

# Garry Middle School

## Handbook of Expectations and Information

Office: 354-5200

Attendance Hotline: 354-5179

Safety Hotline: 354-7233

### Daily Lunch Schedule (Except Thursday) Lunch Schedule For Thursday

First Lunch .....11:46– 12:16

Second Lunch .....12:46– 1:16

First Lunch .....12:01 –12:31

Second Lunch .....12:56 -1:26

## STUDENT EXPECTATIONS

### ENTERING AND EXIT TIMES

Breakfast in the cafeteria begins at 8:15 A.M. on Monday, Tuesday, Wednesday and Friday and 8:45 A.M. on Thursdays. Students will not be allowed to enter the rest of the building until 8:35 A.M. on Monday, Tuesday, Wednesday and Friday or until 9:05 A.M. on Thursdays.

After school students must leave school grounds by 3:25 P.M. if they are walking home. If students are in an activity, they must go directly to their supervised activity.

### ATTENDING GAMES OR EVENTS

We want students to be at events to support and cheer on their fellow classmates. To be able to attend an event (sports, music, etc.) students must leave school at 3:25 p.m. or be on the bus and then return to school with an adult. We do not provide supervision for students to wait at school for their supervising adult. All school day behavior expectations apply at all times when attending any event at any school. We encourage students to support their friends by being considerate of others in the audience.

## ATTENDANCE

### ABSENCE

- Have a parent/guardian call the Attendance Hotline at 354- 5200 the morning you are absent.
- Bring a written note from a parent/guardian stating why you were absent and for which days when you return to school.

We do call when children do not arrive at school, so please help our staff by alerting us when your child will be out for the day due to illness, bereavement, or an appointment.

## LATE

- Students who arrive with a NOTE excusing their tardy need to come to the student office window to drop off the note.
- Students who arrive late, UNEXCUSED, between 8:45 and 9:00, or from 9:15 – 9:30 AM on Thursday, will go directly to class. Teachers will address their tardy.
- Students that arrive UNEXCUSED after 9:00 or after 9:30 on Thursdays will need to go straight to the student office. They will be assigned lunch detention for that day and then will be sent to class. Teachers will send students down to the student office if they come to class after 9:00 a.m. without a pass from the office.
- To be excused, students must bring a note explaining why they are late signed by a parent/guardian.

### Examples of Excused Tardiness:

- Doctors/Dentist/Counseling
- Bereavement
- Family Emergency

### Examples of Unexcused Tardiness:

- Overslept / Missed alarm
- Missed Bus
- Parent is “running late”

\*\*\* ALL UNEXCUSED LATE ARRIVALS MUST CHECK IN AT THE STUDENT OFFICE WINDOW. TWO UNEXCUSED TARDIES WILL RESULT IN LUNCH DETENTION, COMMUNITY SERVICE, OR AFTERSCHOOL DETENTION. CHRONIC TARDIES WILL RESULT IN FURTHER PROGRESSIVE DISCIPLINE. \*\*\*

## APPOINTMENTS and PRE-ARRANGED ABSENCES

1. Bring a note stating the time of the appointment or absence, and the reason, signed by the student’s parent/guardian, to the student office window before school begins.
2. Show the teacher the early dismissal slip when it is time to leave.

## BECCA LAW

In accordance with Washington State mandatory attendance law, schools are required to notify parents of unexcused absences. If the actions taken by the school district and parents are not successful in reducing an enrolled student’s absence from school, upon the seventh unexcused absence within a month or upon the tenth unexcused absence during the school year, the school district will file a petition with the Juvenile Court alleging a violation of RCW 28A.255.010 by the parent or child or both.

## OFFICE PHONE

A phone is available in the office for students to use to call home for illness or for emergencies. A pass from the student’s teacher is required.

## **BUSES**

If students live outside a one-mile radius from school, then you are eligible for bus transportation. After school, students must be in the designated bus waiting area (cafeteria or gym) by 3:25 PM. An after school activity bus is available if you are enrolled in an authorized activity. The activity bus leaves at approximately 5:15 P.M.

While on the bus, students are expected to behave in a manner consistent with school policy. Bus citations are written by the bus driver for inappropriate behavior on the bus. Bus citations receive school consequences and can lead to a suspension of bus riding privileges.

## **BICYCLES**

If students ride their bike to school, they must lock it up in the bike cage located at the front of the school. The bike cage is locked at 9:00 A.M. (9:30 A.M. on Thursday) and unlocked at 3:10 P.M. Each student needs his or her own bike lock. We do not allow students to leave a class to unlock a bike for another student. Should students arrive late or leave early, please notify the student office for assistance with the bike cage.

