

# **Galesburg-Augusta Middle School**

## **Student/Parent Handbook 2024-2025**



### **District Mission Statement**

“Galesburg-Augusta Community Schools will empower all students to be productive and responsible citizens.”

Welcome to Galesburg-Augusta Middle School,

On behalf of the Board of Education, administration and staff of Galesburg-Augusta Middle School, I would like to officially welcome you to the 2024-2025 academic year.

Galesburg-Augusta Middle School is proud to offer a dedicated staff and exemplary learning environment. The school combines the features of a small setting with excellent offerings, such as an award-winning SEL / Whole Child system of support, pre-engineering programs, and cross-curricular studies. Students at Galesburg-Augusta Middle School enjoy experiences that are both satisfying and preparatory--getting them ready for high school, college and career. We are committed to ensuring that all students learn at high levels and encourage families to become closely involved.

Respectfully submitted,

Ms. Amy Pratt, Principal

## **Non-Discrimination and Complaint Procedure**

The District will not discriminate against any person based on sex, race, color, national origin, religion, height, weight, marital status, handicap, age, or disability. The Board reaffirms its long-standing policy of compliance with all applicable federal and state laws and regulations prohibiting discrimination including, but not limited to, Title II, Part A of the Elementary and Secondary Education Act (ESEA) of 1965, as amended by the No Child Left Behind Act (NCLB) of 2001, 9304(a)(1) of the ESEA, Titles VI AND VII of the Civil Rights Act of 1964, 42 U.S.C. 2000d. et seq.: and 42 U.S.C. 2000e, et seq.: Title IX of the Educational Amendments of 1972, 20 U.S.C. 1681, et seq.; Section 504 of the Rehabilitation Act of 1973, 29 U.S.C. 794; The Americans With Disabilities Act of 1990, 42 U.S.C. 1210, et seq.; The Persons with Disabilities Civil Rights Act, MCL 37.1101, et seq.; and The Elliott-Larsen Civil Rights Act, MCL 37.2101, et seq.; The administrator in charge of Special Education is appointed the Civil Rights Coordinator regarding complaints of disability/handicap discrimination involving educational services, programs and activities. The Superintendent is appointed the Civil Rights Coordinator regarding discrimination complaints made by students (grades Pre-K through 12) and/or their parent(s)/guardian(s), and involving sex, race, color, national origin, religion, height, weight, age, or marital status. The Superintendent is appointed the Civil Rights Coordinator regarding all other complaints of discrimination. In the event the complaint is against the Superintendent of Schools, the Vice-President of the Board of Education is appointed the Civil Rights Coordinator. Inquiries or complaints by students and/or their parent(s)/guardian(s) related to discrimination based on disability/handicap should be directed to:

Jennifer Chiechi  
1076 N. 37th St.  
Galesburg, MI 49053

Inquiries or complaints made by students (grades Pre-K through 12) and/or their parent(s)/guardian(s) related to discrimination based on sex, race, color, national origin, religion, height, weight, age, or marital status should be directed to:

Superintendent of Schools  
Galesburg-Augusta Community Schools  
1076 N. 37TH St.  
Galesburg, MI 49053

In the event a complaint is against the Superintendent of Schools, the complaint should be directed to:

The Vice-President of the Board of Education  
Galesburg-Augusta Community Schools  
1076 N. 37TH St.  
Galesburg, MI 49053  
269-484-2000

All other inquiries related to discrimination should be directed to:  
Superintendent of Schools

Galesburg-Augusta Community Schools  
1076 N. 37TH St.  
Galesburg, MI 49053  
269-484-2000

The Civil Rights Coordinators, as specified herein, are designated to receive and resolve complaints from any person who believes that he/she may have been discriminated against in violation of this policy. Any person who believes he/she has been discriminated against in violation of this policy should file a written complaint with the Civil Rights Coordinator within (10) calendar days of the alleged violation. The Civil Rights Coordinator will take, then, the following action: First, cause an investigation of the complaint to be commenced. Second, arrange for a meeting to occur with the complainant, which may include school District staff who are knowledgeable of the facts and circumstances of the particular complaint or who have particular expertise that will assist the complainant. Third, complete the investigation of the complaint and provide, in writing, a reply to the complainant. If the Civil Rights Coordinator determines that a violation has occurred, he/she shall propose a fair resolution of the complaint and deliver the determination to the complainant and the Superintendent. In the event the complaint is against the Superintendent, a copy of the determination shall be delivered to the President of the Board of Education. The complainant may appeal the Civil Rights Coordinator's determination to the Superintendent, or, in the case of a complaint against the Superintendent, to the President of the Board, by so notifying the Superintendent or Board President in writing within (10) calendar days of the Civil Rights Coordinator's determination. The Superintendent or Board President may conduct additional investigation of the facts and circumstances surrounding the complaint.

The Board Vice-President or President may elect to secure the services of an outside party to investigate the facts and circumstances surrounding any complaint against the Superintendent.

The Superintendent or Board President in the case of a complaint against the Superintendent, shall affirm or reverse the Civil Rights Coordinator's decision and, if warranted, implement the Civil Rights Coordinator proposed resolution or a modification thereof. The Superintendent or Board President decision shall be final.

Upon completion of, or at any point in, the grievance process, complainants have the right to file a complaint with the Office for Civil Rights, US Department of Education, Washington, D.C. 20201.

The complainant should be first directed to the following address:

Office for Civil Rights  
600 Superior Avenue, Suite 750  
Cleveland OH, 44114  
(216) 522-4970 phone

## TABLE OF CONTENTS

### I. GENERAL INFORMATION: (pages 4-7)

ZERO TOLERANCE POLICY FOR VIOLENCE \* BULLYING AND HARASSMENT \* SAFE SCHOOLS \* BUILDING SCHEDULE \* EMERGENCIES/SEVERE WEATHER \* PARENT CONFERENCES/ OPEN HOUSE \* GOLD CLUB \* STUDENT COUNCIL \* STUDENT PERSONAL APPEARANCE \* SCHOOL LOCKERS \* BUILDING USE \* MEDICATIONS

### II.III. ACADEMIC POLICIES: (page 9)

COMMON GRADING SCALE \* HOMEWORK \* REPORT CARDS & MARKING PERIODS \* HONOR ROLL \* TEXTBOOKS & SUPPLIES

### IV. SPORT ELIGIBILITY POLICIES: (page 10)

ELIGIBILITY/SPORTS PARTICIPATION- 6th, 7th, and 8th graders

### V. SCHOOL ACTIVITIES POLICIES: (page 10)

### VI. TECHNOLOGY/TOY POLICIES: (pages 11)

BUILDING TELEPHONES \* CELL PHONES \* OTHER ELECTRONIC ITEMS & TOYS \* CAMERAS/VIDEO RECORDINGS \* CONSEQUENCES FOR VIOLATING POLICY \* ACCEPTABLE USE POLICY

### VII. TRANSPORTATION POLICIES: (pages 12)

BUSES and WALKING TO SCHOOL

### VIII. FOOD SERVICE/CAFETERIA POLICIES: (page 12)

G-A COMMUNITY SCHOOLS FOOD SERVICE DEPARTMENT \* BREAKFAST & LUNCH HOUR GUIDELINES

### IX. DISCIPLINE POLICIES: (pages 13-14)

STUDENT CONDUCT \* RESTORATIVE ATTENDANCE RULES: (pages 7-9)

ATTENDANCE POLICY \* EXCUSED ABSENCES \* UNEXCUSED ABSENCES \* LATE ARRIVALS & EARLY DISMISSALS \* TARDIES AND TRUANCIES \* ATTENDANCE PROCEDURES \* VACATIONS

PRACTICES \* RULES AND EXPECTATIONS OF THE TEACHING STAFF \* SAFE SCHOOLS ANTI-BULLYING RUBRIC \* LUNCH DETENTION \* STUDENT RESPONSIBILITY CENTER (SRC)/IN SCHOOL SUSPENSION (ISS) \* OUT-OF-SCHOOL SUSPENSION/ PROCEDURES

### X. ADDITIONAL DOCUMENTS & POLICIES: (pages 14-24)

STUDENT INTERVENTION ASSISTANCE PROGRAM/TAP PROCESS \* STUDENT ASSISTANCE TEAM \* NOTICE OF SECTION 504 DUE PROCESS RIGHTS \* QUESTIONING THE DISTRICT'S DECISION \* STUDENT RECORDS \* APPEAL PROCEDURE \* SAFE SCHOOL RUBRIC \* DISTRICT BULLYING POLICIES \*

## **I. GENERAL INFORMATION:**

All students are responsible for the information in this handbook. It identifies the expectations for middle school students at Galesburg-Augusta.

