



GWMS

GEORGE WASHINGTON MIDDLE SCHOOL STUDENT HANDBOOK

Our Mission: To develop each student's learning potential in a caring environment.
Our Values: Respect, Learning, Caring, Community and Excellence.
Our Core Rules: Ask Questions, Listen, Try, Do Your Best, Be on Time, Be Prepared and Get Help.

INTRODUCTION

This handbook serves as a general guide for students and parents/guardians. It is each student's responsibility to be aware of policies contained in this handbook and other school publications, as well as verbal rules and procedures given throughout the school year. Your familiarity with the policies and procedures of George Washington Middle School and DCSD will aid greatly in helping your child be a successful middle school student.

WELCOME TO WASHINGTON

We will provide appropriate experiences by way of courses, activities and co-curricular functions that will stimulate your interests and talents. As stated in our Mission Statement, we are dedicated to help you realize your full potential.

The purpose of middle level education is to improve student achievement. The most effective way to continuously improve achievement is through creation of high expectations for social, behavior and academics. Teachers promote young adolescent development by teaching them to think creatively, identify and solve meaningful problems, communicate and work with others while developing a base of factual knowledge as a foundation to higher order thinking. A secondary goal of middle school is to help student's lead healthy and productive lives by teaching students to care, be compassionate, be(come) tolerant individuals.

During your years at Washington we urge you to develop new friendships, explore more about yourself as a person, and learn to use your privileges wisely and fulfill your responsibilities as a student.

Best wishes for a good year!

Faculty and Staff of George Washington Middle School

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REGULAR SCHOOL DAY HOURS 7:45 a.m.-2:30 p.m.

GEORGE WASHINGTON MIDDLE SCHOOL TELEPHONE NUMBERS

Attendance Office	552-4811
Guidance Office	552-4810
Main Office	552-4800
Main Office Fax	552-4801
Cafeteria/Kitchen	552-4820

2015-2016 Block Schedule

House 6-1

House 6-2

7:45-9:15 1/2 Block
 9:20-9:45 Homebase - Organiz. Common Ground
 9:50-11:20 3/4 Block
 11:25-
 12:55 ELT/Lunch
 1:00-1:42 Period 6 (Specialists)
 1:47-2:30 Period 7

7:45-9:15 1/2 Block
 9:20-9:45 Homebase - Organiz. Common Ground
 9:50-11:20 3/4 Block
 11:25-
 12:55 ELT/Lunch
 1:00-1:42 Period 6
 1:47-2:30 Period 7 (Specialists)

House 7-1

House 7-2

7:45-8:28 Period 1
 8:33-9:15 Period 2 (Specialists)
 9:20-9:45 Homebase - Organiz. Common Ground
 9:50-11:20 3/4 Block
 11:25-
 12:55 ELT/Lunch
 1:00-2:30 6/7 Block

7:45-8:28 Period 1 (Specialists)
 8:33-9:15 Period 2
 9:20-9:45 Homebase - Organiz. Common Ground
 9:50-11:20 3/4 Block
 11:25-
 12:55 ELT/Lunch
 1:00-2:30 6/7 Block

House 8-1

House 8-2

7:45-9:15 1/2 Block
 9:20-9:45 Homebase - Organiz. Common Ground
 9:50-10:32 Period 3
 10:37-
 11:20 Period 4 (Specialists)
 11:25-
 12:55 ELT/Lunch
 1:00-2:30 6/7 Block

7:45-9:15 1/2 Block
 9:20-9:45 Homebase - Organiz. Common Ground
 9:50-10:32 Period 3 (Specialists)
 10:37-
 11:20 Period 4
 11:25-
 12:55 Lunch/ELT
 1:00-2:30 6/7 Block

6th, 7th and 8th Grade Lunch

Lunch 1 A (North Café)

Lunch 1 B (South Café)

11:20-
 11:45 Lunch
 11:45-
 12:55 ELT

11:25- Lunch (sit down, wait to be released to lunch
 11:50 line)
 11:50-
 12:55 ELT

Lunch 2 A (North Café)

Lunch 2B (South Café)

11:25-
 11:55 ELT
 11:55-
 12:20 Lunch
 12:20-
 12:55 ELT

11:25-
 12:00 ELT
 12:00-
 12:25 Lunch
 12:25-
 12:55 ELT

Lunch 3A (North Cafe)

Lunch 3B (S. Café)

11:25-
 12:25 ELT
 12:25- Lunch (teachers help supervise last 5
 12:55 minutes)

11:25-
 12:30 ELT
 12:30-
 12:55 Lunch

Each teacher determines when it is best to play announcements - announcements are accessible on our website.
 Common Ground in Home base on Tuesday

Late Arrival Schedule, 1 hour - Fridays

1 hour delay - Block Schedule		2 hour delay - Block Schedule	
8:45-10:00	1/2 Block	9:45-10:45	1/2 Block (60 minutes)
10:05-11:20	3/4 Block	10:50-11:20	3/4 Block (30 minutes)
11:20-12:55	ELT/Lunch block	11:25-12:55	ELT/Lunch block - follow regular day
1:00-2:15	6/7 block	1:00-1:28	3/4 Block (28 minutes)
2:20-2:30	Homebase for organization	1:33-2:30	6/7 block (57 minutes)
1 hour delay - Specials/Skinny		2 hour delay - Specials/Skinny	
8:45-9:20	Period 1	9:45-10:13	Period 1 (28 min)
9:25-10:00	Period 2	10:18-10:45	Period 2 (27 min)
10:05-10:40	Period 3	10:50-11:20	Period 3 (30 min)
10:45-11:20	Period 4	11:25-12:55	ELT/Lunch block
11:20-12:55	ELT/Lunch block	1:00-1:28	Period 4 (28 min)
1:00-1:35	Period 6	1:33-1:59	Period 6 (26 min)
1:40-2:15	Period 7	2:04-2:30	Period 7 (26 min)
2:20-2:30	Homebase		
7th and 8th Grade Lunch			
Lunch 2 A (S. Gym, North Café)		Lunch 2B (South Café)	
11:25-11:55	ELT	11:25-12:00	ELT
11:55-12:20	Lunch	12:00-12:25	Lunch
12:20-12:55	ELT	12:25-12:55	ELT
7 and 8 Music Lunch 3A (South Gym)		Lunch 3B -(S. Café)	
11:25-12:25 (60)	Band, Choir, Orchestra Class, Announ	11:25-12:30	ELT - Announcements
12:25-12:55 (30)	Lunch (Music teacher supervise last 5 minutes)	12:30-12:55	Lunch

Each teacher determines when it is best to play announcements - announcements are accessible on our website.
Common Ground in Home base on Tuesday

Block Schedule

7:45-9:15	1/2 Block
9:20-9:45	Homebase - Organiz. Common Ground
9:50-11:20	3/4 Block
11:20-12:55	Lunch, Announcements, ELT
1:00-2:30	6/7 Block

Specialists, Skinny Class Times

7:45-8:28	Period 1
8:33-9:15	Period 2
9:20-9:45	Homebase
9:50-10:32	Period 3
10:37-11:20	Period 4
11:20-12:55	Lunch, announcements, ELT
1:00-1:42	Period 6
1:47-2:30	Period 7

Late Arrival Schedule, 1 hour - Fridays

1 hour delay - Block Schedule	
8:45-10:00	1/2 Block
10:05-11:20	3/4 Block
11:20-12:55	ELT/Lunch block
1:00-2:15	6/7 block
2:20-2:30	Homebase
1 hour delay - Specials/Skinny	
8:45-9:20	Period 1
9:25-10:00	Period 2
10:05-10:40	Period 3
10:45-11:20	Period 4
11:20-12:55	ELT/Lunch block
1:00-1:35	Period 6
1:40-2:15	Period 7
2:20-2:30	Homebase

