



GALLATIN MIDDLE SCHOOL

STUDENT HANDBOOK

2016-2017



GALLATIN R-V MIDDLE SCHOOL
600 South Olive St.
Gallatin, MO 64640
Phone 660-663-2172, Fax #

Superintendent, Dr. Bryan Copple
Middle School Principal, Mrs. Tiffany Otto
Activities Director, Mr. Barron Gann

WELCOME: Welcome to Gallatin Middle School! We, the faculty and staff of GMS, are committed to help make this a great year and ask that you put forth your best effort each and every day. This year promises to be an exciting experience for all students, parents, faculty and staff, with the formation of a middle school concept and the construction of a new building. To help guide you through this academic year, we are providing you with this handbook to summarize and clarify policies of the district. Remember, this is a guide and not intended to address every situation and policy. If you have any questions, do not hesitate to contact the office. We welcome the opportunity to assist you. Let's make this a GREAT year!

MISSION STATEMENT

In a rapidly changing society, Gallatin R-V expects all students to become proficient in reading, writing, and math as defined by state and national standards. In addition, all students will be able to adapt, solve problems, communicate effectively, work in groups cooperatively, and exhibit behavior that displays a high level of values. Gallatin R-V School District is committed to a system that includes collaboration and intervention to assure this outcome.

ATTENDANCE POLICY

Regular attendance is an important part of education. Only by attending classes can a student receive the full benefit of instruction. Class participation is one of the areas of student performance used to determine grades. Students are expected to attend all classes every day. Families are urged to schedule vacations and appointments for their students when school is not in session. Parents can have a profound impact on student attendance by leaving absolutely no doubt that the student is expected to be in school.

Mandatory Attendance: Students are required by law to attend school from age seven and until their 17th birthday. Any student who is under the age of 17 years and is not attending school on a regular basis is in violation of this law. Parents are legally responsible for their child's attendance. The Division of Family Services and other government agencies will be contacted if a child has an excessive number of absences or tardies.

DAILY ATTENDANCE

School starts at 8:00 a.m. Students are considered to be TARDY when they are not in class when the bell rings. Students arriving between 7:30 -8:00 a.m. will wait in the middle school hallway or report to the HS cafeteria for breakfast. At 7:40 a.m., students will be allowed to report to middle school classrooms to work on homework or receive tutoring from a teacher. Students arriving to school tardy should report to the office before going to class.

Absences Students are allowed to be absent the equivalent of **five school days** (or 33 hours) during a semester. Parental discretion is advised in the use of these absences. After a student misses 5 days (whether it be one class period or an entire day), all absences are automatically unexcused **unless** the absence meets one of the following criteria:

- Illness or injury of the student (Written excuse from parent or Doctor/Dentist notes from that office)
- Illness or injury of a member of the student's family (when the student's presence is necessary)
- Medical appointments (written appointment note from Doctor/Dentist)
- Funeral
- Religious observances
- Other appointments that cannot be scheduled outside attendance hours, such as court appearances
- Out-of-school suspension
- Extenuating circumstances - case by case basis evaluated by building principal

Documentation must be delivered to the school office within 48 hours of the student's return to school. All other absences, and any absence for which documentation is not provided, are unexcused.

Notification Process

In the event that you are absent, we ask that your parent/guardian contact the middle school office the morning of your absence to let the school know you will be gone. If we are not contacted, your parent or guardian will be contacted to verify the absence. The following notification process for absences will be followed

5th absence - parent contacted through a written note

8th absence - parent/administrator meeting, possible contact with Juvenile office and/or Children's Division
Child Abuse and Neglect Hotline

Making Up Work

For excused absences, students are responsible to make up all work that is missed. Students will have 2 days for every day missed to complete make-up work. Teachers will cooperate with students who make an effort to make up work missed. A student who does not make up work to the satisfaction of the teacher will receive a grade of zero (0) for the work missed. If work is assigned when a student is present and due when the student is absent, the work is due the next time the student is in class. When students know of an upcoming absence, they should ask for work in advance. This applies to absences for school activities, also.

If a student reaches their 5th absence, any additional absence will be considered unexcused and make-up work will be only be allowed by serving an after school detention.

TARDY POLICY

Classes begin at **8:00 a.m.** If a student is not in class at 8:00 a.m., they are considered tardy and should report to the office for an admit slip. 6th-8th grade students are given three minutes to travel to each of their seven periods per school day. Students are considered tardy if they are not in class when the bell rings.

After accumulating 4 tardies in a quarter, the school will notify the student's parents or guardians to inform them of the problem and the consequences for future tardies. Tardies accumulate from all classes; they do not accumulate by class. A cumulative record of tardies per quarter will be kept in the office. Our tardy policy is as follows:

5th tardy - 9th tardy = 30-minute detention/per tardy

10th tardy - 14th tardy = 1 day ISS

14th tardy and above = 1 day OSS and report to juvenile office

The issuance of an excused tardy pass will be at the discretion of the principal, counselor, attendance secretary, or classroom teacher.

ATTENDANCE AWARDS

Attendance awards will be given in two forms at the end of the school year.

- PERFECT Attendance-NO time absent or tardy from school (excused or unexcused).
- OUTSTANDING Attendance – a student may be absent part or all of two school days.

Attendance incentives will be rewarded at the end of each semester for PERFECT and OUTSTANDING attendance.

HEALTH SERVICES

Nurse – The school provides a full-time nurse. The nurse's office is located across from the elementary office. Parents needing assistance with health or immunization concerns are encouraged to contact the nurse by calling the elementary office at 663-2173.

Emergencies/Illnesses – In the event of an illness, injuries or emergencies, it is important that the school office be able to contact someone if the parents cannot be reached. It is the parent's responsibility to make sure that we have the phone number of someone to contact in the event of such circumstances.

