HOUR	M, T, TH, F	Wednesday
1	8:15-8:57	8:15-8:49		1	8:15-8:57	8:15-8:49
2	9:00-9:42	8:52-9:26		2	9:00-9:42	8:52-9:26
3	9:45-10:27	9:29-10:03		3	9:45-10:27	9:29-10:03
4	10:30-11:12	10:06-10:40		4	10:30-11:12	10:06-10:40
Lunch/ TPH	11:15-12:15	10:43-11:43		5	11:15-11:57	10:43-11:17
6	12:18-1:00	11:46-12:20		Lunch/ TPH	12:00-1:00	11:20-12:20
7	1:03-1:45	12:23-12:57		7	1:03-1:45	12:23-12:57
8	1:48-2:30	1:00-1:34		8	1:48-2:30	1:00-1:34
9	2:33-3:15	1:37-2:15		9	2:33-3:15	1:37-2:15

Half-Day Bell Schedule

HOUR	
1	8:15-8:34
2	8:37-8:56
3	8:59-9:18
4	9:21-9:40
5 (7thTPH)	9:43-10:02
6 (8th TPH)	10:05-10:24
7	10:27-10:46
8	10:49-11:08
9	11:11-11:30

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Introduction

Purpose

This handbook is provided to students and their families to acquaint them with the rules, regulations, procedures, and other relevant information necessary for the orderly functioning of the school. In cooperation with the administration, a parent-teacher advisory committee has reviewed and assisted in the development of the procedures included within this handbook. The handbook is only a summary of the Board policies governing our School District. Board policies are available to the public at the District office and at the website www.chathamschools.org

The principal or assistant principal(s) may establish additional rules, procedures, and regulations not contained within this handbook. Such rules and regulations shall be consistent with those established by the Board of Education and the Superintendent of Schools. Administration and staff will review all policies and expectations found in the handbook with students within 15 days of the start of the school year. An online version will be published on the GMS website for both students and parent/guardians. The school handbook may be amended during the year without notice.

This handbook is for all students attending Glenwood Middle School.

Glenwood Middle School Mission/Vision

We are a student-centered community striving to create life-long learners, effective communicators, self-starters, and successful collaborators. Guiding Students. Molding Leaders. Strengthening Minds.

Chapter 1: Day-to-Day Essentials

Arrival Time/Building Hours

Official school hours are 8:15 a.m. - 3:15 p.m. The building is open for students at 7:50 a.m. Parent/guardians should drop students off at Door B only. Students who arrive earlier than 8:05 a.m. will report to the cafeteria, blue hall, or library hall and have a seat. A bell will signify that students may go to their lockers at 8:05 a.m. Students may be allowed to enter the hallways before school to report to a teacher's room for assistance. Teachers are not required to be at school until 7:27 a.m. Students shall not report to a teacher's room before that time unless otherwise arranged with that teacher.

Tardiness to School

Students are tardy if they arrive at school after the 8:15 am bell. Students must report to the office before entering class. Students who arrive at school more than fifteen minutes after the day has begun are no longer tardy and will be marked as truant and late to school. Students truant from class may be subject to disciplinary action and potential truancy action.

Checking In/Out of the Building

Students may need to leave the school building during the school day for various excused reasons. Such students, as well as those who return or arrive at school while the day is in progress, should report directly to the office to sign in/out. Students should not leave the school grounds without permission until they are dismissed at the end of the school day.

Leaving Before the End of the Day -

1. If, before the end of the day, it is necessary to sign out in the main office, there is a registry, which is maintained for this purpose. Students will not be released from school without parental permission. It is encouraged that such arrangements be made in advance by a parent/guardian phone call or a note signed by a parent/guardian. Signed notes are preferred and students should present them to the office in the morning. If a student has a signed note or pre-arranged absence, the student may sign themselves out in the front office and meet their ride at the front door. The student must present their exit slip to the door attendant before exiting the building.
2. Upon return to school the same day, the student should report to the main office for re-admittance to school.

Morning routine

Breakfast will be served in the Titan cafeteria from 7:50 to 8:10 a.m. All food should be kept in the cafeteria. This time may be extended by GMS administration due to extenuating circumstances, such as late bus arrival.

