# Galion City Schools

# ~~2020-2021~~ 2021-2022

# Primary

# Student & Parent

# Handbook

1

## Table of Contents

Galion City School Purpose:
Galion City School Mission Statement:
Galion Primary School Mission Statement:
Galion City School Motto:
Galion Primary School Motto:
BOARD OF EDUCATION
SCHOOL/OFFICE HOURS
ARRIVAL AND DISMISSAL
Arrival
Conduct to and from School
Dismissal
Signing Out Students-Dismissal and Lunch
VISITORS / SIGNING IN AND OUT
ATTENDANCE, TARDY AND EARLY DISMISSAL
POLICY
Galion Primary School will notify the parent/guardian of an absent student within 2 hours of the start of the school day.
Court Appearances, Child to Work Day, Vacations
Steps to follow when your child is absent:
Students Transferring into District
Homebound Instruction
Tardy/Early Dismissal
BEHAVIOR-PBIS (POSITIVE BEHAVIOR INTERVENTION SUPPORTS
COMMUNICATION FROM SCHOOL
FAMILY-TEACHER CONTACT
ELECTRONIC ALL CALL PHONE SYSTEM
FACEBOOK
DISCIPLINE, POLICIES & PROCEDURES
2
Student Code of Conduct
Disciplinary Actions
Code of Conduct Rules
PBIS-SCHOOL WIDE / POSITIVE BEHAVIOR INTERVENTION SUPPORTS / BEHAVIOR PLAN
Tiger Basics
Behavior Matrix
Bicycle Rules / Riders
DRESS CODE - PRIMARY
GENERAL INFORMATION

ADVERTISING OUTSIDE ACTIVITIES
BIRTHDAY/ PARTIES
BRINGING THINGS TO SCHOOL
CLASSROOM HOLIDAY PARTIES
DANGEROUS STRANGERS
DELIVERING ITEMS TO SCHOOL
FIELD TRIPS
INTERROGATION OF STUDENTSLIBRARY
/ MEDIA CENTER
LOST AND FOUND
MEDIA COVERAGE / STUDENT PHOTOGRAPHS
RECESS
SEARCH AND SEIZURESOLICITATION
SPECIAL SERVICES / FINE ARTS / P.E.
TELEPHONE / CELL PHONE USAGE
GRADING PROCEDURES
Grade Cards / Progress Reports
Promotion / Placement Policy / Retention
INDIVIDUALS WITH DISABILITIES
TITLE I SUPPORT
Parent Right to Know
EQUAL EDUCATION OPPORTUNITY
Harassment & Bullying
Sexual Harassment
Gender/Ethic/Religious/Disability Harassment
Cyberbullying
HEALTH/MEDICAL
FLUORIDE
Bed Bugs
Head Lice
Health Concerns
Student Illness
Medication during the School Day
3
PRESCHOOL
Preschool Diapering and Pull-ups
Preschool Discipline Policy
Preschool Special Needs Transportation
Preschool Staff
Preschool Student Illness
Preschool Tuition Policies
SCHOOL LUNCH & BREAKFAST PROGRAMS
Breakfast and Lunch Prices
Lunch
School Provided Packed Lunches
Point of Sale (P.O.S.) or Scanner
Galion City School District School Meal Charging Policy
On Line Payment System
Food allergies
STUDENT ENROLLMENT, RECORDS, & WITHDRAWAL
Protection & Privacy of Student Records
Classroom Assignment
Custody Papers
Non-Custodial Parent Access to Student Records
Residency Requirements
Homeless students
Required Forms:

Student Suspension/Expulsion from another Public School in Ohio
Waiver of School Fees Application
Annual Physical Form
Optional Insurance Program
LEP (Limited English Proficient)
Withdrawal of Pupils
Digital Enrollment Options
Transmission of Student Records
STUDENT FEES
On Line payment system
Fee Waiver
STUDENT SAFETY
Safety Drills
Closing of School / School Delays
STUDENT SUPPORT & PARENT COMMUNICATION
Automated Calls
Backpacks
Facebook
Galion Schools Website
4
Tiger Folder/Agendas
Involvement and Support of Parents/Guardians
Parent/Teacher Conferences
Progress Book Information
Community Counseling
School Social Worker
TECHNOLOGY
Acceptable Use Policy
Internet Safety Education
General Access
Penalties for Improper Use
Internet Filtering and Safety Measures
Websites and Social Media
TRANSPORTATION MANAGEMENT POLICIES
Bus Procedures
Stops: Loading and Unloading
Bus Stop Designated Place of Safety
IF YOU CROSS THE STREET TO APPROACH THE BUS:
Bus Rules and Regulations
5

## Welcome to Galion Primary School

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/guardian. 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 referenced 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 http://www.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.)

Galion City School Purpose:

Empowering ~~to~~ students to successfully transform our community.

Galion City School Mission Statement:

The Galion City Schools will prepare students with a rigorous education that enables them to be contributing members of our community. We provide a safe, respectful environment that cultivates leaders of tomorrow.

Galion Primary School Mission Statement:

We work and learn together in a safe and respectful way to become lifelong learners.

Galion City School Motto:

Believe, Achieve, Succeed



Galion Primary School Motto:

Terrific Tigers are responsible, respectful, problem solving leaders.

BOARD OF EDUCATION

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

SCHOOL/OFFICE HOURS

The office opens at least 30 minutes before the students arrive and closes 30 minutes after the students are dismissed. Exact times may vary from year to year based on student and staff needs.

## ARRIVAL AND DISMISSAL

Arrival

The school doors do not open until ~~8:15~~ 8:30am. 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 ~~8:15~~ 8:30 am. If you need alternative childcare earlier than this,

please make other arrangements or contact local child care programs. When students arrive, they will go directly to their assigned hallways and sit along the wall, or enter the classroom when instructed. Students arriving after the tardy bell rings will need to stop at the office to get a tardy/admittance slip. Please be reminded, the school doors do not open until 1~~0:15~~ 10:30 am on delayed start days.

*Please do not park along the red curb or block other cars in the parking lot or your car could get sited or towed. The red curb is clearly marked as a no parking area and should be free of parked cars at all times.

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 parent or guardian has given written or verbal permission to the office. Students must have a written note to vary from the regular dismissal 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 3:40

Parents are asked to wait outside the building until dismissal. As soon as all students have safely reported to the bus loading and pick-up areas, students will be dismissed to parents outside of the building. Dismissal procedures will be explained in further detail after school starts. Students will not be dismissed as walkers to go to parked cars unless an adult or an older designated child escorts them. Walkers are those students that live in the walk zone area.

Signing Out Students-Dismissal and Lunch

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. Parents must have a student identification number to make changes to dismissal. Children that leave for lunch will need to be signed out through the office.

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.

## ATTENDANCE, TARDY AND EARLY DISMISSAL POLICY

Please visit the Galion City Schools District web page for further information regarding attendance. The attendance policy can be found on the following link: http://www.galionschools.org/.



