



Galesburg-Augusta  
Primary School  
Student / Parent Handbook  
**2024-2025**

Welcome to the Galesburg-Augusta Primary School. We are delighted to have you here as we work together to build a foundation for each child to succeed. We will provide a safe, caring, and stimulating learning environment.

The administration, instructional staff, and support staff believe that students are more successful when parents/guardians are informed about school activities, expectations and rules. This handbook was developed to answer questions about the G-A Primary School. It is designed to reflect the school policies established by the G-A Community Schools' Board of Education. It will answer questions you might have regarding procedures and policies at our school. However, no attempt has been made to include everything; various situations will arise from time to time that will be addressed on an individual basis.

We wish to work cooperatively to ensure that the education of all students will be meaningful and successful. Should you have any questions or concerns, please contact the school at 484-2040.

**District Mission Statement**

**Galesburg-Augusta Community Schools will develop personal connections and innovative learning pathways for each student to become a successful individual.**

**District Vision Statement**

**As the Ram Family, we will empower and support each student to excel, by providing real-world learning.**

District Web Site: [www.g-aschools.org](http://www.g-aschools.org)

## **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, sexual orientation, 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:

The Administrator in Charge of Special Education  
*Jennifer Chiechi*  
Galesburg-Augusta Community Schools  
1076 N. 37<sup>TH</sup> 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:

The Superintendent of Schools  
*Dr. Lindsey Newton*  
Galesburg-Augusta Community Schools  
1076 N. 37<sup>TH</sup> St.  
Galesburg, MI 49053  
269-484-2000

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

The President of the Board of Education  
*Jessica Eberstein*  
Galesburg-Augusta Community Schools  
1076 N. 37<sup>TH</sup> St.  
Galesburg, MI 49053  
269-484-2000

Title IX, Age Discrimination Act  
*Shaun Sportel/Hilary Diebold*  
1076 N. 37<sup>TH</sup> St., Galesburg, MI 49053  
(269) 484-2000

Special Education Coordinator  
*Jennifer Chiechi*  
750 W. VanBuren St., Augusta, MI 49012

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 complaint, 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 complaint. Third, complete the investigation of the complaint and provide, in writing, a reply to the complaint. 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 Coordinators

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 Coordinators 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 Coordinators decision and, if warranted, implement the Civil Rights Coordinators proposed resolution or a modification thereof. The Superintendent or Board President's 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  
(216) 522-2573 fax

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## G-A PRIMARY STAFF DIRECTORY

Main Office		269-484-2040
Principal	Shaun Sportel	269-484-2021
Secretary	Amelia Martin	269-484-2080
Secretary	Diana Lewis	269-484-2050
Social Worker	Emily Walker	269-484-2063
Special Education	Brooke Hall	269-484-2074
Speech and Language	Caroline Garber / Angela Wells / Janelle Tereshinski	269-484-2054
Title I	Heather Ledlow	269-484-2066
School Psychologist		269-484-2082

All Other Staff member’s classroom phone numbers and emails can be found on the school website:

<https://www.g-aschools.org/>

<b>Educational Staff</b>	
Jillian Turner	GA Learning Center / 3 Year Old Preschool
Joan Bell	4 Year Old Preschool
Beckey Murry	4 Year Old Preschool GSRP
Angela VanHorn	4 Year Old Preschool GSRP
Melissa Armock	Kindergarten
Christina Belland	Kindergarten
Emily DeVoe	Kindergarten
Megan Johansen	Kindergarten

Olivia Fox	First Grade
Deanna Overgaard	First Grade
Jill Rekis	First Grade
Liz Sturm	First Grade
Kelsey Barron	Second Grade
Justine Boniface	Second Grade
Miranda Gerard	Second Grade
Kimberly Hudson	Second Grade
Marcella Dalm	Third Grade
Johanna Eckert	Third Grade
Stephany Ingles	Third Grade

	Third Grade
Kathryn Dooley	Fourth Grade
Julie Knop	Fourth Grade
Dana Meyers	Fourth Grade
Darren Webb	Fourth Grade
Cindi Westerhouse	Art
Doug Gaertner	Music
Jeff Merasco	Physical Education
Brenda Lantinga	STEAM
Heather Ledlow	Title I Teacher / Coordinator
Leslie McCaw	Early Literacy Instructional Coach
Brooke Hall	Resource Room Teacher
Patricia Schuring	Resource Room Teacher
Oriana Wright	Resource Room Teacher
<b>Educational Support Staff</b>	

Christine Peterson	GA Learning Center
Jennifer Sootsman	GA Learning Center / 3 Year Old Preschool Paraprofessional
Lynn Colvin	4 Year old PreK Tuition Paraprofessional
Reggie Lissinger	Paraprofessional
Bobbi Nigg	4 Year Old Preschool GSRP
Theresa Mezo	4 Year Old Preschool GSRP
Leslie Banghart	Title I Paraprofessional
Paul Bobb	Title I Paraprofessional
Kim Hickman	Title I Paraprofessional
Jennifer Maas	Title I Paraprofessional
Annette Lang	Title I Paraprofessional
Jill Haycook	Paraprofessional
Ellen Hoyt	Paraprofessional
Tia Travis	Paraprofessional
Alisha Farnham	Kitchen Manager
Shiann Lewis	Assistant Kitchen Manager

## ATTENDANCE PROCEDURES

### **Attendance**

#### **Parent(s)/Guardian(s)' Responsibility**

1. The Michigan School Code states that it is the responsibility of parent(s)/guardian(s) to see that their children between the ages of six (6) and sixteen (16) be in regular attendance at school.
2. All parents/guardians are encouraged to support their student's attendance in school regardless of age.
3. Verification of a student's absence by a parent/guardian is required (unless otherwise indicated by an administrator) and must accompany the student to school the day after an absence. The school reserves the right to require medical verification for excused absences.

