

## Welcome To Galion City Elementary Schools

As a new school year begins, we, in the Galion City School District, wish to welcome back old friends and extend a welcome hand to new friends. Cooperation between school and home is of the utmost importance in providing the best quality education to tomorrow's leaders. To achieve this goal, all lines of communication must be kept open, and we must all get involved. Please read this handbook and refer to it throughout the school year. From this time on the words parent, custodial parent and/or guardian will be used synonymously. We hope you will find this information helpful. In addition, the student handbook is located at [www.galionschools.org](http://www.galionschools.org).

The Student Handbook was developed to answer many of the commonly asked questions that you and your parents may have during the school year and to provide specific information about certain Board policies and procedures. Please take time to become familiar with the important information contained in this Handbook and keep the handbook for reference by you and your parent. This handbook replaces all prior handbooks and other written material on the same subjects. This handbook does not equate to an irrevocable contractual commitment to the student, but only reflects the current status of the Board's policies and the school rules as of the Board of Education approval date. If any policies or administrative guidelines 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 [galionschools.org](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.)*

**ACCEPTABLE USE POLICY** - Please see the 2017/18 AUP on line at [www.galionschools.org](http://www.galionschools.org). (ADD LIVE LINK)

*The full AUP can be seen on line. Primary students are not participants in the one to one program and do not take computers or ipads home.*

## ADVERTISING OUTSIDE ACTIVITIES

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

## ATTENDANCE, TARDY and EARLY DISMISSAL POLICY –

### Absenteeism

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

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

### Absences as a result of 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. Students accumulating more than 12

days will result in unexcused absences for each additional day missed. Vacation days count towards the maximum number of days a student can be absent from school. Vacation days should not result in a child accumulating excessive absences. The make-up work policy applies to absences due to an approved vacation. It is the parent and student's responsibility to consult with the teacher(s) before and after the absences.

#### **Absences Accrued from Students Transferring In To District**

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

#### **Absences Accrued from 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.

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

**For more information, please refer to the Galion City School district attendance policy at [Please see the 2017/18 Attendance policy at \[www.galionschools.org\]\(http://www.galionschools.org\)](#) (ADD LIVE LINK)**

#### **ARRIVAL AND DISMISSAL**

##### **Arrival**

The school doors do not open until **8:30**. There is no outdoor supervision before this time so we ask your cooperation by not sending your children to school early. Please do not send students earlier than 8:30. 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 do not park along the orange curb or block other cars in the parking lot or your car could get sited or towed. The orange curb is clearly marked as a now parking area and should be free of parked cars in the morning.**

##### **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.
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. Students are not permitted to ride skateboards, scooters, inline skates, roller skates, or skate shoes to or from school.

##### **Dismissal**

Parents are asked to wait outside the building or between the glass doors until dismissal. Excess traffic in the hallways at dismissal time inhibits the traffic flow and interrupts the safe dismissal of students. As soon as all students have safely reported to the bus loading and pick-up areas, parents will be allowed to enter the building. **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**

#### **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.

#### **BOARD of EDUCATION**

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

#### **BRINGING THINGS TO SCHOOL**

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

- We strongly encourage you **not** to allow your child to bring toys and electronic items to school. This includes radios, cassette players, CD players, walkie-talkies, boom boxes, electronic games, etc. No

electronic devices are to be brought to school under any circumstances. Trading cards are not to be brought to school and will be kept in the office for a parent to pick up.

- Animals are only permitted in the school when brought by the parent, and taken home immediately by the parent when the “showing” period is over. Animals are not permitted on the school bus. Prior approval by the building principal is required to assure the safety of all students.
- Knives, lasers, matches, firecrackers, ammunition, squirt guns, toy weapons, mace and/or pepper gas, and adult magazines or books are strictly forbidden and may be disposed of if found.

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

#### **CLASSROOM HOLIDAY PARTIES**

Students may be asked to bring in treats for holiday parties and other celebrations. Teachers will ask for volunteers as needed. The number of treats will be limited as well as the number of parties. **Please be respectful of students with food allergies when selecting party foods.** School personnel will deliver items dropped off after the tardy bell rings.

#### **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.

#### **DIGITAL ENROLLMENT OPTIONS**

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

#### **ELECTRONIC 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.

#### **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.

#### **DRESS CODE - PRIMARY**

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

- 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 on steps 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.
- Students are not to wear overcoats or out-of-door coats in classrooms or during class except during a school energy crisis.
- Dangling earrings are prohibited and shall not be worn at school.
- 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, and face paint are prohibited 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.
- No temporary tattoos or body sprinkles are to be worn on the face, hands, arms, legs or visible areas.