### **ZERO TOLERANCE POLICY FOR VIOLENCE**

The Galesburg-Augusta School District will continue its zero tolerance toward violence. Verbal or written threats against students, school personnel or school property will be taken seriously and will result in an out-of-school suspension, most likely followed by a pre-expulsion hearing and, possibly, an expulsion hearing. Law enforcement authorities will also be contacted. The possession or threat of bringing a weapon to school will be covered in the same manner, and state law mandating expulsion will be followed. Gang symbols on papers, books, clothing, jewelry, etc. are not allowed. Discipline measures will follow.

### **BULLYING AND HARASSMENT**

Harassment and bullying should not be a part of growing up. The staff at Galesburg-Augusta Middle School is committed to keeping all students physically and emotionally safe. It is important that students understand the difference between annoying behavior and bullying and/or harassment. Students will continue to be informed about what constitutes bullying or harassment as defined by the district and state, how to respond to these inappropriate behaviors, and where and how to report incidents.

### **SAFE SCHOOLS**

In an effort to keep Galesburg-Augusta Middle School a safe place to be, we ask that all students and guests enter and leave through the front parking lot entrance during the school day. Parents are always welcome at Galesburg-Augusta Middle School. ALL PARENTS AND VISITORS to our building must report to the office first and sign in. This is an important safety rule for our students. There is a no-visitor rule for students.

### **BUILDING SCHEDULE**

Students may enter the building at 8:05 a.m. on full and/or half days. We ask that you don't drop off your children before the designated times; there is no supervision provided. The building is closed to students 15 minutes after the end of the school day, unless participating in an organized student activity under the direct supervision of an assigned adult.

Office Hours: 7:45 a.m. to 3:30 p.m.

Academic time:

- o Full day schedule is 8:14 a.m. to 3:17 p.m.
- o Half day schedule is 8:14 a.m. to 11:29 a.m.

### **EMERGENCIES/SEVERE WEATHER**

Fire, lockdown, and tornado drills are held periodically throughout the year. The fire drill is a standard fire alarm system; a lockdown drill is initiated over the PA; a tornado drill is initiated over the P.A. The classroom teacher will provide additional directions and detailed information. Procedures are to be followed by all occupants of the building. If it is necessary to close school because of weather or emergency conditions, information will be shared via robo-call and/or robo-email. Be sure your student knows where to report in an emergency and what to do if an adult is not at home.

### **PARENT CONFERENCES/OPEN HOUSE**

Before school begins, there will be an Open House for incoming students and parents, grades 5-8. This event is designed to welcome the 5th grade students and parents to the middle school, along with welcoming back the 6th, 7th, and 8th grades. This is not a mandatory event but highly encouraged to give your child the best possible start to his/her school year.

Parent/Teacher conferences will be held in the fall and spring. Dates will be announced on the school website, on the building Facebook page, and in the monthly newsletter. During both conference periods, appointments can be arranged by registering online. Parents and students are encouraged to request additional conferences when necessary.

## **GOLD CLUB**

Gold club members have an exemplary behavior record, a record that shows zero behavioral referrals throughout a marking period and/or semester. Each semester, students begin with a clean slate and have a renewed opportunity to belong to the Gold Club and participate in that reward activity. Students who have earned one minor referral will be provided an opportunity (per semester) to participate in a “redemption activity” to eliminate that referral. There will be a semester one and a semester two reward event for students who qualify.

## **STUDENT COUNCIL**

A recognized student organization at Galesburg-Augusta Middle School is the Student Council. All students are eligible to run for STUCO in the spring for the following school year. Candidates must complete an application process with the STUCO advisor and teachers within the district. All finalists are subject to a screening process conducted by the student council advisor of Galesburg-Augusta Middle School (Melissa Godde)..

The following are the criteria to be met to be eligible for election and retention:

a) Appropriate Discipline.

~ Absolutely NO suspensions in prior or current semester.

~ Excessive referrals from the previous school year or during the current school year. These violations are subject to review by Staff, Principal, and/or Student Council Advisor, on an individual basis.

b) Academically Responsible.

~ Must not have failed any classes in the prior semester.

c) Citizenship.

~ An accumulation of volunteer hours must be done to remain on the student council.

~ Positive community involvement and representation, with no inappropriate behaviors including but not limited to juvenile or criminal violations: or other behaviors that reflect poorly on the school or community as determined by school administration.

## **DRESS CODE (5511)**

The Galesburg-Augusta Middle School recognizes that each student's mode of dress and grooming is a manifestation of personal style and individual preference. Galesburg Augusta Middle School will not interfere with the right of students and their parents to make decisions regarding their appearance, except when their choices affect the educational program of the school. Students’ dress and grooming must not disrupt the educational process, interfere with the maintenance of a positive teaching/learning climate, or compromise reasonable standards of health, safety, and decency.

The following guidelines will assist parents and students in understanding Galesburg-Augusta Middle School's expectations regarding appropriate dress:

- Shoes must be worn at all times.
- Coats/jackets normally worn as outerwear are not to be brought to class without classroom teacher approval.
- Bags/purses / backpacks are NOT allowed in class without teacher permission.
- Hats are NOT TO BE WORN during school hours. If worn, they will be confiscated; and students may pick them up at a later time.
- Hoods are NOT TO BE WORN during school hours. If worn, students will be asked to comply with school policy.

- Clothing, jewelry or other personal possessions, which display/advertise or support alcohol, drugs, racial discrimination (including Confederate Flags), sexual activity, profanity or violence (including weapons), or other illegal activity are not to be worn during the school day or at school activities.
- Students wearing revealing, suggestive, inappropriate and/or distracting clothing will be required to make necessary modifications before attending further classes. Examples of such clothing include, but are not limited to: halter tops, tube tops, crop tops, tights and muscle shirts.
- All tops must have two inch straps on the shoulders.
- Clothing/Footwear intended for sleepwear should not be worn to school.
- Skirts, shorts, and dresses need to meet the minimum length. Administration shall make the final determination if minimum length is met. The general rule is four inches above the knee. Pants should be worn such that undergarments and/or clothing serving as undergarments are not visible.
- Clothing that is potentially dangerous to the wearer and/or distracting in character to other students and/or staff is not permitted.
- The wearing of gang-related clothing is forbidden. This includes bandannas of any color, displayed in any manner. The Principal and/or Student Support Specialist will make the final judgment as to whether clothing needs to be modified or changed.

## SCHOOL LOCKERS

SCHOOL LOCKERS ARE PUBLIC SCHOOL PROPERTY held in trust by the Board of Education. School administrators, acting as agents of the owners, will adhere to the following regulations in supervising the use of school lockers.

- Lockers are not to be used for illegal or dangerous purposes (i.e. harboring stolen property, drugs, alcoholic beverages or anything which might create a health hazard).
- The Principal or his/her designee has **THE RIGHT TO INSPECT A STUDENT'S LOCKER AT ANY TIME**.
- School officials and the police have the right to inspect all lockers in the building in case of a bomb scare or other emergencies.
- School officials may periodically hold locker inspections to ensure proper maintenance in the interest of fire or health protection.
- Students are responsible for any damage to their lockers, unless prior information received proves otherwise. Vandalism and defacing is punishable through the discipline policy and may also include fines and fees. Students are not to draw or affix any decorations with any type of adhesive. Magnets are allowed if internal decorations are desired.
- Lockers are assigned to all students enrolled at Galesburg-Augusta Middle School. For security reasons only, school locks are to be used.
- All head gear, cell phones, coats and bags must be kept in the locker during the school day.
- Each locker is assigned to **ONE** student for the year, so therefore there is to be **no sharing** of lockers between 2 students due to health and safety concerns that could arise.

## BUILDING USE

- **LIBRARY:** All materials are to be properly checked out before leaving the library. Failure to check out materials from the library will be considered stealing. All materials must be returned by the due date. Proper and respectful library behavior is expected at all times. The Librarian reserves the right to refuse admittance to any student violating library policies.
- **HALL:** Students are expected to behave in a respectful and orderly manner. For everyone's safety, no running or fast walking is allowed. Lunch detentions will result from failure to follow these rules.
- **CLASSROOMS:** Students may not use any room without the permission and supervision of a specific teacher. Students are expected to pick up after themselves before leaving class.