Immunizations – The state requires that students have the appropriate immunizations or release forms in order for the child to attend school. Please keep the school office up to date on your child's immunizations.

Special Health Problems – If your child has a special illness or health problem, please contact the school nurse or principal, so we may be aware of the condition. It is important that the teacher and staff working with the child be aware of any special needs or problems. In order for the school to make special plans or considerations for a child's medical or health condition, documentation from a physician is required.

MEDICATION RULES and REGULATIONS

School Policy for Administration of Medication During School Hours

1. If at all possible all drugs that can be given at home before coming to school and after returning home should not be brought to school and given during school hours. Many times the scheduling can be arranged so this is possible. The family doctor can be consulted to set up a schedule.
2. The first dose of any antibiotic or other medication should be given at home in order to prevent an allergic reaction occurring at school.
3. The nurse or principal's designee will administer the medication in compliance with the regulations.
4. If the doctor feels that it is necessary to administer medication during school hours a statement should be provided as to the time, the amount, the name of the medicine, and how often to give, also what type of reaction, if any, to expect. The statement should be signed by the doctor and the parent or guardian. This may also come in the form of a properly labeled prescription bottle from a pharmacy.
5. All medication should be sent to school in a properly labeled pharmacy bottle with name, dose, and time to be given. It is desirable that the parents bring the medicine to school. Older and more mature students may bring medication to the nurse's office. A record will be kept of medication given to students.
6. Non-prescription, over-the-counter drugs, will NOT be given unless the school has received permission from your child's physician (telephone, written, or faxed order—the school fax number is 663-2559). Medication must be in the original container.
7. All medications, with permission slips, must be brought to the nurse's office and stored in a safe, appropriate place. It is the student's responsibility to report to the health room at the time his/her medication is to be given.
8. Tylenol and a few other over-the-counter medications will be kept in supply at school and will only be given with a signed consent form from the parent/guardian. This will be given only on special occasions such as headaches, toothaches, or colds. The nurse may refuse to administer these medications if she/he feels it is not appropriate.
9. The permission form required for all students includes a section regarding Tylenol and other medications. This section must be signed before your child can receive any medication for which the school has standing orders.
10. Orders for medication not within the recommended dosage in the Physician's Desk Reference shall not be administered without consultation/verification with the prescribing physician. Following the consultation, a decision will be made regarding the administration of the medication.

*The Gallatin R-V School Board has adopted a Communicable Serious Infection Diseases (AIDS included) policy that is available for inspection at the school.

Lice and Scabies Policy

1. To decrease the incidence of outbreaks of lice and scabies in the school, a routine screening will be done on all children in the grades 5 and 6 each year in August and January by the school nurse and assistant if needed.
2. If 5% of the grades 5 and 6 are found to be infested with lice or scabies, other grades may be inspected also.
3. Any student and contacts or classmates will be inspected by the school nurse if parent or teacher reports suspected case of lice or scabies.

4. If scabies or lice are felt to be present on screening, parents will be notified and the child will be sent home for effective insecticide treatment to scalp, skin, and clothing. The child may return to school when evidence of treatment has been presented to the Principal or School Nurse. Parents are expected to remove all nits from the hair. Building Principals may recommend the Division of Family Services be contacted if parents fail to abide by Board Policy Files: JHCCB.
5. Parents and teachers will be given educational information handouts to help prevent an outbreak and to recognize the problem.
6. To aid in prevention of spreading lice or scabies in the classroom, each child will have an individual hook or locker for hanging wraps and caps. Each child will be encouraged to put cap or hat inside the sleeve of their coat or sweater to prevent touching or use by someone else; each child will be encouraged to avoid piling coats on top of each other.

Approved: October 19, 1989
Gallatin R-V, Gallatin, MO

INCLEMENT WEATHER – SCHOOL DISMISSAL

Announcements will be made on the following stations if school is to be dismissed because of inclement weather.

KAAN	95.5 FM	(Bethany)	KFMZ	1470 AM	(Brookfield)
KKWK/KMRN	100.1FM/1360 AM	(Cameron)	KZBK	96.9 FM	(Brookfield)
KCHI	103.9 FM/1010 AM	(Chillicothe)	KMZU	100.7 FM	(Carrollton)
KTTN	92.3 FM/1600 AM	(Trenton)	KCTV5	Channel 5	K.C.
KGOZ	101.7 FM	(Gallatin, Chillicothe)			
KCMO	Channel 5	(Kansas City)			

Please listen to these stations if there is a possibility of school dismissal, instead of calling the school. Parents may also sign up for Community Connection at <http://www.onlinefarmersbank.com>, sponsored by Farmers Bank of Northern Missouri to receive important, community-related information sent as text messages directly to your mobile phone, wireless PDA or page.

If school is dismissed because of snow and/or ice conditions, all activities such as practices, trips, meetings, games, and contests will also be canceled. Exceptions: Tournament ballgames, regional, district, and state meetings or contests.

7 PERIOD SCHEDULE

1 st period	8:00 – 8:50	
2 nd period	8:53– 9:43	
3 rd period	9:46 – 10:36	
4 th period	10:39 – 11:29	
5 th period	11:32 – 12:46	includes 1 st lunch shift 11:32-11:53 2 nd lunch shift 12:25-12:46
6 th period	12:49 – 1:39	
7 th period	1:42 – 2:32	
HOMEROOM	2:35– 3:00	

USE OF FACILITIES

TEXTBOOKS

Students are loaned textbooks/workbooks to be used free of charge. Textbook/workbooks that are lost or damaged will be paid for at a replacement cost.

ASSIGNMENT BOOKS

Students in 5th through 8th grade will be given an assignment notebook to be used daily in class. Students losing assignment notebooks will need to purchase a new one in the office for \$5.00.

TELEPHONE

A telephone is located in each classroom and the office for student use. Student calls are limited to homeroom unless determined an emergency by the classroom teacher. Students are asked to limit their phone calls to less than five minutes. Cell phones are not to be used during school hours.

