

WELCOME

The staff at Galion Middle School has planned an exciting year for you. We believe that learning should be an adventure that lasts throughout one's life. In order for this adventure to be worthwhile and valuable, we believe that everyone who is part of our school should strive for quality in all things. By striving for quality, we all benefit, both academically and socially.

Please read and review the important information contained in this handbook. The rules and regulations, which have been established over a long period of years, are here to benefit and assist in an orderly movement toward high academic and social standards. As part of the learning team and school community, each student is expected to abide by the standards presented in this handbook.

In closing, it is my sincere wish that each of you have a rewarding year and that you move closer to reaching and obtaining quality in all things.

Special Note: I would also like to note that the term parent in this handbook refers to parent(s), guardian(s), or custodian(s) depending on the individual's situation.

The Student Handbook was developed to answer many of the commonly asked questions that you and your parents may have during the school year and to provide specific information about certain Board policies and procedures. Please take time to become familiar with the important information contained in this handbook and keep the handbook for reference by you and your parent. This handbook replaces all prior handbooks and other written material on the same subjects. This handbook does not equate to an irrevocable contractual commitment to the student, but only reflects the current status of the Board's policies and the school rules as of the Board of Education approval date. If any policies or administrative guidelines reference herein are revised the language in the most current policy or administrative guideline prevails. Copies of the current board policies are available on our website at galionschools.org or at <http://www.neola.com/galion-oh/>

Andy Johnson, Principal

GALION MIDDLE SCHOOL MISSION STATEMENT

The staff at Galion Middle School believes that learning should be an adventure that lasts throughout one's life. The individual who knows how to learn can solve problems, adapt to change, take an active role in the community, benefit from the past, and chart a course for the future. The students, parents, and staff of Galion Middle School, believing that everyone can learn, are partners in this lifelong adventure.

GALION MIDDLE SCHOOL GOALS

The major objective at Galion Middle School is to assist in the development of educated, responsible citizens. To achieve this, six basic goals have been established.

1. Every student should succeed daily in some area of school, whether it be in academic and exploratory courses, physical education, noon activities, or extracurricular programs.
2. Every student should have some individual in school with whom he/she can relate and will make special effort to help him/her succeed and solve his/her problems, whether it be his/her academic teacher, staff members, peers, guidance counselors, or administrators.
3. Every student should experience a solid program of academic fundamentals in the areas of reading, English, mathematics, science, social studies, and health education.
4. Every student should experience a solid program of unified arts.
5. Every student should have opportunities to explore and experience a variety of activities without fear of failure.
6. Every student should have an opportunity to develop and foster citizenship skills.

RIGHTS, RESPONSIBILITIES, AND REGULATIONS AT AN EFFECTIVE SCHOOL

These include but are not limited to the following:

Rights

1. An education without harassment from fellow students.
2. The expression of an opinion in a respectful manner.
3. Courteous treatment from all school personnel.
4. An informal hearing for suspension with a principal.
5. The right to challenge the reason for suspension. However, the student does not have the right for legal counsel at an informal hearing.
6. Written notice of intent to suspend with reasons why.
7. Written notice of suspension and reasons within 24 hours of the informal hearing. This notice will be sent to parent, guardian, or custodian, and Board Treasurer.
8. A student, parent, or guardian may appeal the suspension to the Board of Education or its designee. The student or parent may be represented at the appeal and the appeal may be held in the executive session of the Board if requested by the pupil, parent, guardian or custodian. The student will remain under suspension/expulsion during the pendency of the appeal.

Responsibilities, Rules

1. Students are responsible for coming to class prepared every day. They should bring the proper books, paper (non-spiral), materials, and supplies to class with them. Students

are required to dress in the proper uniform for Physical Education. Students who do not dress appropriately for Physical Education will be subject to the same consequences as the campus wear policy dictates. No permanent markers or white-out are to be brought to school.

2. Students are responsible for the proper care of books, supplies and furniture.
3. Students are expected to keep displays of affection consistent with what is expected in a place of business or learning institution. Overt displays of affection are considered inappropriate.
4. Be courteous in the hallways. There are about 450 students moving from class to class. Do not congregate in the halls as you block other student's way. Do not run in the halls as you could injure yourself and others.
5. Students should conduct themselves in a manner that will not interfere with the teaching-learning process or prevent other students from receiving a quality education.
6. Grooming-One of the first impressions you get of your fellow students at Galion Middle School is the pride they take in neatness and appearance. The school administration, faculty and most students are convinced that appropriately dressed students are better students. We require students to meet the school campus wear requirements. In addition to the campus wear policy, we insist that our students do not call undesirable attention to themselves. Appropriate wearing apparel is expected of all who attend Galion Middle School along with acceptable standards of grooming. Therefore the following guidelines will also be enforced:
 - a. All students will exercise sound hygienic practices-clean body, hair and clothing.
 - b. Hats are not to be worn in school. A kerchief is considered a hat and applies to both boys and girls.
 - c. Students are to wear only the approved campus wear. If we were to experience a school energy crisis, the principal will communicate if there is to be a change in the students dress attire.
 - d. Except for medical reasons, sunglasses shall not be worn in school.
 - e. Students are not to write anything on their clothing, their person, or anyone else's clothing or person.
 - f. Visible body piercing other than the ears is not to be worn at school or school activities.
 - g. Unnaturally colored hair/hair styles are distracting to the educational process and are not permitted. Examples of unnatural color could include, but are not limited to: blue, green, red, purple, orange, etc. Unnatural hair styles include mohawks, spiking etc. Feathers or other excessive hair accessories will not be permitted. Designs, numbers, logos, names or words shall not be designed into hair.
 - h. No temporary tattoos or body sparkles are to be on face, arms, hands and legs.
 - i. No chains, pointed collars, or metal studs shall be worn or attached to clothing.
 - j. The school administration has the authority to make the final interpretation of the dress guidelines.
7. Students are to be considerate and think of others when inside the building.
 - a. Halls and Steps - Walk at all times. When going up or down the stairs, it is recommended to take only one step at a time. Noise should be kept at a minimum so as not to disturb others. Keep to the right unless otherwise directed. Prior permission by the Principal or Assistant Principal is necessary to use the elevator.

- b. Restroom - Students shall use the restrooms before the tardy bell or by permission from the classroom teacher.
8. Homework - on an average day students should plan to spend 1 to 1-1/2 hours of studying outside the regular class work. It is the responsibility of students to arrange with their teachers to make up all work that was missed due to absence. Student assignments can be obtained by using Progress Book, a program that allows parents and students to access classroom information using the Internet. Students will be issued a Username and a Password. Grades and assignments can be checked daily. This should be checked weekly at a minimum. Finally, students may be assigned detention and or Thursday School for not completing assigned school work.
 9. Lockers - Students are to use their lockers before school, at lunch, and at the end of the day. Students are NOT to be going to their lockers between classes. It is the responsibility of the students to ensure that they NOT divulge to anyone their locker combination. Students using other students' lockers will be subject to disciplinary action. The Board or its designee reserves the right to search the lockers, at any school activity when it is reasonably necessary for the maintenance of order, discipline and safety and in the supervision and education of students.
 10. Visitors - Anyone wishing to visit the school must obtain a pass from the principal's office. High school students are not permitted on the middle school grounds or in the middle school building before, during, or after regular school hours unless permission has been obtained. Having other students visiting in the classroom can be disruptive. Therefore, other students are not permitted to visit during school hours.
 11. Ipods, cameras, radios, CD players, pocket pagers, electronic communication devices or electronic games - noise-making and/or time wasting devices, radios, and electronic games are to remain in lockers. Cell phones must also remain in lockers and be turned off throughout the school day, unless given prior permission from a staff member. All confiscated property shall be held in the principal's office until picked up by a parent. Possession of these devices will result in a minimum of Thursday school. Stronger penalties will be imposed for repeat offenses. In addition, laser points are not to be brought to school at anytime. *The Galion City Schools are not responsible for lost or stolen items.
 12. The School Day - We operate a closed campus policy. Students must stay on the school grounds from the time they arrive, even if the first period has not yet started, until dismissal or until the bus picks them up. A parental request to the office is required for students to leave the school grounds for appointments. Students must also be picked up by their parents for other requests. In addition, students should not arrive at school before 7:10 a.m.
 13. Playground - The play area will be on the west side of the building. Use the west doors when going out and coming into the building. Always think of yourself and others on the playground. Anything that endangers you or your fellow students should be avoided.
 14. Bicycles - Bicycles are to be parked in the rack. Students are to stay away from bicycles and bicycle racks during the day. Safety for students and protection for people's property should be considered at all times. Bicycles should be locked. Galion Middle School is not responsible for bicycles that may be stolen or damaged.
 15. Skateboards, in line skates, skate shoes, heelies and scooters - are not permitted on school property.

16. Loitering - No middle school student should loiter around the school or any other school in the Galion City School District before, during, or after regular school hours.
17. Book Bags - Students may use book bags to transport books and materials to and from school. However, all book bags/back packs must be stored in the owner's locker. Book bags are not to be carried to class during the school day. Please realize the lockers are small.
18. Gum Chewing - We will insist that there be NO gum at school or during curricular/extracurricular activities. Chewing gum, blowing bubbles, etc., is disruptive and distracts others. Gum can also be destructive when it ends up on floors, walls, equipment, under desks & tables, on personal property, in hair and on clothing. The penalty for gum chewing is as follows: 1) 1st offense – one demerit; 2) 2nd offense - Thursday School; 3) Third offense – Thursday School; 4) Fourth offense-suspension for insubordination. Chewing of paper, plastic, metal, etc. will be treated the same as gum.
19. Food/candy - The cafeteria is the place for food to be eaten. No food/candy is to be consumed outside of the cafeteria. Rules governing gum will apply to food/candy.
20. Substitute Teacher Policy - Your full cooperation and attention is not only expected but also required when a substitute teacher is in the classroom. Your attitude should be such that you use good manners and offer assistance to the substitute whenever possible.

Should you choose not to cooperate with the substitutes; the following penalties will be assigned:

First Offense - The student(s) will be assigned one week on LEVEL II. If the student is already on LEVEL II, their stay will be extended by one week. (Level II is defined on page #7)

Second Offense - The student(s) will be assigned Thursday School.

Third Offense - The students(s) will receive a minimum of one day out-of-school suspension for insubordination.

