

Galvez Middle School
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Student Handbook



MISSION STATEMENT

Every Pirate, Every day

Academic Success

Responsibility

Respect

Growth

Honor

..... For Every Pirate, Every Day!

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MESSAGE FROM THE PRINCIPAL:

Dear Students and Parents,

Welcome to a new school year at Galvez Middle School. We are excited that you are a member of our school community. Our mission at GAMS is to provide an environment where “Every Pirate” can grow academically and socially. Our staff is committed to providing a rigorous, academic curriculum, while also addressing the individual needs of our students. Following school rules and displaying respect, honesty, responsibility and effort is important in order to maintain a safe, positive learning environment. Students are expected to meet these high expectations in place for behavior. We encourage all parents to be involved and supportive of their child’s learning.

With great enthusiasm for the upcoming year,
Michelle Bourque

SCHEDULE and ATTENDANCE

MIDDLE SCHOOL SCHEDULE

7:10 Bus/Car Riders Unload
 2:32 Dismissal

NO STUDENT IS ALLOWED ON CAMPUS BEFORE 7:10 unless a duty teacher is present and dismisses them from cars or busses. Students must be in class and seated for 7:20. Any parent dropping off a student in car rider will need to sign them in if they arrive after 7:19 a.m.

SCHOOL HOLIDAYS

First day of School (students)	August 8, 2018
Labor Day	September 3, 2018
Staff Development Day	September 14, 2018
Fall Break	October 15-16, 2018
Election Day	November 6, 2018
Thanksgiving	November 19-23, 2018
Christmas	December 24, 2018 – January 4, 2019
Staff Development Day	January 18, 2019
Martin Luther King Jr’s Birthday	January 21, 2019
Mardi Gras	March 4- 5, 2019
Easter	April 19 - April 26, 2019
Last day for students	May 23, 2019

ATTENDANCE REQUIREMENTS

**** Attendance Policy: Students may not miss more than 10 unexcused days.**

SEE PARISH STUDENT HANDBOOK – RIGHTS & RESPONSIBILITIES & DISCIPLINE POLICY

Please send a doctor's excuse or written note from the parent. **Written notes from the parent will not excuse a student from school but will allow them to make up work.**

TRUANCY HOTLINE PHONE 391-7198

ABSENCES DUE TO SCHOOL APPROVED ACTIVITIES

Students participating in school-approved activities, which necessitate them being away from school, shall be considered present and shall be given the opportunity for make-up work (field trips and all club activities).

ABSENCE MAKE-UP WORK

All students who have been out of class for any reason are encouraged to complete make-up work so that the learning experience continues. Within 3 school days after returning to school, the **student** must arrange for the completion of all make-up work. Make-up work completed by students who participate in school-sponsored activities and work completed following regular excused absences will be eligible for full credit. **It is the student's and not the teacher's responsibility to request missed assignments.** If a student is to miss more than 2 days, the parent may request homework assignments by calling the guidance office. Suspended students are eligible to make up work missed.

ABSENCES DUE TO OUT OF SCHOOL SUSPENSION

Students who are suspended out of school will receive unexcused absences for each day of the suspension.

MORNING/CLASSROOM TARDIES

Students who are brought to school after 7:19 a.m. are to be signed in by an adult in the front office.

ANY STUDENT WHO REPORTS TO THE OFFICE AFTER THE 7:19 tardy bell without an adult will be placed in ISSP where he/she will remain until an adult comes to school to sign him/her in.

As morning and classroom tardies accumulate, consequences will be assigned. For every 3rd tardy, 25 points will be assigned. Once a student accumulates a number of points in accordance with the discipline policy, they will receive the appropriate consequence. This may result in after school behavior clinic, in school suspension, Saturday detention, or out of school suspension. Please see the discipline policy for further information on the accumulation of points.

According to school board policy, habitual tardiness will be reported to the Supervisor of Child Welfare and Attendance or to Juvenile Court as truancy. Students miss valuable instructional time when they arrive late to school or class.

STUDENT CHECK –OUT

Parents should refrain from checking out students during the last 30 minutes of the day except with a valid excuse, such as doctor’s appointment, legal proceedings, death of family member, or school sponsored event.

Adults (18 years or older) may check a student out of school in grades K-8. A picture ID will be required for any person checking a student out of school. The adult must also be listed on the student’s emergency contacts to check the student out of school.

COMMUNICATION

PARENT – TEACHER CONFERENCES

Parents, teachers or administrators may request conferences which will be held during the teachers’ conference period. All core teachers will meet with the parent(s). If a teacher is absent, the parent can choose to return for another conference or choose a phone conference instead. We encourage this dialogue as a means of improving student achievement.

