

Grand Caillou Middle School

2023-2024

Student Handbook



Principal: Jami Cavalier

Intervention Content Leader: Kierston Perro

Interventionist: Holly Hebert

School Colors: Royal Blue and Gold

School Address: 2161 Grand Caillou Road
Houma, LA 70363

Grades Served: 5th thru 8th

School Website: Visit www.tpsd.org to find the new GCM website information.

School Facebook: <https://facebook.com/GrandCaillouMiddleSchool>

Assistant Principal: Erin Pitre

Counselor: Lyndell Stove

School Mascot: Wildcat

School Fax: 985-876-7279

School Phone: 985-303-4844

School Hours: 7:20 am - 2:30 pm

Welcome Students and Families,

Grand Caillou Middle School faculty and staff would like to welcome you to a new school year. This student handbook has been designed as a means of providing you with a guide to the TPSD and GCM's policies and procedures. It is very important that you and your child are aware of the rules, regulations, policies, procedures, and laws of the school, Terrebonne Parish, and the state of Louisiana. Each child's health, safety, and welfare are extremely important to us; therefore, we are asking that you read this book carefully and discuss it as a family.

Parental involvement and support are vital elements for student success. It is extremely important that there continues to be open communication between home and school. Should you need our assistance at any time during the year, please do not hesitate to contact a member of our faculty and staff. All faculty email addresses are listed on our school website. To request a printed copy of our Student Handbook, please call the office.

Vision: Grand Caillou Middle School will implement viable curriculum by analyzing data to provide learning opportunities for all students to be high school ready in preparation for college and careers.

Mission Statement: Engage, Educate, and Empower Every Student, Every Day

Positive Behavior Interventions and Supports (PBIS):



GCM Wildcats have
P. R. I. D. E.



Practice Responsibility Raise Expectations Interact Peacefully Dress Appropriately Expect to Learn

Academics

Report cards are issued four times per year. Students will be recognized for academic achievement based on the following grading scales:

Regular Grading Scale:

A 93-100%

B 92-85%

C 75-84%

D 67-74%

F 66% or below

Honors grading scale:

A 90-100%

B 80-89%

C 70-79%

D 60-69%

F 59% or below

In calculating nine weeks and session averages, letter grades are assigned the following values: A = 4 points, B = 3 points, C = 2 points, D = 1 point, F = 0 points. Students must earn at least 4 points in each major content area (ELA, Math, Science, Social Studies) to pass the course.

Student Progress Center (<https://www.tpsd.org/students-parents/spc>)

Parents/Guardians of children attending Terrebonne Parish Schools will be able to track their children's progress by connecting to the Student Progress Center. This website will allow a parent/guardian to check a child's attendance, grades, discipline, transcript, and state tests scores in "real time." As soon as data is entered on a student at school, it is available on the Student Progress Center. Per TPSD policy, Progress Reports and Report Cards will be shared with parents in the Student Progress Center. We will no longer send home printed copies, except by request. Instructions on accessing the SPC can be found at the link above.

Gradebook Codes Explained

- X - The student did not complete the assignment. If the assignment is not made up by the due date (assigned by teacher or 5 days after returning from an absence), the X will remain and will count as an F when averaged with the other grades. If your phone number is provided to GCM, you will receive a text message and/or phone call when an X is entered for an assignment for your student.
- E - The student was excused from completing this assignment due to having an exempt, excused absence for an extended period of time. Excusal from assignments is at the teacher and administrator's discretion.

Make-Up Assignments

Students are allowed to make-up missed assignments and tests within five days of returning to school. Students with excessive excused absences may work out a make-up schedule for more time with their teachers. Only in extreme cases will more than one week be allowed to make-up work.

Arrival, Dismissal, & Transportation

Arrival

Parents may drop students off at GCMS no earlier than 7:10 am. Teachers and administrators assume supervisory duty positions at 7:10 am. So for student safety, no child should arrive at school prior to this time. Parents dropping students off in the morning should not pass buses in the parking lot. Parent drop off will occur after the buses have left.

