

Welcome To Galion City Elementary Schools

As a new school year begins, we, in the Galion City School District, wish to welcome back old friends and extend a welcome hand to new friends.

Cooperation between school and home is of the utmost importance in providing the best quality education to tomorrow's leaders. To achieve this goal, all lines of communication must be kept open, and we must all get involved. Please read this handbook and refer to it throughout the school year. From this time on the words parent, custodial parent and/or guardian will be used synonymously. We hope you will find this information helpful. In addition, the student handbook is located at www.galionschools.org.

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/>

We believe that education should provide an environment and experience for our students that will enable them to assume their proper place in society as capable, loyal, and responsible American citizens. The educational process should allow each individual to develop a well-integrated, wholesome personality.

The learning process is empirical in nature, explorational in character, and should provide all the necessary implementation to the discovery of varying interests, aptitudes, and capabilities of boys and girls. Our school system should meet the educational needs of a changing society. By teaching according to the principles of American democracy, each individual should be permitted to choose and plan his/her own goals in readiness for the important duties of citizenship.

The educational programs and activities of the Galion City Schools are available to students without regard to race, religion, color, national origin, sex, or handicap. Discrimination complaints should be brought to the attention of the Superintendent, Galion City Schools, 470 Portland Way North, Galion, Ohio or telephone at (419) 468-3432, Ext. 11001.

(For clarification purposes, reference to parent will also include legal guardian. Immediate family will include parents, brothers, sisters, and grandparents.)

ACCEPTABLE USE POLICY

Board Approved March 8, 2012

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.

Board Approved March 8, 2012

B. 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.

C. 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.

D. 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.

E. 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.

F. 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. Board Approved March 8, 2012

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.

G. 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.

H. 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 Connected Community 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.

**Galion City Schools One Connected Community
Laptop Guidelines and Procedures
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 districts designated email should only be used for education purposes for teacher assigned activities.

**Galion City Schools One Connected Community
Laptop Guidelines and Procedures
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.

**Galion City Schools One Connected Community
Laptop Guidelines and Procedures**

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:

- ☐ Cancellation of student use and/or access privileges, including the privilege of taking the computer home.
- ☐ Detention
- ☐ Thursday School
- ☐ Suspension from school.
- ☐ Expulsion from school.
- ☐ 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.

Galion City Schools One Connected Community Laptop Guidelines and Procedures

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 laptops resulting 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 back up 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. Board Approved March 8, 2012

Galion City Schools One Connected Community Laptop Guidelines and Procedures

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 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.

Galion City Schools One Connected Community Laptop Guidelines and Procedures

For participation in the One to One Program, a student must return this completed form.

1. _____ I have read and understand the requirements and responsibilities detailed in the Galion City School District Acceptable Use Policy. I understand that the school policies (i.e. Acceptable Use Policies) apply at all other times outside of this classroom setting with regard to district owned electronic devices.

2. _____ I understand and will pay the \$50.00 nonrefundable maintenance fee required for the computer to be used outside the school setting.
3. _____ I understand I am responsible for and have received the following items:

_____ 1 laptop computer - Galion City Schools ID # _____

_____ 1 laptop bag

_____ 1 Power source (2 pieces – narrow cord)

_____ 1 Power cord extension (wide cord)

I will keep the laptop and accessories in their current condition and re-charge the battery (if needed) before returning it. The laptop and its components will be returned in the same condition as it was received, or I will be responsible for replacing these items and/or compensating the Galion City Schools in the case of lost or damaged components. I understand the laptop should be kept secure, not be left in a car, or in a location with extreme hot or cold conditions.

By signing below, I certify that I have read and understand the above statements and I agree to them.

Student Signature _____

Date _____

Parent Signature

Date

Acceptable Use Policy Authorization Form

Galion City School District

(Students)

I will abide by the Acceptable Use Policy established by the Galion City School District. I understand I do not have an expectation of privacy and that the district may monitor electronic communications. I understand the use of the Internet is a privilege, not a right, and inappropriate use may result in cancellation of my privileges. I further understand that any violation of the guidelines outline above is unethical and could constitute a criminal offense. Shall I commit any violation, my access privileges may be revoked and disciplinary action and/or legal action may be taken. Signing this form affirms that I agree to follow all district guidelines outlined above.

Annually, a student who wishes to have computer network and Internet access during the school year must read the Acceptable Use Policy and submit a properly signed agreement form. Students and staff are asked to sign a new agreement each year after reviewing the policies and guidelines of the district.

Student's First Name (Printed): _____

Student's Last Name

(Printed): _____

Student's

Signature: _____

Date: _____

Grade: _____

Graduation Class of: _____

By signing below, as a parent/legal guardian of the above

signee, I am requesting that my child's photographs NOT be used on the Galion City School's Web page or any other material released by the district, including Yearbooks, Newsletters, Tighrope, etc. I understand that by leaving this blank, my child's photographs/videos could be used on the school's web page, or other material released by the district.

Parent/Guardian

Signature _____

Date _____

As a parent/legal guardian of the above signee, I have read and understand the Acceptable Use Policy of the Galion School District.

Parent/Guardian Signature _____

Date _____

ADVERTISING OUTSIDE ACTIVITIES

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

ATTENDANCE, TARDY and EARLY DISMISSAL POLICY

Absenteeism

It is important that students attend school each day. The Compulsory School Attendance Law (Ohio Revised Code 3321) requires all students to be in attendance, and in all classes assigned to them. Attendance is the responsibility of the student and parent. Regular attendance enables teachers to provide the best possible instruction for your child. It also gives your child the information necessary to be successful at school when combined with his or her best effort and a strong will to succeed.

The statutes governing school attendance are very specific and leave little option for authorities to excuse children from school. The State Code classifies absence from school as excused or unexcused. The following conditions constitute reasons for excused absence from school: 1) personal illness, 2) illness in the family, 3) quarantine of the home, 4) death of a relative (limit of days unless arrangements are made with principal), 5) observance of religious holiday, 6) family emergency, 7) head lice (limit of two days excused per referral time by school nurse), 8) doctor, dentist, or counseling appointments that are absolutely necessary during the school day. Any absences resulting from suspension or emergency removal due to behavior will be counted as unexcused.

Court Appearances, Child to Work Day, Vacations

Court appearances, Child to Work Day, hunting, vacations, etc. come under the guidelines of vacation and must be pre-approved to qualify as excused.

Take your Child to Work Day must be pre-approved to qualify as an excused absence. It will be the student's responsibility to obtain permission slips from the office so that they can be approved in advance by the parents, prospective employer, and school. All permissions slips must be pre-approved in order for the absence to be excused. Students that have missed more than five (5) days of school will not be considered for an excused absence. Galion City Schools believe and recognize that *Take your Child to Work Day* can be a valuable program for students to participate in; however, we also recognize that it is important for students to be in school. Most visitations can be done during the summer months so that the school day is not interrupted. Students may be required to give an oral or written report to demonstrate learning.

While we do not encourage vacations during the school year, if absences are at a minimum, and if prior approval has been obtained, absences may be excused for students to accompany their parents. Students accumulating more than 12 days will result in unexcused absences for each additional day missed. Vacation days count towards the maximum number of days a student can be absent from school. Vacation days should not result in a child accumulating excessive absences. The make-up work policy applies to absences due to an approved vacation. It is the parent's and student's responsibility to consult with the teacher(s) before and after the absences.

Steps to follow when your child is absent:

The parent or guardian should contact the school between 8:00 and 9:30 a.m. on the day of the absence by calling the school at the following numbers: Primary 419-468-4010 @ Extension 1 & Intermediate 419-468-3676 @ Extension 1. The parent may also send a written note on the day of the absence. If the parent has not made contact with the school, the student must have a written note signed by the parent or guardian upon return. This note should include the following information: child's name, date, day(s) of absence, and the reason for the absence. If we do not receive a phone call or written note, the absence is considered unexcused. A medical excuse is required if an absence has been longer than three (3) consecutive days. A medical excuse is required if a child misses more than five (5) days in a quarter and/or ten (10) days in a semester, and/or twelve (12) days per school year. In addition, three unexcused tardies is equivalent to one day of unexcused absence. Absences beyond those listed above will be considered unexcused unless a medical excuse is received.

If no call or written excuse is received, we are required as part of the Child Abduction Law, to call the student's parent or guardian to confirm the student's absence. If no contact is made, other numbers listed on the blue emergency card will be used. It is vitally necessary that we have a contact phone number at all times. If your phone number is unlisted, please give that information to the office. An automated phone system will make the initial contact to verify absence. If we do not get a response, a post card, concerning your child's absence, will be sent to your home address if we are unable to reach you.

For any child accumulating **unexcused** absences, other means will be taken to assure that your child attends

school according to state laws, such as home visits, Children Services involvement, and/or charges being filed through Crawford County Juvenile Court.

The Galion City School District, in conjunction with the Crawford County Juvenile Court System, has developed a comprehensive attendance system to address student attendance issues. Letters are sent to students according to state, county and district policy. Please see below to clarify when various attendance letters must be sent and /or truant officer involvement is required.

TRUANCY PROCESS

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.

The following steps will be taken:

1. Notification Letter (5 days of Excused and/or Unexcused Absences)

Parent/Legal Guardian(s) is sent a notice from the school regarding child's accrual of five days of absence with excused, unexcused or a combination.

2. Warning Letter (2 days of Unexcused Absences)

Parent/Legal Guardian(s) is sent a notice from the school. In compliance with R.C. 3321.2 the letter shall warn both the child and parent(s) of the legal consequences of the failure to attend school.

3. Attendance/Truancy Warning Letter (5 Days of Unexcused Absences).

A letter will be delivered by the District/County Truant officer to your home stating that 5 days of unexcused absences have accrued.

4. Unofficial Court Hearing (8 Days of Unexcused Absences) will be held at the school with the District Truancy Officer and School Official. The unofficial court hearing may include the following information:

- a.) Parent/Legal Guardian(s) and child will be required to attend an unofficial court hearing. A representative of the school will send a notice of the hearing.
- b.) If more than one parent/legal guardian is responsible for the care of the child, both parents/legal guardians will be expected to attend.
- c.) The hearings will be held at the school
- d.) A Court official and a designated school official will conduct the hearing.
- e.) While the hearing is unofficial, the process should be formal and enable both the child and the parent to clearly understand their responsibilities.
- f.) 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.

g.) 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.

h.) 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)

5. Official Truancy Hearing (10-12 or more days of unexcused absences)

The following legal guidelines will be followed by the school when filing a Truancy Complaint with the Crawford County Juvenile Court.

