



Glacier Creek Middle School

Student Handbook 2018-2019

2800 Military Road

Cross Plains, WI 53528

Main Office (608) 829-9420

Student Services (608) 829-9428

Attendance Number (608) 829-9050

Web site: <http://www.mcpasd.k12.wi.us/~gcms/>

Daily Announcements <http://www.mcpasd.k12.wi.us/gcms/news/news.htm>

Email: <http://www.mcpasd.k12.wi.us/gcms/email.html>

Welcome Sabercats!

Welcome to the 2018-2019 school year at Glacier Creek Middle School. This handbook has been created to introduce you to the programs, activities, expectations and opportunities at GCMS. Please take some time to carefully read the information in this handbook. For additional information visit our Glacier Creek Website. You will be responsible for following the expectations. Becoming familiar with the guidelines in this handbook is the first step toward having a quality middle school experience. Please let us know whenever you have questions or if we can be of further assistance. Have a great year.

It's a great time to be a Sabercat!

Ken Metz, Principal

Mary Kern, Associate Principal

Adrienne Emerson, Special Education Coordinator

Dom Ricks, Dean of Students

Glacier Creek Middle School is a place where:

- Everybody Belongs
- Our Ability and Competency Grows with Effort
- Everyone CAN Succeed
- The Work that is Given has Value

ACCIDENT PROCEDURES

Please report all accidents resulting in injury at any school activity immediately to the person in charge or to an adult supervisor.

ATTENDANCE

10 days out excused or not is the law in Wisconsin

Attendance is taken every class period. Wisconsin School Attendance Law states that all students are expected to attend school regularly when school is in session (Go to: dpi.wi.gov/sspw/complattnd.html for more information). You are expected to attend school every day, except for illness, medical appointments, or a family emergency. The habitual truancy process can begin after 10 absences in a year. It is best to obtain a written excuse from your doctor when attending appointments. If it is necessary for you to miss school, please have a parent or guardian call the attendance line at 829-9050. If calling after 9:00 a.m., dial 829-9423.

Arrival: Students should be dropped off for school between 7:45 - 8:10 a.m. We do not provide supervision until this time. Students entering the building prior to 8:10 must report to the cafeteria. Students are dismissed to classes at 8:10. Students needing to see a teacher before 8:10 should secure a hall pass the day before.

Dismissal: Students are supervised until 4:00 daily and are expected to leave school grounds by 4:00 unless they are involved in school work or school sponsored activities. Any unsupervised students may be asked to leave the school grounds.

Absence: When an absence is necessary, parents/guardians should call the automated attendance line at 829-9050 and select option #7 for Glacier Creek, or call the direct attendance line at 829-9423 on the day of the absence. Please provide the following information when leaving a voicemail: name of student, grade, individual calling for student, reason for the absence, and whether or not homework needs to be collected for the student. If parents or guardians do not call the school when you are absent, a call will be made to your parent or guardian at home or work. Students with an excused absence from school will have the number of days absent plus one day to make up work missed.

Late Arrival to School: Students who arrive late to school should go directly to the main office for a pass to enter class. Students will sign in when they arrive to provide a record of the time and date. If they have a written excuse from parents/guardians, or we have received a phone call explaining their late arrival, they will be given an excused entry pass. If they arrive late, without an acceptable excuse, they will be given an unexcused entry pass.

Planned or Extended Absences: If you know ahead of time that you will be absent for an extended time, please notify the attendance office in writing so your student has sufficient time to obtain course-work from all of his/her teachers. Extended absences will require you to do a "Planned Absence Form" and obtain office approval.

Early Dismissal--in all situations, you must sign out before leaving school. When a doctor or dentist appointment is necessary during the school day, the student must bring a written, dated and signed note from a parent/guardian to the main office prior to the start of school in the morning (between 7:40 a.m. – 8:10 am). Students will be given a pass to leave the building. When it is time for the student to leave, they should present the permit to leave to the teacher. Students then come to the main office and sign out. When they return, they will need to come to the office, sign in, and get a pass to re-enter class. **If you get sick while at school, you must go to the health office.** The health assistant will speak to your parent or guardian, and then you must sign out in the attendance office.