Students will be called from class to receive **EMERGENCY CALLS ONLY!** Messages may be left at the office.

USE OF THE CAFETERIA

1. All students will be issued a lunch number. Students are urged to learn their number for they keep this number all through school.
2. Students will be expected to pay for **all** lunches in **advance**. Students who reach a lunch balance over \$100 will be given a sack lunch until appropriate lunch payments are arranged in the school office.
3. All students must eat in the commons, even those who bring a lunch. Do not take food anywhere in the building except the commons area.
4. Each student is responsible for clearing his or her own area.
5. BREAKFAST: All 5th - 8th grade students will eat breakfast in the HS cafeteria.

6. LUNCH: 6th - 8th grade students will eat in the HS cafeteria. These students may stay in the commons or go to the gym after lunch. 5th grade students will eat in the elementary cafeteria, followed by a short recess before returning to the middle school building. No one will be allowed in the halls during lunch as classes are in session.
7. Gallatin R-V School has a "closed lunch policy". Students are not allowed to leave the building during lunch.

USE OF THE GYM

1. The gym will be opened during lunch hours. (6th/8th grade students only)
2. Tennis shoes or socks must be worn on the playing floor. If everyone keeps off the floor with street shoes, it will stay very attractive.
3. Students in the gymnasium must be under direct supervision of a faculty or staff person at all times.

LOCKERS

Students in 5th - 8th grade will be assigned a locker. Unless cleared by the office, students need to use only their assigned locker. Each locker has a combination lock assigned to it. Students may check-out the assigned lock if they wish to keep personal property safe. ***IF YOUR LOCK IS NOT RETURNED YOU WILL BE CHARGED THE PRICE OF A NEW LOCK (\$8). **THE SCHOOL WILL NOT BE RESPONSIBLE FOR ITEMS LOST FROM LOCKERS.**

VISITORS

Students are not allowed to have visitors during the school day, as this provides distractions to our learning process. Lunch may be dropped off for students in the school office. Visitors are asked to check-in in the office.

TRANSPORTATION

BUS REGULATIONS

The safety of students during their transportation to and from school activities is the responsibility of the parent/guardian, bus drivers, and school officials. Students are responsible for all rules of conduct while waiting for or riding a school bus.

TO AND FROM SCHOOL ACTIVITIES

When transportation is provided to school sponsored activities, students who participate in these activities will be expected to travel in the school-provided transportation to and from the event. Only the following exceptions will be considered:

- Students may travel home with parents only if parents come in person to the sponsor or the coach involved. This must be with the approval of the sponsor or coach.
- Parents may want their child to ride with someone else. In this case, the parents must do the following:
 1. Personally inform the coach or sponsor with whom the student will ride. If the parent is not present, they may make a prior request in writing in the principal's office. The written request must state who will be transporting the student.
 2. The next action is the person designated by the parent must come in person to the sponsor of the activity and pick up the student.

No student will be released from a school activity to another person under the age of 25 years. In case of an emergency, or circumstances beyond the control of the parents or student, a student may be released with a member of the immediate family. An administrator or the person in charge will make this decision.

Coaches of athletic teams reserve the right to refuse a player's request to return home with anyone other than the team unless an emergency situation arises or a special problem exists.

Violations of any of the above will result in temporary suspension from the activity in which the violation occurred.

POLICY ON ALCOHOL AND OTHER DRUGS

PREFACE

This policy and its associated guidelines are an effort by the school district to respond effectively to the potential and current use and abuse of alcohol and other drugs by members of its school population.

STATEMENT OF POLICY

The school district will work through curriculum and classroom activities, administrative and faculty effort, and the disciplinary procedures to prevent and intervene in the use of alcohol and other drugs by members of the school population.

SCHOOL GUIDELINES

These guidelines have been created as one part of the school district's discipline policy. They are intended to provide a consistent means for effectively responding to alcohol and other drug-related situations that may occur at school or at school sponsored events. They have been written with due consideration for the legal rights and responsibilities of administrators, faculty, students, and parents who may find themselves involved in such situations.

The guidelines are divided according to situations that may occur at school or at school sponsored events.

INVESTIGATIONS

Whenever there is any reasonable suspicion of use or abuse of alcohol or other drugs, the principal or the principal's designee should be involved in the investigation. The investigation may include a search.

A student's locker is considered school property and may be searched at any time. At times, it will be necessary to search the student's belongings or person. Although the student's consent is not required when there is reasonable suspicion that a search will result in the discovery of alcohol or other drugs, or drug paraphernalia, the school official should always first request that the student volunteer any drugs, chemical substances or drug paraphernalia. Any search should be conducted in the presence of another school staff member or the student's parent.

CONFIDENTIALITY

The privacy of all students shall be respected. Communication regarding alcohol and other drug situations that call for referral or disciplinary action should be limited to those individuals who have the need to know.

GUIDANCE PROGRAMS

The Gallatin Guidance Program has as its basis, the Missouri Comprehensive Model Guidance Program. As such, school counselors believe that guidance is an integral part of the total educational program in the Gallatin R-V School system.

Certified school counselors at both the elementary and high school levels, with the support of teacher, administrators, parents and students, include these four program areas for our students.

- Guidance Curriculum – Small group and classroom presentations
- Individual Planning – Student education and career planning
- Responsive Service – Counseling, consultation, referrals
- System Support – Management, community outreach, and public relations.

Students and parents are encouraged to seek the counseling services for consultation and referral of their individual needs. Counseling sessions can be provided to large groups, small groups, and individuals.