Regular and punctual daily attendance of all students is an important part of our educational program and your child's education. Parents/guardians are to call the office (484-2040) by 8:00 a.m. each day if a student is ill or is going to be absent from school. Parents/guardians can notify the school office prior to 7:30 a.m. by leaving a message in the "sick mailbox". A student who has been absent must present a written excuse stating the date(s) of absence, reason for absence and be signed by a parent/guardian.

If a student is absent for 1½ hours or more either in the a.m. or p.m. they will be marked absent. Attendance will be handled as directed by the Board of Education Kindergarten-8th Grade Attendance Policy. Letters will be mailed home when a student accumulates 10, 15, and 20 days absent. If excessive absenteeism continues, the matter may be referred to the KRESA Truancy Officer.

If a student is absent for an extended period of time, a request for homework or homebound services may be appropriate. Please call the office to make the request and understand that planning time is needed for teachers to gather materials.

### **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.

### **Unexcused Absence**

Unexcused absences will occur if phone and written notification to the office has not been received within two school days of the student's return to school. Ultimately, it is the responsibility of the parent(s) to determine excused absences.

### **Emergency Dismissal**

Occasionally there are times when students must be sent home from school at a time earlier than usual. The cause of this could vary from a heating problem to a snow storm or something more serious. In the event that an emergency dismissal is necessary an automated phone call will be made to every parent with up-to-date information in our student accounting database. Your child will follow their normal transportation plan on file. If you have signed a release with the transportation Department your child may be dropped off at their stop without a parent or guardian present.

In case no one is at home, parents should instruct the child:

- What to do when they enter the house.
- What room to stay in.
- What NOT to touch, such as gas, electric outlets, appliances.
- What to do or NOT to do about heating facilities.

- What to do if your house is locked.

If a child is to go to the neighbors, parents should:

- Arrange this with the neighbors.
- Explain what they should do if the neighbor is not home.
- Explain what to do if the neighbor's house is locked.

### **Late School Arrival**

Students arriving at school later than 7:50 a.m. are to report directly to the office and be signed in by an adult. Students arriving after 7:55 will be marked tardy.

### **Leaving Early**

If a parent or someone else picks up a student from school early, he/she must sign the student out at the office. Any person who has permission to pick up a child should be listed on the enrollment card and a note must be sent prior to or on the day this is to occur. For the safety of our students, all staff are required to check ID of any parent or others not known to staff who may be picking up students. Only in the case of an extreme emergency may a parent/guardian call the office to request a child go to a different location or be picked up by someone other than those authorized. If this should happen, the parent must be prepared to give specific personal information about their child as proof he/she is indeed the child's parent/guardian.

### **School Closing Announcements**

When the weather or other circumstances require school to be closed, the following radio and television stations will be informed:

- WBCK-95.3 FM    WYZO-96.5 FM    WBXX-104.9 FM    WQLR-11660 AM
- WKZO 590 AM    WVFM 106.5 FM    WNWN 1560 AM & 95.5 FM

Whenever possible, notice will be given by 6:30 a.m. If school is dismissed during the day, the same stations will be notified. Area school closings will also be listed on [www.wwmt.com](http://www.wwmt.com).

### **School Admission Process**

We are happy that you have chosen Galesburg-Augusta Community Schools and hope that we can help make your transition to our district a smooth one.

Please visit: <https://www.g-aschools.org> to enroll your child today!

- New Student Enrollment under "Parent Links"

The following is a list of documents that must be submitted for admission:

Original Birth Certificate

Copy of up to date immunizations

Proof of Residency (utility bill, lease, mortgage papers, etc.)

Enrollment/Information Card – any time this information changes, this card must be updated by contacting the office at 484-2040

### **School Hours**

- The doors open to students at 7:35 a.m. For safety reasons, please do not allow your child to come to school before 7:35 a.m. There is no supervision for students before 7:35 a.m.
- At 7:35 a.m. students may enter the building to drop off notes in the office.
- Students are not to be in classrooms before 7:45 a.m.
- At 7:45 a.m. students move from playgrounds and cafeteria to classrooms.
- The school day starts at 7:50 a.m. with school wide announcements.
- Lunch hour varies according to students grade level.
- School dismisses at 2:54 p.m. on whole days.
- School dismisses at 11:05 a.m. on half days

### **Student Drop-Off and Pick-up**

For safety reasons, please do not allow your child to come to school before 7:35 a.m. Students are not allowed to remain in the school building or on the school grounds after dismissal unless they are attending a school function or accompanied by their parent. This is for your child's protection since there is no supervision prior to or after school hours.

### **Student Arrival Procedures**

- G-A Primary staff will be positioned in the front of the building and east side of building for to monitor and welcome students in the morning.
- Students who eat breakfast should go directly to the cafeteria between 7:35 and 7:45 a.m. Once they have finished breakfast they will go to the playground or directly to class after 7:45 a.m.
- Students who do not eat breakfast will go directly to the playground. Students will not go to their classroom before 7:45 a.m. On days of inclement weather, students will go to their lockers and are supervised in the hallways.

#### **DROP-OFFS:**

- Students who are dropped off by a parent, guardian, or other childcare provider must arrive at school between 7:35 a.m. and 7:45 a.m., so they are not late for instruction and should be unloaded at the east side of the school and walk up the sidewalk to use the front entrance. Supervision is provided from 7:35 a.m. to 7:45 a.m.
- Students must not be dropped off before 7:35 a.m.!
- If a student is brought to school after 7:50 a.m., a parent or guardian MUST report to the office to sign in with the office staff. If a student is tardy, he/she must have a pass from the office to report to class.
- Parents and Guardians who walk into the school with their child must not go past the office. This procedure will greatly assist school staff in monitoring the students, as well as help keep a safe, secure, and more organized start to everyone's day.

#### **BUS RIDERS:**

- G-A Buses are labeled with a color coded tag near the door. Buses begin unloading at 7:35 a.m. at the front of the building. Please check with the main office or the transportation department at 484-2015, for schedule of pick-up times and or questions regarding bussing.