Tardiness--At 8:10 a.m. students will be allowed to go to their lockers. Classes start at 8:20 a.m. Throughout the school day students have 3 minutes to move between classes. Students need to plan trips to their locker to accommodate the passing time available. If you must go to the other side of the building for a class you may not have time to stop at your locker or chat with friends, plan accordingly. Students are expected to be on time to all their classes. Students who are tardy more than 3 times for the duration (quarter, semester or year) of each class will be expected to make up time by serving a noon detention. If more than 3 noon detentions are assigned to any one student in a quarter, additional disciplinary action will be taken.

Truancy/Skipping--Any time you are absent from one class period or more without an acceptable excuse from your parent/guardian, you are truant. Parents will be notified of any truancy. Truancy may also be reported to the Middleton Police Department and Dane County Social Services. Truant time may be made up after school hours.

BACKPACKS

Draw-String backpacks are allowed during the day. Backpacks may be used to bring materials to and from school. Once at school backpacks, purses, and carrying bags must be kept in student lockers. Exceptions will be determined on an individual basis and approved by an administrator.

BATHROOM PRIVILEGES

Glacier Creek students have a busy day. Like other routine activities, students should plan to use the restroom as much as possible outside of class time. However, occasionally students may need to use bathroom facilities during class time. Teachers will be reasonable in accommodating this need.

BEHAVIOR

Students are held to a high expectation standard to ensure safety and success of all. Parents or guardians will be notified by staff about inappropriate behavior. General expectations will be discussed during the PBIS lesson throughout the school year. Below is a list of behavior definitions:

Referral— A referral can be a positive or negative recognition of behavior. A positive referral is sent to administration to show appreciation of student behavior that contributes to our school climate. A negative referral is sent to administration to address violations of school rules. Both the negative and positive referrals are given to the associate principal or dean of students to process.

A discipline file is maintained on each student who receives a referral.

Detention—Students may be assigned detention during lunch, or after school for rule infractions or to make up for missed class time.

In-school Suspension--Students displaying inappropriate behavior may be placed in the in-school. Students are expected to work on a restorative activity and/or are permitted to make up schoolwork missed during a suspension under the same guidelines as an excused absence. Parents will be notified if students are suspended in school for any length of time.

Out-of-School Suspension—Administration may suspend a student for a maximum of five days to 15 days depending on level of district code violation. During a period of suspension students are expected to remain home during school hours and work on a restorative activity. Students are also excluded from all after school and district activities during the suspension period. Students are permitted to make up schoolwork missed during a suspension.

Expulsion—Expulsion means being removed from a school district. Only the Middleton-Cross Plains School Board may expel a student. This is usually done upon the recommendation of a school's administrative team. Expulsion can occur for behavior that creates a dangerous situation for students and/or staff. Students may also be expelled from school whenever it finds the student guilty of persistent refusal or neglect to obey the rules, and is satisfied that the interest of the school demands the expulsion.

CHEATING: Cheating may be described, but not limited to the following: copying or stealing another person's work, allowing another person to copy your work, doing another person's school work, creating copies of your work for distribution, providing answers to someone for homework, quizzes or tests, or simply not complying with a teacher's test taking instructions. Students caught cheating may receive zero credit for the assignment and may also face other disciplinary action.

**Middleton Cross Plains Area School District
Code of Conduct**

The Middleton Cross Plains Area School (MCPASD) is a place of education where each child has the right to learn and grow in a supportive environment among people who are caring and cooperative. The MCPASD staff is committed to working with its students to create a system of accountability that sets clear limits in order to support a respectful, school-wide learning community.

The code has been guided by the following philosophy:

All members of the learning community (students, staff, parents, and community) are essential to creating and maintaining a positive learning environment.

- The school environment must be physically, socially, and emotionally safe for everyone.
- The code of conduct is a framework to facilitate teaching and learning by establishing clear expectations and appropriate consequences.
- Desired behaviors should be communicated, taught, and modeled continually throughout the school year at all levels.
- Systematic communication and reflection, based on data and observations, on an individual and collective basis are vital to the successful implementation of the code of conduct.
- Conflicts will be handled with respect for the rights of all involved.

The code of conduct that follows assists both students and teachers/staff in creating a safe community which fosters personal growth both behaviorally and academically.

Consistent with these philosophies, the district may utilize restorative practices as a response to behavior which impacts the community. Restorative practices are designed to resolve behavioral concerns within the community. They are further designed to allow interested victims to meet offenders in a safe and structured setting. Offenders are held directly accountable for their behavior and encouraged to return and positively contribute to the community. Offender may be required to complete restorative activities in order to learn from the situation and prepare for return to the community.

