



# GALLATIN MIDDLE SCHOOL

## STUDENT HANDBOOK

### 2017-2018



GALLATIN R-V MIDDLE SCHOOL  
600 South Olive St.  
Gallatin, MO 64640  
Phone 660-663-2172, Fax #660-663-2559

**Superintendent, Dr. Bryan Copple**  
**Middle School Principal, Mrs. Tiffany Otto**

**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.

## **Notice of Nondiscrimination**

The Gallatin R-V School District Board of Education is committed to maintaining a workplace and educational environment that is free from discrimination and harassment in admission or access to, or treatment or employment in, its programs, services, activities and facilities. In accordance with law, the district strictly prohibits discrimination and harassment against employees, students or others on the basis or race, color, religion, sex, national origin, ancestry, disability, age, genetic information or any other characteristic protected by law in its programs, activities, or in employment. The Board also prohibits retaliatory actions against those who report or participate in the investigation of prohibited discrimination or harassment. The Gallatin R-V School District is an equal opportunity employer. The district also provides equal access to the Boy Scouts of America, the Girl Scouts of the United States of America and other designated youth groups in accordance with federal law.

## **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 17<sup>th</sup> 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 considered unexcused will require serving an after school detention to make-up work.

## **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/tardy
- 14th tardy and above = 1 day OSS/tardy 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) or 0% absent on STI.
- **OUTSTANDING Attendance** – a student may be absent part or all of two school days.

Attendance incentives will be rewarded at the end of the school year for PERFECT and OUTSTANDING attendance.

## **HEALTH SERVICES**

### ***School Nurse***

The school district provides a full-time nurse. The nurse's office is located south of 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. Parents/Guardians will complete a health questionnaire annually during the registration process so that the school nurse has current and accurate medical information.

### ***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. Immunizations must be up to date by the first date of school or child will not be permitted to start until up to date or correct paperwork on file.

**8TH GRADE STUDENTS:** A Tdap and MCV vaccine are required at the start of the 8th grade year. Any student that has not received this vaccination (or provided appropriate exemption documentation) by the 1st day of school will not be able to attend school.

### ***Special Health Problems***

If your child has a specific illness or health problem, please contact the school nurse, 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.

### ***General Guidelines***

Minor scrapes and bruises will be attended to by the school nurse or school personnel. Students will be sent home if:

1. The student has a temperature of 99.6% or more.
2. The student has vomited.
3. The student has a severe injury.
4. The staff cannot determine the cause of a student's sudden physical or emotional distress.

**After an illness and before returning to school the child should be fever/symptom free for 24 hours.**

### ***Medication Guidelines***

- 1) **Prescription medication** will be administered upon written request of the parent/guardian. Medication must be in the original prescription container with the student's name, name of drug, dosage, frequency of administration, how the medication is given, and the doctor's name. In addition, an **Authorization for Medication from must be completed and given to the school nurse.**

**ALL MEDICATION MUST BE BROUGHT TO SCHOOL IN THE ORIGINAL CONTAINER AS DISPENSED BY THE PHARMACY OR PHYSICIAN. It is desirable that the parents bring the medicine to school.**

- 2) **Non-prescription**, over the counter drugs, may be administered by the nurse with written permission from the parent/guardian. Medication must be in original container. All medications, with permission slips, must be brought to the nurse's office and stored in a safe, appropriate place.

3) The nurse or the principal's designee will administer the medication in compliance with the regulations.

4) General permission is included on the Emergency Contact/Permission Form .

Parents must initial the appropriate space in order for the nurse to provide the following to students:

1. Be given Tylenol, Ibuprofen & Tums by the school nurse as needed.
2. Receive basic health screenings by the school nurse & nurse volunteers to include height, weight, vision & hearing. A separate consent form will be sent home for all other screenings.

### ***Head Lice Policy***

Routine head lice checks will be completed at the beginning of each semester for all students by the school nurse and volunteers. If head lice or nits are discovered on a student at any time during the school year, the parent/guardian will be notified, and other students who reside with the infected student will also be checked.

The student(s) must be picked up from school as soon as possible in a timely manner. The student should not return to school for 24 hours after the discovery of the head lice to allow for treatment, and will be rechecked by the nurse in order to be permitted back to school. The child at this time must be completely lice and nit free (one nit will prevent the student from returning to school). The child must be brought to the school by a parent/guardian, and is not allowed to ride the bus.