***The school is not responsible for any lost or stolen bikes.***

## **CELL PHONES**

Cell phones may be used before school, after school, but NOT DURING school. Cell phones are to be "Silent" at all times and not visible in class. They may only be used before and after the school day. If the phone is out during class it may be confiscated by a teacher and will be turned into the office that day.

First Offense: Students may pick up their phone in the office after 3:15 PM.

Second Offense: Parent will be notified and the phone will be returned only to a parent or to the student when agreed upon by administration and parent.

If a student refuses to hand over their cell phone to the teacher, the student will be assigned detention or further consequences and a parent/guardian conference will be held to discuss the student's cell phone carrying privileges.

## **CLASSROOM MATERIALS**

Students need to bring all required materials. For ALL classes students must bring a pen or pencil daily and the required notebooks/ folder/paper and their assignments. Garry Middle School has a school-wide procedure to be used when students do not bring the required materials to class.

1<sup>st</sup> Offense – Verbal Warning

- 2<sup>nd</sup> Offense – Written Warning and Parent signature required
- 3<sup>rd</sup> Offense – Lunch Detention and Parent signature required
- 4<sup>th</sup> Offense – After School Detention and Parent signature required
- 5<sup>th</sup> Offense – Office Referral with consequences

### **CLOSED CAMPUS**

Students are NOT allowed to leave campus at anytime before school is dismissed unless students have an early dismissal note. For safety reasons, once students arrive on campus in the morning, they are to stay on campus.

### **COUNSELING CENTER**

Ms. Slater – 8<sup>th</sup> Grade Counselor 354-5206

Mr. Schutz – 7<sup>th</sup> Grade Counselor 354-5308

Mrs. Hopkins – Student Assistant Specialist 354-5119

The student assistant specialist specializes in alcohol and drug use prevention.

### **How do students get to speak with a counselor?**

Talk to a teacher first! Often they can help students problem solve right then. If students still need help, sign-up slips are available from your teachers, in the library, and in the office. Please drop the sign-up slip in the box in the student office window. Students can also ask their teacher to sign them up with the counselor. Students must wait for a counseling pass to come to them when the counselor is available to help. If it is an emergency, students need to let a teacher or trusted staff member know and they can seek support for them.

\*\*\* DO NOT WAIT FOR A COUNSELOR IN THE OFFICE OR BETWEEN CLASSES. Students will be called out of class when the counselor is available.

\*\*\* Students will not be given a pass because you were signing up for the counselor.

### **How can a counselor help students?**

Examples are ...

- Peer conflicts
- Staying on top of grades
- Parent communication
- Organization
- Connections to community resources
- Personal difficulties—family, drugs/alcohol
- Class troubles— fear of speaking out, perfectionism, etc
- Lots more!

## **DRESS CODE**

Students may dress in clothing that does not disrupt the educational process, call undue attention to oneself, or affect the safety of others.

- Chests and midriffs must be completely covered. Necklines and backs must not drop below the armpit line. Tank tops and cami's often do not cover appropriately. We suggest young women do not wear these to school.
- Pants must be worn at the waist at all times. **NO SAGGING!**
- No revealing shirts: Undergarments must be covered; no spaghetti straps.
- Sport jerseys must have a t-shirt underneath.
- Skirts must be **LONGER** than your fingertips hanging at your side.
- No hats or bandanas, headbands, visors, or other headgear.
- Clothing with logos or words depicting or promoting alcohol, tobacco, drugs, gangs, sexual connotations, double meaning messages, racist, or unhealthy messages are prohibited.
- No slippers.
- No coats in class. If you are cold, sweatshirts/ hoodies or sweaters are recommended.

If a student's dress is not appropriate, the student will be asked to fix it with either clothing provided by the office or something he/she has. Students will not be allowed to call a friend out of class for clothing. Students may call home for a parent/guardian to bring them clothes. Students will return to class when their clothing is appropriate.

## **EXPECTED SCHOOLWIDE BEHAVIOR**

- Treat yourself and others with respect.
- Walk whenever you are inside the building.
- Remain in the designated areas at lunch.
- Eat only in the cafeteria.
- Follow directions or requests from any adult in the building.
- Use a voice level and language appropriate for inside a school.

## **PROHIBITED BEHAVIORS**

- Conduct that disrupts or prohibits the learning or work environment of others.
- Horseplay is not permitted. This includes hitting, tripping, running, pushing, etc.
- Public displays of affection
- Harassment, bullying, or threatening other students (jokingly or seriously).

- Using or exhibiting swear words, negative gestures, or gang related words/symbols.
- Possessing or using tobacco or tobacco products, alcohol, and/or drugs.
- POSSESSION OF FIREARMS ON SCHOOL PROPERTY WILL RESULT IN A ONE-YEAR MANDATORY EXPULSION, SUBJECT TO APPEAL WITH NOTIFICATION TO PARENTS AND LAW ENFORCEMENT.