Galion Primary School will notify the parent/guardian of an absent student within 2 hours of the start of the school day.

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 the parents, prospective employer, and school can approve them in advance. 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. 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 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 in the morning on the day of the absence by calling the school at 419-468-4010, option 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.

If no call or written 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 postcard, concerning your child's absence, will be sent to your home address if we are unable to reach you.

Students Transferring into District

Absence reports from previous schools will follow students and number of days missed from previous schools will be applied. While we want the students to start anew with us, we are subject to state attendance guidelines. Refer to "Attendance" section.



Homebound Instruction

The school may arrange for individual instruction for students that are unable to attend school because of an accident, illness, behavior, disability, or some other reason. 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 tardy bell. The tardy bell rings at ~~8:35~~ 8:40 am.

Early Dismissal is defined as any student leaving the building before ~~3:30~~ 3:40 pm.

Early dismissals for reasons such as private lessons or after school activities are considered unexcused.

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

## BEHAVIOR-PBIS (POSITIVE BEHAVIOR INTERVENTION SUPPORTS

Positive Behavior Interventions and Supports (PBIS) is an evidence-based program that is implemented school wide to create a positive environment. PBIS uses proactive strategies

for defining, teaching, and supporting appropriate student behaviors for improving school safety, student behavior, and academic achievement for all students.

## PBIS-SCHOOL WIDE / POSITIVE BEHAVIOR INTERVENTION SUPPORTS / BEHAVIOR PLAN

Learning Like Leaders at the Galion Primary School
We believe there is a leader in everyone!
"Leadership is doing the right thing
even when no one is looking."
George Van Valkenburg

Learning Like Leaders is a colored "clip chart" used to monitor student behavior and classroom choices. Your child will have a clip that will move up or over depending on the choices made throughout the day. The 7-Habits are infused into this chart and encourage students to grow and practice their daily leadership skills. Every leader begins on green every day. Green is GREAT! In order to move up, students must go above and beyond in their behavior choices. Students may also take a detour from time to time, but will still have an opportunity to improve their behavior.

11

Orange Hip Hip Hooray
You found the leader in you today.
Pink You're Awesome
The leader in you is starting to blossom.
Purple Way to Go
Your leadership skills are starting to grow.
Green Ready to Lead
You're ready to go. You're off and away.
You are the one that determines your day.
Gray Slow Down
Take charge of your actions and attitude.
Be proactive and it will lift your mood.
Brown Don't Give Up
Don't get hung up on silly mistakes.
Put first things first, you have what it takes.
Yellow Think About it
Take a breath and get control.
Try to balance your mind, body, and soul.
Students remaining on Green or higher all week will participate in Friday Club.
Friday Club will be an extra recess or special activity for students on Friday.
Students are rewarded for their "pawsitive" behavior and daily modeling of the 7-habits. Behavior is rewarded through weekly Friday Club activities and other incentives. Monthly incentives are awarded for good behavior. Students look forward to these incentives and enjoy the recognition. Students have the opportunity to earn "positive" tickets throughout the week in and out of the classroom. Tickets are pulled for weekly drawings. The student's names are selected, announced, and prizes are awarded.
When students move to yellow, they will receive 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 it signed. A Yellow Warning during the week will result in the loss of Friday Club.
Students may receive a LEVEL 1 or LEVEL 2 based on behaviors. When LEVEL 1 or LEVEL 2 behaviors occur, students will not have the opportunity to move back over or up the chart.
Behaviors causing an automatic LEVEL 1, will be managed in the classroom. When these behaviors occur, students will not have the opportunity to move back over or up the chart. Behaviors include: cheating, lying, or forgery, kicking, shoving, or hitting out of anger, problems with a substitute, inappropriate language or gesture, bus conduct reports, excessive disruption in class, repeated refusal to follow directions, and disrespect. LEVEL 1's will result in a partial or full loss of recess, loss of Friday Club and loss of Monthly Incentive.
Students may receive LEVEL 2. When these behaviors occur, students will not have the opportunity to move back over or up the chart. These behaviors will be managed in the office and include the following: abusive, cursing, or threatening behavior or language towards student or staff, weapons; real or pretend, repetitive harassment of student or staff, bullying, vandalism, destruction of school or personal property, leaving classroom, playground, building without permission as a result of anger, or continual defiance, disrespect, insubordination and/or non-compliance LEVEL 2's may result in time spent in office, conference with student, restitution for damages, a parent letter or contact, conference, referral to counseling, referral to social worker, individual behavior plan established, a letter or personal apology, after school detention, loss of privileges, in school detention, referral to school resource officer, in school suspension, out of school suspension, emergency removal, expulsion, referral to court system, or anything else as deemed appropriate. LEVEL 2's (Blue) will result in loss of Friday Club, loss of Monthly Incentive, and an additional consequence determined by the principal.
We appreciate your support as we work together to develop leaders and to provide a safe and "pawsitive" learning environment for all students.

Tiger Basics

12

Behavior Matrix

13

## COMMUNICATION FROM SCHOOL

ALL CALL 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.

BACKPACK

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

FACEBOOK

Galion Primary/Intermediate Schools, and Galion City Schools have a FACEBOOK page. Both are updated frequently with announcements, news released, and pictures of activities and special events. If you do not want your child's picture posted, please submit an annual note stating such.

FAMILY-TEACHER CONTACT

We 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 involved 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.

GALION SCHOOLS WEBSITE

http://www.galionschools.org is a great resource for parents. Click on the Primary link to get specific information about our school.

TIGER FOLDER/AGENDAS

Students in Kindergarten, 1, and 2 will receive a Tiger Folder. Kindergarten and grade1 students will use their folders to communicate with home. Students in grade 2 will each receive an agenda. 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.

SEESAW

Seesaw is an app that Galion Primary is adopting to allow our families to connect to our classrooms. This app helps connect families to their student's learning and engage with school events. Your classroom teacher will send out more information to connect.



## DISCIPLINE, POLICIES & PROCEDURES

Student Code of Conduct

The purpose and intent of this Code of Conduct is to maintain an appropriate educational climate. Violation of the Code of Conduct may result in verbal warning, written warning, referral to school counselor, removal from class, parental contact or conference, in-school detention, after school detention, community service, in-school suspension, emergency removal, referral to law enforcement agencies, suspension (up to 10 days) or expulsion. The Superintendent is the only individual who may impose an expulsion.

In addition, this Code of Conduct includes:

1. Misconduct by a pupil that occurs off school district property but is connected to activities or incidents that have occurred on school district property; and
2. Misconduct by a pupil that, regardless of where it occurs, is directed at a district official or employee or the property of an official or employee.

3. Unruly charges may be filed in juvenile court against a student who continually violates the Student Conduct Code.
4. Students are duly informed that their behavior may be monitored on school property and/or school buses and/or adjacent property by security cameras.

Misconduct for which Suspension (1-10) or Expulsion (1-80 days) may be imposed

Students are to remain at home during school hours while on suspension. The absence of a student on suspension is unexcused. The student may make up work missed and may earn credit (e.g. quizzes, tests, reports, etc.).