A student who was identified as having lice or nits will be re-examined within five calendar days of the initial identification. If this examination reveals nits are still present, the parent/guardian will again be instructed on treatment options. This process will repeat until the student is free of nits.

If it appears the parent/guardian of an infested student is failing to secure timely treatment for the infestation after having been given notice of the existence of head lice or nits in accordance with these procedures, the nurse will notify the school principal, who may report the matter to the Children's Division (CD) of the Department of Social Services.

### ***Lice Treatment Guidelines***

The school nurse will develop education programs regarding the diagnosis, treatment and prevention of head lice for staff, students and parents.

Your doctor can recommend a medicated shampoo, cream rinse, or lotion to kill the lice. These may be over-the-counter (OTC) or prescription medications, depending on what treatments have already been tried. Medicated lice treatments usually kill the lice and nits, but it may take a few days for the itching to stop. For very resistant lice, an oral medication might be prescribed.

It's important to follow the directions exactly because these products are insecticides. Applying too much medication — or using it too frequently — can increase the risk of causing harm. Follow the directions on the product label to ensure that the treatment works properly.

Treatment may be unsuccessful if the medication is not used correctly or if the lice are resistant to it. After treatment, your doctor may suggest combing out the nits with a fine-tooth comb and also may recommend repeating treatment in 7 to 10 days to kill any newly hatched nits.

To remove lice and nits by hand, use a fine-tooth comb on your child's wet, conditioned hair every 3 to 4 days for 2 weeks after the last live louse was seen. Wetting the hair beforehand is recommended because it temporarily immobilizes the lice and the conditioner makes it easier to get a comb through the hair.

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

## **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.

Students who violate the dress guidelines will be warned and/or asked to change clothes. If subsequent violations occur, a parent/guardian will be contacted to assist in the process.

## **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 <sup>st</sup> period	8:00 – 8:50	
2 <sup>nd</sup> period	8:53– 9:43	
3 <sup>rd</sup> period	9:46 – 10:36	
HOMEROOM	10:39 – 10:59	
4 <sup>th</sup> period	11:02 – 12:21	includes 1 <sup>st</sup> lunch shift 11:02-11:20 2 <sup>nd</sup> lunch shift 11:30-11:48 3rd lunch shift 12:03 - 12:21
5 <sup>th</sup> period	12:24 – 1:14	
6 <sup>th</sup> period	1:17 – 2:07	
7 <sup>th</sup> period	2:10 – 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 5<sup>th</sup> through 8<sup>th</sup> grade will be instructed on how to keep an online planner for organizing assignments, tests, and projects due in classes.

### **TELEPHONE**

A telephone is located in each classroom 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 \$50 will receive a note from the school office/and or a phone call to arrange for payment. Notes will be sent home weekly with students that have any charges.
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 unless given permission to do so.

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. Serving time will be from 7:45 to 8:00 a.m.
  - a. Full Price Breakfast: \$1.50
  - b. Reduced Breakfast: \$0.30
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. No one will be allowed in the halls during lunch as classes are in session.
  - a. Full Price Lunch: \$2.85
  - b. Reduced Lunch: \$0.40
  - c. Adult Lunch: \$3.00
  - d. Extra Milk or Juice: \$0.30
7. **FREE AND REDUCED LUNCHES:** Families who qualify for these programs must complete the form, which will be sent home the first week of school. Students are not automatically on free lunch just because they were last year. **YOU MUST APPLY EACH YEAR. LUNCH PAYMENTS** - Please send your student(s) lunch and milk money in an envelope with the students' names, teachers' names, and amounts for each student clearly marked. This will enable our lunch record keeper to apply your money as you intended.
8. 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. (6<sup>th</sup>/8<sup>th</sup> 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 5<sup>th</sup> - 8<sup>th</sup> 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 (locks brought from home will not be allowed). **\*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 five class periods the day of contest, practice or meeting. Extenuating circumstances will be handled by the building 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. The student who is expelled or who withdraws from school because of disciplinary measures shall not be considered eligible for 365 days from the date of expulsion or withdrawal.

### **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. State and District level activities will take precedence over other school activities and local events in determining where students will represent the school.
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.

