

Glasgow Middle School

2019 - 2020 Student Handbook



We are the

middle school in the parish!

BEST

Ms. Erin C. Howard, Principal

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Baton Rouge, Louisiana 70808
www.glasgowmiddle.org

Telephone: 225-925-2942 Fax: 225-928-3565

Student's Name _____

GLASGOW MIDDLE SCHOOL IS A POSITIVE BEHAVIOR SCHOOL



We are Glasgow and we are Gator STRONG!

Scholarly
Timely
Responsible
Organized
Never Gives Up
Goal - Oriented

EXPECTATION/MOTTO

“We are Glasgow STRONG. We are the *BEST* Middle School in the parish!”

MISSION STATEMENT

Glasgow Middle School’s mission is to work with all stakeholders to provide quality instruction & experiences that promote academic, character, and social growth because **we are the *BEST* middle school in the parish!**

HONOR CODE

Glasgow Middle School students will **agree to protect the good name of the school and see that all others do the same. Through implementation of the ideals of Glasgow Middle School HONOR CODE**, students will build personal responsibility and uphold moral and ethical standards. The Honor Code is based on self-respect and respect for others to promote discipline, accountability, school pride, and spirit. The GMS HONOR CODE is as follows, **I WILL**

1. TREAT ALL PEOPLE AND PROPERTY RESPECTFULLY.
2. CONTRIBUTE TO A POSITIVE AND SAFE ENVIRONMENT.
3. ARRIVE ON TIME DAILY, PREPARED TO LEARN.
4. OBEY ALL THE RULES OF GLASGOW MIDDLE AND ACCEPT CONSEQUENCES.
5. STAND UP AGAINST BULLYING.
6. BE **GATOR STRONG!**

NONDISCRIMINATION STATEMENT

The East Baton Rouge Parish School Board adheres to the equal opportunity provisions of federal civil rights laws and regulations that are applicable to this agency. No one will be discriminated against on the basis of race, color, or national origin (**Title VI the**

Civil Rights Act of 1964); sex (Title IX of the Education Amendments of 1972); disability (Section 504 of the Rehabilitation Act of 1973) in attaining educational goals and objectives and in the administration of personnel policies and procedures.

ARRIVAL AND DISMISSAL TIME

Student arrival time is 6:50. Students that are carpoolers **must be dropped off no earlier than 6:45 AM and picked up no later than 2:40 PM**. It is imperative that all students are picked up on time to ensure their safety. **Aftercare is provided on campus for a small fee**. Students that are not picked up on time from carpool will report to aftercare. **A charge of \$5.00 will be assessed for the first 15 minutes and then a late fee of \$1.00 per additional five minutes will be assessed**. The sheriff's department will be called in cases where the child is left on campus for longer than 45 minutes after the end of the school day or after school activity.

REGULAR BELL SCHEDULE

Admit Students	6:50 – 7:04
Block I:	7:07 – 7:37
Block II:	7:40 – 9:10
Block III:	9:13 – 10:43
Block IV:	10:46 – 12:51
Block V:	12:54 - 2:25

STUDENTS ON CAMPUS AFTER HOURS

There is positively no loitering in the school building after hours. Students involved in extracurricular activities are not allowed in the building after school hours unless accompanied by their sponsor and should remain in the sponsor's presence. Also see the section "Students Picked Up by "Parents/Carpool"

REQUESTS FOR STUDENT RECORDS/ REGISTRATION / STUDENT DROPS

Parents must call and speak with front office clerk to request records. A **24-hour** advance notice is required for all record requests. Registration and drop hours will be limited to the hours of 8:00 am and 2:00 pm.

CELL PHONE POLICY

Possession of cell phones, tape and CD players, iPods, iPhones, MP3 players as well as tapes, CD's, radios, cameras, electronic games, collector's cards, laser lights, any noisemakers or other electronic devices are prohibited at school, school functions, and field trips. **THEY WILL BE CONFISCATED** if they are seen at any time. It is the student's responsibility to inform his/her parent that the item was taken and a parent must pick the item up from the front office within 1 week. Lost or stolen items are not the school's responsibility according to La. R.S. 17:239.

When items are confiscated the following guidelines shall be followed:

- **1st offense:** confiscation; student shall receive the appropriate discipline associated with the circumstances and the parent must retrieve the confiscated item from the front office & sign for it.
- **2nd offense:** confiscation; item held until the end of the school year. Student may be assigned before/after school behavior clinic or suspended for willful disobedience each time a phone is taken. **NO EXCEPTIONS, NO EXCUSES!**

SCHOOL FEES

\$30 (includes student planner, technology fee, library fee, and a Glasgow sweatshirt).

General school supply lists are available on the GMS website. Additional course specific supplies may be requested during the first days of school. **Students will not be able to participate in extracurricular events, athletics, or end of year celebrations until ALL school fines/fees are paid.**

REPLACEMENTS

- Planners will cost the student \$5 and they **MUST** have one for classes.
- **Students must have a GMS school uniform to receive credit for PE.**

- PE uniforms are \$18 (\$9.00 top and \$9.00 bottom)
- Additional Glasgow Sweatshirt: \$18

SCHOOL CALENDER

First Day of School – Students Attend	August 8, 2019
Labor Day Holiday	September 2, 2019
Early Dismissal @ 11:30	September 18, 2019
End of 1st 9 Weeks	October 10, 2019
Teacher Professional Development Day (students do not attend)	October 11, 2019
Fall Break (students do not attend)	October 14 - 15, 2019
Thanksgiving Break	November 25 – 29, 2019
Early Dismissal @ 11:30	December 17 – 19, 2019
End of 1st semester/2nd 9 Weeks	December 19, 2019
Winter Break	December 20-31, 2019 & January 1 - 6, 2020
First Day of Second Semester – Students Return	January 7, 2020
Martin Luther King Holiday (students do not attend)	January 20, 2020
Early Dismissal @ 11:30	February 19, 2020
Mardi Gras Holiday	February 24 - 25, 2020
End of 3rd Nine Weeks	March 17, 2020
Early Dismissal @ 11:30	March 18, 2020
Good Friday	April 10, 2020
Spring Break	April 13 - 17, 2020
Early Dismissal @ 11:30	May 19 – 21, 2020
Last Day for Students/ End of 2nd semester/4th Quarter	May 21, 2020
Last Day for Teachers	May 22, 2020

BULLYING LAW

LRS 14:40.7—Cyberbullying

- A. Cyberbullying is the transmission of any electronic textual, visual, written, or oral communication with the malicious and willful intent to coerce, abuse, torment, or intimidate a person under the age of 18.
- B. For purposes of this Section: “Electronic textual, visual, written, or oral communication” means any communication of any kind made through the use of a computer online service, Internet service, or any other means of electronic communication, including but not limited to a local bulletin board service, Internet chat room, electronic mail, or online messaging service.
 - (1) An offense committed pursuant to the provisions of this Section may be deemed to have been committed where the communication was originally sent, originally viewed by any person.
 - (2) Except as provided in Paragraph 2 of this Subsection, whoever commits the crime of cyberbullying shall be fined not more than five hundred dollars, imprisoned for not more than six months, or both.
 - (3) When the offender is under the age of seventeen, the disposition of the matter shall be governed exclusively by the provisions of Title VII of the Children’s Code.