LUNCH CHARGE POLICY

The maximum number of charges allowed per student at any one time will be ONE for any students K-12.

MEDICATION POLICY

1. Parents obtain a written order from the doctor requesting that medication be given at school stating the name of the medication, amount of dosage to be given, and the time it is to be given. (The required form that is to be completed by the doctor and the parent can be obtained from the school office). Students are to carry no medication with the exception of asthmatic inhalers.
2. Provide the medication in the original container with the child's name, the name of the medication, when it is to be given, and the amount or dose to be given.
3. Parents need to pick up any unused prescriptions during extended school breaks and at the end of the school year.

4. Parents should calculate, in advance, the date that refills would be needed for ongoing prescription medications.
5. The Galion City Schools Board Policy requires the parent/guardian to provide written permission for nonprescription medications such as cough drops, Tylenol, antibiotics, etc.

CARE OF STUDENTS WITH CHRONIC HEALTH CONDITIONS

- A. Parents are to notify the school of the child's allergy/health condition and update at least annually by submitting a medical statement that includes:
 1. The medical or special dietary condition which restricts the child's diet;
 2. The food or foods to be omitted from the child's diet; and
 3. The food or choice of foods to be substituted.
- B. Parents are to work with the school team to develop a plan that accommodates the child's needs throughout the school including the classroom, cafeteria, after-school activities, and the school bus.
- C. Parents are to replace any required medication after use or upon expiration.
- D. Parents are to provide the school a way to reach the parent(s) or other emergency contacts.
- E. Parents are to educate the child in the self management of their allergies/health conditions including safe and unsafe foods, strategies to avoid exposure to unsafe foods/agent; symptoms of adverse health conditions; how and when to tell adults that they are experiencing their health problems; how to read food labels (age-appropriate). Education efforts should promote self-advocacy and competence in self-care.

STUDENT CODE OF CONDUCT

All rules and regulations, as set forth by this Student Conduct Code, are enforced at extracurricular activities as well as in the curricular setting. Violations of the following regulations are grounds for discipline penalties spoken to in House Bill 421. In addition, unruly charges may be filed in juvenile court against a student who continually violates the Student Conduct Code.

- I. Students shall not disrupt or interfere with curricular or extra-curricular activities. Behaviors that interfere with the educational process will not be tolerated and are subject to disciplinary action. Obscene gestures or remarks, profanity, spitting within the building or the playground; throwing snow, ice or stones, etc.; failing to tell the truth; possessing obscene materials, matches or lighters; public displays of affection; shoving; kicking; wrestling; instigating fights; riding piggyback; horseplay; forgery; and cheating are prohibited on school grounds. Violations shall be due cause for disciplinary action. The nature of the offense and the number of violations will be taken into account before punishment is assigned.

- II. The following acts or practices are subject to disciplinary action:
- Extortion – extortion is the use of threat, intimidation, force, or deception to take, or receive something from someone else. Extortion is against the law.
 - Gambling – students are forbidden from any games or activities that include casual betting, betting pools, organized sports betting or any other form of wagering. Students who bet on any school activity in which they are involved may also be banned from that school activity.
 - Terroristic Threat –Students are forbidden to threaten directly or indirectly to commit a crime of violence with the purpose to terrorize another or with reckless disregard for the risk of causing terror in another.
- III. Failing to attend class (truancy), fighting, assault, injuring a student, disrespect, vandalizing public property or private property of students or school personnel, stealing, possessing and/or igniting smoke bombs, stink bombs, fireworks, or explosives, and making obscene gestures or remarks to school personnel will result in a minimum of a suspension or Thursday School.
- IV. Possessing and/or using weapons (such as a knife, gun, self-protecting aerosol sprays, or any potentially harmful device), pulling the fire alarm, calling in a bomb threat, starting a fire, inducing panic, threatening a violent act, failing repeatedly to comply with directions of school personnel (insubordination) and assaulting verbally or physically school personnel will result in a suspension or expulsion.
- V. Students shall not possess or use tobacco in the school building, on any Galion City School grounds or any place in sight of the middle school building or at curricular or extracurricular activities. Such violations will result in:
- First offense** - 2 days suspension
Second offense - 5 days suspension
Third offense - 7 days suspension (in addition, a recommendation may be made for expulsion or professional assistance).
- VI. Students are not to participate in or display anything that would indicate involvement with gang activities. This includes the wearing of colors, flashing gang signs, or displaying gang graffiti. Students violating this regulation will be subject to suspension and/or expulsion from school.
- VII. In an attempt to curb student misbehavior a level demerit system of discipline will be administered. Points of demerit are distributed as follows:
Detention: 1 point; Thursday School: 2 points; Suspension: 3 points. Every 4th detention assigned by the same teacher, or for the same offense, will result in a Thursday School rather than the regular detention period.

The levels of demerit are:

Level I - (0-7 points) - All privileges extended.

Level II - (8-15 points) - Special privileges such as assemblies, hall pass, and recess may be removed for one week. Students will be in detention for five days.

Level III - (16 or more points) - May include but not limited to - All privileges denied including assemblies, library (except for specific academic reasons), hall pass, recess, and attendance at after school activities for the balance of the school year. Activities may include but are not limited to Cedar Point, Spring Dance, Christmas Activities, Activity Day, International Day, and Political Convention.

*(DECISIONS CONCERNING STUDENT PARTICIPATION IN THE ABOVE ACTIVITIES WILL ALSO INCLUDE ATTENDANCE AND GRADES, AS WELL AS STUDENT BEHAVIOR.)

In addition at 25 points in one year, 40 points in two years, or 50 points in three years unruly charges will be filed against the child in Juvenile Court. Also at this point, a student may be recommended for expulsion.

DISCIPLINE PENALTIES

- A. Detention is a time when the student is assigned to either lunch or afterschool detention. If a student would be assigned to lunch detention, they would eat lunch in the detention hall and spend the remainder of the period studying. Students must purchase a hot lunch while in the detention hall, or bring a sack lunch from home. If a student were to be assigned to an after school detention, school transportation will not be provided. Students should fully understand that any teacher in the building has the authority to correct misconduct at any time. Therefore, it is conceivable that a staff member might assign a detention to a student who is not in any of his/her classes. All students receiving a detention will have 24 hours notice. Students who do not return detention slips with parental signatures will be subject to additional disciplinary action. The type of detention, (lunch or afterschool) the number of lunch detentions, or the number and length of time in afterschool detention, is determined by the offense.
- B. Special Assignments: Students may be required to perform reasonable tasks as suited to the disciplinary infraction.
- C. Withholding of privileges: Special privileges such as recess, library, hall pass, computer use, or other privileges may be withheld.
- D. Removal from class: A student may be temporarily removed from a class by a teacher. The seriousness of the offense, the student's attitude, and the number of previous offenses are all factors determining the final resolution. The teacher must submit the reasons in writing to the principal as soon as possible after the removal.
- E. Emergency removals: When circumstances are such that the student's continuing presence in school is reasonably certain to pose a continuing danger to persons or property or an ongoing threat of disrupting the academic process taking place either within the classroom or elsewhere, on the school premises or any school-sponsored or related activities, the student may be immediately removed from the situation without complying with the notice and hearing requirements of suspensions and expulsions.

If a student is removed under this provision, written notice of the reason(s) for the removal and written notice of the hearing to be held regarding the removal shall be given to the student as soon as practicable prior to the hearing. The hearing will be held within seventy-two (72) hours from the time the initial removal is ordered. The hearing shall be held in accordance with the procedure set forth pertaining to suspension and expulsion.

- F. Participation in extra-curricular activities is a privilege and not a right. Therefore a student can be prohibited from participating in any particular or all extra-curricular activities for offenses or violations of the Student Code of Conduct/Student Discipline Code for a period not to exceed the remainder of the school year in which the offense or violation of the Student Code of Conduct/Student Discipline Code took place. In addition, student athletes are further subject to the Athletic Code of Conduct and may be prohibited from participating in all or part of any interscholastic sport for violations therein. Students prohibited from participation in all or part of any extra-curricular activity are not entitled to further notice, hearing, or appeal rights.
- G. Out-of-school suspension: A principal may suspend a student for a one to ten day period of time. The home is to be notified of a student's suspension. A student may make up missed work during their first suspension. However, if a student were to receive any further suspensions, the student would be prohibited from making up any graded homework, quizzes/tests, projects, etc. for credit.
- H. Alternate School: There is an Alternate School available in Shelby to which students may be assigned for inappropriate behaviors. Bus transportation is provided to and from the Alternate School.
- I. Expulsion: The superintendent of school may expel a student for up to 80 days for disciplinary action. Before a suspension or expulsion occurs, a parent-administrator conference may be held to present all facts relating to incident. Following the parent-administrator conference, a written notice from school officials will notify parents or guardians stating the reasons for removal from school and the duration of the suspension or expulsion. The student conduct code is applicable for the regular school year and summer school.
- K. Thursday School: Thursday Schools meet at the Galion Middle School and occasionally at the High School from 2:45 - 5:30 p.m. Work assigned by the classroom teacher to be completed by the student in Thursday School will be returned to the classroom teacher. Students who fail to attend or get removed from an assigned Thursday School are subject to suspension.
- L. A student suspended or expelled by another public school in Ohio may be temporarily denied admission to the District's schools during the period of suspension or expulsion even if that student would otherwise be entitled to attend school in the District. Likewise, a student expelled or otherwise removed for disciplinary purposes from a public school in another state and the period of expulsion or removal has not expired may be temporarily denied admission to the District's schools during the period of expulsion or removal or until the expiration of the period of expulsion or removal which the student would have received in the District had the student committed the offense while enrolled in the District. Prior to denying admission however, the Superintendent

shall offer the student an opportunity for a hearing to review the circumstances of the suspension or expulsion and any other factors the Superintendent determines to be relevant.

If a student has been recently discharged or released from the custody of the Department of Youth Services (DYS) and is seeking admittance or re-admittance into the District, the student will not be admitted until the following records, which are required to be released by DHS to the Superintendent, have been received:

1. an updated copy of the students transcript;
2. a report of a student's behavior while in DHS custody;
3. the student's current IEP, if one has been developed for the child; and
4. a summary of the instructional record of the child's behavior

STUDENT ANTI-HAZING POLICY

It is the policy of the Galion Board of Education and School District that hazing activities of any type is inconsistent with the educational process and shall be prohibited at all times. No administrator, faculty member, or other employee of the school district shall encourage, permit, condone, or tolerate any hazing activities. No student, including leaders of student organizations, shall plan, encourage, or engage in any hazing.