2 hour delay - Block Schedule

9:45-10:45	1/2 Block (60 minutes)
10:50-11:20	3/4 Block (30 minutes)
11:25-12:55	ELT/Lunch block - follow regular day
1:00-1:28	3/4 Block (28 minutes)
1:33-2:30	6/7 block (57 minutes)
2 hour delay - Specials/Skinny	
9:45-10:13	Period 1 (26 min)
10:18-10:45	Period 2 (27 min)
10:50-11:20	Period 3 (27 min)
11:25-12:55	ELT/Lunch block - follow regular day
1:00-1:28	Period 4 (28 min)
1:33-1:59	Period 6 (26 min)
2:04-2:30	Period 7 (26 min)

Weather Schedules, 2015-2016

Early Release	
7:45-8:49	1/2 Block
8:54-9:57	3/4 Block
10:02-11:05	6/7 Block
11:10-12:30	ELT (lunches)

Specials and Skinny - Early Release	
7:45-8:15	Period 1 - Specials 7-2
8:20-9:49	Period 2 - Specials 7-1
8:54-9:23	Period 3 - Specials 8-2
9:28-9:57	Period 4 - Specials 6-2
10:02-10:31	Period 6 - Specials 6-1
10:36-11:05	Period 7 -Specials 8-1
11:10-12:30	ELT (lunches)

Lunch for early release	
House 6-1	
11:10-11:35	Lunch in the cafeteria
11:35-12:30	ELT (incl 6 Band, Choir or Orch Reh)
House 6-2	
11:05-11:30	Lunch in the South gym
11:30-12:30	ELT (incl 6 Band, Choir or Orch Reh)
Lunch 2 (South Gym)	
11:10-11:35	ELT
11:35-12:00	Lunch in the South Gym
12:00-12:30	ELT
Lunch 2 B (Cafeteria)	
11:10-11:40	ELT
11:40-12:05	Lunch in Cafeteria
12:05-12:30	ELT
7 and 8 Music Lunch 3A (South Gym)	
11:10-12:00	Rehearsal
12:00-12:30	Lunch in the Cafeteria (teachers supervise last 5)
Lunch 3B -(Cafeteria)	
11:10-12:05	ELT
12:05-12:30	Lunch in the Cafeteria

6th grade Assembly Day Schedule 15-16			
House 6-1		House 6-2	
7:45-9:15	1/2 Block	7:45-9:15	1/2 Block
9:20-10:50	3/4 Block	9:20-10:50	3/4 Block
10:55-11:20	Homebase	10:55-11:25	Homebase
11:20-11:45	Lunch in the n. café	11:25-11:50	Lunch in the south café
11:45-12:00	Homebase	11:50-12:00	Homebase
12:00-12:55	Assembly w/ HMB class (12:05 curtain)	12:00-12:55	Assembly w/ HMB class (12:05 curtain)
12:55-1:37 (42)	Period 6	12:55-1:37 (42)	Period 6
1:42-2:30 (48)	Period 7	1:42-2:30 (48)	Period 7
House 7-1		House 7-2	
7:45-8:28	Period 1	7:45-8:28	Period 1
8:33-9:15	Period 2	8:33-9:15	Period 2
9:20-10:50	3/4 Block	9:20-10:50	3/4 Block
10:55-11:20	Homebase	10:55-11:20	Homebase
11:25-12:55	ELT/Lunch (what lunch do you eat?)	11:25-12:55	ELT/Lunch (what lunch do you eat?)
1:00-2:30 (90)	6/7 Block	1:00-2:30 (90)	6/7 Block
House 8-1		House 8-2	
7:45-9:15	1/2 Block	7:45-9:15	1/2 Block
9:20-10:03	Period 3	9:20-10:03	Period 3 (Specialists)
10:08-10:50	Period 4 (Specialists)	10:08-10:50	Period 4
10:55-11:20	Homebase	10:55-11:20	Homebase
11:25-12:55	ELT/Lunch (what lunch do you eat?)	11:25-12:55	ELT/Lunch (what lunch do you eat?)
1:00-2:30 (90)	6/7 Block	1:00-2:30 (90)	6/7 Block
7th/8th grade Assembly Day Schedule 15-16			
House 6-1		House 6-2	
7:45-9:15	1/2 Block	7:45-9:15	1/2 Block
9:20-10:50	3/4 Block	9:20-10:50	3/4 Block
10:55-11:20	Homebase	10:55-11:25	Homebase
11:20-11:45	Lunch in the s. gym, n. café	11:25-11:50	Lunch in the south café
11:45-12:55	Homebase	11:50-12:55	Homebase
12:55-1:37 (42)	Period 6	12:55-1:37 (42)	Period 6
1:42-2:30 (48)	Period 7	1:42-2:30 (48)	Period 7
House 7-1		House 7-2	
7:45-8:28	Period 1	7:45-8:28	Period 1
8:33-9:15	Period 2	8:33-9:15	Period 2
9:20-10:50	3/4 Block	9:20-10:50	3/4 Block
10:55-11:00	ELT	10:55-11:00	ELT
11:00-11:55	Assembly w/ ELT (curtain at 11:05)	11:00-11:55	Assembly w/ ELT (curtain at 11:05)
11:55-12:55	ELT/Lunch (what lunch do you eat?)	11:55-12:55	ELT/Lunch (what lunch do you eat?)
1:00-2:30 (90)	6/7 Block	1:00-2:30 (90)	6/7 Block
House 8-1		House 8-2	
7:45-9:15	1/2 Block	7:45-9:15	1/2 Block
9:20-10:03	Period 3	9:20-10:03	Period 3 (Specialists)
10:08-10:50	Period 4 (Specialists)	10:08-10:50	Period 4
10:55-11:00	ELT	10:55-11:00	ELT
11:00-11:55	Assembly w/ ELT (curtain at 11:05)	11:00-11:55	Assembly w/ ELT (curtain at 11:05)
11:55-12:55	ELT/Lunch (what lunch do you eat?)	11:55-12:55	ELT/Lunch (what lunch do you eat?)
1:00-2:30	6/7 Block	1:00-2:30 (90)	6/7 Block
Lunch 2 A (S. Gym, North Café)		Lunch 2B (South Café)	
11:55-12:20 (25)	Lunch	11:55-12:00	ELT
12:20-12:55 (35)	ELT	12:00-12:25 (25)	Lunch
		12:25-12:55 (30)	ELT
7 and 8 Music Lunch 3A (South gym) - when NOT performing		Lunch 3B -(S. Gym, North Café)	
11:55-12:25 (30)	Band, Choir, Orchestra Class, Announ	11:55-12:30	ELT
12:25-12:55 (30)	Lunch (Music teachers cover last 5 minutes)	12:30-12:55 (25)	Lunch

GEORGE WASHINGTON INTERNET ADDRESS

George Washington Middle School news may be accessed at: www.washington.dbqschools.org. Please use this site to read daily announcements, refer to the activity calendar, and receive course information supplied by the teachers.

ANNOUNCEMENTS

Announcements of interest to students are read or broadcasted on WTV during 5th hour daily. Announcements are also posted on the internet at www.washington.dbqschools.org.

CANCELLATION OF SCHOOL DUE TO INCLEMENT WEATHER

All school closing announcements due to inclement weather or other emergencies will be announced over local radio and/or television stations. **The school weather line is 563-552-3035** carries school closing announcements for your convenience. As Washington phone lines are extremely busy during this time, you may wish to utilize the other option available. Another option is the Iowa School Alert website. If you sign up for the alert, an electronic message will be sent to you in regards to delays and cancellations. <https://schoolalerts.Iowa.gov>

ADMINISTERING MEDICINE TO STUDENTS

If a student is required to take any medication during school, the school nurse or the health associate will administer the medication in compliance with the following regulations:

1. Written orders from the student's physician must be on file in the Health Office.
2. Parental permission must be granted in writing and on file in the Health Office. All student medications are to be brought to the school nurse in the original container. Medication will be stored in a locked cabinet/container.

LOST AND FOUND

Lost and found is located in the Guidance Office. Students should check periodically to see if their lost items have been returned. At the end of the each trimester, all unclaimed articles will be donated to a non-profit organization.

