



## **Intermediate Student-Parent Handbook**

**2023-2024**

476 Portland Way North, Galion, OH 44833 419-468-3676  
[www.galionschools.org](http://www.galionschools.org)

**How to contact Office Personnel:**

<b>Principal</b>	Kayla Heimann	Ext. 14001
<b>Asst. Principal</b>	Leigh Ann Patterson	Ext. 14002
<b>Secretary</b>	Erica Geiger	Ext. 14000
<b>Attendance Secretary</b>	Marsha Rundell	Ext. 14003
<b>Counselor</b>	Kirstie Naumoff	Ext. 14407

**Table of Contents****Introduction**

- Welcome
- School Purpose
- Mission Statement
- Galion Motto
- Galion Intermediate School Mission Statement
- Board of Education
- School/Office Hours

**Arrival and Dismissal**

- Arrival
- Conduct To and From School
- Dismissal
- Signing Out Students- Dismissal and Lunch
- Visitors- Signing In and Out

**Student Enrollment, Records, & Withdrawal**

- Protection & Privacy of Student Records
- Classroom Assignment
- Custody Papers
- Non-Custodial Parent Access to Records
- Residency Requirement
- Homeless Students
- Required Forms in Final Forms
- Required Documents in Final Forms
- Student Suspension/Expulsion from another Public School in Ohio • Waiver of School Fees Application
- Optional Insurance Program
- LEP (Limited English Proficient)
- Withdrawal of Pupils

- Digital Enrollment Options
- Transmission of Student Records

### **Attendance, Tardy, and Early Dismissal Policy**

- Philosophy of Attendance If Your Child is Absent/Tardy
- Court Appearances, Child to Work Day, Vacations
- Students Transferring Into District
- Homebound Instruction
- Tardy/Early Dismissal

### **Student Safety**

- Closing of School/ School Delays
- Evacuation Drills
- Fire and Tornado Drills
- Safety Drills: Intruder/Lockdown Drills

### **Student Support & Parent Communication**

- Automated Calls
- Backpacks
- Facebook
- Galion School Website
- Involvement and Support of Parents/Guardians
- Parent/Teacher Conferences
- Canvas
- Community Counseling
- School Social Worker

### **Student Fees**

- Online Payment System
- Fee Waiver

### **Technology**

- Acceptable Use Policy
- Internet Safety Education
- General Access
- Penalties for Improper Use
- Internet Filtering and Safety Measures
- Social media, chat rooms, instant messaging are prohibited while connected to GALNet.
- Website and Social Media
- Ethical Use of Material
- User Responsibilities
- General Care of Device
- Yearly Usage Premium

### **Grading Scales and Procedures**

- Grade Cards/ Progress Reports

- Promotion/ Placement Policy/ Retention
- Individuals With Disabilities
- Title I Support
- Equal Education Opportunity

### **School Lunch & Breakfast Programs**

- Applications for free and reduced lunches
- Breakfast and Lunch Costs
- Lunch Charge Policy
- Point of Sale
- Galion City School District Meal Charging Policy
- Online Payment System
- Food Allergies

### **Health/Medical**

- Bed Bugs
- Head Lice
- Health Concerns
- Student Illness
- Medication During the School Day

### **Behavior, Discipline, Policies, & Procedures**

- PBIS-Positive Behavior Intervention & Supports
- Student Code of Conduct
- Misconduct For Which Suspension (1-10) or Expulsion (1-80 days) May Be Imposed
- Disciplinary Actions
- Win-Win Card
- General Rules
- Bicycle Rules/Riders
- Dress Code- Intermediate Campus Wear Attire

### **Transportation Management Policies**

- Bus Rules
- Stops: Loading and Unloading
- Bus Stop Designated Place of Safety
- Student Code of Conduct
- Admission and Placement Grievance Procedure
- Bus Rules and Regulations

### **Harassment & Bullying**

- Sexual Harassment
- Gender/Ethnicity/Religious/Disability Harassment
  - Verbal
  - Nonverbal
  - Physical
  - Cyberbullying

### **Communication From School**

- Family-Teacher Contact
- Electronic Phone System
- Facebook

### **Additional Information, Policies & Procedures**

- Interrogation of Students
- Search and Seizure
- Bringing Things to School
- Telephone and Cell Phone Usage
- Dangerous Strangers
- Advertising Outside Activities
- Solicitation
- Delivering Items to School
- Birthday or Other Parties
- Classroom Holiday Parties
- Field Trips
- Library/ Media Center
- Lost and Found
- Media Coverage/ Student Photographs
- Recess
- Special Services/ Fine Arts/ Physical Education

# INTRODUCTION

## Welcome to Galion Intermediate School

As a new school year begins, we, in the Galion City School District, wish to welcome back old friends and extend a welcome 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://galionschools.org) or at <http://www.neola.com/galion-oh/>

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

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

The educational programs and activities of the Galion City Schools are available to students without regard to race, religion, color, national origin, sex, or handicap. Discrimination complaints should be brought to the attention of the Superintendent, Galion City Schools, 470 Portland Way North, Galion, Ohio or telephone at (419) 468-3432, Ext. 11001. *(For clarification purposes, reference to parent will also include legal guardian. Immediate family will include parents, brothers, sisters, and grandparents.)*

## **Galion City School Purpose:**

Empowering students to successfully transform our community.

## **Galion City School Mission Statement:**

The Galion City Schools will prepare students with a rigorous education that enables them to be contributing members of our community. We provide a safe, respectful environment that cultivates leaders of tomorrow. Our guiding principle is **Believe** in yourself, **Achieve** your greatest potential, and **Succeed** in all aspects of life.

## **Galion City School Motto:**

Believe, Achieve, Succeed.

## **Galion Intermediate School Mission Statement:**

Believe in the service we provide our students and community. Achieve more than we think is possible resulting in success for all.

## **Board of Education**

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

## **School/Office Hours**

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

## **ARRIVAL AND DISMISSAL**

### **Arrival**

The school doors do not open until 7:55 a.m. There is no outdoor supervision before this time so we ask your cooperation by not sending your children to school early. Please do not send students earlier than 7:55 a.m. If you need alternative childcare earlier than this, please make other arrangements or contact local child care programs. When students arrive, they will wait in between the doors and then be sent to the cafetorium or their classrooms depending on the time. Students arriving after the tardy bell rings (8:05) will need to stop at the office to get a tardy/admittance slip. Please be reminded, the school doors do not open until 9:55 a.m. on delayed start days.

## Conduct To and From School

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

## Dismissal

**3rd Graders** will be dismissed through the cafeteria doors. Parents may walk to the cafeteria doors to meet your student for parent pick-up. Once parent pick-up is complete, parents who are waiting in cars can drive up to the sidewalk area and students will be dismissed by car.