PBS Matix (copy on p. 16 of this handbook)

**DISCIPLINARY OFFENSES AND CONSEQUENCES**

**ACADEMIC DISHONESTY** – Cheating on tests, assignments, projects or similar activities; plagiarism; claiming credit for another person's work; fabrication of facts, sources or other supporting material; unauthorized collaboration; facilitating academic dishonesty; and other misconduct related to academics.

First Offense	No credit for the work, grade reduction, or replacement assignment.
Subsequent Offense	No credit for the work, grade reduction, course failure, or removal from extracurricular activities.

**ARSON**-Starting or attempting to start a fire, or causing or attempting to cause an explosion.

First Offense	Detention, in-school suspension, 1-180 days out-of-school suspension or expulsion. Restitution if appropriate
Subsequent Offense	1-180 days suspension or expulsion. Restitution if appropriate.

**ASSAULT**

- Using physical force, such as hitting, striking or pushing, to cause or attempt to cause physical injury; placing another person in apprehension of immediate physical injury; recklessly engaging in conduct that creates a grave risk of death or serious physical injury; causing physical contact with another person knowing the other person will regard the contact as offensive or provocative; or any other act that constitutes criminal assault in the third or fourth degree..

First Offense	Principal/Student conference, detention, in-school suspension, 1-180 days out-of-school suspension or expulsion.
Subsequent Offense	In-school suspension, 11-180 days out-of-school suspension, or expulsion.

- Knowingly causing or attempting to cause serious physical injury or death to another person, recklessly causing serious physical injury to another person, or any other act that constitutes assault in the first or second degree.

First Offense	10-180 days out-of-school suspension or expulsion
Subsequent Offense	Expulsion.

**AUTOMOBILE/VEHICLE MISUSE**- Uncourteous or unsafe driving on or around district property, unregistered parking, failure to move vehicle at the request of school officials, failure to follow directions given by school officials or failure to follow established rules for parking or driving on district property.

First Offense	Suspension or revocation of parking privileges, detention, or in-school suspension.
Subsequent Offense	Revocation or parking privileges, detention, in-school suspension, or 1-10 days out-of-school suspension.

**BULLYING and CYBERBULLYING (see Board policy JFCF on p. 17-20 )**- Intimidation, unwanted aggressive behavior, or harassment that is repetitive or is substantially likely to be repeated and causes a reasonable student to fear for his or her physical safety or property; that substantially interferes with the educational performance, opportunities or benefits of any student without exception; or that substantially disrupts the orderly operation of the school. Bullying includes, but is not limited to: physical actions, including violence, gestures, theft or property damage; oral, written or electronic communication, including name-calling, put-downs, extortion or threats; or threats of reprisal or retaliation for reporting such acts. Cyberbullying is a form of bullying committed by transmission of a communication including, but not limited to, a message, text, sound or image by means of an electronic device including, but not limited to, a telephone, wireless telephone or other wireless communication device, computer or pager.

First Offense	Detention, in-school suspension, or 1-180 days out-of-school suspension
Subsequent Offense	1-180 days out-of-school suspension or expulsion.

**BUS OR TRANSPORTATION MISCONDUCT**- Any offense committed by a student on transportation provided by or through the district shall be punished in the same manner as if the offense had been committed at the student's assigned school. In addition, transportation privileges may be suspended or revoked.

**DISHONESTY**- Any act of lying, whether verbal or written, including forgery.

First Offense	Nullification of forged document. Principal/Student conference, detention, or in-school suspension.
Subsequent Offense	Nullification of forged document. Detention, in-school suspension, or 1-180 days out-of-school suspension.

**DISRESPECTFUL OR DISRUPTIVE CONDUCT OR SPEECH (see Board policy AC if illegal harassment or discrimination is involved)** - Verbal, written, pictorial or symbolic language or gesture that is directed at any person that is in violation of district policy or is otherwise rude, vulgar, defiant, considered inappropriate in educational settings or that materially and substantially disrupts classroom work, school activities or school functions. Students will not be disciplined for speech in situations where it is protected by law.

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

**DRUGS/ALCOHOL (see Board policies JFCH and JHCD)**

1. Possession, sale, purchase or distribution of any over-the-counter, herbal preparation or imitation drug or herbal preparation.

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

2. Possession of or attendance while under the influence of or soon after consuming any unauthorized prescription drug, alcohol, narcotic substance, unauthorized inhalants, counterfeit drugs, imitation controlled substances or drug-related paraphernalia, including controlled substances and illegal drugs defined as substances identified under schedules I, II, III, IV or V in section 202(c) of the Controlled Substances Act.