GWMS ATTENDANCE AND PUNCTUALITY PROTOCOL

SCHOOL ATTENDANCE

- When a student has been absent between 5-10 days or more during the school year (not including legitimate medical illness, and possibly vacations), the student's attendance pattern will be closely monitored by the school attendance team. The school attendance team consists of: School Nurse, Counselors, Administrators, Child Study Team and Truancy Officer.
- For students who have missed five days during the school year, a member of the attendance team may meet with the student to determine what can be done to improve the student's attendance pattern. A parent phone call or letter will be sent expressing concern regarding the student's attendance.
 1. Administrator will call the parent to discuss attendance concerns and may possibly schedule an attendance improvement session.
 2. If the parent does not return the Administrator's phone call, a letter will be sent home requesting the parent call the Administrator to discuss the attendance concern.

3. If there is no improvement in the attendance pattern after the above interventions, the Administrator will seek the assistance of the Truancy Liaison Officer to develop a more formal attendance agreement with the student and parents/guardians.
- If a student has missed 10 or more days, the Administrator may seek the assistance of the Truancy Liaison Officer to develop a formal attendance agreement with the student and parent/guardian.
 - When a student has chronic absenteeism, (missing 10% or more of a school year for any reason, including excused absences), a member of our attendance team will contact the student and parent/guardian to develop a plan to improve the student's attendance.

PUNCTUALITY

Late to school: Any student arriving after 7:45 is considered tardy. Students must be in their seats at 7:45 to be considered present and on time.

- 1-4 unexcused tardies to school: A member of the school attendance team will discuss punctuality concerns with the student as the opportunity presents itself.
- 5 or more unexcused tardies to school: Office Referral. A member of the school attendance team will document all previous tardy dates, times and interventions in the Office Referral database. Office Referral will lead to a historical review of the student's punctuality to school, and may result in a possible consequence from Policy 5200 Menu of Consequences and Interventions, which is located online at: www.dbqschools.org.

Late to class:

- 1-3 tardies to call in one trimester: Classroom teacher may choose consequences from Policy 5200 Menu of Consequences and Interventions. ***However, if the student is more than 10 minutes late to class without a pass, this is an automatic Office Referral.***
- 4 or more tardies to class in one trimester: Office Referral: (The classroom teacher will document all previous tardy dates, times, and interventions in Office Referral Database.)

GEORGE WASHINGTON MIDDLE SCHOOL ETIQUETTE

COMMUNITIES need guidelines so that all of the members of the community know what to do to make the community run safely, smoothly and respectfully. These are guidelines for the important common areas of the George Washington Middle School Community.

OUTSIDE OF SCHOOL ETIQUETTE

Rationale: Students of GWMS belong to two COMMUNITIES: the George Washington Middle School community and the Grandview Avenue neighborhood community. An appropriate and contributing member of any COMMUNITY shows RESPECT and CARING for the environment and other community members. We show our RESPECT and CARING for the neighborhood when we dispose of our trash properly, when we stay on the sidewalks as we walk to and from school, or when we keep our hands and feet off the property of the people in the neighborhood. We RESPECT our Grandview Avenue neighbors by keeping our voices low as we walk to and from school. We show CARING when we make safe choices while crossing the street in the crosswalk areas, getting out of our cars, getting off the bus, or keeping our hands and feet to ourselves. We show RESPECT by greeting each other in a friendly and polite manner. We show RESPECT for the adults who care for us as we arrive or leave by meeting expectations without reminders, listening when they give us direction and greeting them when they greet us. All of the following guidelines are to ensure that the GWMS and the Grandview Avenue communities are safe, run smoothly, and as we arrive and leave school.

Before School

BICYCLES AND SKATEBOARDS:

1. Upon entering GWMS property, please walk your bike or skateboard to and from the bike/skateboard rack area.
2. Use the bike/skateboard racks, and use your own lock with one bike/skateboard per lock.
3. Stand bikes up; do not pile them on top of each other.
4. Bicycle riding, roller blading, roller skating, and skateboarding are all prohibited on school grounds.
5. Students are not allowed to bring skateboards into the building for any reason.

LINING UP/ENTERING THE BUILDING

1. Students must line up in specified areas ONLY.
 - 6th grade Grandview entrance
 - 7th grade back parking lot entrance
 - 8th grade south entrance
2. Stay on the sidewalk and outside of all doors: you may not be in the foyer/entryway.
3. Stay on the correct sides of the lines. Sixth grade stay to outside of lines. Seventh grade has no lines. Eighth grade stand on side of line closest to the building.
4. Keep your hands, feet, and objects to yourself – no horseplay.
5. You can enter the building from 7:25-7:35 for breakfast. (See Breakfast Etiquette page 10)
6. You cannot enter the building before 7:25 a.m. (It is recommended that students do not report to school before 7:25 a.m.)
 - Unless the weather is inclement
 - An announcement will be made to the outside supervisors
 - Cold below 5 degrees
 - Rain
 - Other
7. If students choose to eat or drink while outside, they must follow the DCSD Wellness Policy and dispose of all garbage in containers provided. Food and drink can't be brought into the building with exception of packed/sealed school lunch and/or water bottle.
8. Upon entering the building take the most direct route to your locker. Do not go to the other houses.

DISMISSAL

1. Dismissal is at 2:30.
2. Go to your locker and then leave the building directly at dismissal – unless you have specific business; detention, practice, or need to go to the office.
3. Go directly to the area that you are to meet for school activity if you are staying in the building.
4. Do not go to other areas to wait for other students.
5. Exit the building quietly. If you are walking home please leave the property by 2:35 p.m.
6. Use the crosswalk to cross the street – quickly but safely.
7. Follow directions of the adults who are supervising for safety.
8. Students must be out the building by 2:35.
9. After school practice report to the practice area or to the LRC by 2:35.
10. After dismissal of activity, please wait outside for your ride.

WAITING FOR YOUR RIDE

1. Keep your hands, feet, and materials to yourself at all times.
2. Stay in the 6th grade line up area on the Washington sidewalk; stay off of the bike rack, grass, fire exits and the wall. Please stand on the outside of the painted lines to make room for visitors entering or leaving the building. Do not block the Grandview sidewalk.
3. Keep your voice at an appropriate outdoor level-a voice level that would be appropriate for classroom group work.
4. Keep your language school appropriate at all times.
5. Be respectful to pedestrians (joggers, parents, etc.) who are using the sidewalks; make way for them, speak respectfully to them, greet them appropriately, greet them appropriately on your walk home.
6. Respectfully listen to and follow directions of all adult supervisors.
7. Do not run around or play around, disturbing other students or neighbors.
8. Remember when leaving GWMS you are still a part of the GWMS community and you are expected to demonstrate our values.

BREAKFAST ETIQUETTE

Rationale: The GWMS COMMUNITY understands the LEARNING takes place best when students have a good, nutritious breakfast. By offering breakfast the school community is CARING about the health and LEARNING of each student. The guidelines for the cafeteria during breakfast are intended to ensure that breakfast proceeds efficiently, fairly, and enjoyable for the students and adults who participate. These guidelines build in RESPECT and CARING for all students and adults, and for the cafeteria environment.

ENTERING THE BUILDING/BREAKFAST RULES

1. Staff will be at the entrances at 7:25 to allow students in the building for breakfast.
2. Students may enter for breakfast between 7:25-7:35. If students enter the cafeteria, they must eat breakfast.
3. Students walk quietly to the cafeteria.
4. All materials, book bags, coats, etc., will not be allowed at the table but will be kept in the cafeteria during breakfast. Coats must be taken off before going through the line or should be put in your locker prior to breakfast, time permitting.
5. Line up single file in the serving area.
6. If you forgot/lost your ID Card, you must wait at the end of the line, along the wall.
7. After going through the line, be sure to have your ID ready to hand to the cashier. Scan your card across the scanner and wait for the cashier to approve your breakfast account.
8. Proceed through the area quickly and politely to allow all students time to eat their breakfast.
9. Pushing, shoving or being disrespectful are not allowed.
10. Keep voices at a reasonable level.
11. While getting napkins, silverware, etc. please be mindful and keep this area clean.
12. Walk quietly to your table.
13. Students may sit wherever they choose in the south cafeteria (providing you have not been assigned a seat). However, once a seat is chosen students may not move around to other tables/seats. Students are to remain seated while in the cafeteria except for returning trays, getting items from the condiment table, and cleaning up the table and floor. Condiments must remain that the condiment table. Do not take these items to your seat. Students are not allowed to share their food or drinks.
14. Students may not leave the cafeteria without permission from a supervisor.
15. Students may only go through the breakfast line once.
16. Pop and candy are not allowed in the cafeteria.
17. Absolutely no food or drinks can be taken from the cafeteria.
18. Students are not permitted to apply cosmetics, brush hair, etc. in the cafeteria.

