



2023-24

Glen Hills Middle School

Follow your North Star...purpose, pride and passion...#TheGlenHillsWay!

Student and Family/Caregiver Handbook

Glen Hills Middle School

2600 W. Mill Rd.

Glendale, WI 53209

www.glendale.k12.wi.us

Principal- Anna M. Young

Associate Principal- Willie L. Williams, Jr.

Main School Number

414-351-7160

Attendance/Health Office	Ext. 2110
Head Secretary	Ext. 2109
Office of the Principal	Ext. 2112
Office of the Associate Principal	Ext. 2139

Letter From Glen Hills Administrative Team

Dear Students and Families,

We are excited for each of you to be a part of our school community and look forward to working together in partnership with you to provide students with healthy academic, social, and emotional growth. The middle school years are exciting and contain many developmental changes for students. As school community we are committed to supporting the development of the adolescents we work with by ensuring the following for every one of our students:

- Access to the best programs and practices that Glen Hills can offer.
- Engagement in learning that is purposeful, challenging, exploratory, and culturally relevant.
- Support to make wise and healthy decisions when faced with life choices.
- A trusting and respectful learning environment where family and community are actively involved.
- Educators who are passionate about working with adolescents, who are life-long learners, and who commit to their own learning and professional growth.

(Adapted from: AMLE Association of Middle Level Educators "This I Believe")

The Student and Family/Caregiver Handbook outlines how our school operates, what is expected, and what each member of our school community is responsible for. At Glen Hills everyone has the right and responsibility to learn in a school community that is safe and productive.

Anna M. Young
Principal

Willie L. Williams, Jr
Associate Principal

The Glen Hills Way

RESPONSIBILITY

We are a community in which everyone takes responsibility for challenging themselves to learn and grow.

RESPECT

We are a community that respects ourselves, others, and our school community through our words and works.

INCLUSION

We are a community that welcomes, includes, affirms, and celebrates individual differences.

We are a community that builds trusting relationships through honest and positive interactions.

2023-24 Schedule

		Grade 4	Grade 5	Grade 6	Grade 7	Grade 8
Student Entry	8:15-8:25	Student Entry	Student Entry	Student Entry	Student Entry	Student Entry
Period 1	8:25-8:50	Morning Meeting	Morning Meeting	Resource	Resource	Resource
Period 2	8:50-9:30	Period 2	Period 2	Period 2	Period 2	Period 2
Period 3	9:30-10:10	Period 3	Period 3	Period 3	Period 3	Period 3
Period 4	10:12-10:52	Period 4	Allied Arts/ Physical Education	Period 4	Period 4	Music
Period 5	10:54-11:34	Music	Period 5	Allied Arts/ Physical Education	Period 5	Period 5
Period 6	11:36-12:16	Lunch/Recess	Recess/Lunch	Period 6	Music	Period 6
Period 7	12:18-12:58	Period 7	Period 7	Period 7	Recess/Lunch	Lunch/Recess
Period 8	1:00-1:40	Period 8	Period 8	Lunch/Recess	Allied Arts/ Physical Education	Period 8
Period 9	1:42-2:22	Allied Arts/ Physical Education	Music	Period 9	Period 9	Period 9
Period 10	2:24-3:04	Period 10	Period 10	Period 10	Period 10	Allied Arts/ Physical Education
Period 11	3:06-3:46	Period 11	Period 11	Music	Period 11	Period 11

Academics

COURSE OFFERINGS BY GRADE

Grade 4	Grade 5	Grade 6	Grade 7	Grade 8
<ul style="list-style-type: none"> • ELA/Literacy • Mathematics • Science • Social Studies • Band, Orchestra, Choir, General World Music • Technical Education • Art • STEAM • Physical Education 	<ul style="list-style-type: none"> • ELA/Literacy • Mathematics • Science • Social Studies • Band, Orchestra, Choir, General World Music • Technical Education • Art • STEAM • Physical Education 	<ul style="list-style-type: none"> • ELA/Literacy • Mathematics • Accelerated Mathematics • Science • Social Studies • Spanish • Band, Orchestra, Choir, General World Music • Technical Education • Art • STEAM • Physical Education 	<ul style="list-style-type: none"> • ELA/Literacy • Mathematics • Accelerated Mathematics • Science • Social Studies • Spanish or German • Band, Orchestra, Choir, World Music • Technical Education • Art • STEAM • Physical Education 	<ul style="list-style-type: none"> • ELA/Literacy • Mathematics • Algebra • Honors Geometry • Science • Social Studies • Spanish or German • Band, Orchestra, Choir, World Music • Technical Education • Art • STEAM • Physical Education

CLASS SCHEDULE CHANGE REQUESTS

Schedule changes will be made for errors such as a missing class, duplicate class, or incorrect placement. The following are not valid reasons for changing a class schedule:

- Dislike for a teacher, disciplinary problems, desire to be with friends, change due to peer conflict, or failing grades.
- Students or parents requesting a specific teacher.

ACADEMIC HONESTY

Glen Hills Middle School promotes and expects ethical behavior from all members of our community. Honesty and integrity are valued in all of our classrooms, programs, and activities.

Cheating is defined as:

- A. Copying someone else's work, such as an assignment, quiz, or test and submitting it as your work.
- B. Allowing another student to copy your work or doing work for someone else.
- C. Utilizing aids such as notes or electronic devices to assist in completion of a quiz or test such aids are not authorized.
- D. Copying source material or not crediting sources in an attempt to present another's work as your own.
- E. Obtaining or providing copies of testing or grading materials without teacher authorization.

ASSIGNMENTS & ASSIGNMENT DEADLINES

Students will be assigned work in their classes that is essential to the mastery of the learning targets for each course. This work ranges from daily practice, homework, to longer term assignments such as essays, presentations, and projects. Work can be assigned to individual students or to groups of students with the expectation of collaboration. When given time to work in class on these assignments, it is the expectation of the school that students use the time wisely to complete the work while in the presence of the teacher who is best able to guide and assist them. When additional time is needed to complete the assignments or homework is assigned, students are responsible for completing assignments outside of class.

Whether students are preparing for the world of work or higher education, managing time wisely and meeting deadlines are essential life skills. It is the expectation that all assignments are submitted at the time designated by the teacher. Teachers may approve the extension of due dates, if students request an extension prior to the due date.

It is highly recommended that students utilize their issued assignment notebook or some other organizational tool to track their assignments, deadlines, and assessment dates.

Caregivers can support the completion of assignments by discussing daily learning with their students, checking the assignment notebook, proofreading student's written work, providing a quiet space to work at home, encouraging students to advocate by asking questions of instructors, and maintaining a positive supportive stance toward learning.

GRADING

Glen Hills Middle School issues trimester grades. In Grades 4 and 5 standards-based grading is used to communicate student progress toward meeting grade-level/course standards.

In Grades 6–8 a standard grading scale (A, B, C, D, or U/I) is used to reflect student progress. Students and caregivers have daily access to course grades through our online grading platform, Infinite Campus. Glen Hills encourages both caregivers and students to check grades frequently in Infinite Campus.

Attendance

ATTENDANCE POLICY

Schools are required by State Statute (S. 118.15) to observe the compulsory education law which requires all students to attend school regularly until the end of the school term, quarter, or semester of the school year in which the student becomes 18 years of age. Regular attendance is an important element for success and is the responsibility of parents/guardians and the students. ALL students regardless of age are subject to school rules.