ACADEMICS

EVALUATION SYSTEM

A	Excellent or Outstanding
B	Superior or Above Average
C	Average
D	Inferior or Below Average
F	Below passing—not meeting minimum requirements
IC	Incomplete course—if not removed by end of next mid-quarter, it will automatically become an F
IP	In Progress –final grade issued at end of semester

Classes will be evaluated utilizing the following grading system and class rank will be determined using the following numerical scale:

100-94	A	4.0	76-74	C	2.00
93-90	A-	3.66	73-70	C-	1.66
89-87	B+	3.33	69-67	D+	1.33
86-84	B	3.00	66-64	D	1.00
83-80	B-	2.66	63-60	D-	0.66
79-77	C+	2.33	59-0	F	0.00

HONOR ROLL

Fifth through eighth grade will participate in the Honor Roll. Students will be eligible for Honor Roll recognition by grades earned in each academic class.

Principal's Honor Roll	4.0
A Honor Roll	3.66-3.99
B Honor Roll	3.00-3.65

GRADE REPORTING

Report cards will be issued at the end of each quarter. Parent-Teacher Conferences will be held at the end of the first and third quarters. All students must receive a grade: A, B, C, D, F for class work, or a mark of individual achievement. Notice of progress will also be sent home at the mid-term of each quarter. Additional conferences may be scheduled with a teacher at the parent's request anytime during the school year.

RETENTION POLICY

Students enrolled in fifth, sixth, seventh and eighth grades will be **required to successfully pass** (equal or greater than 60% or a D-) **five of the eight semesters in the core areas** (Math, Science, Social Studies, Language Arts) during the school year. Failure of four or more of the eight semesters of core classes during the year will result in the student being recommended for retention. The ultimate purpose of the retention policy is not to retain students, but to set clear guidelines of academic achievement and motivation for each student to reach his/her goals. Students who earn 4 semester F's may apply to attend summer school in order to regain promotion to the next grade.

A committee of the principal, counselor, special education teachers, and the middle school teachers will meet throughout the school year to discuss the academic progress of middle school students. Parents of students identified at this meeting will be notified so they are aware of the situation and can help them improve their grades. After the completion of 3rd quarter, the committee will meet once again to determine academic, behavioral and developmental progress of individual students and decide to promote or retain said student. The final determination on retention will be made by the building principal.

SCHEDULE CHANGE PROGRAM

Students are strongly encouraged to remain in the classes for which they have scheduled. Students will not be permitted to drop courses or change their class schedule after the end of the first week of each semester.

The following situations are considered viable reasons for requesting a schedule change in the second semester:

- A student who is hopelessly failing an elective and who, in the teacher's opinion, has no chance of passing regardless of the amount of time and effort expended.
- A student whose original schedule called for a change at the end of the first semester.
- A student who in a previous year, has already taken and passed the second semester of a course in which they are enrolled.
- Full year courses are designed for the entire school year. If a student chooses to drop a full year course at the end of the first semester, the student will receive an "F" grade for the second semester.
- Extenuating circumstances may be given consideration by the administration.

CO-CURRICULAR ACTIVITIES

All students 5-8 participating in co-curricular activities, solos, ensembles, organizational activities and offices held, cheerleading, pep club, and athletic participation, must meet or exceed the following academic requirements set by the Gallatin R-V Board of Education

ACADEMIC ELIGIBILITY

For the purposes of this policy, the grade point average is figured using only the classes associated with the district GPA guidelines.

Grades from the previous quarter will be used to determine eligibility. Students must receive a **C (2.0) average and receive no failing grades in any class each quarter to maintain eligibility**. If a student receives a failing grade in a quarter, they will be ineligible the following quarter. Mid-term grades will be checked only on those students who did not meet the C (2.0) average based on previous quarter's grades. Students in this category whose grades are at or above a 2.0 average at the mid-term will be considered eligible at that time.

Ineligible students will not be eligible to participate during the ineligibility period other than to practice or attend meetings that might keep them up with what is going on in the organization.

Special education students are given grades according to their IEP's, thus their GPA is figured within their capabilities.

Summer school courses may count toward maintaining academic eligibility provided the following requirements are met:

1. Credit earned for the summer school course is placed on the student's school transcript.
2. The course must be a requirement toward meeting graduation/promotion requirements.
3. No electives may be counted toward this requirement.
4. Correspondence course may not count as summer school credit.
5. No more than one credit earned in summer school shall count toward maintaining academic eligibility.

ATTENDANCE ELIGIBILITY

To be eligible to participate in an activity, a student must be in attendance at least half of the school day or five class periods the day of contest, practice or meeting. Extenuating circumstances will be handled by the school principal. Students must be in attendance the last day of the school week if an activity takes place over the weekend.

CITIZENSHIP STANDARDS

Students who represent Gallatin Middle School in extracurricular activities must be creditable school and community citizens. Students whose character or conduct is unsatisfactory in accordance with school discipline policy are not considered "credible citizens." Students will not be eligible to attend any extracurricular activities (including practices or other activities outside of the classroom) while serving OSS. Students serving ISS may participate in extracurricular activities (including practices), unless deemed inappropriate by the activity sponsor or the building principal.

ACTIVITIES RULES

1. When Missouri State Activity Association has jurisdiction over a particular activity, its rules will apply as an addition to the school policy.
2. All activities, practices, group meetings, etc. must be cleared by the school principal before they are official. A master calendar is maintained in the Activities Director's office. Organization sponsors are responsible for officers clearing activities correctly. **All major activities should be scheduled before October 1. This includes banquets, plays, concert, etc.**
3. A faculty member must accompany student organizations practicing or working in the building after school hours. Groups practicing, working, or meeting must clear the building before 10:00 p.m.
4. If two or more activities conflict on the same date and the same students are involved in both—students may make a choice and receive no penalty in either area.
5. We encourage all students to participate and enjoy GHS and GMS activities. Parents should attend these activities with their younger students. Students are expected to follow some simple guidelines while they attend these activities:
 1. If a student is not in attendance at school during the day of an event, they are not allowed to attend any events after school without building principal approval.
 2. Football games
 - Go to the games to watch – SIT DOWN
 - DO NOT bring your football because you are not here to play behind the bleachers.
 - Unsupervised children will be asked to go sit with their parents.
 3. Indoor activities at GHS
 - DO NOT play in the hallways, commons, mezzanine, or on the stairs.
 - Sit with your parents or friends on the bleachers. (Unruly students will be asked to go sit with their parents.)