During a period of suspension/expulsion, a student is restricted from participating in or attending all school classes, programs, extracurricular activities (including practices, games or performances) and graduation ceremonies. A suspension officially begins at 12:01 a.m. on the first designated suspension day (unless emergency removal of the student occurs, in which case the suspension beginning is designated as the time of removal) and ends at 12:01 a.m. on the first day to follow the last day of the suspension period.

A suspension beginning during one week and extending into the following week restricts the student from attending or participating in any school-sponsored activities over the weekend.

Disciplinary Actions

In-School Detention

Students may be assigned a recess and/or lunch detention, which is held throughout the lunch and/or recess period. An adult supervises detentions.

After School Detention

Students are expected to be prepared to study while at an after school detention. If a student disrupts classroom procedures, 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. These will be held after school from 3:30-4:30 pm.

Removal from Class

A teacher may temporarily remove a student from a class. The seriousness of the offense, the student's attitude, and the number of previous offenses are all factors in determining the final resolution. The teacher must submit the reasons to Principal as soon as ~~practicable~~ possible after the removal.

In-School Suspension

In-School Detention may be imposed as a disciplinary action to create a positive change in a students' behavior. For an In-School Detention, credit may be given for all classroom assignments.

Emergency removal

When circumstances are such that the student's continuing presence in school is reasonably certain to pose a continuing danger to persons or property or an ongoing threat of disrupting the academic process taking place either within the classroom or elsewhere, on the school premises or any school-sponsored or related activities, the student may be immediately removed from the situation without complying with the notice and hearing requirements of suspensions and expulsions. If a student is removed under this provision, written notice of the reason(s) for the removal and written notice of the hearing to be held regarding the removal shall be given to the student as soon as practicable prior to the hearing. The hearing will be held within seventy-two (72) hours from the time the initial removal is ordered. The hearing shall be held in accordance with the procedure set forth pertaining to suspension and expulsion.

~~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.~~

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.

Code of Conduct Rules

Rule 1: Weapons, Dangerous Instruments, Fireworks, and Explosives

1. A student shall not use, possess, handle, transmit, sell, or conceal any object that can be classified as a weapon or dangerous instrument. Weapons and dangerous instruments shall include any object, which is used or may be used to inflict physical harm or property damage or to threaten to inflict such harm or damage.
2. Students shall not possess, handle, transmit, sell, conceal, or bring upon school grounds any fireworks, explosives, or munitions, nor shall students ignite, explode,



or detonate or attempt to ignite, explode or detonate fireworks, explosives, or munitions.

Rule 2: Disruption of School

1. A student shall not, by use of violence, force, noise, coercion, threat, harassment, intimidation, fear, passive resistance, or any other conduct, cause, attempt or threaten to cause the disruption or obstruction of any lawful mission, process, or function of the school.
2. Neither shall s/he urge other students to engage in such conduct for the purpose of causing, attempting or threatening to cause the disruption or obstruction of any lawful mission, process, or function of the school.
3. While this list is not intended to be all-inclusive, the following acts illustrate the kinds of misconduct prohibited by this rule and is not limited to;

a. Occupying any school building, school grounds, or part thereof,
b. Blocking the entrance or exit of any school building or corridor or room herein,
c. Defacing or attempting to deface any school building or property,
d. Making, by telephone call, letter, or other means, a threat to damage or destroy any school property or to disrupt any school-sponsored or related activity, function, or event on or off school grounds,
e. Activating or attempting to activate an emergency alarm system or procedure in the absence of such emergency,
f. Preventing or attempting to prevent by physical act or verbal utterance, the convening or continued functioning of any school, class or activity, or any lawful school meeting or assembly on or off school property,
g. Preventing or attempting to prevent students from attending a class or any school-sponsored or related activity or event,
h. Blocking pedestrian or vehicular traffic on school property or at the site of any school-sponsored or related activity or event (except under the direct instruction of the principal or other authorized school personnel),
i. Continuously and intentionally making noise or acting in a manner so as to interfere with a teacher's ability to conduct a class or an extra-curricular activity.

Rule 3: Disrespect

A student shall not act so as to intimidate, insult, or otherwise abuse, orally or in writing, any member of the school staff or student body.

Rule 4: Insubordination
Students are expected to comply with the reasonable directions and expectations of the staff. Willful refusal or failure to follow or comply with an appropriate direction given by a staff member, or act in defiance of staff, is unacceptable.

Rule 5: Unauthorized Touching
A student shall not cause or attempt to cause physical injury or behave in such a way as could reasonably threaten to cause physical injury to a school employee, authorized school visitor, or another student.

Rule 6: Drugs of Abuse, Counterfeit Drugs of Abuse, and Paraphernalia
Drugs of abuse are all intoxicants or other substances that could modify behavior including, but not limited to, all narcotics, hallucinogens, stimulants, depressants,

and alcoholic beverages. Examples include but are not limited to; marijuana, amphetamines, barbiturates, glue, cocaine, PCP, beer, wine, and liquor.
Counterfeit drugs of abuse include any substance that is directly or indirectly represented to be a drug of abuse, whether by communication, marking, labeling, packaging, distribution, or similarity in shape, size, color, or price.
Use of drugs authorized by a medical prescription from a licensed physician and registered with the school office shall not be considered in violation of this rule.
A student, while at school or at any school function, whether or not on school premises, shall not:
1. Possess, use, sell and offer to sell, deliver, conceal, consume, or be under the influence of any drugs of abuse including alcoholic beverages or any counterfeit drugs of abuse.
2. Instigate or conspire with others to possess, use, sell and offer to sell, deliver, conceal, consume, or be under the influence of any drugs of abuse including alcoholic beverages of any counterfeit drugs of abuse.
3. Directly or indirectly represent a substance as a drug of abuse by describing its effects as the physical or psychological effects associated with the use of a drug of abuse.
4. Possess, evidence of consumption, use, sell and offer to sell, deliver, or conceal any instrument or paraphernalia for use with drugs of abuse (for example, hypodermic needle, syringe, water pipe, roach clip)
A student, prior to the student's arrival at school or any school function, whether or not on school premises, shall not use or consume any drugs of abuse including alcoholic beverages, or counterfeit drugs of abuse.
A. ~~First Offense~~ Disciplinary Action
The principal may suspend the student for up to ten (10) days and may recommend expulsion or permanent exclusion in compliance with all requirements of law. Suspensions may be reduced ~~to no less than five (5) days t~~o no less than three (3) days if the following occur:
1. Administration will attempt to contact parents and the student may be removed from school for the remainder of the school day.
2. Consultation with parent(s) or guardian and the student emphasizing available evaluation and counseling services and disciplinary action will be conducted by the administration.
~~3. Disciplinary Action:~~
~~a.~~ 3. The student proceeds to be evaluated by a chemical dependency professional; or ~~b.~~ The student and parent(s) or guardian agrees to follow any appropriate treatment, including but not limited to, individual or group sessions conducted by a drug/alcohol counselor at parent/guardian expense.

