

# Gonzales Middle School

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## *2018 - 2019 Student Handbook*



### ***Bulldog Pledge***

*As a Gonzales Middle School Bulldog, I pledge to*

*Be Positive*

*Be Prepared*

*Be Respectful*

*Be Safe and Orderly*

*Be the Best I Can Be!!*

### ***MISSION STATEMENT***

*Gonzales Middle School staff, in partnership with parents, students, and the community, will provide opportunities to enhance each student's educational performance and encourage lifelong learning.*

Name \_\_\_\_\_ Grade \_\_\_\_\_

Telephone Numbers (Home) \_\_\_\_\_ (Parent's Cell) \_\_\_\_\_

\*Locker Number \_\_\_\_\_

\*Log In Information \_\_\_\_\_

*\*I understand that I am responsible for bringing this Student Agenda to school everyday. I understand that I must have my Student Agenda in my possession anytime that I am out of the classroom. I understand that if I lose this Student Agenda, I must pay \$7 to buy a replacement.*

*Student Signature* \_\_\_\_\_

### **2018 - 2019 School Holidays**

<i>Labor Day</i>	September 3, 2018
<i>Staff Development Day</i>	September 14, 2018
<i>Fall Break</i>	October 15 - 16, 2018
<i>Thanksgiving</i>	November 19 - 23, 2018
<i>Christmas</i>	December 24, 2018 - January 4, 2019
<i>Staff Development Day</i>	January 18, 2019
<i>Martin Luther King, Jr.'s Birthday</i>	January 21, 2019
<i>Mardi Gras</i>	March 4 - 5, 2019
<i>Easter</i>	April 15 - 22, 2019

### **\*\*Policy Notification Statement\*\***

In compliance with Title IV of the Civil Rights Act of 1964 and Title IX of the Educational Amendments of 1972, and Section 504 of the Rehabilitation Act of 1973, this educational agency upholds the following policy.

This is an equal opportunity institution and is dedicated to a policy of nondiscrimination in employment or training. Qualified students, applicants, or employees will not be excluded from any course or activity because of age, race, creed, color, sex, religion, national origin, or qualified handicap. All students will have equal rights to counseling and training.

Please note: *Ignorance of the law (Federal or State), Ascension Parish School Board Student Handbook Rights and Responsibilities and Discipline Policy Handbook, Ascension Parish School Board Policy, or Gonzales Middle School rules is not a defense to any disciplinary action for commission of acts warranting discipline.*

### **\*\*Gonzales Middle School Title I Information\*\***

#### ***Gonzales Middle School 2018 - 2019 Title I Parental Involvement Plan***

***Gonzales Middle School will:***

1. Convene an annual meeting to explain the Title I program to parents and inform them of their right to be involved in the program
2. Provide timely information about Title I programs to parents, describe the curricula, the student assessments and proficiency levels students are expected to meet, respond promptly to parent suggestions and (if requested) provide opportunities for regular meetings where parents can provide input
3. Provide parents with an opportunity to submit dissenting views to Ascension Parish School Board office if the school's school wide program plan is not acceptable to them (***Parent Grievance Policy is included in the 2018 - 2019 Student Rights and Responsibilities and Discipline Policy Handbook.***)
4. Provide information to parents through monthly newsletters/calendars, weekly e-mail updates, school website, school bulletin boards, flyers, team letters, and the student agenda of the many opportunities available to them to get involved in their child's educational experience and/or support their child's education at home
5. Host three ***Bulldog Bashes*** before the first day of school during which parents and their children can pick up their children's schedules, meet the teachers, visit the classrooms, pay necessary fees, and purchase necessary supplies
6. Host ***Open House*** during which parents and their children participate in LEAP/iLEAP preparation activities, are given pertinent information on high-stakes testing, and discuss strategies that parents can use at home to enrich what their children are learning at school
7. Host learning opportunities for parents during which they are provided with hands on experiences that will enable them to support their children's learning (BlackBoard navigation, sample lessons, etc.)
8. Conduct parent / team / administrator conferences when the team and / or parents deem necessary in order to ensure that parents are kept abreast of their children's academic and behavioral progress
9. Refer parents to outside resources (e.g. Families in Need of Services, outside counseling agencies), if additional help is needed with their children, and provide the necessary follow-up
10. Provide parents with interim reports/report cards every four and one-half weeks
11. Invite parents to quarterly ***Recognition Programs***
12. Publicize upcoming school events and provide documentation of school/team activities provide on the Gonzales Middle School Facebook page, using the School Messenger calling system, on the marquee, and in local newspapers
13. Encourage parents to get involved in supporting Gonzales Middle School.

### ***Title I Parents' Right to Know***

Gonzales Middle School is a school wide Title I school. All districts and schools receiving Title I funds are required to notify parents of all children that they have the right to ***request and receive timely information on the professional qualifications of their children's classroom teachers***. This requirement applies to all children in the school --- whether or not they receive identifiable Title I services, and it applies to all Title I schools, both targeted assistance and school wide. Title I schools must report:

- Whether the teacher has met state qualifying and licensing criteria for the grade levels and subject areas in which the teacher is teaching ([www.teachlouisiana.net](http://www.teachlouisiana.net));
- Whether the teacher is teaching under emergency or other provisional status through which state qualification or licensing criteria have been waived;
- The baccalaureate degree major of the teacher and any other graduate certification or degree held by the teacher, including the field of discipline of the certification or degree;
- Whether the child is provided services by paraprofessionals, and, if so, their qualifications;
- Whether the child is taught for more than four consecutive weeks by teachers who are not highly qualified.