**4th Graders** will be dismissed through the art door and will wait for their car to pull up to the front of the building.

**5th Graders** will be dismissed out the 5th grade hallway and wait for their car to pull up to the side of the Intermediate building.

Students will be dismissed to your vehicle as you arrive at a safe distance from the building.

## Signing Out Students- Dismissal and Lunch

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

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

## Visitors- Signing In and Out

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

## **STUDENT ENROLLMENT, RECORDS, & WITHDRAWAL**

### **Protection & Privacy of Student Records**

The GCS maintains many student records including both directory information and confidential information. Directory information can be provided upon request to any individual, other than a for-profit organization, even without the written consent of a parent. Parents may refuse to allow the GCS Board of Education to disclose any or all “directory information” upon written notification to the GCS Board of Education. For further information about the items included within the category of directory information and instructions on how to prohibit its release you may consult the Galion City Schools’ 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. 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**

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 immunization and medical records requirements; residency requirements; missing birth certificates; school records or other documentation; guardianship issues; or uniform and dress code requirements. For Galion City Schools 2021-22 Intermediate School Handbook additional information contact GCS liaison for Homeless Students @ 419-468-3432.

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

Forms Registration Link Registration Instructions

**Required Forms in Final Forms - Will need to be reviewed annually and updated when changes occur.**

1. New Student Registration Process
2. Contact Information
3. Demographic Information
4. Additional New Student Info.
5. Health History and Medical Profile
6. Medications
7. Injuries and Hospitalizations
8. Past and Ongoing Health Conditions
9. Emergency Medical Authorizations
10. Consent For Student Record Release
11. Transportation Information
12. Acceptable Use
13. Student Handbook
14. Free and Reduced Meals Application
15. Permissions

## **Required Documents in Final Forms**

1. Child's Birth Certificate
2. Parent/Guardian Driver License or State Issued ID Card
3. Immunization Record
4. Residency Requirement
5. Special Situation - Court Documents, Grandparent POA

## **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 into 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:

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

## **Waiver of School Fees Application:**

Fill out completely for each child if you want to apply for a waiver of your school fees. 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 will be notified if you qualify for the waiver.

## **Optional Insurance Program:**

An optional insurance program is available. Please see the office for more information.

## **LEP (Limited English Proficient):**

A Home Language survey is completed at the time of initial enrollment.

## **Withdrawal of Pupils:**

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

## **Digital Enrollment Options**

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

## **Transmission of Student Records**

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

## ATTENDANCE, TARDY and EARLY DISMISSAL POLICY

### Philosophy of Attendance If Your Child is Absent/Tardy

Please visit the Galion City Schools District web page for further information regarding attendance. The attendance policy can be found on the following link: [Attendance Policy](#) Galion Intermediate School will notify the parent/guardian of an absent student within 2 hours of the start of the school day.

### Court Appearances, Child to Work Day, Vacations

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

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

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

### Steps to follow when your child is absent:

The parent or guardian should contact the school in the morning on the day of the absence by calling the school at 419-468-3676, option 1. The parent may also send a written note on the day of the absence. If the parent has not made contact with the school, the student must have a written note signed by the parent or guardian upon return. This note should include the following information: child's name, date, day(s) of absence, and the reason for the absence. If we do not receive a phone call or written note, the absence is considered unexcused.

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

## **Students Transferring Into District**

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

## **Homebound Instruction**

The school may arrange for individual instruction for students that are unable to attend school because of an accident, illness, behavior, disability, or some other reason. Such instruction may be arranged upon receipt of documentation of the student’s condition from a physician. For more information, contact the building principal.

## **Tardy / Early Dismissal**

**Tardy** is defined as any student arriving after the tardy bell rings at 8:05 a.m. **Early Dismissal** is defined as any student leaving the building before 3:05 p.m.

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

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

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

## **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.

## **Safety Drills: Intruder & Lockdown Drills**

We will practice safety drills during the school year. It would be helpful, if you would discuss this also with your child as practicing for these allow students and staff to 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 backpack or bag to and from school each day.

### **Facebook**

Galion Intermediate 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 Intermediate link to get specific information about our school.

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

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

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

## **Parent/Teacher Conferences**

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

Fall conferences are encouraged for every student at the Intermediate. 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.

## **Canvas**

Canvas is the learning management system (i.e., LMS) for the Galion City School District. This LMS is the platform teachers will use to communicate with parents/guardians regarding grades, assignments, updates, notifications, etc. Parents will be provided with login information at the beginning of the school year.

## **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 Intermediate 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.

## **School Social Worker**

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

## **STUDENT FEES**

### **Student School fees are as follows:**

- Grade 3 – \$ 0.00
- Grade 4 – \$ 0.00
- Grade 5 – \$ 0.00

Yearly Technology Usage Premium is required for all students.

- **Grades 3-5 – \$40.00**

## Online Payment System

Galion City Schools now offers an online system to pay student fees, activity fees and to add to your lunch accounts. You may use your credit and/or debit card for the transaction. We cannot take credit card payments at our school office, but credit card payments are available over the Internet. We will still accept cash and checks at our school office. More information about the online system is available from your school office or on the PaySchools App or link on the 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. This does not include the technology fee. 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 prorated. 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.

## TECHNOLOGY

### Acceptable Use Policy

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

**The AUP can be seen online in Final Forms.**

### Internet Safety Education

Galion City Schools will provide instruction for students regarding various aspects of Internet Safety. These topics include but are not limited to digital footprint, cyberbullying, sexual predators, netiquette, privacy, and identification protection. Throughout each school year students in grades K12 will receive instruction in at least one, but not limited to, the following methods.

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

## **General Access**

- Use of the Galion Network (GALNet), the Internet and email student account is a privilege and can be limited or revoked for disciplinary reasons.
- Connecting personal devices to GALNet is not recommended. Personal information, pictures, and documents will be backed up to the Galion City Schools' servers which will make it public property. Never post anything embarrassing, inappropriate or illegal.
- Students cannot access or retrieve stored communications unless authorized to do so by one of the District Technology Coordinators.
- Any activity involving the device and GALNet, Internet or Email should be educational based.
- Proper netiquette will be expected at all times.
- Students should be respectful of others at all times when using the GALNet, Internet or Email. Constructive criticism of ideas should be used in blogging, collaborating or posting on any public platform.
- Students are prohibited from downloading any apps, software or utility without the permission of the technology coordinators.
- Users are prohibited from sending, accessing or possessing any material (documents, music or pictures) that would be considered inappropriate for school including but not limited to profanity, obscenity, racist, sexist, vulgar, or offensive.
- GALNet is without warranty of any kind, either expressed or implied. Galion City School district and its employees assume no responsibility for errors or omissions. Neither is any liability assumed for damages resulting from the use of information or instructions contained herein.