Procedures for a parent-teacher conference:

1. Parents may request conference through the front office (391-6350) or by contacting teachers directly through email.
2. One of the teachers will contact the parent to set up the conference within 24 hours.
3. Comments during the conference should be constructive, focused on the student, and should address the parent concerns.

GOOGLE CLASSROOM

Parents are encouraged to access their students google classroom accounts in order to search for homework, assignments, etc.

POWERSCHOOL

Grades are posted in *Power school*. Parents can access grades through the Blackboard portal.

ACADEMICS

Grading Scale

93-100	A	4 quality points
89-92	B	3 quality points
75-85	C	2 quality points
67-74	D	1 quality point
0-66	F	0 quality points

A student is required to earn at least four (4) quality points in a subject to pass for the year. Two (2) of the four (4) points must be earned during the second semester (3rd and 4th nine weeks). A student who fails two major subjects (ELA, math, science, social studies) fails the grade for the year.

MIDDLE SCHOOL HONOR ROLL GUIDELINES

All students, regardless of grade level or classification, will be eligible for the honor roll. Conduct grades will not be considered for the honor roll.

Principal’s List - 3.61 – 4.0 GPA (NO C’s allowed)

Distinguished List – 3.0 -3.6 (1 “C” allowed) or 3.61 – 4.0 (1 “C” allowed)

	End of Nine Weeks	Interim Reports Sent Home	Report Cards sent home
First 9 weeks	October 10, 2018	September 10, 2018	October 22, 2018
Second 9 weeks	December 21, 2018	November 16, 2018	January 11, 2019
Third 9 weeks	March 14, 2019	February 8, 2019	March 25, 2019
Fourth 9 weeks	May 23, 2019	April 12, 2019	May 24, 2019(mailed home)

DISCIPLINE

POSITIVE BEHAVIOR INTERVENTIONS AND SUPPORT (PBIS)

Galvez Middle School has implemented a system of teaching the students school wide expectations and rewarding them with incentives known as positive behavior interventions and supports. Students who behave appropriately and abide by school rules will receive “Pirate Bucks” which can be used to “purchase” rewards and privileges. Students who do not receive any referrals or infractions during a nine weeks period will be rewarded with the quarterly PBIS incentive celebration.

Students are introduced to schoolwide expectations at the beginning of the year. These are reinforced throughout the year.

**Schoolwide Expectations
BE RESPONSIBLE – BE RESPECTFUL – BE SAFE**

**Rewards
Free Dress Days – PBIS reward days – Pirate Bucks to purchase rewards**

DISCIPLINE PROCEDURES

MINOR INFRACTIONS

Students who commit minor classroom infractions will receive a consequence per the following:

- **First Infraction:** Verbal warning to student, record infraction in schoolwide infraction record (electronic)
- **Second Infraction:** Teacher will notify student; parent phone call or email
- **Third Infraction:** Teacher will notify student and Jenny Guidry
- **Fourth Infraction:** Teacher will notify student; teacher will receive lunch detention; parent notified by office personnel.
- **Fifth Infraction:** Behavior referral which will result in ASSBC, in-school suspension, or OSSP depending on severity of behavior and the number of times a student has received five infractions.

MAJOR INFRACTIONS

Students who commit major offenses will automatically receive a behavior referral and one or more of the following consequences; (this list is subject to change)

After School Behavior Clinic(s)
Saturday Detention
In School Suspension
Out of School Suspension

POINTS SYSTEM

Students may be given 25 or 50 points as a consequence for particular actions. As points accumulate in a student's discipline record, the following consequences will be given.

50 points – 2 days after school behavior clinic
100 points – Saturday detention or In School Suspension (ISSP)
150 points – SUSPENSION (ISSP, OSSP)
200 points – SUSPENSION (ISSP, OSSP)
250 points – SUSPENSION (ISSP, OSSP)
300 points - SUSPENSION (ISSP, OSSP)

Any student who receives their fourth suspension will be recommended for expulsion.

MANDATORY EXPULSIONS

Students will be automatically recommended for expulsion for the following:

- **Alcohol/Drugs – Possession, Consumption, Distribution or intent to Distribute on school property or school events**
- **Firearms – Possession of a firearm on school property or a school bus or actual possession at a school sponsored event.**
- **Knife or other dangerous instrumentality – including possession of a knife, the blade of which equals 2 or more inches, or other dangerous instrument**
- **Suspensions – Accumulation of four suspensions (In or Out of school suspensions)**

AFTER-SCHOOL BEHAVIOR CLINIC

Students assigned to ASBC will report to the office immediately after school. A parent or designee must sign the student out at 4:00 p.m.