### ***\*\*Parent Communication\*\****

Gonzales Middle School firmly believes that two-way open communication between home and school is vital to student success. Parents and school personnel communicate in a variety of ways:

- ***Agenda/Student Handbook***—All students receive an agenda on the first day of school or as they enroll. The agenda serves as the student's Hall Pass, and each student is required to have the agenda in every class everyday. Students are allowed to use their agenda ONLY. \*Please note: ***Parents are expected to check the student agenda daily in order to monitor daily assignments and grades as recorded by the student, as well as minor behavior infractions as recorded by the staff.*** Students will receive a participation/agenda grade based upon their use of the agenda each nine weeks. Replacement Student Agendas can be purchased from the front office for \$7.00.
- ***Calendar/Newsletter***—During the first or second week of each month, all Gonzales Middle School students receive a monthly calendar and lunch menu. During the first or second week of each month, all Gonzales Middle School stakeholders receive a monthly e-newsletter that highlights the previous month's events. Also included in each newsletter are *PBIS Corner*, which gives practical information and tips to parents and students about discipline and safety; *Team Articles/Photos*, which highlight the activities occurring on each team; and *Bulldog Briefing*, a monthly message from the Principal. \*Please note: ***The calendar / e-newsletter can also be found on the Gonzales Middle School website.***
- ***School Website (BlackBoard) / Gonzales Middle School Mighty Bulldogs Facebook Page*** —Upon enrollment at Gonzales Middle School, students and parents are given a BlackBoard activation code. Using this code, they are able to establish a log-in name and password, which enables them to visit the Gonzales Middle School website / Facebook page in order to view the student's class assignments, grades, important school information, and school calendar.
- ***E-mail***—All Gonzales Middle School staff can be reached through their e-mail address (first.name.lastname@apsb.org). Parents and students are encouraged to e-mail staff for school-related issues whenever possible. \*Please note: ***Parents who do not receive an e-mail response or phone call from the staff member within 24 hours are to contact the Principal/Assistant Principal for further assistance.***
- ***Parent Conference***—Parent conferences can either be initiated by the parent or by Gonzales Middle School staff. Parents who wish to communicate with Gonzales Middle School staff either through a telephone conference or a face-to-face conference are to call school to set up the conference or e-mail the staff member(s) with whom the conference will be. The conference will be scheduled in a timely manner in order to accommodate everyone's schedule. \*Please note: ***Gonzales Middle School teachers meet with parents as a team, not as individuals. Parents who wish for the Principal or Assistant Principal to be present during a conference may make that request when scheduling the conference.***

### ***\*\*Attendance\*\****

#### ***Attendance Policy***

Students from their seventh to eighteenth birthdays shall attend a public or private day school or participate in an approved home study program. Schools shall administer attendance regulations in accordance with state and locally adopted policies. \*Please note: ***Students shall be in attendance a minimum of 170 out of 180 school days.***

Student absences are considered excused for the following reasons:

- Death of an immediate family member (validated by an obituary)
- Illness or medical appointment (validated by a doctor's excuse)
- Legal proceedings (validated by a court-issued excuse)
- Other emergency deemed excused by the Principal
- Participation in a school-sponsored event.

Students who are suspended out-of-school receive unexcused absences for each day of the suspension. Students will not be excused from school to work on any job (including agriculture and domestic service), even in their own homes or for their own parents or tutors. Students who skip school will be considered truant and reported to the truancy officer: ***APSB Truancy Contact: 225-391-7198.***

\*Please note: ***When a student has missed 10 days of school, the parent must contact the Principal to ask for consideration of extenuating circumstances (outlined below).***

The only exception to the attendance regulation shall be the delineated extenuating circumstances that are verified by the Supervisor or Child Welfare and Attendance:

- Extended personal, physical, or emotional illness as verified by a physician
- Extended hospital stay as verified by a physician
- Extended contagious disease within a family as verified by a physician
- Extended recuperation from an accident as verified by a physician
- Prior school system approved travel for education, death in immediate family, legal proceedings, natural catastrophe and/or disaster.

For any other extenuating circumstances, parents must make a formal appeal in accordance with the due process procedures established by the local education authority.

***Morning and Afternoon Tardies***

Students who are brought to school **after the 7:23 a.m. tardy bell** are to be signed in by an adult in the front office.

**\*Please note: Any student who reports to the office after the 7:23 a.m. 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.**

No students will be dismissed from school **within the last 30 minutes of the school day** without a valid excuse, or this will be considered an unexcused tardy. An unexcused tardy will result in a student not being allowed to make up work missed. **(From Student Rights and Responsibilities Discipline and Policy Handbook)**

Student tardies are considered **excused** for the following reasons:

- Death of an immediate family member (validated by an obituary)
- Illness or medical appointment (validated by a doctor's excuse)
- Legal proceedings (validated by a court-issued excuse)
- Other emergency deemed excused by the Principal
- Participation in a 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 by any person checking a student out of school. **\*Please note: The adult must be listed on the student's information sheet in order to check the student out of school.**

**Three** unexcused tardies (either to school or to class) will result in the student receiving one day of After-School Behavior Clinic. **Sixteen** unexcused tardies (either to school or to class) will result in the student receiving a Friday Detention.

***\*\*Academics\*\****  
***Grading Scale***

Students are graded in all classes according to the following grading scale:

93-100	A	4 quality points
86-92	B	3 quality points
75-85	C	2 quality points
67-74	D	1 quality points
0-66	F	0 quality points

A student is required to **earn at least four (4) quality points** in a subject in order to pass the subject for the year. Two (2) of the four (4) points must be earned **during the second semester** (third and fourth nine weeks). A student who fails two major subjects or one major subject and two minor subjects fails the grade for the year and will not be promoted to the next grade unless he/she earns passing grades during academic summer school.

