

GALVIN MIDDLE SCHOOL

55 Pecunit Street

Canton, MA 02021

Main Office: 781-821-5070

Fax: 781-575-6509

Website: <https://www.cantonma.org/gms>

Follow Us on Twitter: <https://twitter.com/GalvinMiddle>

Student/Family Handbook 2023-2024



Canton Public Schools

Mission

We are an inclusive, student-centered learning community that fosters academic growth, resilience, and achievement while ensuring that every member experiences a sense of belonging, embraces challenge, and positively impacts their world

Core Values

- **Respectful and collaborative relationships**
- **Equity**
- **Academic and personal excellence**
- **Community engagement**
- **High-quality teaching, learning, and leading**

Vision Statement

An exceptional education that develops innovative thinkers, curious and empowered learners, and compassionate citizens

2023-2024 Galvin Middle School Handbook

Table of Contents

Canton Public Schools District Appendix	3
Translations	4
William H. Galvin	5
GMS Administrative and Office Directory	6
District Liaisons	7
Equal Opportunity and Nondiscrimination	8
General Information	8
After School	8
Breakfast Program	8
Class Schedule	9
Electronic Devices	9
Late Bus	9
Lockers	9
Nancy J. Mulry Library Media Center	10
Attendance Procedures	11
PHILOSOPHY OF CANTON PUBLIC SCHOOLS	11
Notification to Parent/Guardian of Excessive Absences	11
Tardy	12
Early Dismissal from School	12
Truancy	13
School Year	13
Absence	13
Early Dismissal	14
Late To Class	14
Academics	14
Academic Information	14
Additional Help	14
Course Changes	15
High Honors And Honors	15
President’s Award For Educational Excellence	15
Homework	15
Make-Up Work	15
Marking System	16

Promotion Guidelines	16
Strategies For Academic Success	17
Textbooks	17
Code Of Conduct	18
Cafeteria	22
Dress Code	22
Strategies For Behavioral Success	23
Safety And Security	24
School Resource Officer	24
School Searches	24
Student Visitors to GMS	24
Student Activities	24
Clubs And After School Activities	25
Extra Curricular, End Of The Year Activities And Field Trips	25
Off Campus, School Sponsored Events	25
Transportation	26
Bus Guidelines And Conduct	26

Canton Public Schools District Appendix

In addition to the Galvin Middle School Handbook which outlines a range of elementary specific procedures, processes and information the Canton Public Schools has an in-depth District Appendix that includes the District policies, State and Federal laws and regulations and detailed information. It is important that as part of this Handbook, the District Appendix also be reviewed. The District Appendix can be found linked [here](#) or on our website; cantonma.org

Translations

English

If you need any of this document translated please contact Meghan Byrne, Interim Director of Student Services, at byrneme@cantonma.org or 781-821-5060 x1121

Chinese

如果您需要本文件的任何部分的翻译, 请联系Dianna Mullen(黛布拉 布罗姆菲尔德), 学生服务处处长

或 781-821-5060 x1121

Spanish

Si usted necesita alguno de este documento traducido póngase en contacto con , la directora de Servicios Estudiantiles, en 781-821-5060 x1121

French

Si vous avez besoin de traduire ce document s'il vous plaît contacter, la directrice des Services aux étudiants, à byrneme@cantonma.org ou 781-821-5060 x1121

William H. Galvin

The Galvin Middle School is named after William H. Galvin who was a lifelong resident and graduate of Canton High School. William H. Galvin taught in the town from 1935 to 1943, at which time he was appointed principal of the Crane School. Galvin also moved to various positions throughout the school system, being named principal of the Augustus Hemenway (1950) and the Dean S. Luce (1954) Schools, assistant superintendent (1958) and then in 1959 he was made superintendent of the Canton School System, a post he held until his retirement in 1976. In recognition of his service to the town of Canton, the William H. Galvin Middle School was named in his honor in 1973.

GMS Administrative and Office Directory

Main Telephone Number: 781-821-5070

To view the full staff directory, [click here](#).

<i>Position</i>	<i>Name</i>	<i>Extension</i>
Principal	Jonathan Mulhern	3103
Assistant Principal	James Spillane	3104
Student Services Coordinator	TBD	3117
Dean of Students	Karim Gibson	3184
Nurse	Lauren Fallon	3110
Guidance Counselor - Grade 6	Ashley Caron	3127
Guidance Counselor - Grade 7	Kelli Corsetti	3107
Guidance Counselor - Grade 8	Katie Doherty	3128
Home-School Interventionist	TBD	
School Adjustment Counselor	Jina Guimond	3108
School Adjustment Counselor	Meg Gonzalez	3129
School Psychologist	Laurie Zaino	3109
Administrative Assistant	Courtney Gaboury	3101
Administrative Assistant	Melissa Gabriel	3100
Administrative Assistant	Lynn Piana	3102

District Liaisons

Meghan Byrne- Director of Student Services

- Homeless Liaison (with **Stephanie Shapiro**)
- Multi-Language Learner Liaison
- Section 504 Coordinator
- Title II Liaison
- Title VI Civil Rights Officer
- Title IX Officer

Equal Opportunity and Nondiscrimination

The Canton Public Schools is committed to equal education opportunity for all students. It is the goal of the Canton Public Schools to maintain a school environment free of harassment and/or discrimination based on race, color, religious creed, national origin, ethnicity, sex, sexual orientation, age, ancestry, disability, gender identity, veteran status, genetic information, homelessness or any other class protected by state or federal law. The Canton Public Schools will not tolerate discrimination or harassment in any of its schools, including any school programs, services or activities. The Canton Public Schools is committed to equal opportunity in school admission, admissions to courses, course content, guidance, and extracurricular and athletic activities. The Canton Public Schools does not discriminate in admission to its schools, access or treatment in its services, programs and activities for any student.