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

3. Sale, purchase or distribution of any prescription drug, alcohol, narcotic substance, unauthorized inhalants, counterfeit drugs, imitation controlled substances or drug-related paraphernalia, including controlled substances and illegal drugs defined as substances identified under schedules I, II, III, IV or V in section 202(c) of the Controlled Substances Act.

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

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

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

**FAILURE TO CARE FOR OR RETURN DISTRICT PROPERTY**- Loss of, failure to return, or damage to district property including, but not limited to, books, computers, calculators, uniforms, and sporting and instructional equipment.

First Offense	Restitution. Principal/Student conference, detention, or in-school suspension.
Subsequent Offense	Restitution. Detention or in-school suspension.

**FAILURE TO MEET CONDITIONS OF SUSPENSION, EXPULSION OR OTHER DISCIPLINARY CONSEQUENCES** - Violating the conditions of a suspension, expulsion or other disciplinary consequence including, but not limited to, participating in or attending any district-sponsored activity or being on or near district property or the location where a district activity is held. See the section of this regulation titled, "Conditions of Suspension, Expulsion and Other Disciplinary Consequences."

As required by law, when the district considers suspending a student for an additional period of time or expelling a student for being on or within 1,000 feet of district property during a suspension, consideration shall be given to whether the student poses a threat to the safety of any child or school employee and whether the student's presence is disruptive to the educational process or undermines the effectiveness of the district's discipline policy.

First Offense	Verbal warning, detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion. Report to law enforcement for trespassing if expelled.
Subsequent Offense	In-school suspension, 1-180 days of out-of-school suspension or expulsion. Report to law enforcement for trespassing if expelled.

**FALSE ALARMS (see also "Threats or Verbal Assault")**-Tampering with emergency equipment, setting off false alarms, making false reports; communicating a threat or false report for the purpose of frightening or disturbing people, disrupting the educational environment or causing the evacuation or closure of district property.

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

**FIGHTING (see also, "Assault)**-Mutual combat in which both parties have contributed to the conflict either verbally or by physical action.

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

**GAMBLING**-Betting on an uncertain outcome, regardless of stakes; engaging in any game of chance or activity in which something of real or symbolic value may be won or lost. Gambling includes, but is not limited to, betting on outcomes of activities, assignments, contests and games.

First Offense	Principal/Student conference, loss of privileges, detention, or in-school suspension.
Subsequent Offense	Principal/Student conference, loss of privileges, detention, in-school suspension, or 1-10 days out-of-school suspension.

**HARASSMENT, INCLUDING SEXUAL HARASSMENT (see Board policy AC)**

1. Use of material of a sexual nature or unwelcome verbal, written or symbolic language based on gender, race, color, religion, sex, national origin, ancestry, disability or any other characteristic protected by law. Examples of illegal harassment include, but are not limited to, racial jokes or comments; requests for sexual favors and other unwelcome sexual advances; graffiti; name calling; or threatening, intimidating or hostile acts based on a protected characteristic.

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

2. Unwelcome physical contact of a sexual nature or that is based on gender, race, color, religion, sex, national origin, ancestry, disability or any other characteristic protected by law. Examples include, but are not limited to, touching or fondling of the genital areas, breasts or undergarments, regardless of whether the touching occurred through or under clothing; or pushing or fighting based on protected characteristics.

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

**HAZING (see Board policy JFCG)**- Any activity 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 district-sponsored activity. Hazing can occur even when all students involved are willing participants.

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

**INCENDIARY DEVICES OR FIREWORKS**—Possessing, displaying or using matches, lighters or other devices used to start fires unless required as part of an educational exercise and supervised by district staff; possessing or using fireworks.

First Offense	Confiscation. Warning, principal/student conference, detention, or in-school suspension.
Subsequent Offense	Confiscation. Principal/Student conference, detention, in-school suspension, or 1-10 days out-of-school suspension.

**NUISANCE ITEMS**-Possession or use of items such as toys, games, and portable media players that are not authorized for educational purposes.

First Offense	Confiscation. Warning, principal/student conference, detention, or in-school suspension.
Subsequent Offense	Confiscation. Principal/Student conference, detention, in-school suspension, or 1-10 days out-of-school suspension.