Parents/guardians are valued members of our learning communities and are critical resources in helping students learn to resolve code of conduct violations and behave in a manner that creates the safe learning environment for all. We will encourage and support parents/guardians in playing an active role in this process.

CODE OF CONDUCT – LEVEL I	
Least Serious Infractions (may be handled by classroom teacher / staff)	
<p><u>STUDENT BEHAVIOR</u> - May Include / Not Limited To:</p> <ul style="list-style-type: none"> ▪ Cheating ▪ Derogatory comments ▪ Destruction of property / belongings ▪ Disrespect ▪ Dress code violations ▪ Failure to identify self ▪ Horseplay/unruly behavior ▪ Insubordination ▪ Profanity ▪ Tardiness ▪ Taunting ▪ Use of communication device during school day ▪ Use of non-sanctioned electronic devices ▪ Violation of internet and other technology use agreement 	<p><u>POSSIBLE INTERVENTION / CONSEQUENCES</u> (May include documentation)</p> <ul style="list-style-type: none"> ● Educate / conference with student of appropriate behavior. ● Provide restorative circle / conference. ● Discuss behaviors and reach agreement for future behaviors. ● Mediation ● Monitor and provide feedback on behaviors. ● Restitution ● Involve parents / care givers to assist in modifying behaviors ● Consult student services staff ● Behavior contracts ● Temporary removal ● Detention / loss of privileges ● Reflective activity

CODE OF CONDUCT – LEVEL II**More Serious and/ or Chronic Infractions (likely referred to building administration)**STUDENT BEHAVIOR - May Include / Not Limited To:

- Profanity directed at staff
- Cheating / plagiarism
- Theft
- Harassment / bullying / extortion
- Vandalism
- Repeated / significant dress code violation
- Chronic / severe insubordination
- Leaving classroom without permission
- Disruptive use of communication device / electronic device
- Pornography / obscene materials
- Disorderly conduct
- Truancy
- Possession/Use of controlled substances (tobacco, alcohol, other drug paraphernalia)
- Gang related expression, communication and activity
- Fighting / battery
- Lying / obstructing
- Gambling
- Possession of non-dangerous knife which is not used in a threatening manner
- Repeated violations of level I school rules

POSSIBLE INTERVENTION / CONSEQUENCES

(Must include documentation)

- All interventions listed under Level I
- Suspension (in or out of school)
- Involvement of BCT and functional behavioral analysis
- Involvement of outside agencies
- Involvement of police
- Short term removal from setting
- Long term removal from setting

CODE OF CONDUCT – LEVEL III**Most Serious Offenses which Jeopardize Health / Safety of Others**STUDENT BEHAVIOR - May Include / Not Limited To:

- Weapons (including look-alikes)
- Sexual assault
- Distribution of controlled substance (including look-alikes)
- Arson
- Unauthorized access and/or destruction of electronic data
- Significant property destruction
- Physical assault
- Bomb threats
- Intentional false fire alarm
- "Felony" theft
- Serious verbal threats/significant harassment
- Repeated violations of Level II school rules

INTERVENTION / CONSEQUENCES

(Must include documentation)

Mandatory

- Suspension *
- Police involvement *
- Student services involvement

May also include:

- All interventions in Levels I and II
- Pre-expulsion agreement
- Expulsion

* Optional at elementary level

Note: Wisconsin statute 120.13 requires expulsion for at least one year for possession of a firearm while at school or under school supervision.

- ❖ A functional behavioral analysis and possible creation of a behavioral intervention plan is mandated when there are 3 or more violations of Level II or higher within a semester.

REMOVAL FROM CLASS – DEFINITIONS AND PROCEDURES

Teachers may remove students from his/her classroom if the student does not comply with classroom rules. This may be done on a temporary basis, a short-term basis depending on the nature and duration of the inappropriate behavior.

Temporary Removal

- Definition:** The student is removed from class for the remainder of the class period up to 24 hours.
- Procedure:** The staff member sends the student to the office and completes a disciplinary referral form with 24 hours. The Administrator takes appropriate disciplinary action and the student returns to the class from which they were referred the following day.

Short Term Removal

- Definition:** The student is removed from class for 2-5 class periods.
- Procedure:** The staff member sends student to the office and completes a disciplinary referral form within 24 hours, requesting a short-term removal. The Administrator takes appropriate disciplinary action and student returns to class from which they were referred on the designated day.