The provisions of this Section shall not apply to a provider of an interactive computer service, provider of a telecommunications service, or a cable operator as defined by the provisions of this Section.

- C. The provisions of this Section shall not be construed to prohibit or restrict religious free speech pursuant to Article I, Section 8 of the Constitution of Louisiana. Acts 2010, No. 989, 1.

Bullying in any form will not be tolerated at Glasgow Middle. It is the responsibility of everyone to help prevent bullying. If you or someone you know is being bullied, please tell an adult.

FORMS/INFORMATION

STUDENT/PARENT HANDBOOK

I understand it is my responsibility to read & review the contents of this handbook with my child.

EBRPSS RIGHTS AND RESPONSIBILITIES HANDBOOK

I understand it is my responsibility to read & review the contents of this handbook with my child.

MEDIA CONSENT FORM

I hereby consent to the use of any photographs/videotape taken of my child by the East Baton Rouge Parish School System or the media for the purpose of advertising or publicizing events, activities, facilities and programs of the East Baton Rouge Parish School System in newspapers, newsletters, website, other publications, television, radio and other communications and advertising media.

By law, the East Baton Rouge Parish School System protects the privacy of the students and is prohibited from releasing students' personal information. From time to time, representatives of the news media are invited to campus to cover events at our schools. When this happens there is a possibility your child/children may be photographed, videotaped, or interviewed for a news story.

If you DO NOT WANT to release media rights to the school, call the office and request an official DO NOT RELEASE form FROM the principal, fill this out and return it to the office.

TEXTBOOK FORM

If you would like for your child to have a set of textbooks to keep at home, please fill out the textbook return form and send it to school with your child. Lost textbooks are the responsibility of the student. Students must return or pay for the lost textbooks before the student can drop or participate in extracurricular activities.

Codes for online textbooks will be made available to students. You will be able to contact the child's teacher or the school librarian to get a code for your child as well.

Glasgow Middle School

2019 – 2020 PARENT/TEACHER/STUDENT AGREEMENT

East Baton Rouge Parish School System

In order to assure all students' success in school, all parties agree to the following:

<i>School</i>	<i>Teacher</i>	<i>Parent/Guardian</i>	<i>Student</i>
Provide high quality curricula and instruction aligned with the Louisiana Content Standards, as well as student performance expectations.	Provide activities and lessons aligned with the Louisiana Content Standards, as well as, student performance expectations.	*Attend at least one parent/teacher conference every nine-week grading period.	Go to school on time everyday.
Provide a minimum of two parent/teacher conferences per nine week grading periods.	Provide high expectations for all students in an encouraging and supportive manner.	Supervise homework and study time.	Go to school on a regular basis.
Report on an ongoing basis about students' progress in each subject area.	Provide a well disciplined and managed classroom so all students have the opportunity to learn.	Provide a quiet place for my child to work, study, read, etc.	Go to school ready to work with materials needed and homework assignments completed.
Provide opportunities for parental involvement and communication.	Provide an open line of communication with parents.	Provide the necessary materials my child needs for his/her success.	Stay attentive and actively participate in classroom activities.
Provide a safe, orderly environment in which children can learn.	Provide experiences in all subject areas.	Keep open lines of communication with my child's teacher) by attending parent/teacher conferences, written communication, etc.	Follow school and classroom rules and regulations.
Provide assistance to students through small group and individual instruction, as well as, innovative strategies and programs, etc.	Provide classroom lessons that meet the needs of students through whole class, individual, small group instruction and innovative strategies and programs.	Support the school and the teachers in maintaining a disciplined environment.	Respect classmates, teachers, administrators and other school staff.
		Make sure my child attends school on time and regularly. Encourage my child to do his/her best.	Be a positive role model for other students.

ATTENDANCE

COMPULSORY SCHOOL ATTENDANCE LAW LA R.S. 17:221, Subpart C. School Attendance

§221. School attendance; compulsory ages; duty of parents; excessive absences; consent to withdraw

A.(1) Every parent, tutor, or other person residing within the state of Louisiana having control or charge of any child from that child's seventh birthday until his eighteenth birthday shall send such child to a public or private day school, unless the child graduates from high school prior to his eighteenth birthday. Any child below the age of seven who legally enrolls in school shall also be subject to the provisions of this Subpart. Every parent, tutor, or other person responsible for sending a child to a public or private day school under the provisions of this Subpart shall also assure the attendance of such child in regularly assigned classes during regular school hours established by the school board and shall assure that such child is not habitually tardy from school pursuant to the provisions of R.S. 17:233.

(2) Whoever violates the provisions of this Subsection or R.S. 17:234 shall be fined not more than two hundred and fifty dollars or imprisoned not more than thirty days, or both.

(3) Whoever violates any other provision of this Subpart or any other provision of law which provides for the penalty provided for in R.S. 17:221 shall be fined not more than fifteen dollars, and, for such violations, each day the violation continues shall constitute a separate offense.

(4) Visiting teachers or supervisors of child welfare and attendance, with the approval of the parish or city superintendents of schools, shall file proceedings in court to enforce the provisions of this Subpart.

Regular school attendance, in addition to being **required by STATE LAW**, is essential to the student's progress. Parents should call the ATTENDANCE OFFICE at 225-925-2942 each day your child is absent to report the reasons for the absence. Even if phone contact is made on the day your child is absent, it will be necessary for the student to bring a note from the parent upon his/her return stating the reason for the absence(s). Written excuses must be on file before an absence can be certified as excused.

A student is **EXCUSED** for absences due to:

1. Personal illness
2. Death in the family
3. Religious holidays
4. Doctor or dental appointment

STATE ATTENDANCE LAW MANDATES *that all students who have missed in **EXCESS OF 10 DAYS WILL NOT RECEIVE CREDIT** for courses taken. Exceptions can be made only in the event of an extended personal illness or verified by a physician and/or other extenuating circumstances as approved by the Louisiana State Department of Education and verified by the local school system. DAYS SPENT ON SUSPENSION WILL COUNT IN THE **10-DAY** ABSENCE LIMIT IF THE STUDENT DOES NOT ATTEND THE DISCIPLINE CENTER.*

TARDY POLICY

A student is considered tardy if he/she is late for school or class. Students are released to homeroom at 7:04 AM. **The School day begins at 7:07 AM.** Any student not in class by 7:07 AM must obtain an admit slip from the office. The student must have an admit slip provided by a member of the front office staff. Students arriving to class after the bell each block will be marked tardy by the teacher in J-CAMPUS. The disciplinary procedure for students who are tardy includes:

3rd offense: letter of reminder (warning) sent to the parent/guardian from the TOR teacher

4th offense: on-site detention (clinic or TOR)

A student who refuses clinic or TOR is suspended, pending a parent/guardian conference. If the parent comes that afternoon or the next morning, no suspension is officially recorded. Parents will be contacted by phone or letter. **Tardy infractions start over after a student receives disciplinary action.** REMEMBER: *The responsibility to arrive to class on time is the student's.*

CUTTING/SKIPPING CLASS POLICY

A student is considered cutting or skipping class if they are 4 minutes or more late to class or out of area without proper documentation outside of the classroom. If the child has cut class, they will be sent to the office with a referral.