**PUBLIC DISPLAY OF AFFECTION**—Physical contact that is inappropriate for the school setting including, but not limited to, kissing and groping.

First Offense	Principal/Student conference, detention, or in-school suspension.
Subsequent Offense	Detention, in-school suspension, or 1-10 days out-of-school suspension.

**SEXTING AND/OR POSSESSION OF SEXUALLY EXPLICIT, VULGAR OR VIOLENT MATERIAL** - Students may not possess or display, electronically or otherwise, sexually explicit, vulgar or violent material including, but not limited to, pornography or depictions of nudity, violence or explicit death or injury. This prohibition does not apply to curricular material that has been approved by district staff for its educational value. Students will not be disciplined for speech in situations where it is protected by law.

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

**SEXUAL ACTIVITY** - Consensual acts of sex or consensual simulations of sex including, but not limited to, intercourse or oral or manual stimulation.

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

**TECHNOLOGY MISCONDUCT (see Board policies EHB and KKB and procedure EHB-AP1)**

1. Attempting, regardless of success, to: gain unauthorized access to a technology system or information; use district technology to connect to other systems in evasion of the physical limitations of the remote system; copy district files without authorization; interfere with the ability of others to utilize district technology; secure a higher level of privilege without authorization; introduce computer viruses, hacking tools, or other disruptive/destructive programs onto or using district technology; or evade or disable a filtering/blocking device.

First Offense	Restitution. Principal/Student conference, loss of user privileges, detention, or in-school suspension.
Subsequent Offense	Restitution. Loss of user privileges, 1-180 days out-of-school suspension, or expulsion.

2. Using, displaying or turning on pagers, phones, personal digital assistants, personal laptops or any other personal electronic devices during the regular school day, including class change time, mealtimes or instructional class time, unless the use is part of the instructional program, required by a district-sponsored class or activity, or otherwise permitted by the building principal.

First Offense	Confiscation, principal/student conference, detention, or in-school suspension.
Subsequent Offense	Confiscation, principal/student conference, detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion.

3. Violations, other than those listed in (1) or (2) above, of Board policy EHB, procedure EHB-AP1 or any policy or procedure regulating student use of personal electronic devices.

First Offense	Restitution. Principal/Student conference, detention, or in-school suspension.
Subsequent Offense	Restitution. Loss of user privileges, 1-180 days out-of-school suspension, or expulsion.

4. Use of audio or visual recording equipment in violation of Board policy KKB.

First Offense	Confiscation. Principal/Student conference, detention, or in-school suspension.
Subsequent Offense	Confiscation. Principal/Student conference, detention, in-school suspension, or 1-10 days out-of-school suspension.

**THEFT**-Theft, attempted theft or knowing possession of stolen property.

First Offense	Return of or restitution for property. Principal/Student conference, detention, in-school suspension, or 1-180 days out-of-school suspension.
Subsequent Offense	Return of or restitution for property. 1-180 days out-of-school suspension or expulsion.

**THREATS OR VERBAL ASSAULT**-Verbal, written, pictorial or symbolic language or gestures that create a reasonable fear of physical injury or property damage.

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

**TOBACCO**

1. Possession of any tobacco products, electronic cigarettes or other nicotine-delivery products on district property, district transportation or at any district activity. Nicotine patches or other medications used in a tobacco cessation program may only be possessed in accordance with district policy JHCD.

First Offense	Confiscation of prohibited product. Principal/Student conference, detention, or in-school suspension.
Subsequent Offense	Confiscation of prohibited product. Detention, in-school suspension, or 1-10 days out-of-school suspension.

2. Use of any tobacco products, electronic cigarettes, or other nicotine-delivery products on district property, district transportation or at any district activity. Nicotine patches or other medications used in a tobacco cessation program may only be used in accordance with district policy JHCD.

First Offense	Confiscation of prohibited product. Principal/Student conference, detention, in-school suspension, or 1-3 days out-of-school suspension.
Subsequent Offense	Confiscation of prohibited product. In-school suspension or 1-10 days out-of-school suspension.

**TRUANCY OR TARDINESS (see Board policy JED and procedures JED-AP1 and JED-AP2)**- Absence from school without the knowledge and consent of parents/guardians and the school administration; excessive non-justifiable absences, even with the consent of parents/guardians; arriving after the expected time class or school begins, as determined by the district.