### **Student Dismissal/Pick Up Procedures**

## PICK-UPS

- ALL students who are picked up by an Approved (Must be listed on student's enrollment/information card)
- It is vital to the success of safety, security, and organization of all students that adults wait for their child outside. A staff member will only release students to an Approved (Must be listed on student's enrollment/information card) parent, guardian or caregiver. For the safety of our students, people picking up students may be requested to provide identification.
- Non G-A staff adults are NOT allowed to go on the sidewalk near the buses!

## BUS RIDERS

- Teachers will escort all bused students to their bus.
- Parents and guardians may NOT remove students off of school buses. A G-A Primary staff member is the only adult allowed to retrieve a student from a bus for the parent/guardian.

## CHANGING YOUR STUDENT'S PLAN

- Students will follow their normal transportation plan unless one of the following is done!
  1. The student brings a signed note from a parent or guardian to school and gives it to his teacher. This change will be logged in the office and the student should take the note with him/her at the end of the day.
  2. A parent or guardian can call the office 484-2040 Prior to 2:00 p.m., and change the student's normal dismissal plan. Changes to this plan will not be accepted after 2:00 p.m. except in the case of an emergency situation!

### **Student Enrollment Information**

Each year Student Enrollment information must be up to date. It is the parent or guardians responsibility to update those forms online: <https://www.g-aschools.org> - under the parent links tab

## DISCIPLINE

### **Bullying/Violence**

Bullying should not be a part of growing up. The staff at Galesburg-Augusta Schools is committed to keeping all students physically and emotionally safe, it is important that students understand the difference between annoying behavior and bullying. Students will continue to be informed about what constitutes bullying, how to respond to these inappropriate behaviors, where and how to report incidents, and what follow-up can be expected. Parents are encouraged to work with the school, reporting incidents their children may discuss with them, as well as supporting and instructing their children in non-bullying behaviors. In any case of reported violence/bullying, it will be documented. When a repeating offense occurs, you will be notified according to our referral form.

### **Definition of Violence**

Violence is any mean look, sign, word, or act that hurts a person's body, feelings, things, or friendship.

### **Discipline Guidelines**

1. Each staff member manages their own classroom behavior and discipline.
2. Students are expected to follow all school, lunchroom, hallway and playground rules.
3. Serious or repeat offenders may be referred to the Principal for action. The staff member will provide details of the incident(s). The principal may assign other restorative actions as deemed necessary.
4. Staff members may also assign restorative actions (loss of privilege)
5. Consequences for serious or repeat offenders may include in-school suspension or out-of-school suspension assigned by the Principal.
6. There will be a charge for damaged school property.

### **Dress Code**

Students are to wear appropriate clothing to school and school-sponsored activities. Clothing or grooming styles that are offensive, indecent, or disrupt the educational process will not be allowed. Headgear (hats, bandanas, visors, etc.) must be removed when entering the building. For the health and safety of all students, coats and jackets are not to be worn during school hours. Any clothing which advertises or supports violence, alcohol, drugs, sexual activity, tobacco, or profanity may not be worn. Non-acceptable clothing includes gang symbols, exposed midriffs, bare backs, spaghetti straps. Shorts must have a minimum inseam of 4 inches. Dresses and skirts should be within finger length when arms are at your sides. Students wearing non-acceptable clothing will be required to change before continuing attendance in school. Writing on yourself or others or allowing others to do so will result in the removal of body graffiti under supervision of school personnel.

### **Gum Chewing**

Students are not allowed to chew gum at school. If a teacher permits gum chewing in their classroom, it must be properly disposed of before leaving that room.

### **Out-of-School Suspension**

Students may receive an out-of-school suspension for any of the following during school hours or during school-sponsored activities:

- Fighting or hitting
- Possession or use of tobacco, matches, or lighter in any form
- Use or possession of firecrackers
- Possession, transferring, consuming or being under the influence of drugs or alcoholic beverages or any substance which produces abnormal behavior, possession of drug paraphernalia or a look alike. Possession, use, or dealing in drugs will mean suspension with a recommendation for expulsion. Parents and proper authorities will be notified.
- Intimidating or threatening a school employee with physical or emotional harm will result in immediate suspension and a pre-expulsion hearing with the superintendent, per Michigan law.
- Possession or use of weapons including any instrument capable of inflicting bodily harm. Law enforcement officials will be notified immediately and a recommendation for expulsion will be made. (State law requires expulsion for a year for possession of a weapon including knives with a blade of 3 inches or longer.)

- Arson (will also result in recommendation for expulsion)
- Stealing
- Major disruption or disrespect
- Physical assault of a district employee. Will result in recommendation for expulsion per Michigan law.
- Persistent disobedience, may result in a pre-expulsion conference with the superintendent, student, parents and principal if principal deems appropriate.
- Criminal offenses committed away from school which might adversely affect the school district upon return of the student.
- Other violations as deemed appropriate by the principal (i.e.: Damage School Property)
- During out-of-school suspension, students are not allowed on any school district property and may not be present at school district events including athletic events.

### **Out-of-School Suspension Procedures**

Suspensions will generally be made on a progressive basis. However, serious misconduct may result in immediate suspension. Only the school administration or School Board determines suspensions. Prior to the suspension the student will be given an opportunity to state his/her views on the matter. The student will be given the reason for the suspension and the date he/she is to return to school. If appropriate a suspension may require a parent meeting with appropriate staff to resolve the conflict before the student can return to school.

### **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.

### **Harassment**

Harassment shall include any speech or action that creates a hostile, intimidating, or offensive learning environment. Harassment can be racial, ethnic, religious, or sexual in nature. Sexual harassment is a violation of Title IX of the Civil Rights Act of 1964, Title IX of the Education Amendments Act of 1972, and the Michigan Elliot-Larsen Civil Rights Act. Sexual harassment is also a form of sexual discrimination and is unacceptable to the policy of the Galesburg-Augusta Board of Education for any Board member, administrator, other employee, volunteer (subsequently "employee"), independent contractor, and/or student, male or female, to sexually harass another employee, student, or volunteer. The Board will not tolerate retaliation against persons reporting allegations of sexual harassment or of persons cooperating in the investigation of such allegations.