PLEASE NOTE: The first time a student fails to report for an ASBC will result in a make-up session(s). The second time a student fails to report for an ASBC will result in an In-School Suspension.

ISSP – IN-SCHOOL SUSPENSION PROGRAM

Parents of students who receive an In-School Suspension shall be notified of the reason for the suspension by phone call and in writing. When a student reports to school to serve an In-School Suspension, a parent or designee must sign the student in by 8:00 a.m. in the office and sign the student out promptly at 2:00 p.m.

Students in ISSP will be counted as present and will be allowed to complete all classwork; however, NO student in ISSP is allowed to ride the school bus. A student who rides the bus when serving ISSP will be rescheduled for the following day.

Students who are assigned ISSP are not allowed to participate in or attend any extracurricular or after-hours school activity on any day that they are suspended.

In School Suspension does count as a suspension towards expulsion.

If a student assigned to ISSP is unable to attend due to illness or another excused emergency, the parent must notify the ISSP Presider by 7:30 a.m. to arrange for an extension and an excused absence. If there is no notification, the absence will be considered an out-of-school suspension.

PLEASE NOTE: Parents are to refer to the Student Rights and Responsibilities and Discipline Policy Handbook for information related to due process for suspensions.

OSSP – OUT-OF-SCHOOL-SUSPENSION PROGRAM

An out-of-school suspension is defined as a temporary removal from school. Parents of students who receive an out-of-school suspension shall be notified of the reason for the suspension by phone call and in writing.

Students who are suspended out of school will receive an unexcused absence for each day of the suspension.

***Please note:** Students who are given out-of-school suspensions are not allowed to participate in or attend any extra-curricular or after-school activity on any day that they are suspended.

***Please note:** Out-of-school suspension counts as a suspension towards expulsion.

***Please note:** Parents are to refer to the Student Rights and Responsibilities and Discipline Policy Handbook for information related to due process for suspensions.

RE-ENTRY CONTRACT

Before a student can return to school from serving a third suspension, the student must be accompanied to school by a parent/guardian to sign a re-entry contract. During this meeting, the ISSP Presider or SBLC facilitator will review the contract with the parent and student, allow the student the opportunity to select a mentor, and discuss placement at the APPLE Digital Academy upon the student receiving the fourth suspension (as required by state law).

STUDENT SERVICES

ADMINISTRATION OF MEDICATION

If a parent wishes for prescription medication to be administered to his/her child at school, the parent must come to the school office to obtain a *Request for Supervision of Medication at School* form that must be completed by both the parent and the child's doctor. Once the form is completed and the parent returns it to the front office, the school nurse must approve it. The nurse will then contact the parent to bring the prescription medication to school. The medication must be in the proper container with the pharmacy label showing the name of the student, name of the medication, the physician's name, and the dosage and schedule of administration.

***Please note: UNDER NO CIRCUMSTANCES ARE STUDENTS ALLOWED TO TRANSPORT OR BE IN THE POSSESSION OF ANY PRESCRIPTION OR NON-PRESCRIPTION MEDICATIONS AT ANY TIME.**

GUIDANCE SERVICES

The Guidance Department is responsible for attendance, counseling, enrollment/withdrawals, standardized testing and student records. Students also receive behavior coaching, mentoring and mediation through the guidance department

ILLNESS AT SCHOOL

A personal information form will be sent home with each child at the beginning of the school year. If your child becomes ill at school, or if he is injured, the school will notify you and render simple first aid only. (Ex – band aids, ice, etc) Parents will be notified.

VISITORS

Students are not allowed to bring visitors to school nor have visitors come to school. Parents are always welcome on campus, but they must report to the main office to sign in and obtain a visitor's pass before going to any other part of campus. Parents wishing to visit a classroom must obtain permission from the Principal/Assistant Principal. If approved, the administrator will set up a designated time for the parent to visit and will be accompanied by a member of the administrative team. **NOTE:** Any parent bringing an item to a student must bring it to the front office. The student will then be called to the front office to pick up the item.

TELEPHONE USE

A student may use the school's telephone for illness or emergency calls **only**. He/she must have permission from one of the secretaries or administration.

STUDENT ACTIVITIES

CLUBS –

Various clubs including 4-H, Beta, IMPACT (formerly FCS), Youth Legislature, and Science Club are offered to students in grades 6 – 8. Beta and Youth Legislature are based on certain academic criteria; therefore, students must be invited to participate. Additional club opportunities will become available.