19. Students are to return their own trays immediately when finished eating to avoid a backlog at the tray return are near dismissal time.

WHILE EATING BREAKFAST

1. Keep your voice to a low, reasonable tone.
2. Be respectful to students and staff around you.

BEFORE LEAVING BREAKFAST

1. Leave no trace.
 - Properly dispose of recyclables and garbage.
 - Take silverware, plate and tray to the proper washing area.
 - Return to the table that you were sitting at originally, wash your area, and sweep underneath the table.
 - Help other students keep the cafeteria clean.
2. Maintain reasonable voices and follow hallway etiquette

DISMISSAL FROM BREAKFAST

1. Wait for staff to check that your area is clean and to dismiss you when done.
2. Leave the cafeteria quietly and proceed quietly to your locker.
3. Use the most direct route when going to 1st hour. Be prompt in arriving with your 1st hour materials.

START OF THE DAY ETIQUETTE

1. Students should arrive to their 1st scheduled class **with all their materials**, and be **seated** by 7:45 when the bell rings.
2. AT 7:45 all students need to be silent and attentive, ready for the start of the day.
3. If students arrive to school late, they need to report to the attendance office to get a pass. Students will be considered tardy to school.

LUNCH AREA ETIQUETTE

Rationale: Daily in the lunch area, all members of GWMS COMMUNITY need to safely and efficiently be served, eat and clean up their lunches. Lunches are served because students who eat nutritious and filling lunches are prepared for LEARNING and are supported in achieving EXCELLENCE. The lunch area guidelines ensure that lunch proceeds efficiently, fairly, and enjoyably for all students and adults who use it. Following these guidelines demonstrate RESPECT and CARING for all of the GWMS Community members and the lunch are environment.

BEFORE ENTERING LUNCH AREA

Bring school ID.

Leave materials either in your class or locker (depending on teacher/schedule).

Walk quietly through the halls when going to lunch (be respectful to other teachers and students who are having class.)

LUNCH AREA PROCEDURES

1. Enter the lunch area quietly. Proceed through the lunch serving area in a single file line, quickly and politely to allow all students enough time to eat.
2. After going through the line, you need to have your student ID card ready to present to the cashier.
3. Scan your card under the scanner and wait for the cashier to approve your lunch account.
4. Those without their student ID will wait at the end of the line until all students with ID's are through the lunch line first or asked to wait at the end of the line.

5. If getting silverware and condiments, keep the table clean of spills. Leave the condiments area clean for others to use.
6. Walk quietly to your table.
7. Students may choose a seat anywhere, but must stay there for the entire lunch period. No changing seats.
8. Students are to use an indoor voice, meaning only loud enough for those next to them right/left or across the table to hear.
9. Students are to return their own trays when finished eating. Wait your turn to clean, stack your plate and tray separately, place silverware in the silverware tray neatly on the cart.
10. Promptly return to your same table/seat without walking around the cafeteria, talking to friends at the other tables.
11. Each table/person is responsible for washing their table top and sweeping under/around their table demonstrating their preparedness to be dismissed.
12. Five minutes before dismissal, students will check their area for a clean table, clean floor, and sit quietly, demonstrate they're prepared to leave.
13. Students will be dismissed first who are prepared, meaning having a clean table/floor and are sitting quietly. Tables will be dismissed one at a time.
14. All students are responsible for keeping the cafeteria clean, safe and welcoming for the students, teachers, and those who visit. Adults should not have to remind students to act responsibly in the cafeteria area, but keep it clean and inviting for everyone. (No signs, signals, or selecting a person to clean.)

LUNCH AREA RULES

1. If you forgot/lost your student ID card, you must wait until everyone else has gone through the line by waiting at the end of the line. You will be the last dismissed to go through the line. A new student ID can be bought in the main office for \$3.00.
2. Be respectful in line. Keep hands and feet to self.
3. Keep your voices at a low, reasonable level meaning one to your left/right and directly across from you.
4. Be respectful to students and staff around you. Follow directions from any adult without arguing.
5. Once a seat has been chosen, you may not move around to other tables/seats.
6. Sharing of food and drink is not permitted.
7. Books, writing utensils, and electronic devices, which includes cell phones are not permitted.
8. Students may not leave the lunchroom without permission from the lunchroom supervisor.
9. Students may only go through the lunch line one time.
10. Soda and candy are not allowed in the lunchroom.
11. Food and beverages may not be removed from the cafeteria.
12. Students are encouraged to use water fountain/plastic cups for drinking. Cups should be disposed of properly.
13. Leave the lunchroom quietly and orderly after you are dismissed.
14. Quietly enter the hallway, gather your books/materials from your locker and proceed to your next class.
15. Be prompt when arriving to your next class. Follow hallway etiquette.

HALLWAY PASSING TIME ETIQUETTE

Rationale: The hallway is a common area in which COMMUNITY members need to move efficiently and safely to their destinations. We accomplish this community goal by showing RESPECT for the space and property of the students who are at their lockers or walking through the hallway. We establish CARING by ensuring the safety of each other by walking at an appropriate pace, keeping our hands and feet to ourselves,

and by efficiently stopping at our locker to prepare for our next class. We support LEARNING and EXCELLENCE by moving quietly and efficiently through the hall when classes are in session.

1. Teachers will stand in the hallway near their doors in order to monitor student behaviors, answer questions, and address any concerns.
2. Use a low, speaking tone of voice as you would in the classroom.
3. Walk efficiently on the right side of the hallway and in the staircase in order to achieve efficient “traffic flow”.
4. Take the most direct, appropriate path to your destination.
5. Do not enter other Houses during passing time.
6. Move efficiently to your next class, not time for excessive socialization.
7. Keep your hands, feet, and objects to yourself as you pass or encounter others.
8. Body spray should not be used the hallway or classrooms.
9. Be respectful to all people whom you pass or encounter.
10. You are to keep all school materials and belongings in your **own** assigned locker. Remember, you are responsible for what is in your locker. Keep it locked. Remember to turn the knob to reset your combination.
11. Get a drink or go to the restroom during passing time.
12. Be prompt in arriving to your next class with all necessary materials.
13. If you are passing during class time you must have a pass from staff.

RESTROOM AND DRINKING FOUNTAIN ETIQUETTE

Rationale: Drinking fountains and restrooms are common areas that are provided for the comfort and health of all of the GWMS COMMUNITY members. The efficient and appropriate use of the facilities demonstrates RESPECT and CARING for yourself, the GWMS COMMUNITY, and the custodial staff. Please use the restroom and drinking fountain during passing time; this will increase your time in class. When using the restroom during passing time, make sure you have enough time to get to class on time and be seated before the bell. If you are going to be longer, make sure to ask permission from your teacher before using the restroom. Students, once you enter the restroom, you should use facility, wash your hands, and get back to where you are expected.

1. Use the restroom and drinking fountain that is closest to your classroom.
2. While in the restroom you are expected to use an appropriate volume and language.
3. After using the restroom please remember to flush the toilet/urinal once.
4. Efficiently use restroom supplies, dispose of paper towels in trash can (toilet paper, paper towels, soap and water). Think the rule of two, (two minutes, two towels) this is not the time for socialization or goofing around.
5. You are expected to be respectful and keep others safe by keeping water in the sink, using soap, and keeping hands, feet and objects to yourself.
6. Inform an adult if you witness an unsafe situation (ex. water on floor, student concern, etc.)
7. Be respectful of the facility by leaving walls, doors, and stalls clean of ink and other materials.
8. Cell phones are not to be used in restrooms during school hours.
9. When taking a drink be respectful of those behind you. You may also carry clear water bottles for water during the day.