Sexual harassment is prohibited and is defined as:

A. Unwelcome sexual advances; or

B. Requests for sexual favors; or

C. Other verbal or physical conduct or communication of an intimidating, hostile, or offensive sexual nature when:

- Submission to such conduct or communication is made either explicitly or implicitly a term or condition of a person's employment status, or a term or condition of a student's educational status, receipt of educational benefits or services, or participation in school activities; or
- Submission to or rejection of such conduct or communication by an individual is used, explicitly or implicitly, as a basis for decisions affecting a person's employment status, or a student's educational status, receipt of educational benefits or services, or participation in school activities; or
- Such conduct or communication has the purpose or effect of substantially interfering with a person's work or creating an intimidating, hostile, or offensive employment environment, or interfering with a student's education or creating an intimidating, hostile, or offensive educational environment.

Sexual harassment encompasses any sexual attention that is unwanted and/or unwelcome.

Examples of the verbal or physical conduct prohibited include, but are not limited to:

A. Physical assault

B. Direct or implied threats that submission to sexual advances will be a condition of employment, work status, promotion, grades, or letters of recommendation

C. Direct propositions of a sexual nature

D. Subtle pressure for sexual activity, an element of which may be conduct such as repeated and unwanted staring

E. A pattern of conduct (not legitimately related to the subject matter of a course, if one is involved) intended to discomfort or humiliate, or both, that includes one or more of the following:

1) Comments of a sexual nature

2) Sexually explicit statements, questions, jokes, or anecdotes;

F. A pattern of conduct that would discomfort or humiliate, or both, a reasonable person at whom the conduct was directed, and that includes one or more of the following:

1) Unnecessary touching, patting, hugging, or brushing against a person's body

2) Remarks of a sexual nature about a person's clothing or body

3) Remarks about sexual activity or speculation about previous sexual experience.

G. Favoring persons who submit to sexual overtures while disfavoring those who reject Sexual overtures. Sexual harassment may take different forms- One specific form is the demand for sexual favors, and other forms of harassment include, but are not limited to:

- 1) Verbal - sexual innuendos, suggestive comments, rumors, jokes of a sexual nature, sexual propositions, threats, and suggestions or demands for sexual involvement that are accompanied by implicit or explicit threats concerning a staff member's employment status or a student's educational status including grades, graduation, participation in curricular activities or other school-related matters.
- 2) Non-verbal - sexually suggestive objects or pictures, graphics commentaries, suggestive or insulting sounds, whistling, or obscene gestures.
- 3) Physical - unwanted and/or unwelcome physical contact of a sexual nature, including but not limited to touching, pinching, coerced sexual intercourse, and assault. Any form of sexual harassment and any use of racial, ethnic or other verbal or physical harassment are strictly prohibited.

All reports will be investigated. All such reports will be handled discreetly to maintain confidentiality in order to avoid embarrassment and to protect the individual making the report. First offenses, depending on the nature, may include verbal reprimands and conference with the Principal and/or Dean of Students. Subsequent offenses may include out-of-school suspension or expulsion proceedings. Parents/guardians will be notified of all violations.

### **Weapons/Firearms, Arson, or Rape**

Under Section 1313 of the Revised School Code, students in possession of a dangerous weapon/firearm can be permanently expelled. A dangerous weapon is defined as a firearm, dagger, dirk, stiletto, knife with blade over 3 inches in length, pocketknife opened by a mechanical device, razor blades, iron bar, brass knuckles. This would include gun replicas, toy look-alikes, paintball or gas-powered guns.

Any student who commits arson, rape, or crime using a firearm or other dangerous weapon on the district grounds, or threat of having or bringing a weapon, in district buildings or at district or school sponsored events, shall be permanently expelled from school and referred to the local law enforcement authority.

### **Weapons**

Per the Galesburg-Augusta School Board Policy #347 a-R and the Federal Gun Free Schools Act, students found in possession of weapons may be subject to 180-day expulsion. **Excerpt from Revised School Code 380.1311: “If a pupil possesses in a weapon-free zone a weapon that constitutes a dangerous weapon...the school board shall expel the pupil from the school district permanently.”** The law also requires the school administrator to contact the local police agency when a student is found in possession of any weapon. The definition of a weapon is a firearm, dagger, dirk, stiletto, knife with a blade over 3-inches in length, a pocket knife opened by a mechanical device, use of an iron bar in a threatening manner or brass knuckles, or any object that can cause serious bodily harm. Possession of any of the preceding weapons may result in a 10-day out-of-school suspension, with a recommendation to the School Board for expulsion pending review based on the state code of intent.

### **Assault Law**

Michigan Department of Education has laws regarding verbal and physical assault to school personnel and other students (PA 451: 1311, 1310) According to the law: “A student in grades 6 or above who commits verbal (or physical) assault,....., against an employee or volunteer of a school district or makes a bomb threat or similar threat at a school building, other school property, or a school-related event, shall be suspended or expelled for a period of time as determined by the school board or its designee. The school board policy should include the types of behavior for which a student who commits verbal assault, or makes a bomb threat or similar threat, would be suspended or expelled.”

### **Safe Schools**

In an effort to keep Galesburg-Augusta Primary School a safe place to be we ask that all students and guests enter and leave through the entrances by the main office. All guests must obtain a visitor’s badge indicating the date and purpose in the building.

### **Volunteers**

All volunteers must fill out a volunteer application form, and it must be approved before volunteering can begin. This includes field trips, working in the classroom, and any type of assisting with children.