Parents or guardians will be notified when a violation in the dress code occurs. Parents will be asked to bring appropriate clothing to school and/or to remedy the problem by following the dress code. Any violation of the above-mentioned guidelines shall be due cause for suspension. The school administration has the authority to make final interpretation of the dress guidelines.

#### **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.

#### **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.

#### **FIELD TRIPS**

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

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

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

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

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

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

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

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

#### **FLUORIDE**

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

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

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

The 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.

#### **GRADING SCALES AND PROCEDURES -**

##### **Grade Cards / Progress Reports**

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

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

### Kindergarten through Grade 2

Standards based grading is used in the elementary 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 on the report card using the following percentages:

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

The 4<sup>th</sup> 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 on going progress monitoring. The levels are listed and described below:**

**C is CORE.** Your child is reading at or above 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:

+ Consistently meets expectations

√ Meets expectations some of the time

- Does not meet expectations

### Promotion / Placement Policy / Retention

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

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

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

### HARASSMENT/BULLYING

The school believes that every individual deserves to be able to come to school without fear of demeaning remarks or actions. The bullying and/or harassment of other students or members of staff, or any other individual is not permitted. This includes any speech or action that creates a hostile, intimidating, or offensive learning environment. Conduct constituting harassment may take different forms including, but not limited to, the following:

### Sexual Harassment

1. Verbal: The making of written or oral sexual innuendos, suggestive comments, jokes of a sexual nature, sexual propositions or threats to a fellow student, staff member, or other person associated with the District.
2. Nonverbal: Causing the placement of sexually suggestive objects, pictures, or graphic commentaries in the school environment or the making of sexually suggestive or insulting gestures, sounds, leering, whistling, and the like to a fellow student, staff member, or other person associated with the District.
3. Physical Contact: Threatening or causing unwanted touching, contact, or attempts at same, including patting, pinching, pushing the body or coerced sexual contact, with a fellow student, staff member, or other person associated with the District.

## **Gender/Ethic/Religious/Disability Harassment**

### **Verbal**

1. Written or oral innuendos, comments, jokes, insults, threats, or disparaging remarks concerning a person's gender, national origin, religious beliefs, etc., toward a fellow student, staff member, or other person associated with the District.
2. Conducting a "campaign of silence" toward a fellow student, staff member, or other person associated with the District by refusing to have any form of social interaction with the person.

### **Nonverbal:**

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

### **Physical:**

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

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

- a. If the alleged harasser is a student, staff member, or other person associated with the District other than the student's Principal, the affected student should, as soon as possible after the incident, contact his/her Principal.
- b. If the alleged harasser is the student's Principal, the affected student should, as soon as possible after the incident, contact the Assistant Superintendent (title of designated administrator).

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

The report shall be investigated in a timely and confidential manner. While a charge is under investigation, no information is to be released to anyone who is not involved with the investigation, except as may be required by law or in the context of a legal or administrative proceeding. No one involved will discuss the subject outside of the investigation. If the investigation reveals that the complaint is valid, then appropriate remedial and/or disciplinary action will be taken promptly to prevent the continuance of the harassment or its recurrence.

Given the nature of harassing behavior, the school recognizes that false accusations can have serious effects on innocent individuals. Therefore, all students are expected to act responsibly, honestly, and with the utmost candor whenever they present harassment allegations or charges. Some forms of sexual harassment of a student by another student may be considered a form of child abuse, which will require that the student abuser be reported to the proper authorities. Hazing by any group, club, or team is not permitted. This includes any form of initiation that causes or creates a risk of causing mental or physical harm, no matter how willing the participant may be.

Under no circumstances will the school threaten or retaliate against one who raises or files a harassment complaint. Cyber bullying is included separately.

## **HEALTH / MEDICAL**

### **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 he is wearing will be de-bugged 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 your 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 bugs. Parents will be asked to retreat the child in 7-10 days. The school nurse will recheck the child to make sure there is not evidence of new eggs or live bugs. If there is evidence of new nits or bugs, the child will be removed again and proof of treatment will be required again.

### **Health Concerns**

If your child has any health concerns, please indicate concerns on the Emergency Medical Form. Please also indicate steps to be taken by school personnel. 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.
  - Conjunctivitis (pink eye) – readmitted after treatment for twenty-four hours with antibiotic eye medication and/or no evidence of discharge in eye.
  - d. Fever (elevated oral temperature of 100.0 or above) readmitted after temperature is normal for a 24-hour period of time.
  - 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.

