

GALAXY MIDDLE SCHOOL STUDENT PARENT/GUARDIAN HANDBOOK

2023-2024



**Dr. Eidie Velez
Principal**

**Mrs. Stemberger LaRussa
6th Grade Assistant Principal**

**Mr. Tony Goodin
7th Grade Assistant Principal**

**Dr. Tai Swift
8th Grade Assistant Principal**

HOME OF THE ROCKETS

400 Eustace Ave., Deltona, FL 32725 (386) 575-4144

Welcome to Galaxy Middle School, a school committed to excellence!

Mission Statement:

Galaxy Middle School will empower *ALL* students towards achieving academic success through benchmark-aligned instruction, equity, collaborative practices, and positive educational experiences that will prepare students for high school and beyond.

Vision Statement:

Galaxy Middle school will work toward ensuring each student receives a Superior 21st Century Education.

Rocket Pledge:

I promise to practice the Galaxy Middle School Expectations:

~Pride~

Believe in yourself; Do your best; Embrace challenge & learn from mistakes; Keep our campus clean; Set & achieve goals; Stay on track & aim to improve

~Respect~

*Be an active listener; be kind; celebrate differences; Think before you speak;
Use appropriate language & volume*

~Responsibility~

Be a team player; Be Prepared & on Time; Help others; Take pride in your work

~Safety~

*Be aware of your surroundings; Follow all rules; If you see something, Say something;
Walk to the right*



Galaxy Middle School
2400 Eustace Ave
Deltona, Florida 32725
386-575-4144

4-10	4-12	4-13	4-15	4-19	4-20	4-22
4-09	4-07	4-06	4-05	Office	4-25	4-23

5-01	5-02	5-4C
		5-04

Pt 1	Pt 7	Pt 13
Pt 2	Pt 8	Pt 14
Pt 3	Pt 9	Pt 15
	RR	Pt 16

Pt 4	Pt 10
Pt 5	Pt 11
Pt 6	Pt 12

Gym 9-01	
Girls	Boys

3-25	3-26
3-23	3-28
3-22	Office
3-18	3-05
3-17	3-06
3-15	3-08
3-14	3-09
3-12	3-11

7-10	7-08
7-11	7-07
7-02	7-04
7-01D	7-03
Media 7-01	

6-26	6-25
6-28	6-23
Office	6-22
6-05	6-18
6-06	6-17
6-08	6-15
6-09	6-14
6-11	6-12



Front Office 1-01	Clinic
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Chorus 10-03	Orchestra Piano 10-02	Band 10-01
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8-01
Art 8-02

Café 2-01

ATTENDANCE

Students are expected to attend school on a regular basis. When a student is going to be absent, **it is the responsibility of the parent to notify the school's attendance office specialist each day of an absence stating the reason for the absence.** It will be at the school's discretion to excuse the absence. Failure to notify the attendance office specialist or to provide a reason for the absence will result in an *unexcused absence*. The number to call is (386) 575-4144 ext. 44455.

BEFORE THE BELL PROGRAM

Students who need to be dropped off on campus before 8:30 a.m. will need to be enrolled in the Before the Bell program. This program runs from 6:30 – 9:00 a.m. Registration and cost information is available on the school's website or at the front office.

(<http://myvolusiaschools.org/school/GalaxyMiddle/Pages/default.aspx>)

CAFETERIA

Nutritious school breakfasts and lunches are available for students. **Breakfast will be served for students from 8:50 to 9:20 a.m.** Breakfast and lunch are free for all students during the 2023-2024 school year. If you have questions regarding breakfast and/or lunch, our cafeteria manager, Jean Murphy can be reached at extension 44699.

CELL PHONES/EARBUDS/HEADPHONES

Cell phones and earbuds/headphones are **not permitted** on campus from the time the student arrives on campus until the bell rings at 4:15pm. Students are expected to put these items away upon entering campus. **Violation of this school rule may result in disciplinary action.** Students who need to contact a parent or guardian may use the phone located in the grade level house office. If a parent or guardian needs to contact their student, they may do so by contacting the grade level house office.