Long Term Removal

- Definition:** The student is removed from class for more than 5 class periods as a result of a Level 2 or Level 3 discipline code violation for remainder of the term.
- Procedure:** Any request for long-term removal will result in a conference between staff and administrators. If long term is recommended, the parent/guardian and the student will have the right to conference with school staff on a placement decision. Long-term removal from class may result in a referral for placement in an alternative program or setting or placement in a different class.

BICYCLES

When you ride your bike to school, follow safe rules of bicycling. Never handle another bike without permission. Park and lock bikes in the space provided for them. The school is not responsible for stolen bikes, damage to bikes while on school property, loss of bicycle parts or personal items left on a bike.

Bullying and Harassment

The MCPASD must provide a safe, secure, and respectful learning environment. Bullying of students and staff will not be tolerated and is prohibited in the MCPASD. All forms of school related harassment in cyberspace, commonly referred to as cyber bullying, are also unacceptable and viewed as a violation of this policy. Bullying types are defined in Board Policy 411.1. This policy applies to all educational activities and environments supported by the district. The Board of Education considers these actions to be detrimental to the health and safety of students and staff, and disruptive to the educational environment. Students in violation of this policy may face disciplinary action in accordance with established procedures and possibly go through sensitivity training. Some students may face police referral for their involvement. Bullying and harassment is any prolonged behavior that intimidates, teases, or mocks an individual or groups. GCMS staff members emphasize what is perceived as harassment and varies with each situation.

Some things you can do if you are being harassed:

Tell the person you don't like it, keep a record, talk to someone you trust, (such as the school principal, teacher or a counselor), or complete a discrimination complaint form available in the main office.

<https://app.eduportal.com/public/folders/list/53819/1121578>

BUSES

School bus transportation is available for all students. Students who behave inappropriately may be denied bus-riding privileges. All bus riders and their parents should read the bus riding guidelines provided by the district. The district is not responsible for student transportation to school if a student is denied bus-riding privileges for inappropriate behavior.

Students, who desire to accompany another bus student to/from home, must have a note of permission

written or e-mailed by their parent/guardian and submitted to the school prior to riding a different bus. Notes should be submitted to the main office no later than the child's lunch period on the same school day. Drivers will not allow students on bus without office pass. If a student will be staying with another family and requires transportation on an alternate bus route, parents should contact the transportation office at 829-2365.

CELEBRATIONS AND HOLIDAYS

To minimize disruption in our school day, holiday dress-up or other celebrations will only be allowed if they are school initiated. Celebrations or dress-up days will only occur when those activities are related to the curriculum, related to a school-wide promotion (i.e., spirit week), or related to a specific classroom activity.

DRESS GUIDELINES

- 1) Garments bearing inappropriate, offensive, or vulgar slogans are not allowed. These include but not limited to references to weapons or violent acts, references to sexual activity, alcohol, tobacco, and other drugs, or any item that creates a distraction to the learning environment.
- 2) Tops should be appropriate for the school setting.
- 3) Appropriate footwear must be worn on school grounds at all times.
- 4) Pants and shorts should ensure that no underclothing is showing.
- 5) Wallet and hip chains are not allowed at school.
- 6) Costume wigs, bandanas, hats, hoods and other head coverings will not be worn in the school building (exceptions may be made through administration).
- 7) No heavy coats should be worn during classes.
- 8) Jewelry or clothing of any kind, gang affiliated or otherwise that creates a distraction to the learning environment will not be allowed.

Not following the above stated guidelines will result in the following:

1. Students will be asked to correct any dress code violation before returning to class.
2. Parents will be notified after a second violation of the dress code.
3. Multiple violations may result in behavioral referrals for insubordinate behavior.

DRUGS AND ALCOHOL

Alcohol, Tobacco, and other Drugs—According to state law, possession or use of these substances is not allowed on school grounds. The restriction applies to students and adults. Students violating illegal drug restrictions will be automatically suspended from school for one to five days. Unauthorized use or distribution of prescription medication or over the counter medication at school or at school activities may be grounds for expulsion. In cases of illegal drugs, parents and law enforcement will be notified.

Electronic Devices

Possession of an electronic device by a student is a privilege, which may be forfeited by any student who fails to abide by the terms of this policy, or otherwise engages in misuse of this privilege.

According to MCPASD Board policy 443.4:

“Students are permitted to possess a cellular phone, personal digital assistant, personal music/video/gaming device, camera, or other personal electronic devices with communications functions or the capability to capture/record voice or image information, during the school day and during school activities, provided that the device remains stored, powered off, and unused. Students who possess such a device do so at their own risk to possible loss, damage or liability.”

