

West Gilbert Middle School  
Policies, Procedures, and Addendum Discipline  
Handbook  
2009-2010



A division of Imagine Schools

Dear Parents,

Welcome to a new school year! We are looking forward to teaching your child. We are also looking forward to sharing in an exciting and busy year.

The Middle School level brings an increased sense of responsibility, leadership, and expectations as we help your child prepare for high school and beyond. We expect that each student will come to school each day prepared for class and ready to learn. Since more will be expected of students individually, they will be held accountable for their work habits, work completion, ability to meet deadlines, and observance of school rules. As we work together to continue to instill in each child a sense of confidence, self-esteem, and responsibility, it is our hope that each child will strive for his/her highest potential.

As teachers, we are committed to providing each student the highest quality of education. We believe the support system for any successful student is that of a team (teacher, parent, and student) working together. Further, we believe that communication is critical to the success of your child's education and we will provide you with timely communications that will be sent home and /or emailed to you throughout the year, i.e., classroom newsletters. The classroom newsletters will outline the units we are studying, provide upcoming test dates, and the times and dates of special classroom activities.

To ensure the success of the 2009-2010 school year, please review this packet in its entirety, sign the back page, and return it to your student's homeroom teacher by Thursday, July 30, 2008.

If, at any time during the year, you should have questions, please do not hesitate to contact us. We look forward to working with you in assisting your children so that they may excel in all aspects of their education.

Partners in Education,

Middle School Teachers

# West Gilbert Middle School Policies and Procedures

## Assignments, Homework, Tests, Quizzes

It is the student's responsibility to complete all work on time and to the best of their ability. Late work may be accepted by each teacher with a penalty. Please check with the individual teacher for his/her late work policy. One exception to the penalty will be excused absences. In that case the student will have one day to complete missing assignments for each day absent. Another exception is an unexcused absence due to a school suspension. In either exception it will be the **student's responsibility** to go to each teacher to obtain the work missed while absent.

If a student receives a D or an F on a quiz or a test it will be sent home to obtain a parent signature. It is required that it be returned the following school day. **If it is not returned, the student will receive an after-school detention.**

During the year the students will also have the opportunity to participate in field trips, athletics, and extra-curricular events. Students can be denied from participating in these activities if they have poor grades (D & F), or if they have behavior issues.

## Grades

Shortly after school begins, grades from all classes will be available for viewing online in our PowerSchool system. Once this is operational the teachers will update the system weekly. Parents and students are encouraged to use this tool to help track progress, and identify any issues with missing work or low grades. More information will be sent to you once this is available.

## Planners

Planners will also be used by each student to record the work that they did in class each day, and also to write down any homework assignments given. The teachers will review each planner to ensure that the student is writing the information down. It is also an important tool for the parent to use to see what their child is doing each day, and to make sure they are completing the required assignments. **If a student loses his/her planner there will be a \$5 replacement fee.**

## Textbooks

Textbooks used in the middle school can be very expensive. Depending on the classroom, your child may be assigned a textbook for the year, or the book may just remain in the classroom for use during school. If your student is assigned a textbook, or checks one out to take home, he/she is responsible for returning that book to the classroom undamaged and in useable condition. **If a student loses or damages a textbook during the year, he/she will be required to pay its replacement cost.**

## P.E.

Each student will attend P.E. three times a week. It is important on those days that each student has tennis shoes on, or brings a pair to change into. Students can participate in P.E. in their school uniform, or they may change into P.E. clothes. **If he/she does change clothes for P.E., the only authorized uniform is a white t-shirt (no logos) and blue gym shorts.**

Participation in P.E. is mandatory. Unless a doctor's note or a **phone call** from a parent to the homeroom or P.E. teacher is received, each student will be expected to participate in class. If a student is not participating in P.E. on a certain day, he/she must remain on the sidelines with their class in full view of the coaches. The only item that is allowed to be taken to P.E. will be a water bottle.

## Dress Code

West Gilbert has a dress code policy that is signed by each student when they enrolled in the school. The dress code is especially important at the middle school level and will be strictly enforced. It is critical that the middle school students set the example in following school rules for our entire student population. Each student is expected to come to class each day in full uniform. This includes a belt when any pant has loops, tucking in the shirt, and no gum chewing. (See attached copy of dress code policy) **Any violation of the dress code can result in an after-school detention.**

## **Bathroom**

Students entering and leaving the classroom during instruction can be disruptive to the class. We also want the students to use the bathroom when needed. Therefore we will allow each student a log with 15 passes each quarter to use the bathroom during class time. Students are also encouraged to use the bathroom before school starts, during recess, at lunch, and when going to and returning from P.E. Bringing a water bottle to school is also highly suggested. This will reduce the number of times a student may need to leave the classroom. Water is the only drink allowed in the classroom. Gatorade, juices, or soda are only permitted during snack and lunch time.