- **1st offense:** Student is assigned 2 days in ISS(In-School Suspension)
- **2nd offense:** Student is assigned 2 days in ISS, plus receives a Parent-Conference Suspension letter
- **3rd offense:** Student is assigned a 3 day suspension to an Alternative Site
- **4th offense:** Student is assigned a 5 day suspension to an Alternative Site

CHECKING INTO SCHOOL

Students arriving to school late should report to the office and receive an admit slip. If it is after 7:30 AM, the student MUST be signed in by a parent or guardian. The attendance clerk will record the reason the student is checking in late and issue an admit slip. If a student attempts to check in without a parent after 7:30, the student will be sent to TOR. Students will remain in TOR until parent returns to sign them into school.

CHECKING OUT OF SCHOOL

Only individuals who are identified on CURRENT emergency cards will be allowed to check your child out. They must show a Picture ID when checking the student out.

PARENTS MUST REPORT TO THE OFFICE WITH IDENTIFICATION AND SIGN THE CHECK-OUT BOOK PRIOR TO PICKING UP THE STUDENT. Parents should wait in the office area as the student will be called to the office and be dismissed from there. Students may not be checked out after 2:00 PM, due to carpool and bus traffic.

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PBIS PLAN

Glasgow Middle School is a **PBiS** site. **PBiS** (Positive Behavior Intervention Support) is a program designed to reward students for positive behavior and improving the school climate. **PBiS** provides a way for members of the school community to teach students school expectations, reward positive behavior, and positively address negative behavior to improve student achievement. As a part of the **PBiS** process, students are taught school rules and expectations, given opportunities to practice positive behavior and in the event of misbehavior, they are given an opportunity to change their behavior.

We are **Gator STRONG!** Glasgow Middle has instituted **STRONG** as the foundation for our school wide EXPECTATIONS.



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Goal – Oriented

Some of these positive reinforcements include:

- Gator Bucks (worth 50 cents)
 - Given at teachers'/administrators' discretion for demonstrating positive behavior and academic achievement.
 - Gator bucks may be redeemed for:
 - admission into special events such as dances,
 - **PBiS** Field Trip opportunities
 - Nachos and popcorn
 - Gator Store Purchases
- Monthly dances and special events
 - Students are rewarded with dances and socials (no referrals or disciplinary action for a set period of time).
 - Gator Bucks can be used to pay part of the admission price if applicable.
- Contests, prizes, and pop surprises for students "*caught*" following dress code, positive expectations, or academic success and NO suspensions for the month

- Activity Afternoons/Other Monthly Activities (for students with NO tardies, NO dress code violations, NO behavior infractions and NO suspensions for the month)
- PBIS Jean/Casual Dress Days for students who have not received dress code violations.

Glasgow Gators are **STRONG** in designated areas of our school.

Location	Expectations	Rules
Cafeteria	Scholarly Timely Responsible Organized Never Gives Up Goal - Oriented	Be considerate, patient, and say “please” and “thank you”. Raise your hand to get attention and talk quietly. Have your area clean and be prepared to leave for class. Keep your food and utensils on trays or in your mouth. Follow directions and procedures.
Library	Scholarly Timely Responsible Organized Never Gives Up Goal - Oriented	Be prepared and choose a great book using your ZPD. Use time at computer stations and with electronics wisely. Be considerate and speak in a low voice. Be organized and treat materials with respect. Be motivated to take AR tests often and seriously.
Gym	Scholarly Timely Responsible Organized Never Gives Up Goal - Oriented	Actively and enthusiastically participate. Be considerate and dress out during the time allotted. Follow all directions the first time given. Bring uniform daily and follow the dress code wearing designated attire. When learning a new activity or skill, try and try again. Perform to your best ability and follow procedures.
Classroom	Scholarly Timely Responsible Organized Never Gives Up Goal - Oriented	Actively participate, stay focused and work hard. Be in your seat, with materials, ready to learn when the tardy bell rings. Treat others respectfully. Keep hands, feet, and objects to yourself. Bring planner, materials, & supplies to each class daily with completed assignments. Push yourself to learn new concepts.
Hallway	Scholarly Timely Responsible Organized Never Gives Up Goal - Oriented	Maintain low noise levels! Keep traffic flowing to arrive at destinations promptly. Keep your hands to yourself and do not lean on walls. Walk on the right side at all times and obey the dress code. Look for ways to improve the beauty of our campus.
Bus	Scholarly Timely Responsible Organized Never Gives Up Goal - Oriented	Listen to the bus driver’s instructions and stay in the assigned seat. Be on time and patiently wait for the bus. Be considerate and clean up your area before leaving the bus. Be courteous and use appropriate language. Remain seated at all times and follow bus procedures.
Restrooms	Scholarly Timely Responsible Organized Never Gives Up Goal - Oriented	Wait quietly in line outside of the restroom for your turn. Report promptly back to class. Be considerate and tell someone if the restroom needs attention immediately. Keep walls and stalls clean of graffiti. Be organized by taking care of personal needs during designated break times. Flush and throw away all used items.

Always strive to be a **STRONG GLASGOW GATOR!**

DISCIPLINE

The staff and administration at Glasgow Middle School believes that using the rules and regulations expressed in the EBR Parish Discipline Policy, Students' Rights & Responsibilities Handbook will assist in providing a safer, healthier, and happier atmosphere for students to learn.

FIGHTING POLICY

The “Zero Tolerance for Fighting Policy” is in effect from the time you leave your home for school until the time you return inside your home from school. It is also in effect during all school-related activities.

- All students involved in a fight will receive a **5-day Suspension to an Alternative Site**.
- All students involved in an unprompted physical attack will receive a 9-day suspension or recommendation for expulsion.
- Any multiple aggressors involved in a fight will be recommended for expulsion. This is considered gang violence and is not tolerated by Glasgow Middle School or the EBRPSS in any way.

LOUISIANA BEHAVIOR INFRACTIONS DEFINED

- **Willful disobedience:** Intentionally doing something that violates a school rule or doing something an adult has told the student not to do. The refusal to follow a reasonable request of a teacher, administrator, or an adult authority figure on campus.
- **Treats authority with disrespect:** Any unprovoked act of aggression which demonstrates a disregard or interference with supervising personnel. Examples include, but are not limited to: rolling eyes, smacking lips, raised voice, aggressive tone, & inappropriate body language.
- **Makes an unfounded charge against authority.**
- **Uses profane and/or obscene language.**
- **Is guilty of immoral or vicious practices.**
- **Is guilty of conduct or habits injurious to his/her associates.**
- **Uses or possesses any controlled dangerous substances in any form:** a drug or other illegal substance.
- **Uses or possesses tobacco or lighter.**
- **Uses or possesses alcoholic beverages.**
- **Disturbs the school or habitually violates any rule:** habitually means several offenses, not necessarily of the same type.
- **Cuts, defaces, or injures any part of public school buildings/vandalism:** Writing on walls, intentionally damaging school materials.
- **Writes profane and/or obscene language or draws obscene pictures.**
- **Possesses weapon(s), as defined by law.**
- **Possesses firearms, knives, or other implements which can be used as weapons:** The careless use of which might inflict harm or injury (including hair picks/rat tailed combs).
- **Throws missiles liable to injure**—an object including, but not limited to, pencils.
- **Instigates or participates in fights** while under school supervision: including spreading gossip to lead to fight, running to fight, or yelling “fight”. We follow the “zero tolerance” policy, which is an anti-violence policy making school a safer place for learning. Principals can call the authorities for **EVERY** fight involving students of a certain age.
- **Violates traffic and safety regulations:** out of area during carpool or not reporting directly to assigned bus afterschool are a few examples.
- **Leaves school premises or classroom without permission:** Any student on hall without hall pass signed by an adult.
- **Is habitually tardy and/or absent:** 4th tardy is habitually and you will receive a TOR.