Hazing is defined as doing any act or coercing another, including the victim, to do any act of initiation into any student or other organization that causes or creates a substantial risk of causing mental or physical harm to any person. Permission, consent, or assumption of risk by an individual subjected to hazing does not lessen the prohibition contained in this policy.

Administrators, faculty members, students, and all other employees who fail to abide by this policy may be subject to disciplinary action, and may be liable for civil and criminal penalties in accordance with the Ohio law.

GALION CITY SCHOOLS HARRASSMENT/BULLYING POLICY

It is the policy of the Galion Board of Education that every individual deserves to be able to come to school without fear of demeaning remarks or actions. The harassment/bullying of other students or staff members, or any other individuals is not permitted. This includes any speech or action that creates a hostile, intimidating, or offensive learning environment.

Conduct constituting harassment may take different forms, including but not limited to the following:

Sexual Harassment

A. Verbal:

The making of written or oral sexual innuendoes, suggestive comments, jokes of a sexual nature, sexual propositions, or threats to a fellow student, staff member, or other person associated with the District.

B. Nonverbal:

Causing the placement of sexually suggestive objects, pictures, or graphic commentaries in the school environment or the making of sexually suggestive or insulting gestures, sounds, leering, whistling, and the like to a fellow student, staff member, or other person associated with the District.

C. Physical Contact:

Threatening or causing unwanted touching, contact, or attempts at same, including patting, pinching, pushing the body, or coerced sexual contact, with a fellow student, staff member, or other person associated with the District.

Gender/Ethnic/Religious/Disability or Other Forms of Harassment

A. Verbal:

Written or oral innuendos, comments, jokes, insults, threats, or disparaging remarks concerning a person's gender, national origin, religious beliefs, etc., toward a fellow student, staff member, or other person associated with the District.

B. Nonverbal

Placing objects, pictures, or graphic commentaries in the school environment or making insulting or threatening gestures toward a fellow student, staff member, or other person associated with the District.

C. Physical:

Any intimidating or disparaging action such as hitting, hissing, or spitting on a fellow student, staff member, or other person associated with the District.

Any student who believes that he/she is the victim of any of the above or has observed such actions taken by another student, staff member, or other person associated with the District should take immediately the following steps:

If the alleged harasser is a student, staff member, or other person associated with the district other than the student's Principal, the affected student should, as soon as possible after the incident, contact his/her Principal, Assistant Principal, or Guidance Counselor. If the alleged harasser is the student's Principal, the affected student should, as soon as possible after the incident, contact the Superintendent.

The student may submit a report in writing, by telephone, or in person. The reporting student should provide the name of the person(s) whom he/she believes to be responsible for the harassment and the nature of the harassing incident(s). The report shall be investigated in a timely and confidential manner.

If the investigation reveals that the complaint is valid, then appropriate remedial and/or disciplinary action will be taken promptly to prevent the continuance of the harassment or its recurrence.

Hazing by any school group, club or team is not permitted. This includes any form of initiation that causes or creates a risk of causing mental or physical harm, no matter how willing the participant may be.

Under no circumstances will the School threaten or retaliate against anyone who raises or files a harassment complaint. Violation of Galion City Schools Harassment Policy may result in consequences being issued.

CYBER BULLYING DEFINITION

Cyber bullying includes but is not limited to the following:

- Posting slurs or rumors or other disparaging remarks about a student or school staff member on a website or on weblog;
- Sending email or instant messages that are mean or threatening, or so numerous as to drive up the victim's cell phone bill;
- Using a camera phone to take or send embarrassing photographs /recording of student or staff members or post these images on video sharing sites such as YouTube;
- Posting misleading or fake photographs of student or staff members on websites will result in disciplinary action to be taken.

To the extent permitted by the First Amendment, instances of cyber-bullying off school grounds that disrupt the school environment or interfere with the learning process will be considered violation of the Student Code of Conduct.

WALKING STUDENTS/ROUTES

- I. Walking students are to cross Portland Way North at the Heise Park Crosswalk only. Those students who do not will be referred to the Galion Police.
- II. All school rules apply while you are on school property.

TRANSPORTATION CODE OF CONDUCT

- I. Eligibility
 - A. It is the policy of the Galion City Schools to transport eligible students to and from school. Eligible students are defined as: Elementary, Middle School, High School and public or private students who live outside the designated walking areas.

- B. Eligible students will be assigned to a bus and will follow the transportation rules and regulations under the school bus driver's authority and responsibility to ensure the safety and welfare of all school bus passengers.

II. Behavior

- A. Expected behavior of all students while riding and or waiting for a school bus during a regular run, field trip, sports event, or any other trip as follows:
1. Students shall arrive at the bus stop before the bus is scheduled to arrive.
 2. Student behavior at bus stop(s) must not threaten life, limb, or property of any individual.
 3. Students must leave or board the bus at assigned locations unless they have parental and administrative authorization to do otherwise. Students may not be removed from the bus by anyone other than school personnel during the daily route other than at the designated bus stop.
 4. Students must wait in a location clear of traffic and away from the bus stops.
 5. Students must go directly to an available or assigned seat.
 6. Students must remain seated keeping aisles and exits clear.
 7. Students are not to put head or arms out of the bus windows while the bus is stationary or moving.
 8. Students must observe classroom-like conduct and obey the driver promptly and respectfully.
 9. Students must not use profane or vulgar language.
 10. Students must refrain from eating and drinking on the bus except as required for medical reasons.
 11. Students must not use tobacco on the bus.
 12. Students must not possess or use alcohol or drugs on the bus.
 13. Students must not throw or pass objects on, from, or into the bus.
 14. All items need to be in backpacks before boarding the bus / no items are to be out other than a small book.
 15. Students must not litter on the bus or have animals of any kind on the bus.
 16. Students may carry on the bus only objects that can be held in their lap.
 17. Students must use a reasonable conversational level on the bus. Students must be silent when the bus approaches and crosses a railroad track.
 18. Students must enter and leave by front door only unless authorized by an emergency situation.
 19. Students must not wear cleats on the bus and must keep feet on the floor.
 20. Students must not act inappropriately by making sexual advances or public displays of affection.
 21. Students must not bring a squirt gun, weapon, mace/ pepper gas, or fireworks on the bus.
 22. To provide for the safety of all students, no students shall exhibit disruptive behavior or fighting of any kind on the bus or at bus stop.
 23. Students must have all electronic devices stored in their book bags. The school is not responsible for lost or stolen electronic items.
 24. Damage to the interior/exterior of the bus by students is prohibited.
 25. Students are not permitted to wear strong smelling perfumes or colognes.

Field Trips/Extra-curricular:

26. Students must have written permission from parent if they will not be returning on the bus from a field trip or event. Coach/Advisor and administrator must sign permission slip and present it to bus driver.
27. Coach/Advisor must provide bus driver with roster that includes first and last names of all passengers before departure.
28. Coaches, advisors, and chaperones are asked to assist in enforcing bus rules to ensure the safety of all passengers.

III. Medication

- A. Students must present a note to the driver from their parents authorizing the use of prescription drugs on the bus.
- B. Proper steps will be taken to collect, store, and use medical information correctly.

IV. Guest Riders

- A. Students may bring student guests on the bus only with a BUS GUEST PASS signed by the regular rider's parents, guest's parents, and building principal. We request at least one-day notice.

V. Removal from Bus

- A. Persons authorized to remove bus privileges.

The superintendent may expel a student from bus riding privileges for up to 80 days in compliance with Section 3313.66 of the Revised Code. A superintendent's designee, principal, or assistant principal are authorized to suspend a student up to ten days from bus riding privileges. All of the above officials may immediately remove a student from the bus if the student's presence poses a danger to persons or property or a threat to the safe operation of the school bus.

- B. Reporting Misbehavior.

School bus drivers shall report in writing on a Misconduct Form to the appropriate administrator all rule violations of conduct that justify immediate removal, suspension, or expulsion.

- C. Expulsion

Step 1 - Principal receives Misconduct Report from bus driver.

Step 2 - Principal recommends expulsion to superintendent if misbehavior warrants it.

Step 3 - Superintendent informs student and parent(s) in writing of due process hearing date and time.

Step 4 - If expelled, student and parent(s) are informed in writing of the duration of loss of riding privileges.

- D. Suspension

Step 1 - Principal receives Misconduct Form from bus driver.

Step 2 - Principal gives student Notice of Intended Suspension form.

Step 3 - Principal holds due process hearing for student.

Step 4 - If suspended, student is informed of the duration of this suspension.

Step 5 - Parent is informed by phone or letter of the chain of events.

- E. Immediate Removal

Step 1 - Principal receives Misconduct Form from bus driver for immediate removal.

Step 2 - Principal notifies student of hearing time and reason for removal.

- Step 3** - A due process hearing is held within 72 hours of the removal
Step 4 - Principal notifies student of the duration of the emergency removal.
Step 5 - Parent is informed by phone or letter of chain of events.

F. Warning

If in the opinion of the bus driver, an act of misbehavior should be responded to by a warning; the following steps will be taken:

Step 1 - Driver will give verbal warning to student.

Step 2 - Driver will fill out a Bus Conduct Report and file it with the building principal. The verbal warning will be noted on the Bus Conduct Form. A minimum of one detention will be assigned as punishment for a Bus Conduct Report.

G. Appeal Procedure

A student, parent, or guardian may appeal the suspension of bus riding privileges to the Board of Education or its designee. The student or parent may be represented at the appeal. The appeal must be asked for within 72 hours of official notice of the suspension

Please see the Designated Place of Safety Policy on Page 28

EXTRACURRICULAR CODE OF CONDUCT

In addition to training guidelines set down by individual coaches for particular sports, the Athletic Code of Conduct/Extracurricular Code of Conduct, and applicable OHSA guidelines, are in effect for all Galion athletes 365 days a year.