***Major/Minor Subjects***

<b><i>MAJOR SUBJECTS</i></b>		<b><i>MINOR SUBJECTS</i></b>	
*Language Arts	*Mathematics / Algebra I	*Elective	*Physical Education
*Science	*Social Studies		

### **Physical Education**

All students are required to take Physical Education every year. Students report to their physical education class every other day (either "A" Day or "B" Day, depending upon their schedule). Students begin each PE class by reciting the *Bulldog Creed* as follows:

*I will be a good sport at all times. I will conduct myself with decency and honesty. I will do my best to get along with others and have pride in myself. I will put forth my best effort in all competition and always compete fairly.  
I will walk tall; talk tall; and stand tall!*

### **Physical Education Dress-Out Policy**

1. Students will be given one dress-out grade each nine weeks as one of the nine grades assigned. Five (5) Points will be deducted from the student's dress-out grade each time he/she does not dress for class.
2. Students must dress out in the Gonzales Middle School required PE uniform during Physical Education class (can be purchased for \$26 from the PE teachers):
  - a. T-shirt (\$13) - Official Gonzales Middle School gold PE shirt with the student's first and last name on the front.  
(The shirt must remain tucked inside of the shorts at all times.)
  - b. Shorts (\$13) - Official Gonzales Middle School green PE shorts with student's first and last name on the front.
  - c. Socks - White or black athletic socks that are **readily visible** (Socks worn in a pulled-down manner as to make them not visible will result in a non-dress.)
  - d. Shoes - Athletic shoes only (Hiking shoes are not permitted. Shoes are to remain tied at all times in accordance with the parish dress code.)
  - e. Jewelry of any type is not permitted. (Students wearing jewelry will receive a non-dress.)
3. Students may not wear sweatshirts or sweatpants of any kind over the P.E. uniform, unless advised by the PE department staff.
4. Students wearing all or part of a uniform **other than their own** (regardless if another student allowed it) will be considered as wearing stolen property and will receive a non-dress, as well as a behavior referral for possession of another student's property.
5. Each time a student does not dress out, he/she will be given a written or physical assignment to be completed during PE class. Failure to complete the assignment will result in an office referral for willful disobedience.
6. Non-Dress Procedures (during a nine-weeks period):
  - a. **Non-Dress #1—student will receive a warning**
  - b. **Non-Dress #2—student will receive a second warning**
  - c. **Non-Dress #3—PE teacher will make a parent contact**
  - d. **Non-Dress #4—student will receive an infraction**

### **Locker Room and Gym Procedures**

1. Students must proceed directly to the locker rooms according to the procedures set forth by the P.E teachers and enter in a quiet and orderly manner.
2. Students will be assigned a PE locker in one of the PE locker rooms. Only one student will be allowed to use a locker--no exceptions. Students must have a combination lock on their locker at all times. \*Please note: Students will receive a daily infraction until they comply with having a lock on their locker.
3. **Gonzales Middle School and the physical education staff are not responsible for lost or stolen items that were either not locked in a locker or left in an unlocked locker.**
4. Students are responsible for keeping locker rooms clean and are expected to flush toilets/urinals after each use.
5. For safety reasons, gum chewing is not allowed; the use of **hand/body lotions** and/or **aerosol spray of any kind** is not allowed.
6. Students are not allowed to touch another student's belongings in or out of the locker room. Any student found to be in possession of another student's property will receive a behavior referral.
7. At no time during class are students allowed outside of their class area without the PE teacher's permission. Students will sit in their designated class area at all times. No student will be allowed to use the restroom and / or get water once they leave the locker room.
8. Students who present a doctor's excuse to their PE teacher will be excused from participating in class activities for the period of time specified on the excuse. \*Please note: **A written note from a parent will excuse the student from participating for one day of physical education class only.**
9. A student must dress out for PE class **even if he/she cannot participate.**

### **Electives**

Students report to their elective class every other day (either "A" Day or "B" Day, depending upon their schedule). Students will be assigned to an elective based upon their interest in the elective and/or their previous standardized test scores.

**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 to 4.0 GPA (No "C's" allowed)

**Distinguished Student's List:** 3.0 to 3.60 GPA (Only 1 "C" allowed) or 3.61 and above GPA (with 1 "C")

**Nine Weeks Exams, Interim Reports, and Report Cards  
(These are tentative dates and are subject to change)**

	<i>End of Nine Weeks</i>	<i>Interim Reports Sent Home With Students</i>	<i>Report Cards Sent Home With Students</i>
<i>First Nine Weeks</i>	October 10, 2018	September 10, 2018	October 22, 2018
<i>Second Nine Weeks</i>	December 21, 2018	November 16, 2018	January 11, 2019
<i>Third Nine Weeks</i>	March 14, 2019	February 8, 2019	March 25, 2019
<i>Fourth Nine Weeks</i>	May 23, 2019	April 12, 2019	May 24, 2019 (Report Cards Mailed Home)

**\*\*Positive Behavioral Interventions and Supports (PBIS)\*\***

Gonzales Middle School has implemented a system of teaching the students school wide expectations and rewarding them with incentives known as Positive Behavioral Interventions and Supports. Students who behave appropriately and abide by the school rules will receive Bulldog Bucks which can be used to "purchase" rewards and privileges. Students will be introduced to the school wide expectations during the first week of school, and they will be reinforced daily.