Upon the 8:05 a.m. bell, students should follow these procedures:

1. Go directly to locker and get books and materials for the morning schedule.
2. If necessary, take care of library or office business.
3. Report to the first period class.
4. IF A STUDENT ARRIVES AT SCHOOL AFTER 8:15 A.M., HE/SHE MUST REPORT TO THE MAIN OFFICE FOR AN ADMIT SLIP.

Assemblies

Assemblies provide an opportunity to learn formal audience behavior. Regardless of the type of program, courtesy demands that the student body be respectful and appreciative. Students who fail to meet the school wide expectations will be subject to consequences per handbook.

Book Bags, Hand Bags, Purses

Book bags, hand bags, drawstring bags and purses are to be left in the student's hall locker during the school day. Exceptions to this rule may be made for students who require special accommodations.

Counseling/Social Work Services

The school employs counselors, social workers, and a psychologist who are available to counsel individuals or groups that have a particular need or simply want questions answered.

Parents/guardians are encouraged to contact any of these staff members with questions or concerns involving their children.

Dances

Dances are sponsored for Glenwood Middle School students only. Visitors shall not attend any dance. School rules apply at all dances. No dances are considered formal. Students are required to remain at the dance and cannot leave until a parent/guardian arrives. Specific criteria for attendance may be established prior to each dance. Such criteria may be based on behavior, attendance, or grades. Consistent with the Athletic Participation Policy, student attendance at school is required to attend a dance.

1. Students must have transportation arranged to pick them up no later than the designated

time.

2. Students who are disruptive or violate rules at the dance will be removed from the current dance and may lose their privileges to attend future dances.
3. Students must attend school the day of the dance if they wish to attend the dance that evening unless otherwise arranged with the principal or assistant principal.
4. Inappropriate or sexually suggestive dancing will not be allowed. Students dancing in this manner may have their parent/guardians notified to pick them up from the dance.

Fundraising

Fundraising projects at GMS will be limited and closely supervised. Fundraisers must be cleared through the principal's office. Money making projects from outside organizations are not allowed.

Gum, Candy, Soda

Gum chewing, the eating of candy and the consumption of soda are not permitted during the school day unless pre-approved by school personnel or as part of the student's lunch. Students are only permitted to have a closed container containing water within their classes. Beverages in glass bottles are forbidden. Items purchased during lunch are to remain and be consumed in the cafeteria. Trash receptacles and recycling containers are provided for proper disposal of these items. Food/drink shall not be kept in a student's locker unless it is part of a lunch and stored in an appropriate lunch container.

Hallways/Passing to Classes

Students change classes at the end of each period. With several hundred students involved, this requires cooperation and common courtesy. The bell schedule provides students with a three minute passing time. The teacher, not the bell, dismisses students. Students should practice these rules when moving to and from classes:

1. Use the most direct route possible.
2. Keep to the right.
3. Walk at all times.
4. Except for stopping at the restroom, water fountain, or locker, walk directly to the next class.
5. Do not linger at the drinking fountains or restrooms.
6. Keep noise to a minimum.
7. Keep hands and feet off other people.
8. Except for students with passes, no one should be in the halls once class has begun.
9. The south gym is not a shortcut for students, and should not be used to travel through during passing periods.

Learning Resource Center

Students may utilize the LRC from 7:50 a.m. until approximately 3:25 p.m. during the school day. Students may come from TPH, a classroom, or before or after school. Additionally, LRC rules and expectations will be read and discussed with all classes. Students must have a pass from their academic teacher to enter the LRC during study hall.

Lockers

Each student will be issued a locker when registered. Lockers and locker combinations are NOT to be shared.

Locker Decorations

GMS staff may remove excessive decorations at any time.

If students or parent/guardians wish to decorate a locker, these guidelines must be followed:

1. Please do not attach items to the inside of the locker that leave any type of residue when removed.
2. Balloons are not to be used.
3. Streamers are not to be used.
4. Except for birthday announcements, items placed on lockers should promote Glenwood Middle School events or activities.

Lost and Found

Students who find lost articles are to take them to the office or cafeteria where the owner can claim them. Items of importance such as electronics, jewelry, glasses, or purses should be sent to the office. Other items, such as books, jackets, or other supplies will be sent to the cafeteria. Students who have lost an item should check in the office repeatedly or in the cafeteria until the item is found. Unclaimed items will be given to charity or placed in the garbage.

Outside Food

If parents or guardians order food to be delivered to their students, it must be pre-paid and delivered during the student's lunch time. Students will NOT be pulled from class to pick up or pay for food orders.