STUDENT DISCIPLINE

PURPOSE OF THIS DISCIPLINE POLICY

The purpose of this policy is to ensure a safe and orderly environment for learning in the school district. This policy provides for all affected, a clear statement of expectations Gallatin R-V has for its students and the consequences which will follow when deviations from the expected occur. It is designed to foster student responsibility, respect for the rights of others, and to insure the orderly operation of the school.

PHILOSOPHY

Gallatin R-V believes academic excellence can only be achieved with a solid emphasis placed on all phases of discipline. Discipline means positive direction of behavior toward established standards of conduct, fully understood and based upon reason, judgment, and the rights of others.

POLICY STATEMENT

It shall be the policy of the Gallatin R-V Board of Education that all personnel employed by the district have the authority and the responsibility for the care and supervision of students while attending or visiting the Gallatin R-V Schools. This includes all buildings, grounds, bus trips, field trips and while on a school sponsored activity. All personnel employed by the district are authorized to hold every pupil accountable for any disorderly conduct in school, on any school bus going to activities or returning to school. The Gallatin R-V Board of Education considers unacceptable, any conduct which is prejudicial to good order and discipline or which tends to impair the morale or good conduct of students.

STUDENT CODE OF CONDUCT

The student Code of Conduct is designed to foster student responsibility, respect for the rights of others, and to ensure the orderly operation of district schools. No code can be expected to list each and every offense which may result in the use of disciplinary action. However, it is the purpose of this code to list certain offenses which, if committed by a student, will result in the imposition of certain disciplinary action. Any conduct not included herein, or aggravated circumstances of any offense or an action involving a combination of offenses may result in disciplinary consequences that extend beyond this code of conduct as determined by the principal, superintendent, and/or Board of Education. If the Gallatin R-V Board of Education adopts new policy regarding discipline, they will be implemented from the date of approval.

TYPES OF DISCIPLINE ACTIONS

The choice of inappropriate conduct by students will subject them to the following types of actions:

- **LOSS OF CO-CURRICULAR ACTIVITIES**
- **WORK DETAIL**
Work details may be assigned as punishment especially in regard to property violations.
- **AFTER SCHOOL DETENTION**
Will be held in designated classroom from 3:00-4:00pm.
- **IN-SCHOOL SUSPENSION**
Students will be placed in a suspension room under supervision of an administrator, teacher, or

designated aide. Students will be expected to complete all assignments and work for classes missed. They will, likewise, receive credit if assignments are satisfactorily completed. Students will not be allowed to leave the in-school suspension room without permission.

- **OUT-OF-SCHOOL-SUSPENSION**

Students will be removed from the school and not allowed on district property during the suspension. ZEROS may be given in all classes. Students will not be allowed to participate in co-curricular activities while suspended.

DUE PROCESS FOR SUSPENSION FROM SCHOOL

1. The student shall be given oral and written notice of charges against them.
2. If the student denies the charges, he/she shall be given an oral or written explanation of the facts, which form the basis of the suspension.
3. The student shall be given an opportunity to present his/her version of the incident
4. In the event of a suspension more than 10 days, where a pupil gives notice that he/she wishes to appeal the suspension to the board, the suspension shall be stayed until the Board renders its decision. Unless, in the judgment of the superintendent of schools, the student's presence poses a continuing danger to persons or property or an on-going threat of disrupting the academic process, in which case the student may be immediately removed from school and the notice and hearing shall follow as soon as practicable thereafter. Ref: 167.171 Mo. Rev. Stat.

EXPULSION: This action is taken by the Board of Education upon recommendation of the superintendent.

POSITIVE BEHAVIOR SUPPORTS (PBS)

Gallatin Middle School has adopted a School-wide Positive Behavior Support system to establish and maintain a safe and effective school environment that maximizes academic achievement and behavioral competence of ALL students.

What is PBS?

An emphasis on school-wide systems of support that include proactive strategies for defining, teaching and supporting appropriate student behaviors to create positive school environments.

Where is PBS?

In classrooms and non-classroom settings (such as hallways, lunchroom, buses, and restrooms).

Who is involved in PBS?

Everyone; teachers, secretaries, nurse, cooks, custodians, bus drivers, students, and parents.

How does PBS work?

The Gallatin Middle School staff teaches behavior expectations in the same manner as any core curriculum subject. The school focuses on 3 behavioral expectations that are positively stated and easy to remember. In other words, rather than telling students what not to do, the school focuses on the preferred behaviors.

Major Components

Behavior Matrix: explains specific behavior expectations in each school setting (see attachments to this handbook).

Direct teaching: done by staff to show expectations

Acknowledgement System: recognize appropriate behavior (Champ Change)

Behavior Reporting forms: inappropriate behaviors reported electronically on 1-1-1 Spreadsheet, Minor Form and Major Form

Data Collection: data collected and analyzed to further lessons and offer other interventions as needed.

DISCIPLINARY OFFENSES AND CONSEQUENCES

ARSON-Starting a fire or causing an explosion with intention to damage property or building.

First Offense	11-180 days out-of-school suspension or expulsion and notification to law enforcement officials.
Subsequent Offense	Expulsion and notification to law enforcement officials.

ASSAULT-Attempting to cause injury to another; intentionally placing another in reasonable apprehension of imminent physical injury.

First Offense	5-180 days out-of-school suspension or expulsion and notification to law enforcement officials.
Subsequent Offense	11-180 days out-of-school suspension, expulsion and notification law enforcement officials.