- **Is guilty of stealing.**
- **Commits any other serious offense:** Some examples include threatening staff or students, cursing, major campus disturbance, trespassing (out of area before, during, or after school).
- **Murder**
- **Assault:** An attempt to commit battery or making threatening statements against a person.
- **Battery:** Use of force or violence upon a person if actual contact is made.
- **Rape and/or Sexual Battery:** The touching or displaying oneself without consent as defined in La. R.S. 14:43.1.
- **Kidnapping**
- **Arson:** The damage to property by the use of an explosive substance or the setting fire to any school or personal property.
- **Criminal Damage to Property.**
- **Burglary:** Unauthorized entry of property.
- **Misappropriation with violence to the person.**
- **Illegal carrying and discharge of weapons.**
- **Possession of a pocket knife** with a blade less than 2 ½ inches.
- **Serious bodily injury:** Injury that causes permanent damage or scarring.
- **Use of medication** in a manner other than prescribed or authorized: Paperwork should be filed and approved by nurse before any medication can be brought to school and kept in the nurse's office.
- **Possession of Body Armor**
- **Bullying:** Continual or repeated acts or speech that subjects a person to indignity, humiliation, intimidation, physical abuse, or threat of physical abuse, social or other isolation, shame, disgrace, or threat of physical abuse.
- **Cyberbullying:** Repeated acts of harassment, intimidation, or bullying of a student on school property by another student using a computer, mobile phone, or other interactive or digital technology, or harassment, intimidation, or bullying of a student while off school property by another student using any such means when the action or actions are intended to have an effect on the student when the student is on school property.

Minor Disturbances: Misconduct that disrupts the educational activities confined to a limited area and jeopardizes the safety of children.

Major Disturbances: Misconduct that disrupts/interrupts educational activities that is not confined to a limited area and jeopardizes the safety of children.

ADDITIONAL REGULATIONS ARE IN EFFECT AT GLASGOW MIDDLE SCHOOL:

- Possession of cell phones, tape and CD players, iPods, iPhones, MP3 players as well as tapes, CD's, radios, cameras, electronic games, collector's cards, laser lights, any noisemakers or other electronic devices are prohibited at school, school functions and field trips. **THEY WILL BE CONFISCATED if they are considered in use at any time; in use is defined as being powered on, whether in sleep mode or not.** It is the student's responsibility to inform their parent that the item was taken and a parent must pick the item up from the front office within 1 week. Lost or stolen items are not the school's responsibility according to Louisiana law.
- When items are confiscated the following guidelines will be adhered to:
 - 1st offense: confiscation; student shall be assigned TOR for willful disobedience and the parent must pick up the electronic device from the front office and sign for it.
 - 2nd offense: confiscation; item held until the end of the school year. Student may be assigned after school behavior clinic or suspended for willful disobedience each time a phone is taken.

- The following items **should not** be brought to school:
 - Large sums of money
 - Jewelry or any other expensive valuables which may be lost or stolen
 - Metal combs, scissors, rat tailed combs, metal pics; such items will be confiscated and disposed of.
 - Any other instruments that could cause harm to you or any other student
 - Water guns, stink bombs, itching powder, firecrackers, or **ANY device that can cause physical harm to any person, firearms or even a replica (toy guns) are prohibited. The possession of such could result in a recommendation for expulsion.**
 - All types of aerosol sprays including deodorants, perfumes/colognes, breath fresheners, nail polish/remover and liquid White-out.
 - Open bottles/cans, thermal containers/cups
 - **Outside lunch must be in lunch box/container**
 - **Large bags of chips and candy should be left at home. Staff may confiscate and dispose of these items.**
- All cosmetic/personal items including ALL hairbrushes, combs, lipstick, makeup, cologne/perfumes, body lotions, stick deodorants, etc. must be kept in a small purse and not seen during class. If seen, these items will be confiscated and disposed of.
- Students are expected to stay in their designated class/areas at all times. They must have a hall pass to leave the classroom except during the change of class times. The hall pass is located in the back of the student planner. **Students will not be allowed to use another student's planner for the hall pass.**
- Public displays of affection are prohibited. All students are to refrain from displays of affection such as hugging, kissing, holding hands, etc. at school and at school functions. Failure to do so will result in disciplinary action. This rule applies for relatives and guests of students.
- "Play" fighting and teasing are prohibited. Inciting or encouraging fighting is prohibited and will result in suspension. This will be treated as bullying or fighting.
- **Straws, food, etc. may not be taken out of the cafeteria.**
- Students who choose to use the work of another as their own, choose to turn in the work of another as their own, or allow another to use their work to turn in as his/her own will be considered guilty of **plagiarism**, which is a major offense. Plagiarism will be disciplined accordingly and receive a zero for the work in question.
- **Students may not sell any items for personal profit or gain or for other schools or organizations on campus.**
- **Computer use is only for school related assignments and projects. Computers should be treated with care and respect.**
- Students may NOT use computers for **email, instant messaging, or other personal communications. This is considered misuse of technology and it is unacceptable and unpermitted.**
- **Students' misuse of technology could result in consequences** such as loss of use of technology device, suspension, or expulsion depending on the severity of the violation.
- **School administration has the authority to impose discipline for harm caused by off campus online speech** when that speech has, or a reasonable person would anticipate it will:
 - Cause an impact at school
 - Interfere with the rights of students to be secure and receive an education
 - And /or is a "true threat"

DISCIPLINE CONSEQUENCES

<u>Counseling with Administrative Team</u> *The administration reviews each referral on an individual basis.	The Dean of Students, School Counselor, and/or Assistant Principal will meet with students to create action plans to meet behavior and academic goals.
<u>Letter Home Concerning Issues with Student</u>	Teachers, counselors, and administrators will send home written communications as needed to support the school/home partnership. The student is responsible for bringing these forms home and getting parent signatures as needed.