First Offense	Principal/Student conference, detention, or 1-3 days in-school suspension.
Subsequent Offense	Detention or 3-10 days in-school suspension, and removal from extracurricular activities.

**UNAUTHORIZED ENTRY** – Entering or assisting any other person to enter a district facility, office, locker, or other area that is locked or not open to the general public; entering or assisting any other person to enter a district facility through an unauthorized entrance; assisting unauthorized persons to enter a district facility through any entrance.

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

**VANDALISM (see Board policy ECA)**-Willful damage or the attempt to cause damage to real or personal property belonging to the school, staff, or students.

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

**WEAPONS**

1. Possession or use of any weapon as defined in Board policy, other than those defined in 18 U.S.C. § 921, 18 U.S.C. § 930(g)(2) or § 571.010, RSMo.

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

2. Possession or use of a firearm as defined in 18 U.S.C. § 921 or any instrument or device defined in § 571.010, RSMo., or any instrument or device defined as a dangerous weapon in 18 U.S.C. § 930(g)(2).

First Offense	One calendar year suspension or expulsion, unless modified by the Board upon recommendation by the superintendent.
Subsequent Offense	Expulsion.

3. Possession or use of ammunition or a component of a weapon.

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

## Gallatin Middle School PBS Matrix

	All Settings/ Classroom	Hallway	Cafeteria	Restroom	Bus	Assemblies	Extra-curricular Activities	Digital World
<b>Be Respectful</b>	<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>
<b>Be Responsible</b>	<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>
<b>Be a Problem Solver</b>	<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>

## **Bullying (Board policy JFCF)**

### **General**

In order to promote a safe learning environment for all students, the Gallatin R-V School District prohibits all forms of bullying. The district also prohibits reprisal or retaliation against any person who reports an act of bullying among or against students.

### **Definitions**

*Bullying* – In accordance with state law, bullying is defined as intimidation, unwanted aggressive behavior, or harassment that is repetitive or is substantially likely to be repeated and causes a reasonable student to fear for his or her physical safety or property; that substantially interferes with the educational performance, opportunities or benefits of any student without exception; or that substantially disrupts the orderly operation of the school. Bullying includes, but is not limited to: physical actions, including violence, gestures, theft, or property damage; oral, written, or electronic communication, including name-calling, put-downs, extortion, or threats; or threats of reprisal or retaliation for reporting such acts.

*Cyberbullying* – A form of bullying committed by transmission of a communication including, but not limited to, a message, text, sound or image by means of an electronic device including, but not limited to, a telephone, wireless telephone or other wireless communication device, computer or pager. The district has jurisdiction over cyberbullying that uses the district's technology resources or that originates on district property, at a district activity or on district transportation. Even when cyberbullying does not involve district property, activities or technology resources, the district will impose consequences and discipline for those who engage in cyberbullying if there is a sufficient nexus to the educational environment, the behavior materially and substantially disrupts the educational environment, the communication involves a threat as defined by law, or the district is otherwise allowed by law to address the behavior.

*School Day* – A day on the school calendar when students are required to attend school.

### **Designated Officials**

The principal of each building is hereby designated as the individual to receive and investigate reports of bullying. Each building principal shall designate at least two teachers or administrators in the building who are authorized to receive and investigate reports of bullying in the principal's absence or at the principal's discretion.

The district compliance officer appointed in policy AC will serve as the districtwide antibullying coordinator. The antibullying coordinator will receive all completed investigative reports from all buildings and analyze the reports to identify any information that would inform the district's antidiscrimination and antibullying education and training programs. In addition, the antibullying coordinator will assist in making any relevant reports as required by state and federal law.

### **Reporting Bullying (see building form on p. 19-20)**

School employees, substitutes or volunteers are expected to intervene to prevent student bullying, appropriately discipline the perpetrator, assist the victim and report the incident to the building principal or designee for further investigation and action. Any school employee, substitute or volunteer who witnesses or has firsthand knowledge of bullying of a student must report the incident to the building principal or designee as soon as possible, but no later than two school days after the incident.

Students who have been subjected to bullying, or who have witnessed or have knowledge of bullying, are encouraged to promptly report such incidents to a school employee. Any school employee receiving such a report shall promptly transmit the report to the building principal or designee.

If the bullying incident involves students from more than one district building, the report should be made to the principal or designee of the building in which the incident took place or, if more appropriate, to the principal or designee of the building attended by the majority of the participants in the incident.