Consistent and persistent violation of the school attendance policy will result in appropriate action up to and including legal referral for truancy. Truancy is defined as: Missing without excuse part or all of 1 or more days on which school is held for the semester. **If absence extends for more than 3 consecutive days or if a student is absent more than 10 days a semester, a physician's statement is required before the students' absences are considered excused. (S. 118.163) Tardiness that is not excused shall also be considered truancy.**

EXCUSED ABSENCES

As per State Statute (S 118.15), students are permitted five (5) excused absences a semester or ten (10) total for the school year. The State of Wisconsin recognizes the following as acceptable for excused absences:

<ul style="list-style-type: none">● pupil illness● death in the family● court appearances● designated religious holidays● professional appointments	<ul style="list-style-type: none">● Family emergency● Impassable roads/extreme weather conditions● Family trips or absences submitted in writing and approved in advance
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The following are not excusable absences in accordance with state attendance laws:

<ul style="list-style-type: none">● truancy● missing the school bus● non-emergency car trouble● family trips not approved in advance● shopping● oversleeping	<ul style="list-style-type: none">● gainful employment● concerts● hair appointments● errands● head lice, after 1st day● babysitting/child care
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MAKE-UP WORK FOR AN ABSENCE

Students who have missed school for a **legal, excused** reason (including suspension) are entitled to make up assignments. Students with an excused absence shall be allowed the same number of days they were legally absent to make up class work upon their return to school; for example, a student who misses two days of school due to illness shall have two days upon his/her return to school to make up missed work. It is the student's responsibility to obtain any missed assignments, class work, or tests from the teacher. If a student is absent for three or more days, the student or parent/legal guardian may contact the Attendance/Health Office (414-351-7170 Ext. 2110) to obtain assignments. Twenty-four hours' notice is needed before assignments may be picked up.

Unexcused students may be offered the opportunity to make-up missed assignments, but specific learning activities (such as instruction, labs, etc.) may not be available. Appropriate credit is determined to be earned, or not, by the classroom teacher. Long-term assignments, such as research papers or projects, are due at the time the teacher designates regardless of short-term absence. Teachers will inform students at the time the deadline is set if the assignment falls into this category. It is the student's responsibility to get their missed homework due to a suspension.

PRE-ARRANGED ABSENCES/APPOINTMENTS

Any student who knows in advance that they will be absent from school for an excusable reason must have their parent/legal guardian call the attendance office as with any other excusable absence. Knowing that an absence will be occurring, it is expected that the student will either complete the schoolwork missed prior to leaving or submit the assignments to the appropriate teachers immediately upon returning to school as arranged with each teacher in advance of the absence. Students who know of planned absences but do not follow this procedure are considered unexcused for the purposes of making up assignments.

All student appointments (such as medical, dental, court,) must be cleared in advance through the Attendance/Health Office. A student who will miss one or more classes due to an appointment must have written permission from his/her parent/legal guardian. The parent's/legal guardian's written statement should be brought to the Attendance/Health Office to obtain an Appointment Pass on the morning of the appointment. This pass is to be shown to the teacher whose class the student would miss as a result of the appointment. The student then must sign-out in the Attendance/Health Office prior to leaving the building. **Upon returning to school, the student must provide a verification of having been to the appointment at the stated time and must sign-in, in the Attendance/Health Office to return to class.** All work missed by the student due to an appointment is his/her responsibility to complete as assigned by the teacher. Any absence from school other than at the appointment time and a reasonable amount of time to go to the appointment and return to school is considered unexcused.

REPORTING ABSENCES

The parent or legal guardian must call the school Attendance/Health office at (414-351-7170 Ext. 2110) prior to 8:30am each day a student is absent to provide the school with notification of the absence and the reason for the absence. This is a 24-hour phone line; therefore, a message may be left at any time. If a live attendant is not available, please leave a detailed voice message indicating your child will be absent. All attendance messages are checked promptly at the start of the school day. If the absence extends for more than three (3) days, or if the student has a chronic attendance problem, a physician's statement may be required before the student's absences are considered excused. If the parent/guardian does not contact the school within 48 hours of the absence the student is considered unexcused.

SIGN-IN & SIGN-OUT PROCEDURES

Upon a student's late arrival at school in the morning or at any time during the day, the student must first sign in at the Reception Window before reporting to class. A pass will be issued upon signing in. If it becomes necessary for a student to leave school during the regular school hours for reasons such as illness, doctor/dental appointments, court appearances, etc., a parent or legal guardian is to send a written notice and call the Attendance/Health Office. The student is to sign out at the Reception Window before leaving the building. Upon returning, the student is to sign in at the Reception Window and will be given a pass to class. Failure to follow this procedure will result in an unexcused absence. Students are expected to leave and re-enter through the front exit only. **Anyone picking up a student will be asked to present a photo identification to confirm that they are authorized to do so prior to a student being released.**

TARDINESS/LATENESS TO CLASS

At Glen Hills, tardiness to school/ arriving late to class will be handled in a progressive manner, with the last resort being legal referral truancy. Tardiness to school is defined as a student arriving at the school building and/or a students' first hour class past the start time of the school day, which is 8:25am. Late to class is defined as the student coming to class but not being in their assigned seat and ready to begin class when the bell rings; each teacher provides the specific details for their class. **Only school administrators, not parents/guardians, are authorized to excuse tardiness to school in accordance with state law. The only legal reasons for being late are the same as those for being absent.** Students who have continued issues with Tardiness or being Late to class will work with student services and administration on improving this behavior through the use of specific strategies and student contracts.

UNEXCUSED ABSENCE/TRUANCY

Students who miss school or full/partial class periods for reasons other than a legal excuse are in violation of Wisconsin's compulsory attendance law. **Students may not be allowed to make up school work missed due to an unexcused absence.** Students who are illegally absent from school with an unexcused absence will face progressive consequences, ending with legal referral for truancy.

COMMUNICATING WITH STUDENTS DURING THE SCHOOL DAY

Throughout the day the school receives many calls requesting to have a message to be delivered to a student. Due to the volume of calls, it is the school's procedure to give only urgent messages called in by a caregiver. Otherwise, messages will be delivered during non-instructional times such as lunch, recess, or transitions. In the case of an emergency, school personnel will do everything possible to assist a family. **We respectfully request that caregivers do not text message or call their children during the school day, as this can be highly disruptive and violates Glen Hill's cell phone policy.** If your child contacts you via their personal cell phone, please verify that they have permission to call. If they do not, please direct them to obtain permission from their teacher or administrator.

Policies & Procedures

VISITORS/GUEST PASS PROCEDURE

All visitors to Glen Hills must be checked in at the Reception Office to maintain a safe school environment. Guests wishing to visit within the school building must provide a state issued ID for a general background check, be announced, approved, and must display a guest badge on their person. After visiting all guests must return their visitor badge and sign out. Admittance to the building may be denied for the health and safety of students and/or staff.

Former students or students from other schools who are visiting must obtain prior permission at least one day in advance from the Principal or Associate Principal.

FOOD & BEVERAGES IN SCHOOL

It is expected that food and beverages will be consumed by students in a responsible manner at all times. As a general guideline, food and beverages should be consumed only in the cafeteria or in the classroom under the direction of the teacher. Eating and drinking in the hallways is prohibited. Students are expected to always clean up after themselves immediately when consuming food or beverages. No glass bottles allowed.

Birthday Treats and Outside Food Deliveries

Students and families are not permitted to bring in birthday treats. Classroom teachers may identify other ways to celebrate student birthdays, such as a special activity or sign. **Student food deliveries of any kind are not permitted on campus, both during school hours and after school hours. This includes pizza delivery, Uber Eats, parent deliveries etc.** If a student forgets a lunch the school will provide one.

MEDICATION AND HEALTH

Prior to attending school or school sponsored events, all staff, students, and visitors should check for the following symptoms:

- _____ Temp of 100 or higher
- _____ Sore Throat
- _____ New uncontrolled cough that causes difficulty breathing (for those with chronic allergic/asthmatic cough, a change in the cough from the baseline)
- _____ Diarrhea, vomiting, or abdominal pain
- _____ New onset of severe headache, especially with a fever
- _____ Chills
- _____ Fatigue
- _____ Muscle or body aches
- _____ New loss of taste or smell
- _____ Congestion or runny nose (not due to seasonal allergies)

Please note the following regarding illness and absences: A student with a fever of 100° or above should remain at home until his/her temperature is within normal range (without the use of medications) for 24 hours. If vomiting or diarrhea occurs, keep your child home from school for 24 hours after the last episode (without medication) and until they can keep fluids and food down.