***UNRULY CHILD*/ORC 21514.011 - Habitual Truant**

Any school age child who is absent without legitimate excuse from school for 5 consecutive unexcused or 7 unexcused in a month or 12 unexcused in a year.

***DELINQUENT CHILD*/ ORC 2152.02 - Chronic Truant**

Any school age 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. Or any child who has been previously adjudicated as a Habitual Truant.

UNRULY Child – Any child who is habitually and truant and previously been found to be unruly.

CONTRIBUTING TO THE UNRULINESS OR DELINQUENCY OF A CHILD: Any person/s that cause a child to become unruly or delinquent.

FAILURE TO SEND CHILD TO SCHOOL: No parent/guardian or person having care of the child and may fail to cause that child to attend school. Please note: For any child exceeding the above standards, the attendance/discipline officer may require a medical excuse for any further absences to be counted as excused.

Students Transferring In To District

Absence reports from previous schools will follow students and will be used in accordance with our attendance policy and the number of days missed from previous schools will be applied to our current district policy. If a student arrives with a combination of tardies and absences above 10 in a semester or 12 for the year, a medical status letter will be sent from the school and a visit by the truant officer will be requested.

Homebound Instruction

The school may arrange for individual instruction for students that 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 building principal.

Tardy / Early Dismissal

Tardy is defined as any student arriving after the morning(9:00) or afternoon(1:00 Preschool) official start times.

Early Dismissal is defined as any student leaving the building before the lunch/noon recess bell or before afternoon dismissal bell.

Students should report to their assigned homeroom before the tardy bell rings. The following conditions constitute reasons for an excused tardy/early dismissal from school: 1) personal illness, 2) illness in the family, 3) quarantine of the home, 4) death of a relative, 5) observance of religious holiday, 6) family emergency, 7) head lice (limit of two days excused per referral time by school nurse), 8) doctor, dentist, or counseling appointments that are absolutely necessary during the school day. Early dismissals for reasons such as private lessons or after school activities are considered unexcused.

Tardies and early dismissals that become excessive affect the student's ability to learn. Disciplinary action will be taken when a combination of tardies and early dismissals become excessive. Three (3) tardies and/or early dismissals will be counted the same as 1 day of absence. Parents will be notified when any combination of unexcused tardies and or absences reaches the following: 2 days unexcused absences and/or 6 days tardy, 5 days unexcused absences and/or 15 days tardy, 8 days unexcused absences and/or 24 days tardy, 10 days unexcused absences and/or 30 days tardy in a semester, or 12 days unexcused absences and/or 36 days tardy. Students that experience excessive tardies and/or early dismissal (more than 36 in the school year which is equivalent to twelve (12) of absence) may result in action taken by the school according to state laws. The combined accumulation of absences and tardies and/or early dismissals totaling twelve (12) or more days may result in further action. Action may include home visits, contact with Crawford County Children's Services, and / or filing of negligent or unruly charges against the parent or child.

Students arriving late for school must report to the school office.

ARRIVAL AND DISMISSAL

Arrival

The school doors do not open until 8:30 a.m. There is no outdoor supervision before this time so we ask your cooperation by not sending your children to school early. Please do not send students earlier than 8:30 a.m. If you need alternative child care before 8:30 a.m., please make other arrangements or contact local child care programs. Students arriving after 8:50 a.m. will be sent directly to their classrooms. Students arriving after 9:00 a.m. will stop at the office to get a tardy/ admittance slip.

Conduct To and From School

1. Obey safety rules and school patrol/crossing guard.

2. Cross only at the corners and only when directed to do so.
3. Primary students should be accompanied by parents in parking lots and parking areas.
4. Walk only on sidewalks or designated walk zone areas. Please stay off the grass when a sidewalk is available.
5. No horseplay or fighting.
6. No throwing or kicking of stones or snow.
7. Go straight home after school unless the parent or guardian has given written or verbal permission to the office. Students must have a written note to vary from regular plan.
8. Any bus student who has permission to walk or ride their bike home must have written permission from parent or guardian. This note will be kept in the student's file.
9. Students are not permitted to ride skateboards, scooters, inline skates, roller skates, or skate shoes to or from school.

Dismissal

Parents are asked to wait outside the building or between the glass doors until dismissal. Parents are not permitted to wait by classroom doors. Excess traffic in the hallways at dismissal time inhibits the traffic flow and interrupts the safe dismissal of students. As soon as all students have safely reported to the bus loading and pick-up areas, parents will be escorted to the cafetorium for dismissal. **Students will not be dismissed as walkers to go to parked cars unless they are escorted by an adult. Walkers are students living in the designated walk zones. Your cooperation is appreciated.**

Dismissal Procedures

1. **Walkers:** Walkers will be escorted to the cafetorium and will stand in a designated area until they are released from the cafetorium door. Students will not be dismissed as walkers to go to parked cars unless they are escorted by an adult. Walkers should be walking using only the Heise Park crosswalk. They should be following all Campus sidewalks and cutting through grassy areas. This applies anywhere on the GCS campus areas.
2. **Pick ups:** Students being picked up after school will report to the cafetorium and sit at designated tables. Parents will be asked to report to the cafetorium to pick up their child/children. Students will only be released to an adult or older child. Students will not be dismissed as walkers to go to parked cars unless they are escorted by an adult.
3. **Bus riders:** Bus riders will be escorted to the bus loading area or the cafetorium. Busses will be loaded as they arrive.
4. **Bicycle riders** will be dismissed at the same time as walkers.
5. **Students walking** to the other building to meet someone will be escorted by safety patrols.
6. Classroom conduct is expected at all times.
7. Students should walk to the appropriate bus line in an orderly fashion.
8. Students should line up in the order designated by school personnel (no cutting, waiting to be last, or for a friend).
9. Once in the bus line, students may be asked to be seated and wait in a designated area.
10. Students should keep hands and feet to themselves.

11. Students should raise their hand if they need assistance.

BOARD of EDUCATION

All Board of Education policies are located on the district website or at <http://www.neola.com/galion-oh/>

BIRTHDAY/ PARTIES

Students may bring treats for their class in celebration of a birthday, however classroom birthday parties are not allowed at school. Any treats delivered after 9:00 will be taken to the classroom by school personnel. Parents need to notify the teacher of such occasions in advance.

Invitations to private birthday parties MAY NOT be distributed at school unless the entire class is invited. No class lists/addresses will be given to parents. This rule is enforced to protect the feelings of all students.

Please refrain from delivering balloons or flowers to the school. Students are not permitted to carry such items on the bus.

BRINGING THINGS TO SCHOOL

For obvious reasons, the school does not assume responsibility for items brought to school. The following procedure will prove helpful to parents in this area:

We strongly encourage you *not* to allow your child to bring toys and electronic items to school. This includes radios, cassette players, CD players, walkie-talkies, boom boxes, electronic games, etc. No electronic devices are to be brought to school under any circumstances. Trading cards are not to be brought to school and will be kept in the office for a parent to pick up.

Animals are only permitted in the school when brought by the parent, and taken home immediately by the parent when the "showing" period is over. Animals are not permitted on the school bus. Prior approval by the building principal is required to assure the safety of all students.

Knives, lasers, matches, firecrackers, ammunition, squirt guns, toy weapons, mace and/or pepper gas, and adult magazines or books are strictly forbidden and may be disposed of if found.

Disciplinary action may be taken with any of the above infractions. The school does not accept responsibility for lost or stolen items.

CLASSROOM HOLIDAY PARTIES

Students may be asked to bring in treats for holiday parties and other celebrations. Teachers will ask for volunteers as needed. The number of treats will be limited as well as the number of parties. Items dropped off after 9:00 will be delivered by school personnel.

CYBERBULLYING

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 You Tube;
- Posting misleading or fake photographs of student or staff members on websites.

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.

ELECTRONIC PHONE SYSTEM

An electronic call system will be used as the primary source of information related to school closings, delays and district emergency information. Please provide updated information at the office when changes occur.

DANGEROUS STRANGERS

To help promote general child safety in our community, parents are asked to warn their children about the dangers of talking to strangers. Parents are encouraged to notify the Galion Police Department of suspicious strangers loitering around the bus stops, area streets and crosswalks, and around the school. When labeling backpacks and clothing, please put names on the inside. This will help to eliminate strangers being able to call out a student's name.

DELIVERING ITEMS TO SCHOOL

To keep classroom disruption to a minimum, please bring items to be delivered; to the office. Staff will notify teachers that something has been brought to the office, or it will be delivered to the classroom at designated times throughout the day. Parents are asked to not go directly to classrooms during the school day in order to keep interruption a minimum. Your cooperation is appreciated.

DRESS CODE - PRIMARY

Grooming - One of the first impressions you get of your fellow students at a Galion Primary 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 no uniform standard of dress, but we do insist that our students do not call undesirable attention to themselves by an immodest appearance, unkempt appearance, or any other form of exaggerated clothing styles or hairdos. Appropriate wearing apparel for the existing weather conditions is expected of all who attend a Galion Elementary School, along with acceptable standards of grooming. Therefore, the following guidelines will be enforced:

- a. All students will exercise sound hygienic practices: clean body, hair, and clothing.
- b. Shoes or sandals are to be worn by all students while on the school grounds.
- c. Flip-flops, platform, high heels, and skate shoes are not to be worn to school. These can cause serious accidents on steps and while on the playground.
- d. Halter and tank tops are not to be worn and students will be asked to cover their shoulders.
- e. Clothing that bares the midriff is not to be worn by boys and girls during school hours.
- f. Clothing with inappropriate, demeaning, threatening, and /or gory slogans or illustrations is not to be worn.

g. Hats are not to be worn in school. Kerchief and forehead bands are considered hats. This rule applies to both boys and girls.

h. Students are not to wear overcoats or out-of-door coats in classrooms or during class except during a school energy crisis.

i. Dangling earrings are prohibited and shall not be worn at school.

j. Baggy pants and pants that are worn below the waistline are not permissible. Belts should be worn when needed.

k. Makeup may not be worn in the primary grades. Glitter, temporary tattoos, and face paint are prohibited during school hours.

l. Exaggerated hairstyles and temporary hair color that call attention to or disrupt the learning environment are prohibited.

m. Excessive piercing is not permitted such as nose and eyebrows or other piercings that call attention to or disrupt the learning environment. Students are not permitted to wear large hoop earrings or earrings that dangle.

n. No temporary tattoos or body sprinkles are to be worn on the face, hands, arms, legs or visible areas.