Students that choose to bring lunch from home must place it in their locker upon arrival to school, and it must remain there until the students' lunch time. Students who arrive at school with open food or drink must dispose of it prior to class.

Parent/Teacher Communication

Parents/guardians should follow the chain of command and call or email teachers with questions or concerns regarding their child. Please call the office and leave your name and phone number or you can email the teacher directly for the quickest response. Emails are the preferred and most efficient option to get in contact with teachers initially. Teachers may return the call before school, during prep, or after school. Teachers may not be able to call that same day, but will usually respond within 24 hours.

Telephone Use

Students may use the telephone in the office area for emergency purposes and school business only. Only in case of an emergency are students called from class for a phone call. Please note a student's after school activities should be planned prior to the start of the school day. *Students should not call home to be picked up unless directed to do so by school staff.*

Textbooks/School Property

Textbooks and all other school property are issued to students on a rental basis to safeguard the district's investment. Lost or unreasonable damage to school property will result in fines.

Valuables

Students are cautioned not to bring large amounts of money or other valuable items to school. The school is not responsible for the personal property of students. If it is necessary to bring large amounts of money to school, leave it at the office for safekeeping.

Visitors to School

All visitors are required to enter the main Visitor entrance doors at the front of the building and proceed to the interior foyer area. Visitors should identify themselves and inform entry staff of the purpose of their visit. If there are individuals who are not to visit and/or remove your child from school, current legal documentation must be on the file in the office indicating such restrictions.

Upon entry, visitors must present identification (i.e. driver's license) for scanning into the RAPTOR security system, and state the location in the school they're visiting. Approved visitors will be given a badge identifying them as a guest which must be worn in a clearly visible location on their outer clothing. All visitors must return their badges to entry staff prior to exiting the school. On those occasions where large groups of parents/guardians, friends, and/or community members are invited onto school property, visitors are not required to sign in but must follow school official's instructions. Former students must have an appointment if they are at school to visit a teacher.

Any person wishing to confer with a staff member should contact that staff member to make an appointment. Conferences with teachers are held, to the extent possible, outside school hours or during the teacher's conference/preparation period.

Visitors are expected to abide by all school rules during their time on school property. A visitor who fails to conduct himself or herself in a manner that is appropriate will be asked to leave and may be subject to criminal penalties for trespass and/or disruptive behavior.

No person on school property or at a school event shall perform any of the following acts:

1. Strike, injure, threaten, harass, or intimidate a staff member, board member, sports official or coach, or any other person.
2. Behave in an unsportsmanlike manner or use vulgar or obscene language.
3. Unless specifically permitted by State law, possess a weapon, any object that can reasonably be considered a weapon or looks like a weapon, or any dangerous device.
4. Damage or threaten to damage another's property.
5. Damage or deface school property.
6. Violate any Illinois law or municipal, local or county ordinance.
7. Smoke, vape or otherwise use tobacco products.
8. Distribute, consume, use, possess, or be impaired by or under the influence of an alcoholic beverage, cannabis, other lawful product, or illegal drug.
9. Be present when the person's alcoholic beverage, cannabis, other lawful product, or illegal drug consumption is detectable, regardless of when and/or where the use occurred.
10. Use or possess medical cannabis, unless he or she has complied with Illinois' Compassionate Use of Medical Cannabis Act and district policies.
11. Impede, delay, disrupt, or otherwise interfere with any school activity or function (including using cellular phones in a disruptive manner).
12. Enter upon any portion of school premises at any time for purposes other than those that are lawful and authorized by the board.
13. Operate a motor vehicle: (a) in a risky manner, (b) in excess of 20 miles per hour, or (c) in violation of an authorized district employee's directive.
14. Engage in any risky behavior, including roller-blading, roller-skating, or skateboarding.
15. Violate other district policies or regulations, or a directive from an authorized security

officer or district employee.

16. Engage in any conduct that interferes with, disrupts, or adversely affects the district or a school function.

Volunteer Policy

All school volunteers must complete the “Volunteer Background Check Form”, which is available on the district’s website, and be approved by the school principal prior to assisting at the school. Forms are available in the school office. Some teachers utilize parent/guardian volunteers in the classroom. The individual teachers make this decision. Teachers who desire parent/guardian volunteers will notify parent/guardians. For school-wide volunteer opportunities, please contact the building principal. Volunteers are required to check in and out with the door attendant and receive a visitor badge before going to their destination.