Use of smart phones/cell phones and other electronic devices during school hours have some limits:

1. Students may use their phone before/after school and during lunches, no external speakers allowed (including on buses).
2. **Students should not have cell phones out in class unless contracted with the teacher.** Bring Your Own Devices (BYOD) contract are available with individual classroom teachers at their discretion.

3. Students should not be taking pictures/video with their devices unless they have been instructed to do so.
4. Students can't use their phone during passing time or in the hallway.

Not following the above guidelines will result in the following:

1. **First Intervention:** Staff member will conference with student about inappropriate behavior and verbally reteach the appropriate behavior.
2. **Second Intervention:** Staff member will conference with student about inappropriate behavior and formally reteach the appropriate behavior. Staff member will contact home. Administration will hold the phone for the day.
3. **Third Intervention:** Staff member will conference with the student about the inappropriate use of the device and formally reteach the appropriate behavior. Staff member will contact home. Administration will ask parent/guardian to pick up phone.
4. **Forth Intervention:** Administration will meet with parens/guardians to develop a plan.

COMPUTER USE AND INTERNET: Use rules are throughout the building. A damaged computer will be repaired at the expense of the student responsible for the damage. Inappropriate computer use (i.e., non-authorized printing, inappropriate website access, abusive or obscene written language, etc.) may result in restriction of computer use and/or disciplinary action per district policy.

FIRE/SEVERE WEATHER, AND OTHER EMERGENCY'S

For your safety, monthly fire, severe weather and other emergency drills will be conducted. Classroom teachers will tell students which exit to use during the fire drill. All fire alarms and drills are to be treated as emergencies.

You are to walk quietly and quickly to the appropriate exit and stand clear of the building by at least 50 yards. No one is to re-enter the building until the "all clear" announcement is given.

When a severe weather warning is given, teachers will direct you to your protection area.

Move to that area and get into the "tuck position"--kneeling with head down and hands covering head. Stay in this position until the "all clear" is announced.

Other emergencies may arise which could create dangerous situations. School staff have considered and planned for various emergency situations. In such cases please follow closely the instructions of your teacher or other staff members.

FOOD/DRINKS

Students are not allowed to have **open** soda, water, or soft drink containers that cannot be resealed in hallways, lockers, and busses. Food/Drink may be consumed in designated areas with permission of health office staff. No food or drink may be consumed in hallways or other areas of the school without staff permission.

HALL PASSES

Teacher signed and dated hall passes and other specific hall passes will be expected of all students at times other than the designated passing time between classes and before school. Students may not be allowed to have passes between passing times if tardies are chronic.

HALLWAY CONDUCT

Keep the hallways open to traffic by walking to the right. Do not block traffic by standing in groups. Walk through the hallways quietly without shoving or tripping. Help keep the hallways clean of litter by using trash containers.

HEALTH OFFICE

The Health Office is located near student services. A staff member will be on hand during schools hours to address any health needs students may have. ***Students using the health office need a pass from a teacher. (Students should not report to the health office between classes.) Students should not use cell phones to call parents directly for health needs. Please obtain pass and visit the health office for any health needs first.***

MEDICATION

While at school, non-prescription (over the counter) medications will be administered by district personnel only upon receipt of:

1. Written instruction and written consent by the parent/guardian (form available in the health office).
2. Medication supplied by parent/guardian **in original container** labeled with student's name.

Prescription medication will be administered only upon receipt of:

1. Written instruction and written consent by the parent/guardian (form available in the health office).
2. Written instruction from the practitioner (form available in the health office or many practitioner's offices have a generic school form). Medication supplied by parent/guardian **in original container**.

The order on the container must match the written instructions of the physician (name of student, drug dosage, and time to be given) or the medication cannot be given.

Medication administered at the school by district personnel will be kept in a locked container or secure place. It is the responsibility of the student to get his/her medication at the designated time. All medication must be reclaimed by the parent/guardian at the end of each school year or it will be discarded. For safety reasons only empty medication containers will be sent home from school with students.

LASER DEVICE

Any device which produces or is designed to produce and intense beam of focused light is not allowed on school grounds, buses, or field trip. Any laser devices will be confiscated and returned only to a parent or guardian.

LMC - LIBRARY MEDIA CENTER

The LMC is open from 8:10 – 3:45 Monday – Friday. Students using the LMC during the day need to have a pass from a staff member. The LMC is open during lunch recess for quiet activities. Students must come from the cafeteria with a pass.