General Information

After School

It is a student's responsibility to inform parents/guardians that they are scheduled to stay after school. Students may remain after school for the following reasons:

- To complete make-up work or extra help sessions (scheduled in advance with a teacher)
- To participate in extracurricular activities
- To serve an administrative or teacher detention

Students who remain after school should report directly to the appropriate staff member and/or location at the close of school. If students are not remaining after school for a teacher or to participate in a specific activity they must leave school at the regular dismissal time. If students are found loitering in the school or on school property after dismissal, they may be subject to disciplinary action and parents will be called to pick them up. Students who stay after school must remain on the front sidewalk or in the main lobby until parents/guardians arrive. For safety reasons, no student should be in an unauthorized/unsupervised area of the school before or after school hours, nor should they leave school grounds.

Breakfast Program

The Galvin Middle School provides breakfast in the cafeteria every morning between 7:20 - 7:40 am for all students. Breakfast ends promptly at 7:40 each morning and students are expected to be in their first period class by 7:45 am. For more information regarding food items and prices, please visit our website at www.cantonma.org/pages/CantonPublicSchools/Departments/FoodServices/LunchMenus

Students are expected to make safe, appropriate and positive decisions while in the cafeteria. They are also expected to throw away their trash, and check the floor for trash or spills. If at any time a student is not meeting

the breakfast program expectations, they will not be allowed to participate in the program for a determined length of time.

Class Schedule

The Galvin Middle School rotates through a *seven* day cycle schedule with six periods each day. Classes are 52 minutes long. Please see the Galvin Middle School website <https://www.cantonma.org/gms/index> for a copy of the rotating schedule (also [linked here](#).)

Electronic Devices

Each GMS student is provided a district-issued Chromebook for educational purposes. As a result, the Galvin is an “Away for the Day School” for all other electronic devices including cell phones, smartwatches, airpods, etc.

Cell phones and other electronic devices distract students academically, socially, and emotionally from being engaged in learning. GMS wants to reduce distractions in the classroom and throughout the school day to allow greater opportunity for student-to-student, and student-to-teacher/staff connections.

All personal electronic devices must be turned off and put away upon entering the building and between the hours of 7:45 am and 2:15 pm. All personal electronic devices should remain in the student’s locker/backpack during the school day.

If a student is using a cell phone or personal electronic device during the school day without permission, the first offense will result in a warning, a second offense will result in an after school detention, and a third offense will result in the student checking the cell phone in each morning in the office area for up to two weeks. Further disciplinary action may result for repeated offenses.

We ask for parents/guardians to create a partnership with the Galvin in supporting the electronic device policy and call the main office (ext. 3100) if a message needs to be left for your child. If a student needs to contact a parent during the school day, the main office and guidance telephone are available for student use.

Late Bus

The Canton Public Schools provide a late bus on Mondays, Wednesdays and Thursdays each week. Students who remain after school to complete make-up work, to receive additional help, to participate in extracurricular activities, or to complete a detention must report to the library to wait for the late bus with a pass from their teacher immediately following their session. Students are expected to quietly complete their homework in the library with the after school supervisors while waiting for the late bus to arrive. Late bus privileges can be revoked when misbehavior occurs.

Lockers

Students will have a locker assigned to them for their use only. Locker combinations should not be shared with friends as this often leads to conflict. Be sure that the lock is secured each time before leaving the locker, do not pre-set locker combinations and do not kick open lockers. Please do not keep expensive personal possessions in your locker. Entering another student’s locker at any time is a very serious offense subject to disciplinary action.

Students may go to their locker as determined by their team of teachers. Students can generally go to their lockers at the following times:

- before first period
- before and after lunch
- at dismissal

Students' lockers may only be decorated on the inside with pictures using magnets. The outside of the locker may not be decorated. Lockers should not be written on with markers or white-out. Students will have to pay a fee if a custodian has to clean their locker.

The law is very specific with regard to locker searches in the interest of student welfare and safety. Students are reminded that lockers are the property of the Town of Canton and are loaned to them for use while attending school. School administrators may enter a student's locker at any time to ensure the maintenance of school safety and student welfare. Any illegal substances and/or paraphernalia and/or dangerous items and/or weapons found in a student's locker will be turned over to the police immediately.

Nancy J. Mulry Library Media Center

The Nancy J. Mulry Library Media Center is a curriculum based research facility whose primary function is to assist faculty and students in locating and utilizing a wide variety of educational materials. It is fully automated and provides access to a well-organized print collection through its Spectrum catalog. Non-print resources such as videos and software that supplement the learning process and stimulate the needs of students can also be accessed through Spectrum. Computer workstations with Internet/Intranet access and printing and scanning capabilities are available for students and staff to use.