1. No selling, supplying, or transmitting of any intoxicants, illegal drugs, or look-alike drugs.
First Offense- Immediate denial of participation from activity for one calendar year.
2. No possession or use of any intoxicants, illegal drugs, or look-alike drugs.
First Offense - The student will be denied participation from the activity for 20% of the season (20% of scheduled contests/events); scrimmages are not counted as a regular scheduled contest/event.*

Second Offense - The student will be denied participation from the activity for 40% of the season (40% of scheduled contests/events); scrimmages are not counted as a regular scheduled contest/event.*

Third Offense -The student will be denied participation from all activities for one calendar year from date of the offense.*
3. No possession or use of tobacco in any form.

First Offense – The student will be denied participation from the activity for 20% of the season (20% of scheduled contests/events); scrimmages are not counted as a regular scheduled contest/event.*

Second Offense - The student will be denied participation from the activity for 40% of the season (40% of scheduled contests/events); scrimmages are not counted as a regular scheduled contest/event.*

Third Offense -The student will be denied participation from all activities for one calendar year from date of the offense.*

4. Special Notes:

- a. *Reinstatement requires the following:
 1. The student proceeds to be evaluated by a chemical dependency professional.
 2. The student agrees to follow appropriate treatment which may include but not be limited to required attendance at support groups.
 3. The professional satisfactorily notifies the coach/advisor and the principal of the foregoing.
- b. Students are under jurisdiction of the general Student Conduct Code as well as the code or regulations of the activity in which they are participating.
- c. During denial of participation, students may be prohibited from school related activities such as dances, proms, Cedar Point trips, activity days, etc.
- c. Denial of participation must be fulfilled during current season; if not, denial will be carried over to the ensuing season. This ensuing season must be completed in good standing in order to participate in the next season.
- d. **If an athlete is at an activity that is not in his/her best interest or the best interest of the team, Galion City Schools expects that athlete to leave that activity immediately or as quickly and safely as possible. Examples include but are not limited to attending parties where alcohol is served or present, being present when a crime is being committed, etc.**

RANDOM DRUG TESTING PROGRAM

All students wishing to participate in athletics, extracurricular activities, or drive/park on the Galion City School District property will be subject to urine testing for illicit or banned substances as specified in the Procedures for Random Urine Drug Testing of Galion City School District Students. This policy can be found on the Galion City Schools District Website, or a paper copy may be obtained by contacting the Galion Middle School Office.

EXTRA-CURRICULAR ELIGIBILITY

To be eligible for any extra-curricular activity, a student-athlete in grades 7 or 8 must be currently enrolled in school the immediately preceding grading period and received passing grades during that grading period in a minimum of five of those subjects in which the student received grades. Summer school grades may not be used to substitute for failing grades received in the final grading period of the regular school year.

GRADING CRITERIA

100% =	A+	99%-94% =	A
93% =	A-	92% =	B+
91%-83% =	B	82% =	B-
81% =	C+	80%-71% =	C
70% =	C-	69% =	D+
68%-61% =	D	60% =	D-
	59%-0% =	F	

**** Minimum academic requirements for promotion:** In order for a student to be placed in the next grade level, students must pass all five core classes, which include English, Math, Reading, Science, and Social Studies. In addition, in order for a student to pass a year long subject, he/she must earn nine points for the year (three of which must be earned in either the third or fourth grading period) on the following 12 point scale:

A+	12 points	C+	6 points
A	11 points	C	5 points
A-	10 points	C-	4 points
B+	9 points	D+	3 points
B	8 points	D	2 points
B-	7 points	D-	1 point
	F		0 points

A student would also pass a yearlong subject if he/she passed all four grading periods.

****Final grades are determined by averaging the point totals earned each grading period**.**
Please contact the Middle School with any questions

This District provides a variety of opportunities for acceleration, early graduation and other educational options through our Credit Flexibility Program. Please refer to Board policies 5408 and 5460 for more detailed information.

HONOR ROLL

Honor roll recognition will be given to students after each grading period. There will be an "ALL A" honor, and "A-B" honor roll, which will include all grades received for that grading period. Any incompletes will disqualify a student from this recognition.

RETENTION

If a student fails any one of the following classes for the year, Language Arts, Math, Science, or Social Studies, he or she may be retained. Excessive absences, as determined by the principal, may also be a cause for retention. Truancy charges may be pursued in juvenile court for excessive absences in accordance with Senate Bill 181 attendance requirements. If the principal determines after counseling with the student, and where

possible, the parents that it is in the child's best educational interest, the student may be advanced to the next grade. This advancement is placement and not a promotion.

ATTENDANCE POLICY

Regular attendance is required by law. Galion Middle School wishes to know at all times the whereabouts of the students. When your child is going to be absent due to illness, an appointment, or vacation, please notify the school at the following number: (419) 468-3134 before the missed days. In case of injury or illness occurring, please call the day of the absence. If a phone call is impossible, be sure to have your child bring in a written excuse the day of his or her return. If phone contact is made a written excuse is not required. A student must be present at least 3.5 hours of the school day in order to participate in any extra-curricular or co curricular activity scheduled for that day. This includes practices, games, performances, etc. in athletic, music, club, or field trip activities.

The administration may waive this requirement if the student is absent for any of the following reasons:

- a. medical excuse (signed by an M.D., O.D., Dentist, Optometrist, etc.)
- b. a death in the family
- c. family vacation (this requires prior approval from the counselor/attendance office)
- d. extenuating or emergency circumstances

If the student is absent for illness or reasons other than those covered above, he/she may NOT participate in school activities that day. Absences on Friday will have no bearing on participation in Saturday or Sunday school sponsored programs or activities.

*Parental excuses for absence due to illness will be accepted up to 10 days for the school year. After 10 days of absence a medical excuse will be required. Absences after 10 days without a medical excuse will be considered unexcused.

I. Parents are required to call the school or send a written reason for absence for all school absences. These attendance regulations are the requirements established by Senate Bill 181. Regular attendance is necessary also for teachers to give a student the best possible instruction. Even though a student may make up the actual class work missed because of absences, he/she may never be able to replace the social, educational or cultural contacts that are received only through actual classroom instruction and participation.

- A. The term "EXCUSED" will refer to any absence from class based on the following:
 - 1) Personal illness; 2) Illness in the family;
 - 3) Death of a relative; 4) An emergency or set of circumstances which, in the judgment of the attendance office, constitutes a good cause for absence. Realize that absences in excess of 10 days will require a medical excuse.Any other type of absence will not be excused. All requests to leave the building while school is in session, including the lunch period, must be cleared through the principal's office. Leaving school without permission is classified as truancy.
- B. Truancy is an unauthorized absence.
- C. Students who are tardy to class will be assigned detention. Tardiness, unless a staff member detains a student, is defined as any arrival of a student beyond the scheduled

time that a class begins. Teachers who detain a student from reporting to class on time will give the student a pass to enter his/her next class. Teachers will honor other staff members' passes.

- D. Students who are tardy to school are required to verify with the attendance office, by parental/guardian written note or contact by phone as to the nature of the tardiness. The term "excused" will refer to any tardiness to school based on the following: 1) personal illness; 2) appointments; 3) an emergency or set of circumstances which, in the judgment of the attendance office, constitutes a good cause for tardiness. Oversleeping is the most common cause of tardiness and is NOT an excused tardy. Beginning with the fourth unexcused tardy, detention will be given for every unexcused tardy to school. After this, every fourth detention will be a Thursday School. Detentions can also be given for failure to bring written excuse.
- E. Students who find it necessary to leave the building because of illness or some other emergency, should first report to the principal's office and sign out. They must sign out to leave and sign in upon their return. Students who leave at noon and do not expect to return in the afternoon must also report to the principal's office for permission to leave school. Parental authorizations will be required. A principal or secretary must give approval before a student is to sign out.
- F. Students who have been absent the previous day should report to the guidance/attendance office with a note from their parents as to the reason for such absence. Students arriving to school after attendance is taken must first sign in at the principal's office and then at the counselor's/attendance office.
- G. Students must bring hunting license to school before the day of hunting.

II. Truancy Process:

A. The following process is intended to prevent or decrease the incidence of truancy. We believe that the most effective support system is one that includes intervention early to prevent excessive tardies or absences. Unexcused tardies and early dismissals may also count towards the accumulation of excused absences. Every three unexcused tardies/early dismissals will count as one day of unexcused absences with the following criteria:

- 1. Warning Letter (2 days of Unexcused Absences)
 - 2. Truancy Warning Letter delivered via home visit by the District Truancy Officer (5 Days of Unexcused Absences)
 - 3. Unofficial Court Hearing to be held at the school (8 Days of Unexcused Absences)
 - 4. Official Truancy Hearing
- B. Warning Letter: (2 Days of Unexcused Absences) Parental/Legal Guardians(s) is sent a notice from the school. In compliance with R.C. 3321.2 the letter shall warn both the child and the parent(s) of the legal consequences of the failure to attend school
- C. Truancy Warning Letter Delivered to Home by District Truancy Officer (5 Days of Unexcused Absences)
- D. Unofficial Court Hearing (8 Days of Unexcused Absences)
- 1. Parent/Legal Guardian(s) and child will be required to attend an unofficial Court hearing at the school. A representative of the school or the truancy officer will send a notice of the hearing.

2. If more than one parent/legal guardian is responsible for the care of the child, both parents/legal guardians will be expected to attend.
3. The hearings will be held at the school
4. A Truancy Officer and a designated school official will conduct the hearing.
5. While the hearing is unofficial, the process should be formal and enable both the child and the parent to clearly understand their responsibilities.
6. Focus of intervention at this level will be to identify child and family needs and make referral to appropriate school services and/or human services agencies if needed.
7. The result of the unofficial hearing should be a family/school plan, which will resolve the truant behavior. As part of the plan, the parent may be asked to become specifically involved in the daily school activities (helping with homework, transportation to school, regular contact with teachers, etc). Schools will be asked to identify creative options for parental involvement.
8. Parent/legal Guardian(s) who fail to show for the unofficial hearing, refuses to cooperate, or is unable to cause the child's attendance at school will be charged with "Failure to Send" when the child's absences qualify him/her as a habitual truant (5 consecutive unexcused OR 7 unexcused in a month OR 12 unexcused in a year) or as a chronic truant (7 consecutive unexcused OR 10 unexcused in a month OR 15 unexcused in a year)

III. Official Truancy Hearing

- A. An official truancy complaint will be filed with Crawford County Juvenile Court based on the following guidelines.
 1. *Unruly Child*/ORC 21514.011-Habitual Truant: Any school age child who is absent without a legitimate excuse from school for 5 consecutive unexcused or 7 unexcused in a month or 12 unexcused in a year.
 2. *Delinquent Child*/ORC 2152.02-Chronic Truant: Any school aged child who is absent without legitimate excuse from school for 7 consecutive unexcused or 10 unexcused in a month or 15 unexcused in a year.
 3. *Unruly Child* – Any child who is habitually truant and previously been found to be unruly
 4. *Contributing to the Unruliness or Delinquency of a Child*: Any person/s that cause a child to become unruly or delinquent.
 5. *Failure to Send Child to School*: No parent/guardian or person having care of the child may fail to cause that child to attend school.