<p style="text-align: center;"><u>ICARE Counseling</u></p> <p>*The administration reviews each referral on an individual basis.</p>	<p>A counselor from ICARE will be assigned to GMS to meet weekly with students that may have outside factors influencing behavior or academic success.</p>
<p style="text-align: center;"><u>Parent Conference with an Administrator</u></p> <p>*The administration reviews each referral on an individual basis.</p>	<p>This may be requested by the parent or administrator to address serious or repeated offences.</p>
<p style="text-align: center;"><u>Behavior Contracts</u></p> <p>*The administration reviews each referral on an individual basis.</p>	<p>These contracts will be drawn up with student input by the counselor, or discipline office, or administration to assist students with goal setting. Parents must review contract and return signed within 24 hours.</p>
<p style="text-align: center;"><u>TOR with Restorative Practices</u></p> <p>*The administration reviews each referral on an individual basis.</p> <p>TOR is an opportunity to remain on campus and complete assignments in an alternate setting. Any misbehavior in TOR will result in an immediate suspension and a parent must pick you up from school immediately.</p>	<p>TOR = Time Out Room through PE Block or assigned class period</p> <ul style="list-style-type: none"> ○ An alternative to out of school suspension whereby a student who has committed a minor offense ○ Students will complete any incomplete or missing classroom assignments ○ Behavior contracts may be sent home for parent signature ○ Students will be counseled ○ A student, who chooses to continue committing minor offenses after being assigned to TOR two(2) times within a semester, forfeits the right to attend TOR. Subsequent infractions will result in a short term suspension. ○ Students who are assigned to TOR or Behavior Clinic may not participate in any extra-curricular activity during or after school that day including: all athletic events, choir, cheerleading, or band.
<p style="text-align: center;"><u>Suspension</u></p> <p>*The administration reviews each referral on an individual basis.</p>	<p>This is a removal from school for up to 9 days. Students must attend a discipline center to receive attendance credit for the days suspended.</p> <ul style="list-style-type: none"> ● Any student that returns to GMS's campus during a suspension day will be considered trespassing and will receive additional discipline. A School Resource Officer or member of the Sheriff's Office will be called.
<p style="text-align: center;"><u>Suspension Debriefing</u></p>	<p>All students returning to campus following a suspension will meet with a counselor or administrator to set goals that will prevent future suspensions.</p>
<p style="text-align: center;"><u>Expulsion</u></p> <p>*The administration reviews each referral on an individual basis.</p>	<p>After 4 suspensions or a major campus disturbance a student may be referred for an expulsion. A hearing will be scheduled and the parent and student will have the right to present their case before an unbiased hearing officer.</p>

DRESS CODE POLICIES

The purpose of the Glasgow Middle dress code is to ensure a safe and orderly environment that is conducive to learning for all students. Students are to be dressed in a modest and appropriate fashion at school and at all school functions.

- **Navy blue 3 button collared shirt with NO logo**
 - Undershirts must be white or black t-shirts
 - Shirts must not be too tight and long enough to tuck in and must remain tucked in at all times
 - Spirit shirts may be worn in place of uniform shirts Monday – Friday (\$11). Spirit Shirts must remain tucked in at all times.
 - Current Club Shirts may be worn Monday - Friday.

- **Medium khaki pants, shorts, skirts (NO jeans, jumpers, biking shorts, tight fitting/stretch/skinny pants, sweat pants, wind suits, large pocket/cargo pants, flair pants, overalls, cutoffs, or camouflage at any time)**
 - No shorter than 3" above the knee
 - **Plain, Solid Colored Belt (NO DESIGNS/DECORATIONS--NO rivets, jewels/stones, embroidery, metal and NO written messages).**
 - **Belt buckles are to be no more than 2 inches by 2 inches.**
 - Pants must be worn at natural waist line at **ALL** times. **NO** holes or frayed pants are allowed.
- **Glasgow Official Sweatshirt:** One (1) issued to each student after school fee is paid. Replacement sweat shirts can be purchased in the front office for \$16 or Glasgow Jacket (sold at school for \$25) may be worn. GMS jacket hoods must remain off in building or jacket will be taken. All other outerwear is prohibited in the building. **Sweatshirts must not have writing.**
- **Students may wear SOLID navy blue sweatshirts.**
- Lace up tennis shoes only (closed toes and closed backs)
 - Solid white or black socks **ONLY, with NO logos or designs, one visible pair only**
 - Socks cannot come above the calf
 - Female students can wear **navy, black, or white tights ONLY**
 - Slip on shoes, boot like tennis shoes, and boat shoes are not permitted
 - **NO BOOTS of any kind**
- No hats/caps, bandanas, hoods, scarves, neck ties, hair picks, hairnets, curlers, fake band-aids, fake glasses, visors, or sunglasses can be worn on bus or school property without special permission.
- Females are permitted to wear one pair of **stud** earrings ONLY in their ears. There will be no ear apparel for male students including straws and toothpicks.
- **Watches are only acceptable wrist wear for ALL STUDENTS; they may only wear one watch.**
- Necklaces and rings are not acceptable.
- Purses, no larger than "student planner" are acceptable in classrooms. Backpack purses and drawstring athletic bags are not allowed in classrooms.
- All athletic bags must be dropped off with their coach/sponsor after breakfast and before reporting to homeroom.
- Only **clear or mesh** backpacks are allowed on campus.
- Profane/Obscene language, mature themes, cults, whether direct or inferred, pictures of guns or other weapons, on t-shirts or other clothing is prohibited at all school functions. Reference to drugs, alcohol, or tobacco products on clothing is prohibited.
- **Hair must be natural (born) hair color with no lines and/or designs or large/long parts shaved into it.**
- Facial hair is not allowed. Parents will be called to pick up students that have colored hair or lines shaved into hair. Students will remain in TOR until a parent arrives.

CASUAL DRESS CODE

- Students must wear appropriate school clothing.
- Length of bottoms should not be more than 3" above the knee.
- Tops should cover shoulders and front.
- No obscene or inappropriate slogans, or pictures on clothing.
- **NO BOOTS! NO FLIP FLOPS! NO CAMOUFLAGE! NO CARGO PANTS! NO JEGGINGS/LEGGINGS!**
- **NO CUTOFFS OR RIPPED CLOTHING, THAT SHOWS SKIN (TIGHTS MAY BE WORN UNDERNEATH).**

Friday Jean Days

- **Dates to be announced.**
- With administrative approval, students may wear jeans for \$2 or \$1 and 2 gator bucks. Jeans should be neat without holes or cargo pockets.
- School spirit, uniform tops, or club shirts must be tucked into jeans.

DRESS CODE VIOLATIONS & DISCIPLINARY PROCEDURES

Dress code violations will be interpreted as discipline problems and offenders will be subject to disciplinary action. Repeat offenders will be considered to be willfully disobedient. **The principal will have the final decision on the interpretation of the dress code.**

The following is the disciplinary procedure for students in non-compliance with the mandatory uniform policy:

- **1st and 2nd offense:** warning and expectation to fix uniform violation
- **3rd offense:** letter of reminder (warning) sent to the parent/guardian from the TOR moderator that must be returned signed the next day of school
- **4th offense:** parent/guardian is called for a conference
- **5th offense:** on-site detention (clinic or TOR)
- **6th offense:** suspension at the appropriate Discipline Center

Students in non-compliance will be placed in on-site detention or TOR until an appropriate uniform is obtained from home. If students are unable to obtain a uniform from home, they will remain in TOR for the remainder of the day. (EBRPSS Student Rights and Responsibilities Handbook)

Students with dress code violations do not earn the privilege of attending and participating in extra-curricular school activities and events. ***The administration reviews each disciplinary referral on an individual basis.**

BUS PRIVILEGE AND BUS RULES

I understand that **riding the bus is a privilege and not a right**, and that it is my responsibility to review bus and school rules with my child. The bus driver reserves the right to remove a student from the bus for inappropriate behavior. If a student receives a bus referral, they can be removed for a duration reflective of the offense. Multiple referrals can result in removal from the bus for the remainder of the school year.