B. Second Offense
The principal may suspend the student for ten (10) days and may recommend expulsion or permanent exclusion in compliance with all
18
requirements of the law. Suspensions may be reduced to no less than five (5) days if the following occur:
1. Student is evaluated by a chemical dependency professional;
2. Professional communicates with the appropriate school personnel (principal and director of drug/alcohol program);
3. The student receives any appropriate treatment, which may include counseling with a professional, group counseling by the school counselor, and follow up between the student and parent (s) or guardian and the school counselor.
C. Third Offense
The principal may suspend the student for ten (10) days and recommend the student be expelled or permanently excluded. The penalty may be reduced providing the student
1. Be referred to an alcohol/drug professional for the purpose of arranging in-patient treatment, unless other measures are deemed necessary by the assessment agency.
2. Upon completion of treatment the student will follow through with all recommended aftercare, and will be placed in a school aftercare group

Rule 7: Tobacco
A student shall not possess, use, transmit, conceal or sell cigarettes or tobacco products. This is in effect on school premises or at school sponsored events.

Rule 8: Out of Assigned Area/Unauthorized area
1. A student shall not be absent from all or any portion of the regularly scheduled classes or other mandatory activities without school authorization and parental consent.
2. Students who find it necessary to leave the building because of illness or some other emergency, should first report to the principal's office and sign out. They must sign out to leave and sign in upon their return. Students who leave at noon and do not expect to return in the afternoon must also report to the principal's office for permission to leave school. Parental authorizations will be required. A principal or secretary must give approval before a student is to sign out.

Rule 9: Damage, Destruction, Theft, or Unauthorized Removal of School Property
A student shall not cause or attempt to cause damage to school property or steal or attempt to steal school property or engage in or attempt to engage in or participate in or attempt to participate in the unauthorized removal of school property. Cost to repair or replace school property may be assessed to parents/guardians.

Rule 10: Damage, Destruction, Theft, or Unauthorized Removal of Private Property
A student shall not cause or attempt to cause damage to private property of students, teachers, school personnel, or other persons or steal or attempt to steal private property or, engage or attempt to engage in or participate or attempt to participate in the unauthorized removal of private property.
19

Rule 11: Unauthorized Fire
A student shall not burn or attempt to burn any property public or private.

Rule 12: Trespass
A student shall not enter upon school grounds or premises of a school building to which the student is not assigned during school hours of that building; likewise, a student already under suspension shall not enter upon the grounds or premises of the student's regularly assigned school building or any other school building without the express permission of the principal.

Rule 13: Dress & Appearance
A student shall not violate school rules relating to dress and appearance. Students shall attend school dressed in a manner which is clean, not hazardous to their safety or the safety of others, and which does not detract from the educational environment.
*The building administration will have the final decision as to the appropriateness of all clothing and attire.

Rule 14: Profane, Vulgar, or Improper Language, gestures, or obscene material
A student shall not speak or write profane, vulgar, derogatory, demeaning or other improper or inappropriate language. A student shall not use profane, vulgar, or other improper or inappropriate gestures or signs. A student shall not engage or attempt to engage in profane, vulgar, or other improper or inappropriate actions.

Rule 15: Hazing
A student shall not threaten, act, or participate in any occurrence, that injures, degrades, or disgraces another student. A student shall not attempt to threaten, act or participate in any occurrence that injures, degrades, disgraces another student.

Rule 16: Violation of School Bus Conduct
1. Students must wait quietly in a location clear of traffic and at least ten feet away from where the bus will stop (Ohio Law 3301.83.08).
2. Student behavior at bus stops must not threaten life, limb or property of any individual (Ohio Law 3301.83.08).
3. Students must go directly to an available or assigned seat (Ohio Law 3301.83.08).
4. Students must remain seated, keeping aisles and exits clear (Ohio Law 3301.83.08).
5. Students must observe classroom conduct. All school rules apply on the bus. Obey the driver promptly and respectfully (Ohio Law 3301.83.08).
6. Students must be courteous and respectful to fellow students and to the bus driver (District policy).
7. Students must not engage in loud talking or laughing, excessive horseplay or fighting (District policy).
8. Unnecessary confusion diverts the driver's attention and might result in a serious accident (District policy).
9. Students must not use profane or abusive language (Ohio Law 3301.83.08).

10. Students must refrain from chewing gum, eating and drinking on the bus except as required for medical reasons (Ohio Law 3301.83.08).
11. Students must not use tobacco or related products on the bus (Ohio Law 3301.83.08).
12. Students must not have alcohol or drugs in their possession on the bus except for prescription medication required for student (Ohio Law 3301.83.08).
13. Students must not throw or pass objects on, from or into the bus (Ohio Law 3301.83.08).

14. Students may carry on the bus only objects that can be held in their laps. No living creatures are permitted (Ohio Law 3301.83.08).
15. Students must treat bus equipment as one would treat valuable furniture in his/her home. Vandalism will not be tolerated. Keep the bus clean and sanitary (District policy).
16. Students must not extend any part of their bodies out of the bus windows (Ohio Law 3301.83.08).
17. Students are to remain absolutely quiet at railroad crossings until the bus has completely crossed and the driver says it is okay to talk (Ohio Law 3301.83.08).
18. Students must leave or board the bus at locations to which they have been assigned unless they have written administrative authorization to do otherwise (Ohio Law 3301.83.08)

Rule 17: Forgery
A student shall not forge the writing of another or falsely use the name of another person or falsify times, dates, grades, addresses, or other data on school forms or school-related correspondence.

Rule 18: Plagiarism
Students are also not permitted to take the work or ideas of one person and pass them off as their own.

Rule 19: PDA
Excessive Public display of affection is not appropriate for our students at Galion Primary School.

Rule 20: Unauthorized sales
Only school-approved fundraisers are permitted at school. No personal sales are permitted. All school fundraisers must have prior administrative approval.

Rule 21: Gambling
A student shall not engage in or promote games of chance, placing of bets, or risk anything of value. Gambling for money or valuables on school property (including busses) or at any school-sponsored activity.

Rule 22: Failure to Accept Discipline or Punishment
A student shall not refuse to accept discipline or punishment from teachers, student teachers, substitute teachers, educational aides, bus drivers, principals, or other appropriate school personnel.

Rule 23: Violation of Board of Education Rules/Policies

A student shall not violate the policies of the Board of Education or school rules and regulations. Such policies and rules and regulations will be posted on the school district website. Each student is responsible for becoming familiar with these items.

Rule 24: Misconduct during Extracurricular Activity
A student who has been accepted or qualified for membership in a school sponsored or related extra-curricular activity shall not behave in any way that disrupts or tends to interfere with the conduct of that activity and shall not violate the rules, regulations, or policies that govern participation in an extracurricular activity.