The Library Media Center and the technology department support the GMS Researcher on the Galvin homepage. The Researcher is a research problem-solving model based on information literacy skills.

The Library Media Center is flexibly scheduled. Students may come to the library throughout the course of the day, either from study periods, during a class period with proper permission from the teacher or with a teacher. The media center is open mornings and after school as posted by the school librarian.

All students receive an orientation to the Library Media Center at the beginning of the school year where rules and procedures are outlined. The librarian invites all students to explore the world of research and reading that can be found at the Nancy J. Mulry Library Media Center.

Attendance Procedures

PHILOSOPHY OF CANTON PUBLIC SCHOOLS

The purpose of the Attendance Procedures is to prioritize student attendance. At Galvin Middle School, we believe that learning is an ongoing process that requires daily interaction of students with their teachers and peers. Developing a positive attendance/school habit begins in Preschool. Galvin Middle School strives to build a community of learners, and this community is hindered when students are absent. Parents and guardians are partners with the school in assuring that students have consistent attendance and arrive at school and to class on time.

GALVIN MIDDLE SCHOOL - ATTENDANCE & TARDINESS PROCEDURES

Absences

- Galvin Middle school school day begins at 7:45am. Students are expected to be in class and ready to learn at 7:45 a.m.
- If a student is absent, a parent/guardian is required to call the attendance line on the morning of the absence by 8:00 am.
 - **781-821-5070 ext. 3102**
- When the student reports back to school following an absence, he/she/they must bring a signed written note explaining the reason for the absence (except for an illness if the family has called and spoken to the guidance secretary).
- If your child is out of school for an extended period of time, please notify the school nurse.
 - **781-821-5070 ext. 3110 or ext. 3186**
- Any school absence for five or more consecutive days requires a note from a health care provider which should be presented to the school nurse before the student returns to school. Without medical documentation, these are considered unexcused absences.
- If a voice message has been left by the Galvin Middle School for parents/guardians and emergency contacts to inform them that a student is not present in school and the school does not receive a call back from the parent/guardian or emergency contacts, the Galvin Middle School reserves the right to contact Home/School Interventionist and/ or police to request a home well check visit.

Notification to Parent/Guardian of Excessive Absences

- Step 1: Each year, the school will email/send attendance letters to families after five absences.
- Step 2: State Guidelines mandate that a school investigate when a student is absent for more than seven (7) school days or fourteen (14) half days within a six month period.

- Step 3: Upon completion of an investigation, if the school determines the absences are not related to a child's health, a Partnership Meeting with the Administration and Home School Interventionist will be offered. If your child's attendance does not improve, the school is required to notify the Department of Family and Children and/or file [Child Requiring Assistance](#) with the Dedham Family Court.

Tardy

- Parents or guardians are required to alert the school if students will be late. They should call the Counseling Office in advance and no later than the morning students will arrive late. This notification does not excuse the tardiness. It simply notifies the school that a parent or guardian is aware that a child will be late to school.
 - **781-821-5070 ext. 3102**
- Students who arrive at school after 11:05 am will be considered absent for the day.
- Any student who arrives after the start of school day should sign in with the Counseling Department, thus allowing for the attendance record to be edited.
 - Step 1: Student/Parent/Guardian will be contacted by a school administrator regarding excessive tardies.
 - Step 2: Administration will meet with student and parent/guardian and a correction plan will be put into place with required follow up.

Early Dismissal from School

- Students who intend to be dismissed from school before the end of the school day (2:15 pm) must bring a note from home stating the student's full name, grade level, reason for dismissal, and time of dismissal. This note must include a parent or guardian's signature. Students should bring this note to the Counseling Office before school in the morning. Students who are being dismissed must sign-out in the log in the Main Office just prior to leaving school, noting the time of dismissal. Parent/Guardian need to enter the building to dismiss their student.
- Students who are dismissed from school before 11:05 am and do not return will be considered absent for the day.
- If a student is dismissed to observe a religious holiday. The class absences will not count against the student.
- If a student is sent home by the school nursing staff for reasons related to illness, the absence will not count against the student.

- If a student is dismissed because of illness, they are not allowed to attend or participate in any school-sponsored events or activities for that day without prior consent from the principal, or assistant principal.

Truancy

- A student will be considered truant for the day when the student is absent from school without parental verification. Absences due to truancy will count against a student's absence limit.

School Year

Because of our interest in the educational progress of each Galvin Middle School student, all students are expected to complete the entire school year. Vacations (both during the school year and summer) should be planned so that they do not interfere with time on learning. Exceptions to this expectation must have the approval of the principal.

Our primary goal is to support and work closely with all families in the Canton District. We hope that if there are challenges with your child's attendance, you will consider reaching out to Administration and/or the Home School Interventionist for assistance.

Absence

The Galvin Middle School begins with first period at 7:45 am each day. Students are expected to be in school on time each day unless they are sick or have a family emergency such as an accident or death in the family. Families are encouraged to take vacations during regularly scheduled school vacations.