BULLYING-For purposes of this policy, bullying is defined as intimidation, or harassment of a student or multiple students perpetuated by individuals or groups. Bullying includes, but is not limited to: physical actions, including violence, gestures, theft, or damaging property; oral or written taunts, including name-calling, putdowns, extortion, or threats; or threats of retaliation for reporting such acts. Bullying may also include cyber bullying or cyber threats. Cyber bullying is sending or posing harmful or cruel text or images using the Internet or other digital communication devices. Cyber threats are online materials that threaten or raise concerns about violence against others, suicide or self-harm.

First Offense	Principal/student conference, in-school suspension, 1-180 days out-of-school suspension
Second Offense	In-school suspension, 1-180 days out-of-school suspension.
Subsequent Offense	1-180 days out-of-school suspension.

BUS MISCONDUCT-Any offense committed by a student on a district-owned or contracted bus or vehicle will result in one of the following consequences:

- a. Loss of riding privilege
- b. In-School Suspension
- c. Saturday School
- d. Out-of-School Suspension
- e. Expulsion

CELL PHONE/BEEPERS/PAGERS USAGE-Cell phones, beepers, and pager devices may NOT be used on school premises during regular school hours. (Including text messaging, games, and pictures). Use, display or activation of these items during the school day will result in the following:

First Offense	Confiscation, parent notification, returned at end of day
Second Offense	Confiscation, returned to parent/guardian, In-school suspension
Third Offense	Confiscation, returned to parent/guardian, 3-10 days In-school suspension.

CHEATING-Cheating, borrowing assignments, reproducing another student's work, etc. (This applies to all students involved.)

First Offense	No credit for the assignment, test, quiz, or paper and parent notification
Second Offense	No credit for the assignment and 1-3 days in-school suspension.
Subsequent Offense	Failing grade for the quarter

DISPARAGING OR DEMEANING LANGUAGE-Use of word or actions, verbal, written or symbolic meant to harass or injure another person; i.e., threats of violence or defamation of a person's race, religion, gender or ethnic origin. Constitutionally protected speech will not be punished.

First Offense	Principal/Student conference, in-school suspension, Saturday School, or 1-10 days out-of-school suspension.
Subsequent Offense	In-School suspension, Saturday School, or 1-180 days of out-of-school suspension.

DISRESPECTFUL CONDUCT OR SPEECH-Disrespectful verbal, written or symbolic language or gesture, which is inappropriate to public settings, directed at a staff member.

First Offense	Principal/Student conference, in-school suspension, Saturday School, or 3-10 days out-of-school suspension
Subsequent Offense	In-school suspension, 1-180 days of out-of-school suspension or expulsion.

DISRUPTIVE SPEECH OR BEHAVIOR-Conduct or verbal, written or symbolic language, which materially and substantially disrupts classroom work, school activities or school functions.

First Offense	Principal/Student conference, in-school suspension, Saturday School, or 1-10 days out-of-school suspension
Subsequent Offense	In-school suspension, Saturday School, 1-180 days of out-of-school suspension or expulsion.

DRIVING MISCONDUCT-Speeding, driving the wrong way on one-way streets, failure to yield to school busses, being in the parking lot during school hours without permission, improper parking, failure to register a vehicle with the school, reckless or imprudent driving, or driving in such a way to endanger persons or property while on school grounds.

First Offense	Parent conference, in-school suspension, Saturday School, out-of-school suspension, loss of parking privileges from one week to the
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	remainder of the school year, or expulsion.
Subsequent Offense	In-school suspension, Saturday School, out-of-school suspension, loss of parking privileges from one month to remainder of the school year, or expulsion.

DRUGS/ALCOHOL

- Possession of or attendance under the influence of any unauthorized prescription drug, alcohol, narcotic substance, counterfeit drugs, or drug-related paraphernalia.

First Offense	10-180 days in-school suspension
Second Offense	11-180 days out-of-school suspension or expulsion and notification of law enforcement.
Subsequent Offense	Expulsion and notification to law enforcement officials.

- Sale, purchase, or distribution of any prescription drug, alcohol, narcotic substance, counterfeit drug, and/or drug related paraphernalia.

First Offense	11-180 days out-of-school suspension or expulsion and notification of law enforcement.
Subsequent Offense	Expulsion and notification to law enforcement officials.

EXTORTION-Threatening or intimidating any student for the purpose of obtaining money or anything of value.

First Offense	Principal/Student conference, in-school suspension, Saturday School, or 1-10 days out-of-school suspension
Subsequent Offense	In-school suspension, Saturday School, or 1-180 days of out-of-school suspension or expulsion.

FALSE ALARMS-tampering with emergency equipment, setting off false alarms, or making false reports.

First Offense	Principal/Student conference, in-school suspension, Saturday School, or 1-10 days out-of-school suspension
Subsequent Offense	In-school suspension, Saturday School, 1-180 days of out-of-school suspension or expulsion.

FIGHTING-Mutual combat in which both parties have contributed (in any way) to the conflict either verbally (including gestures or symbols) or by physical action.

First Offense	3 days in-school suspension, Saturday School or 1-10 days out-of-school suspension
Second Offense	3-10 days out-of-school suspension
Subsequent Offense	Expulsion.

FORGERY-Falsely making or changing a written document, signing someone else's name, or misrepresentation.

First Offense	Parent/Student conference, 1-3 days in-school suspension, Saturday School, or 1-3 days out-of-school suspension.
Subsequent Offense	3-5 days in-school suspension, Saturday School, or 1-180 days of out-of-school suspension

GAMBLING-Betting money, matching money, pitching money, or other games of chance.