Web Page

Glenwood Middle School maintains a web page for increased communication. The web page contains a variety of information including student achievement; staff email addresses, extra-curricular activities, teams and other general information. Access our school web page at: www.chathamschools.org.

Chapter 2: Attendance

Student Absences

When a student is absent, a parent/guardian should call the school by 8:30 a.m. Parents/guardians may call the school attendance line at 483-2481, ext. 8 before 8:30 a.m. or the school office at 483-2481 after 8:30 a.m. If no phone call is made, the school will attempt to contact the parent/guardian. If no phone contact is made between the parent/guardian and the school, the absence will be unexcused. The attendance secretary will attempt to contact a parent/guardian concerning unconfirmed absences.

**If an absence is excused, this does not excuse any missed assignments, the student is responsible for making up the work they missed.

Absences are excused for:

- Illness of a student (including mental or behavioral health up to 5 days)
- Observance of religious holidays or event
- Death in the family or of a close friend
- Family emergency
- Situations beyond the control of the student
- Circumstances that cause reasonable concern to the parent/guardian for the student’s mental, emotional, or physical health or safety
- Critical illness of a near relative (Mother, Father, Brother, Sister, Grandparent or corresponding step relation)
- Dental or medical appointment when prior arrangements have been made
- Pre-arranged family trips
- Attending a military honors funeral to sound TAPS
- Additionally, a student will be excused for up to 5 days in cases where the student’s parent/guardian is an active duty member of the uniformed services and has been

called to duty for, is on leave from, or has immediately returned from deployment to a combat zone or combat-support postings. The Board of Education, in its discretion, may excuse a student for additional days relative to such leave or deployment. A student and the student's parent/guardian are responsible for obtaining assignments from the student's teachers prior to any excused absences and for ensuring that such assignments are completed by the student prior to his or her return to school.

- Attend one day-long civic event
- Other, as determined by the respective administrator

"Civic event" means an event sponsored by a non-profit organization or governmental entity that is open to the public. "Civic event" includes, but is not limited to, an artistic or cultural performance or educational gathering that supports the mission of the sponsoring non-profit organization. The State Board of Education may adopt rules to further define "civic event".

Absences are unexcused for:

- Oversleeping
- Car problems
- Ordinary weather hazards
- Staying home to care for younger children
- Visiting friends or relatives without the pre-arrangement form
- Minor aches and pains (persistence may indicate a more serious problem)
- Other, as determined by the administrator.
- Birthday celebrations

Make-up Work

Students must take responsibility to make arrangements with each teacher for make-up work. On the second day of a student absence, a parent/guardian may call in and request homework. This request must be made BEFORE NOON to give teachers enough time to prepare the work for the student. You may request the homework at the same time you call in the absence for your student. Students are allowed one day to make up work for each day of an absence.

Pre-planned Absences, Field Trips and Out-of-School Activities

Whenever possible, the Ball-Chatham School District recommends that parent/guardians and students take vacations during school holidays or breaks. Not only is the student missing valuable information from the classroom, but the financial support of the district is impacted as well. If a parent/guardian is aware that his/her student is going to be out of school for a valid reason, a pre-arranged absence form must be completed prior to the absence. The student's teachers and building principal will decide if the make-up work for preplanned absences will be given prior to the absence, or upon return. Students must discuss pre-arranged absences ahead of time with their teacher. Prearranged absences must be for at least three (3) or more days and prearranged at least three (3) days in advance. Work not made up within these guidelines will result in a zero. Administration will determine if pre-planned absence forms are approved. Once the form is approved, make-up work needs to be completed upon the student's first day of return to the building when applicable.

Those students attending a field trip or participating in some other out-of-class activity are required to turn in the assignments due that day *prior* to leaving. Students are also responsible for picking up the homework assignment for that day and having it completed the next day. Likewise, students must be prepared for any quizzes or tests the following day.

Chapter 3: Academics

Grading Scale

The district grading scale is used:

100-90	A
89-80	B
79-70	C
69-60	D
59-00	F

**For specific questions regarding grading policies please refer to the classroom teacher's management plans.*

TPH Time

The TPH period—Titan Power Hour is a 30 minute class period provided opposite of the 30 minute lunch. TPH will engage and equip all students to achieve their unique potential through broad and diverse learning experiences. This period is used to provide individualized enrichment, social/emotional support, and intervention services to students requiring extra academic attention.