IV. Homebound Instruction: The School may arrange for individual instruction at home for students who are unable to attend school because of an accident, illness, or disability. Such instruction may be arranged upon receipt of documentation of the student's condition from a physician. For more information, contact the Superintendent.

V. Homeless Students: Homeless students will be provided with a free and appropriate public education in the same manner as other students served by the District. Homeless students are eligible to receive transportation services, participate in education programs for students with disabilities or limited English proficiency, participate in gifted and talented programs, and receive meals under school nutrition programs. Homeless students will not be denied enrollment based on lack of proof of residency. For additional information contact the Superintendent at (419)468-3432.

- A. Homeless students who meet the Federal definition of homeless may enroll and will be under the District Liaison Homeless Children with regard to enrollment procedures.

VACATIONS

When a student is absent from school to accompany parents on vacation trips during the school year:

1. The principal should be notified by the student's parents in advance of the absence. Teachers have the OPTION to give the student a statement of the assignments to be covered during the anticipated period of absence.
2. Vacation forms should be picked up at the guidance/attendance office, filled out and returned.
3. The student shall be responsible for such tests or other written work as the teacher may require covering these assignments. Tests are to be administered within a reasonable time of the student's return, preferably within one week.
4. The teacher is not required to tutor the student in advance of the absence or after his return.
5. When work is not made up within a reasonable period of time, a zero shall be given for each day of absence.

HEAD LICE POLICY

Pediculosis (head lice) – excluded until initial treatment with pediculicide shampoo. The school nurse or city health department **MUST CHECK STUDENTS** before re-admittance to school. Parents or guardians are responsible for treatment of head lice so that students miss a minimum amount of school. A maximum of two (2) days excused absence will be allowed. Once students are treated, the parent will need to meet with the school nurse and provide evidence such as the empty shampoo bottle or box, to prove the child has been treated. The nurse will check to make sure there are no signs of live nits and bugs. Parents will be asked to retreat the child in 7-10 days. The school nurse will recheck the child to make sure there is no evidence of new eggs or live bugs at the conclusion of a two week period. If there is evidence of new nits or bugs, the child will be removed again and proof of treatment will be required again.

PROVISIONS OF AMENDED HOUSE BILL NO. 535

This bill amends section 2925.01 and enacts section 2925.37 of the Revised Code to prohibit making, selling, and possessing of counterfeit drugs and related tools. Briefly this law makes it illegal to make, sell, or have possession of counterfeit drugs even though the counterfeit substance may be harmless. Thus, the law in Ohio brings into line the making,

selling, or possessing of fake drugs with existing law on real drugs. Therefore, all disciplinary actions related to counterfeit drugs will be consistent with the Galion Middle School Drug/Alcohol Policy.

GALION CITY SCHOOLS DRUG AND ALCOHOL POLICY

Students shall not sell, supply, transmit, possess, or use alcoholic beverages, barbiturates, amphetamines, or other inappropriate drugs or drug-related paraphernalia while in a curricular or extra-curricular activity. This includes near beers and other look-alike drugs, etc. Students shall not be under the influence* of alcoholic beverages, barbiturates, amphetamines, or other inappropriate drugs while in curricular or extra-curricular activity. No student shall knowingly make, sell, offer to sell, or deliver any substance that is a counterfeit controlled substance. *Under the influence is defined as having red eyes, running nose, exhibiting uncharacteristic behavior, having the odor of illegal materials on clothing or breath, or other behaviors that would suggest some form of drug usage.

- I. Any student who violates the above policy will be suspended for up to ten (10) days and the principal may recommend expulsion or permanent exclusion in compliance with all requirements of the law. The specific number of days of suspension and recommended expulsion will be based on the number of previous offenses by the student involved. The penalty may be reduced providing the student:
 - A. Be evaluated by a chemical dependency professional with open communication to the appropriate school personnel (principal, guidance counselor, or director of drug and alcohol programs).
 - B. The student and parents agree with the recommended treatment plan which may include, but is not limited to, counseling with the school counselor, counseling through an outside agency, in-patient or out-patient treatment, or other measures deemed necessary by the assessment agency.
 - C. Upon completion of the treatment the student will follow through with all recommendations and will participate in a follow-up conference involving the student, parents, and school personnel.
- II. ALL VIOLATIONS OF THE DRUG/ALCOHOL POLICY SHALL BE REPORTED TO THE POLICE AND AN INVESTIGATION MAY BE CONDUCTED AT THEIR DISCRETION.

PROTECTION AND PRIVACY OF STUDENT RECORDS

The School District maintains many student records including both directory information and confidential information in compliance with FERPA requirements. Directory information can be provided upon request to any individual, other than a for-profit organization, even without the written consent of a parent. Parents may refuse to allow the Board to disclose any or all "directory information" upon written notification to the Board. For further information about the items included within the category of directory information and instruction on how to prohibit its release you may consult the Board's

annual *Family Education Rights and Privacy Act* (FERPA) policy which can be found at www.neola.com/galion.

Student records may be transmitted via facsimile and/or electronic mail within the Board of Education guidelines provided for student records.

TITLE I PARENT RIGHT TO KNOW

Title I is a federally funded program that offers support to students and families in the areas of Reading/Language Arts and Math.

Parent Right to Know

The Federal Law, No Child Left Behind, requires that any school receiving federal Title I assistance must notify parents that they may request information regarding the professional qualifications of the student's classroom teacher, including the following:

- Whether the teacher has met the Ohio teacher licensing criteria for the grade level and subject areas in which the teacher provides your child instruction.
- Whether the teacher is teaching under emergency or temporary status that waives state licensing requirements.
- The college degree major of the teacher and any other graduate degree or certification (such as National Board Certification).
- Whether your child is provided services by instructional paraprofessionals (sometimes called teachers' aides) and their qualifications.

You may request this information by contacting your school principal. Please give child's full name, parent's full name, and the name of your child's teacher. The principal will then prepare and send the teacher qualification information that you have requested.

Families, the child and teacher will share responsibility for improved student achievement. Families are requested to support students through daily monitoring of homework and assignments, attendance at conferences, supporting school wide behavior plans, and be regularly involve in school activities in order to improve student achievement. Students will take responsibility for their own learning, take responsibility for homework and assignments and follow the school behavior plan. School personnel will communicate with families, provide a high quality curriculum and notify families of concerns that affect student achievement.

ADVERTISING OUTSIDE ACTIVITIES

Students or community members may not post announcements for outside activities without receiving prior approval by the Superintendent or Building Principal.

CLOSING SCHOOL

In the event of a school closing due to snow or other emergencies, an electronic call system will be used as the primary source of information related to school closings, delays, and district emergency information, which will be delivered to the phone number on file.

- A. You may also tune into the following radio stations in the area to be notified of the closing: WGLX-Galion; WBCO-Bucyrus; WMAN- Mansfield, WMRN-Marion; Please DO NOT call the principal, teachers, or the school.
- B. Parents and students are responsible for knowing about emergency closings and delays.

NON-DISCRIMINATION POLICY

The educational programs and activities of the Galion City Schools are available without regard to race, color, national origin, sex, or handicap. Discrimination complaints should be brought to the attention of the Title IX and Section 504 Coordinator - Sandra Powell, Galion City Schools, 470 Portland Way North, Galion, Ohio 44833, telephone 468-3432.

This district provides an equal educational opportunity for all students. Any person who believes that s/he has been discriminated against on the basis of race, color, disability, religion, gender or national origin while at school or at a school activity should immediately contact the Superintendent as the School District's Compliance Officer. Complaints will be investigated in accordance with the procedures described in Board policy. Any student making a complaint or participating in a school investigation will be protected from retaliation. The Compliance Officer can provide additional information concerning equal access to educational opportunities.

INTERROGATION OF STUDENTS

The school is committed to protecting students from harm that may be connected with the school environment also recognizes its responsibility to cooperate with law enforcement and public welfare agencies. While the school believes these agencies should conduct their investigations off school property if possible, investigations can take place at school in emergency situations or if the violations being investigated occurred on school property.

Before students are questioned as witnesses or suspects in an alleged criminal violation, the building administrator will attempt to contact a parent prior to questioning and shall remain in the room during questioning.

If a student is questioned as the subject of alleged child abuse or neglect, the building administrator will attempt to contact a parent prior to questioning, and will remain in the room during questioning. If the agency investigation the alleged child abuse or neglect

suspects the parent is the perpetrator, neither parent will be contacted prior to questioning, but the building administrator will remain in the room during questioning.

If law enforcement or children's services agency removes a student from school, the building administrator will notify a parent.

ONLINE PAY FEATURE

Galion City Schools now offers an on-line system to pay student fees, activity fees and add money to your child's lunch account. You may use your credit and/or debit card for the transaction. We cannot take credit card payments at our school office, credit card payments are only available over the internet. We will still accept cash and checks at our school office. More information about the on-line system is available from your school office or at the EZpay link on our website at www.galion-city.k12.oh.us.

DRESS CODE GUIDELINES

School dress should enhance a positive image of the students and the district and not threaten the health, welfare and safety of the members of the student body. Any form of dress or grooming that attracts undue attention, prompting a disruption of the learning environment is unacceptable.

