

STUDENT HANDBOOK

Agenda del Estudiante

Esta información está disponible en Español en el sitio web de Glacier.

Principal: Vicki Fisher

Assistant Principal: Erika DuBois

Assistant Principal: Rob Preston Jr

COUNSELORS

(G6): Melissa Knudson

(G7): Anamarleny Alvarez Villa

(G8): Chasmon Tarimel

STUDENT SUCCESS TEAM

Stan Thesenvitz

Ben Heater

Joyce Walker

ATTENDANCE

Every day. On time.

“Students can suffer academically if they miss 10% of the school year, or about 18 days. That's just one day every two weeks.

Research shows that missing 2-3 days a month is considered chronic absence, and can translate into third-graders unable to master reading, sixth-graders failing courses and ultimately, teens dropping out of high school.

Some absences are unavoidable. We understand that children will get sick and need to stay home occasionally. The important thing is to get students to school as often as possible and on time. Families should communicate with their school when students are absent. Sporadic absences, not just those on consecutive days of school, matter. Before you know it – just one or two days a month can add up.

You can turn to the school for help. We offer services for the whole family. Seek help if you are facing tough challenges related to access to health care, unstable housing, poor transportation or lack of food.”
<https://www.highlineschools.org/departments/student-support/attendance>

Children between the ages of 8 and 17 are required by Washington State law to attend school every day it is in session. Per district policy, parents/guardians are required to provide the school with a valid excuse for their students' absences, either by calling on the day of the absence or in writing, within 48 hours of the student's return. Students who miss half or more of the school day without a valid excuse will be considered truant. Valid excuses for missing school are:

- Illness
- Professional appointment (medical, dental, counseling, etc.)
- Family emergency
- Religious holiday
- Mandatory court appearance

Advance notice is required in writing for pre-arranged absences such as family trips.

Students arriving late must check in at the Attendance Office. Parents or guardians checking a student out early must sign student out in the Attendance Office.

Should a student be consistently late or absent from school, a family/student conference will be scheduled to determine how we can support the student and family. Interventions will be put in place that could include a school counselor, community agency or other school support. Students and parents may be required to attend an attendance meeting at school to address truancy issues and enter an attendance agreement. If chronic absenteeism issues persist, Glacier will file a truancy petition in King County Superior Court, per RCW 28A.225.

ATHLETIC PARTICIPATION FEE

Students will pay a participation fee for in school athletic programs. Fees for middle school sports are: \$30 per sport (\$15 for students who qualify for free/reduced lunch). Fees are charged for up to two sports per student per year; there is no charge for a third season. This fee does not waive the required ASB card purchase and does not guarantee a spot on an athletic team or playing time. Physicals are required for all sports and are good for two years from the date of the exam. Students who need financial assistance should contact their school counselor or coach for information. Please visit the district's website athletic page for detailed information and required online application for middle school sports.
www.highlineschools.org/athletics

CLOSED CAMPUS

All middle schools in the Highline School District have a closed campus requiring all students to remain on school grounds from the time of arrival until officially dismissed. Students who leave campus, without prior written consent from an administrator will be considered truant.

DRESS CODE POLICY

Our dress code demonstrates that Glacier Middle School is a community committed to creating and sustaining a culture of achievement where all students excel and feel safe. Fostering a learning-focused, professional atmosphere in the school means minimizing distractions and maximizing the opportunities for students to show school pride and dignity.

Students are required to adhere to the dress code policy at all times. This includes all after school activities and any school sanctioned event on or off campus.

- Shoes are to be worn at all times.
- Clothing or tattooing with inappropriate language or any reference to tobacco, drugs, alcohol, or gang affiliation is not allowed.
- Shorts, skirts, and dresses are to be long enough to maintain modesty while standing or sitting. These items must reach at least mid-thigh.
- Shirts should meet the waistband of skirts, pants or shorts, even when students move or bend. Undergarments are to be covered at all times.
- Pants and shorts should not have to be held up with a hand when walking. The waistband of the pants must be worn at the waist.
- Bandanas are not permitted at school.
- Hoods are not to be worn inside the school building.
- Piercings must not present health or safety issues to the individual or other students.