## **HOMELESS STUDENTS**

Homeless students will be provided with a free and appropriate public education in the same manner as other students served by the District. Homeless students are eligible to receive transportation services, participate in education programs for students with disabilities or limited English proficiency, participate in gifted and talented programs, and receive meals under the school nutrition programs. Homeless students will not be denied enrollment based on lack of proof of residency. For additional information contact the Directors of Federal Programs as the liaison for homeless students.

## **INDIVIDUALS WITH DISABILITIES**

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

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

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

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

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

## **INTERROGATION OF STUDENTS**

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

Before students are questioned as 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 weekly. 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:
  - Preschool – 1 book to be left in the classroom
  - b. Kindergarten 1 book
  - c. First Grade 2 books
  - d. 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 of wearing apparel. Please mark each child's belongings with his/her name.

## **MEDIA COVERAGE / STUDENT PHOTOGRAPHS**

At various times throughout the school day and year, students have their pictures taken by newspapers and other external media and for the district website and building Facebook page. If you do not wish for your child's picture to be used, an annual written note submitted to the building office is required stating your wishes. 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. Videotaping will not occur in the classroom except for instructional purposes only.

## **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 8:50-12:00 p.m. and 12:35-3:45 p.m. Monday through Thursday. Students should not arrive before 8:30 or 12:35 at which time the parent will bring them directly to the classroom. 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 in the classroom at the end of each day also.**

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

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

### **Preschool Diapering and Pull-ups**

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



### **Preschool Discipline Policy**

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

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

#### **1. Discipline**

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

### **Preschool Special Needs Transportation**

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

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

Galion City Schools Preschool will be contacted if the parent is not available to receive the child at the end of a school session. The child will be returned to the school between the hours of 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. Cindy Voss, Principal Galion Primary  
Mrs. Katy Erlsten, Preschool Director  
Mrs. Heather Carney, Preschool Psychologist  
Mrs. Jeanne Kuns, Secretary  
Mrs. Theresa Benedict, Aide  
Mrs. Lindy Edgell, Teacher  
Mrs. Lindsey Gribble, Teacher  
Mrs. Suzanne Woodmansee, Teacher  
Mrs. Laura Rigdon, Preschool Aide  
Mrs. Lisa Perry, Preschool Aide  
Mrs. Marianne Thorpe, Preschool Aide  
Mrs. Amy Johnson, Speech Therapist  
Mrs. Amanda Braen, Physical Therapy Assistant  
Mrs. Virginia Utz, Occupational Therapist

1. The principal and staff shall be recruited, employed, assigned, evaluated and provided in-service education in accordance with adopted Galion City Schools Board Policies.
2. The preschool staff members assigned to each preschool class shall be of good character, possess adequate physical and emotional health, be equipped by education, training, and/or experience for the work they are to perform.
3. The director and staff shall be assigned responsibilities in accordance with written position descriptions commensurate with their certification and/or license.

4. At least two responsible adults shall be readily available at all times when seven or more children are present in the program. One adult must be a preschool staff member or a substitute that has been approved by the board of education. The second adult shall:
  - a. Be available within the building used for the preschool program or in an adjacent outdoor area;
  - b. Be able to be summoned by the preschool staff member without leaving the group alone or unsupervised; and
  - c. Be able to react in response to such summons so as to reduce risk to children during an emergency circumstance.