Parents or guardians will be notified when a violation in the dress code occurs. Parents will be asked to bring appropriate clothing to school and/or to remedy the problem by following the dress code.

Any violation of the above-mentioned guidelines shall be due cause for suspension. The school administration has the authority to make final interpretation of the dress guidelines.

DRESS CODE – INTERMEDIATE

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. Strong smelling perfume or cologne should not be worn due to many student's with allergies and asthma.

Students in the Galion City Schools (Grades 3-12), are required to dress in Campus Wear to comply with the student dress code. Listed in the following are specific requirements for the Galion City School's Campus Wear.

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:

1. TOPS

a. A solid white/off-white, blue or orange collared polo (no more than 4 buttons) or a collared button front shirt must be worn at all times. True polo shirts do not have buttons that run down the front of the shirt. Button down dress shirts of approved colors are permitted. Either long or short sleeve shirts of approved colors are permitted. Turtlenecks are permitted (same colors as polo or button front shirt).

b. All shirts must be tucked in with the exception of sweaters, sweatshirts, and fleece tops. No layering under or over approved tops will be permitted.

c. Cardigan/crewneck sweaters, V-neck sweaters or sweatshirts are optional. Approved tops worn underneath may be worn over solid colored polo/ or button front shirt. Fleece tops (white, off white, blue or orange) are permitted. No hooded tops permitted.

d. Approved colors for all sweaters, sweatshirts, and fleece tops are solid white/off-white, blue or orange.

e. Plain long or short-sleeved white t-shirts may be worn under polo/or button front shirts. No other layering under or over approved tops.

2. BOTTOMS

a. 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.

b. Skirts/jumpers must be of knee length or longer. Approved colors are dark blue, khaki and tan. Back slit is to be no more than four (4) inches above the knee.

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

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

e. Any garment manufactured with belt loops must be worn with a plain solid color blue, black, khaki (tan) or brown belt by students in grades 6th thru 12th. Students in grades 3 through 5th may wear a plain solid color blue, black, khaki (tan) or brown belt.

3. FOOTWEAR

a. Heels are limited to a 2-inch height. No "heelies" permitted.

b. The entire foot must be covered at all times.

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

d. Dress shoes- must be leather type shoes. Colors are limited to solid black, burgundy/cordovan, or brown. Laces must be the same as the shoe color.

e. Athletic/tennis shoes with laces are permitted. Colors limited to solid white/off white, blue, orange, or black (or a combination of these colors).

f. Boots are permitted. Colors are limited to solid black, burgundy/cordovan, or brown. Laces must be the same as the shoe color. Pants must be worn on the outside of boots.

4. 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.

5. 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. No chains or heavy metal of any type allowed. This includes oversized 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.

6. 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.

7. WRITING

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

8. LOCKER

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).

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

EDUCATIONAL OPTIONS / EARLY GRADUATION

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.

EQUAL EDUCATION OPPORTUNITY

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.

FIELD TRIPS

We believe field trips are an important part of the educational programming at Galion City Schools as finances permit. All students will be encouraged to participate. Permission slips and current emergency medical information must be provided for students to participate. All current and past school fees must be paid in order for students to participate.

The safety of all students will be placed in high regard. If your child poses any such threat to themselves or to the safety of other children, they may be excluded from participation in field trips. As a parent, you may be encouraged to chaperone your child in order for them to participate. You will be notified if your child will not be permitted to participate in any field trip.

The following guidelines have been developed concerning elementary field trips in Galion City Schools:

Field trips provide an opportunity for students to develop socialization skills by spending a day together at a public facility other than our school.

Field trips are considered an extension to the school day so we limit parent participation to the number of chaperones required by the facility. If you are interested in being a chaperone, please let the classroom teacher know. A lottery system will be used if necessary.

While we recognize every parent would like the opportunity to join us for the trip, we can only take the number of chaperones designated by the facility. We ask that you do not plan on attending on your own as this will deter from the school field trip experience. We have also learned from our past experiences with field trips and have found that if a large number of parents attend, then some children whose parents cannot attend feel left out.

Siblings are not permitted to accompany chaperones on fieldtrips due to liability issues.

Finally, students will be asked to bring a packed lunch for the day and to wear their most comfortable tennis shoes or walking shoes.

FLUORIDE

The Galion Primary and Intermediate School is working with the Bureau of Dental Health of the Ohio Department of Health to provide a supervised fluoride mouth rinse program at your child's school.

This program offers one of the most effective measures to prevent tooth decay. Children who participate in the program are closely supervised while they swish with a weak fluoride rinse. The rinse is swished in the mouth for one minute and then emptied into a cup that is thrown away. The procedure is done one time per week for the entire school year.

The fluoride mouth rinse program which the Ohio Department of Health conducts in your child's school works well with other measures that your family might use to prevent cavities, such as using toothpaste with fluoride or having fluoride applied to the teeth in a dental office, or receiving dental sealants. Sealant is a plastic coating which is painted onto the chewing areas of the teeth to seal out the food and germs that cause decay. Together, fluorides and sealants offer the best protection against tooth decay. The fluoride mouth rinse program does not take the place of good home care, a proper diet, and regular dental visits.

The program has been endorsed by the American Dental Association, the Ohio Dental Association, the American Dental Hygienists' Association, the Ohio Dental Hygienists' Association, the American School Health Association, and the Ohio Department of Education.

Participation in the fluoride mouth rinse program is voluntary. This form will grant consent for your children to participate in this ongoing program for the years he/she is enrolled in the school. You may withdraw your consent for participation at any time.

The Fluoride program does not include preschool students.

Notation: This program is offered based on availability through the Bureau of Dental Health of the Ohio Department of Health.

GRADING SCALES AND PROCEDURES

Grade Cards / Progress Reports

Student Grade Cards are issued four times throughout the school year according to the board adopted grading scale.

Progress reports may be issued throughout the school year, typically for students receiving deficient grades. Parent access through Progress Book gives parents daily information in grades 1-5 for continual monitoring of their child's progress.

Kindergarten through Grade 2

Benchmarks in Kindergarten, Grade 1 and Grade 2 will be assessed on the report card using the following:

Mastery	90%-100%
Making Progress	75%-89%
Limited Progress	60-74%
No Progress	59%

Students in Kindergarten through grade 2 will receive standard based marks in the following subject areas:

Reading/Language Arts
Science
Social Studies
Math

Work Habits will be assessed using the following:

- + Consistently meets expectations
- √ Meets expectations some of the time
- Does not meet expectations

The 4th quarter will be the final grade for the year as it will most accurately describe the student's progress of learning through the standards.

Specials

PE, Music, and Art Grades will be assigned quarterly in Kindergarten thru grade 2 using the following:

- 3 – EXCEEDS the expectations of the grade level standard.
- 2 – MEETS the expectations of the grade level standards.
- 1 – BELOW the expectations of the grade level standards.

The 4th quarter will be the final grade for the year as it will most accurately describe the students' progress of learning through the standards.

Grades 3-5

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

Students will receive grades in the following subject areas:

Reading Social Studies
Spelling Science
Written Expression Math

Work Habits will be assessed using the following:

- + Consistently meets expectations
- √ Meets expectations some of the time
- Does not meet expectations

A final cumulative grade will be give for all subject areas in grades 3-5

Specials in grades 3-5

PE, Music, and Art Grades will be assigned quarterly in Kindergarten thru grade 2 using the following:

PE, Music, and Art Grades will be assigned quarterly in grades 3-5 using the following:

O	93%-100%
S+	88%-92%
S	75%-87%
S-	70%-74%
U	0-69%

A final cumulative grade will be give for all specials in 3-5 and for PE, Music and Art.

Promotion / Placement Policy / Retention

A student will be **promoted** to demonstrate sufficient proficiency to permit him/her to move ahead in the educational program of the next grade. The students must also demonstrate the degree of social, emotional, and physical maturation necessary for a successful learning experience in the next grade.

A student may be **retained** if he / she is truant for 10% or more of the required school days, and/or has failed at least two courses of study unless the principal and the teachers of the failed subjects determine that the student is academically prepared to be promoted.

Students performing below grade level, show deficits in building and/or statewide assessments, demonstrate Limited or No Progress in Standards Based Reporting, or have missed more than 12 days of unexcused absences, may be placed in the next grade level.

HARASSMENT/BULLYING

The school believes that every individual deserves to be able to come to school without fear of demeaning remarks or actions. The bullying and/or harassment of other students or members of staff, or any other individual 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

1. Verbal: The making of written or oral sexual innuendos, suggestive comments, jokes of a sexual nature, sexual propositions or threats to a fellow student, staff member, or other person associated with the District.
2. 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.
3. 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/Ethic/Religious/Disability Harassment

Verbal

1. 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.

2. Conducting a “campaign of silence” toward a fellow student, staff member, or other person associated with the District by refusing to have any form of social interaction with the person.

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.

Physical:

1. 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 actions or has observed such actions taken by another student, staff member, or other person associated with the District should take the following steps immediately:

- a. 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.
- b. If the alleged harasser is the student’s Principal, the affected student should, as soon as possible after the incident, contact the Assistant Superintendent (title of designated administrator).

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. While a charge is under investigation, no information is to be released to anyone who is not involved with the investigation, except as may be required by law or in the context of a legal or administrative proceeding. No one involved will discuss the subject outside of the investigation. 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.

Given the nature of harassing behavior, the school recognizes that false accusations can have serious effects on innocent individuals. Therefore, all students are expected to act responsibly, honestly, and with the utmost candor whenever they present harassment allegations or charges. Some forms of sexual harassment of a student by another student may be considered a form of child abuse, which will require that the student abuser be reported to the proper authorities. Hazing by any 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 one who raises or files a harassment complaint. Cyber bullying is included separately.

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 not 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.

Health Concerns

If your child has any health concerns, please indicate concerns on the Emergency Medical Form. Please also indicate steps to be taken by school personnel.