- The privilege of **riding the bus is conditional on proper behavior** and observance of rules and regulations. Behavior on the school bus that is detrimental to health and safety may result in the privilege of riding the bus being denied. All school rules apply on the bus and at the bus stop.
- All disciplinary problems which develop on a school bus traveling to and from school will be handled by an administrator. A student could be removed or expelled from a bus if he or she is disrespectful to the driver, smokes, fights, curses, or causes any kind of disturbance on the bus which will endanger the safety and health of others. When a student is removed from the bus, the parent will assume the responsibility of getting the student to and from school.
- Bus riders are not allowed to walk home.
- Permission **WILL NOT be granted** for students to ride any bus other than the one to which they have been assigned.

STUDENTS PICKED UP BY PARENTS/CARPOOL/WALKERS

- Students who are walkers must have a written note from their parent(s) stating they are allowed to walk to and from school. This note will be kept on file at the school.
- Students must be picked up within **15 minutes** of dismissal of school or any school activity or function. **The only adult supervision to ensure your child's safety after 2:40 PM on regular school days is after care. There is a charge for this service. We do not offer after care on early dismissal days.** These days are reserved for professional development for teachers. Students must be picked up by 11:40 AM on those days. If your child remains on the school campus **after 2:40 PM and 11:40 AM on early dismissal days**, without authorization from Glasgow Middle, your child will not be allowed to attend any after school activities including but not limited to: athletic events, dances, practices, programs, concerts, or tutoring. Administrative consequences will/may include verbal warning, TOR, MPC (Mandatory Parent Conference) and possible suspension from school.
- Aftercare Services are available for registered students for a small fee. Information to register can be found on the GMS website.

- Students who are not picked up within 30 minutes after the conclusion of a function will be referred to the administration. The students are at risk to lose the privilege of attending other after school activities for the remainder of the semester. Students picked up 45 minutes after the conclusion of a function will lose the privilege of attending other after school activities for the remainder of the school year.
- Students participating in athletics will abide by written guidelines established by the athletic department.
- Students who stay after school for behavior clinic must be picked up within 15 minutes of dismissal from the clinic. **Note: Failure to comply with this procedure will result in the loss of the student's privilege to use behavior clinic as an alternative to suspension.**

STUDENT VEHICLES

Students **may not** drive a vehicle on campus during school hours. Students may not leave campus in a vehicle driven by a minor without written/verbal permission from the parent given in advance to an administrator.

SMOKE FREE FACILITY

Glasgow Middle is a smoke free facility. It is EBRP School Board Policy and the Louisiana Smoke Free Act, that no one should smoke anywhere on the school campus including vehicles.

PARENTS / VISITORS ON CAMPUS

All parents/visitors must report to the front office with a driver's license or state ID, and sign in to the "Visitor's Log" in the front office. Parents/Visitors may not park by or enter through the back or side doors. Parents/visitors are not allowed in classrooms or other areas of the school unless escorted by a member of the administrative team. A visitor's pass may be issued for the stated destination. Classes will not be interrupted for conferences, not even brief ones. Our goal is to maximize safety, security and instructional time. **Parents may be given the opportunity for a 20 minute supervised classroom observation ONLY after the Principal and teacher have given their approval.**

PARENT – TEACHER COMMUNICATION

- Since regular parent/teacher communications are vital for successful student achievement and the successful operation of the school, parents and teachers must each bear equal responsibility for those communications. The primary communication methods shall be email, student planner, and telephone. Teachers will inform parents of the teacher's school email address and school phone number and parents will inform teachers likewise. **Conferences can be scheduled through the guidance department.**
- The guidance department can provide usernames and passwords to parents to access the web based program to view their child's grades and absences.
- Each four and a half weeks a progress report is sent home with each student. This is a way of communicating the student's performance at the midpoint in the grading period. This allows time for the student to take action and pull up a grade if need be. Report cards are sent home at the end of each nine weeks. If a parent does not receive the progress report or report card, he/she should call the school office and request a copy.
- **It is the student's responsibility to deliver all communications sent by either parent or teacher to the intended recipient.**

PARTICIPATION AT SOCIAL, ATHLETIC, EXTRA CURRICULAR FUNCTIONS

Students who have not paid all school fees will not be allowed to attend or participate in social, athletic, or extra-curricular functions. A student must be in school and attend 5 blocks, including the fifth (5th) BLOCK, on the day of an after school function (dances, games, etc.) to be eligible to participate.

- Excessive referrals for discipline problems and/or suspension will negate the possibility of attendance at social functions as designated by the principal.
- Special activities such as field trips or field days may have additional stipulations for participating.

ATHLETICS

- Student athletes **may not participate** in after school activities if they **do not follow school rules and uniform policies or pay school fees**.
- All sport bags must be dropped off in the coaches' office after breakfast and before reporting to homeroom.
- As athletes, the students must meet the eligibility requirements established by the Junior Recreation Athletic Association; which is an overall GPA of 1.5 for the 2019-20 school -year. They must also fulfill their student obligations or forfeit the right to participate in athletics.
- Student athletes who have poor grades on their progress report will be placed on academic probation. He/She will not be released from any class in which he/she is failing in order to attend an athletic event. If the student has an F in two or more classes on the subsequent report card, he/she will not be allowed to continue on the team that season.
- A **student athlete who is suspended** from school is prohibited from participating in any athletic event including practice until he/she returns to school. Students assigned to TOR or behavior clinic are prohibited from participating in athletics for that day.
- Students who make a commitment to be a team member and then decided not to honor that commitment may be denied the right to be considered for a position on any other athletic team during the course of the school year and **WILL NOT** be refunded any fees that have been paid.
- Due to our security policy and strict penalties set forth by the JRAA (Junior Recreation and Athletic Association), Glasgow Middle School will follow the regulations as stated, Per Rule VI, on page eight of the JRAA handbook, "Only East Baton Rouge Parish School employees will be allowed to serve as volunteer coaches in any middle school event. No parent volunteer can be used as a volunteer coach. If this rule is violated, the school will be fined and/or suspended from competition." In order to eliminate the possibility of these violations and for the security of our athletes and employees, **parents' presence at practice is prohibited**. Parents, friends, and family members are encouraged to attend the athletic events, sitting in the fan section. At no time should a parent approach the team area or bench area during an athletic competition. This would create a distraction and an unsafe situation for our players and/or coaches.