#### **Preschool Student Illness**

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

1. The program shall immediately notify the parent or guardian of the child's condition when a child has been observed with signs or symptoms of illness.
2. A child with any of the following signs or symptoms of illness shall be immediately isolated and discharged to his parent or guardian:
  - a. Diarrhea (more than one abnormally loose stool within a twenty-four hour period);
  - b. Severe coughing, causing the child to become red or blue in the face or to make a whooping sound;
  - c. Difficult or rapid breathing;
  - d. Yellowish skin or eyes;
  - e. Conjunctivitis;
  - f. Temperature of one hundred degrees Fahrenheit taken by the auxiliary method when in combination with other signs of illness;
  - g. Untreated and/or infected skin patch;
  - h. Unusually dark urine and/or gray or white stool;
  - i. Stiff neck; or
  - j. Evidence of lice, scabies or other parasitic infestation.
3. A child with any of the following signs or symptoms of illness shall be immediately isolated from other children. Decisions regarding whether the child should be discharged immediately or at some other time during the day shall be determined by the principal and/or school nurse and the parent or guardian. The child, while isolated at the program, shall be carefully watched for symptoms listed in paragraph (2) of this Rule as well as the following:
  - a. Unusual spots or rashes;
  - b. Sore throat or difficulty in swallowing;
  - c. Elevated temperature;
  - d. Vomiting.
4. A child isolated due to suspected communicable disease shall be:
  - a. Cared for in a room or portion of a room not being used in the preschool program;
  - b. Within sight and hearing of an adult at all times. No child shall ever be left alone or unsupervised;
  - c. Made comfortable and provided with a cot. All linens and blankets used by the ill child shall be laundered before being used by another child.  
After use, the cots shall be disinfected with an appropriate germicidal agent, or, if soiled with blood, feces, vomit or other body fluids, the cots shall be cleaned with soap and water and then disinfected with an appropriate germicidal agent;
  - d. Observed carefully for worsening condition; and
  - e. Released to parent, guardian, or person designated by the parent or as soon as practical.
5. Upon returning from a communicable illness:
  - a. The child should be free of any symptomology.
  - b. If the child has needed medical attention during the illness, then a release from the physician may be provided.
  - c. If there should be a question regarding the health status of the child, the school nurse will be consulted to aid in the determination of any further actions.

#### **Preschool Tuition Policies**

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

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.

#### **RECESS**

We believe it is good, healthy exercise to go outdoors after several hours of sitting in the classroom. We ask your cooperation in providing proper clothing for your children. Typically, students will go outside for recess unless it is raining, snowing, or temperatures range below approximately 25-30 degrees Fahrenheit with a wind chill. Many factors are taken into consideration when determining if recess will be outside. Please use the above information as a guideline in determining how to dress your child for the outdoors.

Since our teachers are assigned to recess duty or other responsibilities during recess, it is difficult to provide supervision for students needing to stay inside. If your child has been ill and is unable to take part in recess activities, a

note should be sent to the teacher on the specific day for which you request that your child stay in. Notes will not be honored for more than one day at a time except in cases with unusual circumstances. When a student brings a note to stay in during recess, parents are advised that the student will not be able to remain in the classroom unsupervised. Students will be sent to the office to be supervised. Your cooperation in limiting requests for your child to stay in except after an illness will be appreciated.

Any student, who repeatedly abuses playground rules in regards to use of swing, slide, etc., may lose the privilege of using that particular piece of playground equipment for a specific period of time. Organized sports that continuously result in play that is too physical will be eliminated from the playground activities.

#### **SCHOOL/OFFICE HOURS**

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.

#### **SCHOOL LUNCH / BREAKFAST PROGRAMS**

All students arriving between **8:30 and 8:50** will have breakfast available to them. **Students arriving after 8:50, will need to eat at home previous to arrival. School lunch is available to all students in attendance over the lunch period.**

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

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

**Student Breakfast including milk: \$1.30 (Students qualifying for free or reduced meals will be eligible for free breakfast)**

**Adult Breakfast including milk: \$1.60**

**Student Elementary lunch including milk: \$2.70**

**Adult Elementary lunch including milk: \$3.70**

**Extra milk: \$ .50 for all students**

**Reduced price-lunch: \$ .40**

#### **Lunch**

The Galion City Schools provide a nutritious lunch for your child. The cost for elementary students is listed above. All meals include milk. For those of you whose children prefer to carry their lunch, we would like to remind you that research has found that food high in sugar and carbohydrates can in itself cause hyperactive reaction. Some foods in this category would be candy, cookies, cake, honey, and syrup. A few substitutes for the above would be fresh fruit, celery, carrots, cheese, and other natural foods. Milk can be purchased in the cafeteria. Students are not permitted to bring carbonated beverages in their lunch.