Homework

Homework is used as a way for students to practice what they have learned in the classroom. The time requirements and the frequency of homework will vary depending on a student's teacher, ability and grade level.

Students who are absent from school for a valid cause (an excused absence) may make up missed homework in a reasonable timeframe. Refer to "make-up work" section.

Homework Policy

Suggestions to Help Students

1. Be on time for class.
2. Be organized with proper books, pencils, etc. Take your agenda to all classes.
3. Record your daily class schedule inside your agenda.
4. Listen closely to the daily intercom announcements. Record dates and events of interest in your agenda.
5. Take good care of books and materials assigned to you. Assigned books become your responsibility. Students responsible for damaged books will be required to pay for them.
6. Ask questions if you do not understand instructions.
7. Develop good and regular study habits. It is advisable to study at the same time and place daily. Do not put off big projects, such as a major essay or research project, until the night before.

What are the purposes of homework?

1. Reinforce skills introduced in the classroom.
2. Assist in achieving mastery of basic learning facts.

3. Promote independent in-depth study of chosen topics.
4. Provide opportunities for broad enrichment activities.
5. Promote independence as well as wise and orderly use of time.

How much homework should be assigned?

Middle School (7-8) – Homework at this level should be regularly assigned, not necessarily daily. Emphasis should be on reading and math. Whenever possible, study time at school should be provided for homework with guidance and assistance from teachers. As a guideline, the total daily homework assignments should not require more than two hours of out-of-class preparation time. Weekend or holiday assignments may occur on occasion; make-up work from absences may also need to be completed during these times. Teachers make every effort and try to plan cooperatively in making assignments, so that an equitable load results.

Late assignments and extensions

Students will not receive full credit on all assignments not turned in on time unless the student has an excused absence or an accommodation as stated in an I.E.P. or a 504 Plan. Teachers will have discretion on the use of homework extensions, dropping the lowest homework grade, or offering extra credit.

Extensions for long-term assignments and projects may be granted at the discretion of the teacher and administration.

Concluding Statement...

Glenwood Middle School is eager to provide the best educational opportunities for all the students in our school. These include physical facilities, professional and support staff, learning materials and other resources. Only about six hours of a student's day is under the control of the schools. Therefore, parent/guardians and the community share the responsibility for educating children in all aspects of life. Homework, along with extracurricular activities and other programs, is an important link in the total educational program.

Academic Dishonesty

Any attempt to get a grade on a test or assignment by using another person's work, artificial intelligence or plagiarism is academic dishonesty. Students who are detected using cheat sheets, copying from other students, or submitting another person's work as though it were their own, or assisting another student in cheating, will be given a zero on that assignment or test and held to be in violation of this policy. Students who violate the above rule in the same course may be subject to discipline.

Promotion/Retention Policy

Students are not promoted to the next higher grade level based upon age or any other social reason not related to academic performance. Students who fail three out of four core subjects (Math, Language Arts, Science, and History) will be retained. Students who fail two core subjects must attend and successfully complete summer school in order to be promoted. The decision to promote a student to the next grade is based upon successful completion of the curriculum, attendance, performance on the standardized testing, and/or any other criteria

established by the school board. Parents/guardians are involved in the planning of their child's educational program. The decision of the building principal to promote or to retain a student is final.

Chapter 4: Discipline and Conduct

Glenwood Middle School Success Code

1. Be respectful
2. Be responsible
3. Be safe

The administration, faculty, and staff at Glenwood Middle School believe that all students can behave appropriately. Misbehavior is a matter of choice. Each student is responsible for his/her actions. In order to assist students in knowing what type of behavior is expected of them, the code should be noted and observed.

School-Wide Positive Behavior Supports (SWPBS)

Introduction

The Ball-Chatham School District's goal is to provide a safe and positive learning environment for the students, teachers and staff through the implementation of school wide positive behavior supports (SWPBS) system. In addition, we will reduce behavior problems that interfere with student learning. SWPBS is a school-wide system that will help improve consistency in expected behaviors, resulting in students being safe and prepared to learn.

What is SWPBS?

SWPBS is a data-driven, proactive systems approach for establishing the behavioral supports and social environment needed for all students in a school to achieve social, emotional, and academic success. It conforms to the behavioral system of the Response to Intervention (RtI) model.