Rule 25: Bullying and/or Harassment of Students, Staff and Others
Galion City Schools seeks to maintain an education and work environment free

from all forms of bullying and unlawful harassment, including sexual harassment. This commitment applies to all Galion operations, programs, and activities. Students shall not intentionally perform acts or cause harm (mentally, physically, or emotionally) to others. Students shall not direct to a student, school employee or employee's family member(s) words, phrases, gestures, graffiti, etc. considered slanderous, degrading in nature, obscene or profane. Galion Primary School follows the Galion City Schools anti-bullying policy (Board Policy - po5517.01).

Rule 26: Wireless Communication Devices/ and Electronic Devices
Cell phones and other electronic devices must remain OFF and in the student's cubby during the school day. All confiscated property shall be held in the principal's office until picked up by a parent after the second offense. The Galion City Schools are not responsible for lost or stolen items. Personal electronics are to include cell phones, tablets, electronic gaming devices and smart watches.
A parent wishing to contact a student should do so through the student's building office. Confiscated cell phones/electronic devices may be subject to search, including the device, battery, all interior hardware, and/or data. Contents found to be inappropriate and/or illegal may be referred to legal authorities. The District assumes no liability if these items are broken, lost or stolen.
Use of cell phones/electronic devices that contain a built-in camera are strictly prohibited in restrooms, locker rooms and changing areas of Galion City Schools-or at any other restroom, locker room and/or changing are our student(s) may be visiting for an athletic event or extracurricular event.

Rule 27: Gang Affiliation
Students are not to be affiliated with gang activities. This includes the wearing of colors, flashing gang signs, or displaying gang graffiti. Students violating this regulation will be subject to suspension and/or expulsion from school.

Rule 28: Violations of District Acceptable Use Policy
The use of any district technology is a privilege and not a right. Students are expected to use their assigned device in accordance with the approved Guidelines and Procedures, and District Acceptable Use Policy and any applicable laws.
~~22~~

Rule 29: False Reporting
Students shall not falsely represent information given to a school official. This includes making accusations about other students, teachers, staff, or events that take place.

Rule 30: Repeated Acts of Misconduct
A student shall not repeatedly fail to comply with school rules
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 and locked.
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.

DRESS CODE - PRIMARY

Grooming - One of the first impressions you get of your fellow students at 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, unkept 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:

• All students will exercise sound hygienic practices: clean body, hair, and clothing.
• Shoes or sandals are to be worn by all students while on the school grounds.
• Flip-flops, platform, high heels, and skate shoes are not to be worn to school. These can cause serious accidents in the school and while on the playground.
• Halter and tank tops are not to be worn and students will be asked to cover their shoulders.
• Clothing that bares the midriff is not to be worn by boys and girls during school hours.
• Clothing with inappropriate, demeaning, threatening, and /or gory slogans or illustrations is not to be worn.
• Hats are not to be worn in school. Kerchief and forehead bands are considered hats. This rule applies to both boys and girls.
• All shorts, skirts or dresses must be no shorter than mid-thigh length or no more than 4 inches above the knee.
• Students are not to wear overcoats or out-of-door coats in classrooms or during class except during a school energy crisis.

~~23~~

• Baggy pants and pants that are worn below the waistline are not permissible. Belts should be worn when needed.
• Makeup may not be worn in the primary grades. Glitter, temporary tattoos, body sprinkles, and face paint are prohibited to be worn on the face, hands, arms, legs, or visible areas during school hours.
• Exaggerated hairstyles and temporary hair color that call attention to or disrupt the learning environment are prohibited.
• 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.
• Students wearing face coverings, including masks or face shields will not display any language or visuals that are vulgar, profane, or violent in nature. Students violating these expectations will be subject to discipline. Students will comply with the Galion City Schools policy on face coverings.

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.

## GENERAL INFORMATION

ADVERTISING OUTSIDE ACTIVITIES

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

BIRTHDAY/ PARTIES

Students may bring treats for their class in celebration of a birthday, however classroom birthday parties are not allowed at school. School personnel will take any treats delivered after the tardy bell rings, to the classroom. Parents need to notify the teacher of such occasions in advance. Please be respectful of students with food allergies when selecting party foods.

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. 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. Please be respectful of students with food allergies when selecting party foods. School personnel will deliver items dropped off after the tardy bell rings.

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 not permitted to go to classrooms during the school day in order to keep interruption a minimum. Your cooperation is appreciated.

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 in Final Forms for

25 students to participate. All current and past school fees must be paid in order for students to participate. Students may also be excluded from field trips, field days, assemblies, behavior incentive activities and/or special classroom activities depending on the frequency and severity of the inappropriate behavior.

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.

INTERROGATION OF STUDENTSThe

school is committed to protecting students from harm that may be connected with the school environment also recognizes its responsibility to cooperate with law enforcement and public welfare agencies. While the school believes these agencies should conduct their investigations off school property if possible, investigations can take place at school in emergency situations or if the violations being investigated occurred on school property. Before students are questioned as witnesses or suspects in an alleged criminal violation, the building administrator will attempt to contact a parent prior to questioning and shall remain in the room during questioning.

If a student is questioned as the subject of alleged child abuse or neglect, the building administrator will attempt to contact a parent prior to questioning, and will remain in the room during questioning. If the agency investigation the alleged child abuse or neglect suspects the parent is the perpetrator, neither parent will be contacted prior to questioning, but the building administrator will remain in the room during questioning.



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

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.

• Students may check out or renew books up to the designated limit.

• Weekly checkout limits are as follows:

o Preschool - 1 book to be left in the classroom

o Kindergarten - 1 book

o First Grade - 2 books
o Second Grade - 2 books
• Books may be kept out for only two weeks, unless they are renewed.
• 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.
• Students may not check out materials in their teacher's name without consent.
• All students are expected to act in a manner suitable to the library. They should be quiet and mannerly.
• They should also come prepared for the purpose for which they came, whether it is for a resource or getting a book.
• Students may be asked to leave if they do not make their selections in a timely manner.
• 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. Please mark each child's belongings with his/her name. Throughout the year, please check the Lost and Found area located in the office.

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 and building Facebook page. If you do not wish for your child's picture to be used, please indicate in Final Forms. 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.


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 students will be in a grade level classroom or 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.
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.
SEARCH AND SEIZUREThe
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 STEM, art, music, and physical education. Students are required to participate in all STEM, 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 STEM, art, music and PE.

TELEPHONE / CELL PHONE USAGE

Students for emergency calls will use the office and classroom telephones 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 cubby while on school premises. Cell phones will be confiscated if usage is violated during the school day and returned only to parents. Violation of the cell phone usage policy on school property could result in disciplinary action.

## GRADING 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 & 2 for continual monitoring of their child's progress.

Kindergarten through Grade 2

Standards based grading is used in the Primary school. Your child will receive the marks listed below. Definitions are as follows:

- M is Mastery – Student demonstrates a strong understanding of the skill or concept.
- MP is Making Progress – Student is continually making progress towards demonstrating mastery of the skill or concept.
- LP is Limited Progress – Student is making little progress in demonstrating mastery of the skill or concept.
- NP is No Progress – Student is not making progress towards demonstrating mastery of the skill or concept.

