

**Imagine Schools at West Gilbert Dress Code Policy**  
**Must be followed by all students at all times while on school property**

## **School Uniform**

### **Girls**

- Polo shirts (long or short sleeved) and turtlenecks in red, white, or navy blue
- Jumpers, skorts, skirts, and shorts (no shorter than 3 inches above the knee) in navy blue or tan/khaki
- Pants or capri pants in navy blue or tan/khaki

### **Boys**

- Polo shirts (long or short sleeved) and turtlenecks in red, white, or navy blue
- Shorts (length should not be below the knee) in navy blue or tan/khaki
- Pants in navy blue or tan/khaki

### **Please Note:**

- Shirts must be worn tucked in at all times.
- No denim of any color is allowed.
- Uniforms should be solid colored and should not contain any logos, labels, or writing of any kind.
- For all students 2<sup>nd</sup> grade and above, any pants with belt loops require a belt.
- Belts must be solid black, brown, or navy. Belts must be worn at the waist and no part should hang below the waist.
- Sweatshirts, sweaters, cardigans, and vests in red, white, or navy blue can be worn in the classroom. Any other outerwear (jackets, sweaters, sweatshirts, etc.) that does not fit this description must be removed when in the building.
- Girl Scout or Boy Scout uniforms may be substituted at any time.

**The following will NOT be accepted on uniform OR casual days, except when advance notice has been given of special school spirit days.**

- No hats or bandanas.
- No oversized or undersized shirts.
- No tank tops, sleeveless shirts, halter tops, or backless tops.
- No super low rise/hip hugger pants. No midriffs showing.
- No jumpers, skorts, skirts or shorts shorter than 3 inches above the knee.
- No sweat pants, pajama pants, baggy pants, or pants with hems dragging on the ground.
- No cut-offs.
- No clothing that is baggy or oversized. Clothing may be no more than 1 size too large to allow for growth.
- No clothing with inappropriate logos (alcohol, tobacco, vulgar language, etc.).
- No gang colors or attire.
- No undergarments may show.
- Shoes must have rubber soles, closed toes, and supportive backing. Heels must not be over 1 inch. Shoes with wheels are not allowed. Shoes with laces should be kept tied at all times.
- No tattoos, temporary or otherwise.
- No facial piercing.
- No unnatural hair color or hair styles.
- Any makeup that is worn should look natural.
- Jewelry should not be excessive.
- No chains.
- No gum.
- No trading cards of any type.
- No beepers, cell phones, PDAs, hand held games, or portable CD/MP3/tape players. If students are found using any of these items, the following action will be taken:
  - First offense – A warning to the student, and the parent will have to pick the item up at the office.
  - Second offense – The item will be taken and held at the office for one week.
  - Third offense – The item will be taken and held at the office for one month.
  - Fourth offense – The item will be taken and held at the office for the remainder of the school year.

# 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 STI 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.