#### **School Provided Packed Lunches**

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

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

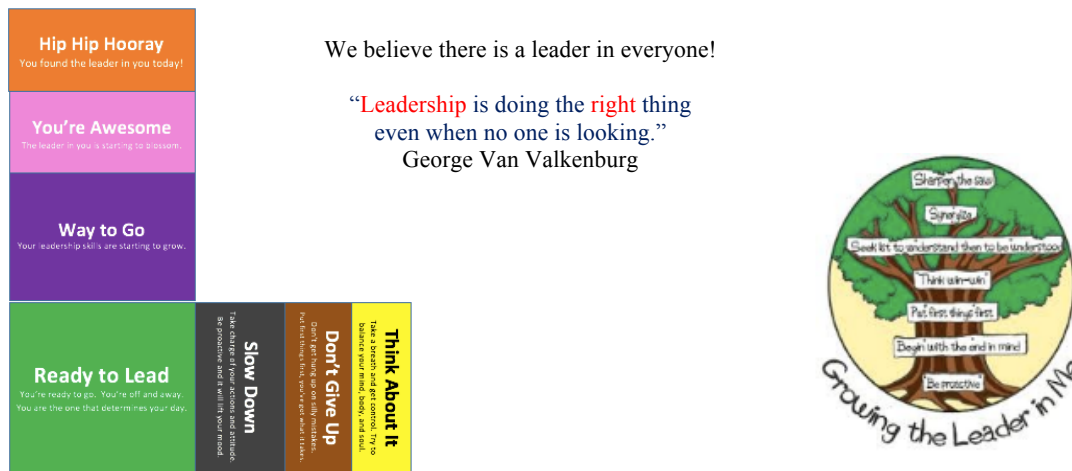
- Students will be assigned a PIN number
- Parents/students will make deposits, which are recorded on the cafeteria system to the student's account.
- Each student will enter their PIN number when making cafeteria purchases and the cost of their purchase is deducted from their account.
- Students will be verbally reminded when their balance is low.
- A slip will be sent home when possible to notify students/parents when charges are made so that additional deposits can be made.
- An automated phone call will also be made when possible to notify parents when charges are made on the student account.
- **A student will be permitted to charge 1 time only. Beyond that, an attempt will be made to notify the parent/guardian to bring money or a packed lunch. According to district policy, students will *not* be permitted to charge more than 1 day at a time. Please plan accordingly so your child has lunch available to them everyday.**
- **The Point of Sale (P.O.S.)** system allows for students eligible for free or reduced lunches to remain anonymous, as all students will be using a PIN number. All students will be asked to memorize a 5 digit P.O.S. number to punch in each day they receive a school lunch. Of course, the P.O.S. system will be adapted to meet

the needs of our young children. Additional information will be available for student accounts including student pictures and food allergies.

**On Line Payment System** – Galion City Schools now offers an on-line system to pay student fees, activity fees and to add to your lunch accounts. You may use your credit and/or debit card for the transaction. We cannot take credit card payments at our school office, but credit card payments are available over the internet. We will still accept cash and checks at our school office. More information about the on-line system is available from your school office or at the on line link on your website at [www.galionschools.org](http://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)

**SCHOOL WIDE / POSITIVE BEHAVIOR INTERVENTION SUPPORTS / BEHAVIOR PLAN** **ENTIRE SECTION**  
**is NEW** *Learning Like Leaders at the Galion Primary School*



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.

Orange	<b>Hip Hip Hooray</b> You found the leader in you today.
Pink	<b>You're Awesome</b> The leader in you is starting to blossom.
Purple	<b>Way to Go</b> Your leadership skills are starting to grow.
<b>Green</b>	<b>Ready to Lead</b> You're ready to go. You're off and away. You are the one that determines your day.
Gray	<b>Slow Down</b> Take charge of your actions and attitude. Be proactive and it will lift your mood.
Brown	<b>Don't Give Up</b> Don't get hung up on silly mistakes. Put first things first, you have what it takes.
Yellow	<b>Think About it</b> 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.


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, out of school suspension, emergency removal, expulsion, referral to court system, or anything else as deemed appropriate.