Portions of this Dress Code may be subject to change.

EARLY RELEASE DAYS

Highline School District students will be on an "early release" schedule **EVERY FRIDAY except September 6, 2019**. Glacier students will be released at 1:05 PM on early release days instead of the regular release time of 2:35. Early release time for staff is dedicated to teacher planning and collaboration time district-wide. The Early Release days are cancelled in the event of a delayed beginning due to snow or other weather-related emergency. Early Release days are tentative until the district calendar is confirmed. Parents are expected to pick up their students on time or make other arrangements in advance to ensure students are not left on campus unsupervised.

EMERGENCY INFORMATION

It is very important that the school has accurate student directory information. Any changes to home address, mailing address, phone number, parent work/cell numbers, or changes to emergency contacts should be reported to the main office as soon as they occur.



FINE POLICY

Students at Glacier will be using many items which belong to the school such as Chromebooks, library books, textbooks, tools and instruments. If students are using school equipment or materials and they are damaged, lost or stolen, it is the responsibility of the student to pay for the repair or replacement. Fines are recorded throughout the school year and become a matter of the student's record; transcripts/report cards and yearbooks may be withheld until fines are cleared. Fines and Fees may be paid online or in the school office.

HALLWAY POLICIES

- **Hall Pass:** A hall pass is required whenever a student is in the hall during class time.
- **Keep walking:** Standing around in the hallways is discouraged. Use your passing time to use the restroom if needed and get to class on time.
- **Mouths empty:** Food, candy, pop and any other food or drinks other than water are not allowed anywhere except in the cafeteria. Gum is not allowed on campus.
- **Hands and feet to self:** Horseplay is not safe and is not allowed at Glacier. Horseplay is defined as pushing, shoving, hitting, grabbing, roughhousing, etc.
- **Appropriate language:** Inside voices, respectful tone and positive language will be used at all times. Foul language is not tolerated at Glacier.

IDENTIFICATION AND ASB (ASSOCIATED STUDENT BODY)

All students will receive a Glacier Identification Card after their pictures are taken. The Glacier Identification card also serves as official identification for purposes in school and at non-school events. Students are encouraged to purchase an ASB card for \$10. This will provide free entrance to school dances and other school sponsored events. ASB cards are required for students turning out for after school sports. Money collected from ASB membership helps pay for equipment, supplies, assemblies and other expenses associated with school activities.

LEARNING READY AGREEMENT

Education is a partnership between school and home. Together, we can ensure your student excels at Glacier Middle School. At Glacier Middle School, our goal is to create and sustain a culture of achievement where all students excel. To help us fulfill this obligation to our students, we need the full support of our families, students and staff. A large part of this support is ensuring that each student is ready to learn once they step foot onto our campus. The following expectations around dress/appearance, cell phones/electronics, school work and school supplies will ensure your student comes ready to learn. To guarantee your student's success, please review these daily expectations with them and check that your student is prepared prior to leaving the house each day. Your child must:

- Be properly prepared with the needed materials and schoolwork in their backpack
- Follow school rules regarding electronics
- Follow school dress-code

MEDICATION POLICY

State law dictates specific steps must be followed when students need to have medication at school. A *Medication Authorization form* can be obtained from the clinic or attendance office or the district website at <http://www.hsd401.org/studentfamily/health/forms.htm>. Each time your student requires new medication, this form needs to be completed, signed by your doctor, and returned to the school nurse before medication can be taken at school. Medications must be kept in the school clinic (along with the completed form). Prescribed medications must have the original prescription label attached and all medications must be in their original containers. It will be the student's responsibility to report to the school nurse or attendance secretary at the prescribed times to take medications.