LOCKERS and PADLOCKS

The school provides lockers for the convenience of students to be used solely and exclusively for the storage of outer garments, footwear and other school-related items. No student shall use the locker for any other purpose. Decorating lockers is not allowed unless it is school initiated. Keep your locker clean inside and out, please do not decorate the outside of any locker or draw on your locker. Writing on lockers with any type of marker is not allowed. Any damage repair or clean up of lockers will be charged to the student. Do not share your locker with anyone and **don't give your combination to anyone, not even your friends**. There will be locker inspections from time to time. **Keep your locker LOCKED at all times!**

The School District maintains ownership and possessory control over student lockers. Lockers may be opened and inspected at any time by school officials with or without notice. The School District is not responsible for loss or damage to personal items, including those contained within the locker.

LOST AND FOUND

Report missing or stolen items immediately to your classroom teacher or to the office. **The school is not responsible for lost or stolen items, including those contained within the student's locker.** Items not claimed by the end of the school year will be donated to a charitable organization.

LUNCH

Students are given a 30-minute lunch period each day. Fifth, sixth, seventh and eighth grade lunches are at different times. Students are encouraged to go outside during the last 15-20 minutes of the lunch period. *Students should dress appropriately to go outside daily. Students are not allowed to return to lockers for jackets/coats during the lunch period.*

Lunchroom Expectations--You are expected to cooperate with supervisors. Clean up your table and floor in your area when you have finished eating. If you misbehave in the cafeteria, you may lose cafeteria privileges. Lunches and other foods must be eaten in the cafeteria.

Closed Lunch Period-- Parents are not allowed to bring in food for any child other than their own. Parents are not allowed to eat with their child during lunch periods. Parents must sign out student and accompany them while off school grounds if a student is leaving the school for lunch.

Playground Rules--You are to use the blacktop to the north of the building and fields to the north and northeast of the building. All other areas around the school are off limits. Playground games or practices that pose a danger to the health, safety, or well being of participants or those around them will not be allowed.

NON-DISCRIMINATION

The Middleton-Cross Plains Area School District is committed to equal educational opportunity for all students/employees in the district. It is the policy of the Middleton-Cross Plains Area School District, pursuant to s.118.13, WI Stats., and PI 9 that no person, on the basis of sex, race, national origin, ancestry, religion, creed, pregnancy, marital or parental status, sexual orientation or physical, mental, emotional, or learning disability, may be denied participation in, be denied the benefits of, or be discriminated against in any curricular, extracurricular, pupil services, recreational, or other program.

This policy also prohibits discrimination as defined by Title IX of the Educational Amendments of 1972 (sex), Title VI of the Civil Rights Act of 1964 (race and national origin), and Section 504 of the Rehabilitation Act of 1973.

The Middleton-Cross Plains Area School District has adopted a policy and procedure on nondiscrimination. If you believe the District is discriminating against one of the protected classes listed above, please obtain a copy of the policy, procedure and complaint form from the District Administrative Center.

Questions or concerns regarding nondiscrimination should be directed to Sherri Cyra, District Administrative Center, 7106 South Avenue, Middleton, Wisconsin, 53562, (608) 829-9033.

The Middleton-Cross Plains Area School District does not discriminate on the basis of sex, race, national origin, ancestry, religion, creed, pregnancy, marital, emotional, or learning disability.

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PBIS

PBIS – Or Positive Behavioral Interventions and Supports – is a behavior support program that recognize the positive contributions of students. The main goal is to help each child develop self-discipline to make good choices.

The PBIS process focuses on improving a school's ability to teach and support positive behavior for all students. Common routines and uniform language with respect to appropriate school behaviors are consistent throughout the school. As a result, instructional time is more effectively used for teaching and the overall school environment is calm, pleasant and conducive to learning. At Glacier Creek, the Respect E³ Guidelines for Success, Respect Everyone, Respect Education, and Respect Environment, lay the foundation for student expectations in all school settings.

SKATEBOARD/ROLLER BLADES

Skateboards and roller blades are not to be used on school property. Skateboards should be stored in your hallway locker.

SNOWBALLS

Snowball throwing and snow fights are not allowed at any time on school property.