Students are to report to their teachers any personal injuries, accidents or illnesses that occur during the day. If your child experiences an injury or becomes ill during school hours with a temperature of 100° or more, has vomited and/or had diarrhea or has visited our health room more than two times in a day, we will contact you or an emergency contact to pick up your child from school.

All communicable diseases must be reported to the North Health Department within 24 hours of onset, according to the State Statute 252.05 and all determined quarantine guidelines should be adhered to.

If your student is absent for three (3) consecutive days due to illness, they will be required to provide a medical excuse. If your student has any restrictions due to injuries, a doctor's excuse is required for our records. He or she will remain under restriction until a doctor's release is provided to the school office.

INJURIES

All accidents and/or injuries which occur on school grounds or while the student is involved in a school-sponsored event or activity must be reported to the Main Office as soon as possible.

SAFETY DRILLS

Safety drills are conducted in accordance with state guidelines throughout the school year. It is the responsibility of all students to conduct themselves according to directions during a school safety drill.

BUS TRANSPORTATION

Bus transportation is a privilege and authorized according to Board of Education policies and regulations. While on the bus, students are expected to follow all school and bus company regulations. Students who do not comply with these expectations may have disciplinary consequences up to and including revocation of ridership.

ALCOHOL & OTHER DRUGS

No student of the Glendale River Hills School District shall knowingly possess, use, distribute, sell, or be under the influence of alcohol, controlled substances, or any other mood-altering chemicals while on the school property, in school vehicles, or during school sponsored activities. The possession, use, distribution, or sale of drug paraphernalia, look-alike drugs, non-alcoholic beer, or any substance misrepresented as alcohol or a mood-altering drug is also prohibited on school property, in school vehicles, or during school sponsored activities. Secondary use or distribution of any prescribed drug on school property or during school sponsored activities is prohibited.

Use of prescription or over-the-counter medication must be in compliance with the Glendale River Hills school district medication policies and only be administered in the Health/Attendance Office by authorized staff. Smoking, vaping, and the use of other tobacco products by students is prohibited on all school property.

TOBACCO PRODUCTS

State law (S. 48.983) prohibits the use or possession of tobacco products by a minor. Tobacco products include but are not limited to cigarettes, cigars, chewing tobacco, electronic cigarettes, vaping and juuling paraphernalia, and liquid nicotine products. In addition, state law (S. 120.12) prohibits the use of any tobacco products in school buildings, on school grounds, or in school vehicles. This ban on the use of tobacco products also extends to all school-sponsored activities and functions conducted off of school grounds. This prohibition also applies to electronic cigarettes, hookahs, and other vapor emitting devices with or without nicotine content that may mimic the use of tobacco products. Violations of school expectations regarding the use and possession of tobacco products while on school property or attending school functions will result in disciplinary action.

WEAPONS & DANGEROUS ITEMS

It is the responsibility of the school to provide for and ensure the health, welfare and safety of students, employees and the general public while on school premises.

1. No one, other than law enforcement officers, shall possess, use, threaten the use of, or store a weapon or dangerous item on school property, in any vehicle located on school property, in any school facility, in any school vehicle or at any school-sponsored event or function.
2. Use or possession of a weapon or dangerous item which may constitute a violation or criminal statute shall be reported to law enforcement officials.
3. A weapon is defined as any object that by its design, use or intended use could cause bodily harm or physical damage or intimidate other persons. Weapons include, but are not limited to, any firearm, whether loaded or unloaded, any air gun, any electronic device designed to shock animals or others, any device designed as a weapon or dangerous item and capable of producing bodily injury or death, and any device or instrument which may be used in a manner which is intended or likely to produce bodily injury or death. Examples of devices or instruments are knives, razor blades, screwdrivers, awls, throwing stars, clubs, nunchucks, or any other device which would qualify as a weapon within the meaning of local ordinances.
4. Items not designed as weapons will also be considered as weapons under this policy if they are to cause or with the intent of causing bodily harm or property damage or to intimidate other persons. Such items include, but are not limited to: chains, pencils, belts, and sprays.
5. Other potentially dangerous items utilized in a manner that poses harm or threat to the health and safety of students, employees and the general public are banned.

Any student who violates the policy in the use or possession of weapons or dangerous items on school property, in any vehicle located on school property, in any school facility, in any school vehicle or at any school-sponsored event or function, shall be referred for consideration of suspension and possible recommendation for expulsion after consultation amongst the administrators and the superintendent.

BULLYING

The Glendale River Hills School District is committed to the task of providing a safe and healthy environment in which students can reach their highest academic achievement and enjoy healthy human relationships. Bullying interferes with students' ability to learn and the school staff's ability to maintain a safe environment for students. Bullying behavior is prohibited in every education environment at Glen Hills.

"Bullying" is defined as systematic or repeated infliction (or attempted or threatened infliction) of physical harm or psychological/emotional distress on or between one or more students, staff, or other persons. It involves purposeful or intentional written, spoken, nonverbal, or physical behavior, including but not limited to any threatening, intimidating, insulting, degrading, or dehumanizing conduct, gesture, or communication that has the effect of doing any of the following:

- a. Substantially interfering with any student's education;
 - b. Substantially interfering with a person's ability to participate in or benefit from any school activity or program;
 - c. Endangering the health, safety, or property of the target(s) of the behavior;
 - d. Creating a threatening, intimidating, hostile, or offensive environment within any District school, activity, or program;
- or
- e. Substantially disrupting the orderly operation of the school.

Not all behaviors that (1) hurt another person's feelings; (2) are a manifestation of an interpersonal conflict; or (3) are in some way unkind amount to acts of bullying. However, such negative behaviors are still a legitimate subject of concern and regulation within the school environment. Further, it is the goal of Glen Hill's educational programs to help students and others recognize and acknowledge that even one-time instances of, for example, name calling, negative teasing, put-downs, or excluding others (when inclusion was readily possible) are inappropriate and problematic.

DISCRIMINATION OR INCIDENTS OF EXPRESSED BIAS

The Glendale River Hills School District is committed to providing and maintaining a learning and working environment in which sex, race, religion, national origin, ancestry, creed, age, color, pregnancy, marital or parental status, sexual orientation/identity or physical, mental, emotional or learning disability are recognized and valued. These differences must not be the basis of discrimination by, in favor of, or against students, staff, parents/guardians, board members, or visitors on the premises or anyone participating in school sponsored activities consistent with Wisconsin Statute 118.13.

Any expressed bias or discrimination based on, but not limited to color, creed, nationality, ethnicity, place of origin, sexual orientation/identity, physical or mental disability, or gender will not be tolerated and will be reported to school officials immediately. Bias or discrimination may take any of the following forms, but not limited to jokes, name-calling, discourteous treatment, graffiti, threats, insults, slurs, physical abuse, or violence.

Incidents reported to school officials shall be investigated. A person found in violation of this policy or guideline shall be subject to discipline response or prosecution under state law, and in the case of a student, may include suspension and/or expulsion.

SEXUAL HARASSMENT

Students or staff who believe they have experienced or observed sexual harassment should report it to the school administrators. School administrators will investigate all reports of alleged sexual harassment and will make a concerted effort to halt this behavior. They will call attention to this policy by reporting instances of illegal abuse to law enforcement and by taking disciplinary action against violators of this policy.

VIDEOTAPING IN SCHOOL

(INCLUDES PHOTOGRAPHY & FILMING—PHYSICAL & DIGITAL)

Students are not allowed to record any student or staff member, regardless of age or position, without prior approval by both the subject(s) of the video/photo, and a supervising teacher or administrator. Additionally, students are not allowed to take photographs or film anything in any environment where one reasonably expects privacy (such as restrooms and locker rooms). Students who violate this policy will be subject to disciplinary action. Posting video, audio and/or photos on the internet or any type of social media sites will result in a stronger behavior response up to and including suspension/expulsion.