PROGRESSIVE DISCIPLINE PLAN

LEVEL ONE MINORS (Including, but not limited to):

- Academic Cheating
- Chewing gum
- Disengaged/off-task
- Excessive talking/noise disruption
- Food and/or drink in classroom
- General classroom disruption
- Name calling/put-downs
- Not bringing supplies
- Not completing homework
- Not following directions
- Note writing
- Out of seat
- Personal space issues
- Play fighting
- Refusing to work
- Sleeping in class
- Writing on desks/leaving a mess

INTERVENTIONS (May include, but aren't limited to):

- After school detention
- Lunch detention
- Phone call home
- Seat change
- Hallway conference with teacher

LEVEL TWO MINORS (Including, but not limited to):

- Attendance
- Becca/Truancy
- Defiance
- Disruptive/Unsafe Activity
- Inappropriate dress/appearance
- Inappropriate language/verbal abuse
- Inciting aggression
- Interference with authority
- Misuse of technology
- Not identifying self
- Play fighting (disruptive)
- Swearing at another student
- Unauthorized gatherings
- Vandalism
- Chronic level one misbehavior

INTERVENTIONS (May include, but aren't limited to):

- Check-In / Check-Out (CICO)
- Phone call home
- Parent conference
- Problem solve with other teachers/counselors
- Student contract
- Hallway conference with Dean/Administrator
- Behavior plan

MAJORS (including, but not limited to):

- Academic Cheating - Serious
- Aggressive/unsafe behavior
- Arson/reckless burning
- Assault/sexual assault
- Becca/Truancy
- Bomb Threat
- Burglary
- Cyber bullying
- Discrimination
- Drugs/alcohol/tobacco
- Explosives
- Extortion
- False Alarm
- Fighting (mutual, not assault)
- Fight instigation/spreading rumors, etc.
- Forgery/Fraud
- Gambling
- Gang affiliation
- Harassment, Intimidation and Bullying
- Inappropriate language directed at a staff member
- Inappropriate language/verbal abuse
- Interference with authority- Serious
- Lewd behavior/ inappropriate affection
- Major technology violation
- Obscene material
- Occupation of property/trespass
- Serious sexual misconduct
- Serious threats toward students/staff
- Theft/possession of stolen property
- Vandalism/destruction - cannot be easily repaired
- Weapons

INTERVENTIONS (May include, but aren't limited to):

- Conference with Dean/Administrator
- Calls Home
- Single period restorative reflection
- Restorative Conference
- Lunch/after school detention
- Loss of privileges
- Parent conference
- Parent classroom visit
- Restitution
- Campus beautification
- In-School Suspension (ISS)
- Out-of-School Suspension (OSS)



ELECTRONICS (headphones, earbuds, cell phones, ipods, cameras, etc.)

Electronics are NOT to be used on campus. They should be turned off and put away from the time you arrive on campus until 2:35. Electronics may be taken by staff, labeled and turned into the attendance office. Interventions may include:

- Letter sent home with the student, signed by a parent/ guardian and returned the following school day
- Require families to pick up the electronic device from the office
- Phone held in office until end of day
- Calls home
- Require phone to be checked in and held daily with support staff

BACKPACKS & PERSONAL PROPERTY

- Backpacks will be carried all day and left in the appropriate location in each classroom as determined by the school staff.
- Students should not bring unnecessary items such as: large amounts of money, cameras, skateboards, scooters (unless it can be locked at the bicycle rack). Students are responsible for their personal property. School staff may not have time to assist in their recovery in the event they are lost or stolen.

DEFINITIONS OF DISCIPLINARY CONSEQUENCES

Out-of-School Suspension (OSS) is when a student is referred to stay home for a given number of days. They are not allowed to be on school campuses without permission during an OSS (before, during and/or after school hours). Students are responsible for making up missed work upon their return (students have one day per missed day of school to make up class work).

In-School Suspension (ISS) is when a student is referred to the Glacier Student Success Center (SSC) for a given amount of time. Students will work on class assignments and complete restorative work during their time in ISS.

Students on any type of suspension or reduced school day will not participate in extracurricular activities on those days.

After School Detention

Students are assigned time after school as a behavioral consequence. This time is done with a classroom teacher or through the office. Parents will be notified by a Glacier staff member. Students will serve their detention within one school day of the reported behavior.

Lunch Detention

Students are assigned to lunch detention for various rule violations. They are to report to this room before getting their lunch. Students will be escorted to the cafeteria to get their lunch and return to the room to eat. They must do school work or read in the detention room after eating.