Late Arrivals

If a student arrives after 7:20 am, an adult must bring them to the office to sign in and provide the reason for the late arrival.

Checking Out Before Dismissal

If you wish to sign your child out during the school day, the student will be called to the office upon your arrival. The parent or guardian must report to the office to complete the required sign-out information. If someone other than the parent or guardian needs to check the student out, the person must be listed on the child's documents in the office. Anyone checking out students must present a photo ID every time.

Dismissal

Bus riders are dismissed before car riders or students participating in afterschool activities. Car riders must be picked up no later than 2:40 pm. When a student must utilize an alternate means of transport home, the office must be notified in writing. The note must have a parent/ guardian signature and the date along with the alternate means of transportation.

Transportation

From the time the student leaves home until they return, they are under the protection and supervision of the school. Therefore all school rules must be adhered to on the bus. Students are mandated to ride their assigned buses at all times unless they have an approved note signed by the principal. Disciplinary Bus Referrals will be given for violations of the rules and unsafe behavior.

Regulations for students riding the buses include, but are not limited to:

Wait at your assigned bus stop.

Remain seated while the bus is moving.

Keep hands, arms and head inside windows.

All items should remain in school bags on the bus.

Enter or exit the bus only when at a complete stop.

Speak quietly on the bus.

Use appropriate language on the bus.

Respect people whom you pass on the route.

Center aisle should always remain clear.

Report any damage to the bus to your bus driver.

Attendance

Attendance Expectations

Students are expected to report to school each day and be in their assigned classes on time. Students must be in attendance for 167 days of instruction in order to receive credit for promotion. It is the responsibility of the student and his/her parents or guardians to provide written documentation of absences to the school office (doctor's note, court papers, parent letter). Excused absences include the following: medical appointments, court appearances, death of an immediate family member. All absences, tardies, early check outs and late arrivals count toward perfect attendance. Students who are absent cannot participate in school-sponsored activity/function or extracurricular activity on or off the school campus.

Early Check Outs

Early check outs are not encouraged for any reason other than student illness and/ or medical appointments. If you must check out your child, please report to the school office for assistance. We would appreciate if you do not check your child out of school after 2:15 pm due to bus traffic in the parking lot. For security reasons identification is required prior to checking out students. ALL persons checking out students will be asked for ID.

Types of Absences

The days absent for elementary and secondary school students shall include non-exempted excused absences, exempted excused absences, unexcused absences, and suspensions. For a detailed description of each type of absence, please view the TPSD Code of Conduct on the district's website under the heading Uniform Policy/Code of Conduct or on our school website. Excused absences include the following: medical appointments, court appearances, death of an immediate family member. All absences, tardies, early check outs and late arrivals count toward perfect attendance.

A student under suspension or expulsion is not allowed on any school campus without permission of the principal, nor can he/she attend or participate in any school-sponsored activity/function or extracurricular activity on or off the school campus.

Truancy Reduction Intervention Program (TRIP)

The Terrebonne Parish District Attorney Office and the Terrebonne Parish School Board have joined together and formed the Truancy Reduction Intervention Program (TRIP). This program is enforceable under Louisiana Revised Statute 17:221 which states, in part, that the responsibility for a child school attendance lies with the child's parent or legal guardian. With this in mind, please understand that if your child misses more than five (5) unexcused absences within a school semester, then you, as the parent/guardian, will be charged with improper supervision of a juvenile.

Bell Schedules

5th and 6th Grade

Time		Activity
7:10	7:20	Take In Time/Breakfast
7:20	7:30	Homeroom
7:30	10:08	1st Block (including elective class)
10:08	10:10	Transition to 2nd Block
10:10	10:35	2nd Block
10:35	10:37	Transition to Lunch
10:37	10:57	Lunch
10:57	11:12	Recess
11:12	11:14	Transition to Class
11:14	12:38	2nd Block continued
12:38	12:40	Transition to 3rd Block
12:40	2:27	3rd Block
2:27	2:30	Dismissal