BAND –

The Galvez Band performs at many functions throughout the year, including football games, parades, concerts and festivals. Band members are expected to attend these events as well as after-school band rehearsals. Band is an elective choice, therefore, students entering 6th grade may choose this option for their elective class. A student will remain in band for their middle school elective class during all three years. In the event that a student wants to exit band at the end of a school year, the parent must contact the band director.

IN ORDER TO PARTICIPATE IN ATHLETICS, CHEERLEADING OR DANCE TEAM, A STUDENT MUST MAINTAIN A 2.0 GPA ON THE MOST RECENT REPORT CARD. IN ADDITION, THE STUDENT MUST ABIDE BY THE STATED RULES OF THE ORGANIZATION. THE COACH/SPONSOR/ and/or PRINCIPAL MAY REMOVE A STUDENT FROM AN ATHLETIC TEAM FOR ANY SERIOUS OFFENSE COMMITTED BY THAT STUDENT.

ATHLETICS – (7th and 8th grade)

Students in grades seven and eight may try out for our school football, volleyball, basketball, soccer and track teams. In addition to the required grade-point average, student athletes are expected to exhibit exemplary behavior at all times, especially when representing Galvez Middle.

CHEERLEADERS – (7th and 8th grade)

Cheerleaders perform at football games, basketball games, the Christmas parade and other events throughout the year. Tryouts are held in the spring for the following year. Students wishing to try out will receive detailed information regarding the requirements for cheerleading. The cheerleaders represent our school in a very visible way and are expected to obey all regulations and directives of the sponsors.

PIRETTE DANCE TEAM - (7th and 8th grade)

The dance team performs at home football games, basketball games, the Christmas parade and other events throughout the year. Tryouts are held in the spring for the following year. Students interested in trying out will receive detailed information regarding the

requirements for the dance team. The Pirettes represent our school in a very visible way and are expected to obey all regulations and directives of the sponsors.

Students who participate in or attend extracurricular activities must be picked up within 15 minutes after the activity ends. If the student is picked up after the time allotted, the student may not be allowed to participate in or attend the activities unless accompanied by a parent.

DRESS CODE

The Ascension Parish School Board enforces a school uniform policy in grades k-8. The policy of the school board shall be that no mode of attire will be considered proper for school wear that distracts from or disrupts the classroom and school decorum. The Principals of each school will make the final decision as to what is considered proper or improper dress according to the guidelines provided.

The school board feels that it is the responsibility of each student to use good judgment in one's total appearance so that the attention of others is not distracted from the purpose of the school. Cleanliness shall be a basic consideration. Any substantial complaint concerning the dress code will be dealt with by the school administration.

Dress code citations will be issued to any student who does not adhere to the dress code. *Please note: Parents and students are to refer to the Ascension Parish School Board Student Handbook: Rights and Responsibilities and Discipline Policy for the complete Standardized Elementary (Grades Pre-K – 8) Dress Code.

NO CAMOUFLAGE of any kind (clothing, book sacks, etc.) will be allowed.

SWEATSHIRTS

***School approved sweatshirt is the BLACK GALVEZ MIDDLE sweatshirt sold in three styles, crew-neck, ¼ quarter zip, and hoodie OR A SOLID NAVY SWEATSHIRT. These can be purchased on-line or at the school. Solid Navy sweatshirts are not sold at the school.

CASUAL DRESS GUIDELINES

There are opportunities for casual dress days throughout the year. Students must adhere to the following on these days:

The following items are NOT ALLOWED:

- Pajamas
- Clothing with holes or tears
- Spaghetti strap, halter tops, tank tops, sleeveless, or midriff tops
- Clothing with vulgar, sexual, or profane words, phrases or images
- Face paint or hair color
- Cutoff jeans or shorts
- Pants with holes or that hang inappropriately – must not be able to see under garments

- Athletic shorts that are higher than 3 inches above the knee – NO EXCEPTIONS!
- bandanas
- hats or sunglasses
- slippers, swim shoes, crocs, flip-flops
- camouflage is not allowed at any time

In the event that a student dresses inappropriately, a parent will be called for a change of clothing, and the student will sit in ISSP to complete their school work until the parent arrives.

BOOKSACK ON WHEELS POLICY

Middle school students are permitted to have book sacks on wheels. However, it must be designed as a book sack (not luggage).

OTHER SCHOOL EVENTS:

SCHOOL PARTIES

Middle school students are limited to one party at Christmas time. **Birthday parties or birthday gifts delivered to school will not be permitted.**

FIELD TRIPS

Field trips are scheduled as an enhancement to the academic curriculum. The cost of the field trip is determined by the number of students attending. Therefore, there is no refund once plans have been made for your child to attend. Students who have experienced behavior problems may be required to have a parent accompany them on a field trip. Any student who does not attend the field trip is required to attend school on the day of the field trip. Academic assignments will be provided for those students.