Campus Wear Attire: Acceptable dress must be appropriately sized and fitted. NO baggy, sagging, or excessively tight clothing is permitted. Clothing that is distressed or that has rips/holes in it is not to be worn. Judgment of an administrator in matters of dress and appearance is final. Attire cannot be altered and must conform to the following requirements:

Top

- * A solid white/off-white, blue or orange collared polo (no more than 4 buttons) or a collared full button front shirt must be worn at all times. Either long or short sleeves are permitted.
- * Turtlenecks are permitted (same colors as polo or button front shirt).
- * All shirts must be tucked in.
- * Cardigan/crewneck sweaters, fleeces or sweatshirts are optional, and must be worn over solid colored polo/ or button front shirt. No hooded tops permitted. V-neck sweaters permitted, with approved top underneath.
- * Approved colors for all sweaters or sweatshirts are solid white/off-white, blue or orange.
- * Only plain long or short-sleeved white, off-white, orange, or blue t-shirts/undergarments may be worn under polo/or full button front shirts.
- * No manufacturers logo may be worn on any top

Bottom

- * Permitted lower body attire must be worn around the waist. It must be fitted and hemmed.
- * Length is to be to the top of the heel, not dragging on the floor. Bottoms are to be no

more than one size larger than waist size and a classic cut leg. No denim, jean, cargo, sweat, or windbreaker style of pants shall be worn.

- * Skirts/jumpers must be of knee length or longer. Back slit is to be no more than 4 inches above the knee.

- * Shorts must be of knee length. Khaki (tan) or dark blue Capri style pants are allowed.

- * Approved colors for all bottoms are solid color khaki (tan) or dark blue. Corduroy material in solid khaki (tan) or dark blue is acceptable.

- * Any garment manufactured with belt loops must be worn with a solid, plain color blue, black, khaki (tan) or brown belt by students in grades 6th through 12th. * No metal studs may be on the belts.

Footwear

- * Heels are limited to a 2-inch height. No “heele” shoes.

- * The entire foot must be covered at all times.

- * All laced shoes must be tied and shoe sizes are to be no more than one size larger than the foot.

- * Dress shoes- must be leather type shoes. Colors limited to solid black, burgundy/cordovan, or brown.

- * Boots may be worn during inclement weather. However, they must be worn with pants that cover the boot to the top of the heel. Colors may be black or brown.

- * Athletic/tennis shoes are permitted. Colors limited to white/off white, blue, orange, or black.

- Shoelaces are limited to black, blue, orange, gray, and white. Laces must also be the same color for both shoes.

Socks

Solid color white, blue, tan, orange, black, or brown socks may be worn. Girls may wear skin-toned panty hose or tights in solid colors of white, dark blue, tan, brown, or orange.

- * Socks may be no longer than mid-calf.

Jewelry/Make-up/Hair Styles

Jewelry/make-up/hair styles must be conservative and simple in nature- not excessive. Unnaturally colored hair (blue, green, red, purple, orange etc.) that is distracting to the educational process is not permitted. Feathers or other excessive hair accessories will not be permitted. Designs, numbers, logos, names or words shall not be designed into hair. No chains or heavy metal of any type allowed. This includes over-sized belt buckles. Visible body piercing other than the ears is not to be worn at school or school activities. No temporary tattoos or body sprinkles are to be worn on the face, arms, hands, legs.

Emblem/Logo

A single manufacturer’s emblem/logo (that is sewn into the material) no more than 2 ¼ inches is permitted on bottoms and shoes ONLY. School related activity insignia, labels, logos or emblems located on the upper left side of tops are allowed.

Writing

Students are not to write anything on their clothing, their person, or anyone else’s clothing or person.

All of the items listed below MUST be placed in campus locker: jackets, coats, gloves (any hand coverings), hoodies, and all outerwear and headwear of any type. This includes hats, headbands, sweatbands, hoods, handkerchiefs and sunglasses.

The above Campus Wear Policy is meant to serve the best interests of all students on campus. Any questions or issues regarding the above statements will be referred to the campus administrator for resolution, with a written request from the parent(s).

Students are to follow Campus Wear guidelines on field trips, unless a change is authorized by the building principal.

Where you purchase Campus Wear items is a family choice, as long as the above mentioned specifications are met.

Consequences for Campus Wear Violations

Students who violate the Campus Wear Policy will be assessed the following consequences:

Violation #1- Written warning and parents are called to bring in clothing to have the student in compliance with the Campus Wear Policy. If parents cannot be contacted, Campus Wear clothing will be provided (if available) and receipted by the student. If clothing is not returned, a fee will be charged to the student. Classroom attendance is not permitted without proper Campus Wear attire.

Violation #2- Detention

Violation #3- Thursday School and parent conference scheduled

Violation #4- 1-day Out of school suspension

Violation #5- 3-day Out of School Suspension assigned

Violation #6- 5-day Out of School Suspension assigned and unruly charges may be filed with the juvenile court.

Violation #7- 10-day Out of School Suspension assigned and a recommendation for expulsion to the Superintendent is made.

Bus Stop Designated Place of Safety

Ohio Administrative Code 3301-83-13-B-6: Each pupil shall be assigned a residence side designated place of safety. Driver must account for each pupil at designated place of safety before leaving. Pupils are not to proceed to their residence until the school bus has departed.

IF YOU CROSS THE STREET TO APPROACH THE BUS:

AM PICKUP:

Wait for the bus at the designated place of safety, at least 10 feet (steps) away from the roadway.

Watch (look at) the driver for the hand signal

When the driver gives signal by dropping hand straight down, check for traffic, then walk straight across the road 10 feet (steps) in front of the bus to allow the driver to see all pupils at all times.

Enter bus and sit in available or assigned seat safely and quickly.

PM DROP OFF:

Stop along side of roadway, 10 feet (steps) away from the front of the bus.

Watch (look at) the driver for the hand signal. When the driver drops their hand, proceed to the traffic edge of the bus.

Stop at the traffic edge of the bus.

Look for cars; left, right, left. If the bus horn sounds, there is danger, recheck traffic. If no danger is seen, look at driver for instructions.

Stop at your designated place of safety.

Wait for the bus to depart: then proceed to residence.

IF YOU DO NOT CROSS THE STREET TO APPROACH THE BUS:

AM PICKUP:

Wait for the bus at your designated place of safety, at least 10 feet (steps) from the roadway.

Wait for the bus to stop completely, door to open and for driver's signal.

Walk to the bus and sit in available or assigned seat safely and quickly.

PM DROP OFF:

Walk to designated place of safety.

Wait for the bus to depart: then proceed to residence.

Persons waiting for students are requested to wait at least 10 feet (steps) away from the designated place of safety.

Acceptable Use Policy

Galion City School District

(Students)

The purpose of the Acceptable Use Policy is to promote the responsible and ethical use of computer resources by students in the Galion City School District. It covers all computers and computer resources owned, leased, operated, or contracted by the school district. This includes, but is not limited to electronic mail and Internet usage; software programs; GALNet, microcomputers, mini-computers, and mainframes.

The district's network is referred to as "GALNet." Students may use GALNet for educational-related purposes consistent with the mission of the Galion City School District. Access to all computer resources is a privilege granted to students. All computer resources and communications transmitted by, received from, or stored in computer systems belong to the school district, and shall not be considered confidential and/or the property of the student.

Students using the school district's computer resources, including electronic mail and the Internet, are responsible for using resources in an authorized, legal, and legitimate manner. Computer resources shall be used for educational-related purposes.

Items Contained in Acceptable Use Policy:

- A. Access Issues
- B. Guidelines
- C. Internet and Electronic Mail
- D. Security
- E. Software
- F. Discipline
- G. Internet Safety
- H. Failure to Follow Policy
- I. Updates
- J. One Connected Community

A. Access Issues

The school district reserves the right to monitor, access, inspect, intercept, and take appropriate action with respect to all computer resources and communications.

Common examples of when the district may need to access computers, software or stored communications include: investigation of suspected misuse of the computer or Internet; conducting system repairs; or any other legitimate purpose in accordance with school policy or federal, state, or local law. Students cannot access or retrieve stored communications unless authorized to do so by the district technology coordinator.

Based on reasonable suspicion the school district also reserves the right to search and seize any computer resources used by students, whether school or personal property, such as computers, flash drives, disks, electronic mail messages, Internet materials, etc. The search will be conducted at the discretion of the school district, and the systems administrator will be involved in all searches.

Guidelines for Using Computer Resources and all Electronic Devices (cell phones, iPods, etc)

Students using computer resources must adhere to the following guidelines:

1. Students must not use GALNet, electronic mail, and the Internet, for product advertisement, commercial purposes, or for political purposes. Computer resources shall be used for legitimate, educational purposes within the course and scope of the district curriculum.
2. All Galion City School Board Policies apply to the use of computer resources. Students are prohibited from engaging in any conduct and/or behavior that constitutes any form of harassment, including sexual harassment, through the use of computer resources and/or communication systems. This includes sending harassing or libelous electronic email, files, images, or computer messages to other users over the GALNet. It also includes sending, accessing and/or displaying harassing jokes, cartoons, inappropriate web site addresses or material of a similar nature. If a student receives offensive or harassing material from others over the GALNet, the student shall immediately notify the building administrator or the district technology coordinator.
3. Students must not use computer resources or any electronic devices to access confidential school or student records, whether in paper or electronic format.
4. Students are specifically prohibited from using the Internet and other school computer resources to download, access, or send pornographic, lewd, offensive, indecent, obscene or vulgar material. In addition, students are prohibited from downloading or installing any software, utility, or application to any school computer. Students will use appropriate language. The use of profanity, obscenity, or other language that may be offensive to other users or are illegal activities are strictly forbidden.
5. Students are prohibited from accessing and utilizing chat rooms, discussion boards, instant messaging type services, blogs, etc. for non-educational purposes.