### Tiger Basics





## Learning Like Leaders – Behavior Matrix

		Hallway	Classroom	Restrooms	Lunchroom	Playground
	<b>Bus/Arrival Bus/Dismissal</b>					
<b>Respectful Leaders</b>  Think Win-Win  Seek First to Understand, <u>Then</u> to Be Understood  Synergize	Self monitor and walk to your destination.  Voice level #2  Line Basics  Respect personal space (hands, feet, objects to self)	Line Basics  Tiger order  Voice level #0	Use kind words and actions.  Respect ideas of others.  Respect other people's property.  Use the right voice for the right task so everyone can learn.	Respect privacy  Wait your turn.  Keep water in sinks.  Keep stalls, walls, & floors clear of writing, scratches, or messes.	Use manners  Respect personal space (hands, feet, objects to self)	Monitor the Buddy Bench  Use kind words and actions
<b>Responsible Leaders</b>  Be Proactive  Sharpen the Saw	Voice level #1, proper tone and manners (excuse me, please, thank you)  Ticket, basket/bag, breakfast  Tiger Folder, agenda, homework, dismissal card	Appropriate voice level #0  Go directly to your destination and return promptly.  Pick up items that don't belong to you.	Follow classroom rules and directions.  Complete all assignments and do your personal best.  Take care of materials and clean up after yourself.  Use the Tiger folder/Agenda	Voice level #1  PDQ (pretty darn quick)  1-2 pumps of soap  Report problems to an adult.	Voice level #2 - eating  Voice level #0 - line up  Don't share food.  Clean up area and floor.  Use lunch number  Walking feet	Voice level #4 - outdoor recess  Voice level #3 - indoor recess  Voice level #0 - line up  Follow playground rules
<b>Problem Solving Leaders</b>  Begin with the End in Mind  Put First Things First	Accept your place in line or hallway.  Follow safety directions  Walk it, talk it, solve it	Tiger order  Allow people to pass through the line as needed.	Walk it, talk it, solve it  Think Win-Win  Synergize to keep classroom clean	Go directly, quietly, and quickly to the closest restroom.  Wash hands before leaving.	Tiger order  Walk it, talk it, solve it  Follow directions	Tiger order  Seek First to Understand, <u>Then</u> to be Understood  Think Win-Win  Walk it, talk it, solve it

**Terrific Tigers are respectful, responsible, problem solving leaders.**



### SEARCH AND SEIZURE

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

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

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

### SOLICITATION

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

### SPECIAL SERVICES / FINE ARTS / P.E.

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

### STUDENT CODE OF CONDUCT

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

- I. Students shall not disrupt or interfere with curricular or extracurricular activities by:
  - a. Failing to attend class.
  - b. Giving obscene gestures or remarks.
  - c. Pulling the fire alarm.
  - d. Calling in a bomb threat.
  - e. Using profanity or vulgarity.

- f. Spitting, biting.
  - g. Throwing snow, ice, stones, etc.
  - h. Failing to tell the truth, cheating, stealing,
  - i. Possessing obscene materials.
  - j. Acting inappropriately by making sexual advances or public displays of affection.
  - k. Pushing, shoving, kicking, wrestling, riding piggyback, or fighting.
  - l. Being disruptive.
  - m. Being disrespectful to staff, students, volunteers, or school visitors.
  - n. Bringing cellular phones, pagers, or other electronic devices to school.
  - o. Scooters are prohibited on school grounds.
- II. Students shall not cause damage, destruction, or defacement to public property or to private property of students, teachers, school personnel, or other persons, or steal or attempt to steal public or private property either on the school grounds or during a school-sponsored or related activity, function, or event off school grounds.
- III. Students shall not verbally or physically assault or threaten to assault a school employee, student, or other person on the school premises, while in the custody and control of the school, or in the course of school-related activities. A student who engages in an assault upon a school employee or damages private property of a school employee or another student off school property or at a non school-sponsored or related activity, function, or event may be subject to suspension or expulsion from school if the principal or superintendent determines that the student's presence in the school is reasonably certain to substantially endanger the health or safety of the student or other or their property.
- IV. A student shall not possess or use a weapon such as:
- a. Gun
  - b. Knife
  - c. Any item used as a weapon
- V. A student shall not possess, handle, transmit, sell, or bring upon school grounds any smoke bombs, fireworks, or explosives, nor shall a student ignite or explode smoke bombs, fireworks, or explosives at school or school-sponsored activities or related functions or activities on or off school grounds or at any time the student is subject to the authority of the school.
- VI. A student shall not use profane, abusive, or threatening language or obscene gestures toward any school employee, student, or visitor in relation to school situation, curricular, or extra-curricular activities.
- VII. A student shall not repeatedly fail to comply with directions of teachers, substitute teachers, student teachers, teachers' aides, principals, assistant principals, custodians, counselors, nurses, secretaries, or any authorized school personnel during any period when a student is properly under the authority of school personnel.
- VIII. Students shall not possess, use or be under the influence of alcoholic beverages, illegal drugs, fake (counterfeit) drug, steroids, inhalants, or other inappropriate drugs or drug-related paraphernalia while in a curricular or extracurricular activity.
- IX. Students shall not possess or use tobacco in the school building or at curricular or extracurricular activities.
- Violations may result in:
- a. First offense-three (3) day suspension.
  - b. Second offense-five (5) day suspension.
  - c. Third offense-ten (10) day suspension.
- (In addition, a recommendation may be made for expulsion or a **mandatory** smokers' clinic.)
- X. A student shall not forge or willingly use a forged note or excuse.
- Other violations of the Student Code of Conduct include:
- Extortion – extortion is the use of threat, intimidation, force, or deception to take, or receive something from someone else. Extortion is against the law.
  - Gambling – students are forbidden from any games or activities that include casual betting, betting pools, organized sports betting or any other form of wagering. Students who bet on any school activity in which they are involved may also be banned from that school activity.
  - Terroristic Threat –Students are forbidden to threaten directly or indirectly to commit a crime of violence with the purpose to terrorize another or with reckless disregard for the risk of causing terror in another.