**School Wide Expectations**

	<b>Be Positive</b>	<b>Be Prepared</b>	<b>Be Respectful</b>	<b>Be Safe &amp; Orderly</b>
<b>Classroom</b>	<ul style="list-style-type: none"> <li>Greet teachers at the door as you enter class</li> <li>Choose a positive attitude</li> <li>Make good choices</li> <li>Give your best effort</li> </ul>	<ul style="list-style-type: none"> <li>Prepare immediately for the lesson</li> <li>Do not ask to leave the room for any reason at the beginning of class</li> </ul>	<ul style="list-style-type: none"> <li>Be alert for signals from the teacher at the appropriate times; at the signal, respond and become immediately focused on the teacher</li> <li>Be an active listener and participant</li> </ul>	<ul style="list-style-type: none"> <li>Enter classrooms orderly and quietly</li> <li>At dismissal time for each class, remain seated and quiet; the teacher will lead you to your next class</li> </ul>
<b>Hallway</b>	<ul style="list-style-type: none"> <li>Choose a positive attitude</li> <li>Make good choices</li> </ul>	<ul style="list-style-type: none"> <li>Have all materials needed for next class</li> <li>You must have a hall pass to leave the classroom</li> </ul>	<ul style="list-style-type: none"> <li>When on errands to another class:                             <ul style="list-style-type: none"> <li>Knock &amp; wait for permission from the teacher to enter the room</li> <li>Direct questions, comments and requests <u>only</u> to the teacher</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>Line up quietly and orderly against the designated wall during change of classes</li> <li>Keep hands, feet and objects to self</li> </ul>
<b>Cafeteria</b>	<ul style="list-style-type: none"> <li>Choose a positive attitude</li> <li>Make good choices</li> </ul>	<ul style="list-style-type: none"> <li>Know lunch number and have payment ready</li> </ul>	<ul style="list-style-type: none"> <li>Say "Please" and "Thank You"</li> <li>Empty food trays in the garbage can and place them properly on the cart</li> </ul>	<ul style="list-style-type: none"> <li>Your teacher will escort your class;</li> <li>Use a moderate voice in the cafeteria and at recess</li> <li>Avoid extremes in behavior (screaming, pushing, shoving, running, etc.)</li> </ul>

<b>Bathroom</b>	<ul style="list-style-type: none"> <li>Choose a positive attitude</li> <li>Make good choices</li> </ul>	<ul style="list-style-type: none"> <li>Use facilities at appropriate times and in the appropriate way</li> </ul>	<ul style="list-style-type: none"> <li>Dispose of all materials Properly</li> </ul>	<ul style="list-style-type: none"> <li>Avoid all loud and boisterous behavior</li> <li>Do not stand around, visit, or wait for others</li> <li>Report any problems</li> </ul>
<b>Bus</b>	<ul style="list-style-type: none"> <li>Choose a positive attitude</li> <li>Make good choices</li> </ul>	<ul style="list-style-type: none"> <li>Be at the bus stop 15 minutes prior to pick-up time</li> <li>Have all school/home materials packed and ready for when the bus arrives</li> </ul>	<ul style="list-style-type: none"> <li>Keep the bus clean and sanitary</li> <li>Obey bus driver directions</li> <li>Always sit in assigned seat</li> </ul>	<ul style="list-style-type: none"> <li>Refrain from eating and/or drinking</li> <li>Sit quietly and face the front</li> <li>Keep arms, head, and/or objects inside the bus</li> <li>Remain seated when the bus is in motion</li> <li>Avoid throwing anything out of the bus window or within the bus</li> <li>Get on and off the bus at the assigned bus stop only</li> </ul>
<b>Library</b>	<ul style="list-style-type: none"> <li>Greet librarian and library clerk at the door as you enter the library.</li> <li>Be appreciative of the resources available.</li> <li>Choose a positive attitude.</li> <li>Make good choices.</li> </ul>	<ul style="list-style-type: none"> <li>Bring all materials that may be needed.</li> <li>Return all library books by the due date.</li> <li>Get a pass from a duty teacher to enter the library at lunch.</li> </ul>	<ul style="list-style-type: none"> <li>Be alert for signals from the librarian and library clerk at appropriate times; at the signal, respond and become immediately focused on them.</li> <li>Be an active listener and participant.</li> <li>Handle books, materials, and equipment with care.</li> <li>Food and drinks are not allowed in the library.</li> </ul>	<ul style="list-style-type: none"> <li>Enter the library orderly and quietly.</li> <li>At dismissal time, remain seated and quiet; your teacher will lead you out of the library.</li> </ul>
<b>Assembly</b>	<ul style="list-style-type: none"> <li>Choose a positive attitude.</li> <li>Make good choices.</li> </ul>	<ul style="list-style-type: none"> <li>Arrive on time.</li> </ul>	<ul style="list-style-type: none"> <li>Remain quiet and attentive.</li> <li>Actively participate when asked.</li> <li>Applaud when appropriate.</li> </ul>	<ul style="list-style-type: none"> <li>Enter and exit gym in quiet and orderly manner.</li> <li>Refrain from eating and chewing gum.</li> <li>Sit in designated area.</li> <li>Keep hands, feet, and objects to self.</li> <li>Remain seated until dismissed.</li> </ul>

### ***Student Golden Ticket (Subject To Change)***

Students who follow the school wide expectations and/or choose to make the right choices throughout the school day may be rewarded with **Bulldog Bucks**. These bucks can be redeemed once per week through the purchase of the **Gonzales Middle School Student Golden Ticket**. (Sample Golden Ticket Rewards listed below)

<b><u>Friday Rewards</u></b>
<ul style="list-style-type: none"> <li>Wear any socks (10)</li> <li>Untuck your shirt (10)</li> <li>Drink bottled water</li> <li>One core (10) All cores (40)</li> <li>Wear jeans (20)</li> <li>Wear any shirt (20)</li> <li>Wear jewelry (20)</li> <li>Wear any jacket / sweatshirt (20)</li> <li>Wear a hat (20)</li> <li>Eat lunch with a friend (20)</li> </ul>