## **Book Orders**

Scholastic books make going back-to-school exciting for everyone! Scholastic's program brings award-winning novels, best-loved classics and appropriate literature to our classroom and to your child. Scholastic provides books that are high-interest, age-appropriate and suitable for varying reading levels. The Scholastic Book Order Form will be sent home regularly. Please send your order form and a check payable to Scholastic Inc. Your teacher will submit your child's order and books will then be shipped to school for distribution to your child. Your cooperation is appreciated!

## **Computers**

The use of West Gilbert's computer system is a privilege, not a right, and is used in support of the educational process and goals of the school. The school uses a Content Filter List to help prevent objectionable material from getting through. It is still the responsibility of the student to use the computers for what they were intended, and not to look up unapproved or questionable material. The computers can only be used with a signed user-agreement and teacher permission. No personal e-mail accounts are to be accessed, and it is forbidden to download any material onto the school's computer system. **Violations of the use-agreement can result in permanent loss of computer privileges, and possible suspension from school.**

## **Tardies**

Being late to school is a disruption to the learning environment for both the teacher and the students. It also puts the student who is tardy at a disadvantage in that they do not receive the benefit of all the instruction that goes on in the classroom. Therefore students will receive 3 "free" tardies per quarter. On the 4<sup>th</sup> tardy the student will receive an after-school detention. He/she will also receive an after-school detention for each tardy they incur after that until a new quarter begins.

# West Gilbert Middle School

## Addendum to School Wide Discipline Policy

West Gilbert Middle school will strictly enforce the school-wide discipline policy that each student signed when enrolling here. In addition to that policy, the middle school will implement additional steps to ensure a positive and productive learning environment.

All of us at West Gilbert have the highest expectations in the area of good character and behavior from our middle school students. We look to them as leaders of our school and role models for our elementary students. Since we do share the same campus, lunchroom, library, hallways, and bathrooms with the elementary school, it is critical that our middle school students are setting a good example, and modeling those good character counts traits that they have learned and lived over the years. **Improper language or behavior will not be tolerated by any middle school student in any of these areas of the school. Each violation can result in an after-school detention.**

In addition to the above areas is the classroom itself. The classroom is a place of learning, and should be treated as such. Every student is expected to perform to their best abilities academically and behaviorally. It is not fair to other students or the teacher for that environment to be disrupted when we have so many students who are interested in learning. **Inappropriate language, horseplay, disrupting the class, or disrespecting the teacher or another student will not be tolerated by any middle school student within the classroom. Each violation can result in an after-school detention.**

This addendum is to inform all middle school students what is expected of them, and how they should act while attending school each day. It will also serve as a warning as to what the consequences will be if they do not follow the above expectations.

To enforce the above policies we have added additional discipline procedures for the middle school. These consequences are in addition to any that may be faced under the school wide discipline policy (ex: reimbursement for damaged property, community service, etc.)

# West Gilbert Middle School

## Addendum to School Wide Discipline Policy cont.

### Behavior Violations

1. Violations of any behavior policies, classroom rules, school policies, or procedures can result in an after school detention. (3:30 – 4:30)
2. You will be given at least a one-day notice as to what day of the week you will be serving the detention.
3. Any **two detentions** in a 30-day period will result in a one-day suspension from school.
4. A **fourth detention** within any 60-day period can result in up to a \*three-day suspension from school.
5. A **sixth detention** within any 60-day period can result in up to a \*five-day suspension from school.
6. An **eighth detention** within any 60-day period can result in up to a \*ten-day suspension from school.
  - \*Exact amount to be determined by the principal and teacher.
  - The 30-day and 60-day periods are calendar days.
  - Students are permitted to reschedule a detention **1** time if a parent speaks, calls, or writes a letter to a teacher **prior** to the scheduled time of the detention.
  - Failure to appear and serve a detention will result in a suspension from school.

# West Gilbert Middle School

## Addendum to School Wide Discipline Policy cont.

### Academic / Dress Code Violations

1. Violations of any of the academic or dress code policies can result in an after school detention. (3:30 – 4:30)
2. You will be given at least a one-day notice as to what day of the week you will be serving the detention.
3. Any **four detentions** in a 30-day period will result in a one-day suspension from school.
4. A **sixth detention** within any 30-day period can result in up to a \*three-day suspension from school.
5. An **eighth detention** within any 60-day period can result in up to a \*five-day suspension from school.
6. A **tenth detention** within any 60-day period can result in up to a \*ten-day suspension from school.
  - \*Exact amount to be determined by the principal and teacher.
  - The 30-day and 60-day periods are calendar days.
  - Students are permitted to reschedule a detention **1** time if a parent speaks, calls, or writes a letter to a teacher **prior** to the scheduled time of the detention.
  - Failure to appear and serve a detention will result in a suspension from school.

**Please read this packet in its entirety with your child(ren). Sign this form with your child(ren), and return this lower portion to the homeroom teacher by Thursday, July 30th.**

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We have read this packet in its entirety, will abide by the rules, policies, and procedures of West Gilbert, and understand the consequences of violating these said rules.

Student Name \_\_\_\_\_

Student Sig. \_\_\_\_\_

Parent Name \_\_\_\_\_

Parent Sig. \_\_\_\_\_

Date \_\_\_\_\_