If a student is absent, a parent/guardian is required to call the attendance line at 781-821-5070 ext. 3102 on the morning of the absence by 8:00 am. When the student reports back to school following an absence, he/she must bring a signed written note explaining the reason for the absence (except for an illness if the family has called and spoken to the guidance secretary). If your child is out of school for an extended period of time, please notify the school nurse. Any school absence for five or more consecutive days requires a note from a health care provider which should be presented to the school nurse before the student returns to school. Without medical documentation, these are considered unexcused absences.

If a student is late (after 7:45 am), the student needs a signed written note from a parent/guardian or the parent/guardian must call the office at 781-821-5070 ext. 3102 to report the student as tardy. If there is no note present or telephone call, the student will be given an unexcused tardy. If tardy, the student should sign in on the tardy sheet located in the guidance office and obtain a tardy slip from the office before going to homeroom or class.

It is Galvin Middle School policy to call parents/guardians in the morning if a message has not been left to make sure parents/guardians know students are absent or tardy. ***This call does not replace the need for you to call and/or bring in a signed written note the day the student returns to school.***

If a voice message has been left by the Galvin Middle School for parents/guardians and emergency contacts to inform them that a student is not present in school and the school does not receive a call back from the parent/guardian or emergency contacts, the Galvin Middle School reserves the right to conduct a wellness check at the student's provided residence(s).

Early Dismissal

If students are to be dismissed from school before the regular dismissal time, they must bring a signed written note to the guidance office before reporting to their homeroom. At the time of dismissal, parents/guardians must come to the main office to pick-up their child. If a signed dismissal note has not been submitted by the student in the morning, the parent/guardian will be required to complete a form at the time of dismissal. Students should come to the office five minutes before dismissal to meet their parents/guardians in the office. Dismissals prior to 11:00 am are considered an excused absence.

Late To Class

Students are expected to pass directly from one class to the next. *There should be no loitering in the corridors between classes.* Students have 3 minutes passing time between classes. If students enter the classroom after the passing period ends they are considered late. Tardiness to class is subject to disciplinary action including detention.

If a student needs to leave a classroom for any reason, they must ask the teacher for permission, sign out of their classroom and get a pass from their teacher. Students should report directly to their destination and return to class as soon as possible. Students will not be allowed to repeatedly (over a number of days) go to the bathroom and/or their lockers without proper documentation from a doctor.

Academics

Academic Information

Please see the Galvin Middle School's Program of Studies at <http://www.edline.net/pages/GalvinMiddleSchool> under "[About Galvin Middle School.](#)"

Additional Help

Teachers are available for additional help before or after school until 2:35 pm to assist students beyond the regular classroom time. Many teachers will also stay beyond 2:35 as needed. Students are required to schedule an appointment with the teacher before staying for extra help or to complete make-up work beyond 2:35 pm. All students are encouraged to take advantage of this opportunity.

Course Changes

Any schedule changes (excluding math and music which had spring deadlines) must be requested via email to the student's guidance counselor by September 9, 2022. Due to the number of class sections and class sizes, schedule changes during this period cannot always be honored. Whenever a schedule change is made, students are always placed in another course first, if available, and not a study hall.

High Honors And Honors

Students must maintain an A or P (pass) average in all subjects to earn high honors recognition. Students must have at least a B or P average in every subject to earn honors recognition. In order to earn either high honors or honors recognition, students must receive good conduct marks in every subject. The Honor Roll is published in the local media.

President's Award For Educational Excellence

Upon promotion from grade 8, students may be eligible to receive the President's Award for Educational Excellence. In order to achieve this distinctive honor, students must maintain an A- or higher every marking period during their time spent at the Galvin. Thereby, incoming grade 6 students would need to achieve 11 consecutive terms on the high honor roll. All classes including academics and exploratory subjects/specials (i.e. Visual Arts, Music and Wellness, etc.) are included in this determination. Any discrepancies with grades need to be resolved by the end of each calendar school year.

Homework

Homework is given, as needed, to reinforce and extend the work done in class. Long-range project assignments and independent study work will be given and enrichment reading is always encouraged. **Although time spent on homework varies widely among students, grade 6 students should dedicate one hour per day to homework and grades 7 & 8 should dedicate one to two hours daily to homework.** *If there is no specifically assigned work for a class, students are expected to study, reread or review the class work at home each night.*

It is the student's responsibility to see that the homework is turned in on time and to check with teachers for make-up homework following an absence. Each student is responsible for writing down all homework assignments in their student agenda. In addition, some teachers post homework assignments on their teacher website; students and their parents/guardians should check teacher websites, where appropriate, to learn about assignments missed during absences. For longer absences, parents/guardians should contact the guidance office. Homework will be available within 48 hours of the request.

Make-Up Work

If students are absent, it is ***their responsibility*** to obtain the missed class work and homework assignments, including quizzes and tests. If a student is absent for more than two days, parents/guardians should request on the attendance line that their child's class work and homework be made available within 48 hours. Parents/guardians must then come to the school to pick up the work by 3:00 pm on the day that the work should be ready.

Students will have one day to make up work for every day absent after returning to school unless other arrangements are made between them and their teacher. Before progress reports are sent home and before the close of the term, students should check with teachers for any work (including quizzes or tests) that is missing or incomplete.

Marking System

Letter Grade Numerical Average

A+ 97-100

A	93-96
A-	90-92
B+	87-89
B	83-86
B-	80-82
C+	77-79
C	73-76
C-	70-72
D+	67-69
D	63-66
D-	60-62
F	59 or below

Promotion Guidelines

All students are expected to pass **all** subject areas. The principal makes the final decision about retention if a student fails any subject area.