WTV/ANNOUNCEMENTS

Channel One time is a great opportunity for students to learn about current events. Announcements are important for students to be informed about upcoming events and school information. Students need to be attentive during this time and sit silently so students around them can also hear.

AUDITORIUM ETIQUETTE

Rationale: In the auditorium, the COMMUNITY gathers to experience and appreciate presentations, performances, and ceremonies. The auditorium is a place in which LEARNING and EXCELLENCE is promoted and celebrated. When members of the community participate in activities such as these, RESPECT and CARING become vital values to practice. As always, we demonstrate both respect and caring for the environment by sitting properly in our seats. We demonstrate respect and caring by the presenters, performers, or hosts by listening attentively, sitting up straight in the seats, and by remaining silent. As with all common areas, entering and exiting the auditorium efficiently, safely, and quietly is very important.

1. Arrive promptly with your class. Remember to use hallway etiquette.
2. Stay single file to one side of the aisle so that two groups of students may be seated at one time, filling in the front row.
3. Be seated quickly, silently, and appropriately.
4. Your attention should be focused forward to the performance, activity, or speakers.
5. Be silent during the performance unless the performers request your participation.
6. If the performers request your participation, be enthusiastic but appropriate in response, tone and demeanor.
7. Sit up straight with your feet on the floor. If you are sitting in the front row in the balcony, sit back in your seat keeping your feet off the railing.
8. Applaud at the end of the performance or at the end of each song, etc.
9. Applaud with the audience, beginning and ending with the majority of the group.
10. All students and staff must be seated, and the doorway and aisles clear.
11. No turning around to communicate with those in the balcony. Those in the balcony, no communicating to others on the main floor of the auditorium.
12. Remain seated until your teacher has dismissed your row.
13. When exiting the auditorium, dismissal will start at the last row to the front. Students should exit the auditorium with their class, in a single file and silent line back to their classroom.

LIBRARY ETIQUETTE

Rationale: The LRC is a common area that is dedicated to student LEARNING and EXCELLENCE. The guidelines for the LRC are intended to maximize student LEARNING and EXCELLENCE. COMMUNITY members sharing the LRC need to show RESPECT for learning by working individually, efficiently, and silently. RESPECT and CARING are shown for the environment and the LRC staff by treating borrowed materials properly, returning used materials to their proper places, pushing in chairs, logging off the computers properly, and leaving no trace when you are gone. The guidelines for the LRC ensure that the learning, staff, environment, and materials of the LRC are respected and cared for.

GENERAL USE OF THE LRC

1. The library is a community learning place in which you are expected to work individually, efficiently, and silently.
2. If you need to work with another student, permission must be given by your teacher and the LRC staff; you will still be expected to work efficiently and quietly.
3. If you need to leave the LRC for any reason (restroom, locker, etc.), you must ask permission from the LRC staff before leaving.
4. Students are expected to be academically productive at all times in the LRC.
5. Students are expected to use the appropriate entrance/exit doors.
6. When searching for LRC materials, please limit your computer use to three minutes. If you need to log into your Destiny account, please see the LRC staff.

7. Upon departure of the LRC, “Leave no Trace”.
 - Return items to their proper locations neatly.
 - Use shelf markers to keep the LRC organized.
 - Keep tables and chairs in their place, push in chairs, and tidy up your area.

Weekly LRC Visits:

- Students enter the LRC quietly through the “Enter” door, be seated and listen to LRC announcements.
- Students must have a current Washington Middle School ID and no overdues in order to check out.
- Students are expected to respect the learning environment by maintaining a quiet atmosphere.
- After checking out, students read silently at LRC tables.

THE LRC IS OPEN 2:30-3:30 FOR STUDENTS WHO HAVE LATE PRACTICES OR GAMES, OR NEED TO WAIT FOR A RIDE HOME.

LRC After-School:

- Students must have a current Values Contract signed by parents on file. (Obtained from the LRC staff.)
- Students must be in the LRC by 2:35, after that time a signed pass from a teacher is required.
- Sign in at the front desk.
- Ask permission to use a computer before logging on,
- Ask permission and take LRC pass if going to restroom, office or lockers.
- If leaving before 3:30, students must sign out before leaving building.
- No food or drink is allowed.
- Leave no trace: push in chairs, throw away trash and clean up your area. Be sure your chairs are returned to their original tables.
- Take all belongings.
- Keep conversations and music at appropriate levels.
- Use this time to complete homework.
- Sports team members must wait until 3:30 to change into uniforms unless the coach has indicated otherwise.
- Demonstrate Washington values at all times.

Friday LRC Before-School

- Students must have a current Before-School Values Contract signed by a parent on file.
- Sign in upon entering.
- Computers are for homework only; ask for permission before logging on.
- Students may read, work on schoolwork, play games, or talk quietly.
- No food or drink allowed.
- Students must ask permission if they need to leave the LRC for any reason; students are not allowed to be in the hallways at this time.
- When students are released at 8:25, they must leave no trace: chairs must be returned to their original spot, all chairs must be pushed in, and tables must be cleared off.
- Take all belongings.
- Demonstrate Washington values at all times.

COMPUTER/TECHNOLOGY ETIQUETTE

When using a computer/laptop/tablet please follow the basic etiquette guidelines:

- Students should only use computers/devices with **permission**.

- Water bottles should be placed on the floor, not on the table/desk.
- Keep your **belongings contained** to your work station area or under your chair. Books or other items should not be on wires/cords.
- **Tampering** with any of the computer equipment is not acceptable. In other words, use the keyboard to type and the mouse to navigate the cursor.
- If the keyboard, mouse, or computer isn't working properly, raise your hand and let your teacher know. **The teacher will fix it.**
- All school/teacher owned computer accessories (headphones, mouse, etc.) are to remain in the room.
- Avoid touching the desktop computer screen, as it leaves natural moisture from your hands and smudges that can distort the images on the screen.
- When carrying a mobile device (laptop/tablet), please use both hands. Be sure you are caring nothing else in your hands.
- Only save to your **OneDrive in Office 365** or your personal **flash drive**. Your **OneDrive** contains your personal folder that no one else can access. It is the safest place for you to keep your computer files. To keep your files safe, **never give your password** to anyone.
- If you need to **print**, ask your teacher first. You may be instructed to revise something before printing, to print on both sides of the paper, to print in black and white only, or to print some (not all) pages of a document. GWMS is a **GREEN** school, and one way to stay green is to make sure paper and toner supplies are used sparingly and responsibly.
- If you are on the internet and end up on an inappropriate site, do the following:
 - Turn off your monitor
 - Go get your teacher or an adult
 - Do not show anyone or make a scene
- When you are **finished** using the computer/device, please do the following:
 - Desktop computer – Log off and turn off computer monitor
 - Laptop/Tablet – Log off and return device (carrying it with both hands) to cart, plug in appropriately.

As a student, you are only allowed to use a computer/device with adult supervision.

FIRE OR TORNADO DRILL ETIQUETTE

Rationale: Fire and/or Tornado drills are extremely important to the safety of ALL GWMS COMMUNITY members. Students are expected to show RESPECT throughout these drills by following all directions immediately, which could have a direct impact on student/staff safety.

After the warning lights signal and sound, you are expected to complete the following:

1. Line up at the classroom door silently and in a single file line.
2. Walk through the halls following the teacher. Everyone must remain SILENT in route to designated area.
3. This is not time for restroom or water fountain usage.
4. Once you arrive to your destination area remain SILENT so the teacher can take attendance.
5. After the drill is over, remain in your line in order to walk back to your classroom.
6. Walk to your classroom silently.
7. Upon returning be prepared for instruction to begin.
8. If you happen to be in the hallway or restroom when alarm sounds, go to nearest adult/classroom.