### **Disciplinary Penalties**

#### **1. Noon Detentions / Loss of partial or entire recess**

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

#### **2. After-School Detention**

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

#### **3. Removal from Class**

A 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 determining the final resolution. The teacher must submit the reasons in writing to the Principal as soon as practicable after the removal.

#### **4. Emergency Removal**

When circumstances are such that a student's continuing presence in school is reasonable certain to pose a continuing danger to persons or property or an ongoing threat of disrupting the academic process taking place either within the

classroom or elsewhere on the school's premises, or at school-sponsored or related activities or events, the Superintendent, Principal, or the Principal's designee may remove a student from curricular or extracurricular activities or from the school premises, without complying with the notice and hearing requirements of suspension and/or expulsion. If a student is removed under this provision, written notice of the reason(s) for the removal and written notice of the hearing to be held regarding the removal shall be given to the student as soon as practicable prior to the hearing. The hearing will be held within seventy-two (72) hours from the time the initial removal is ordered. The hearing shall be held in accordance with the procedure set forth pertaining to suspensions and expulsions.

#### **5. In-School Detention**

If staffing is available, the Principal may suspend a student from class for a one (1) to ten (10) day length of time. This means the student will spend the entire school day working on regularly scheduled assignments. A student may make up missed work.

#### **6. Out-of-School Suspension**

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

#### **7. Expulsion**

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

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

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

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

#### **Bicycle Rules / Riders**

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

*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.*

#### **STUDENT FEES**

Student School fees are as follows:

Preschool Registration Fee     \$25.00

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

Preschool                         \$15.00

Kindergarten                 \$32.00

First Grade                     \$32.00

Second Grade                 \$32.00

**On Line payment system**— Galion City Schools now offers an on-line system to pay student fees, activity fees and to add to your lunch accounts. You may use your credit and/or debit card for the transaction. We cannot take credit card payments at our school office, but credit card payments are available over the internet. We will still accept cash and checks at our school office. More information about the on-line system is available from your school office or at the EZ pay link on your website at [www.galionschools.org](http://www.galionschools.org).

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

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

## **STUDENT ENROLLMENT and 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/](http://www.neola.com/galion/)

### **Classroom Assignment**

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

### **Custody Papers**

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

### **Non-Custodial Parent Access to Student Records**

A divorce or change in custody does not change the right of a natural parent to have access to their child’s records. A non-custodial parent may request and receive a copy of the child’s records including progress reports, progress book parent access, report cards and attendance records; however, step-parents, grandparents and significant others have no rights to records, reports or conferences unless the custodial parent, or court order grants these rights to them. ***Non-custodial parents are asked to provide eight self-addressed stamped envelopes.*** All school communication will go directly through the custodial parent.

### **Residency Requirement**

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

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

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

**Homeless students** who meet the Federal definition of homeless may enroll and will be under the District Liaison Homeless Children with regard to enrollment procedures. Homeless students will be provided with a free and appropriate public education in the same manner as other students served by the GCS. Homeless students are eligible to receive transportation services, participate in education programs for students with disabilities or limited English proficiency, participate in gifted and talented programs, and receive meals under school nutrition programs. Homeless students will not be denied enrollment based on lack of proof of residency. For additional information contact GCS liaison for Homeless Students @ 419-468-3432 Paul Wheeler.

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

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

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

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

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

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

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

**Free and Reduced Lunch Form Application:**

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

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

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

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

**Student Suspension/Expulsion from another Public School in Ohio:**

A student suspended or expelled by another public school in Ohio may be temporarily denied admission to the GCS during the period of suspension or expulsion even if that student would otherwise be entitled to attend school at GCS. Likewise, a student expelled or otherwise removed for disciplinary purposes from a public school in another state and the period of expulsion or removal has not expired may be temporarily denied admission to GCS during the period of expulsion or removal or until the expiration of the period of expulsion or removal which the student would have received in the District had the student committed the offense while enrolled in the District. Prior to denying admission, however, the Superintendent shall offer the student an opportunity for a hearing to review the circumstances of the suspension or expulsion and any other factors the Superintendent determines to be relevant.