### **Investigation**

Within two school days of receiving a report of bullying, the principal or designee will initiate an investigation of the incident. Reports that involve students from multiple buildings will be investigated cooperatively by the principals of each building involved, or those principals may request that the district's compliance officer designated in policy AC conduct the investigation. If at any time during the investigation the principal determines that the bullying involves illegal discrimination, harassment or retaliation as described in policy AC, the principal will report the incident to the compliance officer designated in that policy, who will assist in the investigation. If the alleged bullying involves a special education student or a student with disabilities, the principal will also notify the special education director.

The investigation shall be completed within ten school days of the date the report of bullying was received unless good cause exists to extend the investigation. Upon completion of the investigation, the principal will decide whether bullying or harassment occurred and, if so, whether additional discipline is warranted in accordance with the district's student discipline code. The principal will generate a written report of the investigation and findings and send a copy of the completed report to the district's antibullying coordinator. The principal or designee will document the report in the files of the victim and the alleged or actual perpetrator of bullying. All reports will be kept confidential in accordance with state and federal law.

If the incident involved allegations of illegal discrimination or harassment, the principal's decision may be appealed in accordance with policy AC. Student discipline may be appealed when allowed by law in accordance with Board policy.

The principal or other appropriate district staff will work with victims and their families to access resources and services to help them deal with any negative effects that resulted from the incident.

### **Consequences**

Students who participate in bullying or who retaliate against anyone who reports bullying will be disciplined in accordance with the district's discipline code. Such discipline may include detention, in-school suspension, out-of-school suspension, expulsion, removal from participation in activities, exclusion from honors and awards, and other consequences deemed appropriate by the principal or superintendent. The district will also contact law enforcement when required by law or notify social media companies of inappropriate online activity when appropriate.

Even in situations where the district does not have jurisdiction to discipline a student for bullying, such as when the acts take place off campus and there is an insufficient nexus to the district, the principal or designee will take appropriate actions to assist student victims. Such actions may include, but are not limited to, contacting the parents/guardians of the victim and the alleged perpetrators, communicating that this behavior is not allowed on district

grounds or at district activities, notifying the appropriate district staff to assist the victim, and taking additional action when appropriate, such as notifying law enforcement or social media companies of inappropriate online activity.

District employees and substitutes who violate this policy will be disciplined or terminated. Discipline may include suspension with or without pay, a negative evaluation, prohibition from being on district property or at district activities, mandated training or other appropriate remedial action. Volunteers who violate this policy will no longer be permitted to volunteer.

***Policy Publication***

The district shall annually notify students, parents/guardians, district employees, substitutes and volunteers about this policy and the district's prohibition against bullying. A copy of this policy shall be included in student handbooks and posted on the district's website.

***Training and Education***

The district's antibullying coordinator will provide information and appropriate training designed to assist employees, substitutes and volunteers who have significant contact with students in identifying, preventing and responding to incidents of bullying.

The district will provide education and information about bullying and this policy to students every year. The principal of each school, in consultation with school counselors and other appropriate school employees, will determine the best methods for facilitating the discussion. Methods may include, but are not limited to: assemblies; homeroom presentations; class meetings; team or club meetings; special presentations by counselors, social workers or mental health professionals; and open-house events. When practical, parents/guardians will be invited to attend.

In addition to educating students about the content of this policy, the district will inform students of:

1. The procedure for reporting bullying.
2. The harmful effects of bullying.
3. Any initiatives the school or district has created to address bullying, including student peer-to-peer initiatives.
4. The consequences for those who participate in bullying or engage in reprisal or retaliation against those who report bullying.

School counselors, social workers, mental health professionals, school psychologists or other appropriate district staff will educate students who are victims of bullying about how to overcome the negative effects of bullying including, but not limited to:

1. Cultivating the student's self-worth and self-esteem.
2. Teaching the student to defend him- or herself assertively and effectively without violence.
3. Helping the student develop social skills.
4. Encouraging the student to develop an internal locus of control.

***Additional School Programs and Resources***

The Board directs the superintendent or designee to implement programs and other initiatives to address bullying, respond to such conduct in a manner that does not stigmatize the victim, and make resources or referrals available to victims of bullying. Such initiatives may include educating parents/guardians and families on bullying prevention and resources.