<b><u>Anytime Rewards</u></b>
<ul style="list-style-type: none"> <li>Three (3) bonus points on a test (20)</li> <li>Buy back one (1) infraction (20)</li> <li>Buy back one (1) dress code citation (30)</li> <li>Free Homework Pass (30)</li> <li>Buy back one (1) tardy (50)</li> <li>Bathroom Pass (50)</li> <li>Free admission to a home game (100)</li> <li>Buy back one (1) day of ASBC (100)</li> <li>Buy back one (1) Friday Detention (500)</li> </ul>

### ***Bulldog Brag Report***

Students who follow the school wide expectations and/or choose to make the right choices academically and socially throughout the school day may be recognized with a Bulldog Brag Report. Staff members write Bulldog Brag Reports on a regular basis in order to publicly recognize students for their positive actions.

Upon receipt of a Bulldog Brag Report, a copy of the report and Bulldog Bucks are given to the student. In the days following the processing of the Bulldog Brag Report, the Principal/Assistant Principal announces the student's name and the reason for the Bulldog Brag Report during morning announcements.

### **Minor Infractions**

Students who commit *minor classroom infractions* will receive a consequence according to the following:

- **First Infraction:** Teacher will notify student and will record infraction for specific behavior on infraction chart. Teacher will contact the student's parent / guardian.
- **Second Infraction:** Teacher will notify student and will record infraction for specific behavior on infraction chart. Student will complete **Bulldog Reflection**.
- **Third Infraction:** Teacher will notify student and will record infraction for specific behavior on infraction chart. Teacher will contact the student's parent / guardian.
- **Fourth Infraction:** Teacher will notify student and will write a behavior referral (listing the four infraction dates and the teacher who issued them). Teacher will contact the student's parent / guardian.

### **Major Infractions**

Students who commit major classroom/campus infractions will automatically receive a behavior referral and one or more of the following consequences:

<i>Offense</i>	<i>Possible Consequence</i>
Accumulation of 4 or more minor infractions	25 points
Accumulation of 12 dress code citations	25 points
Accumulation of 3 unexcused tardies	1 Day After School Behavior Clinic
Accumulation of 16 unexcused tardies	Friday Detention
Being in an unauthorized area of campus	Friday Detention or Suspension
Defacing School Property	Cost/Clean Up + 25 points or Friday Detention or Suspension
Disrespect / Defying authority	25 points or Friday Detention or Suspension
Vandalism / Damage to school or others' property	Restitution + Suspension or Expulsion
Vulgar or indecent language / gestures / material	25 points or Friday Detention or Suspension
Fighting	Suspension
Hitting / Horse playing / Pushing / Shoving / Unnecessary roughness	25 points or Friday Detention or Suspension
Improper displays of affection (kissing/hugging/holding hands)	Friday Detention or Suspension
Instigating a fight or classroom / campus disturbance	Friday Detention or Suspension
Participation in major campus / classroom disturbance	Friday Detention or Suspension
Misrepresentation of signature / Making false statement to school authority	Friday Detention or Suspension
Possession of aerosol products	Confiscation + 25 points
Inappropriate use of electronic device / electronic game or toy / gambling paraphernalia / trading cards, etc.	Confiscation + \$10 parish-mandated fee paid to GoMS + 25 points or Friday Detention or Suspension
Refusal to give authority electronic device / electronic game or toy / gambling paraphernalia / trading cards, etc. upon request	\$10 parish-mandated fee paid to GoMS + Suspension
Possession or use of cigarettes / tobacco products / lighters / matches	Friday Detention or Suspension
Possession of another's belonging(s)	Suspension
Unauthorized buying / selling / trading of any item	Confiscation + Friday Detention or Suspension
Bullying / Harassment / Verbal abuse	Suspension or Expulsion
Violation of test regulations	Grade of "F" + 25 points
Waistband of pants worn too low, resulting in underwear or shorts being exposed	Friday Detention or Suspension

### **Respect of School Property**

In order to maintain the school building, school campus, and school buses to such a degree that students, staff, and patrons can feel pride in Gonzales Middle School, every individual must refrain from the following:

- Littering in the buildings, on school campus, on a school bus, or throwing litter from a bus window
- Marking/Writing/Defacing any school property
- Leaving trays, food, or garbage on the floor or tables in the cafeteria
- All aspects of vandalism to the school buildings, school campus, and school buses
- All theft of school property

Students who fail to show appropriate respect to school property are subject to disciplinary action by school officials, which may include one or more of the following:

- Cleaning up and/or repairing any damage done
- Payment of fines to cover repair of damage, replacement of property if beyond repair, and/or loss of property
- Friday Detention
- Suspension
- Recommendation for Expulsion from school



- Legal remedies if the severity of the student's behavior so warrants.