7th and 8th Grade

Time		Activity
7:10	7:20	Take In Time/Breakfast
7:20	7:30	Homeroom
7:30	8:52	1st Block
8:52	8:54	Transition to 2nd Block
8:54	10:15	2nd Block
10:15	10:17	Transition to 3rd Block
10:17	11:13	3rd Block
11:13	11:15	Transition to Lunch
11:15	11:33	Lunch
11:33	11:48	Recess
11:48	11:50	Transition to Class
11:50	12:15	3rd Block continued
12:15	12:17	Transition to 4th Block
12:17	2:27	4th Block (including elective class)
2:27	2:30	Dismissal

2023 - 2024 TPSD School Calendar

For all versions of the TPSD School Calendar visit:

<https://www.tpsd.org/students-parents/school-calendars-current-year-information>

Terrebonne Parish School Board 2023–2024 School Calendar

Staff Development Day #1 (NO STUDENTS)	August 3 rd
Teachers (Records Day – NO STUDENTS)	August 4 th
First Day for Students	August 7 th
Labor Day Holiday	September 4 th
*Fall Break	October 12 th – 13 th
Staff Development Day #2 (NO STUDENTS)	October 16 th
*Thanksgiving Holidays	November 20 st – 24 th
Christmas Holidays	December 20 th – January 2 nd
Students Return to School	January 3 rd
Dr. Martin Luther King Day (Holiday)	January 15 th
Staff Development Day #3 (NO STUDENTS)	January 16 th
*Mardi Gras Holidays	February 12 th – 16 th
Easter Holidays	March 29 th – April 5 th
Last Day for Students	May 23 rd
Last Day for Teachers/Records Day	May 24 th

Beginning for the 2023-24 school year, all schools will add 10 instructional minutes to each day so that 5 days can be banked. The following schedule will be followed for make-up days:

Banked days used	Student end date	Teacher end date
0	May 16, 2024	May 17, 2024
1	May 17, 2024	May 20, 2024
2	May 20, 2024	May 21, 2024
3	May 21, 2024	May 22, 2024
4	May 22, 2024	May 23, 2024
5	May 23, 2024	May 24, 2024

If more than the 5-banked days are used, we will use the following: Fall make-up days will be Oct. 12, 2023, Oct. 13, 2023, and/or Nov. 20, 2023. If needed, Spring make-up days will be Feb. 15, 2024, and/or Feb. 16, 2024.

Behavior Expectations

Grand Caillou Middle School has adopted a plan for positive behavior intervention supports (PBIS). PBIS is the application of a behaviorally based system to promote appropriate and acceptable school behaviors. Attention is focused on creating and sustaining individual and school wide system of supports. The purpose of the PBIS program is to include all faculty, staff, and families in shaping student behavior. It is our belief that children are completely capable of learning appropriate behavior. We believe that this learned skill is worthy of our time and energy and pays dividends in increased instructional opportunities for our children.



GCM Wildcats have
P. R. I. D. E.



Practice Raise Interact Dress Expect
Responsibility Expectations Peacefully Appropriately to Learn

GCMS Wildcats are expected to show their PRIDE in all areas of our school.

There are many incentives and rewards students can earn by showing their PRIDE. Students have PRIDE cards they can use to earn signatures at the end of each class period. Those signatures earn students entrance to or participation in PBIS monthly events.

Cell Phone Policy

The use of cell phones or other electronic telecommunication devices (ipad, tablet, smart watch, AirPods, etc.) on campus is strictly prohibited. No student, unless authorized by the school principal or his/her designee, shall use or operate any electronic telecommunication device in any elementary or secondary school building, or on the grounds thereof or in any school bus used to transport public school students. A violation of these provisions may be grounds for disciplinary action, including but not limited to suspension from school. Nothing shall prohibit the use and operation by any person, including students, of any electronic telecommunication device in the event of an emergency. Emergency shall mean an actual or imminent threat of public health or safety which may result in loss of life, injury, or property damage.