- o NOTE WRITING – It is the expectation of the GAMS staff that all students refrain from writing notes during class time. Teachers have the right to take notes being written, passed or read during class. Any notes with profanity or personal threats will be treated as if they were said verbally.
- o GUM & CANDY - If a teacher permits gum or candy in the classroom, it must be consumed and disposed of before leaving that class.
- STOREROOMS: These are to be used only by staff. Students are not permitted in these areas.
- AUDITORIUM: Food, gum, pop, candy, popcorn etc. are not allowed in the auditorium.

## **MEDICATIONS**

Any student who takes medication or needs to monitor a medical condition during the school day must do so in the office, this includes but not limited to: blood sugar testing, prescription and non-prescription medicine.

- PRESCRIPTION MEDICINE - Must be in the original container with the student's name, dosage and amount of dose on the label. PRESCRIPTION MEDICINES MUST BE BROUGHT TO SCHOOL BY A PARENT/GUARDIAN. State law prohibits students from bringing controlled medications on the bus.
- NON-PRESCRIPTION MEDICINE - Students may bring over-the-counter medicine to keep in the office. It must be in an appropriate container, labeled with their name, the amount they may take, and the frequency they take it.
- ALL MEDICATIONS REQUIRE A MEDICAL AUTHORIZATION FORM SIGNED BY BOTH PHYSICIAN AND PARENT/GUARDIAN(S).
- WARNING: If an illegal substance is involved, the Principal will notify legal authorities. The manufacture, distribution, sale, possession, use or being under the influence of the following substances is prohibited on school grounds, or at school related activities, i.e. athletic events, dances, field trips, etc: tobacco products in any form; alcohol; illicit drugs; any glue; aerosol cans, or other chemical substance, including but not limited to lighter fluids or inhalants; any prescriptions. or non-prescription drug; medicine; aspirin; other types of pains relievers, stimulants, diet pills, pep pills, no-doze pills, cough medicines or syrups, cold medicines, laxatives, stomach or digestive remedies, depressants and sleeping pills not taken in accordance with the school district's authorized use of medication procedures, steroids, human growth hormones or performance-enhancing drugs, substances purported illegal, abusive or look-alike drugs.

## **II. ATTENDANCE RULES:**

The Michigan School Code states that it is the responsibility of parents to see that their children between the ages of six and sixteen be in regular attendance at school. Students under the legal age and who are truant 11 or more days per semester shall be brought to the attention of juvenile authorities. To meet the education standards of the district, all students should attend all scheduled instructional days. Regular attendance contributes not only to scholastic success but

also to the development of attitudes of consistent performance necessary in adult life. A student will be recorded absent when not in attendance at a scheduled class or event.

### **ATTENDANCE POLICY**

Regular and punctual daily attendance is a very important part of our educational programming and is an expected parental responsibility to monitor. Parents/Guardians are to call the office by 9:00 a.m. (484-2020) if a student is ill or must be absent from school. If your student has been absent, a written excuse (with the reason) must accompany them upon returning to school the following day. Failure to call a student in and bring a written excuse will result in an unexcused absence for the day. Letters will be sent to parents and the truancy officer after a student's 5th and 9th absence, excused or unexcused.

### **EXCUSED ABSENCES**

Excused absences are limited to those verified in writing within TWO SCHOOL DAYS of return by a parent or guardian. Parents should excuse only those absences resulting from personal illness, professional appointments, observances of sacred holidays, and other personal/family emergencies. Serious consideration by parents/guardians should be taken before removing their children from classes for any reason; daily teaching, discussion, clarification, and explanations cannot be duplicated and constitute valid and crucial parts of the course work for which no make-up work may be available.

## **UNEXCUSED ABSENCES**

Unexcused absences will occur if phone notification to the office has not been received within two school days of the student's return to school. Therefore, an unexcused absence is skipping. This type of infraction will be dealt with according to the handbook policies. In case of an unexcused absence, work cannot be made up. Ultimately, it is the responsibility of the parent(s) to determine excused absences.

## **LATE ARRIVALS & EARLY DISMISSALS**

Late arrival at school, for any reason, requires the student to sign in at the office. A late arrival to school in excess of 5 minutes will be charged as an absence, regardless of being excused by the parent or guardian. This will be noted in the students' attendance record as an A5.

Leaving school prior to normal dismissal time will require parental permission in the form of a note. A phone call may also be accepted provided the office personnel speak to the student's parent or guardian. With all early dismissals, parents or designated adults must sign the student out in the office.

## **TARDIES AND TRUANCIES**

Each teacher has his/her own classroom rules regarding tardies. However, if a teacher detains a student, making him/her late for his/her next class, that teacher will write an "excused pass" in the student's planner. If the student does not receive an excused pass, a tardy will be recorded. A student who leaves the building at any time during the day without prior permission from the office, will be considered skipping school. At that time, appropriate disciplinary measures will be taken according to the discipline rubric.

## **ATTENDANCE PROCEDURES**

A. Notifications will be sent to parents on the 5th and 9th absences regardless of prior communication with the school. A copy of your child's attendance will also be shared with the truancy officer at those times.

B. Parents should use the following lists to determine if an absence is excused or unexcused.

Excused:

1. Personal illness
2. Family emergencies
3. Bereavement
4. Medical, dental or professional appointments
5. Approved pre-arranged absence (family trips) with immediate family only (limited to five prearranged days per year)
6. School-sponsored activities
7. Conferences with administrators or counselors (not to be counted against absences)
8. Observances of sacred holidays
9. Required court attendance
10. Recovery from an accident
11. Unusual circumstances which, at an administrator's discretion, may be considered to be excused

- C. For out-of-school suspension days, students are allowed one additional day per suspension day to make up work. Notification of suspension will also be sent to the truancy officer if your child has other missed days of school.
- D. Seminar is part of the instruction day. Students may be excused for verifiable medical, dental or vision appointments only. All perfect attendance honor roll rules still apply.

**VACATIONS**

Students going on vacation during scheduled school days are required to fill out the pre-arranged absence form in the office one week prior to leaving. It is the student’s responsibility to have the form signed by all of his/her teachers. Work that will be missed can be requested at this time. Some staff may provide make-up work upon a student’s return. Any assignment given after his/her return will be due in one week. It is the student’s responsibility to obtain missed work from his/her teachers.

**III. ACADEMIC POLICIES**

**COMMON GRADING SCALE**

97% – 100%	A+	77% – 79%	C+
94% - 96%	A	74% - 76%	C
90% - 93%	A-	70% - 73%	C-
87% – 89%	B+	67% – 69%	D+
84% - 86%	B	64% - 66%	D
80% - 83%	B-	60% - 63%	D-
59% – lower	E		

**HOMEWORK**

Homework assigned by the teaching staff is to be completed by every student as assigned. If a student fails to complete his/her work, he/she may be subject to an academic lunch detention in order to complete this daily work. A student who is absent from school is responsible for checking on missed work and for making up the missed work. For extended absences, parents may call the office before 9:00 a.m. and request work. Homework assignments may be picked up after 2:45. For 1-2 days of absences, homework will be due 48 hours after assignments are picked up. For longer absences, work will be due one week after the student returns.

**REPORT CARDS/ MARKING PERIODS**

These will be issued at the end of each marking period; there are four "nine week" marking periods each year. The teacher may choose to send home appropriate progress reports at other intervals during the marking period. Questions about grades can be answered/asked through email or by accessing information on Synergy.

**HONOR ROLL**

In order to make the honor roll a student must achieve a B average. The all A honor roll is based on 9 week grades as is the regular honor roll.

**TEXTBOOKS & SUPPLIES**

Students are expected to bring all necessary materials to class every day. Although texts are provided without charge, students are responsible for the care of the books. Lost books or damage that is beyond normal wear will require the student to pay replacement cost or a fine.