STUDENT SERVICES

Student Service personnel at GCMS consist of two full-time school counselors and one part-time school counselor, a full-time social worker, and part-time school psychologist. There are also district pupil-service staff members in the areas of alcohol and other drug abuse prevention and nursing. These professionals work with the entire middle school staff, parents, and community resources to assist students in optimal personal, social, educational, health and occupational development. You are encouraged to see a school counselor as often as you feel it necessary about concerns or questions you may have regarding grades, getting along with others, what subjects you should take next year, or any other issues with which you need help.

Services include:

1. Individual counseling concerning academic, social and personal issues.
2. Screening and assessments for academic, social and emotional needs.
3. Classroom discussions and consultations with teachers.
4. Developmental guidance activities covering topics such as good decision making, feelings, friendship, cooperation, conflict resolution, drug awareness, safety issues and career exploration.
5. Assessment for students with disabilities that includes individual measurements of intellectual functioning, academic performance, social behavior, perceptual motor development, and adaptive behavior functioning.
6. Small group work, such as new student groups, anger management groups, family change groups, friendship groups and social skills groups. (*Students make their own decisions about participating in groups. If parents do not want their child to participate in the small groups listed above, they should contact their child's counselor or the principal.*)
7. Alcohol and other drug screening or resource information, concerned persons groups and chemical awareness groups.
8. Emergency nursing services and maintenance of immunization and health records.
9. Public health services, disease prevention, and health.

TRANSLATION SERVICES

MCPASD Language Support Services provide translation and interpretation across languages in order to support the engagement of our students and families.

For translation and interpretation requests, please contact translator@mcpasd.k12.wi.us.

Glacier Creek Middle School Bilingual Staff include:

Terry Andrews, Bilingual Teacher, 608-826-7776

Leticia Castillo, Bilingual Para-educator, 608-826-7776

Our department looks forward to assisting with your language needs in order to help you participate fully in the Glacier Creek Middle School Community!

VACATIONS

If your family plans a vacation, while school is in session, you must come to the office with a signed note from your parent/guardian and pick up a vacation form. Have your teachers initial the form and then

return it to the office to be signed by administration. This should be done at least one week prior to your trip. Students will be expected to complete work as directed by their teachers either prior to leaving or on a scheduled timeline upon return

VISITORS

In an effort to maintain an orderly and safe learning environment, students who are not enrolled in GCMS are not allowed to visit during the school day or during after school events (i.e. dances, Sabercat Night, or other clubs/activities that are not open to the public. Exceptions to this rule may be made for educational reasons. Any visitation must be arranged in advance. Parents/family members who wish to visit a classroom should schedule in advance. Adult visitors must comply with the Board of Education Visitor's policy. <https://app.eduportal.com/public/search/1121578?utf8=%E2%9C%93&search=visitors>

WORK PERMITS

The Department of Industry, Labor and Human Relations require the following materials for work permits. No substitutions are accepted. Obtained in Student Services.

1. Letter from the employer stating the student will be employed. The letter should also include the student's position and/or job.
2. Written permission from the parent allowing the student to work.
3. A birth or baptismal certificate (original or certified copy).
4. Social Security Card (original)
5. Payment of \$10.00 (the student shall be reimbursed by the employers).
6. You must be 14 years old.

YEARBOOKS

Yearbooks are distributed in the final week of school.

MIDDLE SCHOOL – STUDENT ACTIVITY GUIDE

AFTER SCHOOL ACTIVITIES

After school activities are designed to benefit all students and all students are to have an equal opportunity to participate. Athletic, club, and other after school activity offer students an opportunity to participate. Our definition of after school activities is any school-sponsored activity, including interscholastic and intramural sports, all clubs, and all co-curricular activities that occur for the benefit of students. There is a participation fee for 5,6-8 sports and clubs. Confidential scholarships are available for families who cannot afford the fees. Plan on being in regular attendance if you join these activities.

Participation as a spectator-- Good sportsmanship is always encouraged. Unacceptable behavior that undermines the good spirit of competition will not be tolerated. Inability to cheer positively and appropriately may result in being removed from an event.

Participation in after school activities--Eligible students may participate in any after school activity available to them. Students who do not maintain passing grades will not be eligible for participation in after school activities. Students absent on the day of or the afternoon of an after school event, sports or activity (including concerts, student council dances), may not take part in that activity in the evening. Students who wish to participate in an after school activity must attend school in the afternoon (periods 5-8). Exceptions may be made upon appeal to the principal or associate principal.