## **Penalties for Improper Use**

- Penalties will be determined by building level administration and will reflect of the severity of the violation.
- District administrators and technology coordinators reserve the right to monitor, access, inspect, intercept and take appropriate action for violation of the AUP, including activities engaged outside of the classroom that affect the wellbeing of self or others.
- Searches of school issued devices and/or personal devices will be based on reasonable suspicion and will be conducted by an administrator with a technology coordinator present.

## **Internet Filtering and Safety Measures**

The Galion City School District subscribes to an Internet filtering system to block access to visual depictions that are obscene, pornographic, or harmful to minors while connected to GALNet. However, as the Internet changes rapidly it is impossible to provide absolute protection. Therefore, Galion Schools claims no responsibility for incidental faults in the filtering process. Connecting to the Internet off campus will require parental supervision to monitor Internet activity.

**Unauthorized disclosure, use, and dissemination of personal identification regarding minors is prohibited.**

## **Social Media, Chat Rooms, Instant Messaging Are Prohibited While Connected to GALNet.**

Never post personal information about self to any site unless instructed by a teacher, administrator or technology coordinator for educational sites/programs that have been approved by the Galion City Schools.

Never share passwords, including your lunch code, to another student or allow someone to login to your device or any of your accounts.

Unauthorized access to another user's information, "hacking", is prohibited. Users must never send/post a photo of self or another, or agree to meet someone who they have only communicated with on the Internet. Parents should always be aware of online activity.

Know what privacy settings and location services are available with each site or app that you use; only enable them with permission from your parent, teacher, administrator or technology coordinator.

## **Websites and Social Media**

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

## **Ethical Use of Material**

- Users are held accountable for abiding by the ethical use of digital material found on the Internet.
- Computer software is protected by federal copyright laws. Students are prohibited from engaging in unauthorized duplication, distribution, or alteration of any licensed software. • Students must abide by all software licensing agreements and may not illegally use or possess copyrighted software. Students must not use software that they know has been illegally copied.
- Sharing of documents used in class is encouraged and permitted when it is assigned or part of a class project. Sharing of documents other than with a teacher's instruction is considered cheating and will be treated as such.

## **User Responsibilities**

- Maintain the good condition of all issued devices and accessories. (charger, brick, ext. cord, headphones, keyboard, iPad cover and/or bag)
- Bring device to school with fully charged battery
- Device is securely locked up in a classroom iPad cart, locker or taken home at the end of each day.
- Content storage abides by teacher(s) instruction
- Content on the device inappropriate material including any content downloaded, shared with, or created on the device is subject to disciplinary action.
- Lost, stolen, or damaged device needs reported to the building principal immediately.
- Device not working properly should be turned into the technology staff for repair or replacement. Users/parents/guardians are not authorized to attempt repairs or to contract with anyone other than the school's tech department.

## **General Care of the Device**

- Student may not deface or destroy any device or accessory in any way. • Identification labels on the device should be left intact and should be replaced as necessary by a member of the technology department.
- When transporting the device, it must be in the carrying bag provided by the school. Using it while walking is not acceptable.
- Students are expected to treat the device with care at all times.
- Leaving a device lying in a hallway, dropping it or tossing it carelessly is not acceptable.
- Students should protect the device from extreme heat or cold.
- They should not be left in a vehicle overnight.
- Students should protect the device from weather, all liquids, food and pets.
- No devices should be near food or drink at any time.
- Heavy objects should not be placed on top of the device.
- Students should use care when plugging in the power cord and make sure it does not become a tripping hazard or a temptation for a pet to chew.
- Devices should be turned off before being placed in the carrying bag.
- Devices should not be placed on or under soft items such as a pillow, chair, cushion, blanket or clothing. This will cause the computer to overheat and will result in damage to the device.
- Devices will charge quicker when turned off.
- Users should not allow their battery to drain completely

**Yearly Usage Premium-** is required for all students

### **Grades 3 - 5 \$40.00**

- Users will be held financially responsible for willful acts of negligence and/or the loss of the device, its accessories, and power cords.
- Users will not be financially responsible for defective parts or normal wear.

***The Full AUP can be seen on line.***

## GRADING SCALES AND PROCEDURES

Administrative guideline, philosophy, and practices for grading and reporting can be found on the GCSD website under [Board of Education Bylaws and Policies. Policy: 5421A](#)

### 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 Canvas gives parents daily information in grades 3-5 for continual monitoring of their child's progress.

### Promotion / Placement Policy / Retention

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

A student may be **retained** if he / she is truant for 10% or more of the required school days, and/or has failed at least two courses of study unless the principal and the teachers of the failed subjects determine that the student is academically prepared to be promoted. Students may be **placed** when they have not met the criteria for promotion or retention.

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

### Individuals With Disabilities

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

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

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

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

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

## **Title I Support**

Title I is a federally funded program that offers support to students and families in the areas of Reading/Language Arts and Math. Currently, all students receive these supports. **Parent Right to Know**

The Federal Law, ESSA, requires that any school receiving federal Title I assistance must notify parents that they may request information regarding the professional qualifications of the student's classroom teacher, including the following:

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

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

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

## **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.

## **SCHOOL LUNCH & BREAKFAST PROGRAMS**

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

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

**Applications for free and reduced lunches-** must be completed every year for each family.

New applications must be turned in at the beginning of each school year for a child to continue receiving free or reduced lunch. You will be notified if you qualify for free or reduced meals at school. New applications may be completed at any time. If your child qualifies for free lunch under the ODE's direct certification, you will receive a letter from the school. Please fill out the sharing form included in the notification letter and return it to your child's school for waiver of book fees. Families who receive this letter do not need to fill out a Free & Reduced application. The direct certification process is repeated yearly.

## **Breakfast and Lunch Cost**

Elementary Breakfast: Free

Adult Breakfast: \$2.50

K-5 Grade Lunch:

Reduced price: \$0.40

Lunch: \$3.00

Adult Lunch: \$4.50

Extra milk: \$ .50

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

## Lunch Charge Policy

Galion City Schools Nutrition Services is self-supporting. It receives no money from the district's General Fund budget, tax levies or property taxes. We are funded only from federal reimbursement and student meal payments to cover operating expenses and fees. By federal law, Nutrition Services revenues must meet or exceed expenditures. Therefore, unpaid charges affect the ability of our department to support itself.