Student Illness

No one with early symptoms of a possible communicable disease should attend school and should not return until they are symptom free and have maintained a normal temperature for a twenty-four hour period of time.

1. The following conditions require students to be excluded from school:

a. Suspicious skin eruptions, intense itching, and/or rashes of undetermined origin excused until rash subsides; if out longer than three days, a doctor’s written statement is required.

b. Conjunctivitis (pink eye) – readmitted after treatment for twenty-four hours with antibiotic eye medication and/or no evidence of discharge in eye.

c. d. Fever (elevated oral temperature of 100.0 or above) readmitted after temperature is normal for a 24-hour period of time.

e. Vomiting or diarrhea – excluded until symptom free for a twenty-four hour period of time.

2. School personnel may request written medical verification that students are free of suspected communicable disease in order to return to school. Families of students with chronic health concerns should contact the school principal/and school nurse to develop on-going health care plans.

Medication during the School Day

Under state law, the dispensation of prescribed medication to our students during the school day will be as follows: a **Medical Administration** form must be obtained from the school office. This form must be filled out completely by you and your physician and returned to the school before any prescribed medication will be administered. A **Parent Request for Administration of Over-the-Counter Medication** form must be filled out and turned in to the office with any over-the-counter medication including cough drops, before any type of medication is given at school. All medication must be age appropriate unless otherwise prescribed by a doctor. Students are prohibited from having medication of any type on their person during the school day, with the exception of inhalers. Students carrying inhalers are also

HEALTH / MEDICAL

Head Lice

required to complete prescription medication forms in the office. All medication, prescription or nonprescription, must be turned in to the office in its original container immediately when a student enters the school building, along with proper forms. Students are not permitted to carry any medication on the bus or in their backpacks to or from school. It is the parent's responsibility to pick up remaining medication at the end of the year no later than one week after the closing of school for summer. Remaining medications will be discarded appropriately after that date. Inhalers must also be labeled with student's name. Medication administration procedures or doses cannot be changed without permission from the prescribing doctor. If necessary changes can be faxed to the Board of Education at 419-468-4333.

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 the school nutrition programs. Homeless students will not be denied enrollment based on lack of proof of residency. For additional information contact the Directors of Federal Programs as the liaison for homeless students.

INDIVIDUALS WITH DISABILITIES

The American's with Disabilities Act (A.D.A.) and Section 504 of the Rehabilitation Act provide that no individual will be discriminated against on the basis of a disability. This protection applies not just to the student, but all individuals who have access to the District's programs and facilities.

The Galion School District provides a variety of Special Education programs and services for students identified as having a disability defined by the Individuals with Disabilities Education Act (IDEA).

A student can access Special Education services through the proper evaluation and placement procedure. Parent involvement in this procedure is required. More importantly, the school wants the parent to be an active participant. To inquire about the procedure or programs, a parent should contact the principal.

Parents who believe their child may have a disability that substantially limits major life activities of their child should contact the principal to initiate the Response to Intervention Process.

The services of the school psychologist, nurse, speech/hearing therapist, physical and occupational therapists and elementary counselor may be available to students as requested.

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 witnessed 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.

LIBRARY / MEDIA CENTER

The Media Center is available to all students on a weekly basis. Books and reading are the foundation to student success. Children that learn to read, do better in school across all areas of the curriculum. Students will be encouraged to check out books to take home on a weekly basis. The following rules have been established for the elementary school media center.

1. Students may check out or renew books up to the designated limit.
2. Weekly check-out limits are as follows:
 - a. Preschool – 1 book to be left in the classroom
 - b. Kindergarten 1 book
 - c. First Grade 2 books
 - d. Second Grade 2 books
 - e. Third Grade 3 books
 - f. Fourth Grade 3 books
 - g. Fifth Grade 3 books
3. Books may be kept out for only two weeks, unless they are renewed.
4. Students will receive a notice of any book that is overdue. When this book is not returned for a period of one month after the date due, there will be a charge made for the replacement of the book.
5. Students may not check out materials in their teacher's name without consent.
6. All students are expected to act in a manner suitable to the library. They should be quiet and mannerly.
7. They should also come prepared for the purpose for which they came, whether it is for a resource or getting a book.
8. Students may be asked to leave if they do not make their selections in a timely manner.
9. Students are asked to take proper care of their library books. Please notify the librarian if pages are torn or the book is damaged. This will allow the school to repair the book before the damage becomes too great. Students may be charged for damaged books or removed bar codes.

LOST AND FOUND

Each year, we give to charitable organizations any unclaimed items of wearing apparel. Please mark each child's belongings with his/her name.

MEDIA COVERAGE / STUDENT PHOTOGRAPHS

At various times throughout the school day and year, students have their pictures taken by newspapers and other external media and for the district website. If you do not wish for your child's picture to be used, a written note will need to be given to the office annually. Video cameras are welcome at school for programs, but not in classrooms. No monitor or plug-in cameras are permitted in the classroom. Students will have the opportunity for school photos two times per year. Video taping will not occur in the classroom except for instructional purposes only.

PHYSICAL EDUCATION

All students will be required to participate in the regular education program unless medically excused by a physician.

PRESCHOOL

The Galion City Schools Preschool Program has served special needs preschool aged children for many years. The preschool program expanded in the fall of 2008 by serving additional children that are typically developing. All preschool children will participate in a vision, hearing, and speech screening as well as the ESI (Early Screening Inventory) before entering the program. The ESI will help determine if any additional services are needed.

The preschool program will operate from 9:00-11:30 a.m. and 1:00-3:30 p.m. Monday through Thursday.

This program will promote hands on learning opportunities that align with the state preschool content standards in the areas of Language Arts, Math, Science and Social Studies.

Each child will be required to have a physical and dental evaluation on file. Snacks will be served daily. Tuition will be charged.

Preschool Diapering and Pull-ups

1. If a child is still in need of diapers/pull-ups, it is the parents' responsibility to provide the diapers/pull-ups as well as wipes. Please mark packages with your child's name.
2. Diapers or clothing used during diaper changing will be stored in a space assigned exclusively for each child's belongings. Soiled clothing and/or diapers shall be sent home daily.
3. The changing of diapers for all non-toilet trained children shall occur in a space that contains a hand washing facility.
4. The central diaper changing station or crib shall be disinfected after each diaper change with an appropriate germicidal agent.
5. For the purpose of diapering, topical ointments and creams provided by the parents shall include written instructions. Such instructions shall include the name of the ointment, name of the child, date and signature of the parent. Written instructions shall be valid for no longer than three months. Authorization for administration of the ointment may be cancelled by written request at any time.
6. Soiled diapers to be disposed of will be placed in a common plastic lined container which shall be emptied, cleaned and disinfected with an appropriate germicidal agent daily or more frequently as needed.

Preschool Discipline Policy

Galion City Schools Special Services Preschool wants to encourage cooperative behavior in young children. We consistently reinforce positive behavior and encourage a spirit of learning. We encourage parents to take an interest in children's efforts to learn.

We believe that children expect and want limits. The Special Needs Preschool Staff uses basic guidelines and adult supervision to manage the behavior of young children. The center's actual methods of discipline shall apply to all persons on the premises and shall be restricted as follows:

1. Discipline
 - a. There shall be no cruel, harsh, corporal punishment or any unusual punishments such as, but not limited to, punching, pinching, shaking, and spanking or biting.
 - b. No discipline shall be delegated to any other child.
 - c. No physical restraints shall be used to confine a child by any means other than holding a child for a short period of time, such as in a protective hug, so the child may regain control.
 - d. No child shall be placed in a locked room or confined in an enclosed area such as a closet, a box or a similar cubicle.
 - e. No child shall be subjected to profane language, threats, and derogatory remarks about himself or his family or other verbal abuse.
 - f. Discipline shall not be imposed on a child for failure to eat, failure to sleep, or for toileting accidents.
 - g. Techniques of discipline shall not humiliate, shame or frighten a child.
 - h. Discipline shall not include withholding food, rest or toilet use.
 - i. Separation, when used as discipline, shall be brief in duration and appropriate to the child's age and developmental ability and the child shall be within sight and hearing of a preschool staff member in a safe, lighted and well-ventilated space.
 - j. The center shall not abuse or neglect children and shall protect children from abuse and neglect while in attendance in the preschool program.
2. The parent of a child enrolled in a center shall receive the center's written discipline policy.
3. All preschool staff members shall receive a copy of the center's discipline policy for review upon employment.

Preschool Special Needs Transportation

The times of pick up and drop off are very important in maintaining a schedule for all participants. Please have your child ready 5-10 minutes before his/her scheduled pick-up and make sure **you** are available 15 minutes prior to his/her scheduled drop off.

In the event that there is no response at a designated pick-up, bus drivers have been instructed to sound the horn twice (2 times), wait two (2) minutes and then proceed with the route.

Galion City Schools Preschool will be contacted if the parent is not available to receive the child at the end of a school session. The child will be returned to the school between the hours of 11:30 a.m. and 4:00 p.m. An attempt to locate the parent will be made. If the parent or the emergency contact cannot be reached, or if it is after preschool office hours, Children's Services may be contacted.

In the event that your child has not ridden the bus for two (2) consecutive days and you have had no contact with the transportation department, you will need to contact the Transportation department at **419-468-7418** in order to resume transportation. Transportation will not resume until you have notified the Transportation Department. Please do not request that the bus driver relay messages regarding your child. Please call the school office or the Transportation Department to share needed information.

Preschool Staff

Mrs. Cindy Voss, Principal Galion Primary
 Mrs. Toni Zehe, Special Services Coordinator
 Mrs. Margie Sebrell, Secretary
 Mrs. Jeanne Kuns, Aide
 Mrs. Cara Yaussy, Teacher
 Mrs. Loretta Feichtner, Teacher
 Mrs. Laura Rigdon, Preschool Aide
 Mrs. Jenny Ehrman, Preschool Aide
 Mrs. Amy Johnson, Speech Therapist
 Mrs. Amanda Braen, Physical Therapy Assistant
 Mrs. Virginia Utz, Occupational Therapist

1. The principal and staff shall be recruited, employed, assigned, evaluated and provided in-service education in accordance with adopted Galion City Schools Board Policies.
2. The preschool staff members assigned to each preschool class shall be of good character, possess adequate physical and emotional health, be equipped by education, training, and/or experience for the work they are to perform.
3. The director and staff shall be assigned responsibilities in accordance with written position descriptions commensurate with their certification and/or license.
4. At least two responsible adults shall be readily available at all times when seven or more children are present in the program. One adult must be a preschool staff member or a substitute that has been approved by the board of education. The second adult shall:
 - a. Be available within the building used for the preschool program or in an adjacent outdoor area;
 - b. Be able to be summoned by the preschool staff member without leaving the group alone or unsupervised; and
 - c. Be able to react in response to such summons so as to reduce risk to children during an emergency circumstance.