## **IV. SPORT ELIGIBILITY POLICIES:**

### **ELIGIBILITY/SPORTS PARTICIPATION- 7th & 8th graders**

1. In order to participate in any sport, a student must have a current MSHAA physical form on file in the office. Eligibility is determined on a weekly basis. A student must maintain no less than a 2.0 grade point average to be eligible to participate in a sport. No student will be eligible to play if they have more than one E. During the first week that a student falls below a 2.0 grade average, he/she will be placed on a one week probation. During this time, he/she may participate but must raise his/her grades average by the end of that week. Failure to raise his/her grades will mean he/she may not participate until such time as he/she raises his/her grades above a 2.0. Any subsequent weeks of less than 2.0 will result immediately in no participation. Other MSHAA rules may apply.
2. Students who violate the drug and/or conduct code whether on or off the campus will lose eligibility for participation in any athletic/co-curriculum event at the following rate:  
1st offense – loss of eligibility for 20% of a sport season. This may carry over toward another season as long as that child attends GAMS.  
2nd offense – loss of eligibility for 50% of a sport season. This may carry over toward another season as long as that child attends GAMS.  
3rd offense-1 year of participation starting from the date of due process.
3. Students engaging in severe physical contact and intimidation will experience a loss of privileges to participate in extra-curricular activities. (SEE RUBRIC)
4. An accumulation of behavioral consequences during a sporting season will result in the following punishments:  
1-2 days of I.S.S., suspension from games equal to the number of days.  
1-2 days of O.S.S., suspension from ½ of the games.  
3 or more days of O.S.S., suspension from participating in athletics.

## **V. SCHOOL ACTIVITIES POLICIES:**

Appropriate behavior is required for any program or event at the middle school, whether during school hours or after school. Any noise or activity that disrupts the program or other students will not be permitted. Violators will be disciplined according to the student handbook guidelines.

1. Once a student enters any school event, he/she may not leave & re-enter.
2. Having possession, transferring, consuming or being under the influence of any drug, alcoholic beverage or substance which produces abnormal behavior is not permitted at any school-sponsored activity and will be handled according to the student handbook guidelines. This also includes the possession or smoking of cigarettes.
3. The Student Council normally sponsors several reward events each year for middle school students. Students are expected to follow all handbook guidelines while attending these events. Students who are eligible to attend these events are those who have not received an accumulation of referral slips that result in the loss of student activity 4-7 (see rubric), and/or were absent from school the day of the event. Please see page 29 for more information on discipline limits. Disciplinary actions and academic eligibility for after-school reward events are reset every nine weeks.
4. Any student who has been involved in a fight or has received an out-of-school suspension is not allowed to attend the next dance or field trip. Dances are held after school. No guests are allowed and all chaperones must be over 21 years of age and approved by Mrs. Pratt.
5. Any student who is suspended from school or who has been cited for more Severe Physical Contact may not attend or participate in any after school activity during his/her suspension: this includes reward dances, district/building level athletic events, field trips or parties, etc.

## **VI. TECHNOLOGY/TOY POLICIES:**

### **BUILDING TELEPHONES**

The use of school phones is limited to school business and may only be used with staff permission. Messages for students may be left with the office staff and will be given to the students at the end of the day unless it is an emergency. Students needing to use a school phone for non-emergency purposes may be denied.

### **CELL PHONES**

Cell phones are not permitted in class unless prior arrangements have been made with the Principal. Board policy prohibits the use of cell phones by students on school property during school hours (7:45am-4:00pm). Students may bring these electronic devices to school. Cell phones must be placed in the student's locker or the office upon arrival and must be turned off.

### **OTHER ELECTRONIC ITEMS & TOYS**

The only use of personal electronic items at the middle school is during a scheduled event or during a class approved by an instructor. Students may not use small games, MP3, iPods, CD players, or radios or other items during the unstructured times. Such items, if brought to school, must be kept in their lockers or in the office as soon as they enter school. Failure to comply will result in those items being confiscated and subject to the violation policy listed below. This also includes trading cards & toys. The school cannot and will not be held responsible for finding lost items.

### **CAMERAS / VIDEO RECORDERS**

Due to the privacy rights of individuals, it is the policy of the Galesburg-Augusta Middle School that all students are banned from taking any videos or pictures on school grounds during normal school hours (7:45am-4:00pm). Any device seen in use will be confiscated by staff and brought to the attention of the Principal/Student Support Specialist. Parents or guardians will be notified of the violation and must pick up the devices in person. Any device used as described above will automatically be considered a second violation.

### **CONSEQUENCES FOR VIOLATING POLICY**

- 1st offense: Device will be confiscated and returned at the end of the school day to the student.
- 2nd or subsequent offense: Device will be confiscated and returned to a parent or guardian after a conference with the Principal.
- Refusal to comply with a staff member will result in disciplinary action.

### **ACCEPTABLE TECHNOLOGY USE POLICY**

All students are required to take home the Acceptable Use policy for both themselves and their parents to read and sign. Parents should make sure their student understands the Acceptable Use policy before signing the form. Anyone who does not have an Acceptable Use form on file will be prohibited from using any district technology. The Acceptable Use Form is available under the Forms tab on the district website, and hard copies can be obtained in the middle school office.

## **VII. TRANSPORTATION POLICIES:**

### **BUSES**

Riding the bus is a privilege that is extended to Galesburg-Augusta students. All students are expected to ride their own bus to and from school. Any changes must be covered by a note from home or a call to the office stating where the student needs to go, the bus being ridden and the reason for the change. Bus changes will be verified by the middle school office but may be denied by the transportation supervisor or principal. Changes in transportation requests should be for emergency or educational purposes only and have to be made prior to 1:30 p.m. The office will confirm caller identification and will fill out the proper forms for the bus driver.

For safety:

- Students are required to stay behind the yellow loading line in the bus loading area while waiting for their bus.
- There is to be no horseplay during times of unloading and loading of the buses.
- Violations will result in behavioral referrals.

All students who are riding the bus are expected to practice proper behavior. Students creating problems will be warned and/or suspended by the Principal / Student Support Specialist and Transportation Supervisor. If poor behavior occurs, it becomes the parents' responsibility to transport their students(s) to and from school for a length of time as determined by administration. Serious offenses may lead to further disciplinary action. All students are expected to follow the guidelines as set forth by the student handbook and the transportation department employees.

The safety of our students is our first priority; violations will result in immediate consequences.

## **VIII. FOOD SERVICE/CAFETERIA POLICIES:**

### **G-A COMMUNITY SCHOOLS FOOD SERVICE DEPARTMENT**

It is the policy of the Galesburg-Augusta Community Schools Food Service department to allow a child to borrow a meal twice. After that point the student will be offered a peanut butter and jelly sandwich with a serving of milk, at a lowered price. If you have questions or need your child to borrow more than 2 days, please call the Kitchen Manager and arrangements will be made. Due to the extra time and effort required to collect past due accounts, the 2-day limit will be strictly enforced. Please realize that your child and the Kitchen Manager are the people who suffer the embarrassment of continuous questions about lunch money and past due accounts. Your cooperation in this effort is very important to us all. There is a \$10.00 per check fee for all non-sufficient fund checks. If you have any concerns about a check you have written, please call the Food Service Director at 484-2010, ext. 1009.

#### **BREAKFAST & LUNCH HOUR GUIDELINES**

The cafeteria provides students the opportunity to purchase breakfasts and lunches. No food or drink is to be consumed outside the cafeteria. The following rules must be observed:

1. Students will be directed and expected to follow serving line/cafeteria etiquette by the lunchroom supervisors.
2. Tables and floors around your place must be left clean for others.
3. Pop/soda/energy drinks are allowed during lunch in the cafeteria only and must be 12 oz or less. Glass containers are not to be brought into school regardless of size.
4. Deposit litter in proper containers.
5. After eating, students may use the gym or designated area outside, with the Principal's permission. The woods are off limits: supervisors must be able to see students at all times. Students may also remain in the cafeteria or go to the library on days when it is open.
6. Birthday treats are NOT allowed in the cafeteria during lunch periods. Students may make prior arrangements with a teacher for celebrating their birthday with a treat during a classroom period. Balloons, flowers, limos, cake and pizza for just a few friends are to be saved for home. Please bring all items to the office first.

## **IX. DISCIPLINE POLICIES:**

The disciplinary philosophy of the Galesburg-Augusta Community School District is to provide the student with the procedures that this school will follow to deal with inappropriate behavior. Helping the student(s) learn proper conduct while protecting the rights of others is the intent of administrative response to student behavior. We define student misbehavior as being minor, major, major serious and severe in nature. When the student has taken valuable instructional time away from his or her peers, he/she will be referred to the Principal/Student Support Specialist. If an incident involves a group of students, consequences will be more severe.