Remain SILENT at all times so you are able to hear directions and announcements.

HOME BASE ETIQUETTE

Expectations: The purpose of home base time is to give students an opportunity to get assistance from teachers on academics, homework completion, organization of materials and lockers, etc.

1. All students must report to home base every day, on time.
2. All students must have a pre-arranged pass to leave home base to get assistance from another teacher.
3. All students must report back to their homebase before the end of home base period.
4. All students should be working on academics, reading a book, or organizing their materials/lockers.
5. Students should be silent during this time (not time for socialization).
6. IPODS, cell phones, and other electronic devices are prohibited for use during this time. Kindles are allowed.

SPORTING EVENTS ETIQUETTE

Rationale: Sporting events are a place for everyone to have fun and cheer on their favorite team and/or players. Keep in mind that you are a representative of Washington Middle School and should reflect the school values of EXCELLENCE, COMMUNITY, CARING and RESPECT toward others in the community.

1. Be on time for the event and do not disturb others by coming and going throughout the event.
2. Find a seat in the designate spectator area and stay there. Do not stand up or block the view for others around you.
3. Keep your hands, feet, and objects to yourself. All students need to remove their hats.
4. Show good sportsmanship towards all athletes, coaches, and officials that are involved.
5. Make appropriate comments and keep your voice at an appropriate level for the sporting event; remember you are representing Washington Middle School.
6. Use appropriate language (no profanity or mean words).
7. Be respectful and follow directions when given to you from any adult.
8. Students are not allowed to enter the faculty lounge for food or drinks.
9. Clean up after yourself and use the garbage can provided to pick up any trash.
10. Immediately leave the building without returning to your locker after the athletic competition is completed.

STUDENT ATHLETE ETIQUETTE

1. If you are involved in after school activities, you should report to the locker room by 2:35.
2. If you have late practice or a late game, you should report to the LRC or be outside the building. No hanging out in the locker room or hallways.
3. Student athletes are expected to respond to all adults appropriately.
4. Students are not allowed to change clothes in the restroom area. Please complete changing by your assigned locker within five minutes.
5. Student athletes are expected to report to your assigned game/practice location promptly by 2:40 p.m.
6. Glass containers (perfume, deodorant etc.) are not allowed.
7. All belongings should be locked securely in your locker.
8. When involved in athletics at GWMS all student athletes need to follow the GMWS Values.
9. After practice/games the athlete will change and gather all belongings before leaving school grounds.

LOCKER ROOM

Rationale: The locker rooms are a common area for all students of the George Washington Middle School COMMUNITY to use. This area is available to help enhance your LEARNING and EXCELLENCE during wellness class and extra-curricular activities. Please use the locker room area efficiently and in a timely manner. It is important that you are respectful of others space and the property of the school while you are using the locker room. All students should show RESPECT and CARING for this area so it is enjoyable for all to use throughout the day:

1. Students should only be in the locker room during their assigned gym class or if they are involved in the current after school sport.
2. You should be in the locker room for no more than five minutes.

3. Food, and/or drinks are not allowed in the locker rooms.
4. There should be no running, jumping, climbing, or horseplay in the locker rooms at any time.
5. Glass containers (perfume, deodorant, drinks, etc.) are not allowed.
6. Student are not allowed to share lockers.
7. All belongings should be in your locker and locked when you leave for class/sports. Your belongings are your responsibility.
8. Backpacks are not allowed in the locker room during classes.
9. During the school day, you should enter the locker room before the tardy bell rings.
10. If you are involved in after school activities, you should report to the locker room by 2:35 p.m. and at activity by 2:40 p.m.
11. If you have late practice or a late game, you should report to the LRC or be outside the building. You are not allowed to wait in the locker rooms or hallways.
12. Students are not allowed to change clothes in the restroom area. While in the locker room, you should be changing near the locker you were assigned.
13. No cell phone or electronic devices are allowed for use in the locker room.

GEORGE WASHINGTON MIDDLE SCHOOL P.T.O. RULES AND DRESS CODE FOR DANCES

GWMS DANCE ETIQUETTE

Dances are provided for students at GWMS through the sponsorship of the GWMS PTO and supported by student council. The dances are intended to provide a worthwhile social experience for students. Attendance at a school dance is considered a privilege, not a right. Students attending PTO sponsored dances are to know and abide by the following rules and etiquette:

1. Dances are available to George Washington Middle School students only.
2. Students must have their current school picture ID and dance ticket to enter the dance.
3. Tickets are NOT sold at the door.
4. If you are absent from school on the day of the dance, you cannot attend the dance.
5. Students can line up at the 8th grade entrance (Hwy. 20). Students will be allowed to enter the building at 7:00 p.m. and no later than 7:30 p.m.
6. Students are expected to wear school appropriate attire. Students may wear clothing to fit the theme of the dance. Listen to announcements prior to the dance in regards to specific attire expectations.
7. A respectable dancing position of all students. No jumping, slamming or dance moves on the floor will be tolerated.
8. Walking in the hallways, on the right side is expected at all times.
9. All food and drink must be kept in the cafeteria. PLEASE CLEAN UP AFTER YOURSELF by throwing away any wrappers or food containers. Please recycle water bottles. Wipe your spot at the table after you are done eating.
10. Dances end at 9:00 p.m. and students are expected to leave the dance immediately. Students must be picked up no later than 9:15 or lose the privilege to attend future dances.
11. Parents/Guardians picking up students from the dance should use the drive-through parking lot to pick up their children.

Student behavior which interferes with the mission of the school or denies the rights of other students and staff is not acceptable and will not be allowed.

Policy 5200 addresses student behavior expectations and consequences. This policy supports belief statements already established by the school district and uses the following beliefs as the basis of this document.

ACCESSIBILITY

In accordance with the American With Disabilities Act, George Washington Middle School provides accessibility. Persons requiring accessibility may use the door located at the northwest entrance in the back of school. The elevator is located near this entrance and will give you access to the entire building, including the main office. There is also an elevator at the south entrance, however, this elevator is only accessible to the south wing.

STREET CROSSING

When crossing Grandview Ave., Dodge St., Lombard/Fremont or any other streets, students must cross only at appropriate street corner intersections or crosswalks, including while in the parking lot. Crossing between parked cars and school buses is extremely dangerous, as well as, illegal and therefore prohibited. Students are expected to obey all “walk” traffic signals.

ELECTRONIC SECURITY SYSTEM

George Washington Middle School secures outside doors electronically. Visitors must use the electronic system at entrances on the Grandview, Hwy 20 sides of the building and the NW entrance in the back of school off Lombard to gain entry to school. Students and staff have been instructed to never open the doors during the school hours. If the door has been opened for people ahead of you please wait and press the button to come in. Do not follow someone into the building. In order to better protect our students, staff, and visitors, all visitors will be required to show a valid, government-issued ID. Please report to the main office and your ID will be ran through our Raptor System.

CLOTHING GUIDELINES

The following are some guidelines for clothing. We believe that modesty has an important impact on our school culture. If students wear clothing that is unacceptable or is a disruption to the learning environment we will ask students to change or cover up the inappropriate clothing. Disciplinary action may be taken for inappropriate dress.

- Wear shirts that have at least one inch straps. Shirts should not be low cut in the front or back. Shirts must be long enough to be tucked in. Racer back and T-back tanks are prohibited.
- Mid-thigh or longer shorts and skirts are to be an acceptable length. To assist with this, shorts/skirts should align with the tip of your middle finger when arms are at your side.
- Do rags, bandanas, and hats are not allowed to be worn on school property.
- Undergarments should not be visible.
- Pants need to be pulled up around the waist.
- No pajamas or “lounges” pants.
- Coats should not be worn during school hours.

BOOK BAGS

Because most house classrooms are located in close proximity to each other and to student lockers, the use of book bags during the school day is not allowed.