CELL PHONES & TWO-WAY COMMUNICATION DEVICES

Glen Hills Middle School recognizes the importance of technology and communication between students and families. Each classroom at Glen Hills will be equipped with a telephone to place and receive calls. Parents needing to contact students during the school day should reach out to the main office at 414-351-7160. Students who need to contact parents during the school day should ask to use a classroom or office phone. In order to promote a productive and safe school environment for staff and students, Glen Hills expects the following:

- Cell phones, smart watches, and airpods shall be powered off when entering school campus
- Cell phones, smart watches, and airpods shall be kept in a scholar's locker and not in clothing pockets. (Backpacks and jackets need to be kept in lockers. Scholars may carry a small bag/pouch no larger than 5" x 7")
- Cell phones, smart watches, and airpods are not allowed to be used in classrooms, the library, common areas, restrooms, or locker rooms
- Cell phones, smart watches, and airpods are not allowed to be used during transition times or between classes
- If a student needs to make an emergency call or text during the day, they are to do so only under staff direction in the classroom or office.
- Cell phones, smart watches, and airpods can be turned back on at the end of school bell and used to communicate directly with parents/friends who are assisting in transportation

In order to foster a culture of responsibility around technology, violation of this policy above will result in the following progressive consequences:

1st Misuse Violation	An Office Referral will be submitted to administration, the cell phone smart watches, and/or airpods will be confiscated, families notified, and the device will be returned to the student at the end of the day.
2nd Misuse Violation	An Office Referral will be submitted to administration, cell phone, smart watches, and/or airpods will be confiscated, families notified, and the device will be returned only to the parent/guardian at the end of the day.
3 rd Misuse Violation	An Office Referral will be submitted to administration, the cell phone, smart watches, and/or airpods will be confiscated, families notified, and the device will be returned to the parent/guardian at the end of the day. Administrator, Family & Scholar meetings will be held and scholars/families will sign a contract for electronic devices to be checked into the office each day for a 30 day period.
Additional Misuse	An Office Referral will be submitted to administration, the cell phones, smart watches, and/or airpods will be confiscated, families notified, and the device will be returned to the parent/guardian at the end of the day. Contract for daily phone turn in will be reinstated for another 30 days.

DRESS & ATTIRE FOR STUDENTS

Student attire is expected to be respectful of others and appropriate for the educational environment. Articles of dress or manner of expression that interfere with maintaining a safe learning environment are prohibited. For health or safety reasons specific dress may be required for some courses or activities.

Caregivers are responsible to ensure their students are properly dressed when arriving for school. All faculty, staff, and administrators are responsible to consistently enforce the specified dress code. **Student dress or attire must conform to the following minimum standards or students will be subject to school consequences.**

SCHOOL ATTIRE EXPECTATIONS

- All shirts and tops must cover the upper body area. Sheer or mesh clothing that does not have an appropriate shirt underneath is prohibited.
- Clothing must cover undergarments when sitting, standing, or bending.
- Coats, gloves, and sunglasses should only be worn during recess and should remain stowed in a student's locker while they are in the building.
- Closed-toe shoes are recommended. Slippers should not be worn as footwear at school. Sandals, including flip flops are discouraged, but allowed. Physical Education class requires athletic footwear for safety.

PROHIBITED ATTIRE

- **Items that include any attire which displays, promotes, or endorses:**
 - unlawful activities (any and all that apply to adults, minors, and activities prohibited on school grounds)
 - gang-related affiliation or activity (including jewelry)
 - violence (physical, verbal, emotional)
 - profanity or insults (including "put down" words like stupid, idiot, etc.)
 - harassment or discrimination
 - activities contrary to the adopted school curriculum
 - tobacco, alcohol, or illicit drug use
 - sexual activity or innuendo, including explicit or suggestive images or words/phases
- Attire or accessory which by its design, use or intended use, could cause bodily harm, property damage or intimidation to other persons, may not be worn (e.g. leather straps, pet collars, spikes).
- Wallet chains larger than small-link jewelry

Students in violation of the dress code will be expected to change into appropriate clothing. Prohibited attire may be held for pick-up by a caregiver.

ENTRY & DISMISSAL

Student Entry

All buses and families will enter off of Mill Road and proceed toward the pool. Buses and families will begin dropping off students at 8:15am. Bus lanes and car lanes will be established and need to be followed to ensure student safety. Entry points for grade levels are designated below. Class begins at 8:25am. Students arriving after 8:25am must enter through the main school entrance.

- 7th and 8th grade students enter through the Northeast gym entry
- 4th, 5th, and 6th grade students enter through the Pool doors
- Students with accessibility needs will enter through the Southwest library door
- If a student is late, arriving after 8:25am, they enter through the Main Entrance

All students will proceed to their lockers and then directly to their classrooms.

Student Dismissal

All buses and families will enter off of Mill Road toward the pool. Families will begin picking students up at 3:46 pm. Families will be assigned a car number that will be displayed on the dashboard. This number will be used to alert students in the classroom to be dismissed to the family pick up area. Buses will load starting at 3:46 pm. Bus numbers will be used to alert students in that classroom to be dismissed to the bus loading area. Bus lanes and car lanes will be established and need to be followed to ensure student safety.

- 7th and 8th grade students exit through the Northeast gym entry
- 4th, 5th, and 6th grade students exit through the Pool doors
- Students with accessibility needs will enter through the Southwest library door
- Students not picked up by 3:56 pm will be walked to the front of the building to wait for their ride

All students will proceed directly to their locker and then to the exit following designated stairwells and go directly to their ride or bus.

[LINK TO PICK & DROP OFF MAP](#)

STUDENTS IN THE BUILDING BEFORE 8:15 AM

Students who enter the building before 8:15am must be involved with a specified school activity or have a pass for a specified appointment with a staff member. Students without a pass or membership to a specified school activity will be asked to exit the building immediately. Students found in the building unsupervised may face disciplinary consequences up to and including suspension. Families seeking before school care may contact Milestones at 414-477-9136.

STUDENTS IN THE BUILDING AFTER 3:56PM

Students who stay in the building after 3:56pm must be involved in a specified school activity or have a pass for a specified appointment with a staff member. Students without a pass or membership to specified school activity will be asked to exit the building immediately. Students found in the building unsupervised may face disciplinary consequences up to and including suspension. Families seeking after school care may contact Milestones at 414-477-9136.

Student Conduct

Students at Glen Hills are expected to embody the GLEN HILLS WAY. The Behavior Matrix provides clarity in the expectations for all stakeholders in our school community.

THE GLEN HILLS WAY RESPONSIBILITY

We are a community in which everyone takes responsibility for challenging themselves to learn and grow.

RESPECT

We are a community that respects ourselves, others, and our school community through our words and works.

INCLUSION

We are a community that welcomes, includes, affirms, and celebrates individual differences.
We are a community that builds trusting relationships through honest and positive interactions.