Action will be taken when a student violates the Discipline Code. Action may include administrative conferences with the student, referral slips, lunch detention, after-school detentions, in-school-suspension, parent conferences, or out-of-school-suspension.

This policy applies to the school day, which is defined as any time school personnel are in charge of student wellbeing in conjunction with the daily education of the student. Also, all school-sponsored activities, on and off campus, are subject to policy as described.

### **STUDENT CONDUCT**

Students are expected to display acceptable behavior in all school-related situations. Acceptable behavior should be the result of self-discipline: when this is not successful, guidance from proper school personnel will be necessary.

Acceptable Behavior includes:

- 1. Regular and punctual school attendance**
- 2. Coming to class prepared & with appropriate materials**
- 3. Respect for others, their belongings, school property and self**
- 4. Respectful obedience to school personnel**
- 5. Respect for the rights of others**
- 6. No inappropriate public displays of affection**

### **RESTORATIVE PRACTICES**

Our primary task at Galesburg-Augusta Community Schools is to educate. Because behavior is learned, it is essential for us to implement a course of action which addresses inappropriate behavior by educating the student in the appropriate behavior for particular situations. It is our objective to address behavior issues in a proactive manner and to focus upon the learning opportunity. These are basic principles of restorative practices. When restorative practices are implemented and a student's behavior has positively changed, learning has taken place. When these practices prove to be ineffective, we then rely upon our safe schools rubric to guide our decision making. It is imperative to note that some behaviors are considered serious in nature and demand immediate attention. These serious behaviors will prompt an immediate consequence in accordance with our safe schools rubric.

### **RULES AND EXPECTATIONS OF THE TEACHING STAFF**

Students and parents need to understand that general rules by the teaching staff will apply to all students. Each student needs to adapt to each of his/her teacher's rules and expectations in a particular class and work to accomplish class objectives so he/she may successfully complete the course requirements.

### **SAFE SCHOOLS ANTI-BULLYING RUBRIC**

Students are expected to display acceptable behavior in all school-related situations. When unacceptable behavior is determined, consequences will be determined by the Principal / Student Support Specialist according to the rubric listed on pages [17-21](#).

## **LUNCH DETENTION**

Lunch detention is the consequence for minor misbehavior. A student accumulating one or more minor infractions for the marking period will be required to serve one day of lunch detention.

## **STUDENT RESPONSIBILITY CENTER (SRC) / IN SCHOOL SUSPENSION (ISS)**

The Student Responsibility Center provides students with a supervised area to successfully continue their educational process when it is not possible for them to be in their normal classroom setting because of unacceptable behavior. Students who have been removed from their classroom or school activity for discipline reasons will be sent to the SRC room and the Student Support Specialist will be notified. Students will call their parent and/or guardian and will remain for the duration of that hour, or all day if deemed appropriate by the Principal/Student Support Specialist. The Principal/Student Support Specialist has the authority to place students in ISS (SRC) for any misbehavior or for the safety of other students. Students who are scheduled to serve in-school suspensions will reside in this location.

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

The use of out-of-school suspension is detailed in the Galesburg-Augusta Safe Schools Rubric. In addition, administration reserves the right to suspend a student out of school when he/she is unable to function in a school-appropriate manner in the Student Responsibility Center or when gross misbehavior requires a student to be removed from the building. Student and parent(s) must conference with the principal and/or student support specialist upon re-admittance to school following an out-of-school suspension.

PLEASE NOTE-During out-of-school suspension, students are not allowed on any school district property and may not be present at school district events. This includes all district athletic events on or off school grounds.

## **X. ADDITIONAL DOCUMENTS & POLICIES:**

### **STUDENT INTERVENTION ASSISTANCE PROGRAM**

This is a program to assist, identify, refer, and follow-up with students experiencing or at high risk for problems, including, but not limited to: substance abuse, depression, suicide, incest, family violence, family problems or health issues.

A district core team trained in prevention and intervention techniques is established to ensure the continuation of quality education for all of our students. Student prevention programs exist to inform students, parents, staff, and community of physiological and social effects of drug use, to develop skills in interpersonal communication, decision making, child/parent communication, peer relationships, and promote positive emotional health, self-esteem and student respect for one's body.

The intervention program becomes necessary when overall school performance drops or the health and safety of the individual student, student population or staff is in jeopardy. The purpose of the intervention is to make parents aware of potential problems and dangers and provide the family with workable alternatives. Core team members trained in intervention techniques will handle procedures established for extreme instances where physical health is threatened or illegal acts have occurred.

### **STUDENT ASSISTANCE TEAM**

Principal: Amy Pratt, (269) 484-2155

Student Support Specialist: Chad Van Dyk, (269) 484-2174

Student Services / Family Advocate Liaisons: Jeff Russell (269) 484-2049 and Nicole Ellis (269) 484-2127

Special Education Social Worker: Emily Walker, (269) 484-2063

Special Education Supervisor: Jennifer Chiechi (269) 484-2017

Superintendent of Schools: Lindsey Newton: (269) 484-2006

Section 504 Coordinator / Counselor: Jason Ochoski, (269) 484-2152

## TAP/504 PROCESS

The TAP process begins when either academic or behavioral problems begin and persist. The following people can call a meeting: Parent, Teacher, Title I Director, Principal, Counselor, or Social Worker (See IAT Brochure). The Collaborative Problem Solving Process includes the following steps:

- 1) Identification of the Problem
- 2) Analyzing the Concern
- 3) Establishing Baseline Data
- 4) Brainstorming for Strategies and Interventions
- 5) Developing an Intervention Plan
- 6) Developing an Evaluation Plan
- 7) Assigning Responsibilities – Case Manager
- 8) Scheduling follow up procedures

A possible result of the TAP meeting is a written 504 plan. The 504 intent is to prevent any discrimination based upon disabilities that might not qualify for special education services. Definitions of a disability under 504 include but are not limited to:

- 1) Has a physical or mental impairment, which substantially limits one or more, or such person's major life activities
- 2) Has a record of such an impairment
- 3) Is regarded as having such an impairment

This impairment must limit one or more of the person's major life activities:

- 1) Caring for one's self
- 2) Performing manual tasks
- 3) Walking
- 4) Seeing
- 5) Hearing/Speaking
- 6) Breathing
- 7) Learning
- 8) Working
- 9) Sitting
- 10) Stooping

\*\*\*It is important to note that just because a child has a diagnosis, it does not mean he or she is eligible under 504. A substantial limitation of a major life activity must also be present. The school determines eligibility. For examples of what is covered under a 504 compared to IDEA and ADA and to see the flow chart of a 504, please see charts below.

## NOTICE OF SECTION 504 DUE PROCESS RIGHTS

The 504 of the Rehabilitation Act prohibits discrimination on the basis of handicap in all programs and activities receiving federal financial aid. The statute defines a "handicapped person" as "any person who has a physical or mental impairment which substantially limits one or more major life activities." Major life activities include: caring for one's self, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning and working. Under Section 504 school districts must provide free appropriate public education to eligible students in elementary or secondary programs, and must take into account the needs of eligible students in determining aids, benefits, or services provided in preschool and adult education programs.

When a student is referred for an evaluation because of a suspected handicap or when a student has been determined eligible under section 504, the parent or guardian of that student has certain rights. The purpose of these rights is to help the parent/guardian be sure that the student has been correctly identified as handicapped and that the instruction and services are appropriate to meet the student's educational needs.

**NOTICE:** You have the right to receive notice before the district initiates an evaluation of your child, refuses to evaluate your child, makes a decision as to whether your child is handicapped, and makes a decision as to what accommodations are appropriate to meet your child's educational needs.

**CONSENT:** You have the right to agree or disagree to the proposed district action in evaluating, identifying your child as handicapped, and determining accommodations.

## **QUESTIONING THE DISTRICT'S DECISION:** You have the right to:

1. File a grievance over an alleged violation of Section 504 or the district's 504 policy.
2. Request mediation or a due process hearing if you question the district's identification, evaluation, instruction and/or services for your child or provision of a free appropriate public education.
3. Have the hearing conducted by an impartial hearing officer.
4. Be accompanied to the hearing and advised by counsel and/or individuals with special knowledge or training in problems of the handicapped.
5. Have a record of the hearing.
6. Obtain written findings of fact and a written decision.
7. Appeal to the state education agency and receive a written decision from a state appointed review officer.
8. Appeal a decision from the state education agency in court.
9. Have your child receive his/her present instruction and/or services during the duration of the administrative proceeding, unless you and the district agree otherwise.