### ***Points System***

Students may be given **25 points** as a consequence for particular actions written on a discipline referral. As points accumulate in a student's discipline record, the following consequences will be given:

- First 50 points—***Two Days of After-School Behavior Clinic***
- Second 50 points—***Friday Detention***
- Third 50 points—***Suspension***
- Fourth 50 points—***Friday Detention***
- Fifth 50 points—***Suspension***
- Sixth 50 points—***Suspension***

\*Please note: ***Students who do not receive a Suspension during the first semester will have any points erased from their discipline record at the end of the semester.***

### ***Mandatory Expulsions***

Students will be automatically recommended for expulsion for the following:

- ***Alcohol/Drugs***—Possession of, or knowledge of and intentional distribution, or possession with intent to distribute any illegal drug or substance on school property.
- ***Bullying***
- ***Criminal conviction***—The conviction of a student or incarceration of a student in a juvenile institution for any act defined as a felony had an adult committed such acts may be cause for expulsion.
- ***Firearms***—Possession of a firearm on school property or a school bus or actual possession at a school-sponsored event.
- ***Knife or dangerous instrumentality***—Possession of a knife, the blade of which equals or exceeds two inches in length or other dangerous instrumentality.
- ***Suspensions***—Accumulation of four suspensions (In-School Suspensions and Out-of-School Suspensions)

### ***After-School Behavior Clinic***

Students assigned to After-School Behavior Clinic will report to ISSP in the front office immediately after school. A parent or designee must sign the student out in the front office promptly at 3:30 p.m.

### ***Friday Detention***

Friday Detention is held from 2:30 p.m. until 6:30 p.m. A parent or designee must sign the student out in the front office promptly at 6:30 p.m.

Friday Detention may be assigned in lieu of a suspension to a student who has committed a certain offense. Offenses such as fighting, extreme disrespect, and theft will not be considered for Friday Detention. Friday Detention will be rescheduled for a student for extenuating circumstances (death in family, serious illness as documented by a doctor's excuse, family emergency, etc.)

Student Expectations for Friday Detention:

- Follow all school rules regarding behavior.
- Follow all school rules regarding dress code.

\*Please note: ***Failure to serve a Friday Detention may result in a Suspension.***

### ***In-School Suspension Program (ISSP) Guidelines***

The Administration of Gonzales Middle School has established a set of guidelines to be implemented for the 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 front office and sign the student out in the front office promptly at 2:00 p.m.

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

\*Please note: ***Students who are given ISSP are not allowed to participate in or attend any extracurricular or after-hours school activity on any day that they are suspended.*** \*Please note: ***In-School Suspension counts as a suspension towards expulsion.***

If a student given ISSP is unable to attend school due to illness or other 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.***

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

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 extracurricular or after-hours 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 will review the contract with the student and parent, 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 of Supervision of Medication at School*** 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 Staff includes the Guidance Counselor, School Building Level Committee (SBLC) Facilitator, and Guidance Clerk.

The Guidance Department is responsible for Attendance, Counseling, Enrollment/Withdrawals, Grades, School Building Level Committee (SBLC) coordination, Standardized Testing, and Student Records. Students also receive Behavior Coaching, Mentoring, and Mediation through the guidance department.

Students and parents who have concerns about academic progress, interpersonal skills, adjustment problems, depression, decision making, death, divorce, physical and sexual abuse, and/or suicide are encouraged to make an appointment with the guidance counselor. The guidance counselor also provides information about available outside resources to parents and students.

#### ***Illness/Injury at School***

If a student becomes ill at school or is injured, the school will notify the parent and apply simple first aid only (Ex. Band-aids, ice, etc.). The parent will determine whether or not the student will remain at school.

#### ***Library***

The library is open from 7:05 a.m. to 2:30 p.m. daily. A student who wishes to report to the library during class time must obtain permission from a staff member. During lunch recess, students may obtain a library pass from the duty teacher in order to go into the library. Students are expected to behave in the library in the same manner in which they behave in the classroom. ***No food or drink is allowed in the library.***

Textbooks are checked out to students through the library. If a student does not receive a textbook to bring home for a particular core class, the student will have access to the textbook in the classroom. Students who owe for lost or damaged textbooks may not receive their report cards until the book(s) is returned and/or the balance is paid.

Students may check out library books for a two-week period. Students with overdue books may not check out more books until the books are returned. **\*Please note: *Students who owe for lost or overdue books may not receive their report cards until the book(s) is returned and/or the balance is paid.***

### ***Lost and Found***

The ***Lost and Found*** is located in the front office. In the event that a student loses a personal belonging, the student should check the Lost and Found before school or during the lunch shift. Students should label all articles of clothing and personal belongings in order to allow easy identification and safe return in the event that their item becomes lost. Any items in the Lost and Found that are unclaimed at the end of each school year will be sent to the local Fellowship Center.

### ***Telephone Use***

A student may use the telephone for ***emergencies only***. No student will be allowed to use the telephone without the written permission of a staff member. If a student is leaving school, he/she must wait in the classroom and will be called to the front office when an adult on the student's checkout list comes to check the student out. \*Please note: ***Any adult who signs a student out of school must come into the front office, present a picture ID, and sign the student out.***

### ***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 the classroom. \*Please note: ***Any parent bringing an item to a student must bring the item (with the student's name on it) to the front office. The student will then be called to the front office to pick up the item.***

### ***\*\*Fees\*\****

#### ***Online Payments***

Parents have the option to pay various fees, as well as lunch money, using Gonzales Middle School's ***Online Payment System***. The system can be accessed at [osp.osmsinc.com/ascensionLA](http://osp.osmsinc.com/ascensionLA)

#### ***Field Trips***

Students may participate in field trips throughout the year as a means to enhance their educational experience and participation is strictly voluntary. \*Please note: ***Once students pay a field trip fee, it may not be refunded.***

#### ***Fundraisers***

Students may be given the opportunity to participate in various fundraisers throughout the school year. Participation is strictly voluntary. \*Please note: ***Students are not allowed to raise funds for outside groups/organizations on campus.***

#### ***NSF Checks***

Gonzales Middle School accepts personal checks as a form of payment for fees, lunch money, fundraiser items, etc. If a check is returned from the bank for any reason, it will be sent to a collection agency contracted by Ascension Parish School Board. \*Please note: ***Gonzales Middle School does not have authority over the collection of the funds once a case is referred to the agency.***

### ***\*\*Transportation\*\****

#### ***Morning/Afternoon Car Riders***

Parents of students who are car riders must sign a permission form and return it to the front office, where it will be kept on file until the end of the school year. Students who are not regular car riders must bring a note to the front office before school on the date that the written request is made. The Principal/Assistant Principal must approve the request before the student will be allowed to leave campus as a car rider.