Cell Phone Disciplinary Actions

- First Offense: Confiscate phone, Contact parent or guardian to pick up phone and sign the Electronic Device Disciplinary Contract, Loss of right to possess phone for 2 weeks, Possible disciplinary referral if the student does not turn over the phone when asked.
- Second Offense: Confiscate phone, Contact parent or guardian to pick up phone and sign the Electronic Device Disciplinary Contract, Loss of right to possess phone for 4 weeks, Possible disciplinary referral if the student does not turn over the phone when asked.
- Third Offense: Confiscate phone, Contact parent or guardian to pick up phone and sign the Electronic Device Disciplinary Contract, Loss of right to possess phone for remainder of school year. Possible disciplinary referral if the student does not turn over the phone when asked.
- Any additional offense will result in a major office referral.

Phones are never returned to the student. A parent or guardian must pick up the phone unless the student is emancipated or eighteen (18) years old.

Other offenses related to the use of cell phones will be subject to the appropriate disciplinary actions according to the offense, including but not limited to: Taking pictures with the phone, Cyberbullying, Cheating, Inappropriate pictures/videos taken and/or sent to others.

The School Board/school shall endeavor to protect the property but does not guarantee the safety of any personal item while on school property. Therefore, the School Board/school or any of its employees shall not be responsible for any personal items stolen or damaged on school premises or property or any school-sponsored event.

Student cell phones must be turned off completely and kept in their school bag all day. Each classroom will designate a “parking lot” where school bags will be stored after students get their materials needed for the class period. Teachers have a procedure for students taking out their materials and picking up their school bags for each class period. **If a student’s cell phone is kept anywhere besides their school bag, it will be confiscated and an adult will be required to pick it up.**

Dress Code

TPSD Mandatory School Uniforms Policy

The Terrebonne Parish School Board believes that a mandatory school uniform policy will provide a more secure school environment, promote an atmosphere for greater discipline, and increase learning opportunities for students by removing many of the distractions and connotations associated with various types of clothing. 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 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. Any substantial complaint concerning the dress code shall be dealt with by the school administration.

Middle School Boys Dress Code (4-8): White or royal blue shirt (oxford or knit with collar), uniform khaki pants, in khaki or black (pleated, not pleated, or cuff); shorts.

Middle School Girls Dress Code (4-8): White or royal blue shirt (oxford, knit or broadcloth with collar), uniform khaki pants, in khaki or black (pleated, not pleated, or cuff), pleated or straight skirt, shorts, skorts, or jumper.

Shirts: Shirts must be oxford, knit, or broadcloth with a collar. Shirts must be short or long-sleeved only. Sleeveless shirts are not allowed. Shirts can be white or royal blue. Turtlenecks are also allowed. They shall be white with no monograms, no name brands, and no logos. Turtlenecks shall be worn under a uniform shirt. GCM students can wear school-purchased spirit shirts every Wednesday for Wildcat Wednesdays. Students also have the opportunity to wear a non-uniform shirt each Monday if they have no major referrals during the previous week. Students can wear a spirit shirt or their favorite school-appropriate shirt.

Sweatshirts/Sweaters: Pullover hooded sweatshirts or long-sleeve sweatshirts/sweaters will be permitted. They should not contain offensive language or graphics. Appropriate emblems are at the discretion of the principal. Hoods may not be worn inside. Students who repeatedly violate the expectation of having their hood off in the building will no longer be allowed to wear hooded sweatshirts inside the building and will be asked to store the hooded garment in their school bag while inside.

Uniforms Style Pants: 5th - 8th grade students' uniform pants must be black or khaki in color. No jean material will be acceptable. Pants may have partial or full elastic at the waist (joggers are allowed, but not athletic pants, like Adidas or Nike, etc.). Pants must have straight legs. Jumpsuits, overalls, coveralls, and legging or jeggings are not allowed. Pants may be pleated/not pleated, cuffed/not cuffed. If pants have a belt loop, a belt must be worn. Shorts, capri, or full-length pants will be allowed. Shorts must conform to pants regulations and in grades 4-12 must be no shorter than five inches (5") from the knee when standing. The small discreet brand name, such as "Dockers," "Duckhead," etc. will be permitted.