	RESPONSIBLE	RESPECTFUL	INCLUSIVE
CLASSROOM	<ul style="list-style-type: none"> ★ On time ★ Prepared for class with all materials ★ Challenging yourself to learn and grow (tracking teacher, completing work, asking questions, sharing ideas...) ★ Eating during designated snack times only ★ Drinking only water in class ★ Use supplies as instructed ★ Garbage in trash bin only ★ Clean up your space after class and push your chair in ★ Designated time for snacks ★ No passes 1st 10 or last 10 	<ul style="list-style-type: none"> ★ Keep hands, feet, eyes, and body to yourself ★ Voice Level 0- Tests or Independent tasks designated by school staff ★ Voice Level 1- Partner work, Small group discussions or other tasks designated by staff ★ Voice Level 2- Cooperative project work or other tasks designated by school staff ★ Voice Level 3- Presentations, whole class sharing, and whole class questions ★ Respect personal space and property 	<ul style="list-style-type: none"> ★ School appropriate and inclusive language ★ Invite others to participate ★ Have an open mind when presented with new ideas or those that differ from your own

	RESPONSIBLE	RESPECTFUL	INCLUSIVE
TECHNOLOGY	<ul style="list-style-type: none"> ★ Phones in locker ★ Chromebook needs to be charged every night ★ Chromebook handled with care ★ Chromebook closed unless directed to use ★ If Chromebook is lost or needs repair, report to a teacher ASAP ★ Return loaner Chromebooks back by 3:30 	<ul style="list-style-type: none"> ★ Mute computer during instruction ★ Camera off unless permission is given ★ Use school approved websites ★ Keep Chromebook in good working order ★ No games during class 	<ul style="list-style-type: none"> ★ School appropriate and kind language when emailing and using google documents.
	RESPONSIBLE	RESPECTFUL	INCLUSIVE
HALLWAYS & STAIRS	<ul style="list-style-type: none"> ★ WALK with purpose from one destination to another ★ Must have a pass during class time ★ Only use designated stairwells ★ No eating or drinking ★ Place trash in the garbage bin 	<ul style="list-style-type: none"> ★ Keep hands, feet, eyes, and body to yourself ★ Stay to the right ★ Voice Level 0- During class time ★ Voice Level 1-2 During transitions 	<ul style="list-style-type: none"> ★ School appropriate and inclusive language. ★ Greet and acknowledge peers, staff, and visitors

	RESPONSIBLE	RESPECTFUL	INCLUSIVE
RESTROOM	<ul style="list-style-type: none"> ★ Report any issues to staff ★ No food, phones, or school supplies ★ One pass per class at a time ★ No restroom use the first or last 10 minutes of class ★ Waste paper goes into the garbage can ★ No writing/ drawing on the walls or stalls ★ Use bathroom closest to your classroom location 	<ul style="list-style-type: none"> ★ Keep hands, feet, eyes, and body to yourself ★ Voice Level 0-1 ★ Use soap, toilet paper, towels, sinks, and toilets for their purpose ★ One scholar to a stall ★ Wait your turn 	<ul style="list-style-type: none"> ★ School appropriate and inclusive language ★ Respect privacy in designated bathroom spaces
	RESPONSIBLE	RESPECTFUL	INCLUSIVE
CAFETERIA	<ul style="list-style-type: none"> ★ Raise your hand if you need to get up ★ No chromebooks or electronics ★ Wait for your teacher to line up to go to class or recess ★ Wait at your table to be called for hot lunch ★ Once you have your lunch, remain at your tables ★ Ask an adult before using the Microwave. Clean out after using. 	<ul style="list-style-type: none"> ★ Keep hands, feet, and body to yourself ★ Voice Level 1-2 ★ Clean your table when you're finished ★ Garbage in trash bins and trays stacked neatly in the window 	<ul style="list-style-type: none"> ★ School appropriate and inclusive language ★ Greet and acknowledge peers, staff, and visitors ★ Invite others to join you

	RESPONSIBLE	RESPECTFUL	INCLUSIVE
PLAYGROUND	<ul style="list-style-type: none"> ★ Stay in spaces designated for play (B-Ball Courts, Playground Equipment, Kickball Field, Track, & Soccer Field) ★ Clean up after yourself and use school equipment with care ★ Find an adult if there is a disagreement 	<ul style="list-style-type: none"> ★ Keep hands, feet, and body to yourself ★ Voice Level 2-3 ★ Be a team player with respect, sportsmanship, and tenacity ★ Keep food and drink in the building ★ Place garbage in trash bins 	<ul style="list-style-type: none"> ★ School appropriate and inclusive language ★ Encourage others with a positive attitude and language ★ Invite others to join you ★ Share the space with everyone, it's all of our space ★ Use inclusive, respectful language when outdoors and indoors
	RESPONSIBLE	RESPECTFUL	INCLUSIVE
LIBRARY	<ul style="list-style-type: none"> ★ Keep hands, feet, and body to yourself ★ Walk ★ Sit in designated seats in the library area only ★ Use books and materials with care (return books to shelf you got them from) ★ Follow check out procedures ★ Report any issues to staff ★ No eating or drinking ★ Must have a pass or be with a teacher during class time 	<ul style="list-style-type: none"> ★ Voice Level 0- Tests or other Independent tasks designated by school staff ★ Voice Level 1- Partner work, Small group discussions or other tasks designated by staff ★ Voice Level 2- Cooperative project work or other tasks designated by school staff ★ Garbage in trash bin only ★ Move through the library with a purpose 	<ul style="list-style-type: none"> ★ School appropriate and inclusive language ★ Greet and acknowledge peers, staff, and visitors

	RESPONSIBLE	RESPECTFUL	INCLUSIVE
GYM	<ul style="list-style-type: none"> ★ Keep hands, feet, eyes, and body to yourself. ★ Clean up after yourself and use school equipment with care ★ No food or drink (water only) ★ Give your best effort and participate 	<ul style="list-style-type: none"> ★ Voice Level 0-During Teacher Instruction ★ Voice Level 2-During activities ★ Voice Level 3- During outside activities ★ Be a team player with respect, sportsmanship, and tenacity ★ No phones in the gym 	<ul style="list-style-type: none"> ★ School appropriate and inclusive language ★ Encourage others with a positive attitude and language
	RESPONSIBLE	RESPECTFUL	INCLUSIVE
LOCKER ROOM	<ul style="list-style-type: none"> ★ Keep hands, feet, eyes, and body to yourself. ★ Only touch and use your own items. ★ Change in and out of gym clothes quickly. ★ No food or drinks. ★ Walking only ★ Enter Only if you are changing to/from PE clothes ★ Be timely 	<ul style="list-style-type: none"> ★ Voice Level 1 ★ Clean up after yourself and use school equipment with care ★ No phones in locker room 	<ul style="list-style-type: none"> ★ School appropriate and inclusive language

	RESPONSIBLE	RESPECTFUL	INCLUSIVE
BUS	<ul style="list-style-type: none"> ★ Keep hands, feet, eyes, and body to yourself ★ Keep hands, feet, body inside the bus ★ No throwing objects out of the bus ★ Remain in your seat while bus is moving ★ Report any issues to driver and staff 	<ul style="list-style-type: none"> ★ Voice Level 1-2 ★ No calling out of the bus window ★ Wait your turn loading and unloading the bus ★ Grades 4-5 Front of the Bus ★ Grades 6 Middle of the Bus ★ Grades 7-8 Back of the Bus 	<ul style="list-style-type: none"> ★ School appropriate and inclusive language ★ Greet and acknowledge driver and peers
	RESPONSIBLE	RESPECTFUL	INCLUSIVE
AFTER SCHOOL	<ul style="list-style-type: none"> ★ All scholars report to cafeteria lunch tables at 3:46 and wait for coaches or advisors to retrieve them ★ All responsible habits that are expected during the school day must be followed after school 	<ul style="list-style-type: none"> ★ All respectful habits that are expected during the school day must be followed after school 	<ul style="list-style-type: none"> ★ All inclusive habits that are expected during the school day must be followed after school



VOICE LEVELS

0 SILENT



1 WHISPER



2 TWO FOOT VOICE



3 PRESENTATION VOICE



4 OUTSIDE VOICE



GLEN HILLS BEHAVIOR RESPONSE MATRIX

If a child doesn't know how to read, we teach.

If a child doesn't know how to swim, we teach.

If a child doesn't know how to multiply, we teach.

If a child doesn't know how to drive, we teach.

If a child doesn't know how to behave, we ...teach?...punish?

-Tom Herner

Schools are first and foremost institutions of learning. The use of punishment instead of teaching and support does little to build a culture of Responsibility, Respect, and Inclusion which are the expected values that guide the actions of the members of our school community. Below are responses to student behavior that rely on systems of support and responses to behavior that provide opportunities for students to learn and grow beyond their missteps.