We understand that lunch money is sometimes forgotten; therefore we do allow students to charge the cost of a meal. Because hunger is an impediment to learning, no child will be denied a school meal unless directed by the child's parent/guardian.

District software, Pay Schools Central, allows parents to track their student's balance and deposit money to their account. We encourage all families to set up a low balance alert notifying them of a low balance on the lunch account and/or set up the auto-replenish feature to automatically add funds when the lunch account reach a set point.

### Meal Charge Procedures

1. Low balance emails (below \$7.00) will be sent Tuesday and Friday evenings to the email address in Final Forms.
2. When a student lunch account falls below \$0, families will receive an email on Fridays to the email address in Final Forms. These emails will continue stating the current balance in the account until the negative balance has been cleared.
3. When a student lunch account balance is more than (\$50.00) we will contact the family via mail, text and/or phone.
4. When a student lunch account reaches an excessive negative balance, there will be a meeting with School Administration, Food Service and parents to discuss future steps.
5. This debt remains on your student's lunch account until paid. This negative balance could affect participation in school sponsored events.
6. Students may not charge a la carte items, including extra entrees.
7. Adults are not permitted to charge.

If at any time you would like to discuss your student's lunch account, call us at (419) 468-3432 ext. 11016. Any limits or restrictions on a lunch account must be made in writing and can be emailed to [king.shannon@galionschools.org](mailto:king.shannon@galionschools.org).

Account Balances: All account balances, positive or negative are automatically carried over to the next year. When students leave the district or graduate, we will attempt to transfer remaining funds to a sibling or refund outstanding balances. Unclaimed funds remaining after three months will be absorbed by the Food Service Department.

Free/Reduced Lunch applications are available in the dining section of our district website and paper copies can be obtained in any school office

## **Point of Sale**

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

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

## **Galion City School District School Meal Charging Policy**

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

## **Online Payment System**

Galion City Schools now offers an online system to pay student fees, activity fees and to add to your lunch accounts. You may use your credit and/or debit card for the transaction. We cannot take credit card payments at our school office, but credit card payments are available over the internet. We will still accept cash and checks at our school office. More information about the online system is available from your school office or at the online 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)

## **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 cubbie. You may also be asked to bring an extra change of clothing each day. 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. 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 nits and/or lice. Parents will be asked to retreat the child in 7-10 days. The school nurse will recheck the child to make sure there is not evidence of new eggs or lice. If there is evidence of new nits or lice, the child will be removed again and proof of treatment will be required again.

### **Health Concerns**

If your child has any health concerns, please indicate concerns on the Emergency Medical Form. Please also indicate steps to be taken by school personnel. This includes medical conditions, medications, and allergies. Please update the school if this changes over the course of the school year.

### **Student Illness**

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

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

a. Suspicious skin eruptions, intense itching, and/or rashes of undetermined origin excused until rash subsides; if out longer than three days, a doctor's written statement is required. b. Conjunctivitis (pink eye) – readmitted after treatment for twenty-four hours with antibiotic eye medication and/or no evidence of discharge in eye.

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

d. Vomiting or diarrhea – excluded until symptom free for a twenty-four-hour period of time. 2. School administration may request written medical verification that students are free of suspected communicable disease in order to return to school.

3. Families of students with chronic health concerns should contact the school principal/and health nurse to develop ongoing 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, including EpiPens, 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.

## BEHAVIOR, DISCIPLINE, POLICIES & PROCEDURES

### PBIS - Positive Behavior Interventions & Supports

What is PBIS?

Positive Behavior Interventions and Supports is an evidence-based program that is implemented school wide to create a positive environment. PBIS uses proactive strategies for defining, teaching, and supporting appropriate student behaviors for improving school safety, student behavior, and academic achievement for all students.

Students are rewarded for their **Positive Behavior** by participating in weekly activities and other Positive Behavioral supports. Students may be excluded from field trips, field days, assemblies, behavior incentive activities and/or special classroom activities depending on the frequency and severity of the inappropriate behavior. Most of the time, this will include an extra recess, but may include some surprise activities such as a movie, popcorn, ice cream or a visit from a special guest. Students look forward to these incentives and enjoy their recognition. Students have the opportunity to earn tickets throughout the week that are placed in tubs for weekly drawings. The student's names are selected and prizes are given. We ask that our families support our Code of Conduct so our students understand that their family and school are working together to provide a safe and positive learning environment for all students.

## **Student Conduct**

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

1. Misconduct by a pupil that occurs off school district property but is connected to activities or incidents that have occurred on school district property; and
2. Misconduct by a pupil that, regardless of where it occurs, is directed at a district official or employee or the property of an official or employee.
3. Unruly charges may be filed in juvenile court against a student who continually violates the Student Conduct Code.
4. Students are duly informed that their behavior may be monitored on school property, and/or school buses, and/or adjacent property by security cameras.

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

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

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

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

## **Disciplinary Actions**

### **1. Lunch/Recess Detentions**

Students may be assigned a recess and/or lunch detention, which is held throughout the lunch and/or 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 or our school behavior expectations, 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. After-school detentions are ran typically on Wednesdays (with exceptions as needed). These will be held after-school until 5:15pm.

### **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**

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

#### **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.

#### **Win-Win Card**

Students that are coming back from a suspension or have continuous behavior issues will be placed on a discipline card. Students will remain on the discipline card for at least 5 days. The card must be shown to each teacher during the school day to be initialed. Teachers will also note positives throughout the day for the student on the card. Parents/guardians will be notified when their child has been placed on a win-win card.

#### **Student Code of Conduct**

The goal of the Code of Conduct is to create conditions that foster student self-discipline in a warm, supportive school climate that is conducive to maximum learning for all students. The Code of Conduct is a general guide for behavior, not a mechanism for rigid control. The individual personalities of students or extenuating circumstances will be considered before corrective measures are prescribed.

Notice: The use of video surveillance equipment may be used in the investigation of violations of the Code of Conduct. Students may receive discipline as a result of what is recorded.

## **Student Code of Conduct (Policy 5500)**

### **Rule 1 - Academic Dishonesty**

A student shall not engage in any act of cheating, plagiarism, or academic dishonesty, including but not limited to the removal and/or change of any school records. Students shall only use artificial intelligence programs with explicit teacher or building administrator approval. When two students are knowingly involved in the sharing of work, both students may receive consequences.

### **Rule 2 - Bomb Threat / False Alarm / Causing Panic**

Any threat (For example, verbal, written, or electronic) by a person to bomb or use other substances or devices to explode, burn, or cause damage to a school building or school property or to harm students or staff is prohibited. Any attempt to create a false alarm (For example, setting off a fire alarm), cancel a school day or events, or any action that may cause fear or panic is prohibited. This may result in a police referral.