Dress Code Continued

Dress Code Regulations

1. All students will wear the designated school uniform clothing as outlined in the uniform policy. All clothing must be worn as designed by manufacturer. (No tying outerwear around waist or neck.)
2. The wearing of uniforms which are oversized, baggy, sagging, or extremely tight fitting is prohibited.
3. Pants must be hemmed and side slits are not permitted. Pants cannot be made of denim material (jeans).
4. Belts may not be more than one size larger than the waist. All students must wear belts if pants have loops. Waistbands should be worn on waist.
5. Shirts must be worn tucked in at all times. Undergarments must not be visible.
6. Uniform shirt collars must be visible when wearing a sweatshirt.
7. All apparel in grades 4-12 must be worn no shorter than five inches (5") from the knee when standing.
8. Footwear must be worn to school, and students are encouraged to wear socks. When socks, leggings, or stockings are worn, they may be any color, and have stripes or logos as long as they are not distracting, doesn't contain offensive language or graphics and is a solid material with no holes. Leggings may only be worn under a dress or skirt that meets uniform requirements.
9. Footwear must have a closed front, fully closed back, and possess a hard bottom sole.
10. Students will not be allowed to wear ornate, cumbersome, or excessive jewelry or head/hair accessories that are distracting or contain offensive language or graphics. The TPSD and its affiliates are not responsible for any damage, injury, or loss associated with the wearing of such items.
11. No caps, visors, beanies, bonnets, or hoodie hoods are allowed to be worn in the school building.
12. New students to the parish will be given two (2) weeks from the date of enrollment to obtain the required uniform.

Student Grooming Regulations

1. Student's hair must be groomed in such a manner that it will not draw undue attention. All naturally occurring hair colors are allowed (black, brunette, auburn, or blonde – natural or dyed). Blue, pink, purple, green, orange, etc. is not allowed.
2. Faces must be kept neat, both in the case of boys with facial hair or girls with excessive makeup.
3. Basic to the grooming code is a commitment to neat, well-groomed students with personal hygiene and cleanliness being mandatory.

NOTE: For further clarification, in all questions regarding grooming and dress, if the administration decides that the student's attire or appearance is disruptive of the learning process, or so offensive or suggestive as to distract other students, then the attire or appearance will not be allowed.

Dress Code Continued

Dress Down Guidelines

Students may receive dress down passes for various reasons. During Dress Down Days, students should wear school appropriate clothing. Students should never wear open toe shoes or sleeveless shirts. Shorts and skirts should be no less than 5 inches from the floor when kneeling. When a dress down pass is used, students must present their pass to their homeroom teacher. Students without passes or who dress inappropriately will receive a dress code violation and call home for a change of clothes. Note: Dress Down passes can be withheld from students who repeatedly violate these guidelines.

Jeans Pass Guidelines

Students may receive a jeans pass for various reasons. When using a jeans pass, students should wear school appropriate clothing, including pants with no holes or tears that skin can be seen through. When a jeans pass is used, students must present their pass to their homeroom teacher. Students without passes or who dress inappropriately will receive a dress code violation and call home for a change of clothes. Note: Jeans passes can be withheld from students who repeatedly violate these guidelines.

ID Procedures

- The first ID is issued at no cost to the student. The ID is considered part of the school uniform and must be worn daily.
- All students must wear ID at all times during the school day while on campus. They can be worn on an ID clip or a school-appropriate lanyard. Lanyards must be worn around the student's neck.
- Each additional ID is \$5.00. ID clips can be purchased for \$0.50. Lanyards can be purchased for \$2.00. These can be purchased in the office between 7:10 am and 7:20 am.
- If a student needs to purchase a new ID, they will visit the office when they arrive at school to pay for one.
 - If it is not possible for the secretary to print one at that time, the secretary will provide a temporary ID with a clip when the student pays. The student will not receive a consequence in this case. They will turn in the ID clip when they receive their new ID.
- ID must be worn on the chest/neck area of the outer garment and must be visible at all times. Failure to do so will result in consequences for not wearing the ID properly.
- IDs should not be defaced. Stickers may not cover the name or picture in any way. This will result in disciplinary action.
- Temporary ID Stickers are provided when a student doesn't have an ID and a violation is issued. These must be worn on the upper chest near the shirt collar at all times. Students may not write on or deface temporary ID stickers. The same expectations and consequences listed for defacing IDs apply to temporary ID stickers.
- If temporary ID stickers are removed from the shirt and stuck to any surface, this will be considered defacing school property and consequences will be issued.