### **Zero Tolerance**

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

### **Search, Seizure, and Surveillance**

In order to ensure a safe and orderly learning environment, the District has the right to inspect and/or search book bags, lockers, and automobiles brought onto school property or to school-related activities. Such searches may be conducted without warrant for any reasonable purpose. Once search begins, the person in control of the item will not be permitted to remove it from the premises during the reasonable duration of the search.

Reasonable suspicion occurs when school officials, from a combination of articulable facts and experience, feel that the degree of intrusion is warranted by the relative likelihood that evidence will be found.

The District also has the right to enlist the aid of an outside agency equipped with detection equipment and/or detection canines. The school uses video surveillance cameras to document

events and student movement within the building and elsewhere on school property. Such surveillance contributes to the district goal of a safe and orderly environment.

Lockers are the property of the school district and are provided for the convenience of the students. School authorities for any reason, may conduct periodic general inspections of lockers at any time, without notice, without student consent, and without a search warrant.

A student who operates a vehicle on school property is considered to have given consent to search of the vehicle with or without cause by school officials. Search may include the passenger compartment, engine compartment, trunk, and all containers, locked or unlocked in or on the vehicle. A parent or guardian who grants permission for his/her student to operate a vehicle on school property is also considered to have given such consent to search of the vehicle.

### **Interrogation of Students by Law Enforcement Officials**

The following is to be observed for interrogation of students by law enforcement personnel. Proper observance of these will serve as a basis for cooperation with the law enforcement officials within the framework of the law. It will also encourage students to respect lawfully constituted authority.

- A. Law enforcement officers must have permission of the Principal or his/her designee to interview a student on school property during school hours only in the presence of the Principal or designee.
- B. An attempt will be made to notify the parent/guardian of the student who is to be interviewed by law enforcement officers on school property during school hours.
- C. A parent/guardian may be present if they desire.
- D. A student may request that an attorney be present.
- E. Law enforcement officers will not be allowed to interview a student at school if the parent/guardian objects. In the event that a parent/guardian is not available the interview will continue with administration present.
- F. When a student has reached the age of majority (18), he/she may be interviewed without parental notification or consent.
- G. A law enforcement officer with or without a lawful warrant may remove a student from school. The parent of the student removed will be notified concerning such a removal.

## **HEALTH AND SAFETY**

### **Blood**

We have procedures to follow when a student has been bleeding. Law states that a student with blood on his/her clothing cannot expose it to others. Therefore, we may need a change of clothes.

### **Communicable Diseases**

If a student contracts a communicable disease, parents are advised to keep their child at home

until at least 24 hours after the communicable period has passed. Please notify the school office.

### **Health Threatening Allergies**

Please notify the school if your child has a severe allergy such as an acute allergic reaction to bee stings, food allergy, etc. It is important that we have specific instructions for proper treatment.

### **Hearing/Vision Screening**

Hearing and vision screening is conducted each year by the Kalamazoo County KCHCS. Kindergarteners, Second, and Fourth Graders (and students who are referred by a teacher) are given the hearing screening. First and Third graders (and students who are referred by a teacher) are given the vision screening.

### **Medication**

Administration of medication that is essential to maintain a child in school such as insulin injections, disease control medication, etc. continues to be the responsibility of the parent/guardian. If a student must receive medication during school hours the following guidelines will be followed:

- Medication will be brought to school by the parent/guardian and kept in the original labeled container.
- Parent/guardian and Physician must complete Parental Consent for Administration of Medication During the School Day form.
- Medication will be kept in the office.
- Medication will be administered by a designee of the school principal and strictly as directed by the prescription label or by a signed physician's statement.

### **Outdoor Recess**

All students go outdoors except for rain, temperatures or wind chills below ten degrees (10°F), or a note from a doctor. Students must wear appropriate apparel. This includes (but is not limited to) long sleeves, coats, and proper footwear when temperatures are below 50 degrees.

### **Playground Rules**

- Fair and cooperative play is expected at all times.
- Come inside promptly when the whistle is blown.
- No food or drink allowed on the playground.
- No throwing of inappropriate objects (stones, sticks, snow, snowball, sand, etc.)
- Stay in designated playground area.
- Baseballs, softballs, and bats are not allowed at recess. We ask that students not bring their own equipment because it creates issues and gets easily lost.

### **Student Conduct**

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

- Regular and punctual school attendance
- Coming to class prepared and with appropriate materials
- Respect for others, their belongings, school property and self.

· Respectful obedience to school personnel

### **Toys/Cell Phones and Other Electronic Devices**

Students are not to bring toys, trading cards, or lasers to school. Board policy prohibits the use of cell phones by students on school property during school hours (unless otherwise approved by the principal). With parents' approval, students may bring cell phones, iPads, Nintendo DS, or other electronic games, etc. to school for use on the bus, however, they must be placed in the student's backpack or book bag and turned off during school hours.

### **Violation of this policy will result in the following consequences:**

1st offense: Device, toy or cards will be confiscated and returned at the end of the school day.

2nd offense: Device, toy or cards will be confiscated and returned to the parent.

3rd offense: Device, toy or cards will be confiscated and held until the end of the school year and parent notification.

### **The school cannot be responsible for such items in the event they may be lost, stolen or damaged.**

### **Student Accident Insurance**

Student accident insurance is available for all students K-12 each fall. Information regarding cost and coverage is provided by the carrier.

### **Wellness**

We have implemented our district wellness plan. Please provide healthy and nutritious snacks for all parties, snacks, and treats. We encourage vegetables and fruit and when possible individually wrapped treats. Thank you for your support.

### **Fevers**

Students must be fever free for 24 hours before returning to school. A temperature of 100 degrees or higher is considered a fever.

### **Animals at School**

Students may only bring animals to school (for completion of a class assignment or during specified event days) with teacher permission. Animals should be licensed (if appropriate) and up to date with immunizations. For safety reasons, animals are never permitted on the bus. All animals should be caged or on a leash. The teacher/school reserves the right to not allow an animal to visit based on the appropriateness of the animal and student safety or allergies.