Preschool Student Illness

The following precautions shall be taken for children suspected of having a communicable disease:

1. The program shall immediately notify the parent or guardian of the child's condition when a child has been observed with signs or symptoms of illness.
2. A child with any of the following signs or symptoms of illness shall be immediately isolated and discharged to his parent or guardian:
 - a. Diarrhea (more than one abnormally loose stool within a twenty-four hour period);
 - b. Severe coughing, causing the child to become red or blue in the face or to make a whooping sound;
 - c. Difficult or rapid breathing;

- d. Yellowish skin or eyes;
- e. Conjunctivitis;
- f. Temperature of one hundred degrees Fahrenheit taken by the auxiliary method when in combination with other signs of illness;
- g. Untreated and/or infected skin patch;
- h. Unusually dark urine and/or gray or white stool;
- i. Stiff neck; or
- j. Evidence of lice, scabies or other parasitic infestation.

3. A child with any of the following signs or symptoms of illness shall be immediately isolated from other children. Decisions regarding whether the child should be discharged immediately or at some other time during the day shall be determined by the principal and/or school nurse and the parent or guardian. The child, while isolated at the program, shall be carefully watched for symptoms listed in paragraph (2) of this Rule as well as the following:

- a. Unusual spots or rashes;
- b. Sore throat or difficulty in swallowing;
- c. Elevated temperature;
- d. Vomiting.

4. A child isolated due to suspected communicable disease shall be:

- a. Cared for in a room or portion of a room not being used in the preschool program;
- b. Within sight and hearing of an adult at all times. No child shall ever be left alone or unsupervised;
- c. Made comfortable and provided with a cot. All linens and blankets used by the ill child shall be laundered before being used by another child. After use, the cots shall be disinfected with an appropriate germicidal agent, or, if soiled with blood, feces, vomit or other body fluids, the cots shall be cleaned with soap and water and then disinfected with an appropriate germicidal agent;
- d. Observed carefully for worsening condition; and
- e. Released to parent, guardian, or person designated by the parent or as soon as practical.

5. Upon returning from a communicable illness:

- a. The child should be free of any symptomology.
- b. If the child has needed medical attention during the illness, then a release from the physician may be provided.
- c. If there should be a question regarding the health status of the child, the school nurse will be consulted to aid in the determination of any further actions.

Preschool Tuition Policies

Preschool tuition is \$110.00 a month. Tuition needs to be paid by check or money order and may be given directly to the classroom teacher or preschool aide. Cash will not be accepted so please plan accordingly. Tuition should be paid by the 6th of each month. Reminder notices will be sent home at the end of each week. If tuition is not paid in full by the end of the month, students will be withdrawn from the program.

RECESS

We believe it is good, healthy exercise to go outdoors after several hours of sitting in the classroom. We ask your cooperation in providing proper clothing for your children. Typically students will go outside for recess unless it is raining, snowing, or temperatures range below approximately 25-30 degrees Fahrenheit with a

wind chill. Many factors are taken into consideration when determining if recess will be outside. Please use the above information as a guideline in determining how to dress your child for the outdoors.

Since our teachers are assigned to recess duty or other responsibilities during recess, it is difficult to provide supervision for students needing to stay inside. If your child has been ill and is unable to take part in recess activities, a note should be sent to the teacher on the specific day for which you request that your child stay in. Notes will not be honored for more than one day at a time except in cases with unusual circumstances. When a student brings a note to stay in during recess, parents are advised that the student will not be able to remain in the classroom unsupervised. Students will be sent to the office to be supervised. Your cooperation in limiting requests for your child to stay in except after an illness will be appreciated.

Playground Rules

The safety of each child is foremost in all outside activities. Certain safety rules have been established. Every child is expected to abide by them. The rules have been included so that you may help reinforce them.

1. All recess staff are to be obeyed and respected by students.
2. Students are not permitted to enter the building without permission of the person on duty.
3. Students are to line up in the designated areas immediately when the bell rings.
4. Throwing and/or kicking of sand / snow / mulch / rubber mulch / stones will result in disciplinary action.
5. It is the students' responsibility to make arrangements with the parents or guardian concerning what outer-garments are to be worn at recess.
6. There is to be no physical contact play during recess. Games requiring pushing, shoving, kicking, wrestling, or riding piggyback are not permitted. Games of chase will also be prohibited when student safety concerns arise.
7. Students must keep hands and feet to themselves.
8. Students are to stay in the designated areas during outdoor recess.
9. Do not throw or kick sand, stone, mulch, sticks, glass, berries or pinecones, or other objects found on the playground.
10. Roller skating shoes, roller blades, scooters, or skateboards are not permitted on the playground.
11. Students are to stay away from parked cars and the loading and unloading zones.
12. No picking up or throwing snow.
13. Do not slide on the ice.
14. Do not sit on or jump over fences.
15. Don't climb poles of playground equipment unless directed by the playground supervisor.
16. All injuries are to be reported to the person on duty.
17. There is to be no candy or other food eaten on the playground.
18. All play activities should promote good sportsmanship.
19. Swings
 - a. Swings are to be sat upon only.
 - b. Only one person on a swing.
 - c. No interlocking feet, twisting in the swing or swinging sideways.
 - d. No running between swings, climbing poles, or pushing another person on the swing.
 - e. Do not jump off the swings

20. No radio controlled toys, game boys, electronic games, CD players, radios, kites, hockey sticks, Frisbees, or other electronic devices are permitted on the playground or indoor recess.

21. Slides

- a. Go down feet first only.
- b. Use steps properly.
- c. Only one person on the slide at a time.

22. Use of Playground Equipment

- a. Courteous use of the playground equipment is expected.
- b. All other play activity is to be kept a safe distance from the area.
- c. Game playing (tag, ball, chase, etc.) is not permitted on the playground equipment.
- d. Standing or walking on the highest points is not permitted.

23. Balls

- a. Dodge ball is to be played in designated areas only. If a ball goes out of the playground area, the duty person's permission must be obtained before the ball is retrieved.
- b. Footballs are to be used only in designated areas.
- c. Balls are to be used away from playground equipment.
- d. Balls should be thrown below the waist.
- e. No hardballs, baseballs, or super balls.
- f. Kicking of balls is permitted only in designated areas.

24. Students are not to jump off the top of the playground equipment.

The rules for lining up after recess are as follows:

1. When the bell rings, line up immediately.
2. No talking with anyone around you.
3. Face front, and listen to the person on duty
4. No pushing, shoving, kicking, hitting, or splashing water.
5. No bouncing of any playground balls.
6. No throwing of anything.
7. No arguing or back talking if asked to stand on the line.

Any student who repeatedly abuses playground rules in regards to use of swing, slide, etc. may lose the privilege of using that particular piece of playground equipment for a specific period of time.

Organized sports that continuously result in play that is too physical, will be eliminated from the playground activities.

SCHOOL/OFFICE HOURS

Offices:

8:00 a.m. - 4:30 p.m.

Preschool:

AM Session 9:00 - 11:30 a.m. Monday - Thursday

PM Session 1:00 - 3:30 p.m. Monday - Thursday

Kindergarten to Grade 5:

Beginning of School Day 9:00 a.m.

End of School Day 3:40 p.m.

SCHOOL LUNCH / BREAKFAST PROGRAMS

All students will have the opportunity to be served lunch every day.

Students may only leave for lunch with a parent, guardian, or family member with prior approval. On occasion, students may leave with a staff member, but only with prior approval.

Applications for free and reduced lunches must be completed every year for each family. New applications must be turned in at the beginning of each school year for a child to continue receiving free or reduced lunch. You will be notified if you qualify for free or reduced meals at school. New applications may be completed at anytime.

UNIVERSAL Breakfast

The school provides a free breakfast to all students every day except two-hour delay days. Breakfast is available until 9:00AM.

Cost

Elementary Lunch with milk: \$2.40

Milk: \$.50

Reduced price-lunch: \$.40

Adult Lunch: No milk \$3.00

Lunch

The Galion City Schools provide a nutritious lunch for your child. The cost for elementary students is listed above. All meals include milk. For those of you whose children prefer to carry their lunch, we would like to remind you that research has found that food high in sugar and carbohydrates can in itself cause hyperactive reaction. Some foods in this category would be candy, cookies, cake, honey, and syrup. A few substitutes for the above would be fresh fruit, celery, carrots, cheese, and other natural foods. Milk can be purchased in the cafeteria.

Milk

Milk is included with the cost of lunch. Milk is \$.50 regardless of whether or not your child qualifies for free or reduced meals.

School Provided Packed Lunches

When applicable, students will have an opportunity to purchase a school sack lunch. Lunch will be provided in a paper sack with a peanut and butter jelly sandwich, fresh veggie and dip, a piece of fruit, crackers, cookie and milk. This will be made available on field day, field trips and/or other special occasions.

Point of Sale process is a computerized cafeteria system that will move students through the cafeteria line more quickly allowing more time to enjoy their lunch. Here is how the system will work:

- Students will be assigned a PIN number
- Parents/students will make deposits which are recorded on the cafeteria system to the student's account.
- Each student will enter their PIN number when making cafeteria purchases and the cost of their purchase is deducted from their account.
- Students will be verbally reminded when their balance is low.

- A slip will be sent home when possible to notify students/parents when charges are made so that additional deposits can be made.
- An automated phone call will also be made when possible to notify parents when charges are made on the student account.
- **A student will be permitted to charge 1 time only. Beyond that, an attempt will be made to notify the parent/guardian to bring money or a packed lunch. According to district policy, students will *not* be permitted to charge more than 1 day at a time. Please plan accordingly so your child has lunch available to them everyday.**

The Point of Sale (P.O.S.) system allows for students eligible for free or reduced lunches to remain anonymous as all students will be using a PIN number. All students will be asked to memorize a 5 digit P.O.S. number to punch in each day to receive a school lunch. Of course, the P.O.S. system will be adapted to meet the needs of our young children. Additional information will be available for student accounts including student pictures and food allergies.