Dress Code and ID Consequences

- First Offense: Verbal warning by faculty member, violation letter sent to parents on school status or printed, and correction of the infraction or issuance of a temporary ID.
- Second Offense: violation letter sent to parents on school status or printed, an appropriate school consequence (recess detention), and correction of infraction or issuance of a temporary ID.
- Third Offense: violation letter sent to parents on school status or printed, Parent notification by phone or in person conference required, and correction of infraction or issuance of a temporary ID.
- Fourth Offense: violation letter sent to parents on school status or printed, Office referral, Saturday school or in-school disciplinary action (assigned by administrator), and correction of infraction or issuance of a temporary ID.
- Dress Code and ID violation offenses will start over at the end of each grading period.

Instructional Materials

Chromebooks

Each student will be provided with a Chromebook to use throughout the day once their parent or guardian has signed the COPPA form giving permission.. Students will be responsible for taking care of their technology. If a student's assigned Chromebook is damaged, they will be responsible for the replacement costs. Chromebooks will be returned to homeroom teachers at the end of each day. Students will not bring them home.

Edulastic

Many teachers use the Edulastic website to administer tests for the students. If a test is given on Edulastic, the teacher will release the test to be viewed by the students & parents/guardians on the day grades are posted in Student Progress Center. You will access by having your student log into the Edulastic website at www.edulastic.com. Students use their school email address (student number@tpsdonline.org) and the password they created.

Library Books

Library books are loaned to the students for use. Care must be taken with these books. Students will be required to pay for damaged or lost library books. Any student not returning textbooks and/or library books at the end of the school year (or upon withdrawal from school) will be charged for the books. Failure to pay for lost/damaged textbooks could result in the loss of privilege to attend PBIS events.

Textbooks

The Terrebonne Parish School Board/State of Louisiana supplies students with free textbooks and workbooks. These books/workbooks become the student's responsibility once they are issued, and the student and parent will be held accountable for the condition and replacement if necessary, including paying the cost for a new or replacement book. If textbooks/workbooks are lost or stolen, report the loss immediately to the subject teacher and/or an administrator.

Illness & Medication

If your child is ill or feeling ill, they should stay at home. School employees shall not administer medication except when special circumstances exist for a health problem. When such special circumstances exist, employees are authorized to administer medication according to the following regulations:

- Written orders from a physician detailing the name of the drug, dosage, and time interval medications is to be taken.
- Written request and permission from the parent or guardian of the student requesting that the school district comply with the physician's order.
- Medication must be brought to the school administration office in a container appropriately labeled by a pharmacy or physician.
- Each medication given must be recorded on a medication log, which includes date, time, dosage, and signature of person giving medications.

Medication

Medication is not allowed at school unless medical documentation is received from a physician and arrangements have been made through the school nurse. Students should not carry any medications on their person for any reason. Students in possession of any unauthorized medications (prescription and / or non-prescription) will be subject to disciplinary measures.

Infectious Diseases

Students with infectious diseases may not attend school until the disease is no longer contagious. In some cases, a doctor's release may be required. Lice infestation will also require a student to be sent home.

PE Classes

If your student has an illness or medical concern that prevents them from participating in PE classes, please provide a doctor's note with an explanation and timeline.

If the school needs to be aware of any other health issues, please contact the Health Aide or an Administrator.

Parent Communication

Agenda Folders

Each student is provided with an agenda folder at the beginning of the year that contains their hall pass, PRIDE card, a calendar, charts to track their personal data and more. This folder will be used when items need to be sent home with students. Parents should check these folders on Tuesdays for correspondence from the office. It is also a good idea to review your student's data and calendar often to keep up to date with their progress.