CHANGE OF ADDRESS

Parents/Guardians are to notify the office immediately of any change in address, telephone number or guardianship. To change an address, you must have two proofs of new residence (copy of lease or rental agreement, bill of sale or deed, utility bill or homeowner's insurance).

DETENTION

There are times when a student may have to stay after school for detention assigned by a teacher or administration. Students will be given a 24-hour notice so that parents/guardians can plan for the student's transportation home.

EARLY DISMISSALS

All adults checking out a student from school must have proper identification and be listed as an emergency contact, with pick-up rights, for the student being checked out. Additional emergency contacts for students should be listed on the emergency card. Galaxy does not permit "call ahead" early dismissal for safety and security reasons.

EMERGENCY CARDS

Each student must have an emergency card on file in the Grade House Office. Emergency Cards are to be completed at the beginning of each school year. Emergency cards will be checked when early release of students is requested and when it is necessary to contact parents/guardians in an emergency. Updated names and numbers are essential!

GRADING POLICY

Grades are calculated as follows: 60% of a student's grade will consist of summative assessments and 40% of a student's grade will consist of formative assessments. Types of assignments students receive will vary from subject area to subject area. A course overview will be provided by each teacher that details the types of assignments that will be given.

HOMEWORK

Homework is defined as work done outside of the class. It gives students an opportunity to supplement class work and may count as a formative grade.

LOCKERS

Galaxy Middle School is **NOT** responsible for personal items brought to school. All students in **physical education** classes are provided with an opportunity to purchase a PE padlock for PE lockers. Students will be responsible for securing the padlock on their locker and placing personal items in the locker. Students in **band** will be issued lockers and padlocks for the safe storage of their instrument. It will be the student's responsibility to secure the padlock after each use. All instruments must go home on weekends and vacations. All padlocks will be collected by the appropriate teacher at the end of the school year. Students will be charged replacement costs for lost locks.

LOST AND FOUND

Each Grade House Office, as well as the café, has a Lost and Found. Students are urged to secure their personal items at all times to avoid the possibility of loss or theft.

MAKE-UP WORK

For an excused absence, reasonable time will be allowed for the student to make up work required for credit. For a suspension or other unexcused absences, make-up work may be required for credit. It is the student's responsibility to request missing assignments from his/her teacher.

MEDICATION

Students may not carry medications on campus. **All** medications are to be kept in the clinic. Students requiring prescription medications must have authorization forms on file in the clinic signed by the physician and the parent/guardian. These forms are available from the clinic or main office.

OFFICE HOURS

The front office hours are 8:30 a.m. to 4:45 p.m.

OPEN HOUSE

Open House will be held on **September 7, 2023, from 5:45 pm to 7:45 pm**. We encourage parents/guardians to attend to meet the teachers, learn about the middle school curriculum, and the programs offered.

PARENT-TEACHER CONFERENCES

Conferences may be initiated by either the parent/guardian or the teacher. Parents may call the grade level house office to schedule conferences with individual, or a team of teachers. Conferences will be held before school and are offered in-person or virtually via Microsoft Teams.

Two-way communication between parents/guardians and teachers is encouraged. Parent/Teacher Conferences will be scheduled based on availability as follows:

6th Grade – Wednesdays and Thursdays

7th Grade – Tuesdays and Thursdays

8th Grade – Tuesdays and Wednesdays

PARENT PICK-UP/DROP-OFF AREA

The parent pick-up/drop-off area is located in the front loop of the school. Students should not arrive on campus before 8:30 a.m. and should be off campus no later than 4:45 p.m. daily.

PAYMENTS

Any payments made by check for fundraisers, PE uniforms, book orders, obligations, field studies, etc., should be made payable to **Galaxy Middle School**. Please indicate the student's name and grade level on checks. Payments can also be made on-line via the school's website online payments tab.