Campus Beautification

Students are assigned to a certain number of days of cafeteria or campus cleanup. They are assigned a specific task that may include activities such as, but not limited to; wiping tables, sweeping the floor, pulling weeds, picking up trash, gum scraping, etc.

Loss of Privileges

Students may lose the right to attend assemblies, after-school events or other activities. Passing time between classes is also a privilege that can be removed if a student does not handle the time well.

Additional information regarding discipline can be found in the Highline Public Schools Student Calendar under Rights & Responsibilities and at www.highlineschools.org under School Board/Policies & Procedures.

The following are prohibited on or adjacent to school premises, in transit to and from school, or at school-sponsored activities and may constitute cause for discipline, suspension, or expulsion. The district reserves the right to refer to the appropriate non-school agency any act or conduct of its pupils which may constitute a crime under federal, state, county, or local law.

- Failure to comply with school district policies or school rules
- Failure to comply with the lawful directions of school personnel acting in the performance of their duties
- The attempt to inflict, or the actual infliction of physical harm on any school employee, student, or other person (assault, fighting, threats)
- The use, possession, or transmission of any object which can reasonably be considered a weapon
- Any conduct or expression by a pupil directed toward any other student, teacher, administrator, or other school personnel for the purpose of intimidating or coercing him or her
- Any possession or use of tobacco products, alcohol or other illegal substances at any time in the school building, school grounds or school sponsored activities
- Any deliberate or repeated lewd, indecent, or obscene conduct or expression (verbal, non-verbal, visual or physical contact) including that of a sexual nature
- The destruction, damage, theft or vandalism of school property, school buses or the property of others
- Presence during school hours on the campus of any school other than the school in which the student is enrolled, except when the student has first checked into the administrative office of the school and received permission to visit
- Any conduct or expression causing substantial disruption or interference of any school function or operation
- Any action, event, or group of events which constitutes a violation of federal, state, or local law
- Tamper with fire extinguishers, fire alarms, or other firefighting equipment. To do so violates state law and offenders will be referred to the fire department officials
- The unauthorized entry to or use of any school facilities or tampering with building electrical light switches, outlets, locks, clocks, etc. that are considered a part of the campus
- The forging of any signature or the making of any false entry, or the alteration of any document used or intended to be used in connection with the operation of the school
- Any distribution or posting of written materials at Glacier requires the prior approval of the principal or assistant principal
- Nothing can be sold or distributed on the campus without the permission of the principal or assistant principal

PROHIBITED ITEMS

- Spray perfumes, mists and/or other aerosol items
- Permanent markers, such as sharpies
- Toys and/or gadgets
- Sports equipment which is not required for after school sports and/or clubs
- Other non-essential items, etc.
- Prohibited items mentioned elsewhere in the student handbook or district website



SAFETY

- Students have a responsibility for their own safety and also that of others. Therefore, running, shoving, horseplay, and unnecessary roughness in the school buildings, cafeteria, halls, breezeways, and library are prohibited.
- Items which would endanger the safety and/or health of others are never permitted at school. This includes items such as, but not limited to animals, weapons and ignitable substances such as firecrackers, matches and lighters. Possession of such items will result in disciplinary action.
- Bicycle Helmets: Highline School Board Policy-3424 and Washington State law requires students to wear helmets whenever riding their bicycles to and from school. Students can be ticketed for violations of the law.

SCHOOL HOURS

Official School Day: 8:05 a.m. to 2:35 p.m. Building open for students: 7:40 a.m. to 2:50 p.m.

Students may remain on campus after school for extra-curricular activities such as sports, homework club and clubs.

STUDENT HANDBOOK SIGNATURE PAGE

This page is to be signed by the student after receiving and reading this Student Handbook as well as the complete version of the handbook which is located on the school website.

I realize it is my responsibility to read the Glacier Middle School Student Handbook and clarify any questions or concerns with my advisory teacher.

My signature indicates that I have read, understand and agree to adhere to the requirements as stated in the policies and procedures of this Student Handbook.

Name of Student (Print Full Name)

Student Signature

Name of Parent(s)/Guardian(s) (Print Full Name)

Parent(s)/Guardian(s) Signature