Benchmarks in Kindergarten, Grade 1 and Grade 2 will receive standard based marks in the following subject areas: Reading/Language Arts, Science, Social Studies, and Math

The following percentages are used to determine student progress:

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

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.

Current instructional reading levels will be indicated on the report card based on DIBELS beginning of year, middle of year, end of year assessments and ongoing progress monitoring. The levels are listed and described below:

B is ABOVE. Your child is reading above grade level benchmarks.

C is CORE. Your child is reading at grade level benchmarks.

S is Strategic. Your child is reading below grade level and is in need for strategic support.

I is Intensive. Your child is reading below grade level and is in need of intensive support.

PE, Music, and Art grades will be assigned twice during the school year 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.

Work Habits are associated with the 7-habits. They will be assessed using the following:

C Areas marked need improvement / student does not meet behavior expectations

If left empty, expectations are met for behaviors.

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 may be placed when they have not met the criteria for promotion or retention. 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.

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.

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. Currently, all students receive these supports.

Parent Right to Know

The Federal Law, ESSA, 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 of 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 or education assistants) 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 sent the teacher qualification information that you have requested.

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.

## 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 Superintendent.

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

32

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.

Cyberbullying

Cyberbullying includes but is not limited to the following:

*Posting slurs, rumors or other disparaging remarks about a student or school staff member on a website or on weblog;

*Sending email or instant messages that are mean or threatening, or so numerous as to drive up the victim's cell phone bill;

*Using a camera phone to take or send embarrassing photographs /recording of student or staff members or post these images on video sharing sites such as Youtube;

*Posting misleading or fake photographs of student or staff members on websites.

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.

## HEALTH/MEDICAL

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.

33

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 panted 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 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 have endorsed the program.

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.

Bed Bugs

Bed bugs are a nuisance, but their bites are not known to spread disease. Even though it is unlikely for bed bugs to infest a school, the district will take precautions as necessary. Bed bug monitors are located in every classroom. This will assist in preventing these pests from spreading from one person to another. If a bed bug is found on your child, we will bag up all of your child's personal belongings during the school day including coat and backpack and locate them within their cubbies. You may also be asked to bring an extra change of clothing each day for your child to change into. The clothes worn will be debugged and ready for the next school day. This cycle will continue until your child's clothing is free of bed bugs for 5 days. A letter will be sent home and you will need to verify when you house was exterminated.

Head Lice

Pediculosis (head lice) – excluded until initial treatment with pediculicide shampoo. The school nurse, trained school personnel, or the 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 per year. Once students are treated, the parent will need to meet with the school nurse, or trained school personnel 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/or lice. 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. If there is evidence of new nits or lice, 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. This includes medical conditions, medications, and allergies. Please update the school if this changes over the course of the school year.

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.

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

o Conjunctivitis (pink eye) – readmitted after treatment for twenty-four hours with antibiotic eye medication and/or no evidence of discharge in eye.
o Fever (elevated oral temperature of 100.0 or above) readmitted after temperature is normal for a 24-hour period of time.
o Vomiting or diarrhea – excluded until symptom free for a twenty-four hour period of time.
• 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 health 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/weight 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 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. Any necessary changes can be faxed to the Board of Education at 419-468-4333.

## 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 ASQ (Ages and Stages Questionnaire) before entering the program. The ASQ will help determine if any additional services are needed.

The preschool program will operate from 8:35-11:45 a.m. and 12:20-3:30 p.m. Monday through Thursday. Students should not arrive before 8:35 or 12:20 at which time the parent will bring them to the outside classroom doors. Students arriving earlier than the times listed will need to be supervised by the parent or someone appointed by the parent. Preschool students will be picked up at the outside classroom doors at the end of each day. 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 based on income. ALL preschool students will need to pay school fees.

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:
• Discipline
o 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.
o No discipline shall be delegated to any other child.
o 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.
o 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.
o No child shall be subjected to profane language, threats, and derogatory remarks about himself or his family or other verbal abuse.
o Discipline shall not be imposed on a child for failure to eat, failure to sleep, or for toileting accidents.
o Techniques of discipline shall not humiliate, shame or frighten a child.
o Discipline shall not include withholding food, rest or toilet use.
o 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.
o The center shall not abuse or neglect children and shall protect children from abuse and neglect while in attendance in the preschool program.
• The parent of a child enrolled in a center shall receive the center's written discipline policy.
• 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 12:00 p.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 weeks and you have had no contact with the Transportation Department, you will need to contact the Transportation Department at 419-468-3676 Ext. 11022 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. Katy Erlsten, Principal Galion Primary
Mrs. Tina Crim, Preschool Director
Mrs. Heather Carney, Preschool Psychologist
Mrs. Jeanne Kuns, Secretary
Mrs. Theresa Benedict, Attendance Aide
Mrs. Lindy Edgell, Teacher
Mrs. Lindsey Gribble, Teacher
Mrs. Suzanne Woodmansee, Teacher
Mrs. Laura Rigdon, Preschool Aide in Mrs. Edgell
Mrs. Stacey Harding, Preschool Aide in Mrs. Woodmansee
Mrs. Marianne Thorpe, Preschool Aide in Mrs. Gribble
Mrs. Amy Johnson, Speech Therapist
Mrs. Amanda Braen, Physical Therapy Assistant
Mrs.Virginia Utz, Occupational Therapist
• The principal and staff shall be recruited, employed, assigned, evaluated and provided inservice education in accordance with adopted Galion City Schools Board Policies.
• 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.
• The director and staff shall be assigned responsibilities in accordance with written position descriptions commensurate with their certification and/or license.
• 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:
o Be available within the building used for the preschool program or in an adjacent outdoor area;
o Be able to be summoned by the preschool staff member without leaving the group alone or unsupervised; and
o 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:
• 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.
• A child with any of the following signs or symptoms of illness shall be immediately isolated and discharged to his parent or guardian:
o Diarrhea (more than one abnormally loose stool within a twenty-four hour period);
o Severe coughing, causing the child to become red or blue in the face or to make a whooping sound;
o Difficult or rapid breathing;
o Yellowish skin or eyes;
o Conjunctivitis;

o Temperature of one hundred degrees Fahrenheit taken by the auxiliary method when in combination with other signs of illness;
o Untreated and/or infected skin patch;
o Unusually dark urine and/or gray or white stool;
o Stiff neck; or
o Evidence of lice, scabies or other parasitic infestation.
• 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:
o Unusual spots or rashes;
o Sore throat or difficulty in swallowing;
o Elevated temperature;
o Vomiting.
• A child isolated due to suspected communicable disease shall be:
o Cared for in a room or portion of a room not being used in the preschool program;
o Within sight and hearing of an adult at all times. No child shall ever be left alone or unsupervised;
o 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;
o Observed carefully for worsening condition; and
o Released to parent, guardian, or person designated by the parent or as soon as practical.
• Upon returning from a communicable illness:
o The child should be free of any symptomology.

o If the child has needed medical attention during the illness, then a release from the physician may be provided.
o 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 based on a sliding fee scale and can range from $0 to $110.00 a month. Tuition rates will be based on the Early Childhood Education Eligibility Screening Tool. Students identified with special needs will not pay tuition. Tuition needs to be paid by check or money order and may be paid to the school office or the payschoolscentral.com. 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.
There will not be a reduction in Preschool tuition due to school cancellations or delays. Morning students are welcome to attend when there is a 2-hour delay, however the end of the morning session will remain the same.
A school supply fee will be charged every year. Pre-School fees are $15.