PHYSICAL EDUCATION

Students enrolled in PE classes will receive specific information regarding grading and participation from their assigned coach. *Uniforms will be available for purchase at school or on-line via the school website payments link.*

PROGRESS REPORTS

Reports of student progress will be given to students to take home to parents/guardians at the midpoint of each grading period. Parents/guardians who do not receive this report may call the appropriate Grade House Office to arrange to pick up a copy. Progress Reports are also available in FOCUS. You should review the report with your student and take appropriate action according to the report. Praise, encouragement, or a conference may be appropriate responses.

TECHNOLOGY: 1:1 DEVICES

School-provided laptops will be made available to students to enhance the learning environment. Students in 6th and 7th grade will have access to laptops in the classroom but will not take them home. Students in 8th grade may check out a laptop for use at school and home, free of charge, once a 1:1 Student Device Parent/Guardian Acknowledgement form has been signed and returned. This option will be available for 7th graders during the second semester of the school year. Students are responsible for the device and the accompanying charger. If the device is lost or damaged, a fine will be assessed and it will be the financial responsibility of the student/parent/guardian. Laptops must be returned at the end of the school year.

TEXTBOOKS

Textbooks are LOANED to the students free of charge. Since most books will be used again, it is required that books be handled with care and returned at the end of the school year. Fines will be assessed for damaged and/or lost books and it is the financial responsibility of the student/parent/guardian.

SCHEDULE CHANGES

Only a school counselor or an administrator may initiate a student schedule change. Schedule change request forms must be signed by the parent/guardian prior to the change being finalized. *Please note that the completion of a schedule change request form does not guarantee that a schedule change will take place.*

SCHOOL HOURS

Student hours are 9:30 a.m. – 4:15 p.m. Students may arrive no earlier than 8:30 a.m. There is no supervision before 8:30 a.m. unless students are enrolled in Before the Bell. Students may enter the campus at 8:55 a.m. The morning bell will ring at 9:23 a.m. to alert students to report to class. **All students are expected to be in class by 9:30 a.m.** Students who are tardy to class will be subject to tardy consequences. Bicycle riders and walkers should exit the campus immediately at 4:15 p.m. Students being picked up via parent pick-up should be off campus no later than 4:45 p.m. unless involved in after-school activities. **Student supervision ends at 4:45 p.m.**

SEXUAL HARASSMENT

Any student who engages in the sexual harassment of another person may be subject to disciplinary action. Students are to contact an administrator immediately to file a complaint. Each complaint of sexual harassment shall be promptly investigated.

SPECIAL OCCASIONS

Flowers, balloons, stuffed animals, etc., other than those available at school-sponsored events, may **NOT** be delivered to a student to acknowledge a special occasion. These items disrupt the educational process. If they are delivered to the school, they will be kept in the Grade House Office until the end of the day.

STUDENT CONDUCT AND DISCIPLINE

All students are subject to the Volusia County Code of Student Conduct and Discipline (Policy 208S). To provide an effective learning environment, proper discipline must be maintained. Good conduct in the classroom, on campus, and at extracurricular activities is vital to our school's safe and secure environment. It is expected that students will abide by the Volusia County Student Code of Conduct and the policies of Galaxy Middle School. Failure to do so may result in disciplinary action. All classrooms will have clear and defined rules and consequences. The following are the school-wide discipline procedures:

1. Verbal Warning
2. Teacher Consequence
3. Parent/Guardian Phone Call
4. Discipline Report
5. Discipline Referral

Major infractions such as, but not limited to, fighting, offensive behavior, threats, or possession of weapons or illegal substances will result in an immediate student discipline referral and may result in law enforcement involvement. Please refer to the Volusia County Code of Student Conduct and Discipline for more information.

STUDENT IDENTIFICATION CARDS

For the safety and security of all students and staff, students are required to visibly wear a school-provided ID during school hours. **Each student will receive one student ID free of charge.** Replacement IDs will be available for \$3.00. Student ID lanyards may also be purchased for \$1.00.