### **Bicycles**

Students are requested not to ride bicycles to school.

### **Buses**

For student safety, students are not allowed to transport large items on the bus. Large school projects, skateboards, knee boards, etc. are prohibited from the bus.

### **Fire and Disaster Drills**

Fire and disaster drills are held periodically throughout the year. A state required minimum of drills are conducted each year to ensure the safety of the students.

### **Roller Shoes (Heelys), Roller Blades & Skateboards**

For the safety of our students. Shoes with built in wheels, roller blades, and skateboards are prohibited during school hours and school sponsored events, unless prior permission is granted.

### **Parking**

Please park in the parent/visitor parking lot or in the East parking lot. Do Not park in the fire lane in front of the school or handicap parking spaces. Tickets have been issued by city police!

### **Procedure for Tornado Watch and Warning**

School may be dismissed for a tornado watch. Children will remain at school for a tornado warning. Please do not call the school. Individual calls tie up the phone lines so emergency calls out cannot be made. In the event of a tornado warning, parents may pick up students.

### **Visitors**

We urge parents to visit the school and become better acquainted. If you wish to visit a teacher or the principal, call the office to set up an appointment. Students from other school districts are discouraged from visiting the school during school hours. All visitors must sign in at the Office.

## **SCHOOL SERVICES**

### **AFGAK**

Adults for Galesburg-Augusta Kids (AFGAK) is the parent support group for grades Pre-K—12th grade. The monies which you as parents collect by selling the fundraiser items in the fall are used to support or fully fund the activities your children have heard about from older siblings or friends. AFGAK allocates funds to each grade level to be used for the current school year. This amount may vary based on the amount we get from our fall fundraiser. Funds from AFGAK are used to assist with the various field trips and transportation costs throughout the school year. While AFGAK provides funding used specifically for the events mentioned above, we also sponsor the Holiday Shoppe, Father/Daughter and Mother/Son Event to name a few.

We have been successful with providing students these opportunities in previous years and look forward to doing this again with your Pre-K through 12th graders this year. We are always looking to have parents involved with the extra-curricular education of their children, so please join us!

### **Birthday Celebrations**

We will continue the tradition of honoring students on their birthdays, but we ask that parents not send a classroom “treat” to school. As part of our district-wide wellness policy we are asking that Birthday celebrations be accompanied by a “Healthy Snack”.

### **Buses**

Riding the bus is a privilege extended to students. A Transportation Information form must be on

file in the office for all students. Once regular pick-up and drop-off points have been established, exceptions will only be made if a note from the parent/guardian is sent to school, approved at the office, and given to the teacher and bus driver on that particular day. Any change in a transportation plan requires a new form and 3 days' notice to be put into effect.

Teachers will escort students to their bus. Parents and guardians may NOT remove students off of school buses. A G-A Primary staff member is the only adult allowed to retrieve a student from a bus for the parent/guardian.

### **Free and Reduced Lunch**

Free and Reduced-price meal applications are available online at <https://galesburg.familyportal.cloud/>. A student ID # is needed. If you do not have one, please contact the office at (269)484-2040.

### **Cafeteria**

Breakfast is offered 15 minutes before school starts. Students may bring lunches from home or purchase them from our school cafeteria. It is recommended that money be sent in an envelope with student name, amount and directions on how the money should be credited (i.e. 5-lunches and 5-breakfasts). If a student forgets their lunch or breakfast money, they will be allowed to borrow for that day. There will be a \$10.00 fee for non-sufficient funds checks. Questions about student meal accounts will be addressed by the building Kitchen Manager or Food Service Director.

### **Conferences/Report Cards**

Parents will receive a report card after each marking period. In addition, two opportunities for conferences will be offered to provide opportunities to discuss student progress at school. Parents are encouraged to call or visit the school with questions, concerns, or comments at any time.

### **Lost and Found**

Parents are requested to mark all personal items with the student's name; this includes boots, coats, mittens, hats, shoes, backpacks, lunch boxes, etc. Many items believed to have been stolen are waiting to be claimed in the Lost and Found Containers. There is a Lost & Found container located in the front lobby. Unclaimed items in good condition may be donated to charitable organizations.

### **Pesticides**

As part of the Galesburg-Augusta Community School's district pest management program, pesticides are occasionally applied. Parents/guardians have the right to be informed prior to any pesticide application made to the school grounds or buildings. In certain emergencies, pesticides may be applied without prior notice, but you will be provided notice following any such application.

### **Photographs**

Each year photos are taken of each student as a service to the students and their families. There is no obligation to purchase pictures, however all students will be photographed for the student's

permanent school record and yearbook photograph. Pictures are usually taken in the fall and spring.

### **Student Photographs**

Permission to shoot close-up pictures of students participating in school related activities may be granted to the media only when parent(s)/guardian(s) approve for students under the age of 18. Parent(s)/Guardian(s) approval shall be required before pictures of students may be used, or students identified, in non-school publications **with the exception** of photographs or video images taken by news media in the normal course of news coverage at district activities.

### **School Supplies**

Textbooks are provided for all students in the Galesburg-Augusta Community Schools. Reasonable wear is expected but fines will be assessed for excessive wear, damage, or loss of books. All families will receive a list of necessary school supplies for your student's grade level.

### **School Telephone**

Students will be allowed to use the phone for emergency calls only or with teacher permission. Emergencies do not include social arrangements or calls due to forgetfulness.

### **Special Education and Support Services**

Galesburg-Augusta Community Schools provides a comprehensive program for children with special needs. These fall into two categories: special education and support services for regular education. Mandated special education provides programs for the learning disabled and speech impaired.

Through a cooperative arrangement with Kalamazoo Regional Educational Service Agency, students who are physically or otherwise health impaired, visually impaired, hearing impaired, and emotionally impaired are able to attend school in the least restrictive environment. A school psychologist and social worker are available for psychological testing and to provide social work services.