## SCHOOL LUNCH & BREAKFAST PROGRAMS

All students will have the opportunity to be served lunch every day.
All students arriving between 8:15 and 8:35 will have breakfast available to them.
Students arriving after 8:35, will need to eat at home previous to arrival.
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.

### Free and Reduced Lunches

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 any time. If your child qualifies for free lunch under the ODE's direct certification, you will receive a letter from the school. Please fill out the sharing form included in the notification letter and return it to your child's school for waiver of book fees. Families who receive this letter do not need to fill out a Free & Reduced application. The direct certification process is repeated yearly.

Breakfast and Lunch Prices

Student Breakfast including milk: $1.75

Adult Breakfast including milk: $2.25

Reduced price-breakfast: $.30

40

Student Elementary lunch including milk: $3.00

Adult Elementary lunch including milk: $3.75

Extra milk: $.50 for all students

Reduced price-lunch: $.40

Lunch

The Galion City School District's breakfast and lunch program is to provide healthy meals to children during the school day. In order to serve healthy, high-quality meals to all children, we must make sure we are financially secure. You play a key role in this effort, and are responsible for purchases made by your child in our school cafeteria. That is why we will be implementing the following School Meal Charging Policy. If you have any questions, please call the Food Service Department at 419-468-6500 Ext. 11016.

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. This will be made available on field day, field trips and/or other special occasions.

Point of Sale (P.O.S.) or Scanner

One of the following systems will be used in the Primary cafeteria:

*P.O.S. is a computerized cafeteria system that will move students through the cafeteria line more quickly allowing more time to enjoy their lunch. This system allows for students eligible for free or reduced lunches to remain anonymous, as all students will be using a PIN number. 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.

OR

*Students will receive a meal card at the beginning of the school year. This meal card will be scanned every time a student makes a purchase in the cafeteria.

Galion City School District School Meal Charging Policy

1. Warning-Verbal notice monies are low 2 lunches left
2. First Charge-Verbal notice to student
3. Second Charge-Verbal notice & call to parents
4. Third Charge-Written notice to parent
5. Fourth Charge-Scheduled meeting with Principal, Food Service Supervisor and Parent
6. Fifth Charge-Contact Child Protective Services

41

On Line Payment System

Galion City Schools now offers an online 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.galionschools.org. Please understand that it may take up to two days to show money that has been posted online.

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)

## 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 Requirements

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
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 proof of immunization and medical records requirements; residency requirements; missing birth certificates; school records or other documentation; guardianship issues; or uniform and dress code requirements. For additional information contact GCS liaison for Homeless Students @ 419-468-3432 Paul Wheeler.
The following forms are needed for every child registered in school:

## Final Forms - New For 2020

## Final Forms Registration Link

## Registration Instructions



Required Forms in Final Forms will need to be reviewed annually and updated when changes occur:

- New Student Registration Process (if applicable)
- Contact Information
- Demographic Information
- Additional New Student Info
- Health History and Medical Profile
- Medications
- Injuries and Hospitalizations
- Past and Ongoing Health Conditions
- Emergency Medical Authorization
- Consent for Student Record Release
- Transportation Information
- Acceptable Use
- Student Handbook
- Free and Reduced Application
- Permissions

Required Documents in Final Forms:

- Child's Birth Certificate
- Parent/Guardian Driver License or State Issued ID Card
- Immunization Records
- Residency Requirement
- Special Situation-Court Documentation, Grandparent POA
- Preschool only needs to submit an annual physical form
- 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:

o Acceptable Use Verification Form
o Attendance
o Bus Rules and Designated place of safety information
o Discipline Plan Verification
o Dress Code
o Handbook Verification
o 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 DYS 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 DYS 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.

Digital Enrollment Options

Galion City Schools has several options available for online courses and course enrollment. If you are interested, please contact the Superintendent.

Transmission of Student Records

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

## STUDENT FEES

Student School fees are as follows:

Monthly Preschool Tuition is based on a sliding fee scale $.00, $54.00 or $110.00 monthly

Preschool $15.00

46

Kindergarten $25.00

First Grade $25.00

Second Grade $25.00

On Line payment system

Galion City Schools now offers an online 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 EZ pay link on your website at www.galionschools.org .

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 SAFETY

Safety Drills

A variety of safety drills will be conducted through 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.
• 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.
• Intruder Drills- We will practice an intruder drill during the school year. It would be helpful if you would discuss this also with your child in a calm, non-threatening way.
• 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.
47
• Evacuation Drills- Students may practice procedures for evacuation from building and campus.

### Closing of School / School Delays

In the event of school closing due to snow or other emergencies, an electronic call system will be used as the primary source of information related to school closings, delays, and district emergency information, which will be delivered to the phone number on file. School related closings or delays can also be accessed on the district webpage, Facebook page, or Galion Primary School Facebook page. You may also tune into the following radio stations in the area to be notified of the closing: WQEL-92.7FM Bucyrus/WBCO-1540AM Bucyrus; WMFD TV 68/WVNO 106.1FM Mansfield; Please DO NOT call the principal, teachers or the school. Parents and students are responsible for knowing about emergency closings and delays.

## STUDENT SUPPORT & PARENT COMMUNICATION

### Community Counseling

Crawford County Community Counseling Services are offered as a convenience to families in Galion City Schools and are available during the school day at the Primary Elementary School. It is the parent's responsibility to make the initial referral and to make arrangements for intake. This service is offered as a convenience to families and not provided by the school.

### 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 October/November each school year and again in the spring. The October/November conferences are teacher-led and will provide an opportunity for students, parents, and teachers to discuss student progress, study habits, successes, and concerns. Communication between the school and home help your child get
48
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.

Fall conferences are encouraged for every student at the Primary. 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 an access key and from there can create their own parent access account. Progress Book will enable parents to track their student's progress, homework assignments, and attendance from any computer that has Internet access. New parents will receive a registration key.

### School Social Worker

A school social worker provides his/her services as a convenience to families at Galion Primary School during the school day. An initial referral can be made by parents or school personnel. Parents will be contacted before the student speaks with the social worker.