BREAKFAST AND LUNCH

- **Breakfast will be served from 6:50 AM to 7:04 AM each morning** at no cost to all students. Students who participate are to go directly to the cafeteria when they arrive at school. Failure to comply with this request will result in the loss of the privilege of eating breakfast at school that day.
- **"Fast Food" is not allowed on campus.** All students are expected to regularly eat a hot lunch prepared at school or bag lunch from home. A student not eating on a regular basis must bring a note from home signed by a parent in order to be excused from eating. All students will go to the cafeteria during the lunch period. **DRINKS IN CANS OR BOTTLES ARE NOT PERMITTED IN THE LUNCHROOM.** Only containers unopened/secured, such as juice boxes/"Capri Sun" type containers are permitted.
- Juice, fruit punch, milk and water are available to all students for purchase regardless of whether they purchased a meal or not however, students may not charge their extra items or additional entrees.
- Students are expected to maintain a clean environment while eating in the cafeteria. Tables and floors should remain clean and free of trash.
- Students requiring special foods or preparations must have a note from a physician stating such.

- If you have questions, feel free to contact the cafeteria manager at (225) 925-2962.

MEDICATIONS

Children are not allowed to have any medication/drugs including over-the-counter medications in their possession on the school grounds, including purses, back-packs, athletic bags and lockers. Teachers and principals have the right to take the medication from the child and contact the parents for appropriate information. Disciplinary action will be taken for any offense involving medication of any kind. Antibiotics and other short-term medications will not be given at school, including nonprescription medication.

If a student requires medication and meets the criteria for taking it at school, parents must provide the appropriate information and doctor's signature per EBRP School Board Policy. The forms may be obtained in the school office. You may contact the school office or the Glasgow Middle Health Clinic at (225) 924-7709 for additional information.

WITHDRAWALS

A student who withdraws from Glasgow Middle for any reason must contact the front office to begin the proper procedure. No records, transcripts, or report cards will be released for any student who has failed to clear all matters with the office. This will be taken care of between the hours of 8 – 2.

GUIDANCE

Guidance is a service of our school. The purpose of Guidance is to help students with individual needs or problems. Students desiring to see the counselor should complete the appointment form available in the main office. Parents should feel free to contact the office during school hours to set up an appointment.

GRADING AND REPORTING

Student progress reports indicate the student's total grade in the subject from the beginning of the nine weeks to the time the progress report is issued and will be issued once each nine weeks at the 4 ½ week mark. Report cards will be issued each nine week period. All progress reports and report cards will be sent home with the student at the times indicated. **Note: Parents will have continuous daily access to their child's grades this school year through the web based program J Campus.**

In grades 6 through 8, a student can be promoted if he/she makes a passing grade for the year in 8 of the 9 courses taken or if he/she passes 15 of 18 semester credits.

GRADING SCALE

100 – 93 A 92 – 85 B 84 – 75 C 74 – 67 D 66 – 0
F

HOMEWORK POLICY

- Homework will be assigned to students by the classroom teacher. Each student is responsible for all homework.
- Students are to purchase a school planner, use it on a daily basis and should be checked by parents.
- If no homework is given, students are expected to review the daily lesson from each subject.
- It is recommended that students obtain the name and the telephone number of a reliable student in each class to contact in the event of absence.
- If a student has been absent for **3 consecutive days**, parents may contact the guidance office to request assignments from their child's teachers, provided the absences are excused. **Requests MUST be made by 8:00 AM.**
- **It is the responsibility of the student to his/her teachers for assignments missed while absent.**

- Makeup work must be completed in a time period corresponding to the number of days absent. Example: One (1) day absent allows 1 day to make up work; Two (2) days absent allows 2 days to make up work.

EXAMS

- Final exams are scheduled for the last week of school during the fall and spring semesters. **Vacations and appointments should be planned accordingly.**

BOOKS AND MATERIALS

- Students are responsible for the proper care and return of all library books and textbooks issued to them. The condition of each book will be determined at the time of issuance. Any damages assessed at the end of the school year will be based on the condition of the book when issued. Students will not damage the cover or interior pages of any book. They will not loan their books to others. Books that are not returned (lost or stolen, etc.) must be paid for at the replacement cost regardless of condition when issued.
- Students are responsible for all equipment and materials that they use at school.
- Grades will be withheld according to the EBRPSS and BESE policies until fines for damaged or lost books, equipment, and/or materials are paid.

LIBRARY

- The library opens daily at opens at 6:50 AM and is located on B Hall. Students are invited to come in at this time to check out and return books, to read, to study, or to collect themselves before the day starts.
- It is important to remember that quiet and appropriate behavior must always be practiced when entering, using and leaving the library.
- Students must have a clear record, that is, no overdue books or fines in order to check out books. Students may check out **no more than two books at a time** for two weeks or ten school days.
- Computers may be used for school related work only; **personal projects are not allowed.**
- Books may be returned to the library before school, between classes, after school or by placing books in an area designated by the teacher in the classroom.
- If a student loses a book, he will be required to pay the replacement cost of the book.

BELL CHANGE

Students are not allowed to go down hallways unless they have classes in that hall. Students are not allowed in a new building unless they have a scheduled class. Visiting a teacher is not an excuse to go to these locations. Students who are found off their assigned hall will receive a referral for being out of area.

HALL PASS

Teachers should not allow students to leave their classes except in emergency situations. When a student is permitted to leave class, he/she should be provided with a hall pass showing the date, student's name, where he/she is authorized to go, time and the teacher's signature.

ANYTIME a student is in the hall, he/she MUST HAVE A HALL PASS. Hall Passes are located in the back of the student planners. Students are not allowed to use another student's planner as a hall pass.

LOST AND FOUND

Lost and found items will be located in the main office. Students should MARK THEIR BELONGINGS so ownership can be easily determined. All items remaining in LOST & FOUND at the end of each month will be given to charity. Textbooks will be returned to the office.

COMPUTER ACCESS

Only students that return copies signed by both the student and his/her parent of the ***Glasgow Middle Parent Signature Page*** that will be distributed by the homeroom teacher during the first week of school, will be given access to computers in the classrooms, mobile labs, and library. Students who abuse the use of the computer are subject to losing computer privileges for the entire school year.

CHROMEBOOK USAGE

DISTRICT OWNED/ISSUED

A Chromebook will be assigned to each student through the Destiny system. Additionally, each student must sign and return a signed parent/guardian **Student Technology Agreement form**. To support this initiative, each school will hold Parent/ teacher informational meetings sharing additional procedures, class use, and review of the Technology Handbook and Administrative Guidelines. Parents and students are encouraged to read this 1 to 1 Handbook and Administrative Guidelines, the East Baton Rouge Parish Internet & Network Usage Policy and Student Technology Use Agreement and sign and return the signature pages.

CHROMEBOOK CHECK-IN

Each school will train students on the daily check in process. At the end of each day, students are required to check in the Chromebook. At the end of each year, the Chromebook will be checked back into the Destiny system. If a student transfers to another school for any reason during the school year, the device must be checked in at that time. Students who withdraw, are expelled, or terminate their enrollment for any other reason must check-in the device upon withdrawal. Any Chromebook not returned will be considered stolen property and law enforcement agencies will be notified. Chromebooks are considered property of the East Baton Rouge Parish School System and should be treated as such. Chromebooks will be examined daily for damage and fees may be issued if damage is found beyond normal wear and tear.