First Offense	3-5 days in-school suspension or Saturday school
Subsequent Offense	3-5 days out-of-school suspension

GANGS-Gang activities, whether verbal, written, or symbolic which substantially disrupt the education environment

First Offense	Principal/Student conference, 1-10 days in-school suspensions, Saturday School, or 1-10 days out-of-school
Subsequent Offense	10-90 days out-of-school suspension or expulsion

HAZING- For purposes of this policy, hazing is defined as any activity, on or off school grounds, that a reasonable person believes would negatively impact the mental or physical health or safety of a student or put the student in a ridiculous, humiliating, stressful or disconcerting position for the purposes of initiation, affiliation, admission, membership or maintenance of membership in any group, class, organization, club or athletic team including, but not limited to a grade level, student organization or school-sponsored activity.

First Offense	Principal/student conference, in-school suspension, 1-180 days out-of-school suspension
Second Offense	In-school suspension, 1-180 days out-of-school suspension
Subsequent Offense	1-180 days out-of-school suspension

NETWORK AND COMPUTING SYSTEMS—Any violation of the Network and Computing Policy as stated in the Technology Usage Policy.

First Offense	Principal/Student conference, loss of computer and network privileges, 1-3 days in-school suspension, Saturday school.
Second Offense	Loss of computer and network privileges, 3 days in-school suspension, out-of-school suspension
Subsequent Offense	Permanent loss of computer and network privileges, out-of-school suspension

PROFANITY AND OBSCENE LANGUAGE OR GESTURES-Conduct of speech, verbal, written, or symbolic which is offensive or obscene. Using words, which describe sexual conduct, or portraying sex in a manner offensive to community standards; swearing, cursing, etc.

First Offense	Parent conference, Saturday School, or 1-3 days of in-school suspension.
Second Offense	1-5 days in-school suspension or 1-5 days out-of-school suspension

PUBLIC DISPLAY OF AFFECTION—Physical contact which is inappropriate for the school setting.

First Offense	Principal/Student conference, in-school suspension, Saturday School, or 1-10 days out of-school suspension, or expulsion
Subsequent Offense	In-school suspension, Saturday School, 1-10 days out-of-school suspension or expulsion.

DRESS AND GROOMING GUIDELINES

The Student Dress Code Policy prohibits dress, which is (1) obscene, (2) libelous or slanderous, (3) indecent, lewd or vulgar, (4) advertises any product or service not permitted to minors by law, (5) injures, harasses or invades the privacy of other people including, but not limited to, speech or expression which defames any person on the basis of his/her sex, race, color, national origin or creed, or (6) will either result, or which school administrators reasonably forecast will result, in a material or substantial disruption of the orderly operation of school and/or school activities.

Pursuant to the Student Dress Code Policy, the Superintendent has issued the following guidelines:

- Tops that expose the midriff or back are prohibited.
- Pants and shorts must be size appropriate and are a reasonable length.
- See-through clothing is not permitted
- No portion of a student’s undergarments may be exposed.
- Clothing with holes in inappropriate places is prohibited.
- Clothing, jewelry, and personal belongings that display alcohol, tobacco, sex, obscenity, controlled substances, or that promote violence or defame any person on the basis of sex, race, color, national origin or creed are not permitted.
- Clothing, jewelry, and personal belongings that indicate membership in or affiliation with or support of any gangs are not permitted.
- Caps, hats, hoods, bandannas or other type of headgear are prohibited.
- No metal or chain belts or swags may be worn.
- Sunglasses are prohibited.

First Offense	The student will be warned and asked to change clothes.
Subsequent Offense	The student will be asked to change clothes, receive one day in-school suspension or Saturday School and parent notification.

Repeated or egregious infractions of the Dress Code may result in additional discipline including out-of-school suspension. Determination of dress code violations will be made by the building principal.

INSUBORDINATION—Failure to comply with direct instruction will result in one of the following consequences.

1. Conference with student and/or parent
2. In-school suspension
3. Saturday School

4. Out-of-school suspension
5. Expulsion.

SEXUAL HARASSMENT

- A. Use of verbal, written, or symbolic language that is sexually harassing.

First Offense	Principal/Student conference, Saturday School, in-school suspension, 1-180 days out-of-school suspension, expulsion.
Subsequent Offense	In-school suspension, Saturday School, 1-180 days out-of-school suspension or expulsion.

- B. Physical contact that is sexually harassing.

First Offense	In-school suspension, 1-180 days out-of-school suspension, or expulsion.
Subsequent Offense	11-180 days out-of-school suspension or expulsion

THEFT-Stealing or attempting to steal, or willful possession of private or school property.

First Offense	Restitution, 3-5 days in-school suspension, Saturday School, 1-180 days out-of-school suspension, or expulsion and possible notification of law enforcement officials.
Subsequent Offense	Restitution, 11-180 days out-of-school suspension, or expulsion and notification of law enforcement officials.

Any theft of a value exceeding \$50.00 could result in expulsion.

THREATENING A STAFF MEMBER

- A. Verbal abuse of a threatening nature; disrespectful language that is threatening in nature.

First Offense	5-30 days out-of-school suspension
Subsequent Offense	10-90 days out-of-school suspension or expulsion

- B. Actually striking or attempting to strike a staff member; attempting to cause injury to a staff member or intentionally placing a staff member in reasonable apprehension of imminent physical injury.

First Offense	Expulsion
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THREATS-Verbal, written, pictorial or symbolic language or gestures that create a reasonable fear or physical injury or property damage.

First Offense	Principal/Student conference, in-school suspension, or 1-180 days out of-school suspension
Subsequent Offense	In-school suspension, 1-180 days out-of-school suspension or expulsion.

TOBACCO

- A. Possession of any tobacco products on school grounds, bus, or at any school activity.

First Offense	Confiscate material, Parent conference, or 1-3 days in-school suspension
Subsequent Offense	Confiscate material, 1-3 days in-school suspension.

- B. Use of any tobacco products on school grounds, bus, or at any school activity.