## TECHNOLOGY

### Acceptable Use Policy

The purpose of the Acceptable Use Policy (AUP) is to promote the responsible and ethical use of technology resources including all devices, the Galion network (GALNet), Internet, & email by all users (students, staff, volunteers) in the Galion City School District. The Galion City School District believes the use of technology is an integral and vital aspect of all instruction. Signing the AUP is required by the state of Ohio for all users and parents/guardians of students annually. Failure to sign this policy will result in the denial of technology resources. Violation of the policy shall result in limited or terminated access to technology, but can also result in detention, suspension, expulsion and/or legal procedures. In addition, students, staff and parents may be asked to sign a new policy to



reflect new developments in the law or as they occur within the Galion Technology Department.

The full AUP can be seen online in Final Forms.

### Internet Safety Education

Galion City Schools will provide instruction for students regarding various aspects of Internet Safety. These topics include but are not limited to digital footprint, cyberbullying, sexual predators, netiquette, privacy, and identification protection. Throughout each school year students in grades K-12 will receive instructions in at least one, but not limited to, the following methods:

- Online curriculum monitored by teacher or staff member
- Instruction constructed and delivered by teacher or staff member
- Assembly provided by staff member or guest speaker

### General Access

- Use of the Galion Network (GALNet), the Internet and google student account is a privilege and can be limited or revoked for disciplinary reasons.
- Connecting personal devices to GALNet is not recommended. Personal information, pictures, and documents will be backed up to the Galion City Schools' servers which will make it public property. Never post anything embarrassing, inappropriate or illegal
- Students cannot access or retrieve stored communications unless authorized to do so by one of the District Technology Coordinators.
- Any activity involving the device and GALNet, Internet or Email should be educational based.
- Proper netiquette will be expected at all times.
- Students should be respectful of others at all times when using the GALNet, Internet or Email. Constructive criticism of ideas should be used in blogging, collaborating or

posting on any public platform.
• Students are prohibited from downloading any apps, software or utility without the permission of the technology coordinators.
• Users are prohibited from sending, accessing or possessing any material (documents, music or pictures) that would be considered inappropriate for school including but not limited to profanity, obscenity, racist, sexist, vulgar, or offensive.
• GALNet is without warranty of any kind, either expressed or implied. 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 information or instructions contained herein.

### Penalties for Improper Use

• Penalties will be determined by building level administration and will reflect of the severity of the violation.
• District administrators and technology coordinators reserve the right to monitor, access,



inspect, intercept and take appropriate action for violation of the AUP, including activities engaged outside of the classroom that affect the well-being of self or others.
• Searches of school issued devices and/or personal devices will be based on reasonable suspicion and will be conducted by an administrator with one of the technology coordinators present.

### Internet Filtering and Safety Measures

The Galion City School District subscribes to an Internet filtering system to block access to visual depictions that are obscene, pornographic, or harmful to minors while connected to GALNet. However, as the Internet changes rapidly it is impossible to provide absolute protection. Therefore, Galion Schools claims no responsibility for incidental faults in the filtering process. Connecting to the Internet off campus will require parental supervision to monitor Internet activity.
• Unauthorized disclosure, use, and dissemination of personal identification regarding minors is prohibited.
• Social media, chat rooms, instant messaging is prohibited while connected to GALNet.
• Never post personal information about self to any site unless instructed by a teacher, administrator or technology coordinator for educational sites/programs that have been approved by the Galion City Schools.
• Never share passwords, including your lunch code, to another student or allow someone to login to your device or any of your accounts.
• Unauthorized access to another user's information, "hacking", is prohibited.
• Users must never send/post a photo of self or another, or agree to meet someone who they have only communicated with on the Internet Parents should always be aware of online activity.
• Know what privacy settings and location services are available with each site or app that you use; only enable them with permission from your parent, teacher, administrator or technology coordinator.

### Websites and Social Media

Websites and Social Media 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 one of the District Technology Coordinators and/or the Superintendent. The district reserves the right to monitor and remove links to these sites that are contrary to the district's best interest. All content created using district issued equipment, including information stored on GALNet becomes property of the Galion City School district. Any web page created without authorization from the district shall contain the following disclaimer: This is not an official website of the Galion City Schools. The views and opinions expressed herein are solely those of the creators of this site. The Galion City School district does not control or guarantee the relevance, timeliness, or accuracy of the information on this site.



## 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.

Bus Procedures

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: Warning, Lunch Detention, Recess Detention, After School Detention, Bus Suspension.

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. You will find this information in the NEW Bus Transportation Pamphlet.

Stops: Loading and Unloading

Students should never be permitted to "rush" the bus while loading or unloading. Students should not be permitted to board the bus once it has departed the school loading zone.



Drivers should inform students of this rule. Students should be notified during the first week of school that they are to be at their designated stop at least five minutes prior to the schedule bus stop time. Drivers should never leave a stop before their scheduled departure time. If the driver arrives at a particular stop earlier than scheduled, they are to wait until the scheduled departure time to leave. Drivers are to set their watches each morning by the atomic clock in the transportation office. Drivers are to load and unload on school grounds whenever possible. If not on school grounds, the bus should be on the school side of the road and facing the legal direction. Warning lights are not to be used while at the curb in front of the school. The bus should be backed only with extreme caution and NEVER on school grounds while students are being loaded or unloaded. Stationary buses and automobiles may be passed with caution on school grounds. Moving vehicles may not be passed. DO NOT ALLOW students to get off anywhere other than their designated stop unless they have a bus pass signed by the Assistant Director. This applies to all students all the time. DO NOT signal another motorist into the flow of traffic unless you cannot avoid doing so. You may inadvertently cause an accident. The other driver may misinterpret your signal and do something you may not have intended him to do. Never drive your bus without your driver's license readily available. Make a complete stop at all stop signs and be prepared to yield to another driver in the event that they do not stop. The service (front) door should be closed at all times when the bus is in motion. Students should never be permitted to sit in the driver's seat or operate the service door. Drivers

shall be on the bus during loading and unloading. If a driver must leave the bus, he/she must set the brake, switch the ignition off and take the keys with them.

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 alongside 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.

Student Code of Conduct

The goal of the Code of Conduct is to create conditions that foster student self-discipline in a warm, supportive school climate that is conducive to maximum learning for all students. The Code of Conduct is a general guide for behavior, not a mechanism for rigid control. The individual personalities of students or extenuating circumstances will be considered before corrective measures are prescribed. Notice: The use of video surveillance equipment may be used in the investigation of violations of the Code of Conduct. Students may receive discipline as a result of what is recorded.

Admission and Placement Grievance Procedure

Parents and students have the right to request a review of the admission, placement procedure or other procedural matters. If a concern involving possible discrimination based on sex, race, color, national origin, or disability exists, a parent and/or student may contact the Galion City School District Board of Education.

Bus Rules and Regulations

It is our privilege and pleasure to furnish eligible students with the safest transportation possible as they travel between home and school and on school-related trips. In order to protect all students riding Galion buses, safety precautions are a must! Your help is needed because safety is everyone's responsibility! All students are to understand that the bus driver is in charge of the bus at all times. Any student who repeatedly violates the safety precautions and/or bus rules may be denied the privilege of riding the bus and is subject to other disciplinary action to be determined by the Transportation Supervisor. To that end, the following conduct rules are called to your attention.



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