### **Rule 3 - Bullying / Cyber-Bullying**

Any intentional written, verbal, electronic, or physical act that a student or group of students exhibits toward another student(s) that causes mental, emotional, or physical harm to the other student(s) and is severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other student(s). (Board Policy - 5517.01)

### **Rule 4 - Discriminatory Behavior**

A student shall not harass, haze, intimidate, degrade, disgrace, disparage, incite, urge, provoke, threaten, or discriminate based on a student's race, color, national origin, sex (including sexual orientation and gender identity), disability, age (except as authorized by law), religion, ancestry, or genetic information (See Board Policy 5517, 5517.01). Prohibited discrimination occurs when unwelcome physical, verbal, or nonverbal conduct is based upon an individual's sexual orientation/gender identity, religion, race, or color and when the conduct has the purpose or effect of interfering with the individual's work or educational performance; of creating an intimidating, hostile, or offensive working, and/or learning environment; or of interfering with one's ability to participate in or benefit from a class or an educational program or activity. Such discrimination may occur where conduct is directed at the characteristics of a person's sexual orientation/gender identity, intellectual abilities, religion, race, or color, such as racial slurs (use of the N-word), nicknames implying stereotypes, epithets, and/or negative references relative to racial, ethnic, or religious customs.

### **Rule 5 - Intimidation / Harassment / Menacing**

Harassment, intimidation, or bullying toward a student or school personnel, whether by other students, staff, or third parties, is strictly prohibited and will not be tolerated (See Board Policy 5517, 5517.01). Harassment, intimidation, or bullying means Any intentional written, verbal, electronic, or physical act that a student or group of students exhibits toward another particular student(s) more than once. The behavior both causes mental or physical harm to the other student(s). It is sufficiently severe, persistent, or pervasive, creating an intimidating, threatening, or abusive educational environment for the other student(s) or violence within a dating relationship. Furthermore, an "electronic act" means an act committed using a cellular telephone, computer, pager, personal communication device, or other electronic communication device.

**Rule 6 - Class Cutting, Punctuality, Tardiness, Outside of Assigned Area**

All students are expected to be on time for school and each class unless illness or a delayed school bus prevents timely attendance. Students shall be present in all or any portion of the regularly scheduled classes or other mandatory activities with school authorization. A student is considered tardy to the first period if they are outside their assigned seat when the late bell rings. A student is considered absent from a class if they miss the first 15 minutes of class. A student shall not be absent from school without parental and school approval. Students who are excessively absent or habitually truant may be subject to an absence intervention plan, which may result in the district filing a complaint with the Juvenile Court. Both the student and parent will be charged if found in violation. Students leaving the building must first report to the main office and sign out. They must sign out to leave and sign in upon their return. Students who leave at noon and do not expect to return in the afternoon must also report to the main office for permission to leave school. A principal or secretary must approve before a student is to sign out.

**Rule 7 - Complicity / Aiding / Abetting**

A student shall not actively or passively aid, abet, act as an accomplice of, and/or otherwise encourage others to violate the rules contained in the Code of Conduct. Violations can be and are not limited to actions that encourage students to break the rules.

**Rule 8 - Misuse of District Information and Technology Resources / Tampering / Violation of the Acceptable Use Policy (AUP)**

A student shall not alter or attempt to change another individual's data by using their login information, individual devices, or computer network system software, placing unauthorized information, computer viruses, or harmful programs on the system, and disrupting the operation of the individual devices/network in any way (For example chat-rooms, hate mail, harassment, profanity, vulgar statement, discriminatory remarks, proxy servers, inappropriate sites that contain pornography, online gambling, looking up weapons, alcohol, drugs, ammunition, drug/alcohol paraphernalia, e-cigarettes, etc.). Students shall not use other student's school-issued devices or accounts. Students shall not violate the acceptable use policy of the district. Students found violating this article will lose the privilege to use school devices and face school discipline, including suspension. Students shall only use artificial intelligence programs with explicit teacher or building administrator approval.

**Rule 9 - Damage to Property**

A student shall not cause or attempt to cause damage to school property or private property, through improper use or otherwise, on school premises or during school activities conducted on or off school grounds. Restitution will be made by the student(s).

**Rule 10 - Disrespect**

Students shall not act to intimidate, insult, or otherwise abuse any member of the school staff or student body by verbal, written, or electronic means.

**Rule 11 - Disruption**

A student shall not cause any disruption of any classroom activity or the operation of the school or the educational process and shall not engage in any activity that is potentially harmful to the health, welfare, and safety of the student themselves, other students, or staff. Actions may include any social media activity and posts that disrupt the educational process.

**Rule 12 - Distribution or Sale of Unauthorized Materials**

A student shall not distribute or sell unauthorized materials on school property (For example, students engaged in the trading/selling of personal property, unapproved fundraising, etc.)

**Rule 13 - Dress or Appearance**

A student shall not violate school rules relating to dress and appearance. A student shall not wear clothing that disrupts the educational environment. This includes clothing that overexposes undergarments of any type or such appearance that disrupts class or the orderly operation of the school (For example, clothing with obscene or suggestive statements or symbols, apparel that advertises or promotes sex, drugs, alcohol, or tobacco, etc.). Shoes must always be worn. The building administrators are the final decision makers to determine if clothing and attire constitute a school disruption.

**Rule 14 - Excessive Displays of Affection**

Students shall not engage in excessive displays of affection on school property.

**Rule 15 - Failure to Accept Discipline / Serve Discipline**

Students shall not refuse to accept discipline or punishment assigned by teachers, substitute teachers, educational aides, bus drivers, principals, or other appropriate school personnel. Refusing to serve an in-school suspension, misbehavior while serving school discipline, failure to report for assigned detention, and/or walking out of the principal or assistant principal's office while discussing or receiving discipline will not be tolerated. The student may be required to serve the original consequence and further disciplinary action.

**Rule 16 - Failure to Provide Evidence / Providing False Information**

Students are expected to be honest concerning violations of the code of conduct and to assist school officials in establishing the truth about a possible violation of the Student Code of Conduct. Students are expected to cooperate with school officials to establish the facts concerning an incident. Students shall not give or assist in providing false or fictitious accounts to any school official, staff member, and/or faculty.

**Rule 17 - Firearms Look-a-Likes**

Any item that resembles a firearm but does not have the explosive characteristics of a firearm but may use spring-loaded devices or air pressure by which to propel an object or substance (For example, toy guns, cap guns, BB guns, pellet guns) in the school building, school grounds, school property, and at school functions is prohibited. Any possession, use, or threatened use of a look-a-like or counterfeit weapon is prohibited. A violation may result in a police referral.