On Line Payment System – Galion City Schools now offers an on-line system to pay student fees, activity fees and to add to your lunch accounts. You may use your credit and/or debit card for the transaction. We cannot take credit card payments at our school office, but credit card payments are 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 on line link on your website at www.galion-city.k12oh.us.

Food allergies – School policy requires parents to have a child's doctor provide the school with written information regarding the child's allergies/health condition and what restrictions will be provided. The Emergency Medical Form shall include information on symptoms, dietary restrictions and actions to be taken in the event of an exposure. The parent is 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. 4. The script needs to document that the allergy is life threatening in order for school substitutions to be made. (Care of Students with Chronic Health Conditions – GCS Policy #5335)

Rules for the Cafetorium

1. Sit only at assigned tables.
2. Absolutely no throwing of food or trash.
3. No running in the cafetorium or in the halls when dismissed from the cafetorium.
4. Talk quietly to the person next to you.
5. Do not turn around to talk to someone at another table.
6. Keep your hands to yourself.
7. Sit while eating.
8. Dispose of your trash all at one time when dismissed.
9. Floor and table must be clean before your table is dismissed.
10. Try to eat everything and not be wasteful.

11. Do not give your food away. Eat only your food. Do not trade food.
12. Do not give money to other students.
14. Take good care of your lunch ID card (Primary only) Do not mark it up.
15. Cafeteria workers are expected to follow all rules of the cafeteria.
16. Stay seated until dismissed by adult in charge.
17. Food is to be eaten only in the cafeteria unless otherwise authorized by the teacher or adult in charge.

SEARCH AND SEIZURE

The search of a student and his/her possessions may be conducted at any time the student is under the jurisdiction of the Board of Education, if there is a reasonable suspicion that the student is in violation of law or school rules. A search may also be conducted to protect the safety of others. All searches may be conducted with or without a student's consent.

Students are provided cubbies, desks, and other equipment in which to store materials. It should be clearly understood that this equipment is the property of the school and may be searched at any time there is reasonable suspicion that a student has violated the law or school rules. Locks are to prevent theft, not to prevent searches.

Anything that is found in the course of a search that may be evidence of a violation of school rules or the law may be taken and held or turned over to the police. The school reserves the right not to return items, which have been confiscated.

SOLICITATION

All projects (4-H, Rainbow Girls, Girls and Boy Scouts, Baseball, etc.) where items are being sold in our building must be cleared through the principal. All fliers, etc. must be cleared through the Office of the Superintendent.

SPECIAL SERVICES / FINE ARTS / P.E.

Our curriculum is enhanced by the use of specialists in art, music, and physical education. Students are required to participate in all art, music and PE classes unless a medical excuse from a physician has been provided. Tennis shoes should be worn on PE days. Students are encouraged to participate in all extra programming for art, music and PE.

STUDENT CODE OF CONDUCT

Violations of the following regulations are grounds for suspension and/or expulsion. In addition, unruly charges may be filed in juvenile court against a student who violates the Student Conduct Code.

I. Students shall not disrupt or interfere with curricular or extracurricular activities by:

- a. Failing to attend class.
- b. Giving obscene gestures or remarks.
- c. Pulling the fire alarm.
- d. Calling in a bomb threat.
- e. Using profanity or vulgarity.
- f. Spitting, biting.
- g. Throwing snow, ice, stones, etc.
- h. Failing to tell the truth, cheating, stealing.
- i. Possessing obscene materials.
- j. Acting inappropriately by making sexual advances or public displays of affection.

k. Pushing, shoving, kicking, wrestling, riding piggyback, or fighting.

l. Being disruptive.

m. Being disrespectful to staff, students, volunteers, or school visitors.

n. Bringing cellular phones, pagers, or other electronic devices to school.

o. Scooters are prohibited on school grounds.

II. Students shall not cause damage, destruction, or defacement to public property or to private property of students, teachers, school personnel, or other persons, or steal or attempt to steal public or private property either on the school grounds or during a school-sponsored or related activity, function, or event off school grounds.

III. Students shall not verbally or physically assault or threaten to assault a school employee, student, or other person on the school premises, while in the custody and control of the school, or in the course of school-related activities. A student who engages in an assault upon a school employee or damages private property of a school employee or another student off school property or at a nonschool-sponsored or related activity, function, or event may be subject to suspension or expulsion from school if the principal or superintendent determines that the student's presence in the school is reasonably certain to substantially endanger the health or safety of the student or other or their property.

IV. A student shall not possess or use a weapon such as:

- a. Gun
- b. Knife
- c. Any item used as a weapon

V. A student shall not possess, handle, transmit, sell, or bring upon school grounds any smoke bombs, fireworks, or explosives, nor shall a student ignite or explode smoke bombs, fireworks, or explosives at school or school-sponsored activities or related functions or activities on or off school grounds or at any time the student is subject to the authority of the school.

VI. A student shall not use profane, abusive, or threatening language or obscene gestures toward any school employee, student, or visitor in relation to a school situation, curricular, or extra-curricular activities.

VII. A student shall not repeatedly fail to comply with directions of teachers, substitute teachers, student teachers, teachers' aides, principals, assistant principals, custodians, counselors, nurses, secretaries, or any authorized school personnel during any period when a student is properly under the authority of school personnel.

VIII. Students shall not possess, use or be under the influence of alcoholic beverages, illegal drugs, fake (counterfeit) drug, steroids, inhalants, or other inappropriate drugs or drug-related paraphernalia while in a curricular or extracurricular activity.

IX. Students shall not possess or use tobacco in the school building or at curricular or extracurricular activities.

Violations may result in:

- a. First offense-three (3) day suspension.
 - b. Second offense-five (5) day suspension.
 - c. Third offense-ten (10) day suspension.
- (In addition, a recommendation may be made for expulsion or a **mandatory** smokers' clinic.)

X. A student shall not forge or willingly use a forged note or excuse.

Other violations of the Student Code of Conduct include:

- 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.

Disciplinary Penalties

1. Noon Detentions

Students may be assigned a noon detention which is held throughout the lunch and noon recess period. Detentions are supervised by an adult.

2. After-School Detention

Students are expected to be prepared to study while at school. If a student disrupts classroom procedure, parents will be notified. No student will be kept after school without the written consent or a phone call home to parents. Parents should be given one day's notice. Parents are expected to cooperate in correcting the situation.

3. 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 practicable after the removal.

4. Emergency Removal

When circumstances are such that a student's continuing presence in school is reasonable 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's premises, or at school-sponsored or related activities or events, the Superintendent, Principal, or the Principal's designee may remove a student from curricular or extracurricular activities or from the school premises, without complying with the notice and hearing requirements of suspension and/or expulsion. 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 suspensions and expulsions.

5. In-School Suspension

If staffing is available, the Principal may suspend a student from class for a one (1) to ten (10) day length of time. This means the student will spend the entire

school day working on regularly scheduled assignments. A student may make up missed work.

6. Out-of-School Suspension

A Principal may suspend a student from classes for a one (1) to ten (10) day period of time. The home is to be notified of a student's suspension. A student may make up missed work.

7. Expulsion

The Superintendent of Schools may expel a student for the duration of the semester in which the action was taken. Before a suspension or expulsion occurs, a parent-administrator conference may be held to present all facts relating to the incident. Following the parent-administrator conference, a written notice from school officials will notify parents or guardian stating the reasons for removal from school and the duration of the suspension or expulsion.

The Student Conduct Code is applicable to the regular school year and summer school.

Student Responsibilities and the Student Conduct Code are covered in detail in this handbook. Please go over these rules and regulations with your child. Listed below are some specific rules that serve as an additional reminder to students about the expectations concerning behavior in the elementary school.

1. Students will walk in the hallways.
2. Students will be silent in the hallways as to not disturb the learning process in other classrooms.
3. Students will keep their feet, hands, and negative comments to themselves at all times.
4. Students will not chew gum on school property.
5. Students will follow the directions of school personnel in a respectful manner without arguing.
6. Students will use the restroom before the tardy bell, at recess or at other times designated by the teacher.
7. All waste paper will be placed in containers.
8. Students will wash hands before leaving the restrooms and exit the restrooms as soon as possible.
9. Students will not climb on or under the bathroom stalls or fixtures.
10. Horseplay will not be permitted in the restrooms.
11. Students are not permitted to deface or vandalize the restroom in any way.
12. Only one person in a stall at a time.

Bicycle Rules / Riders

1. Students who ride bicycles to school should obey all bicycle signals and laws. Bicyclists should ride their bicycles on the right side of the street, stop at crosswalks, and walk their bikes to the bike rack.
2. Ride only your own bike and park it in the rack.
3. Bicycles must be placed in the bike racks.
4. Students choosing to ride their bikes must obey the directions of the safety patrols / crossing guards.
5. The school cannot accept responsibility for loss or damage to bicycles.
6. Students are not permitted to ride bicycles on the sidewalks until they are safely across the street.
7. Bicycle privileges will be taken away if students repeatedly break rules.
8. Bicycle riders will be dismissed at the same time as the walkers.

Bus Rules

1. Children must have written communication from both parents in order for permission to be given for students to ride the bus home with another student. The principal must sign the bus pass, or both notes if the students are riding the bus. Bus passes are available in the office.
2. Any bus student that has permission to walk home must have a written permission slip from parent or guardian.
3. Students must follow all bus rules listed in the Student Code of Conduct, including student behavior during any wait time or transfers for shuttle busses. Appropriate behavior is expected at all schools and problems will be communicated with the home school as is necessary. Violation of the bus rules could result in the following, based on the severity of the offense:
 - a. Verbal warning
 - b. Written warning
 - c. 3-day bus suspension
 - d. 5-day bus suspension
 - e. 10-day bus suspension
 - f. Expulsion from the bus

Riding the bus is a privilege and students must demonstrate behavior that is respectful and does not impede the safety of themselves or others on the bus.

Appropriate and safe student behaviors are expected at bus pick-up and drop-off areas. Please notify the school office when problems arise so we can try to assist you. We recommend that parents or adults supervise students at the bus stops when possible, and assist school personnel in ensuring safe behavior at the bus stops.