How will SWPBS be implemented in the Ball-Chatham School District?

Behaviors will be taught just like academic skills are taught. Our focus is to build a positive environment in our schools and classrooms. The district has chosen three core behavior expectations that can be applied to all school settings.

They are:

1. Be respectful
2. Be responsible
3. Be safe

By teaching these core behavior expectations, the district wants to equip all students with the knowledge necessary to achieve their unique potential. SWPBS enables our students to behave in the spirit of the Ball-Chatham District motto:

Engaging Excellence, Every Day, in Every Way for Everyone.

What happens when my child displays expected behaviors?

Any administrator, teacher or staff member in the building can give rewards to students who display expected behaviors. Rewards include:

Titan Tickets: Awarded to students who are demonstrating respectful, responsible, or safe behavior. Tickets are drawn weekly for prizes.

Quarterly Celebrations: At the end of every quarter, a celebration is held for all students.

The celebration is an acknowledgment of student success in following the school-wide behavior expectations.

Out of the Blue Activities: Rewards are given “Out of the Blue” to acknowledge students who are displaying appropriate behaviors at a given time. Examples may include: all students turning in their homework or students using their agendas properly for the week.

What can I do to help with SWPBS?

- Review the behavior expectations with your child.
- Ensure that your child is well rested and on time for each school day.
- Ask your child about his/her school day.
- Encourage your child to do his/her homework and keep up with his/her classes.
- Stay in contact with your child’s teacher(s).
- Encourage your child to use proper language and tone.
- Practice polite phrases like “Thank you,” “Please,” and “Excuse me.”
- Incorporate Be Respectful, Be Responsible and Be Safe into your family rules.
- Attend school functions and activities when possible.
- Be involved with school. Volunteer when appropriate opportunities arise.
- Check your child’s agenda and classroom homework pages with your child.

Tier 2 – Secondary Level-providing additional support and interventions

- **Check-In Check-Out (CICO)** – CICO is a targeted intervention that stems from a positive, proactive approach. It encourages students to do their best each day and follow the 3 district-wide expectations: be respectful, be responsible, and be safe. CICO pairs students with a team of individuals who provide support at the beginning and end of the day to do their best. It also provides a chance for that student to receive 1:1 feedback from the teacher based on scores from a daily progress report. The report illustrates how well the student is following the 3 school-wide expectations. CICO is an opportunity that provides students a chance to connect with staff members and teachers
- **Social Academic Instructional Groups (SAIG)** – These groups are designed to address one of the following areas: pro-social skills, problem solving, or academic behaviors. Depending on a student’s needs, he or she may be referred to one of these six week programs that address one of these specific areas. These groups aim to provide students with skills to be successful in the designated area.
- **Mentoring** – Students can be paired with a peer or staff member in order to provide a meaningful relationship and connection aimed at helping the student reach his or her potential.
- **Study Hall / TPH Support Groups-** Our study hall time at GMS provides an opportunity for different types of student supports including homework, organizational and closing academic deficits. Teachers and support staff will have the opportunity to meet with small groups to strengthen these skills. Student participation in study hall and TPH support groups is determined by teachers, support staff and building administration based on student classroom data.

Appropriate Attire - Dress for Success

Glenwood Middle School is committed to preparing students for the next steps in their lives such as high school, college, career, and postsecondary life success. Part of navigating the world is understanding the importance of context. Choosing the right attire for different contexts is an

important life skill. Clothing shall not be of a style, nor shall it contain words or depictions that create a clear and present likelihood that it will cause material and substantial disruption of the proper and orderly operation and discipline of the school or school activities. Words or messages that are so offensive to any individual or group as to create an immediate reaction disruptive to the orderly operation of the school or school activities are prohibited. The “Dress for Success Norms” encourage students to keep their focus on learning, maintaining age-appropriate expectations, and providing an environment that allows students to feel comfortable and express their individuality appropriately. Glenwood Middle School staff strive to ensure these straightforward Dress for Success Norms apply equally to both male and female students. We strive to enforce these expectations respectfully and without judgment.

Dress for Success- What to Wear?

Students are expected to wear clothing in a neat, clean, and well fitting manner while on school property and/or in attendance at school sponsored activities. Students are to use discretion in their dress and are not permitted to wear apparel that causes a substantial disruption in the school environment.