Morning car riders are to be dropped off at the sidewalk that borders the side parking lot off of South Darla Street ***beginning at 7:05 a.m. until 7:20 a.m. (Tardy Bell rings at 7:23 a.m.)*** The duty teachers who direct the car line let the drivers know when they can move forward in the line and when the students can exit the vehicle. \*Please note: ***Once the tardy bell rings at 7:23 a.m., the duty teachers will direct the drivers to drive the students to the front office where they must be signed in as tardy.***

Afternoon car riders are to be picked up at the sidewalk that borders the side parking lot off of South Darla Street ***between 2:30 p.m. and 2:40 p.m.*** Any student who is not picked up by 2:40 p.m. will be escorted by the duty teachers to the front office where he/she will remain until someone arrives to pick him/her up. \*Please note: ***Students who are picked up after 2:40 p.m. on a consistent basis will not be allowed to be car riders.***

### ***Walkers/Bicycle Riders***

Parents of students who walk/ride a bicycle to school **MUST** sign a permission form and return it to the front office. Once the form is returned to the office and approved by the Principal/Assistant Principal, the student's name will be added to the Walker/Bicycle Rider roster that the afternoon duty teachers use each afternoon as they dismiss the students off of campus.

No bicycles will be ridden on campus. Students are to ride their bicycles to the front gate bicycle rack and chain them to the rack.

**\*Please note: *Only students whose names appear on the Walker/Bicycle Rider roster will be given permission to walk/ride a bicycle off of campus.***

### ***School Bus Riders***

The school bus is an extension of the classroom; therefore, all school rules apply on the school bus. Students are expected to behave on the school bus in the same manner in which they behave in the classroom. Students who ride the bus are to recognize that they are under school authority from the time they arrive at the bus stop in the morning until they return home in the afternoon, as well as when they ride a bus on a school-sponsored trip.

Bus drivers will issue infraction and write behavior referrals when students do not comply with rules. Students who do not behave appropriately on the school bus will receive a consequence.

It is the duty of the parents and student to ensure that the student is at the designated bus stop on time. (Please allow a 15-minute window of time before or after the regular scheduled time for possible traffic/unforeseen circumstances, etc.) Bus drivers are not allowed to wait for children who are not at the bus stop nor are they allowed to have conferences with parents at the bus stop. Parents are encouraged to call the Assistant Principal to discuss any bus issues and/or to schedule a conference with the bus driver.

***Students who must ride a different bus to and/or from school must bring a written request from home*** that includes the date, the student's name, the name of the student with whom the student will ride the bus, phone numbers where both parties can be reached for verification, and the parent's signature. The note must be brought to the front office ***before school*** on the date that the written request is made. **\*Please note: *Permission for the student to ride a different bus will only be given if both parties can be contacted and if there is space available on the bus.***

### ***\*\*Extracurricular Activities\*\****

All students are encouraged to participate in and / or attend various extracurricular activities throughout the school year.

Any student removed from an extracurricular activity may be prohibited from attending any other school function until authorized otherwise by the Principal.

**\*Please note: *Students who participate in or attend extracurricular activities must be picked up within 15 minutes after an 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.***

### ***\*\*Athletics\*\****

Students in 7<sup>th</sup> and 8<sup>th</sup> grade may choose to try-out for (current physical and minimum 2.0 grade point average required) and participate in the following organized sports at Gonzales Middle School include:

- Cheerleader / Mascot
- Dance Team
- Boys Football
- Boys / Girls Basketball
- Boys / Girls Soccer
- Boys / Girls Track
- Girls Volleyball

In order to participate in athletics or cheerleading, a student must maintain a minimum 2.0 grade point average 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.

**\*Please note: *Students who participate in athletics must be picked up within 15 minutes after an activity ends. If the student is picked up after the time allotted, the student may not be allowed to participate in the activities unless accompanied by a parent.***

### ***\*\*Clubs\*\****

All students who meet the necessary requirements may choose to participate in the following clubs at Gonzales Middle School:

- 4-H Club (6<sup>th</sup>, 7<sup>th</sup>, and 8<sup>th</sup> Grade Students)
- Bulldog Bards Drama Club (6<sup>th</sup>, 7<sup>th</sup>, and 8<sup>th</sup> Grade Students)
- Bulldog Art Maniacs (BAM) Club (6<sup>th</sup>, 7<sup>th</sup>, and 8<sup>th</sup> Grade Students)
- Fellowship of Christian Athletes (6<sup>th</sup>, 7<sup>th</sup>, and 8<sup>th</sup> Grade Students)
- Game Dawgs (6<sup>th</sup>, 7<sup>th</sup>, and 8<sup>th</sup> Grade Students)

- Junior Beta Club (6<sup>th</sup>, 7<sup>th</sup>, and 8<sup>th</sup> Grade Students Who Meet Certain Criteria)
- Science, Technology, Engineering, and Math (STEM) Club (6<sup>th</sup>, 7<sup>th</sup>, and 8<sup>th</sup> Grade Students)

Students who are members of a club must abide by the stated rules of the organization. The Sponsor and/or Principal may remove a student from a club for any serious offense committed by that student.