If you require further information regarding the grievance procedure or wish to file a grievance, contact Jason Ochoski, 504 Coordinator/Counselor, 269-484-2152.

## **STUDENT RECORDS:** (Right To Access, Right of Privacy)

All parents and guardians of students under 18 years of age and all students 18 years of age and over have the right, pursuant to the Family Education Rights and Privacy Act of 1974, to examine the official records, files and data of the school district directly relating to the student. They also have the right to challenge any of the contents of the said records to insure accuracy and fairness. Procedures for such examination and challenge, including hearing on a challenge, shall be established by the Board of Education and will be made available upon request. No records, files, or data directly relating to an individual student shall be made available to anyone without the consent and notification of the student or to the parent or guardian of a student under 18, except (1) of the teachers and officials of this school district who have a legitimate educational interest in such information: or unless (2) there has been a federal request for submission of student records in connection with the student's application for financial aid. The student or parent will be notified if officials of a school to which a student intends to enroll desires access to student records. Parental or student consent is needed.

## **APPEAL PROCEDURE**

Occasions arise when a student or parents/guardians feel the need to appeal a school policy or procedure or a decision of a teacher, administrator or other supervisor. When an appeal is made, the following procedures shall be followed.

**LEVEL I:** Informal discussion with teachers or other first parties within 5 working days of the incident that necessitated the appeal.

**LEVEL II:** A formal written presentation of appeal may be submitted to the Principal within 3 working days of Level I. The Principal must render a written decision to both parties within 3 working days of the receipt of the letter.

**LEVEL III:** Within 5 days of the decision at Level II, either the student or parent may appeal, in writing, the decision of the Principal to the Superintendent. The Superintendent must render a written decision to both parties within 5 working days of receipt of the appeal.

**LEVEL IV:** Within 5 days of the decision at Level III, either of the parties involved may appeal, in writing, the decision of the Superintendent to the Board Of Education. The Board of Education must render a written decision to all parties within 14 calendar days of their next regularly scheduled board meeting.

During the appeal process the student may continue to participate in school activities if determined appropriate by the Principal. Legal representation may be present at all levels.

## **SAFE SCHOOL RUBRIC**

Behavior	1st Incident - Minor - Teacher	2nd Incident - Minor - Teacher	3rd Incident - Minor - Dean	4th+ Incident - Major - Admin
<b>Disruption</b> Disruption/Disorderly Conduct,, Inappropriate Classroom/Hall Behavior, Profanity (accidental or non targeted language or gesture),, Blurting Out,	Discipline Options/Menu: 1. Redirections 2. Break Space 3. Privilege loss - teacher discretion 4. Referral - Discipline PS Entry 5. Lunch Detention 6. Parent Contact - Teacher(required)	Discipline Options/Menu: 1. Redirections 2. Break Space 3. Privilege loss - teacher discretion 4. Referral - Discipline PS Entry 5. Lunch Detention/ASD 6. Parent Contact - Teacher(required)	Discipline Options/Menu: 1. Temporary Class Removal 2. Student meets with Dean 3. Referral - Teacher 4. Parent and Team Contact - Dean (required) 5. Lunch Detention 2+ /ASD 6. Dean follows up with teacher 7. Restorative Conversation 8. Possible Behavior Plan (Dean/Teacher) 9. Parent Meeting	Discipline Options/Menu: 1. Student meets with Admin 2. Referral - Teacher 3. Parent and Team Contact - Admin (required) 4. 2+ Lunch Detentions 5. Possible reset/ 1 day suspension 6. Admin follow up with teacher 7. Behavior Plan
<b>Theft:</b> Minor: Stealing small tangibles, food, candy, pencils, erasers, small toys, etc. 1st time only.  <b>Major:</b> Stealing larger, more expensive, or personal items, i.e. headphones, things out of lockers, things from the teacher's desk/cabinets.	Discipline Options/Menu: 1. Redirections 2. Break Space 3. Privilege loss - teacher discretion 4. Referral - Discipline PS Entry 5. Lunch Detention 6. Parent Contact - Teacher(required)	Discipline Options/Menu: 1. Temporary Removal from Class 2. Student meets with Dean 3. Opportunity to return item or admit 4. 2 + Lunch Detentions 5. Referral - Discipline PS Entry 6. Parent Meeting - Dean	Discipline Options/Menu: 1. Temporary Class Removal 2. Student meets with Dean 3. Referral - Teacher 4. Parent Meeting - Dean 5. 2 + Lunch Detentions 6. 1 day suspension 7. Dean follows up with teacher 8. Item(s) returned/replaced.	Discipline Options/Menu: 1. Student meets with Admin 2. Referral - Teacher 3. Parent Meeting - Admin 4. Multi-day suspension 5. Admin follow up with teacher 6. Behavior Plan 7. Item(s) returned/replaced.
<b>Non-Compliance/Insubordination:</b> Refusing to complete tasks, follow directions, Dress Code Violation. Unwilling to respond to attempts at redirection, talking back, work refusal, Public Display of Affection	Discipline Options/Menu: 1. Redirections 2. Break Space 3. Privilege loss - teacher discretion 4. Referral - Discipline PS Entry 5. Lunch Detention 6. Parent Contact - Teacher(required)	Discipline Options/Menu: 1. Redirections 2. Break Space 3. Privilege loss - teacher discretion 4. Referral - Discipline PS Entry 5. Lunch Detention/ASD 6. Parent Contact - Teacher (required)	Discipline Options/Menu: 1. Temporary Class Removal 2. Student meets with Dean 3. Referral - Teacher 4. Parent Contact - Dean 5. 2 + Lunch Detention/ASD 6. Dean follows up with teacher 7. Restorative Conversation 8. Possible Behavior Plan (Dean/Teacher) 9. Parent Meeting	Discipline Options/Menu: 1. Student meets with Admin 2. Referral - Teacher 3. Parent Contact - Admin 4. 2+ Lunch Detentions 5. Possible reset/ 1 day suspension 6. Admin follow up with teacher 7. Behavior Plan
<b>Language - Student to</b>	Discipline Options/Menu:	Discipline Options/Menu:	Discipline Options/Menu:	Discipline Options/Menu:

<p><b>Student:</b> Inappropriate language, i.e. swearing, gossip, rumors, etc.</p> <p><b>Instances for Major Response:</b> Target language, verbal aggression including threats and gestures, sexual or violent.</p>	<ol style="list-style-type: none"> <li>1. Redirections</li> <li>2. Break Space</li> <li>3. Privilege loss - teacher discretion</li> <li>4. Referral - Discipline PS Entry</li> <li>5. Lunch Detention</li> <li>6. Parent Contact - Teacher(required)</li> </ol>	<ol style="list-style-type: none"> <li>1. Redirections</li> <li>2. Break Space</li> <li>3. Privilege loss - teacher discretion</li> <li>4. Referral - Discipline PS Entry</li> <li>5. Lunch Detention/ASD</li> <li>6. Parent Contact - Teacher (required)</li> </ol>	<ol style="list-style-type: none"> <li>1. Temporary Class Removal</li> <li>2. Student meets with Dean</li> <li>3. Referral - Teacher</li> <li>4. Parent and Team Contact - Dean</li> <li>5. 2 + Lunch Detention/ASD</li> <li>6. Dean follows up with teacher</li> <li>7. Restorative Conversation</li> <li>8. Possible Behavior Plan (Dean/Teacher)</li> <li>9. Parent Meeting</li> </ol>	<ol style="list-style-type: none"> <li>1. Student meets with Admin</li> <li>2. Referral - Teacher</li> <li>3. Parent and Team Contact - Admin</li> <li>4. 2+ Lunch Detentions/ASD</li> <li>5. Possible reset/1 day suspension</li> <li>6. Admin follow up with teacher</li> <li>7. Behavior Plan</li> </ol>
<p><b>Language -Student to Staff:</b> Making fun of/jokes, general insults, etc.</p> <p><b>Instances for Major Response:</b> Swearing at, gestures, verbal threats (without intent to harm person or property), sexual or violent,</p>	<p>Discipline Options/Menu:</p> <ol style="list-style-type: none"> <li>1. Redirections</li> <li>2. Break Space</li> <li>3. Privilege loss - teacher discretion</li> <li>4. Referral - Discipline PS Entry</li> <li>5. Lunch Detention</li> <li>6. Parent Contact - Teacher(required)</li> </ol>	<p>Discipline Options/Menu:</p> <ol style="list-style-type: none"> <li>1. Redirections</li> <li>2. Break Space</li> <li>3. Privilege loss - teacher discretion</li> <li>4. Referral - Discipline PS Entry</li> <li>5. Lunch Detention/ASD</li> <li>6. Parent Contact - Teacher(required)</li> <li>7. Parent Meeting</li> </ol>	<p>Discipline Options/Menu:</p> <ol style="list-style-type: none"> <li>1. Temporary Class Removal</li> <li>2. Student meets with Dean</li> <li>3. Referral - Teacher</li> <li>4. Parent Contact - Dean/Teacher</li> <li>5. Recess Detention</li> <li>6. Dean follows up with teacher</li> <li>7. Restorative Conversation</li> <li>8. Possible Behavior Plan (Dean/Teacher)</li> </ol>	<p>Discipline Options/Menu:</p> <ol style="list-style-type: none"> <li>1. Student meets with Admin</li> <li>2. Referral - Teacher</li> <li>3. Parent Meeting - Admin</li> <li>4. Possible reset/ 1-3 day suspension</li> <li>5. Admin follow up with teacher</li> <li>6. Behavior Plan</li> </ol>
<p>Behavior</p>	<p>1st Incident - Minor - Teacher</p>	<p>2nd Incident - Major - Dean</p>	<p>3rd Incident - Major - Dean</p>	<p>4th+ Incident - Major - Admin</p>
<p><b>Physical Aggression -- Student to Student:</b> Pushing/shoving, tripping, horse play, slapping, etc.</p> <p><b>Instances for immediate major:</b> intent to harm, choking, bodily injury, blood drawn, fighting, kicking, hitting, pulling hair, biting, contact that is sexual in nature.*conversation with staff</p>	<p>Discipline Options/Menu:</p> <ol style="list-style-type: none"> <li>1. Redirections</li> <li>2. Break Space</li> <li>3. Privilege loss - teacher discretion</li> <li>4. Referral - Discipline PS Entry</li> <li>5. Lunch Detention</li> <li>6. Parent Contact - Teacher(required)</li> <li>7. Parent Meeting</li> </ol>	<p>Discipline Options/Menu:</p> <ol style="list-style-type: none"> <li>1. Redirection/</li> <li>2. Break</li> <li>3. Referral</li> <li>4. Parent Contact - Teacher/Dean</li> <li>5. Temporary Removal from Class</li> <li>6. 3-5 day suspension</li> <li>7. Lunch Detention</li> <li>8. Restorative Conversation</li> </ol>	<p>Discipline Options/Menu:</p> <ol style="list-style-type: none"> <li>1. Student meets with Admin</li> <li>2. Referral</li> <li>3. Parent Contact - Dean</li> <li>4. 2+ Lunch detentions*conversation with teacher</li> <li>5. 5-7 Day Suspension</li> <li>6. Dean follows up with teacher</li> <li>7. Restorative Conversation</li> <li>8. Possible Behavior Plan</li> </ol>	<p>Discipline Options/Menu:</p> <ol style="list-style-type: none"> <li>1. Student meets with Admin</li> <li>2. Referral</li> <li>3. Parent Meeting - Team</li> <li>4. Multiple Lunch detentions</li> <li>5. Minimum full-day Suspension</li> <li>6. Restorative Conversation - Upon Return</li> <li>7. 7-10 Day Suspension</li> <li>8. Dean follows up with teacher</li> <li>9. Behavior Plan</li> </ol>
<p>Behavior</p>	<p>1st Incident - Major - Dean</p>	<p>2nd Incident - Major - Dean</p>	<p>3rd Incident - Major - Admin</p>	<p>4th+ Incident - Major - Admin</p>

<p><b>Physical Aggression -- Student to Staff</b> pushing/shoving, tripping, etc.</p> <p><b>Escalated Consequences- Minimum 3+ days of OSS:</b> choking, bodily injury, blood drawn, fighting, kicking, hitting, pulling hair, contact that is sexual in nature, leaving mark, biting, throwing objects at, scratching, intent to cause bodily harm</p>	<p>Discipline Options/Menu:</p> <ol style="list-style-type: none"> <li>1. Attempt Redirection/Break</li> <li>2. Ensure Safety</li> <li>3. Class Removal</li> <li>4. Referral</li> <li>5. 1-3 day suspension</li> <li>6. Parent Contact - Dean</li> <li>7. Restorative Conversation</li> </ol>	<p>Discipline Options/Menu:</p> <ol style="list-style-type: none"> <li>1. Attempt Redirection/Break</li> <li>2. Ensure Safety</li> <li>3. Class Removal</li> <li>4. Referral</li> <li>5. Parent Contact - Dean</li> <li>6. 3-5 day suspension</li> <li>7. Restorative Conversation</li> </ol>	<p>Discipline Options/Menu:</p> <ol style="list-style-type: none"> <li>1. Attempt Redirection/Break</li> <li>2. Ensure Safety</li> <li>3. Class Removal</li> <li>4. Referral</li> <li>5. 5-7 day suspension</li> <li>6. Student/Family meets with Admin</li> <li>7. Restorative Practices</li> <li>8. Behavior Plan</li> <li>9. Dean follows up with teacher</li> </ol>	<p>Discipline Options/Menu:</p> <ol style="list-style-type: none"> <li>1. Redirect/Break</li> <li>2. Ensure Safety</li> <li>3. Class Removal</li> <li>4. Referral</li> <li>5. 7-10+ day suspension</li> <li>6. Student/Family meets with Admin</li> <li>7. Restorative Practices</li> <li>8. Behavior Plan</li> <li>9. Dean follows up with teacher</li> <li>10. Further Escalation results in Higher Admin decision</li> </ol>
---	---	---	---	---

**Major Serious**

<p><b>Harassment/ Threats:</b> Racial, ethnic, sexual, religious, and identity based language or violent/aggressive language with intent to harm—verbal, cyber, written, body language or otherwise.</p> <p><b>Property Damage:</b> Damage, vandalism, breaking of school property or structures within and outside of the classroom.</p>	<p>Discipline Options/Menu:</p> <ol style="list-style-type: none"> <li>1. Referral to threat assessment team</li> <li>2. Teacher contacts home</li> <li>3. Admin contacts home</li> <li>4. Referral to Police</li> <li>5. Restitution</li> <li>6. Superintendent notified</li> </ol>
---	--

**Major Severe**

<p><b>Weapons/Arson:</b> Possession of knives, guns, or other tools (including look alike) that are capable of causing bodily harm.</p> <p><b>Illicit Substances:</b> Possession of illicit substances such as illegal or recreational drugs, prescription pills not authorized, vapes, e-pens, cigarettes, alcohol, etc.</p>	<p>Discipline Options/Menu:</p> <ol style="list-style-type: none"> <li>1. Referral to threat assessment team</li> <li>2. Teacher contacts home</li> <li>3. Admin contacts home</li> <li>4. Referral to Police</li> <li>5. Restitution</li> <li>6. Superintendent notified</li> </ol>
---	--

**Privilege Loss:** Fun Friday, Fun activity of the day or week, Assigned seat at Lunch,

**Restorative Conversations:** Schedule time with students to meet with dean/teacher, Restorative Questions, Potential Student Conquences.

**Break Space:** Timer for 10 mins, identified by building,

**Temporary Class Removal:**Teacher Buddy room, timeout with office staff, Walkie Call,

**Parent Meeting:** With Admin, Parent, Teacher

**Removal from Class:** Hourly/Per Class, Finishing work or completing restorative assignments

**Returning to Class:** Task compliant, regulated, Zone check-in

**Parent Contact - Teacher:** Phone, email, in person -Must use different mode if not reaching parent.

**Lunch Detention:** Assigned by dean based off of referral

**Resets/Suspension:** Provide space and time to put proactive measure in place,

**Behavior Plans:** multiple options -must have a CICO for accountability, Check In Check out Google form -universal

## Definition and Intervention Cues

### Restorative Conversation K-2

Think sheet - what could I have done differently?

Apology Frame - what am I apologizing for?

Reteach expectations - SEE LESSON PLANS/SLIDES

Discussion - why it was harmful, who was hurt, how can I do better?

### Restorative Conversation 3-4

Think Sheet - what could I have done differently, how am I going to fix my mistake?