Glen Hills Behavior Support & Response Matrix

CLASSROOM MANAGED BEHAVIORS

Family/Caregiver Phone Call or Meeting -Required Communication By Teacher

Teacher Documents Behavior

Classroom Managed Behaviors	Definition	Social Emotional Supports	Behavior Responses & Restorative Actions
Non- Compliance	Scholar engages in brief or low intensity* failure to respond to adult request	Request Support From Student Services Team Around: <ul style="list-style-type: none"> ● Conflict Resolution ● Mediation ● Supporting Social Skills Instruction/ Group work ● Work with family to enroll student in positive after school activities 	<ul style="list-style-type: none"> ● Re-State Expectations ● Proximity ● Preview ● Corrective Feedback ● Deescalate, teach/ reteach appropriate skills, and facilitate reentry ● Restorative practices circle in class ● Behavior Think Sheet ● Individual incentive ● Positive Behavior contract with incentives ● Positive peer reporting ● Self-monitoring system
Socially Rude	Scholar engages in brief (less than two minutes) or low intensity socially rude interactions with others (talking back, name calling, put downs)		
Disruption	Scholar engages in low intensity, but inappropriate actions that interferes with teaching and learning		
Inappropriate Language	Scholar engages in low intensity instances of inappropriate language.		

Physical Contact/ Play Fighting	Scholar engages in low intensity physical contact without it being consensual or that causes disruption		
Property Misuse	Scholar engages in low intensity misuse or mistreatment of property (damage is minor and can be cleaned up or repaired by the scholar)		
Technology Violation	Scholar engages in non-serious but inappropriate use of technology (playing games, on inappropriate websites)		
Cheating	Scholar engages in the copying work, or representing work they did not do as their own		
Not following schedule	Scholar avoids classroom or scheduled class during any part of the block or class period		

*Low intensity: able to self-regulate after redirection

Glen Hills Behavior Support & Response Matrix

OFFICE MANAGED BEHAVIOR

Office Referral and Response Recorder -Family/Caregiver Phone Call or Meeting Required Communication

Office Managed Behavior	Definition	Social Emotional Supports	Behavior Responses & Restorative Actions
Abusive/ Inappropriate Language	Scholar uses swear words, or other highly inappropriate language based on race, religion, gender, age, national origin, sexual identity, or disability. This may also include images, or video.	<ul style="list-style-type: none"> ● Intensive skills group ● Individual counseling ● Mentor with progress monitoring ● Home visit ● Mediation ● Onsite School Social Worker to coordinate multiple student and family services 	<p>1st Infraction- Behavior Think Sheet to identify those harmed to plan/implement restorative actions and steps to not revisit</p> <p>2nd Infraction- Revisit 1st behavior response along with family/caregiver meeting.</p> <p>Additional Infractions- Revisit steps of 1st violation behavior response. Team (Administration/Family Caregiver/Student Services Member) will develop a scholar contract.</p>
Chronic* Non compliance	Scholar continuously fails to respond to adult requests. (ex. refusal to do or not to do something) cannot regulate or disrupts learning.		<p>1st Infraction- Behavior Think Sheet to identify those harmed to plan/implement restorative actions and steps to not revisit</p> <p>2nd Infraction- Revisit 1st behavior response along with family/caregiver meeting</p> <p>Additional Infractions- Revisit steps of 1st violation behavior response. Team (Administration/Family Caregiver/Student Services Member) will develop a scholar contract.</p>

<p>Chronic Disruption</p>	<p>Scholar is continuously interrupting the teaching and learning environment even after multiple requests and interventions by staff to stop the behavior.</p>		<p>1st Infraction- Behavior Think Sheet to identify those harmed to plan/implement restorative actions and steps to not revisit.</p> <p>2nd Infraction- Revisit 1st behavior response along with family/caregiver meeting.</p> <p>Additional Infractions- Revisit steps of 1st violation behavior response. Team (Administration/Family Caregiver/Student Services Member) will develop a scholar contract.</p>
<p>High Intensity Disruption</p>	<p>Scholar disrupts the learning environment without the ability to regulate after adult intervention. Environmental change is necessary.</p>		<p>1st Infraction- Behavior Think Sheet to identify those harmed to plan/implement restorative actions and steps to not revisit.</p> <p>2nd Infraction- Revisit 1st behavior response along with family/caregiver meeting</p> <p>Additional Infractions- Revisit steps of 1st violation behavior response. Team (Administration/Family Caregiver/Student Services Member) will develop a scholar contract.</p>
<p>Chronically Not Following Schedule</p>	<p>Scholar repeatedly avoids classroom or scheduled class during any part of the block or class period</p>		<p>1st Infraction- Behavior Think Sheet to identify those harmed to plan/implement restorative actions and steps to not revisit along with a family/caregiver conference,</p> <p>2nd Infraction- Make up lost learning time in afterschool or Saturday school format.</p> <p>Additional Infractions- Revisit steps of 1st violation behavior response.. Team (administration/family caregiver/student services staff) will develop a scholar contract and additional response to the behavior.</p>

<p>Property Damage</p>	<p>Scholar participates in an activity that results in the permanent destruction or disfigurement of property.</p>		<p>1st Infraction- Behavior Think Sheet to identify those harmed to plan/implement restorative actions and steps to not revisit along with a family/caregiver conference,</p> <p>Additional Infractions-Revisit steps of 1st violation behavior response. Team (administration/family caregiver/student services staff) will develop a scholar contract and additional response to the behavior.</p>
<p>Theft</p>	<p>Scholar is responsible for removing property without permission.</p>		<p>1st Infraction- Behavior Think Sheet to identify those harmed to plan/implement restorative actions and steps to not revisit along with a family/caregiver conference,</p> <p>Additional Infractions-Revisit steps of 1st violation behavior response. Team (administration/family/caregiver/student/ student services staff) will develop a scholar contract and additional response to the behavior.</p>
<p>Inappropriate Display of Affection</p>	<p>Scholar engages in inappropriate verbal and/ or physical gestures/ contact of a sexual nature with another student that is either consensual or non-consensual.</p>		<p>1st Infraction - Time with Student Services staff to engage in Sexual Harassment lesson. Plan and implement restorative conversation or actions to repair harm to individuals involved.</p> <p>2nd Infraction- Parent Conference and restorative meeting/ anti-sexual harrassment contract.</p> <p>Additional Infractions - Suspension, Pre-Expulsion, and/or Police Involvement</p>

<p>Bullying/ Harassment</p>	<p>Bullying/ CyberBullying/ Harassment - Scholar repeatedly delivers disrespectful messages (verbal, written or gestural) to the same person that includes intimidation, obscene gestures, pictures, or written notes.</p>		<p>1st Time - Time with Student Services staff to engage in Anti-Bullying Lessons and to plan/implement restorative conversation with individuals harmed.</p> <p>2nd Time - Parent Conference and restorative meeting/ Anti-Bully Contract</p> <p>Additional Infractions - Suspension, Pre-Expulsion</p>
<p>Physical Aggression/ Fighting</p>	<p>Scholar is involved in actions that result in serious physical contact and injury of another scholar.</p>		<p>1st Time- Scholar goes home for the remainder of the day. Scholars will be reinstated the following day after meeting with administration, their family/caregiver, the other scholar, and the other scholar's family/caregiver.</p> <p>Additional Infractions - Suspension, Pre-Expulsion, and/or Police Ticket (7th/8th Grades Only)</p>
<p>Severe Inappropriate Technology Use</p>	<p>Scholar uses school issued device, personal technology or social media to disseminate sexual, racist, homophobic, violent or other harassing content that impacts the school environment.</p>		<p>1st Offense - Temporary removal of technology privileges at school. Time with Student Services Staff to engage in Digital Citizenship lessons. Plan/implement restoring harm with individuals involved.</p> <p>2nd Time- Long-term removal of technology privileges at school. Parent Conference and restorative meeting regarding Digital Citizenship</p> <p>Additional Infraction- Suspension, Pre-Expulsion, and/or Police Involvement</p>