The following set of factors will be the basis upon which the principal, in consultation with the student, their parents/guardians, teachers, counseling staff and other administrators, formulates a decision as to whether or not a particular student should earn promotion to the next grade level:

- **Achievement and Performance**
- **Effort and Attitude**
- **Previous Retention**
- **Extenuating Circumstances**
- **Attendance**

Students who earn a final course grade of "F" in either English Language Arts or mathematics or both will be required to enroll in and successfully complete an approved summer school program with a passing grade of "70" to be promoted to the next grade level. The program must total at least 40 hours of instruction per subject and be approved by the principal or his/her designee.

Students who earn a final course grade of "F" in science or social studies in addition to English Language Arts and/or mathematics will be required to complete an approved summer school program with a passing grade of "70." The program must total at least 40 hours of instruction per subject and be approved by the principal or his/her designee.

Students who show a continual lack of progress will also be considered for additional intervention supports to assist them with their learning. If a student is in danger of failing a class and/or in danger of repeating a grade level, supporting evidence should be documented by the teacher and communicated to the student, their family and administration immediately and consistently throughout the year.

Students who are failing one or more classes at the end of the first term will receive a letter from the principal. Students who are failing one or more courses at the end of the second term and/or third term will be asked to meet with the principal or his/her designee to discuss what steps should be taken to improve student achievement regarding summer school and/or possible retention.

Strategies For Academic Success

Students who are prepared for class, work more cooperatively with the teacher and their classmates, and who actively participate in each lesson, will enjoy the most satisfactory and successful outcomes from each class.

A model Galvin Middle School student arrives to each class with:

- a positive and respectful attitude towards the learning process, their teacher or *substitute*, and their classmates *as well as the learning environment as a whole*.
- an agenda notebook
- assigned homework completed
- a notebook or binder with class notes
- active listening and participation skills
- curiosity and effort
- a growth mindset

Students should talk with their parents/guardians or other adults about what they are studying. Create a study area at home that is distraction free and that has the appropriate materials needed to do homework. Students should get their clothes and school supplies and materials prepared and packed the night before.

Textbooks

Textbooks are the property of the school system and should be covered upon receipt. Students pay for lost books and books damaged beyond what would be expected for one year's use. Lost or damaged texts will be paid for at the replacement cost of the text and students will not receive their end of year report card until doing so. If a student loses a textbook, a new text may not be issued until the cost of the textbook has been paid by the family.

Code Of Conduct

A safe, inclusive, and engaging learning environment is essential to the academic and social-emotional development of all students. A comprehensive education should endow students with the skills to develop and maintain respectful, healthy, and productive relationships among themselves and with faculty members, and should prioritize citizenship and responsible behavior at school and at school-sponsored events.

The purpose of this Code of Conduct is to 1) outline expectations for maintaining positive relationships and upholding the fundamentals of good citizenship within the Galvin Middle School community and 2) establish accountability for students who fail to act as safe, respectful, and responsible community members at school and during school-sponsored events.

The Galvin Middle School Code of Conduct and the potential approaches to accountability for violations of the Code of Conduct apply to students during the school day, when students are on Canton Public Schools grounds, while students are engaged in or attending school-sponsored activities, and while students are traveling to and from school or a school-sponsored activity, whether that be on a school bus, in a personally owned vehicle, walking, riding a bike, or any other individual method of transportation. Students may be held accountable for violations of the Code of Conduct while away from school at other times if the conduct or incident is related to school, adversely impacts the school community, disrupts the school environment, or creates an unsafe environment at school. At Galvin Middle School accountability should include students accepting responsibility for their actions and engaging logical, timely, and equitable consequences for these actions.

1. Process for Responding to Code of Conduct violations

- a. All staff members are responsible for upholding the Code of Conduct, and are encouraged to address concerns about potential violations of the Code of Conduct directly with students and their parents.
- b. In the event that students fail to correct their behavior after a staff member's intervention, potential violations of the Code of Conduct should be reported to the appropriate grade level Assistant Principal, or other staff member in the event that Assistant Principal is not available. This includes staff in the Main Office, the Principal, school counselors, school adjustment counselors, or individual department coordinators. All students will have the opportunity to discuss incidents with their Assistant Principal before any school-based accountability measures are determined.
- c. The reporting staff member will be notified as to the outcome and additional interventions or supports may be implemented to assist the student in refraining from such behaviors in the future.

2. Accountability. An essential part of learning is the expectation that students be required to account for the decisions they make and behaviors they engage in. The Galvin Middle School Code of Conduct is rooted in the theory of restorative and progressive accountability and attempts to limit the use of exclusionary accountability practices (i.e. suspension) when appropriate.

- a. Restorative Accountability: Either in lieu of or in conjunction with traditional, progressive accountability practices, the school administration may recommend restorative approaches to accountability, especially when incidents arise as the result of conflict between Galvin Middle School community members.
 - i. Any restorative approach to an incident or conflict will be with the intent to assist a student or students to accept accountability by working with them to 1) acknowledge responsibility, 2) directly engage with the person or people impacted, and 3) agree to a plan to avoid similar incidents or behavior moving forward.
 - ii. A restorative resolution to an incident will also be with the intent to restore a sense of safety and belonging for any GMS community member impacted by an interaction or incident.