PURSES

Girls will be permitted to carry small purses to school and to classes. Purses are primarily intended for the storage of personal items: combs, brushes, cosmetics, and personal hygiene items. Under Board Policy 5200 the school reserves the right to inspect purses where there is reasonable suspicion that the contents may include items which are illegal or are in violation school policy. The school will not be responsible for lost

purses or the contents. Purses are to remain in the student's possession at all times or secured the student's locker. Brushes, combs, perfumes, and cosmetics are to be used in the restroom or locker room only.

ACCEPTING RE-DIRECTION/RESPECT

Students at GWMS are expected to demonstrate RESPECT at all times. To assist students with acknowledging a prompt or direction, students are expected to respond to ALL staff by saying "yes", "ok", or "thank you". This is a social skill that will assist students with being respectful.

INTEGRATED PEST MANAGEMENT/WELLNESS

Pop, or energy drinks are allowed in school or outside of school. Food and beverages should be in sealed containers while stored in lockers for lunch purposes only. All containers must be removed daily and taken home. The District Wellness Policy is under District Guidelines via the District Website.

LEAVING THE SCHOOL BUILDING DURING THE SCHOOL DAY

Early releases for medical or dental appointments are discouraged. If at all possible, these appointments should be outside of school hours. If it is absolutely necessary to leave early, the student should bring a note from a parent/guardian or have parent/guardian contact the Attendance Office prior to dismissal time. If a note does not accompany request for leave parent/guardian will be asked to pick the student up in the Attendance Office. The Attendance Office will issue a permit to the student. This permit is to be signed by the doctor or person with whom the appointment was made and returned to the Attendance Office. Leaving without authorization will be regarded as truant. All students are to wait inside the school building until their transportation arrives. If a student is sick, they need to go to the Health Office. The nurse or health para will decide if the student needs to go home and make the call to the parent. If the student is ill, they are not to contact their parent directly. Students will not be denied the right to call home from the Health Office.

STUDENT ID CARDS

Students will receive an identification card with the student's picture and ID number. Picture ID cards must be carried at all times and are required for lunchroom purchases, library checkout, school dances, and other activities. Cards must not be defaced in any way, including drawings, stickers, staples, holes, fold, and/or cuts. If a card is lost, damaged, or defaced, the student will need to replace the card at the cost of \$3.00. You will need to stop in the main office.

OVERDUE BOOK POLICY

All books and magazines should be returned to the LRC on or before the due date--one week from the checkout date. The due date is posted next to the LRC exit. Anything *not* returned by that date is considered "overdue." If there is no school on the due date or if the student is absent, items should be returned when the student is back in school. The automated LRC system periodically generates overdue lists; overdue materials are considered lost and the student may be billed for these items.

We want all our students to enjoy the materials in the LRC--this can only happen if checked out books and magazines are returned on time. Thank you for your cooperation.

LOCKERS

Lockers are provided for the purpose of storing coats, boots, books and other school supplies. The lockers remain property of Dubuque Community School District and may be opened and searched by employees at any time with reasonable suspicion. School authorities may seize any illegal, unauthorized or contraband materials discovered in the course of such a search. Students should keep their lockers locked at all times and should not share lockers or combination numbers with others. Students are responsible for the contents of their lockers. Food and beverages should be in sealed containers while stored in lockers for lunch

purposes only. All containers must be removed daily and taken home. Students are to leave valuable property or large sums of money at home. The school will not be responsible for items lost or stolen from lockers.

TELEPHONE & CELL PHONE USE/ELECTRONICS

During the school day, students are to first receive teacher and office permission to use the phone in the office. Use of the office phone should be defined to school-related matters. Cell phones are not permitted for use in school after 7:45 a.m. You are not allowed to text or call during class or while passing in the hallways. If it is necessary to bring a cell phone to school it cannot interrupt the learning environment. Electronic devices such as, Kindles and Nooks may be used at the discretion of the classroom teacher.

Students are not allowed to have their cell phones out at any time during the day, unless you are given prior permission from a staff member. If a staff member sees you with your cell phone out, and you did not get prior approval your phone will be turned into the main office.

- First offense the student may pick up their phone at the end of the school day from the main office.
- Second and any offense thereafter a parent/guardian will need to come into school and pick up the cell phone from the main office.

ACADEMIC INFORMATION

HOUSES

George Washington Middle School operates on a house system. Students are assigned to a house and remain a member of that house for the entire year. By being in a house, students will get to know their teachers better, and teachers will better know their students. Language Arts, Mathematics, Science, Social Studies and Exploratory subjects are taught within the house. Students will also attend Wellness Education, Music, Art and Health as a house.

ADVISORY PROGRAM

During the year special advisory classes called “Common Ground” will be held. Students will learn about GWMS values, core rules, and expectations. These sessions are designed to allow students to discuss and learn about subjects such as equity, study skills, test preparation, goal setting, personal skills, time management, self-discipline, responsibility, citizenship issues, and other related topics.

MAKE UP ASSIGNMENTS

Students excused from classes or schools are required to make up all academic work missed with the limits of time established by the teachers. Full credit will be given for work turned in by the time limit. The number of days to complete make up will not be less than the number of days absent. Students who have been suspended or truant may receive academic credit for completing work missed during the period of suspension or truancy. All work must be completed promptly, and it is the responsibility of the student to make all arrangements necessary for the completion of such work.

HONORS PLACEMENT 2015-2016

Students who demonstrate markedly above average ability in one or more areas of skill or learning may be eligible for honors programming at Washington. All requests for such placement are delivered to the Gifted and Talented (GT) Facilitator, who consults with the student, parents, teachers, counselors, and administrators, and who analyzes test scores to determine possible placement. Our 6th grade has honors math and enriched clusters for language arts and reading. Our 7th and 8th grade have honors math, language arts (and literature in 7th grade), science, and social studies. Multiple criteria are used in determining placement rather than use of a single criterion. No single criterion (or lack thereof) is, by itself, sufficient reason for

placing or choosing not to place a student in an honors-level class. The criteria considered include, but are not limited to the following:

READING/LANGUAGE ARTS, SCIENCE, AND/OR SOCIAL STUDIES

- ITP
NSS Reading Comprehension (Vocabulary, Language Total, Science, Social Studies also possible factors)
Grade 7th: 280
Grade 8th: 294
- Map Reading
6th to 7th grade: 235 or higher on 6th grade Spring MAP test
7th to 8th grade: 238 or higher on 7th grade Spring MAP test
- Strong Teacher Recommendation based on the student's high level thinking ability and classroom work.

MATHEMATICS

In accordance to the District Guidelines a student needs to have one score at the 95% (ITP/MAP) and supporting scores above the 90%. Generally, students are not placed in honors math after fall of 6th grade due to curriculum and alignment.

- ITP
NSS Mathematics (Problem Solving and Concepts and Estimation also possible factors)
Grade 5th: 242 (90%) 252 (95%)
Grade 6th: 260 (90%) 270 (95%)
Grade 7th: 277 (90%) 286 (95%)
Grade 8th: 291 (90%) 300 (95%)
- MAP Math
5th to 6th grade: 240 (90%)/246 (95%) or higher on 5th grade Spring MAP test
6th to 7th grade: 246 (90%)/252 (95%) or higher on 6th grade Spring MAP test
7th to 8th grade: 253 (90%)/260 (95%) or higher on 7th grade Spring MAP test
- Strong Teacher Recommendation based on the student's high level thinking ability and classroom work.

*** The contents of the working draft have been aligned with the policies of the district's acceleration committee and approved by Washington's Gifted and Talented Action Team for our purposes as guidelines for placement decisions for the 2015-2016 school year by the school and district Gifted and Talented Coordinator, in agreement with Washington's Principal. This document has been approved by the school board as a policy.

RENAISSANCE RECOGNITION

The Renaissance Program is a partnership between the school and community to recognize student academic achievement and character. At the end of each trimester, qualifying students will be awarded a level of Renaissance determined by their grades. Students will receive a card which will entitle them to discounts at various local businesses. They will also qualify for "In-house" student benefits, such as discounts on dance tickets, a Renaissance t-shirt, and more. In addition to the rewards, once each trimester teachers will nominate deserving students to be our guests at a Values Recognition Breakfast in their honor. Nominations

are based on student character and demonstrating our values. Their parents will be invited to celebrate with us. We are excited to offer it to our middle school students. Washington also recognizes Student of the Month. Each house nominates a student who receives school wide recognition and lunch with other nominated students. This is sponsored by our business partner Hy-Vee on South Locust, Texas Roadhouse and Fazolis.