<p>Use/ Possession of Weapon</p>	<p>Scholar is in possession of a knife, gun (real or pseudo), or other object that may be capable of causing bodily harm.</p>		<p>1st Infraction- Risk assessment of intent and ability to cause harm. Based on whether is it real or pseudo , intent, and severity one of the following actions will be taken:</p> <ul style="list-style-type: none"> ● Restorative meeting and/or actions ● Suspension/Pre-Expulsion ● Police Involvement
<p>Use/Possession of Tobacco, Vape, Drugs or Alcohol</p>	<p>Scholar is under the influence of illegal substances or is in possession of tobacco, vape, drugs or alcohol (real or pseudo).</p>		<p>1st Infraction- Risk assessment of intent and ability to cause harm. Based on whether is it real or pseudo , intent, and severity one of the following actions will be taken:</p> <ul style="list-style-type: none"> ● Restorative meeting and/or actions ● Suspension/Pre-Expulsion ● Police Involvement

*Chronic: Recurring, persistent and in multiple environments in the school community

CLASSROOM CODE OF CONDUCT

State Law (S. 118.164) provides for the permanent removal of a student from a class for certain types of disruptive and unacceptable behavior. A student may be removed from class for conduct or behavior which:

1. is incompatible with effective teaching and learning in the class;
2. interferes with the ability of the teacher to teach effectively;
3. is disruptive, dangerous or unruly;
4. violates the behavioral expectations set forth in the student handbooks and district policies;
5. violates the district's policies regarding suspension or expulsion

For the purposes of this code, a class is any class, meeting or activity, which students attend or in which they participate while in school under the control or direction of the district. "Class" also includes regularly scheduled district sponsored extracurricular activities.

HABITUAL/MAJOR BEHAVIOR ISSUES

Students who receive frequent/major Office Referrals may be subject to loss of privileges of school activities such as field trips, athletic events, extra curricular activities, dances, etc., as determined by the Assistant Principal, Principal or his/her designee.

SUSPENSION (OUT-OF-SCHOOL)

State statutes permit the out-of-school suspension of students (S. 120.13) for up to five days for misconduct. As a general rule, students may be suspended if they disrupt the orderly operation of the school, or threaten the property, health, safety and well-being of others.. **Suspended students may not be on any school district property, nor attend any school function, during the term of their suspension.** For the purposes of making up school work missed while suspended from school, suspensions are considered excused absences. Students who commit an illegal offense while on school grounds or at a school sponsored activity are subject to suspension from school as well as legal charges.

EXPULSION

According to Wisconsin Statutes (S.120.13), the Glendale River Hills School District, on referral from a school administrator and after an expulsion hearing, may expel any student who is found to be a detriment to the school environment because of one of the following reasons: repeated refusal or neglect to obey the rules; knowingly conveyed or caused to be conveyed any threat or false information concerning an attempt or alleged attempt being made or to be made to destroy any school property by means of explosives; engaged in conduct while at school or while under the supervision of school authority which endangered the property health, or safety of others; engaged in conduct while not at school or while not under the supervision of school authority which endangered the property, health, or safety of others at school or under the supervision of a school authority; endangers the property, health, or safety of any employee or school board member of the school district. Students who engage in such actions will be considered for recommendation to the school district administration for expulsion from school.

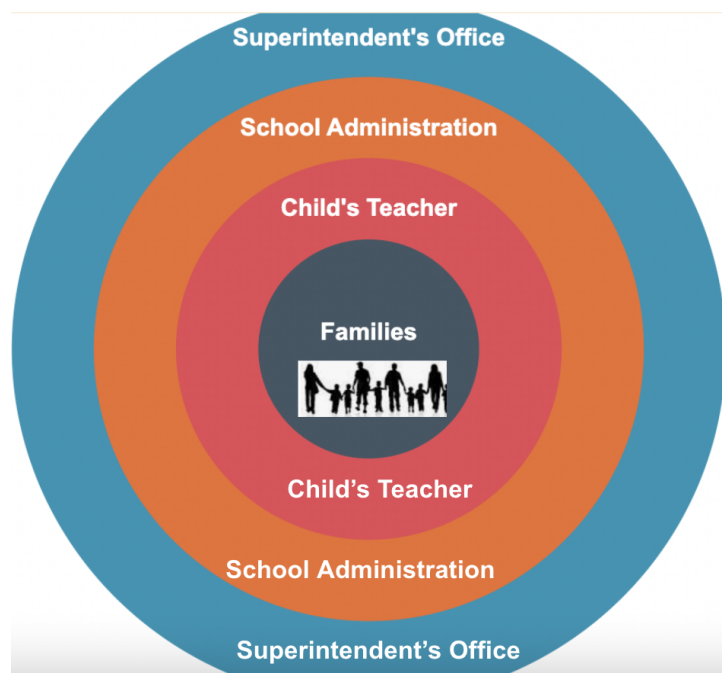
Chain of Communication

We are committed to providing a quality education to our students and we are committed to partnering with families to support the students in their educational endeavors. We realize that families may have questions, concerns and/or need additional clarification and support. We have developed a *Chain of Communication* to support our students and their families.

Families are at the core of the chain of communication. If families have questions, need support or want to share information, we ask that families begin the chain of communication by reaching out to your student's classroom teacher via phone, email or by setting up a virtual or in-person conference. Reaching out to your student's teacher is an incredibly important 1st step when searching for answers to questions or when needing additional assistance or support. Classroom teachers work with the students on a daily basis, they have developed a rapport with the students and they are aware of the students' academic and social as well as emotional needs.

If, after having multiple opportunities to address questions and concerns with your student's classroom teacher, you feel like you need additional answers to your questions or additional support, you should reach out to the building level administrators. Building level administrators are the 2nd step in the chain of communication. Building level administrators will continue to partner with you to try and resolve any issues or concerns and they will also support you in helping you access additional resources and services.

If, after conversing with the building level administrators you feel like you need additional support, you should reach out to the superintendent as the superintendent is the 3rd step in the chain of communication. The superintendent will work diligently to help problem solve and address any issues or concerns you may have. If the superintendent is unable to resolve your concerns, the superintendent may refer you to the School Board where you will have an additional opportunity to have your questions and concerns addressed.



Glendale River Hills District Administration & Student Services Team

Alyson Weiss	alyson.weiss@gdrh.org	Superintendent
Anna Young	anna.young@gdrh.org	Glen Hills Principal
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Haydee Smith	haydee.smith@gdrh.org	Parkway Principal
Ryan Kroeger	ryan.kroeger@gdrh.org	Parkway Associate Principal
Jennica Westfahl	jennica.westfahl@gdrh.org	Director of Teaching & Learning
Kelli Weiss-Golatke	kelli.weiss@gdrh.org	Director of Special Education & Student Services
Hailey Weaver	hailey.weaver@gdrh.org	School Psychologist
Denise Davis	denise.davis@gdrh.org	District Social Worker
Carrie Gleba	carrie.gleba@gdrh.org	School Counselor Grades 7-8
Marian Guillen	marian.guillen@gdrh.org	School Counselor Grades 4-6

Glendale River Hills Board of Education

Danielle Bailey	danielle.bailey@gdrh.org	School Board President
Carla Pennington-Cross	carla.pennington-cros@gdrh.org	School Board Vice President
Benjamin Wynn	ben.wynn@gdrh.org	School Board Treasurer
Andrew Franklin	andrew.franklin@gdrh.org	School Board Clerk
Karn Cronwell	karin.cronwell@gdrh.org	School Board Assistant Clerk

THIS SECTION PENDING REVISION

Athletics & Co-Curriculars

The Athletics & Co-Curricular programs at Glen Hills Middle School are an important part of our student's total educational experience. The potential benefits of participation can include enhanced physical conditioning and healthful living, skill development, and a positive self-concept. A sense of belonging to a team can enable a student to develop deep and lasting friendships.

The experience of winning and losing is very much a part of every person's life and these programs help teach how to win and lose graciously and with good sportsmanship. The opportunity to commit to a team and its needs can enable a student to realize individual potential as a caring and contributing member of a group.