VOLUSIA COUNTY SCHOOLS DRESS CODE

Volusia County Schools has a student appearance and dress code for all elementary, middle, and high school students. Responsibility for the dress and appearance of students enrolled in the School District of Volusia County primarily rests with parents and the students. The standards

of appearance for students shall ensure that the students are clean, neat, and properly dressed. They shall observe modes of dress and standards of personal grooming which are appropriate for the academic environment. It is the responsibility of the principal to see that the dress appearance of any student shall not be extreme, to the point of creating a disturbance, or be hazardous to the student and/or others, or school property. Complete guidelines can be found in [Policy 217](#).

General Dress Code Policy Requirements

- Appropriate sizes - Garments must be of a length and fit that are suitable to the build and stature of the student.
- Upper garments – Upper garments must be long enough to clearly overlap the beltline or stay tucked in during the course of normal movement during the day.
- Lower garments – Lower garments with visible belt loops shall be worn with a belt that is properly fastened. Exceptions will be allowed for students in grades K – 5 and in individual cases based upon the discretion of the principal or designee. The waistband of pants, shorts or skirts must be worn and secured between the hips and the waist. Undergarments and the buttocks must remain entirely covered even while seated. Jumpers, skirts, and shorts must be at least mid-thigh or below in length.
- Head - No hats, caps, visors, hoods, bandanas, sunglasses or other head gear may be worn on a school campus except with administrative permission (i.e. medical necessity, religious, school related events)
- Shoes/Footwear - All students shall wear shoes/footwear. Students must wear shoes that are safe and appropriate for the learning environment. Students must wear athletic shoes in all physical education classes.
- Outerwear – Coats, jackets, sweaters, and other appropriate outer garments when necessary due to weather conditions. When outer garments with hood are worn, the hoods must be removed from the head while in school buildings. The outer garments must be of the appropriate size and shall not be overly baggy or violate any provisions of the dress code.

Unacceptable Attire

A student may not wear clothing (including bandanas), jewelry (including body piercing jewelry), buttons, haircuts, tattoos, or other attire or marking which are offensive, suggestive, disruptive, or indecent, such as:

1. Clothing associated with gangs.
2. Clothing encouraging or promoting the use of tobacco, drugs, alcohol or violence.
3. Clothing associated with the discrimination on the basis of age, color, handicap, national origin, marital status, race, religion or sex.
4. Clothing exposing the torso or upper thighs, such as see-through garments, mini-skirts or mini-dresses, halters, backless shirts or dresses, tube tops or tank tops without over-blouses or shirts, spaghetti strap garments without over-blouses, bare midriff outfits, or shirts or blouses tied at the midriff.
5. Clothing not properly fastened or with tears.
6. Clothing or outer garments traditionally designed as undergarments, such as boxer shorts, underwear, tights, hosiery, and sleepwear.

7. Clothing or footwear that is construed by the principal, or designee, as hazardous or dangerous to the health or safety of the student or others or which might reasonably lead the principal or designee to forecast substantial disruption of, or material interference with school activities.

- **Slides and slippers are not permitted at Galaxy.**

Students may not bring the following items to school:

1. Blankets
2. Energy Drinks
3. Glass bottles
4. Sprays/perfumes
5. Stuffed animals
6. Toys

WORK DETAIL

Work detail may be assigned for some infractions. This may consist of lunch duty, grounds duty or other housekeeping/campus beautification duty.

Acknowledgement of the Galaxy Middle School Student/Parent/Guardian Handbook

Students/Parents/Guardians:

Thank you for taking the time to read through the student/parent handbook which contains the Galaxy Middle School policies and procedures. These guidelines must be followed to provide students with the best quality education and service possible. Your support of our efforts is greatly appreciated.

Sign and return the bottom portion of this page to signify acknowledgement and receipt of the policies and procedures.

Thank you for partnering with Galaxy Middle School to support the educational success of all students!

Parent/Guardian Name: _____

Parent/Guardian Signature: _____

Student Name: _____ **Alpha:** _____

Student's 1st Period Teacher: _____

Student's Grade: _____

Date: _____

ROCKET NATION!



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Facebook at Galaxy Middle

Visit our website: <https://galaxy.vcsedu.org/>