**Rule 18 - Gambling**

A student shall not engage in gambling activities, such as playing or gambling for money or other stakes.

**Rule 19 - Insubordination**

A student shall not refuse to comply with reasonable requests, orders, and directions of school staff and other authorized personnel when the student is under the authority of school personnel.

**Rule 20 - Intentional Burning**

A student shall not act or attempt to act in the burning or attempted burning of any item on school property.

**Rule 21 - Loitering**

A student shall not loiter or delay in any way that may disrupt some activity or function. Students must have a ride if planning to leave early. If students have nowhere to go after school, they can wait in a designated area until one hour after the school day. Students shall not loiter in restrooms. Students must enter the restroom, use it, wash their hands, and exit immediately. Only one student per stall is permitted.

**Rule 22 - Misuse of Vehicles on School Property**

A student shall not violate the prescribed rules and regulations for using vehicles on school property or exhibit unsafe vehicle operations on school grounds. This includes parking in the areas identified for visitors, designated parking for persons with disabilities, parking without a parking pass, parking against a yellow curb, and parking in unmarked spots. It also includes students who exhibit unsafe vehicle operations such as donuts, speeding, cutting into the bus line, etc. A violation may result in a police referral.

**Rule 23 - Misconduct Away from School**

Students who engage in off-campus activities that disrupt the school environment, including, but not limited to, assault, gang affiliation, the sale/transmission/under the influence of any drug other than alcohol, tobacco, or other illegal substances off of school property or at a non-school sponsored or related activity, function, or event, or on school property before or after school may, under the procedures outlined in Ohio Revised Code (ORC) 3313.66, be subject to suspension or expulsion from school. Further, students will not have an affiliation with gang activities. This includes the wearing of colors, flashing gang signs, or displaying gang graffiti. The building administration may determine that the student's continued presence in the school is reasonably certain to disrupt or interfere with the educational process or endanger the health or safety of the student or others.

**Rule 24 - Profane, Obscene, Vulgar Language or Gestures**

A student shall not use profane, curse, obscene, or vulgar language or gestures at school, on school buses, or while engaged in or present at any school-sponsored event, activity, or in any setting in which the student code of conduct is in effect or may face the consequences.

**Rule 25 - Repeated Offenses**

A student shall consistently comply with school rules and regulations or directions of teachers, student teachers, teacher aides, principals, or other authorized school personnel. Repeated violations may result in increased severity of the consequence per occurrence.

**Rule 26 - School Bus Conduct**

A student shall not violate the prescribed rules and regulations for student conduct on school buses.

**Rule 27 - Sexual Harassment / Unwelcomed Sexual Contact**

A student shall not sexually harass another student or a staff member (see Board Policy 5517, 5517.01). Sexual harassment is prohibited between members of the same gender, as is sexual harassment between members of different genders. Examples of conduct that may constitute sexual harassment include, but are not limited to:

1. Unwelcome sexual propositions, invitations, solicitations, and flirtations.
2. Unwanted physical and/or sexual contact.
3. Threats or insinuations that a person's employment, wages, academic grade, promotion, classroom work or assignments, academic status, participation in athletics or extra-curricular programs, activities or events, or other conditions of employment or education may be adversely affected by not submitting to sexual advances.
4. Unwelcome verbal expressions of a sexual nature, including graphic sexual commentaries about a person's body, dress, appearance, or sexual activities; the unwelcome use of sexually degrading language, profanity, jokes, or innuendoes; unwelcome suggestive or insulting sounds or whistles; obscene telephone calls.
5. Sexually suggestive objects, pictures, graffiti, videos, posters, audio recordings, or literature placed in the work or educational environment that may reasonably embarrass or offend individuals.
6. Unwelcome and inappropriate touching, patting, or pinching; obscene gestures.
7. Asking about, or telling about, sexual fantasies, sexual preferences, or sexual activities.
8. Speculations about a person's sexual activities or sexual history, or remarks about one's own sexual activities or sexual history.
9. Giving unwelcome personal gifts such as lingerie that suggests the desire for a romantic relationship.
10. Leering or staring at someone in a sexual way, such as staring at a person's breasts, buttocks, or groin.
11. A pattern of conduct, which can be subtle, that has sexual overtones and is intended to create or has the effect of creating discomfort and/or humiliation to another.
12. Inappropriate boundary invasions by a District employee or other adult member of the School District community into a student's personal space and personal life.
13. Sextortion
14. Verbal, nonverbal, or physical aggression, intimidation, or hostility based on sex or sex-stereotyping that does not involve conduct of a sexual nature.

**Rule 28 - Shakedown / Strong Arm / Extortion**

A student shall not use force, threat, or deception to obtain money, articles of value, or other personal property of another person. A violation may result in a police referral.

**Rule 29 - Theft**

A student shall not attempt to act or act in taking or acquiring the property of others without their consent. A violation may result in a police referral.

**Rule 30 - Unauthorized Bodily Contact (Levels 1, 2, 3)**

Unauthorized bodily contact is prohibited. Level 1: Students are pushing, shoving, and grasping each other. Level 2: Students have a physical altercation but end it independently. This may be a police referral. Level 3: Students have a physical altercation requiring the intervention of bystanders/school personnel and/or the aggressor engaging in an unprovoked attack upon another student. For K-5 students, this may result in a police referral. For 6-12 students, this is a mandatory police referral.

**Rule 31 - Use, Possession, Sale, or Distribution of Tobacco / Nicotine Products**

Possession, use, or evidence of consumption (For example, smelling of the substance) of tobacco products in the school building, grounds, property, and at school functions is prohibited. This includes smokeless tobacco or inhalants, such as e-cigs/vapes.

**Rule 32 - Use, Possession, Sale, or Distribution of Intoxicating Alcoholic Beverages**

Possession, sale, use, concealment, transmission, or evidence of consumption (For example, smelling of the substance) of intoxicating beverages is prohibited. Attendance at school-sponsored activities when there is evidence of consumption of such a substance is also prohibited.

**Rule 33 - Use, Possession, Sale, or Distribution of Illegal Drugs**

Students are prohibited from the use, possession, concealment, or distribution of any drug or any drug-related paraphernalia as the term is defined by law or the misuse of a product containing a substance that can provide an intoxicating or mood-altering effect. A violation may result in a police referral.

**Rule 34 - Use, Possession, Sale, or Distribution of Drugs Other Than Tobacco or Alcohol**

Use, possession, sale, distribution, or evidence of consumption (For example, smelling of the substance) of any controlled drug other than prescription medication administered under the district's policies is prohibited. Possession, sale, use, concealment, transmission, or evidence of consumption of intoxicating substances is prohibited, including inhalants, drugs, counterfeit, or look-a-like drugs while on school property or in attendance at school-sponsored activities. This includes prohibiting any prescription drug or medication under school policy governing the possession of prescription medication on school grounds.