Support programs for regular education students include Title 1 and At-Risk services for all academic areas and counseling. Qualifying students may receive small group or individual instruction or counseling specific to their needs.

### **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 ensure 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.

### **Computer Technology**

Each student and parent must fill out the **COMPUTER TECHNOLOGY USE FORM**, which lists all the policies when using technology at school. This form is located within Powerschool when registering your son/daughter. When the Galesburg-Augusta Community School District learns of possible inappropriate use of computing systems or networks, appropriate remedial action or discipline will be taken. In order to prevent further possible unauthorized activity or use, Galesburg-Augusta Community School District may temporarily or permanently disconnect that user from the computing systems or networks.

### **Technology**

Use of technology at Galesburg-Augusta Community Schools is a privilege extended to students and staff to enhance learning and exchange information. Use must be consistent with the mission of the District, and where appropriate, must comply with the stated purposes and use policies of any other networks used. Upon enrolling in each building, students and their parents/guardian will be required to sign a Technology Use and School Internet Access Agreement.

G-A PRIMARY Behavior/Consequences Guidelines

Behavior	Stage 1 - Minor - Teacher	Stage 2 - Minor - Teacher	Stage 3 - Minor - Dean	Stage 4 - Major - Admin
<p><b>Disruption</b> Behavior causing an interruption to the learning environment or instruction time, i.e. sustained talking out of turn, yelling or screaming, noise with materials, persistently out-of-seat.</p>	<p>Discipline Menu:</p> <ol style="list-style-type: none"> <li>1. Redirections</li> <li>2. Break Space/Sensory Bin</li> <li>3. Reminder of consequences after Stage 2.</li> <li>4. No Referral - Data Only PS Entry</li> </ol>	<p>Discipline 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. Parent Contact - Teacher</li> </ol>	<p>Discipline 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 - Dean</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 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. 2+ Recess Detentions</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>Non-Compliance/ Defiance:</b> Refusing to complete tasks, follow directions, unwilling to respond to attempts at redirection, talking back.</p>	<p>Discipline Menu:</p> <ol style="list-style-type: none"> <li>1. Redirections</li> <li>2. Break Space/Sensory Bin</li> <li>3. Reminder of consequences after Stage 2.</li> <li>4. No Referral - Data Only PS Entry</li> </ol>	<p>Discipline 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. Parent Contact - Teacher</li> </ol>	<p>Discipline 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 Meeting - Dean</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 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. 2+ Recess Detentions</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 Student/non-targeted:</b> Inappropriate language, sounds, i.e. swearing, gossip, rumors, etc.</p>	<p>Discipline Menu:</p> <ol style="list-style-type: none"> <li>1. Redirections</li> <li>2. Break Space/Sensory Bin</li> <li>3. Reminder of consequences after Stage 2.</li> <li>4. No Referral - Data Only PS Entry</li> </ol>	<p>Discipline 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. Parent Contact - Teacher</li> </ol>	<p>Discipline 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 Meeting - Dean</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 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. 2+ Recess Detentions</li> <li>5. Possible reset/ 1 day suspension</li> <li>6. Admin follow up with teacher</li> <li>7. Behavior Plan</li> </ol>
<p>Behavior</p>	<p>Stage 1 - Minor - Teacher</p>	<p>Stage 2 - Minor - Teacher</p>	<p>Stage 3 - Major - Dean</p>	<p>Stage 4 - Major - Admin</p>
<p><b>Language -Student to Staff:</b> Making fun of/Jokes, general insults, etc.</p> <p><b>Instances or Major Response:</b> Swearing, gestures, written gestures towards.</p>	<p>Discipline Menu:</p> <ol style="list-style-type: none"> <li>1. Redirections</li> <li>2. Break Space/Sensory Bin</li> <li>3. Reminder of consequences after Stage 2.</li> <li>4. Referral - Discipline PS Entry</li> </ol>	<p>Discipline 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. Parent Contact - Teacher</li> </ol>	<p>Discipline 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 Meeting - Dean</li> <li>5. Recess Detention</li> <li>6. Possible reset/1 day suspension</li> <li>7. Dean follows up with teacher</li> <li>8. Restorative Conversation</li> <li>9. Possible Behavior Plan (Dean/Teacher)</li> </ol>	<p>Discipline 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. 2+ Recess Detentions</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>Physical Aggression -- Student to Student:</b> Horseplay, hitting, pushing/shoving, kicking, biting, spitting, pulling hair, etc.</p> <p><b>Instances for immediate major:</b></p>	<p>Discipline Menu:</p> <ol style="list-style-type: none"> <li>1. Redirection/ Break</li> <li>2. Referral</li> <li>3. Parent Contact - Teacher</li> <li>4. Restorative Conversation</li> <li>5. Loss of Privilege -</li> </ol>	<p>Discipline Menu:</p> <ol style="list-style-type: none"> <li>1. Redirection/ Break</li> <li>2. Referral</li> <li>3. Parent Contact - Teacher</li> <li>4. Temporary Removal from Class</li> <li>5. Recess Detention</li> </ol>	<p>Discipline Menu:</p> <ol style="list-style-type: none"> <li>1. Student meets with Admin</li> <li>2. Referral</li> <li>3. Parent Meeting - Dean</li> <li>4. 2+ Recess detentions</li> <li>5. Possible reset/1 Day Suspension</li> <li>6. Dean follows up with</li> </ol>	<p>Discipline Menu:</p> <ol style="list-style-type: none"> <li>1. Student meets with Admin</li> <li>2. Referral</li> <li>3. Parent Meeting - Dean</li> <li>4. Multiple Recess detentions</li> <li>5. Minimum full-day Suspension</li> </ol>