Each Elementary School has a school-wide discipline plan that further reinforces the student code of conduct and outlines building specific student expectations and disciplinary levels. It also provides an opportunity for recognizing students that demonstrate appropriate behaviors on a consistent basis.

SCHOOL-WIDE DISCIPLINE PLAN PRIMARY

Galion Primary School's Color Code of Conduct is built upon two concepts:

- Students come to school to learn
- Students are responsible for their learning and behavior

Students will be asked to pull colored tabs each time their behavior interrupts learning in the classroom and/or jeopardizes safety in the building. Consequences for pulling tabs are progressive in severity. Students will have an opportunity to start on green at the beginning of each day. Students also have an opportunity to start over at the beginning of each week. Parents are asked to sign Yellow Warnings, Red Alerts and Blue It's in order to improve communication.

Great Green Day - Students that remain on green all week will participate in Friday Club. Friday Club will be an extra recess or special activity for students on Friday.

Yellow Warning - When students pull the green card they have received a Yellow Warning. A Yellow Warning slip will be sent home and must be returned with a parent signature. It will be the student's responsibility to get the Yellow Warning signed. If the Yellow Warning form is not returned with parent signature, then the student will automatically start on yellow the following day. A Yellow Warning during the week will result in the loss of Friday Club. The second day a yellow warning is not returned with a signature, it will result in a Red Alert.

Yellow Warnings will be given for the following reasons: running, repeatedly out of seat, talkative, disruption, constant interruption, making distracting noises, unkind to peers, uncooperative and/or stubborn, off-task behavior, use of hands or feet inappropriately, playing around in the bathroom or hallway, refusal to cleanup, recess difficulty, lunchroom problems, not following directions, failure to return a signed yellow warning form, or other interruptions in the learning or school environment. Teachers may also give yellow warnings for failure to turn in homework, signed agenda or signed Tiger Folders.

Red Alert - When a student pulls a yellow card, they will move to Red Alert. The Red Alert will accumulate towards detentions. The second Red Alert in a week will result in noon detention on Wednesday and/or Friday for students in grades K-2. Red Alerts are monitored on a weekly basis. It is possible for a student to move directly to Red Alert based on the severity of his/her behavior. If the Red Alert form is not returned with a parent signature, the student will remain on Yellow Warning. The second day the Red Alert is not returned will result in another Red Alert. The third day the Red Alert is not returned may result in a Blue It.

Red Alerts may be given for the following reasons: cheating, lying, kicking, shoving, hitting, inappropriate language, excessive disruption of class, spitting at another child, inappropriate displays of affection, refusal to follow directions, disrespect, substitute problems, progression through the Color Code of Conduct, second day failure to return a yellow warning, or second day failure to return a red alert.

Blue It - When a student pulls the red card, they move to Blue It. Blue It will result in Red Alert noon detention on Wednesday and/or Friday as well as after school detention on the last day of the school week. It may also result in a loss of privileges for the remainder of the week, which may include restriction from assemblies, field day, classroom parties, field trips, and other special activities. A student may automatically jump to Blue It based on behavior.

Blue Its may be given for the following reasons: abusive, cursing or threatening language, fighting or physical aggression, defiance, disrespect, insubordination and on compliance, lying, cheating, harassment, or bullying, property damage or vandalism, forgery or theft, dress code violation, use/possession of weapons, continual disruption of learning in the classroom or school environment, or progression through Color Code of Conduct steps. A Blue It may also be the result of failure to return a Red Alert within 2 days.

Students on Blue It will serve detention on Wednesday and/or Friday during noon and serve an additional detention after school the last day of the week

until 4:00 p.m. Students may not be permitted to attend assemblies, parties, field day, field trips or other special activities during the remainder of the week. It will be the responsibility of the parent to provide transportation home from after school detentions. Students are required to serve their after school detention on the week they receive the Blue It. If they cannot, then the student will remain on Blue It the following week unless other arrangements are made. Students that do not serve detentions may be suspended from school.

Students that create a continual disruption in the classroom or school may be suspended.

SCHOOL-WIDE DISCIPLINE PLAN INTERMEDIATE

Students in grades 3, 4, and 5 are expected to follow the School-Wide Discipline Plan. The Level System is built upon three premises:

1. Students are responsible for their own actions
2. Students have a right to their education, therefore they may not take that right away from another student by disrupting the learning environment
3. We will not tolerate "bullying"

Level I

In most cases, students are verbally warned of behaviors that are interfering, disrupting, etc. If behaviors continue, the student will receive a Level I. This is similar to the "Yellow" warning that is given in the Primary building. Level I is a "warning" to students and gives them an opportunity to change their behaviors. A Level I is an excellent communication to our families and requires a signature from the student's parent (guardian). If the Level I is not returned, the student will progress to Level II. **It is essential that your child return the signed Level I slip the following day to avoid further consequences.** The purpose of Level I is a warning and communication to our families. It is not intended to be a punishment, but serves as a warning to students to "correct" their behavior and communication to the parent (guardian) of the situation.

Level II- A student may progress to Level II if behaviors such as disrespect, inappropriate language, excessive disruption, etc...occur. They may also progress to Level II if Level I slips have not been returned. Level II results in a noon detention that will be served on Mondays, Wednesdays or Fridays. Rarely is a Level II given that does not result in a noon detention. Level II is similar to the "Red Alert" that is given in Primary grades. Level II may result in the loss of one or more noon recesses.

Level III (Blue It) - If a student receives a Level III, behaviors may have become chronic or the behavior is severe to the point that they have progressed through the Level system. Behaviors that are listed on Level II are fighting, physical aggression, lying, etc... Students and families should take Level III slips very seriously as consequences may result in out-of-school suspensions. Level III consequences include After School Detention on Thursdays from 3:30-4:00 p.m. and may result in no participation in assemblies, recesses or field trips. Students not staying for assigned After School detentions without parents contacting the school may be suspended.

Students are rewarded for their **Positive Behavior** by participating in Quarterly Behavior Incentives. Students look forward to these incentives and enjoy their recognition! We ask that our families support our School-Wide Discipline Plan so that our students understand that their family and school are working together to provide a safe and positive learning environment for all students.

STUDENT FEES

Student School fees are as follows:

Preschool Registration Fee	\$25.00
Monthly Preschool Tuition	\$110.00
Preschool	\$10.00
Kindergarten	\$48.00
First Grade	\$48.00
Second Grade	\$48.00
Third Grade	\$29.00
Fourth Grade	\$29.00
Fifth Grade	\$29.00

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Fee Waiver – School fees may be waived in your child qualifies for free lunch **AND** you give permission to the district to "share" forms. Please contact the office if you have any questions.

You may write one check to cover all pupil fees if you have more than one child. Please do not include lunch money in this check. Checks should be made payable to the school. Fees must be paid at the beginning of the school year. Fees that have not been collected by the end of the school year may be turned over to a collection agency. Fees will be accumulated from year to year. Fees are not pro-rated. District policy will determine consequences for school fees that have not been paid in full. Students may not be permitted to participate on school field trips and/or other daily school related activities unless all fees have been paid in full. Payment plans may be set up through the office.

STUDENT ENROLLMENT RECORDS / WITHDRAWAL

Protection & Privacy of Student Records

The GCS maintains many student records including both directory information and confidential information. 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 GCS Board of Education to disclose any or all "directory information" upon written notification to the GCS Board of Education. For further information about the items included within the category of directory information and instructions on how to prohibit its release you may consult the Galion City School's Board of Education **Family Education Rights**

and Privacy Act (FERPA) which can be found at www.neola.com/galion/

Classroom Assignment

Class assignment is based on a number of factors including academic level, social and emotional consideration, class size, behavioral needs and special service requirements. Teacher requests will not be accepted.

Custody Papers

Under the Missing Child Act, if you are divorced or separated, we need custody papers on file at the time of enrollment. Parents are to inform the school anytime the custody of a child changes according to SB-140. School officials will need to see and copy the custody decree including the court journal entry number and signature page. Questions in regard to proper procedure will be handled through the principal's office. Copies of custody papers and/or any other court documents affecting the child may be kept at the local law enforcement agency.

Non-Custodial Parent Access to Student Records

A divorce or change in custody does not change the right of a natural parent to have access to their child's records. A non-custodial parent may request and receive a copy of the child's records including progress reports, progress book parent access, report cards and attendance records; however, step-parents, grandparents and significant others have no rights to records, reports or conferences unless the custodial parent, or court order grants these rights to them.

Non-custodial parents are asked to provide eight self-addressed stamped envelopes. All school communication will go directly through the custodial parent.

Residency Requirement

Galion City School requires proof of residence, which would include the following: utility bills such as cable, phone, gas or electric, a lease or purchase agreement, a notarized statement from the person the family is residing with accompanied by any of the above mentioned documents. Residency must be established before admission is complete.

All changes in residency must be reported to the school office within a reasonable amount of time.

Questions concerning residency may be referred to the Crawford County Truancy Officer. Open enrollment forms may be requested in order to allow the student to remain at the present school through the remainder of the current school year.

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. Homeless students will be provided with a free and appropriate public education in the same manner as other students served by the GCS. 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 GCS liaison for Homeless Students @ 419-468-3432 Sandy Powell.

The following forms are needed for every child registered in the school:

Emergency Medical Form: Fill out completely for each child. If you give the school permission to give first aid to your child, fill out Part 1 only. (Please read the directions carefully) This enables parents to authorize emergency treatment for a student should he/she become ill or injured while under school authority. This is very important when parents cannot be reached. It also alerts school personnel to medical problems that may require special treatment or consideration. If your child has a health concern, please identify steps for school personnel to follow.

Blue Emergency Card: Fill out completely for each child. If more than one parent, show the first name of both. Be sure to list a name and phone number under "other responsible person". List work numbers for both mother and father, if applicable. We require at least two phone numbers at which to reach you. Please include cell phone numbers when possible. If possible put a number of a responsible party as a third number. **Please update the Blue Emergency Card as changes are made** throughout the school year.

Permission to Release Information: Fill out completely for each child. Please list names of people authorized to pick up your child. This information is located on the back of the blue emergency card.

Birth Certificate: An original birth certificate must be present at the time of registration for all students.

Social Security Card: Please provide a copy of your child's social security card.

Proof of Residency Requirements: Please see "Residency Requirements" in the previous paragraph.