Newsletters

Each homeroom teacher will send a weekly newsletter home to parents and guardians. The GCM Leadership Team will send home a monthly newsletter that includes a calendar of events at the beginning of each month.

Parent Conferences

Upon arriving at school, parents and visitors must check in with the secretary or authorized personnel at the office. You will be escorted to the location of your meeting. Parents and visitors aren't allowed to go upstairs or to classrooms during instructional time. If you need to contact your child's teacher, there are several options, including sending a note to the teacher through your student, emailing the teacher (all email addresses are on our school website), using the School Status contact number to send a message, or calling the school to a leave message for the teacher with the secretary. Parent teacher conferences must be planned in advance and can be set up after school or during a teacher's planning hour. Conferences will not be set during instructional time, and teachers are not available for phone calls during instructional time.

Parent Teacher Committee (PTC)

We invite and urge you to join PTC to become active in our volunteer program. This is something each and every person can contribute to enhance their child's educational experiences at Grand Caillou Middle. Information regarding the date and time of the first meeting will be sent to parents and guardians. We look forward to seeing you.

Student Progress Center

Parents/Guardians of children attending Terrebonne Parish Schools will be able to track their children's progress by connecting to the Student Progress Center. This website will allow a parent/guardian to check a child's attendance, grades, discipline, transcript, and state tests scores in "real time." As soon as data is entered on a student at school, it is available on the Student Progress Center. Per TPSD policy, Progress Reports and Report Cards will be shared with parents in the Student Progress Center. We will no longer send home printed copies, except by request.

Rules & Regulations

Collection of Money

Any money sent with students to school for a specific purpose should be in a sealed envelope and labeled by the parent. All money must be sent to the homeroom teacher to be logged and turned into the office. For auditing purposes, the office cannot log or collect money.

Drug-Free/Weapons-Free Zones

Zones extend 1000 feet beyond any school property, including school buses, per state law. Knowledge of, use, possession, or intentional distribution of any illegal narcotic, drug or other controlled substance on school property, on a school bus, or at a school event will be handled through the law enforcement agencies. Drugs, drug paraphernalia, alcohol, cigarettes, and cigarette lighters (or matches) are not allowed on campus in any manner. Students found to be in possession of these items will be recommended for the disciplinary action, possibly including expulsion and/or arrest.

Meals

Cafeteria meals will be provided daily. Menus are available at <https://www.tpsd.org/departments/childnutrition/index>. GCM students receive free breakfast and lunch daily. Students who do not wish to eat breakfast, report to class. All students report to the cafeteria for lunch. Students bringing their own lunches to school should have water, juice or milk as a beverage. Soft drinks, Powerade, Gatorade, etc. are not allowed in the cafeteria. Students do not have access to microwaves to heat food.

Student Concessions and Snacks

Student concessions will be sold at recess daily. The items sold meet the guidelines for healthy snacks and will only be sold after students have had lunch. Students are not allowed to have soft drinks, fast food, or gum at school.

Student Deliveries

Flower, balloon, candy, etc. deliveries will not be accepted for students at any time. No snacks or treats can be brought to school to be eaten during instructional time.

Telephone Usage

Use of the office telephones by students is subject to approval by school officials and should be limited to emergency calls and school needs only. Calls for permission to attend activities and ride buses with others will not be permitted. Please discuss plans and arrangements for after-school activities with your child before he/she leaves for school in the morning. Students must have permission to use the school telephone and all phone calls will be monitored by school personnel.

Student Agenda Expectations

- Each student is issued an agenda at the beginning of the school year.
- The purpose of the agenda is to help track their progress in their classes and the programs we use at GCM (Achieve 3000 and IXL).
- There is also a calendar to keep track of assignments and test dates.
- The student's personal hall pass is in the back of their agenda. Students are expected to have their hall pass completed by the teacher and with them any time they leave the classroom.
- If a student loses or damages their agenda, a new one can be purchased for \$6.00. Agendas can be purchased in the office between 7:10 am and 7:20 am.
- If a student loses or damages their hall pass, a new one can be purchased for \$1.00 in the office between 7:10 am and 7:20 am.