6. Students must not view and/or use another user's network account, computer files, programs or data without prior written authorized permission of the school district.
7. Students are prohibited from negligently and/or intentionally damaging, destroying or altering school computer resources in any unauthorized or illegal manner (i.e., computer hacking, uploading/creating viruses, etc.). Any malicious attempt to modify or destroy electronic data contained in the GALNet is specifically prohibited.
8. Web sites using the name "Galion City Schools" or referring to the school district in any way may only be developed and maintained by authorized personnel using the guidelines as provided by the district technology coordinator and/or the superintendent.
9. With the creation of our new Galion City Schools webpage, there may be occasions when student pictures may be used, such as recognizing academic or athletic accomplishments. Individual names will not be associated with any student picture. If you wish to not have your child's picture included on the GCS webpage, please sign and return the attached form to your child's school indicating that you do NOT want your child's photo/video used for school purpose.
10. Use appropriate language. Do not use profanity, obscenity, or other language that may be offensive to other users. Illegal activities are strictly forbidden.
11. Students are prohibited from changing any settings that change or alter the appearance of the desktop and or programs such as but not limited to the following: internet options, proxy settings, screen savers, wallpapers, home page, background, mouse, monitor, etc.
12. The GALNet shall not be used in such a way that it will disrupt the use of the network by others. In addition, guidelines of net etiquette are subject to change by the administration.
13. Users shall not transmit material this is threatening, obscene, disruptive or sexually explicit or that could be constructed as harassment or disparagement of others based on their race, national origin, sex, sexual orientation, age, disability, religion or political beliefs.
14. The willful wasting of computing and networking facilities resources is inappropriate use. Wastefulness includes, but is not limited to, forwarding of chain letters, generation of large volumes of unnecessary or non-work/educational related printed output or disk space, or creation of heavy network traffic such as streaming radio or video for non-educational purposes

15. Students may not use computer resources to conduct illegal activity that would violate State, Federal, or local law.
16. Social networking and other websites where students post information are monitored by district officials.
17. The use of electronic devices (including, but not limited to cell phones and iPods) may be used in selected instructional activities as determined by instructional staff. Electronic devices will not be brought into the instructional setting (including study halls) without prior permission from the supervisory staff. The misuse of these devices will result in disciplinary action, including but not limited to, the forfeiture of future use of these devices in instructional activities. Any electronic equipment, owned by Galion City Schools or personally by the student/staff member, will be operated under the guidelines of this AUP.
18. When using any type of cameras (digital or video), students are specifically prohibited from using the equipment to access or send pornographic, lewd, offensive, indecent, obscene or vulgar material. In addition, students are prohibited from using the equipment for anything except educational assignments that are assigned by the staff of Galion City Schools.

B. Internet and Electronic Mail

The Internet and electronic mail are to be used by students for legitimate, educational-related purposes. Sending and/or forwarding electronic mail “chain-letters” does not constitute legitimate use of the computer resources.

Electronic mail is not confidential and privileged. Electronic mail that is sent and/or received via the GALNet is considered property of the school district.

Galion City Schools does not have control over information found on the Internet. While every attempt is made to block access from inappropriate material while the student is at school, the student may be able to access inappropriate material while using their home network. It is the parents or guardian’s responsibility to supervise the information that a student is accessing from the Internet while at home.

Students should never share personal information about themselves or others while using the Internet or email. This includes a student’s name, age, address, phone number, or school name.

Parent/guardians and students are required to read and agree to the Districts Acceptable Use Policy prior to receiving Internet and email access.

Students should be aware that Internet access and email, and other media that are accessed, created, or stored on their computers are the sole property of the District. The District has the right to review these items for appropriateness, and to **limit or revoke** a student’s access to them at any time and for any reason. No expectation of privacy in their use of the laptop including e-

mail, stored files or Internet sites visited should be assumed by the student users.

The districts designated email should only be used for education purposes for teacher assigned activities.

C. Security

Computer security is a high priority for the Galion City School District. If a student identifies a security problem on the Internet or other computer resources, the student must notify the teacher or building principal.

Students must keep their account and password information confidential and shall not share it with others. Students are prohibited from using another individual's account and/or password. Students are also prohibited from using any password procedure other than those provided by the district. Finally, students must not log onto the GALNet as the system administrator.

The Galion City School District will not be liable for lost or damaged data stored on the computer resources by students, nor for security violations committed by students.

The Galion City School District is concerned about the safety and welfare of our students, staff, parents and community. The school district uses 24 hour video surveillance cameras to monitor the activities of individuals on school property. The cameras record visual images. Camera recordings are reviewed by school officials for discipline and safety purposes, and may be provided to police or used in school disciplinary proceedings.

D. Software

Computer software is protected by federal copyright laws. Students are prohibited from engaging in unauthorized duplication, distribution or alteration of any licensed software. Students must abide by all software licensing agreements and may not illegally use or possess copyrighted software. Students must not use software that they know has been illegally copied.

Network license software is typically used by a limited number of concurrent users. However, unless permitted by the license, this software must not be copied from the server to the employee's individual workstation or storage location.

Site license software can be used on any workstation at the site for which software is purchased. This software can be legally copied onto any site workstation that holds the license. However, unless permitted by the license, it must not be copied to workstations not owned by the license.

Single license software must not be copied to multiple machines or media in violation of the license agreement.

Discipline

Students violating the terms and conditions of this policy will be subject to discipline up to and including expulsion. Violation of this policy may result in the revocation and/or suspension of the user's access/user rights.

Students may be disciplined for conduct and/or behavior associated with the prohibited use of computer resources and/or electronic devices which occurs during school hours, or for conduct which occurs outside of the school day but is directly related to and/or the school district, students or staff. Students will also be disciplined for using computer resources and/or electronic devices in a manner which harms or intends to harm school property, employees and/or students.

Students participating in extracurricular activities are conditioned on a code of conduct that includes prohibitions against irresponsible or abusive use of the Internet.

E. Internet Safety

1. General Warning

All users are advised that access to the electronic network may include the potential for access to inappropriate materials. Every user must take responsibility for his or her use of the computer network and Internet and stay away from these sites.

2. Personal Safety

Be Safe. In using the computer network and Internet, do not reveal personal information such as your home address or telephone number. Do not use your real last name or any other information that might allow a person to locate you without first obtaining your permission. Regardless of your age, you shall never agree to meet a person you have only communicated with on the Internet in a secluded or in a private setting.

3. Active Restriction Measures

The Galion City School District, either by itself or in combination with the Information Technology Center (NCOCC) providing the Internet access, will utilize filtering software or other technologies to prevent students from accessing visual depictions that are (1) obscene, (2) child pornography, or (3) harmful to minors. Although the Galion City School District subscribes to an Internet filtering service, the Internet changes constantly and the filter will not always provide absolute protection from inappropriate materials. Therefore, the district will also monitor the online activities of students, through direct observation, and/or technological means, to ensure that users are not accessing such depictions or any other material that is inappropriate for students.

4. Blogs/Wikis

The use of blogs/wikis is considered an extension of your classroom. Therefore, any speech that is considered inappropriate in the classroom is inappropriate in a blog. This includes, but is not limited to, profanity; racist, sexist or discriminatory remarks; personal attacks and/or individual or group harassment. Blogs/wikis are used primarily as learning tools to extend conversations and dialogue beyond the parameters of the classroom time period. Be sure to follow all rules and guidelines offered by your teachers regarding appropriate postings to these blogs.

Blogs/wikis are used primarily as learning tools, either as extensions of conversations and thinking outside of regular class time, or as the basis for beginning new classroom discussions. Either way, be sure to follow all rules and suggestions that are offered by your teachers regarding appropriate posting in your class.

Blogs/wikis are about ideas – therefore, agree or disagree with the idea, not the person. Freedom of speech does not give you the right to be uncivil. Use constructive criticism and use evidence to support your position.

Blog safely. NEVER post personal information on the web (including, but not limited to, last names, personal details including address or phone numbers, or photographs). Do not, under any circumstances, agree to meet someone you have met over the Internet.

Due to your login to the blogging site (e.g., Blogger) being typically linked to your profile, any personal blog you create in class is directly linked to your class blog and must follow teacher prescribed blogging guidelines. In addition to not sharing too much personal information in your profile or any posts/comments you make, you must realize that anywhere and/or anytime you use this login, the information links back to your class blog. Therefore, anytime, you use this login when posting to a separate personal blog, commenting on someone else's blog, etc., you need to follow the same guidelines as a school blog. If any inappropriate comments and/or content appear on your personal blog, it must be deleted. If you can not follow these guidelines, a separate login to the blogging site needs to be created so the class blog is not connected. You may not use this login from school computers. Pictures may be inserted into a blog. Images need to be appropriate to the school document they are linked to and copyright laws are to be followed.

F. Failure to Follow Policy

Use of the computer network and Internet is a privilege, not a right. A user who violates this policy, shall at a minimum, have his or her access to the computer network and Internet terminated. A user violates this policy by his or her own actions or by failing to report any violations by other users that come the attention of the user. Further, a user violates this policy if he or she permits another to use his or her account or password to access the computer network and Internet, including any users whose

access has been denied or terminated. The Galion City School District may also take other disciplinary action in such circumstances.

The failure to sign this policy will result in the denial of network resources. Students must sign the policy annually. In additions, students may be asked to sign a new policy to reflect developments in the law or technology.

G. **Warranties**

GALNet is accepted as is, without warranty of any kind, either expressed or implied. The Galion City School District and its employees assume no responsibility for errors or omissions. Neither is any liability assumed for damages resulting from the use of the information or instructions contained herein. It is further stated that Galion City School District and its employees are not responsible for any damages or loss of your data or your equipment that results directly or indirectly from use of GALNet.

Galion City Schools One To One Program Laptop Guidelines and Procedures

Student Name: _____ Grade: _____

One Apple® MacBook Air or Macbook Serial # _____
is issued to this student, along with a carrying bag and a charger. These items are on loan to the student in good working order. It is the student's responsibility to care for the equipment and ensure that it is retained in a safe environment.

Identification labels have been placed on the laptop. These labels are not to be removed or modified. If they become damaged or missing the Technology Support Staff should be contacted for replacements.

The Apple® MacBook Air or Macbook that has been issued to this student is, and at all times remains, the property of Galion City Schools and is herewith being loaned to the student for educational purposes only for the academic school year, and must be used in accordance with the Policies and Procedures contained herein, the Student Code of Conduct, the Galion City School District Acceptable Use Policy, and any applicable laws.

Use of this computer, as well as access to the computer network, the Internet and email are a privilege and not a right. The computer and accessories are provided for educational purposes only, and are intended to support the learning objectives of Galion City Schools.

Using the Computer at School

1. Each computer is assigned to an individual student. Students should never “swap” or “share” their computer with another student. Laptops should be in a student’s possession, in a classroom, or secured in a locker at all times.
2. When not in use, laptops must be secured in the designated bag in your locker. Laptop computers are never brought to Physical Education classes, recess, or lunch if at all possible unless specifically advised so by their teacher and or administrator.
3. Students may never share their password(s) with another student. Passwords should always be kept confidential.
4. Students who have permission to take their laptop home are responsible for bringing their laptop, fully charged, to school each day.
5. Students may not use computers during the lunch period. Laptops must be left in the student’s locker during the lunch period. Students may pick up their laptops after lunch for use in their afternoon classes.
6. Students are responsible for saving or backing up their documents to the server or CD-R media storage.
7. Students are not allowed to download or install any software without the permission of the District Technology staff.