Free and Reduced Lunch Form Application: Fill out completely for each child if you want to apply for free or reduced lunch. You will be notified if you qualify. If your income changes during the school year, please contact the office for additional forms. (Preschool snacks are included in tuition but parents are asked to complete this form for reimbursement purposes.)

Immunization Record: Child Immunization laws require proof of minimal immunizations. The school nurse / school personnel will review all immunization records. Parents/Guardians will be notified of missing immunizations and will be given a designated time frame to comply with the law. Students will be excluded from school if the immunization record is not provided or is incomplete. Schedule of upcoming immunization clinics for Crawford County is listed on the GCS website.

Parent and Student Verification of Forms:

Please review the information in this handbook with your child and complete the verification form distributed with this handbook. The Parent /Student Handbook Verification form includes the following:

- Acceptable Use Verification Form
- Attendance
- Bus Rules and Designated place of safety information
- Discipline Plan Verification
- Dress Code
- Handbook Verification
- Parent/Teacher/School Compact

Student Suspension/Expulsion from another Public School in Ohio:

A student suspended or expelled by another public school in Ohio may be temporarily denied admission to the GCS during the period of suspension or expulsion even if that student would otherwise be entitled to attend school at GCS. 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 GCS 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 in to 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:

- A. an updated copy of the student's transcripts;
- B. a report of the student's behavior while in DHS custody;
- C. the student's current IEP, if one has been developed for the child; and
- D. a summary of the instructional record of the child's behavior.

Waiver of School Fees Application: Fill out completely for each child if you want to apply for a waiver in your school fees. School fees may be waived in your child qualifies for free lunch **AND** you give permission to the district to "share" forms. Please contact the office if you have any questions. You will be notified if you qualify for the waiver.

Annual Physical Form: This is required for all preschool students and must be updated on an annual basis.

Optional Insurance Program: An optional insurance program is available. Please see the office for more information.

LEP (Limited English Proficient): A Home Language survey is completed at the time of initial enrollment.

Withdrawal of Pupils: When you are planning to move, it is essential that the school be notified as soon as possible.

STUDENT SAFETY

A variety of safety drills will be conducted throughout the school year so that students and staff are prepared in case of emergencies. Safety drills may include: fire drills, tornado drills, lock down procedures, evacuation drills.

All exterior doors, except for the front door, will be locked during the school day.

All visitors should report to the office.

Closing of School / School Delays

In the event of school closing due to snow or other emergencies, the following TV and radio stations in the area will be notified of the closing. Listen for the announcement. Please do not call teachers, principals, or the school. Parents will be notified of school closings or delays via a pre-recorded telephone message (see CONNECT ED) delivered to the phone number on file.

Radio:

WNCO 101.3 FM Ashland WBCO 1540AM-Bucyrus
WXXF 107.7FM Ashland WFXN 102.3FM-Galion
WQEL 92.7FM Bucyrus Y105 105.3Mansfield
WVNO 106.1FM Mansfield WXML 90.1Upper Sandusky
WMRN 1490AM or 94.3FM- Marion

TV

Fox 8 Cleveland
News Channel 5 Cleveland
WBNS TV 10 Columbus
Fox 28 Columbus
NBC4 Columbus
WMFD TV68 Mansfield

Evacuation Drills

Students may practice procedures for evacuation from building and campus.

Fire and Tornado Drills

We have fire and tornado drills for the safety of the children. If there should be a storm at dismissal time, children will be kept in the school until we feel it is safe to dismiss them. It would be helpful if you would discuss with your children where to go if you are not at home.

Lock Down Drills

We will practice lock down drill procedures several times per year. Although this could be frightening for your children, practice allows students and staff to practice and prepare in case of a real emergency.

STUDENT SUPPORT / PARENT COMMUNICATION**Backpacks**

We encourage all students to carry a back pack or bag to and from school each day.

Homework/Agenda Planners

Students in Kindergarten and first grade will receive the family edition of our parent teacher handbook. Students in grades 2 - 5 will each receive an agenda that also includes a copy of the parent teacher handbook (cost was included in their school fees). Agendas become part of the daily routine. Students are expected to write their daily assignments in the agenda. Parents are encouraged to check the agenda each evening and to provide assistance and encouragement as needed. The teachers will use the agendas to write parents notes and parents may also communicate back to the teacher. The agenda can be a powerful and effective communication tool throughout the school year. Students will be charged a fee if their agenda needs to be replaced.

Involvement and Support of Parents / Guardians

We believe that the behavior and success of students in school is the responsibility of the child, his/her parents, and the school. Parents and the school must work together to ensure student success. We want to work closely with you to eliminate potential behavior and academic problems. We expect that parents will

cooperate with and support the school system. Inappropriate or threatening behavior by parents or other adults on the school premises may result in limited or no access to the building.

When your student is assigned homework, requires additional intervention, or needs some guidance with discipline, communication between school personnel and parents is essential to ensure student success. Encourage your child to share with you the experiences of the day. If problems or questions arise, please contact your child's teacher first. If you still have concerns, please contact the principal to set up a conference.

Parent/Teacher Conferences

Parent teacher conferences are scheduled in November each school year and again in the spring. The conferences allow parents and teachers to discuss student progress, study habits, successes, and concerns. Communication between the school and home help your child get the most out of their education. Teachers and parents are encouraged to request conferences on an "as needed" basis throughout the school year. Please send a note to your child's teacher(s), or call the office to schedule a meeting time before or after school.

Every Primary parent is asked to schedule a Fall Conference. Intermediate conferences will be scheduled on a need and request basis due to multiple teachers for each student. Spring Conferences are scheduled primarily for students that are struggling with academic and/or behavior issues, or to discuss other concerns.

We understand that daily concerns may arise. Please contact the office to schedule an appointment to meet with the teacher if concerns cannot be discussed through a note, phone call, or the agenda. Parents are not permitted to interrupt daily instruction or the start of the school day. The office will attempt to help facilitate a time to meet with your child's teacher(s) when needed. Your cooperation is appreciated.

Progress Book Information

The Galion City School District offers an exciting web-based grading system entitled Progress Book. One of the major goals in Progress Book is to increase communication between parents and teachers. Through the Parent Access Feature of Progress Book, parents have easy access to their student's progress, homework assignments, and attendance records. Parents are provided with a user name and password to enable them to track their student's progress, homework assignments, and attendance from any computer that has Internet access. New parents can expect their user name and password at the beginning of the school year.

Student Incentives

A variety of incentive programs are in place to reward students for positive behaviors, academic success, and good attendance.

TELEPHONE / CELL PHONE USAGE

The office and classroom telephones will be used by students for emergency calls only. The office will not call students to the telephone unless it is an emergency. Please be considerate in this matter. Any

child that has a cell phone should have it turned off and in their book bag while on school premises. Cell phones will be confiscated if usage is violated during the school day and returned to parents at their request. Violation of the cell phone usage policy on school property could result in disciplinary action.

TITLE I SUPPORT

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

Family-Teacher Compact

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.

TRANSMISSION OF RECORDS AND OTHER COMMUNICATION

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

TRANSPORTATION MANAGEMENT POLICIES

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

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 is 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. Children shall observe classroom conduct rules and use proper behavior while waiting at the bus stop.
3. Students must leave or board the bus at assigned locations unless they have prior 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 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. Students must have items in their backpacks when possible upon boarding the bus except for a small book for reading purposes.
15. Students must not litter on the bus or have animals of any kind on the bus unless it is a school related project and special permission has been given by the building principal.
16. Students may carry on the bus only objects that can be held in their lap. Musical instruments are an exception to this rule as they are a requirement of band.
17. Students must use a reasonable conversation 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 if applicable.
20. Students must not act inappropriately by making sexual advances or public displays of affection.
21. Students must not bring any of the following on the bus: squirt gun, fireworks, or any weapon, including but not limited to, mace and pepper gas.
22. To provide for the safety of all students, no student shall exhibit disruptive behavior or fighting of any kind on the bus or at the bus stop.
23. Students must have all electronic devices stored in their book bags unless special permission is given by

the building principal. The school is not responsible for lost or stolen electronic items.

24. Damage to interior or exterior of the bus by students is prohibited.

25. Students are asked not to wear or have out any perfumes or colognes that may cause allergic reactions or asthma/breathing difficulties in our students or bus drivers.

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 related to pupils known to have medical problems about which a driver should know.

IV. Guest Riders

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.

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 Ohio Revised Code. A Superintendent's designee, Principal or Assistant Principal are authorized to suspend a student up to ten (10) 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 Behavior

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

C. 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.

D. Immediate Removal

Step 1- Principal or designee receives *Bus Conduct Report* from bus driver.

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

Step 3- A due process hearing is held within 72 hours of the removal from the bus.

Step 4- Principal or designee notifies student of the duration of the emergency removal.

E. Suspension

Step 1- Principal or designee receives *Bus Conduct Form* from bus driver.

Step 2- Principal or designee gives student *Notice of Intended Suspension* Form.

Step 3- Principal or designee 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.

F. Expulsion

Step 1- Principal or designee receives a *Bus Conduct 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.

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.

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.

VISITORS / SIGNING IN AND OUT

During the day, all visitors to our building are required to sign in at the office. Children must be signed out to leave the building during school hours and then signed in to return. Students must have a note from the office to be admitted to class. Volunteers/Visitors will be required to wear a visitor's tag.

Students will not be dismissed to anyone other than the custodial parent or guardian without prior permission from the custodial parent or guardian and approval granted by the office. Proper identification may be requested before a child is released. It is important to keep emergency cards up-to-date.

Children that leave each day for lunch will need to be signed out through the office each day.

Family Acknowledgement of School Handbook

2012/2013

Please take some time and review the contents of this handbook with your child. This form must be signed and on file in the school office. By signing this statement, it is assumed that you have read and understand the following information. Please return this verification form to school and contact the office if you have any questions.

*I have reviewed the Acceptable Use Policy.

*I have reviewed the Attendance Policy.

*I have reviewed the bussing rules and regulations and the Designated Place of Safety Policy.

*I have reviewed the building discipline plans and Student code of Conduct.

*I have reviewed the building dress codes.

*I have reviewed the information concerning Title I services and have read the Parent/Teacher Compact enclosed in this handbook.

**Please return to school by
September 9, 2012**



Student
Name_____

Student
Signature_____

Grade
Level_____

Teacher's
Name_____

Parent / Guardian's Name

Parent / Guardian's Signature

Date_____