Instructional fees and other financial obligations must be paid in order to attend field trips.

FIELD DAYS

Students will participate in field day, if scheduled. However, to participate all financial obligations must be paid. Administration may prohibit students from attending field day who have demonstrated disorderly conduct prior to or during field day.

SCHOOL DANCES

If school dances are held, students may attend if:

1. He/she is a GALVEZ Middle student,
2. He/she is not serving a suspension or After-School Behavior Clinic on the day of the dance, and
3. He/she has not misbehaved at a previous dance.

SCHOOL BUS REGULATIONS**RIDING HOME WITH ANOTHER STUDENT****BUS**

As a general rule, students may not ride any bus other than their assigned bus. This is to prevent overcrowding. In the event of an emergency situation, a student would need a written note by a parent or guardian and the parent/guardian of the child's bus he/she is riding. This note must be brought to the office during or immediately following homeroom. The note should include with whom the student will leave school, the manner of transportation, and the date. Students will be given a note for the bus rider. For the safety of the child, the bus rider will ride the assigned bus unless the above stated policy is followed. **WE CANNOT ACCEPT TELEPHONE REQUESTS FOR THIS PURPOSE.**

CAR

Students who want to ride home with another student in the car rider line should also have a note with whom the student will leave school and the date. The student will need to bring the note to the office before school or during homeroom so that a car rider pass can be issued.

GENERAL BUS RULES:

1. Parents must fill out a Bus Information Card.
2. Students riding a bus will conduct themselves in an orderly manner and will comply with the requests of the driver.
3. Students must be out 15 min. prior to scheduled pick up time.
4. Students must obey the driver promptly.
5. Students must help to keep the bus clean and sanitary. Anyone damaging anything on the bus will be disciplined and required to pay damages.
6. Students are to be respectful toward each other, keeping hands to themselves and engaging in positive conversation.
7. Arms and heads should be kept inside the bus windows at all times.
8. There should be no moving around while the bus is in motion. When assigned to a seat by the driver, a student must stay in that seat. Nothing is to be thrown out of the windows, or within the bus.
9. Conversation in a normal tone is permissible. Loud and abusive talking will not be tolerated.
10. Do not open the windows without the driver's permission.
11. Do not block the middle aisle.
12. No eating, drinking, or chewing gum on bus.
13. No one other than regular enrolled students is to ride on school buses.
14. No student can be dropped off at a different stop unless he/she has **WRITTEN PERMISSION** from the office.
15. Parents who wish to pick up students before they board the bus in the afternoon must have signed out their child and obtained a "Pick up" slip from the office.
16. Bus drivers will have reasonable rules for the safe and proper operation of their particular bus.
17. Students are not allowed to ride a bike to school.

18. Students may not use their school-issued technology while riding the school bus.

ALL SCHOOL RULES APPLY WHILE ON THE BUS OR AT THE BUS PICK-UP AND DROP OFF AREAS, INCLUDING SCHOOL UNIFORM POLICY. VIOLATION OF ANY SCHOOL BUS REGULATION MAY BE REASON FOR DISCIPLINARY ACTION, SUSPENSION, OR EXPULSION.

SCHOOL BUS CONSEQUENCES

Habitual and continued misbehavior on the bus may result in a suspension at the discretion of the Administration. Bus consequences are aligned with school and district policies.

Parents should do their part to instruct students of the importance of good bus conduct. Students should be at the designated bus stop on time. Bus drivers are not allowed to wait for children who are not at the bus stop.

Students who ride the bus are to recognize the fact that they become the school's responsibility and are under school authority whenever they enter the bus bound for school or on a school sponsored trip. Students are reminded that they shall conduct themselves in an orderly, courteous manner and that any misconduct, vandalism, or inappropriate unsafe behavior will result in disciplinary action.

CAR RIDER PROCEDURE

Car riders need a car rider form on file in the office in order to establish that routine. A car rider tag will be issued. The car rider tag must be hung in the vehicle and visible to the teacher on duty. In order to ensure the safety of our students as they arrive and leave school each day, please enter through the south gate on Joe Sevario. Remain in line; DO NOT pass.

You may not use your car rider tag to get out of the car and pick up a student. You must remain in the car rider line.

Occasional car riders must bring a note from a parent to the office in the morning in order for a car rider pass to be issued. The student **MUST** present this pass to the duty teacher at dismissal time.