First Offense	1-3 days in-school suspension
Second Offense	3-10 days in-school suspension
Subsequent Offense	11-180 days out-of-school suspension or expulsion

TRUANCY-Absence from school without the knowledge and consent of parent/guardian and/or the school administration. Student is absent from assigned classroom and does not have permission to be away from that area.

First Offense	Saturday School for each day or partial day missed or 1-3 days in-school suspension
Second Offense	Two Saturday detentions for each day or partial day missed or 3-10 days in-school suspension
Subsequent Offense	Meeting with parents, counselor, and principal to

	determine student's status.
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VANDALISM-Willful damage or the attempt to cause damage to real or personal property belonging to the school, staff, or students.

First Offense	In-school suspension, Saturday School, 1-180 days out-of-school suspension, restitution, or expulsion and possible notice to law enforcement officials.
Subsequent Offense	11-180 days out-of-school suspension, restitution, or expulsion, and notice to law enforcement officials.

WEAPONS

A. Possession or use of any instrument or device, other than those defined in 18 U.S.C. 921 or 571.010 RSMo, which is customarily used for attack of defense against another person; any instrument or device used to inflict physical injury to another person.

First Offense	In-school suspension, Saturday School, 1-180 days out-of-school suspension, or expulsion
Subsequent Offense	11-180 days out-of-school suspension or expulsion

B. Possession or use of a firearm as defined in 18 U.S.C. 921 or any instrument device defined in 571.010, RSMo.

First Offense	One calendar year suspension or expulsion and notification of law enforcement officials.
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Gallatin Middle School PBS Matrix

	All Settings/ Classroom	Hallway	Cafeteria	Restroom	Bus	Assemblies	Extra-curricular Activities	Digital World
Be Respectful	<p>Listen when others are speaking.</p> <p>Use polite words and manners when speaking to others</p> <p>Follow classroom and building expectations.</p> <p>Contribute to a positive school climate.</p> <p>Use appropriate language.</p>	<p>Use appropriate voice level.</p> <p>Be respectful of others</p>	<p>Follow building expectations.</p> <p>Use good manners.</p>	<p>Allow privacy of others.</p> <p>Wait your turn patiently.</p>	<p>Listen to the driver.</p>	<p>Show courtesy and kindness towards presenter.</p> <p>Participate in appropriate manner.</p>	<p>Show good sportsmanship.</p> <p>Follow MESA Guidelines</p>	<p>Use your own.</p>
Be Responsible	<p>Follow directions the first time.</p> <p>Use class time wisely.</p> <p>Be prepared and on time.</p> <p>Be an active participant.</p> <p>Accept the consequences of your own behavior.</p> <p>Always have a pass if you leave the classroom.</p>	<p>Stay to the right and keep moving.</p> <p>Be in class on time.</p> <p>Be considerate of others and their property when using lockers.</p>	<p>Pick up after yourself.</p>	<p>Leave no trace of your visit.</p> <p>Use facilities correctly</p>	<p>Enter and exit safely.</p> <p>Keep aisle clear of all objects.</p> <p>Pick up after yourself.</p>	<p>Enter and exit in a prompt and orderly manner.</p>	<p>Be considerate of school property and compliant with policies.</p>	<p>Handle with care.</p> <p>Follow technology guidelines.</p>
Be a Problem Solver	<p>Use words to solve problems with peers and teachers.</p> <p>Be honest.</p> <p>Be in control of your actions.</p> <p>Report unsafe situations.</p>	<p>Walk directly to your destination(s).</p> <p>Be positive and in control of your actions while encouraging others to do the same.</p>	<p>Wait in line patiently.</p>	<p>Report any problems to your teacher.</p>	<p>Stay in your seat until the bus has stopped.</p> <p>Keep all sharp objects (pens, pencils, etc) in backpack.</p>	<p>Maintain personal space.</p>	<p>Stay in designated areas; be cautious of your surroundings.</p> <p>Be accountable to a friend or family member.</p>	<p>Report and problems to your teacher.</p>

GALLATIN R-V SCHOOL DISTRICT CALENDAR
2016-2017

August
 15-16 Teacher in-service days
 17 First day of school - **dismiss at 12:30 p.m.**

September
 5 Labor Day - NO SCHOOL
 16 Teacher in-service - NO SCHOOL
 30 Homecoming - **dismiss at 12:30 p.m.**

October
 10 Teacher in-service - NO SCHOOL
 14 1st quarter ends
 20 Parent-Teacher Conferences - **dismiss at 12:30 p.m.**
 21 NO SCHOOL

November
 23-27 Thanksgiving Vacation
 28 Teacher in-service - NO SCHOOL

December
 21 End of 2nd quarter (1st semester) - **dismiss at 12:30 p.m.**
 22-31 Christmas vacation

January
 1-2 Christmas vacation
 3 Teacher in-service - NO SCHOOL
 4 2nd semester begins
 16 NO SCHOOL

February
 20 NO SCHOOL

March
 6 Teacher in-service - NO SCHOOL
 10 3rd quarter ends
 16 Parent-Teacher Conferences - **dismiss at 12:30 p.m.**
 17 NO SCHOOL

April
 3 Teacher in-service - NO SCHOOL
 13-17 Easter Break

May
 12 Graduation
 19 Last day of school, End of 4th quarter (2nd semester) - **dismiss at 12:30 p.m.**

<u>Quarter Ends</u>		<u>Days in the Quarter</u>	<u>Mid-Term</u>	<u>Progress Reports</u>
1st Quarter	Oct. 14	40	Sept. 15	Sept. 20
2nd Quarter	Dec. 21	43	Nov. 18	Nov. 22
3rd Quarter	Mar. 10	45	Feb. 3	Feb. 7
4th Quarter	May 18	<u>44</u>	Apr. 12	Apr. 20
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