**Bullying Incident Report Form**

If you have been the target of bully behavior or have witnessed bully behavior of a Gallatin student, complete this form and submit to the building principal. Complaints against the building principal should be submitted to the Superintendent. Reports of bully behavior will be investigated and disciplinary action will be taken as warranted.

Indicate the appropriate response to the following with a check mark(s):

You are a: \_\_\_\_\_ Student \_\_\_\_\_ Parent \_\_\_\_\_ Employee \_\_\_\_\_ Volunteer

Date(s) of alleged bully behavior: \_\_\_\_\_ Time (approx.): \_\_\_\_\_

Location of alleged bully behavior: \_\_\_\_\_

Name of student(s) subjected to bully behavior: \_\_\_\_\_

Person(s) alleged to have committed the bully behavior or harassment: \_\_\_\_\_

Summarize the incident(s) or occurrence(s) of bully behavior as accurately as possible. Attach additional sheets or use back side of the form, if necessary.

Name of Witnesses: \_\_\_\_\_

Have you reported this to anyone else: \_\_\_\_\_ Yes \_\_\_\_\_ No. If so, who? \_\_\_\_\_

Name of Complainant\* \_\_\_\_\_ Grade: \_\_\_\_\_ Date Filed: \_\_\_\_\_

\*Students have the right to complete this form anonymously. However, it will be easier for the District to investigate this matter if as much information as possible is provided. Submission of a good faith complaint or report of bully behavior or harassment will not affect the complainant or reporter's future employment, grades, learning, or working environment. A complainant that falsely accuses someone will be subject to disciplinary action.

**This section is for use of ANYONE documenting a bullying incident**

Student targeted in incident: \_\_\_\_\_

Student(s) reportedly engaged in bullying behavior: \_\_\_\_\_

Adult making or receiving report: \_\_\_\_\_

Brief description of the incident, date, and time:

**This section is for use of DISTRICT ADMINISTRATION**

Date Received by Principal: \_\_\_\_\_ Initial conference date: \_\_\_\_\_

Recommendations:

Follow-up conference date: \_\_\_\_\_ Time: \_\_\_\_\_ Conducted by: \_\_\_\_\_

Present:

- |  |                                  |                                    |
|--|----------------------------------|------------------------------------|
| <input type="checkbox"/> Administrator | <input type="checkbox"/> Teacher | <input type="checkbox"/> Counselor |
| <input type="checkbox"/> Social Worker | <input type="checkbox"/> Student | <input type="checkbox"/> Parent    |
| <input type="checkbox"/> Other _____   |                                  |                                    |

Current assessment of situation:

Recommendations:

Parents contacted: \_\_\_\_\_ Date: \_\_\_\_\_

Additional actions or notes:

Next Steps:

Next follow-up conference date: \_\_\_\_\_ Time: \_\_\_\_\_

Person making contact: \_\_\_\_\_

**GALLATIN R-V SCHOOL DISTRICT CALENDAR**  
**2017-2018**

August

11 New Teacher orientation  
14-15 Teacher in-service days  
16 First day of school - **dismiss at 12:30 p.m.**

September

4 Labor Day - **NO SCHOOL**  
15 Teacher in-service - **NO SCHOOL**  
21 Midterm 1st Quarter  
22 Homecoming - **dismiss at 12:30 p.m.**

October

6 Teacher in-service - **NO SCHOOL**  
20 1st quarter ends  
26 Parent-Teacher Conferences - **dismiss at 12:30 p.m.**  
27 **NO SCHOOL**

November

3 Teacher in-service - **dismiss at 12:30 p.m.**  
21 Thanksgiving Vacation - **dismiss at 12:30 p.m.**  
Midterm 2nd Quarter  
22-26 Thanksgiving Vacation

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  
15 **NO SCHOOL** (Snow Make-up Day)

February

5 Teacher in-service - **NO SCHOOL**  
6 Midterm 3rd Quarter  
19 **NO SCHOOL** (Snow Make-up Day)

March

5 Teacher in-service - **NO SCHOOL**  
9 3rd quarter ends  
15 Parent-Teacher Conferences - **dismiss at 12:30 p.m.**  
16 **NO SCHOOL**  
29 Easter Break - **NO SCHOOL** (Snow Make-up Day)  
30 Easter Break - **NO SCHOOL**

April

2 Easter Break - **NO SCHOOL** (Snow Make-up Day)  
17 Midterm 4th Quarter

May

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