GENERAL INFORMATION/CLUBS AND FEES

Enrollment/Fees – A minimum enrollment may be required for a club to be held. Numbers may be limited on a first to sign up basis if interest exceeds supervisory availability. A participation fee of \$21.00 per student will be charged per club and intramural sport, and \$36.00 for participation in each interscholastic sport. There is no fee charged for 5th grade only clubs, yearbook club or student council.

Students joining an after school activity (club, sport or intramural) will be expected to turn in the following before the second meeting of the group:

- a. Completed physical card or alternate year card for the following sport or club:
Cross-Country, Volleyball, Wrestling, Track & Field
- b. Completed Emergency Card
- c. Fee for the activity-Use Fee Pay online. <https://mcpasd.feepay.com/>

Refunds – Will be available for students who do not participate in clubs or athletics after the first meeting/practice. We encourage students to explore the activity once before deciding. Any participation after the first meeting will require a fee payment.

Transportation – Occasionally, your children may be involved in co-curricular activities that occur at a location off school premises. Frequently, parents desire to transport their child from the activity in their own vehicle. In order for students to be transported, parents are required to complete a Student Transportation Agreement and submit it to the coach/advisors/directors 24 hours prior to transporting their children. Forms are located in the main office or with coach. Notes requesting someone other than a student's parent or guardian to transport them will not be honored. Away games are defined as those not held at MCPASD.

CONDUCT CODE FOR ALL ACTIVITIES

All students should have the privilege of participating in student activities. Limitations placed on this privilege may occur for the reasons described below. Due process is afforded every student when necessary.

- 1) Student participating in school activities shall at no time, off or on school grounds, smoke, use alcoholic beverages, or other drugs of an unlawful nature. Offenders shall be suspended from all school activities for 1-5 school days and the next scheduled meet, match, game, trip or contest following the suspension. Students repeatedly reported for misconduct may receive co-curricular suspensions or students may be expelled from one or all school activities. An appeals process consistent with district policy will be followed if requested by the student, parent, or guardian.
- 2) Student will make up time after school for misbehaving or tardiness before they participate in school activities. Students failing to stay after school for a staff person will be considered for suspension from co-curricular activities.
- 3) Students removed from a class for inappropriate behavior the day of an after school activity, contest or club trip may be denied involvement for serious inappropriate behavior at anytime prior to an activity.
- 4) Students who are truant from a class period will meet with the teacher and administrator before participating in the after school activity. Students who are repeatedly truant or are truant for a partial (multiple periods) school day shall not participate in after school activities for that day.
- 5) Students absent on the day of an after school activity cannot participate in that event unless they have attended school for a minimum of a half day prior to the event. Exceptions will be made only with permission of administration.
- 6) The teacher of any student experiencing academic difficulties should confer with the student's coach/activity supervisor to insure the best learning situation possible for the student. School activities are secondary to the completion of classroom work.
- 7) A student who wishes to quit a school activity before the end of the activity season should, out of courtesy, notify the coach/supervisor. Refund is available up to the second meeting of that activity.
- 8) For some activities the coaches/supervisors may have necessary additional safety or health requirement rules, which are unique to that activity.

RULES OF ATHLETIC ELIGIBILITY

The purpose of the athletic eligibility procedure is to promote academic success and encourage participation in extracurricular activities. Any student who wishes to take part in any interscholastic athletic program must:

1. Have a current physical on file. If a physical form was completed in the seventh grade,

- an alternate year form must be on file for eighth grade.
- 2. Adhere to all school regulations regarding eligibility.
- 3. Declare if there is adequate family insurance or purchase insurance offered through Student Assurance Services Inc.
- 4. Pay activity fee using Fee Pay, <https://mcpasd.feepay.com/>

ACADEMIC ELIGIBILITY

The teacher of any student having academic difficulty should confer with student's coach/activity supervisor and parent to insure the best learning situation possible for the student. The satisfactory completion of classroom work is very important. School activities are secondary to the completion of classroom work.

Students must be passing all classes at all times in order to be eligible for competitions.

- o Supervisors will check student grades on a weekly basis.
- o Students will be notified by the activity advisor if he or she is failing a class or classes and is considered ineligible for the ensuing weeks competitions.
- o Students will be notified by Friday afternoon of each week if he/she is failing a class or classes and is considered ineligible for the ensuing week's competitions.

Students can regain eligibility for the ensuing week's competition by completing work required in the class (es) they are failing. Students ineligible to compete due to failing grades will be allowed to practice with the team. Students ineligible to compete may not be allowed to travel to away games (this does not include any games played within the district).