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

**STUDENT SAFETY**

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.

**Closing of School / School Delays**

In the event of school closing due to snow or other emergencies, the following TV and radio stations in the area will be notified of the closing. Listen for the announcement. Please do not call teachers, principals, or the school. Parents will be notified of school closings or delays via a pre-recorded telephone message through the automated phone system. The following notifications will also be made.

Galion District Website and Facebook

Richland Source Facebook

All About Town @ 419-468-3182

**Radio:**

I(heart) media including, 1340AM, 1400AM, 98.3FM, 100.1FM, 102.3FM, 105.3FM, 101.3FM, 92.7 FM, and 107.7F



WBCO 1540AM-Bucyrus  
WQEL 92.7FM Bucyrus  
WBCO 1540AM Bucyrus  
WVNO 106.1FM Mansfield  
**TV**  
Fox 8 Cleveland  
NBC4 Columbus  
WMFD TV68 Mansfield

### **Evacuation Drills**

Students may practice procedures for evacuation from building and campus.

### **Fire and Tornado Drills**

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

### **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.

## **STUDENT SUPPORT / PARENT COMMUNICATION**

### **Automated Calls**

Communication will be sent out from the district and individual buildings using an automated call system. This information will include safety alerts, announcements and important reminders. Please be sure to keep your telephone number updated.

### **Backpacks**

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

### **Facebook**

Galion Primary School uses their Facebook page as a communication tool for parents.

### **Galion Schools Website**

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

### **Homework/Tiger Agendas**

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

### **Involvement and Support of Parents / Guardians**

We believe that the behavior and success of students in school is the responsibility of the child, his/her parents, and the school. Parents and the school must work together to ensure student success. We want to work closely with you to eliminate potential behavior and academic problems. We expect that parents will cooperate with and support the school system. Inappropriate or threatening behavior by parents or other adults on the school premises may result in limited or no access to the building.

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

### **Parent/Teacher Conferences**

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

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

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

### **Progress Book Information**

The Galion City School District offers an exciting web-based grading system entitled Progress Book. One of the major goals in Progress Book is to increase communication between parents and teachers. Through the Parent Access Feature of Progress Book, parents have easy access to their student's progress, homework assignments, and attendance records. Parents are provided with 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.

### **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 book bag while on school premises. Cell phones will be confiscated if usage is violated during the school day and returned to parents at their request. Violation of the cell phone usage policy on school property could result in disciplinary action.

### **TITLE I SUPPORT**

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

### **Parent Right to Know**

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

- Whether the teacher has met the Ohio teacher licensing criteria for the grade level and subject areas in which the teacher provides your child instruction.
- Whether the teacher is teaching under emergency 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) and their qualifications.

You may request this information by contacting your school principal. Please give child's full name, parent's full name, and the name of your child's teacher.

The principal will then prepare and send the teacher qualification information that you have requested

### **Family-Teacher Compact**

Families, the child and teacher will share responsibility for improved student achievement:

Families are requested to support students through daily monitoring of homework and assignments, attendance at conferences, supporting school wide behavior plans, and be regularly involve in school activities in order to improve student achievement.

Students will take responsibility for their own learning, take responsibility for homework and assignments and follow the school behavior plan.

School personnel will communicate with families, provide a high quality curriculum and notify families of concerns that affect student achievement.

### **TRANSMISSION OF RECORDS AND OTHER COMMUNICATION**

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

### **TRANSPORTATION MANAGEMENT POLICIES – please review the district transportation policy at [www.galionschools.org](http://www.galionschools.org) ADD LIVE LINK**

### **VISITORS / SIGNING IN AND OUT**

During the day, all visitors to our building are required to sign in at the office. Children must be signed out to leave the building during school hours and then signed in to return. Students must have a note from the office to be admitted to class. Volunteers/Visitors will be required to wear a visitor's tag. Students will not be dismissed to anyone other than the custodial parent or guardian without prior permission from the custodial parent or guardian and approval granted by the office. Proper identification may be requested before a child is released. It is important to keep emergency cards up-to-date. Children that leave each day for lunch will need to be signed out through the office each day.