**Rule 35 - Violation of the Athletic Code of Conduct**

A student participating in extra-curricular activities shall not violate the rules and regulations of the Student Code of Conduct or the Athletic Code of Conduct or may face consequences.

**Rule 36 - Weapons / Dangerous Instruments / Lookalikes**

A student shall not bring to school, or threaten to bring, to any interscholastic competition or extracurricular event/activity on or off school property, or possess, handle, attempt to handle, transmit, or conceal an object capable of injuring himself or others. This includes but is not limited to knives, regardless of length, multi-tools, mace, taser, explosives, pyrotechnic devices of any kind, and other dangerous weapons or ordinances, including objects made, constructed, or altered so that to a reasonable person, the object appears to be a firearm. This may be a mandatory police referral.

### **Rule 37 - Wireless Communication Devices / Electronic Devices**

Students may only use Wireless Communication Devices (WCD) before and after school, excluding all recording devices or recording functions on electronic devices. This means that no audio, video, or still picture recording is permitted without prior permission. Students are not allowed to carry their WCDs on them. Wireless Communication Devices must be stored in their locker. The use of wired headphones will be limited to school personnel discretion. Students are not permitted to use wireless headphones. Students are personally and solely responsible for the care and security of their personal and district-assigned wireless communication devices. The district assumes no responsibility for theft, loss, damage, or vandalism to WCDs brought onto its property or the unauthorized use of such devices. Law enforcement may be notified if the violation involves illegal activity.

### **Rule 38 - Trespass**

A student shall not enter upon school grounds or premises of a school building to which the student is not assigned during school hours of that building. Additionally, a student already under suspension shall only enter the grounds or premises of the student's regularly assigned school building or any other school building with the express permission of the building administration.

### **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.

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

### **DRESS CODE - INTERMEDIATE Campus Wear Attire**

Acceptable dress must be appropriately sized and fitted. NO baggy, sagging, or excessively tight clothing is permitted. Clothing that is distressed or has rips/holes in it is not to be worn, even with tights under it. Clothing with profane or obscene pictures and/or lettering or which refers to alcohol, tobacco, drugs, firearms, or related material is prohibited. Judgment of an administrator in matters of dress and appearance is final. Attire cannot be altered and must conform to the following requirements:

Students wearing face coverings, including masks or face shields will not display any language or visuals that are vulgar, profane, or violent in nature. Students violating these expectations will be subject to discipline. Students will comply with the Galion City Schools policy on face coverings.

#### **1. TOPS**

1. All shirts must have sleeves.
2. Plain blue, orange, white/off-white, gray OR black shirts may be worn. Any combination of the afore mentioned colors is acceptable. Collared shirt and t-shirts are acceptable. A small chest logo of no more than 4 inches is permitted on shirts. Galion Tiger Spirit Wear is encouraged.
3. Galion Themed shirts may be worn any day as long as they fit the color requirements.
4. Approved colors for all hoodies, sweaters, sweatshirts, fleece tops and scarfs are white/off-white, blue, orange, gray OR black.

5. Plain long-sleeved white/off-white, orange, blue, black or gray shirts are acceptable.

## **2. BOTTOMS**

1. Permitted lower body attire must be worn around the waist. No holes or tears.
2. NO denim, jeans, sweats, tights, yoga pants, leggings, or windbreaker style of pants shall be worn.
3. Skirts/jumpers must be fingertip length or longer. Back slit is to be no more than 4 inches above the knee.
4. Shorts must be of fingertip length. Khaki (tan), or dark blue. Capri style pants are allowed.
5. Approved colors for all bottoms are solid color khaki (tan), dark blue or black. Corduroy material in solid khaki (tan) or dark blue is acceptable.

## **3. FOOTWEAR**

1. Heels are limited to a 2-inch height.
2. No “wheelie” shoes, slides, flip-flops, slippers or cleats.
3. The entire foot must be covered at all times.
4. Athletic/tennis shoes are permitted.

## **4. Jewelry, Makeup, and Hairstyles**

Jewelry/make-up/hair styles must be conservative may not be excessive in nature. Unnaturally colored hair (blue, green, red, purple, orange etc.) that is distracting to the educational process is not permitted. No chains or heavy metal of any type allowed. This includes oversized belt buckles or oversized piercings. No temporary tattoos or body sprinkles are to be worn on the face, arms, hands, legs.

## **5. Writing & Miscellaneous**

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

All of the items listed below MUST be placed in campus locker/cubby: jackets, coats, gloves (any hand coverings), hoodies, and all outerwear and headwear of any type. This includes hats, hoods, handkerchiefs, bandanas and sunglasses (except for medical or other extenuating circumstances).

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

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

## **6. Other Exceptions Include:**

Students with medical or physical disabilities may require special clothing not in compliance with the Campus Wear Policy. The IEP team (which includes the building principal) will make any determination for this special clothing. This should also be noted in the student's health plan if applicable. Students with an injury, illness or condition that would exempt them from Campus Wear compliance will need a written physician's excuse and approval of the building principal. Special Activity Days (i.e., Picture Day, Spirit Days, etc.) may be allowed with the prior approval of the building principal. Any variation of clothing on these special activity days must follow the Campus Wear guidelines. Any used or handed down clothing must be in good condition and follow the Campus Wear guidelines.

## TRANSPORTATION MANAGEMENT POLICIES

I. Eligibility a. It is the policy of the Galion City Schools to transport eligible students to and from school. Eligible students are defined as: Elementary, Middle School, High School, and public or private students who live outside the designated walking areas. b. Eligible students will be assigned to a bus and will follow the transportation rules and regulations under the school bus driver's authority and responsibility to ensure the safety and welfare of all school bus passengers.

### Bus Rules

1. Children must have written communication from both parents in order for permission to be given for students to ride the bus home with another student. The principal must sign the bus pass, or both notes if the students are riding the bus. Bus passes are available in the office.

2. Any bus student that has permission to walk home must have a written permission slip from parent or guardian.

3. Students must follow all bus rules listed in the Student Code of Conduct/Transportation Pamphlet, including student behavior during any wait time or transfers for shuttle busses. Appropriate behavior is expected at all schools and problems will be communicated with the home school as is necessary. Violation of the bus rules could result in the following, based on the severity of the offense: **Warning, Lunch Detention, Recess Detention, After School Detention, Bus Suspension**. Riding the bus is a privilege and students must demonstrate behavior that is respectful and does not impede the safety of themselves or others on the bus. Appropriate and safe student behaviors are expected at bus pick-up and drop-off areas. Please notify the school office when problems arise so we can try to assist you. We recommend that parents or adults supervise students at the bus stops when possible, and assist school personnel in ensuring safe behavior at the bus stops.