User Expectations for Handling and Care of the Device

1:1 CHROMEBOOK CHECKOUT

During the first few weeks after the start of school each year, each student will be assigned one Chromebook device to use during the school year. As with textbooks, the Chromebook will be checked out through the Destiny system at the school. The students will utilize the Chromebook throughout the day and return them prior to leaving at the end of the day. If a student checks out of school during the day, the student must return the Chromebook prior to leaving the campus. The Chromebook is the student's responsibility for instructional use during the school day. Therefore, any instance of misuse, loss, theft or negligence will be reviewed on an individual basis to determine the amount of financial responsibility (if any) and restitution that the parent or guardian may be required to pay. This handbook outlines the procedures and policies for use to protect the Chromebook investment for the East Baton Rouge Parish School System. In the event of such negligence, the parent or guardian will be contacted by the principal or principal's designee.

- Device and cases must remain free of any writing, drawing, stickers, or labels that are not applied by East Baton Rouge Parish School System or individual school.
 - Students who are issued identification cards for their case/device must keep the card visible on the devices' case at all times.
 - Use the device on a flat, stable surface.
 - Do not place books or pressure on the device.
 - Do not store the Chromebook with the screen in the open position.
 - Do not place items between the keyboard and screen.
 - Do not place the device near magnets or anything with high electric current.
 - Do not have food or drinks around the device.
 - Do not pick up the device by the lid (screen).
 - Do not attempt to clean the device.
 - Avoid touching the screen with pens or pencils.
 - Do not leave the device exposed to direct sunlight.
 - Do not transport the device (lift, carry, etc.) while it is open. It must be closed when relocating.
 - When moving between classes, the device must be closed and placed in book bag or carried close to body.
 - Do not leave the device unattended in an unlocked or unsecured location (i.e. gym, bathroom, cafeteria, library, bus, etc.)
-

REPAIR COST MATRIX

Part / Repair Description	Approximate Repair Cost (Parts and Labor)
Laptop re-image	\$0.00
Missing Keys	\$5.00
AC adapter/ broken	\$40.00
AC adapter/ missing	\$40.00
Battery / damaged	\$40.00
Touchpad	\$40.00
Damaged Shell	\$85.00
Broken screens	\$100.00
Motherboard	\$100.00
Replacement computer due to neglect	\$200.00
District Assigned Case	\$20.00
Normal wear and tear	\$0.00

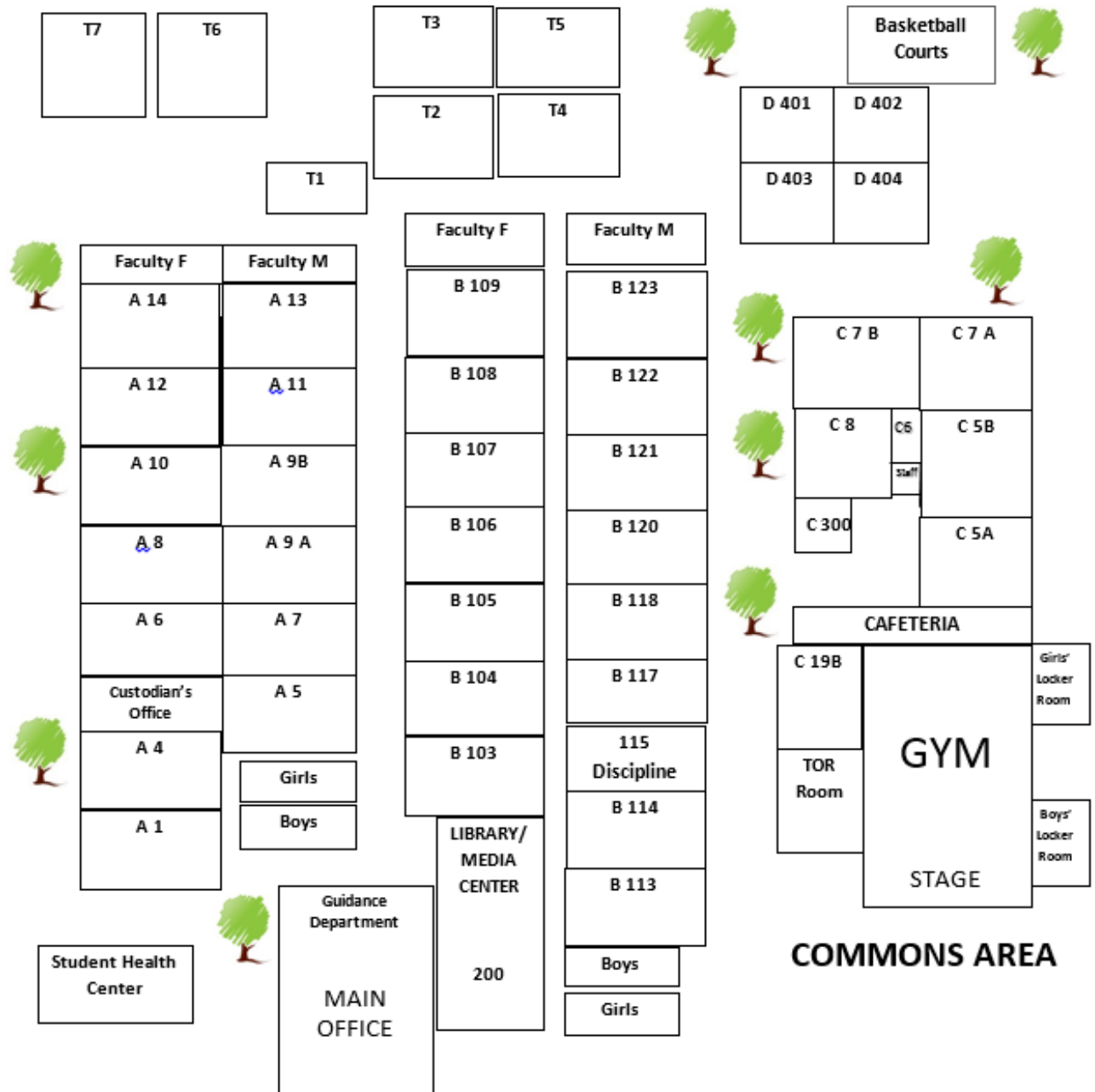
USE OF OFFICE TELEPHONE

Permission to remain after school for activities, practices, etc. must be granted before leaving home as students do not have access to a telephone during the school day. Transportation arrangements for clinic, practices, tutoring, parent pick-up, etc., **MUST** be made with students before leaving home. We are unable to call students to the phone. It is very disruptive to instruction to call students out of class.

SAFETY FOR STUDENTS

Glasgow Middle School will provide a safe and secure environment for all students. For this purpose the building will be secured after dismissal, permitting only designated students and East Baton Rouge Parish employees to remain in the building for after school activities. **Parents picking up their children are to remain outside the building until their dismissal.** A student will not be allowed to return to school for any article that was forgotten. Students are expected to conduct themselves in a safe and appropriate manner at all times. Failure to do so may result not only in injury to themselves and/or others but may also result in disciplinary action.

Glasgow Middle School Map



COMMONS AREA