intent to harm, bodily injury, blood drawn, fighting, choking, contact that is sexual in nature (touching private areas.)	Teacher Discretion	6. Restorative Conversation	teacher 7. Restorative Conversation 8. Possible Behavior Plan	6. Restorative Conversation - Upon Return 7. Dean follows up with teacher 8. Behavior Plan
Behavior	Stage 1 - Minor - Teacher	Stage 2 - Major - Dean	Stage 3 - Major - Admin	Stage 4 - Major - Admin
<b>Theft:</b> Minor: Stealing small tangibles, food, candy, pencils, erasers, small toys, etc. 1st time only.  Major: Stealing larger, more expensive, or personal items, i.e. headphones, things out of lockers, things from the teacher's desk/cabinets.	Discipline Menu: 1. Conversation between teacher - student 2. Opportunity to return item or admit 3. Privilege loss - Teacher discretion 4. Referral - Discipline PS Entry 5. Parent Contact - Teacher	Discipline Menu: 1. Temporary Removal from Class 2. Student meets with Dean 3. Opportunity to return item or admit 4. Recess Detention 5. Referral - Discipline PS Entry 6. Parent Meeting - Dean 7. Item(s) returned/replaced.	Discipline Menu: 1. Temporary Class Removal 2. Student meets with Dean 3. Referral - Teacher 4. Parent Meeting - Dean 5. Recess Detention 6. 1 day suspension 7. Dean follows up with teacher 8. Item(s) returned/replaced.	Discipline Menu: 1. Student meets with Admin 2. Referral - Teacher 3. Parent Meeting - Admin 4. 2+ Recess Detentions 5. Multi-day suspension 6. Admin follow up with teacher 7. Behavior Plan 8. Item(s) returned/replaced.
<b>Physical Aggression -- Student to Staff:</b> Minor: Using body to push/shove for avoidance or escape, pulling to gain attention w/o causing bodily harm, attempting to hit to avoid proximity.  Instances for immediate major: Marks, blood drawn, injury, OR hitting, biting, kicking, throwing objects at, scratching, hair pulling, OR intent to cause bodily harm.	Discipline Menu: 1. Attempt Redirection/Break 2. Ensure Safety 3. Temporary Removal from Class 4. Referral 5. Parent Contact - Teacher 6. Recess Detention 7. Restorative Conversation 8. Loss of Privilege - Teacher Discretion	Discipline Menu: 1. Attempt Redirection/Break 2. Ensure Safety 3. Class Removal 4. Referral 5. Parent Meeting - Teacher/Dean 6. 2+ Recess Detentions 7. Possible reset/1 day suspension depending on severity. 8. Restorative Conversation 9. Loss of Privilege - Teacher Discretion	Discipline Menu: 1. Attempt Redirection/Break 2. Ensure Safety 3. Class Removal 4. Referral 5. Student meets with Admin 6. Parent Meeting - Admin 7. Minimum Full Day Suspension 8. 2+ Recess Detentions 9. Restorative Conversation 10. Behavior Plan 11. Dean follows up with teacher	Discipline Menu: 1. Redirect/Break 2. Ensure Safety 3. Class Removal 4. Referral 5. Student meets with Admin 6. Parent Meeting - Admin 7. Multi-Day Suspension 8. 2+ Recess detentions 9. Behavior Team Meeting 10. Restorative Conversation 11. Dean follows up with teacher 12. Further Escalation results in Higher Admin Decision
<b>Major Serious</b>				

<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 Menu:</p> <ol style="list-style-type: none"> <li>1. Referral to threat assessment team</li> <li>2. Teacher contacts home - work, etc. as needed.</li> <li>3. Admin contacts home</li> <li>4. Referral to Police</li> <li>5. Restitution</li> <li>6. Superintendent notified</li> </ol>
<p><b>Major Severe</b></p>	
<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 Menu:</p> <ol style="list-style-type: none"> <li>1. Referral to threat assessment team</li> <li>2. Teacher contacts home - work, etc. as needed.</li> <li>3. Admin contacts home</li> <li>4. Referral to Police</li> <li>5. Restitution</li> <li>6. Superintendent notified</li> </ol>

**G-A PRIMARY BEHAVIOR RUBRIC DRAFT FOR FALL 2024 - WORKING DOCUMENT**

**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?

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?

**Restorative Conversation 3-4**

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

**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
- 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.

**\*\*\*PLEASE NOTE THAT STARTING STAGES FOR APPROPRIATE RESPONSES TO BEHAVIOR ARE SUBJECT TO ADMIN DISCRETION BASED ON CONTEXT AND SEVERITY\*\*\***

**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 Primary School Expectations

Location Expectations	Bathroom	Playground	Hallway	Cafeteria	Bus Area	Office	Classroom
<b>R</b> espect	-Wait your turn -Keep eyes and body to yourself -Keep it neat	-Follow directions -Share -Wait your turn	-Keep body to yourself -Close lockers quietly -Keep it neat	-Follow directions -Raise your hand -Use your manners	-Follow directions -Keep body and belongings to yourself	-Wait your turn -Follow directions -Use your manners	-Follow directions immediately -Be Kind
<b>A</b> chieve	-Go -Flush -Wash	-Play safe -Be nice -Have fun	-Go directly -Walk -Return directly	-Sit -Eat -Clean up	-Walk -Stay on the sidewalk -Go to playground or breakfast (Morning) -Get on your bus (Afternoon)	-Enter quietly -Gather what you need -Return to class	-Be ready to learn -Work during all work times
<b>M</b> anage	-Get there -Get back -Voice Level 0-1	-Enter and exit quietly -Follow the rules -Voice level 0-4	-Walk on silver line -Voice level 0	-Voice level 0-2 -Walk -Enter and exit quietly	-Enter and exit quietly -Carry all your belongings -Voice level 0-3	-Stay in front of the desk -Voice level 0-2	-Keep hands, feet and objects to yourself
<b>S</b> ucceed							

**Voice level:** 0-silent 1-whisper 2-partner/small group 3-classroom wide 4-outside/loud