### **HALLWAYS**

Walk at all times on the right side of the hallway. Garry Middle School has multiple stairways. We expect students to stay to the right when moving up or down on the stairs and to be considerate of others. Students will receive praise, reminders, and consequences for appropriate and inappropriate hallway behavior.

### **LOCKERS**

Students will be assigned a locker by their fourth period teachers. Students may not change lockers without permission from the office or a counselor. The lockers are school property and may be opened by school authorities at any time when it is necessary.

- Backpacks and coats need to be stored in students' lockers.
- Be respectful of your locker partner's belongings.
- Do not tell anyone your combination! We do not move students to a new locker.
- Decorate your locker with things that can be removed easily on the inside only.
- It is best not to keep money or other valuables in your locker.
- Writing on locker with pens, markers, or paint is not allowed.

### **LOST AND FOUND**

The Lost and Found is located in the Student Business Office.

### **ITEMS NOT ALLOWED**

Aerosol cans of deodorant or hair spray or spray bottles of perfume or cologne are **not** allowed.

Game-Boys or other electronic devices are not to be brought to school. The school is not responsible for any lost or stolen personal property.

### **MUSIC PLAYERS**

It is our recommendation that you do not bring your CD/MP3/iPod players to school. You may not use these items during school and they must be stored in your locker. Earphones must be stored out of sight at all times and not worn in

the ears. Garry Middle School is not responsible for lost or stolen CD/MP3/iPod music players.

If students have music players out during the school day, or their earphones out and not in their pockets, the music players/earphones will be confiscated by an adult and turned into the office.

1<sup>st</sup> Offense: You may pick up your player in the office after 3:15 PM.

2<sup>nd</sup> Offense: Parent will be notified and the player will returned only to a parent or when agreed upon by administration and parent.

If you refuse to hand your music player or earphones over to the teacher you will have detention or further consequences. Also you will not be allowed to bring these items to school.

### **TARDY TO CLASS**

Being on time to class is necessary for students to learn. Garry Middle School has a procedure used school-wide when students are late.

1<sup>st</sup> Tardy – Verbal warning

2<sup>nd</sup> Tardy – Written warning and parent signature required

3<sup>rd</sup> Tardy – Lunch detention and parent signature required

4<sup>th</sup> Tardy – After School Detention and Parent signature required

5<sup>th</sup> Tardy – Office referral with consequences

### **THEFT, LOST, OR DAMAGED PERSONAL ITEMS**

Garry Middle School and Spokane Public Schools continually strives to make our schools a safe place for you and your belongings. Unfortunately, incidents sometime occur which can result in damage or loss of personal property. Personal property is not the responsibility of Garry Middle School or Spokane Public Schools.

### **VISITORS**

All visitors need to check in at the office. For safety purposes, visitors will be given an identifying visitor's badge.

### **STUDENT VISITORS**

For safety reasons and to safeguard the learning environment, friends, relatives, or students from other schools are not allowed to attend classes or dances. Student visitors may attend after school events with an adult.

# IMPORTANT INFORMATION

## Academic Reporting Dates

Dates are listed below for end of grading quarters. Quarter report cards will be mailed home four days afterwards, and mid-terms will be sent home with students.

1st Quarter Mid-terms .....	October 5
1st Quarter Ends .....	November 6
2nd Quarter Mid-terms .....	December 7
2nd Quarter Ends .....	January 26
3rd Quarter Mid-terms .....	March 1
3rd Quarter Ends .....	April 12
4th Quarter Mid –terms .....	May 10
4th Quarter Ends .....	June 15

## After School Activities

Garry Middle School has fabulous after school programs with a wide variety of clubs. There is sure to be something fun and interesting for students to participate in. We strongly encourage students to be involved with an after school activity – ASAP, academic support, music, athletics, etc.

A.S.A.P. – After School Activities Program may include:

- Open Gym
- Food \$ense
- Step Club
- Knitting
- Uniquely Me
- and many others

If students are eligible for the bus, there is an activity bus that boards at 5:15 PM to transport students to a bus stop near their home.