TEAM/PROGRAM RULES

The North Shore Athletic/Activities Directors will establish team/program rules. The rules will be in writing and reviewed with team members. A copy will be on file with the activities director. Parents/Guardians of participants will receive information about rules and expectations from the coach/advisor.

TEAM/PROGRAM SIZE

In some sports/activities, resources and team size may limit the number of students who can participate. Choosing team members for a particular sport/activity is the role of the coach/advisor. Any student who does not make the team remains eligible for other sports/activities offered in the same season and is encouraged to try out for one of the other programs.

PLAYING TIME

The amount of playing/participation time for any individual student-participant is at the discretion of the coach/advisor. This is often determined by hard work, motivation, and positive attitude displayed during practice. Coaches/Advisors will make every effort to maximize participation, but this might not be possible for every contest. Participants concerned about their amount of playing time should speak directly to the head coach/advisor.

ELIGIBILITY TO PARTICIPATE

All students must meet the following requirements before beginning practice:

- A. Registration of sport/activity
- B. Copy of a current physical examination/sports clearance submitted to the Main Office.
- C. Paid athletic/activity fees.

Weekly Eligibility Check

- A. A weekly eligibility report is compiled from current grades and distributed to coaches.
- B. Eligibility is based on a point system, 2 points for an "F" and 1 point for a "D." A student with a total of 4 points during a weekly check will be ineligible for competition on the following Monday through Saturday.
- C. Students cannot regain eligibility with make-up work until the following eligibility check.
- D. Students are expected to continue practices even though they are ineligible.
- E. Although they will not suit up, students may attend home events/activities, but will not be allowed to travel with the team.
- F. Students who represent GHMS are expected to meet appropriate standards of personal behavior in addition to standards of academic performance.
- G. A student may be declared ineligible for a specific period of time if, in the judgment of the school administration, coach, or advisor, the student has not represented the school's ideals in matters of conduct.

Attendance and Athletics/Activities

- A. A student must have attended at least 50% of their scheduled classes in a day in order to practice or compete.
- B. If the student misses more than a full class of the school day due to illness or truancy, they may not practice or compete on the day of the absence.
- C. Parents/Guardians must call the attendance office to prearrange absences for appointments prior to the day of the absence or by 8:30am the day of the appointment.
- D. The activities director may approve absences due to last minute circumstances or other emergencies.

- E. Members of all athletics/activities are expected to attend all scheduled meetings, practices and games/events. Those who miss may jeopardize their chances for participation.
 - a. If circumstances should prevent a student from attending, the student or parent/guardian must notify the coach by phone call or written statement prior to the absence.
 - b. Coaches/Club Advisors reserve the right to judge the appropriateness of the reason for the absence. It should be noted that meetings, practices and games may include Saturdays.

EQUIPMENT

- A. Athletes are given a uniform to wear for the competition.
- B. Participants are expected to turn in all uniforms at the conclusion of their participation in the sport/activity to avoid being billed for the uniform. It is expected that uniforms will be clean and in good repair.
- C. Athletes are expected to respect the equipment and uniforms.
- D. Activity members will need to adhere to whatever policies the club advisor dictates pertaining to equipment and if needed, uniforms.

STUDENT CODE OF CONDUCT

- A. Discrimination: Students will not participate in or condone discriminatory practices against a fellow participant due to age, gender, race, ethnicity, religion, sexual orientation or disability.
- B. Dress Code: Students are expected to follow school dress code and wear clothing in practice that is appropriate for competition in each sport/activity.
- C. Dropping a Sport/Activity: If a student stops participating in a sport/activity during any part of a game, practice, or meeting they will no longer be a part of the team/activity. A student who quits one sport will be permitted to participate in another sport/activity during that season. The fee can be transferred if competition has not begun.
- D. Any student who is dismissed from a sport/activity for disciplinary reasons may NOT go out for another sport/activity until that season is over. No refund of the fee will be given.
- E. Hazing and Harassment Hazing is defined as any activity where a person recklessly endangers the health or safety or causes a risk of bodily injury to an individual for purposes of initiation, admission into or affiliation with any student organization. Harassment is an act of insensitivity. Harassment at school can take many forms. The most common of which are: verbal abuse, racial or gender slurs or threats. Harassment or hazing in any form will not be tolerated. Any student involved in hazing will be subject to discipline, which may include suspension from school in accordance with the GHMS Student Family Handbook.
- F. If an athlete or participant acts inappropriately during competition, the coach/advisor is expected to take immediate action. This may include suspension for the remainder of the game/contest or longer. Behavioral expectations and team rules will be outlined and discussed prior to the season or activity.
- G. Inclement Weather If school must be canceled or dismissed early because of inclement weather, practices and contests will be canceled. Notification will also be available on our school website.

FAMILY/SPECTATOR CODE OF CONDUCT

- A. UNSPORTSMANLIKE CONDUCT: GHMS will not tolerate any inappropriate behavior or unsportsmanlike conduct by ANY of its participants. This includes spectators, coaches, athletes and student spectators. If a spectator, parent/guardian, or student is observed acting inappropriately, the administration will respond accordingly.
- B. Adult spectators at home or away events are expected to be role models for our students. Being disrespectful to officials, coaches or participants will not be tolerated and may result in removal from current and future contests. Please cheer for our participants using positive comments and support.
- C. If the situation can't be resolved amicably, that spectator may be asked to leave by an official, school personnel, administrator, or school resource officer (SRO). That spectator may forfeit his/her privilege of attending future contests - either home or away.
- D. If removed from a game, the spectator MAY have an opportunity to meet with school administration to try to resolve the issue. If the spectator attempts to attend future contests without resolving the issue, they may be asked to leave the premises until the meeting occurs.
- E. If a coach/advisor acts inappropriately, the coach/advisor will be dealt with by the Activities Director (AD) or administrator. If an assistant coach/advisor acts in an improper manner, they will be dealt with by the head coach/advisor first, then if

needed, the Activities Director or administration. Coaches/Advisors are expected to be a positive role model for our students at all times.

AWAY COMPETITION

- A. Transportation: GHMS will provide transportation to away competitions.
- B. Students are under the direction of the coaching staff on all school- related trips.
- C. All students are expected to ride to and from the contests with the team.
- D. Exception: athletes may be released to their parents/guardian to ride home using the sign out sheet. See coaches for a sign out sheet. Note: At no time will a participant be released to anyone other than his/her parent/guardian unless the parent/guardian has pre-arranged for an alternative person to pick up the child through the middle school Athletic Director 1 day prior to the event.
- E. If students need to be excused from classes, the coach will provide the attendance secretary with a list of students by 8:30am the day of departure. The coach will state dismissal time from class.
- F. Athletes should never leave before the indicated time or without being dismissed by their teachers. Ineligible students will not be excused from classes to attend a contest with his/her team.
- G. It is the responsibility of athletes to see their teachers prior to missing classes and to get classwork in advance of the absence.

FAMILY COMMUNICATION

- A. Families need to contact coaches first with any concerns regarding the sport/activity.
- B. If at any time the coach or parent/guardian feels the conversation is not productive, the issue will then be referred to the Middle School Athletic Director.
- C. Middle school coaches are transitioning students to a higher level of play. With this we are focused on participants listening to coaches during events. Please do not coach your child during contests. After games, weekends or evenings are great times to help your child improve.
- D. When meeting, stay focused on the issue
 - a. How your athlete is feeling mentally and/or physically
 - b. Ways to help your athlete improve
 - c. Concerns about your child's behavior
 - d. Advanced notice of schedule conflicts
 - e. Understanding your athlete's playing or participation time

INJURY

- A. **CONCUSSIONS:** Head safety and concussions have become an ever-growing concern. If there is any suspicion of a concussion or other head injury, the coach will remove the player from play and ensure there is no return to practice or games until a doctor has cleared the student for further participation.
- B. **RETURN TO PLAY AFTER INJURY:** If an athlete is injured or has a concussion a "return to play" form signed by the physician is required before allowing the athlete to compete in practice or games.