- iii. Prior to facilitating any restorative response to an incident, the administration will confirm that all parties are willing participants, and have been oriented to the restorative response protocols. Additionally, when possible, the administration will enlist the support of the school counseling faculty, or other sources of student support, to assist with the process.
- iv. Restorative accountability interventions may consist of but are not limited to:
 - Restorative conferences
 - School or community conferences
 - Restorative community service
 - Additional supports for community members in need
 - Restitution
 - Academic and social-emotional support upon reentry/return to school

b. Progressive Accountability:

- i. When requiring students to account for their behavior or decisions, the staff may consider consequences that consist of, but are not limited to:

Parental Outreach	The school faculty will prioritize parental engagement when requiring a student to account for violations of the Code of Conduct. This engagement may be in the form of email communication, a phone call, or a meeting. Parents may be required to meet with the school administration when students repeatedly violate the Code of Conduct. This includes violations of the Attendance Policy.
Teacher Detention	Assigned by a classroom teacher and held in their classroom after school; will usually last from 15-60 minutes.
Office Detention	Assigned by an administrator or their designee; will be held in a designated classroom; will be supervised by a designated supervisor; will run between 2:20-2:50pm after school.
Administrative Detention	Assigned by an administrator or their designee; held in a designated classroom; will be supervised by a designated supervisor; will run between 2:20-3:20pm after school on days when the late bus is available. A letter of apology, written reflection, or other restorative measure may be assigned during the detention period.
Confiscation of belongings	If the administration determines that a student has something in their possession that either violates the law or substantially disrupts the learning process for that student or for other students, the administration may confiscate those items.
Withholding of Privileges	This will be determined by an administrator and may include the withholding of privileges during scheduled study halls or participation in extracurricular activities, which may include

	<p>participation in after school athletics.</p> <p>When appropriate this may also include the suspension or termination of a student's parking pass.</p>
Referral to the School Resource Officer (SRO)	Serving as a liaison between Galvin Middle School and the Canton Police Department, the SRO is a valuable resource in the Galvin Middle School community. The administration may refer students to the SRO when students engage in unsafe or unlawful behavior, or when the administration worries that a student's attendance may be the result of unsafe or unlawful behavior or truancy.
Short term Suspension	Will be determined by an administrator; will result in a student's removal from school for no more than ten (10) school days.
Long term Suspension	Will be determined by an administrator; will result in a student's removal from school for more than ten (10) school days.
Emergency Removal	Will be determined by an administrator; will result in a student's temporary removal from school for no more than two (2) school days.
Expulsion	Will be determined by an administrator; will result in a student's enrollment being terminated.

- ii. When considering progressive accountability measures, the administration will consider all relevant facts, which include, but are not limited to 1) previous incidents involving the student, 2) the severity of the disruption caused by a student's actions, 3) the degree of the safety risk or the harm to a student or other students or staff members, and 4) the degree to which a student is willing to change their behavior, or has been willing and able to change their behavior in the past.
- iii. When school administrators consider suspending students from school, as the result of an inappropriate exchange, incident, or behavior, they will adhere to the notification protocols and due process requirements contained in Massachusetts General Law Ch. 71, Sections 37H, 37H1/2, and 37H3/4.

3. Behavioral Expectations: The physical and emotional safety of all students and Galvin Middle School community members is a top priority of the Code of Conduct. Additionally, in keeping with the Core Values and Beliefs of the Canton Public Schools, Galvin Middle School community members are expected to foster respectful and responsible relationships and contribute positively to a diverse and inclusive learning environment. Students who detract from these community goals, or fail to act as positive community members, will be required to account for their behavior in accordance with the school's restorative or progressive approach to accountability. Students will not engage in the following list of behaviors.

- Discrimination against a student based on that student's race, color, religion, national origin, ethnic background, gender, sexual orientation, gender identity, or disability status.

- Targeting, ridiculing, or using as a source of humor another student's race, color, religion, national origin, ethnic background, gender, sexual orientation, gender identity, or disability status.
- Create, post, or inappropriately comment on any online or social media item that harasses, threatens, intimidates, abuses, or demeans individuals or groups on the basis of race, ethnicity, religion, gender, gender identity, sexual orientation, creed, national origin, or disability status.
- Possession, intent to possess, consumption, distribution, selling, purchasing, or being under the influence of any drug or drug paraphernalia, alcoholic beverage, or intoxicant of any kind, to include the possession, use, or distribution of tobacco related products, electronic cigarettes, vaping products, and vaping paraphernalia.
- Possession of a weapon of any kind, including, but not limited to knives, blades, guns, or other dangerous instruments such as lighters and pepper spray. This includes the possession of mock weapons.
- Sexual harassment of another person, either by words or actions. This includes words, expressions, or images posted online or on social media platforms.
- The issuance of a criminal complaint charging a student with a felony or the issuance of a felony delinquent complaint.
- Assaulting, fighting, or striking another person, or threatening to assault, fight, or strike another person.
- Profanity, obscenity, discourtesy, or disrespect directed toward school staff members.
- Insubordination, or failure to comply with, or ignoring the requests of a staff member. This includes a student's failure to properly identify themselves when asked by a staff member for their name. It is the expectation of all students that they comply with staff members' directives. If a student disagrees with a directive, they should at first comply and then appeal to their counselor or assistant principal for support.
- Dishonesty, which includes, but is not limited to academic dishonesty (i.e. cheating and/or plagiarism), forgery, and dishonesty about incidents or behavior.
- Theft, or attempts to steal, the belongings of another. This includes the theft or attempt to steal school equipment, materials, or supplies.
- Vandalism or the destruction or attempt to destroy school property or the property of others. This includes the misuse of lockers.
- Leaving the building, school property, or a mandatory school sponsored event without permission.
- Being present in an unauthorized area of the building or the Galvin Middle School campus. This includes, but is not limited to, loitering in bathrooms, and unsupervised use of the athletic facilities before, during, and after school.
- Failure to report to an assigned detention, to include assigned teacher detentions.
- Ordering food and having it delivered to school during school hours.