## Athletics

All students who wish to compete in inter-school athletics must have:

1. A physical examination by a physician (Physicals are valid for 2 years)
2. Waiver of insurance or school insurance coverage.
3. Signed Middle School Activity Contract.
4. Signed Safety Guidelines for the involved sport.
5. ASB card purchase is REQUIRED. (\$10)

***Athletes must be passing all classes at grading period to compete with other schools.***

<u>Sports Activity</u>	<u>Start Date</u>	<u>End Date</u>
7th & 8th boys/girls X-Country	September 11	October 17
7th & 8th girls Softball	September 6	October 9
7th & 8th boys Wrestling	October 23	December 9
7th girls Volleyball	October 23	December 6
8th girls Volleyball	October 23	December 12
7th boys/girls Basketball	January 2	February 8
8th boys/girls Basketball	February 12	March 29
7th & 8th boys/girls Track	April 9	May 30
7th & 8th boys Baseball	April 9	May 30

\*\*\*\*\* Sports physicals are available for \$25.00 on Thursday, Sept. 4<sup>th</sup>, starting at 3:15 P.M. in the Garry locker rooms. \*\*\*\*\*

### **Attending Games or Events**

We want students to be at events to support and cheer on their fellow classmates. To be able to attend an event (sports, music, etc.) students must leave school at 3:25 p.m. or on the bus and then return to school with an adult. We do not provide supervision for students to wait at school for their supervising adult. All school day behavior expectations apply at all times when attending any event at any school. We encourage students to support their friends by being considerate of others in the audience.

### **Conferences**

Students will be released early from school – at 1:15 PM on the following dates:  
 Fall Conferences – November 20, 21, 24, 25, 26  
 Spring Conferences – March 23 – 27

Students, with their teacher, will be sharing their accomplishments with parents/guardians. Parents and guardians please plan ahead to be available for this exciting time.

### **Food Service**

Breakfast is served starting at 8:15 a.m. daily. On Thursdays breakfast starts at 8:45 A.M.

	Regular	Reduced
Breakfast:	\$1.40	FREE
Lunch:	\$2.60	\$.40
Milk:	\$.60	
Adults	\$2.70 w/out milk	
Ala Carte	\$.30 to \$2.00	

You may either pay per meal or deposit money at the Business Office. You will need your student ID number to access this account. Students wishing to deposit money into their lunch account must do so prior to 11:00 a.m. to have the money available that day.

Free/Reduced lunch forms are available to students through the Business Office.

### **Picture Day**

Student pictures will be taken October 6<sup>th</sup>. Retakes will be November 8<sup>th</sup>.

### **Student Fees**

ASB	\$10.00	Life Skills	\$6.50
Art -	\$5.00	Tech Lab	\$5.00
Beg. Percussion	\$5.00	Woodshop	\$15.00
Fitness T-Shirt	\$5.00		
Heart Monitor strap (Optional for Health and Fitness)	\$3.50		

Orchestra or Choir or Band fee amounts will be given by the teacher during the first week of school.

### **Computer/Internet Acceptable Use Policy**

Computer and network – Code of Conduct (Policy #6400). Spokane Public Schools declares that unethical and unacceptable behaviors shall be deemed just cause for taking disciplinary measures against students consistent with Policy 3200, Student Rights and Responsibilities, for any activity through which a student:

- uses district resources for illegal, inappropriate, or obscene purposes or in support of such activities.
- attains unauthorized access or information, commits software piracy, hacking, and/or tampers with hardware and software.

The primary purpose for the use of computers and the internet at Garry Middle School is for **schoolwork**. Any and all exceptions to this purpose must be approved by staff prior to use by the student. Inappropriate use of the computer/internet is a very serious offense, not only disruptive to the educational process, but also a threat to the security of our school and district. Such violations will result in disciplinary measures and may result in an emergency expulsion from Garry Middle School and Spokane Public Schools.

The following rules apply before, during, and after school:

- Do not change the settings on the computer wallpaper, screen saver, add or delete icons, screen size, color, sound effects or fonts, mouse or cursor settings or pointers, internet home page.
- Do not access or change any system files or folders or any network settings.
- Do not play music on the computers, either with speakers or headphones.
- Do not use a scanner to scan inappropriate images or tests, copy other students' work, copy instruction for games or inappropriate computer use, copy copyrighted work to use as your own.
- Do not use CD burners to create any CD for personal use. These are only for school assignments under teacher supervision. These are not to be used without a teacher in the room and are not for copying music or videos for other people's CD's.
- Do not install or download or attempt to install or download any of the following: software of any kind, music or video players, video files, bookmarks to internet sites not related to class assignments, tools (winzip, Bleem), non-school related files, remote administrators.
- Do not access any materials that could fall under these general categories: adults only, alcohol, chat, hate, discrimination, drugs, free, e-mail, free website page, gambling, tasteless/gross. Illegal hacking, profanity, lingerie, nudity, personal information, personals, porn, school cheating, sex, suicide/murder, tobacco, violence, weapons, or anything that may be considered inappropriate.
- Do not print or attempt to print any materials other than schoolwork. Students who find themselves accessing an internet site that is not acceptable need to inform their instructor immediately without leaving the site (turn off monitor). This information will help us prevent accidental viewing in the future.
- Any attempt to change or even view security settings is considered a gross violation of school security. Any incident of password sharing should be reported to the office immediately.