\*Please note: *Students who participate in club activities must be picked up within 15 minutes after an activity ends. If the student is picked up after the time allotted, the student may not be allowed to participate in the activities unless accompanied by a parent.*

### **\*\*Standardized 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 students who do 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.*

### **Dress Code Citation**

(Students receive a copy of each Dress Code Citation they receive from their homeroom teacher once the citation is processed by the front office.)

<b>Dress Code Citations</b>			
Body Art/Drawings or Writing on Body (Permanent/Temporary)	Capris/Pants/Shorts/Skirts—Improper		
Belt—Improper	Capris/Pants/Shorts/Skirts—Worn inappropriately		
Belt—None worn with bottoms with belt loops	Shirt/Undershirt—Improper		
Belt—Worn inappropriately	Shirt/Undershirt—Worn inappropriately		
Footwear—Improper	Socks—Improper (must be white, black, khaki, navy)		
Footwear—Worn inappropriately	Socks—Worn inappropriately		
Hair Style—Improper			
Hair Color—Improper			
Head Gear—Improper	Other _____		
Head Gear—Worn inappropriately			
Jacket/Sweatshirt/Sweater—Improper			
Jacket/Sweatshirt/Sweater—Worn Inappropriately			
Jewelry—Improper			
Jewelry—Worn inappropriately			
<b>Dress Code Citation Consequences:</b>			
<b>First Accumulation</b>	<b>Second Accumulation</b>	<b>Third Accumulation</b>	<b>Fourth Accumulation</b>
1. Warning #1	4. Warning #1	7. Warning #1	10. Warning #1
2. Warning #2	5. Warning #2	8. Warning #2	11. Warning #2
3. Parent Contact	6. Parent Contact	9. 2 Days After-School Behavior Clinic	12. Friday Detention

### **Dress Code for Dress Down Days / Extracurricular Events**

*Students must adhere to the following guidelines on Dress Down Days and when participating in Extracurricular Events:*

1. No clothing / jeans that are frayed, torn, ripped, or with holes allowed.
2. No tights, tight-fitting leggings, stirrup pants, bicycle pants, or tight-fitting jeans, pants or shorts allowed.
3. No trench coats allowed.
4. No hip huggers, low riders, or pajama pants allowed. Pants and shorts must be worn at the waist.
5. No hats, caps, visors, bandanas not worn as headbands, or stocking caps allowed.
6. No sunglasses or non-prescription eyeglasses allowed.
7. No camouflage of any color allowed.
8. No clothing or accessories with inappropriate decorations or advertisements allowed. This includes, but is not limited to, any item that depicts a cult, gang, death (including skull/crossbones), suicide, violence, drugs, alcohol, tobacco, ethnic bias, or sexually suggestive topics.
9. No extreme hairstyles or extreme hair colors allowed.

10. Footwear must be worn at all times. No flip-flops, slippers, or backless sandals allowed.
11. GoMS PE Uniform cannot be worn.
12. Shorts, skirts, and culottes must be no shorter than "fingertip" length and must be worn appropriately. No cut-offs, bicycle shorts, or tutu skirts allowed.
13. Shirts and blouses must cover the top of the shoulder. No tank tops, muscle shirts, transparent shirts, see-through shirts, crop tops, halter tops, shirts with spaghetti straps, or strapless garments allowed. Cleavage, midriffs, belly buttons, and stomachs must be covered at all times.
14. Garments must be worn as designed. Clothing may not be worn inside out and/or backwards.

\*Please note: *Students not adhering to the dress code for Dress Down Days will call home for their uniform and may not be allowed to participate in future Dress Down Days. Students not adhering to the dress code when participating in extracurricular activities will be sent home immediately.*

**\*\*Meal Program\*\***

\*Please note: *Students in grades 6-12 who pay for meals are not allowed to charge breakfast or lunch. In order to be served a meal, the student must have the money in-hand on in their lunch account.*

Free lunch applications are made available to parents at Bulldog Bash and are sent home with students on the first day of school. Parents must complete a lunch application each year for each student wishing to apply for free/reduced lunch and return it to the cafeteria manager in a timely manner. \*Please note: *Parents are required to pay for meals until free/reduced lunch is approved for each child.*

Gonzales Middle School uses the *Touch-and-Go System* for tracking student meals. This system offers increased security and reduces errors, as well as increased efficiency, in the cafeteria.

*Breakfast is available for students every morning from 7:05 a.m. to 7:15 a.m.* Students who are bicycle riders/car riders/walkers must enter the cafeteria by 7:10 a.m. in order to eat breakfast. \*Please note: *Students who arrive on a late bus and wish to eat breakfast will be escorted by the bus driver to the cafeteria to eat breakfast.*

<i>Ascension Parish School Board Child Nutrition Program Meal Prices 2018 - 2019</i>	
Breakfast (Reduced)	\$0.30
Breakfast (Full)	\$1.30
Breakfast (Visitor)	\$2.30
Second Breakfast	\$2.05
Middle School Lunch (Reduced)	\$0.40
Middle School Lunch (Full)	\$2.35
Lunch (Visitor)	\$4.10
Second Lunch	\$3.85
<i>Extras</i>	
Milk	\$0.50
Juice	\$0.30

**\*\*Emergency Preparedness\*\***

Gonzales Middle School has an *Crisis Management Plan* in place that addresses a variety of emergency situations. Throughout the school year, students and staff may partake in various drills related to the following emergency situations:

- Chemical Spill
- Fire
- Intruder on Campus
- Medical Emergency
- Natural Disaster
- Threat of Any Type
- Weapon on Campus
- Weather

Parents who wish to view the entire Gonzales Middle School Crisis Management Plan are encouraged to make an appointment with the Assistant Principal in order to do so.