- Disrupting school by pulling a fire alarm or falsely reporting a risk that leads to an emergency response (i.e. a bomb threat).
- Inciting or provoking another student to violate school rules, disrupt school or a school-related event, or engage in dangerous or inappropriate behavior.
- Any behavior not listed above that compromises the discipline and routine of the school day or a school-sponsored event or a person's physical or emotional safety, or that the administration determines is inappropriate for the school environment.

Cafeteria

Students should treat arrival to lunch like a class and walk promptly to the cafeteria. Upon arrival in the cafeteria, students must be quietly seated at their lunch table and tables will be told by the staff on duty when they can proceed to the lunch line to purchase lunch items. Students should wait in line and be respectful of those in front of them.

Students should return to their table and remain seated while eating. They should talk in a reasonable tone and immediately stop talking if an adult asks for their attention in person and/or via the speaker system. When being addressed as a large group initially and asked to stop talking, students should raise their hands to indicate they are listening. Students may not throw food or disrupt the comfort of others while eating lunch.

Each student is responsible for properly disposing of their own trash.

Students may leave the cafeteria during lunch to use the bathroom or the main office telephone with permission from a staff member on duty and with the appropriate pass. Students will be dismissed from the cafeteria when their table is clean and quiet.

Administration and staff reserve the right to assign disciplinary action for inappropriate cafeteria behavior including assigning students to specific tables or locations.

Dress Code

The dress code is intended to support the school's culture of respect and high expectations, and outlines reasonable regulations expected of students' attire. Also, in accordance with Massachusetts state law students are expected to dress in a manner that conforms to reasonable standards of health, safety, and cleanliness that will not cause disruption to the educational process.

Examples of clothing that do not meet these standards include, but are not limited to:

- Excessively revealing clothing
- Articles of clothing/accessories, including hoods and hats, that impede the immediate identification of a student.
- Clothing with profane or offensive language or which contain images, words, or symbols relating to sex, drugs, alcohol, or other conduct/topics prohibited at GMS.

Attire and/or accessories relating to religious purposes/observances are appropriate.

GMS staff may require higher standards of dress in order to participate in special activities, including field trips and events. Additionally, staff may ask students to remove “smart devices/watches” during a class assignment or assessment and/or require certain clothing or footwear for a class activity.

If students or parents/guardians have any questions about whether an item of clothing is appropriate, they should consult with the Assistant Principal before wearing that article of clothing.

If a student is dressed inappropriately, the GMS administration is authorized to:

- Have students change their clothing in school to school-appropriate attire.
- Contact parents/guardians to bring in a change of clothing.

The principal, or their designee, will determine consequences for a student who defies a reasonable request to dress appropriately for the school setting or repeatedly defies the school’s dress code.

Strategies For Behavioral Success

The Galvin Middle School uses an educational approach to discipline and asks students and families to use disciplinary action as opportunities to learn from student mistakes. Disciplinary decisions are designed to correct or prevent undesirable behavior and to help students understand positive behavior and to take responsibility for their actions.

A model Galvin Middle School student:

- is kind, honest and respectful to others and their property (raises hand in class, uses appropriate language, respectful of school property, etc.)
- arrives to school on-time and is appropriately dressed according to the dress code above
- walks appropriately in the hallways and speaks at an appropriate volume (no yelling/shouting)
- keeps their hands and feet to themselves (includes touching others as well as jumping up and grabbing the doorways)
- uses their lockers at only the designated team times and uses the bathroom and water fountains at only the appropriate times
- arrives to each class on-time or with a pass if late
- accepts consequences appropriately
- does not bring food/gum/beverages (except water bottle) to class without the teacher’s permission

Individual teachers handle most corrective disciplinary action. This action can include a warning, a teacher/student conference, a parent/guardian conference, lunch or after school detention. More serious infractions are reported to the administration for resolution.

Safety And Security

School Resource Officer

The Galvin Middle School has a school resource officer who works together with students, staff and families to educate, support, and encourage a safe and orderly school environment.

The school resource officer sees students on and off the bus each morning, is a visible presence in the halls during passing periods, and attends all three lunches. He/she assists administration with concerns surrounding bus safety and behavior, discipline referrals and attendance, and participates in both regular education and special education meetings as necessary. In addition, the school resource officer may conduct wellness checks at a student's place of residence if the school determines the child's safety is in jeopardy.