- Student dress (including accessories) may not advertise, promote, or picture alcoholic beverages, illegal drugs, drug paraphernalia, violent behavior, or other inappropriate images.
- Student dress (including accessories) may not display lewd, vulgar, obscene, or offensive language or symbols, including gang symbols.
- Hats, coats, bandannas, sweat bands, and sunglasses may not be worn in the building during the school day with the exception of religious headwear.
- Hair styles, dress, and accessories that pose a safety hazard are not permitted in the shop, laboratories, or during physical education.
- Clothes that are otherwise poorly fitting, showing skin and/or undergarments may not be worn at school.
- Appropriate footwear must be worn at all times.
- If there is any doubt about dress and appearance, the building principal will make the final decision.
- Students whose dress causes a substantial disruption of the orderly process of school functions or endangers the health or safety of the student, other students, staff or others may be subject to discipline.
- The school does not prohibit hairstyles historically associated with race, ethnicity, or hair texture, including, but not limited to, protective hairstyles such as braids, locks, and twists.

Outside the Norms

When a student’s outfit does not meet the Dress for Success Norms, he or she will be asked politely to address the issue. This can be done in whatever way the student feels works best for him or her. Options include:

1. Adjusting the fit of the clothing (if possible to do so and meet the guidelines)
2. Putting on something else that is already at school (P.E. clothes, sweatshirt, t-shirt etc.)
3. Calling home and requesting a change of clothes

Middle school staff will address noncompliance with the Dress for Success Norms in a respectful and professional manner; our intent is not to shame individual students for their wardrobe choices. We would expect that no student should need to be asked more than twice, in one year, to adjust their attire to meet the norms. Having to ask more than twice becomes an issue of disrespect rather than an issue about dress.

We appreciate parent/guardian and student cooperation in our efforts to make our Dress for Success Norms and their enforcement fair, balanced, and gender-neutral.

Tardiness to Class

Students who are tardy to class will follow the discipline progression listed below. Teachers may also establish non-punitive procedures for dealing with tardiness in their individual classes.

- 1st offense – Verbal Warning
- 2nd offense – Written Warning
- 3rd offense Lunch Detention
- 4th offense – Morning Detention
- 5th offense and above: Administrative Decision

**Please note the total number tardy infractions will be calculated on a per class basis. Infraction will not reset until the change of quarter.*

The Use of Electronics at School

1. DEFINITION: Mobile electronic devices include, but are not limited to items such as laptops, smart watches, cell phones, smart phones, iPods, AirPods, iPads, and PDA's.
2. Students may not have mobile electronic devices on their person. These devices should be powered off or set to silent/quiet mode and left in the student's locker during the school day.
3. Students should not text parents/guardians during school hours. If there is an emergency, students should use the front office telephone.
4. Building administration has approved the use of mobile electronic devices during instructional time to be consistent with the district goal of promoting educational excellence by facilitating resource sharing, innovation, and communication.
5. Students may not use mobile electronic devices in the classroom unless it is teacher approved and/or a planned portion of the learning activity.
6. Outside of instructional time, the use of mobile electronic devices during school hours is regulated by specified times and locations (before and after school).
7. Any use of mobile electronic devices is strictly prohibited in locker rooms, bathrooms, whether here or at another facility where a school activity or athletic event is occurring.
8. Mobile electronic devices are popular theft items. The District is not responsible for the loss, theft, damage, or vandalism to student mobile electronic devices. **Students and parent/guardians are strongly encouraged to ensure that if students have mobile electronic devices in their possession they should not leave them unattended or unsecured.**
9. Misuse of mobile electronic devices will result in disciplinary action as determined by building administration
 - 1st offense – Verbal Warning
 - 2nd offense – Written Warning
 - 3rd offense Lunch Detention
 - 4th offense – Morning Detention
 - 5th offense and above: Administrative Decision

**Please note the total number of mobile electronic device infractions will be calculated on a per class basis. Infraction will not reset until the change of quarter.*

Cafeteria Behavior Expectations

The lunchroom management and fellow students appreciate cooperation in:

- Depositing all lunch litter in wastebaskets.

- Returning all trays/utensils to the dishwashing area.
- Cleaning the table and floor area around it.
- Keeping the noise down and maintaining orderly lines.
- Respecting the authority of the supervisors.

During lunch, all students wishing to use the restroom must raise their hand and ask for a pass. Once a pass is given, students will use the restroom facilities near the counseling office.