Apology letter

Reteach Expectations - SEE LESSON PLANS/SLIDES

Conversation with Offender/Victim - why it was harmful, who was hurt, how can I do better, how can I repair the relationship?

### Temporary Class Removal (~30 mins?):

Time spent outside of class (office, conference room, work rooms, etc. to think about choices, partake in restorative Conversation, and make-up classroom responsibilities.

Non-preferred choices. Refusal to participate in next steps adds to time, and may lead to recess detention(s).

### Removal from Class (more than 1 hour):

Time spent outside of class (office, conference room, work rooms, etc. to think about choices, partake in restorative Conversation, and make-up classroom responsibilities, as a result of causing harm through language or physical aggression, stealing, damage to property, etc.. Non-preferred choices. Refusal to participate in next steps adds to time, and may lead to recess detention(s).

### Privilege Loss:

Fun Activity/Crafts

Sitting with Friends

Preferential Seating/Alt Seating

Free Choice Time

Extra Recess

Fun Friday

Special

Lunch/Recess

### Returning to Class:

Restorative Conversations are completed.

Missing work from time removed worked on with purpose.

Expectations Reviewed.

Potential recess detention(s) served.

Adult returning student to class spends 5 minutes in class for reacclimation.

Phone call home made if the removal was not temporary.

### Parent Contact - Teacher:

Minor: this can be class dojo, messenger, etc.. Please indicate in PowerSchool referral/data entry that a message was sent.

Stage 2+/Major: Phone Call Mandatory. Indicate call being made in referral on PowerSchool

Must keep parent log/notebook/google doc to log parent phone calls/messages as well (date, person of contact, details).

### Recess Detention:

Teacher Discretion Choice - In Classroom OR communicates with Paras to have them sit out/walk.

Result of behavioral Rubric - Office/Conference Room/etc. Non-Teacher supervised.

### Resets/Suspension:

Parent/Guardian(s) called for mandatory pick-up.

Reset - Home for remainder of the day

Full day suspension - does not come to school, likely the day following the incident.

Re-Entry Meeting by Teacher request/Admin Discretion.

### Behavior Plans:

Teacher/Dean conversation to outline possible next steps for support:

Check-In/Check-Out

Daily Goals

Behavioral Check-Sheet

Scheduled breaks - non-preferred, simply walking or time to rest away from class.  
Potential reward system (non-material at first, i.e. helping a staff member, lunch with teacher, unless deemed necessary for individual student)

# GALESBURG-AUGUSTA COMMUNITY SCHOOLS

## 5517 Bullying

### ANTI-BULLYING POLICY

It is the policy of the District to provide a safe educational environment for all students. Bullying of a student at school is strictly prohibited. This policy shall be interpreted and enforced to protect all students and to equally prohibit bullying without regard to its subject matter or motivating animus.

#### A. Prohibited Conduct.

1. Bullying. Bullying of a student at school is strictly prohibited. For the purposes of this policy, “bullying” shall be defined as:

Any written, verbal, or physical act, or any electronic communication, that is intended or that a reasonable person would know is likely to harm one or more students either directly or indirectly by doing any of the following:

- a. Substantially interfering with educational opportunities, benefits, or programs of one or more students;
  - b. Adversely affecting a student’s ability to participate in or benefit from the District’s educational programs or activities by placing the student in reasonable fear of physical harm or by causing substantial emotional distress;
  - c. Having an actual and substantial detrimental effect on a student’s physical or mental health; or
  - d. Causing substantial disruption in, or substantial interference with, the orderly operation of the school.
2. Retaliation/False Accusation. Retaliation or false accusation against a target of bullying, anyone reporting bullying, a witness, or another person with reliable information about an act of bullying is strictly prohibited.

**B. Reporting An Incident.** If a student, staff member, or other individual believes there has been an incident of bullying in violation of this policy, he/she shall promptly report such incident to the appropriate principal or designee or the responsible school official(s), as defined below.

A report may be made in person, via telephone, or in writing (including electronic transmissions). If an incident of bullying is reported to a staff member who is not the appropriate principal or designee, or a responsible school official, the staff member shall promptly report the incident to one or more of the aforementioned individuals. Reporting forms will be available in all school offices and on the district website.

**C. Investigation.** All reported allegations of a policy violation or related complaint about bullying shall be promptly and thoroughly investigated by the building principal or designee. A description of each reported incident, along with all investigation materials and conclusions reached by the principal or designee, shall be documented and filed separately with similar materials in the office of each building in the district.

**D. Notice to Parent/Guardian.** If the principal or designee determines that an incident of bullying has occurred, he/she shall promptly provide notification of same to the parent/guardian of the victim of the bullying and the parent/guardian of the perpetrator of the bullying.

**E. Annual Reports.** At least annually, the building principal or designee or the responsible school official shall report all verified incidents of bullying and the resulting consequences, including any disciplinary action or referrals, to

the board of education. The annual board report may be given in writing, in person at a regular board meeting, or as otherwise requested by the board of education.

**F. Responsible School Official.** The superintendent shall be responsible for ensuring the proper implementation of this policy throughout the district. The foregoing appointment shall not reduce or eliminate the duties and responsibilities of a principal or designee as described in this policy.

**G. Posting/Publication of Policy.** Notice of this policy will be: (a) posted on the district website and (b) annually discussed with students, and (c) incorporated into the student handbook.

**Training and Educational Programs.** The superintendent or designee shall provide the opportunity for annual training of school employees who have significant contact with pupils on preventing, identifying, responding to, and reporting incidents of bullying.

The responsible school official shall also periodically arrange or otherwise provide educational programs for students and parents/guardians on preventing, identifying, responding to, and reporting incidents of bullying and cyber-bullying. The responsible school official may arrange for classroom teachers to address the foregoing issues within the classroom curriculum.

## **H. Definitions**

1. “At school” means in a classroom, elsewhere on school premises, on a school bus or other school-related vehicle, or at a school-sponsored activity or event whether or not it is held on school premises. “At school” also includes any conduct using a telecommunications access device or telecommunications service provider that occurs off school premises if the device or provider is owned by or under the District’s control.

2. “Telecommunications Access Device” means that term as defined in Section 219a of the Michigan Penal Code, 1931 PA 328, MCL 750.219a, as may be amended from time to time. As of January, 2012, “Telecommunication Access Device” is defined to mean any of the following:

a. Any instrument, device, card, plate, code, telephone number, account number, personal identification number, electronic serial number, mobile identification number, counterfeit number, or financial transaction device defined in MCL 750.157m (e.g., an electronic funds transfer card, a credit card, a debit card, a point-of-sale card, or any other instrument or means of access to a credit, deposit or proprietary account) that alone or with another device can acquire, transmit,

intercept, provide, receive, use, or otherwise facilitate the use, acquisition, interception, provision, reception, and transmission of any telecommunications service.

b. Any type of instrument, device, machine, equipment, technology, or software that facilitates telecommunications or which is capable of transmitting, acquiring, intercepting, decrypting, or receiving any telephonic, electronic, data, internet access, audio, video, microwave, or radio transmissions, signals, telecommunications, or services, including the receipt or acquisition, interception, transmission, or retransmission of decryption of all telecommunications, transmissions, signals, or services provided by or through any cable television, fiber optic, telephone, satellite, microwave data transmission, radio, internet based or wireless distribution network, system or facility or any part, accessory, or component, including any computer circuit, security module, smart card, software, computer chip, pager, cellular telephone, personal communications device, transponder, receiver, modem, electronic mechanism, or other component, accessory, or part of any other device that is capable of facilitating the interception, transmission, retransmission, decryption, acquisition, or reception of any telecommunications, transmissions, signals, or services.

3. “Telecommunications Service Provider” means that term as defined in Section 219a of the Michigan Penal Code, supra, as may be amended from time to time. As of January 2012, “Telecommunications Service Provider” is defined to mean any of the following:

a. A person or entity providing a telecommunication service, whether directly or indirectly as a reseller, including, but not limited to, a cellular, paging, or other wireless communications company or other person of entity which, for a fee, supplies the facility, cell site, mobile telephone switching office, or other equipment or telecommunications service.

b. A person or entity owning or operating any fiber optic, cable television, satellite, internet based, telephone, wireless, microwave, data transmission or radio distribution system, network, or facility.

c. A person or entity providing any telecommunications service directly or indirectly by or through any distribution systems, networks, or facilities.