The school resource officer also works with teachers and counselors to educate students in bullying and cyberbullying, drug and alcohol awareness, the transition to high school and other topics that involve the safety and well-being of our students.

Student Visitors to GMS

Requests for student visitors must be presented to administration two weeks prior to the requested visit date for consideration and is at the discretion of the principal and/or designee. If a visit is approved, counselors will then be contacted for permission for the guest to attend classes and the visitor is expected to follow all school rules. If misbehavior occurs, the visitor's parents/guardians will be contacted and the visitor will be asked to leave immediately.

Student Activities

Clubs And After School Activities

The Galvin Middle School offers after school clubs three times per year for a fee. Offerings and fees vary each year.

The Galvin Middle School also offers after school activities including Student Leadership Council, Yearbook, Literary Magazine, the GMS Musical, Robotics, Math Team, and Cross Country.

Extra Curricular, End Of The Year Activities And Field Trips

All students have the opportunity to participate in enrichment activities whether academic or athletic in nature, i.e. Battle of the Bone, Dodgeball, and the Student-Staff Basketball and Volleyball game, as well as attend one-day and/or multi-day educational field trips. ***This participation is a privilege and students must be***

attending school, demonstrating positive behavior choices and earning passing grades in all subjects (including specials) in order to participate.

All eighth grade students will be given an academic, behavior, and attendance contract at the beginning of the school year which students and families must read and sign, outlining the expectations required to participate in all end of year activities.

Seventh grade students attending the World Language field trip will be given an academic, behavior and attendance contract at the beginning of the school year which students and families must read and sign, outlining the expectations required to attend the World Language field trip.

Students whose behavior creates a safety issue for others or results in multiple disciplinary actions may be excluded from one or more extracurricular and/or end-of-the year activities by the administration. Students and families will be notified if the student is in danger of being excluded from any extracurricular and/or end of the year activities.

Field trips are designed by teachers to enrich the curriculum. Students must have a signed permission form from a parent/guardian and must have paid the cost of the trip to attend. If parents/guardians cannot afford the cost of any field trip, please see the principal for financial assistance. No student will be excluded from a field trip due to financial reasons. Behavior on a field trip is the same as if students were in school and students are responsible for completing any missed class work and homework while attending the field trip.

Off Campus, School Sponsored Events

The Galvin Middle School's strategies for academic and behavioral success applies to students at any and all off campus, school sponsored events, including those that may extend beyond the normal school hours.

Transportation

Bus Guidelines And Conduct

Bus safety is of paramount importance. Many people have responsibilities for safety when students ride buses.

- The bus contractor maintains equipment, and hires and trains drivers.
- The driver is in charge of the bus and the students, and may report students to the Principal, Assistant Principal or Dean of Students for any action that might cause harm.
- Parents/guardians should reinforce safe riding habits.
- Students assume the responsibility of behaving in a manner conducive to the safety of all passengers.
- **Students must ride only their assigned bus and will not be granted permission to ride a bus they are not assigned.**

If questions arise, parents/guardians are encouraged to contact the school administrators or the district-wide transportation coordinator regarding school transportation policies.

Riders are expected to:

1. Arrive at the bus stop five minutes before pickup time.
2. Wait on the sidewalk. If there is no sidewalk, stand well off the road.
3. Respect private property at the bus stop and on the way to the bus stop.
4. Wait until the bus stops and doors are opened before moving toward the bus.
5. Board or leave the bus by crossing the street in front of the bus at a distance of about ten feet and only cross the street upon the signal of the bus driver.
6. Enter the bus in an orderly fashion.
7. Take a seat and **remain seated** until the bus reaches its destination. On the bus, students are seated by grade level - grade 6 students sit in the front of the bus, grade 7 students sit in the middle, and grade 8 students sit in the back of the bus.
8. Keep the bus aisles clear at all times. This is for student safety.
9. Board and leave buses only at their designated stops.
10. Immediately move away from the bus and proceed directly home.
11. Students must have a valid bus pass and are only allowed to ride their assigned bus, per the bus company. Due to safety and accountability **parents/guardians and staff are not allowed to write notes indicating that students may ride another bus.**
12. Refrain from throwing snow while waiting for or disembarking from the bus.
13. Have written permission from home in order to be excused from riding the bus.
14. Maintain conduct and courtesy expected in any school situation.

Riders are not to:

1. Stand or move about or change seats when the vehicle is in motion.
2. Use profane or abusive language.
3. Use tobacco, e-cigarettes or any smoking devices in any form.
4. Carry or use intoxicants.
5. Eat or drink on the bus.
6. Extend any part of the body or any object out of the windows.
7. Throw anything on the bus or out of the windows.
8. Damage the bus in any way or tamper with bus equipment (anyone damaging the bus pays for said damage).
9. Yell and/or spit on the bus or out of the bus windows.
10. Carry animals, other live objects, or potentially dangerous articles (including toy guns or other pretend weapons).
11. Intimidate or bully other bus riders.
12. Engage in a behavior which distracts the driver from focusing on the road.

Please see the CPS Family Handbook Appendix for more specific information on the consequences for misbehavior on the buses.