Using the Computer at Home

1. Students must have the written permission of their parent or guardian before they will be allowed to take their computer home.
2. The student may not make any attempt to add, delete, access, or modify other user accounts on the laptop and on any school-owned computer.
3. If the computer is lost or stolen, a parent or guardian should immediately report the loss or theft to the Principal’s office.
4. If the computer is damaged or not working properly, it must be turned in to the District Technology staff for repair or replacement. Parents or guardians are not

authorized to attempt repairs themselves or contract with any other individual or business for the repair of the laptop.

5. Students are responsible for recharging the laptop at home on a daily basis.
6. The District is not responsible for any computer or electronic viruses that may be transferred to or from Student's diskettes or other data storage medium. The student agrees to use best efforts to assure that the School District property is not damaged or rendered inoperable by any such electronic virus while in student's possession.

Using the Computer for Internet and Email

1. Galion City Schools does not have control over information found on the Internet. While every attempt is made to block access from inappropriate material while the student is at school, the student may be able to access inappropriate material while using their home network. It is the parents or guardian's responsibility to supervise the information that a student is accessing from the Internet while at home.
2. Students should never share personal information about themselves or others while using the Internet or email. This includes a student's name, age, address, phone number, or school name.
3. Parent/guardians and students are required to read and agree to the District's Acceptable Use Policy prior to receiving Internet and email access.
4. Students should be aware that Internet access and email, and other media that are accessed created, or stored on their computers are the sole property of the District. The District has the right to review these items for appropriateness, and to **limit or revoke** a student's access to them at any time and for any reason. No expectations of privacy in their use of the laptop, including e-mail, stored files or Internet sites visited should be assumed by the student users.
5. The district's designated email should only be used for education purposes for teacher assigned activities.

General Use and Care of the Computer

1. The student may not deface or destroy this property in any way. Inappropriate use of the machine may result in the student losing their rights and privilege to use the computer. The equipment will be returned when requested by Galion City Schools, or sooner, if the student withdraws from Galion City Schools prior to the end of the school year.

2. When transporting the laptop to and from school, students should always be sure it is placed in the carrying bag provided by the school district, and completely closed up. **Please do not add stickers, pictures, wording, etc. to any part of the laptop.** Students are expected to treat the laptop with care and respect. The computer is the property of Galion City Schools, and should be kept clean and free of marks at all times.
3. Students are encouraged to help each other in learning to operate their computer. However such help should be verbal only. Students should only operate their own computer.
4. Any inappropriate or careless use of a laptop should be reported to an administrator, teacher, or staff member immediately.
5. Students should not use the laptop while walking. Laptops should only be used while they are on a flat, stable surface such as a table. Laptops can be fragile, and if they are dropped they may break.
6. Students should protect the laptop from extreme heat or cold. Laptops should never be left in a car, even if the car is locked.
7. Laptops should be protected from weather, water and other liquids, food as well as pets.
8. Students should never eat or drink while using the laptop, or use the laptop near others who are eating and drinking.
9. Heavy objects should never be placed on the laptop. This includes books, musical instruments, sports equipment, etc.
10. Students should use care when plugging in the power cord.
11. Laptops should never be placed in the carrying case while turned “on”. The laptop should either be turned to “off” or in “sleep” mode. In addition laptops should not be placed on or under soft items such as pillows, chairs, cushions, blankets or clothing. This will cause the computer to overheat, and will result in damage to the computer.

Power Management

MacBooks and Macbook Air batteries may or may not last a full day depending on the amount of computer usage. Students may need to find an outlet during the day to recharge their battery. The following settings and procedures will maximize battery life.

Batteries must be fully charged at the beginning of each school day. Laptop computers need to be charged every night. A MacBook Air or Macbook charges faster when turned

off. Whenever the computer is not in use, put it to sleep by closing the lid. Reducing the screen brightness will greatly increase the battery life.

Use a simple, solid-colored desktop image at school. Pick one of the preset images. Save deeper colors, large pictures files, and transitioning/moving desktop images for home and weekend.

Keep the computer in moderate temperatures. Temperature extremes (cold or heat) will diminish battery capacity and can damage the computer. Never leave your computer in a car.

Consequences of Inappropriate Use

The use of any district technology is a privilege and not a right. Students are expected to use their assigned computer in accordance with these Guidelines and Procedures, and District Acceptable Use Policy and any applicable laws. Failure to use this computer in an appropriate manner may result in the following consequences, as determined by the staff and administration of the Galion City Schools:

- a. Cancellation of student use and/or access privileges, including the privilege of taking the computer home.
- b. Detention
- c. Thursday School
- d. Suspension from school.
- e. Expulsion from school.
- f. Civil or criminal liability under applicable laws.

Computer Fee

All students in grades 6 through 12 will be required to pay a \$50 non-refundable computer fee each school year before receiving their laptop. A one-time, non-refundable \$35 fee will also be assessed for individual student computer bags. Students will maintain these computer bags and will utilize the bags from school year-to-school year.

Privacy:

Galion City Schools retains control, custody and supervision of all MacBooks, iPods, networks, and Internet services owned or leased by Galion City Schools. Galion City Schools reserves the right to monitor all activity by students. No expectations of privacy in the use of school computers including e-mail, stored files or Internet sites visited should be assumed by the student users.

All users need to be aware Galion City Schools has the ability to monitor Internet usage. Using computers to visit sites that are inappropriate under our Code of Conduct and that do not meet the educational purposes of the program may result in revocation of privileges.

Authorized members of our Technology Department may periodically review material stored on the hard drives. Never put anything in an email or on a hard drive that would be embarrassing, inappropriate or illegal.

Cost of Repairs or Damage

The Apple Care Warranty will cover wear of defective parts on all laptops. When repairs for accidental damage are needed, the first \$250 of accidental repair is covered under the \$50 non-refundable computer fee.

Spilling liquids on laptops, dropping that results in screen damage, leaving on the floor where it is stepped on or acts that are proven to be willful damage will not be considered normal wear. Students will be responsible for the entire cost of repairs that are the result of willful damage. Students are also responsible for the cost of replacing their power cord, computer case and other accessories. In the event a laptop is lost or stolen, the student will be responsible for the cost to replace the lost or stolen laptop, power cords, computer case and other accessories.

Frequently Asked Questions:

What do I do when my MacBook Air or Macbook needs service?

Bring the computer to the Technology Center in the building before school, during study hall, or after school. Please get permission from your teacher before coming to the Technology Center.

How long will it take to fix my MacBook Air?

Every attempt to troubleshoot and repair the computer will be made in a timely manner. Some repairs may require sending the computer to an authorized Apple Repair Center.

If a computer is sent to an Apple Repair Center, how long will I be without it?

Typically, the repair process will take a few days. Under extreme circumstances, the repair could take longer and a temporary replacement computer may be distributed.

Will I lose my files while my MacBook Air or Macbook is getting repaired?

During the course of the repair files may be erased. It is important that students back up important data on a regular basis. Every attempt should be made by the student to back up files if possible before turning in the computer for repair.

Who will back up my files?

Every student is responsible for backing up his/her files to the server or to a jump/flash drive. It is recommended that important files be archived/saved to a jump/flash drive so the student will be able to access these files in the future when they may no longer have access to the school owned computer. Students will be given a designated amount of storage space on the school server in which to backup their documents. Music, pictures,

videos, movies, etc. may not be backed up on the server. Students are responsible for storing these types of files on a jump/flash drive.

What about Internet usage at home?

Internet and filtering will be provided when the MacBook Air or Macbook is used on the Galion City Schools Campus. Families are responsible for Internet and security at home. The best security is to require the student to use their laptop computer in a “family” area where parents can monitor what the students are doing and when the computer is being used. Parents should set limits and enforce them.

Parent Responsibilities

Your son/daughter has been issued an Apple computer to improve and personalize his/her education this year. It is essential that the following guidelines are followed to ensure the safe, efficient, and ethical operation of this computer.

- ☐ I will supervise my child’s use of the MacBook Air or Macbook at home.
- ☐ I will discuss our family’s values and expectations regarding the use of the Internet and email at home and will supervise my child’s use of the Internet and email.
- ☐ I will not attempt to repair the computer, nor will I attempt to clean it with anything other than soft, dry cloth.
- ☐ I will report to the school any problems with the MacBook Air or Macbook.
- ☐ I will not load or delete any software from the MacBook Air or Macbook.
- ☐ I will not load or delete any software from the MacBook Air or Macbook.
- ☐ I will make sure my child recharges the computer battery nightly.
- ☐ I will make sure my child brings the MacBook Air or Macbook to school every day.
- ☐ I understand that if my child comes to school without their computer, I may be called to bring it to school.
- ☐ I agree to make sure that the computer is returned to the school when requested and upon my child’s withdrawal from Galion City Schools.

Student Responsibilities

Your MacBook Air or Macbook is an important learning tool and is for educational purposes only. In order to take your MacBook Air or Macbook home each day, you must be willing to accept the following responsibilities.

When using the computer at home, at school, and anywhere else I may take it, I will follow the policies of Galion City Schools—especially the Student Code of Conduct—and abide by all local, state, and federal laws.

- ☐ I will treat the computer with care by not dropping it, getting it wet, leaving it outdoors, or using it with food or drink nearby.
- ☐ I will not lend the computer to anyone, not even my friends or siblings; it will stay in my possession at all times.
- ☐ I will not load any software onto the MacBook Air or Macbook.
- ☐ I will not remove programs or files from the MacBook Air or Macbook.
- ☐ I will honor my family's values when using the MacBook Air or Macbook.
- ☐ I will not give personal information over the Internet when using the computer.
- ☐ I will bring the computer to school everyday.
- ☐ I agree that e-mail (or any other computer communication) should be used only for appropriate, legitimate, and responsible communication.
- ☐ I will keep all accounts and passwords assigned to me secure, and will not share these with anyone other than my parents.
- ☐ I will not attempt to clean or repair the MacBook Air or Macbook.
- ☐ I will recharge the MacBook Air or Macbook battery each night.
- ☐ I will return the computer when requested and upon my withdrawal from Galion City Schools.
- ☐ I will keep the MacBook Air or Macbook in the computer bag whenever transporting it from place to place.