All A's	Qualify for Blue Renaissance
A's & B's	Qualify for White Renaissance
A's, B's & C's	Qualify for Bronze Renaissance

Students who are demonstrating GWMS values may “get caught” with a value sticker. Students who are recognized will have their name put in for a drawing to win a school spirit items or a certificate from a local business.

CHEATING/PLAGIARISM

There is a “no cheating” policy at George Washington Middle School. The work that students do is to be their own and representative of their ability. Upon discovery that answers are being shared or stolen, the involved student(s) is subject to disciplinary action.

GEORGE WASHINGTON MIDDLE SCHOOL WELLNESS POLICIES AND REGULATIONS

Dress Code, Safety and Hygiene Concerns

Proper Clothing for Class

It is our belief as a school that all students should change their clothing for Wellness class in order to demonstrate appropriate hygiene. The purpose of this policy is to promote personal hygiene.

- All students are expected: to be prepared to participate in physical activity, and be dressed in appropriate athletic clothing and athletic footwear.**
- A **complete** change of clothing must be worn. Students must change from their school attire into appropriate athletic clothing and footwear.
 - T-Shirts:** Any regular loose fitting t-shirt that is comfortable for activity is acceptable. They should be of proper athletic attire and of proper length (no midriffs showing). Shirts should not have any inappropriate writings, symbols, pictures, or promotions for alcohol, drugs, gang, or tobacco. There should not be any holes or rips in the clothing. For safety reasons, pockets, zippers, snaps, and/or buttons will not be acceptable. No “spaghetti-strap” shirts, collared shirts, cut-off sleeves or tank tops will be permitted.
 - Shorts:** Any elastic waistband shorts/pants that are comfortable for activity and are easy to move in are acceptable. They should be of appropriate length, tied securely around the waist, and worn only the waist (no undergarments showing). For safety reasons pockets, zippers, snaps, belt loops, or buttons are not permitted. Flannel pajama bottom or tops, cargo pants/shorts, jean shorts are not permitted. Sweatpants/sweatshirts: Any appropriate sweats and/or exercise pants may be worn over top of the regular t-shirt and shorts during cooler weather. They must be comfortable for activity and not limit their participation during class.
 - Gym Shoes:** Sneakers/tennis shoes with rubber soles are the only acceptable footwear. Shoes must be **tied securely** for safety reasons. Hiking boots, flip flops, slip on shoes, dress shoes, or shoes with marking soles are not acceptable.
 - Jewelry:** It is recommended that all jewelry be removed and left in your locker prior to entering the gymnasium. Students may be asked to remove anything that is seen as unsafe in the environment. **No Exceptions.** We are not responsible for any lost or stolen jewelry.
- Failure to wear proper clothing for class.

- A. Your teacher will provide you with a spare “loaner” gym uniform to wear for class that day.
- B. Any other consequence needed to make sure the student is responsible for bringing their gym clothing (Note home, phone call, make up time, etc.).
- C. You will lose daily points given for changing if you are not following the given guidelines or need a loaner uniform.
- D. All students will be required to wear a heart rate monitor as part of the physical education curriculum. A strap will be provided for each student to wear during gym class. Students are responsible for returning the strap at the end of the school year. The cost of a replacement strap is \$15.00.

CO-CURRICULAR

PUBLIC PERFORMANCES/SCHOOL SOCIAL ACTIVITIES

If a student is absent from school on the day that he/she is to appear in any public performance or participate in any school activity (i.e. dance, etc.) then he/she must return to school and attend his/her last three periods of the school day in order to be allowed to participate in the school event.

A student who is under suspension or who is truant may not represent the school on the day of that suspension or truancy in any public performance, nor return to school to attend a performance or activity. A student who has been suspended or truant on Friday may not participate in, nor attend a public performance or activity over the weekend.

CO-CURRICULAR ACTIVITIES

Students may take part in band, jazz studio ensemble, chorus, visual and performing arts, student government, and orchestra. These activities will meet on selected days. Students may choose those activities in which they wish to participate.

6th GRADE ATHLETICS

Sixth grade students may be involved in track, basketball, girls’ volleyball, and football. The focus is skill development. The schedule for these activities may be found on the school calendar. A physical examination is required to participate.

INTERSCHOLASTIC ATHLETIC PROGRAM

Football, wrestling, basketball, and track are offered for 7th and 8th grade students. In addition, volleyball and dance are offered for girls. A physical examination is required before any student may participate.

TRAVEL RELEASE FROM CUSTODY OF SCHOOL

1. Public school students participating in extracurricular activities shall be picked up and returned to the sponsoring school’s parking lot. The activity sponsor must notify the bus driver of students not riding the bus home (roster).
2. Parent(s) should request release of the student by a note to the coach or by signing out their child on a sign-out sheet. Parent(s) must meet face-to-face with the coach/sponsor at the conclusion of the event and assume custody of the student.
3. If the child will be released to someone other than a parent/guardian the parent(s) or guardian (s) must have a note to the building Athletic Director 24 hours prior to the event. Athletic Directors will then give that note to the coach. The adult assuming custody of that student must meet face-to-face with the coach/sponsor at the conclusion of the event and assume custody of the student.

STUDENTS INVOLVED IN OTHER SCHOOL SPONSORED ACTIVITIES

Students who must remain after school sponsored activities such as band, chorus, VPA, or after school study are to report directly to the designated area and remain there with the director(s) in charge. There should be no roaming the halls. When released from the activity, students must leave the building immediately unless they plan to attend an athletic game. The library is available until 3:30 for your use until you need to go to your practice or game. Students and Parents must have a signed LRC after school contract on file.

CAFETERIA

The school cafeteria provides healthful lunches at a moderate price. Milk, bottled water, and fruit juices are sold for the convenience of those bringing sack lunches. Lunch period assignments are made in accordance with class schedules. Students, who are observed as habitually not eating lunch or eating only snack foods, will be counseled by the teacher on duty, and parents may be notified. You may make payments on your students lunch account to Powerschool or InTouch at <https://ia-dubuque.intouchrecepting.com>.

Breakfast Program: For those students who choose to participate, a breakfast program is offered. Cereal, juice, fruits, pastries, and milk are served beginning at 7:25 a.m. There is no breakfast served on late arrival days.

FOOD SERVICE PURCHASE PROCEDURES

The George Washington Middle School cafeteria uses computers to record all meal purchases. This eliminates the need for lunch and/or breakfast tickets. These computerized meal accounts operate as follows:

1. Every student will have a meal account.
2. Advance payment is requested for all accounts. Periodic payments of \$20.00 or more are encouraged. If a receipt for deposit is needed, a check should be written to serve as the receipt. You may also go online through Powerschool or through the InTouch system @ <https://ia-dubuque.intouchrecepting.com> to make a payment.
3. Deposits received will be recorded in each child's account. Every time the student makes a purchase (breakfast, lunch, and/or à la carte) a debit will made from his/her account.
4. Each student will use his/her student ID card containing an identifying code for any purchase. The ID card is necessary for all purchases.
5. To receive a meal and pay for it, the student will present his/her ID card to the cashier and run it under the card bar code reader. Students will be informed by the cashier when their balances are close to zero. Students will be expected to bring money for their accounts within two days of being notified.
6. Many students enjoy the purchase of an extra item for the à la carte serving area during lunch. The computerized debit system will make this easy. Students will be allowed to use funds in their account to purchase extra items unless requested by the parent to allow a "meal only" purchase.
7. Students may still bring cash each day to make purchases. However, the ID card will still be required.

ALL DBUQUE COMMUNITY SCHOOL DISTRICT POLICIES CAN BE FOUND AT:

**www.dubuqueschools.org
OR BY REQUEST.**