*Each Elementary School has a school-wide discipline plan that further reinforces the student code of conduct and outlines building specific student expectations and disciplinary levels. It also provides an opportunity for recognizing students that demonstrate appropriate behaviors on a consistent basis. You will find this information in the NEW Bus Transportation Pamphlet.*

### Stops: Loading and Unloading

Students should never be permitted to "rush" the bus while loading or unloading. Students should not be permitted to board the bus once it has departed the school loading zone. Drivers should inform students of this rule. Students should be notified during the first week of school that they are to be at their designated stop at least five minutes prior to the schedule bus stop time.

Drivers should never leave a stop before their scheduled departure time. If the driver arrives at a particular stop earlier than scheduled, they are to wait until the scheduled departure time to leave. Drivers are to set their watches each morning by the atomic clock in the transportation office.

Drivers are to load and unload on school grounds whenever possible. If not on school grounds, the bus should be on the school side of the road and facing the legal direction. Warning lights are not to be used while at the curb in front of the school.

The bus should be backed only with extreme caution and **NEVER** on school grounds while students are being loaded or unloaded. Stationary buses and automobiles may be passed with caution on school grounds. Moving vehicles may not be passed.

DO NOT ALLOW students to get off anywhere other than their designated stop unless they have a bus pass signed by the Assistant Director. **This applies to all students all the time.**

DO NOT signal another motorist into the flow of traffic unless you cannot avoid doing so. You may inadvertently cause an accident. The other driver may misinterpret your signal and do something you may not have intended him to do.

Never drive your bus without your driver's license readily available. Make a complete stop at all stop signs and be prepared to yield to another driver in the event that they do not stop. The service (front) door should be closed at all times when the bus is in motion.

Students should never be permitted to sit in the driver's seat or operate the service door. Drivers shall be on the bus during loading and unloading. If a driver must leave the bus, he/she must set the brake, switch the ignition off and take the keys with them.

### **Bus Stop Designated Place of Safety**

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

### **IF YOU CROSS THE STREET TO APPROACH THE BUS:**

#### **AM PICKUP:**

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

**Watch** (look at) the driver for the hand signal

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

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

#### **PM DROP OFF:**

**Stop** alongside of roadway, 10 feet (steps) away from the front of the bus. **Watch** (look at) the driver for the hand signal. When the driver drops their hand, proceed to the traffic edge of the bus.

**Stop** at the traffic edge of the bus.

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

**Stop** at your designated place of safety.

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

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

#### **AM PICKUP:**

**Wait** for the bus at your designated place of safety, at least 10 feet (steps) from the roadway. **Wait** for the bus to stop completely, door to open and for driver's signal.

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

**PM DROP OFF:**

**Walk** to designated place of safety.

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

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

**Admission and Placement Grievance Procedure**

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

**Bus Rules and Regulations**

It is our privilege and pleasure to furnish eligible\* students with the safest transportation possible as they travel between home and school and on school-related trips. In order to protect all students riding Galion buses, safety precautions are a must! Your help is needed because safety is everyone's responsibility!

All students are to understand that the bus driver is in charge of the bus at all times. Any student who repeatedly violates the safety precautions and/or bus rules may be denied the privilege of riding the bus and is subject to other disciplinary action to be determined by the Transportation Supervisor. To that end, the following conduct rules are called to your attention:

**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/Ethnicity/Religious/Disability Harassment****Verbal**

1. Written or oral innuendoes, 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. Cyberbullying is included separately.

**Cyberbullying:**

Cyberbullying includes but is not limited to the following:

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

- Sending email or instant messages that are mean or threatening, or so numerous as to drive up the victim's cell phone bill;
- Using a camera phone to take or send embarrassing photographs /recording of student or staff members or post these images on video sharing sites such as Youtube;
- Posting misleading or fake photographs of student or staff members on websites.

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

## **COMMUNICATION FROM SCHOOL**

### **Family-Teacher Contact**

We share responsibility for improved student achievement:

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

Students will take responsibility for their own learning, take responsibility for homework and assignments and follow the school behavior plan. School personnel will communicate with families, provide a high-quality curriculum and notify families of concerns that affect student achievement.

### **Electronic Phone System**

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

### **Facebook**

Galion Intermediate School 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.

## **ADDITIONAL INFORMATION, POLICIES & PROCEDURES**

### **Interrogation of Students - for more information regarding 5540 - Interrogation of Students, see Galion City School District: Bylaws & Policies**

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.

### **Search and Seizure - for more information regarding 5771 - Search AND Seizure, see Galion City School District: Bylaws & Policies**

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.

### **Bringing Things to School**

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

We strongly encourage you **not** to allow your child to bring toys and electronic items to school. No electronic devices are to be brought to school under any circumstances. Trading cards are not to be brought to school and will be kept in the office for a parent to pick up.

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

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

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

### **Telephone and 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.

### **Dangerous Strangers**

To help promote general child safety in our community, parents are asked to warn their children about

the dangers of talking to strangers. Parents are encouraged to notify the Galion Police Department of suspicious strangers loitering around the bus stops, area streets and crosswalks, and around the school. When labeling backpacks and clothing, please put names on the inside. This will help to eliminate strangers being able to call out a student's name.

## **Advertising Outside Activities**

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

## **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.

## **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.

## **Birthday or Other 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.

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.

## **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. School personnel will deliver items dropped off after the tardy bell rings.

## **Field Trips**

We believe field trips are an important part of the educational programming at Galion City Schools as finances permit. All students will be encouraged to participate. Permission slips and current emergency medical information must be provided in Final Forms for students to participate. **All current and past school fees must be paid in order for students to participate.** Students may also be excluded from field trips, field days, assemblies, behavior incentive activities and/or special classroom activities depending on the frequency and severity of the inappropriate behavior.

The safety of all students will be placed in high regard. If your child poses any such threat to themselves or to the safety of other children, they may be excluded from participation in field trips. As a parent, you may be encouraged to chaperone your child in order for them to participate. You

will be notified if your child will not be permitted to participate in any field trip.

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

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

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

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

Siblings are not permitted to accompany chaperones on field trips 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.

## **Library/Media Center**

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

1. Students may check out or renew books up to the designated limit.
2. Books may be kept out for only two weeks, unless they are renewed.
3. 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.
4. Students may not check out materials in their teacher's name without consent.
5. All students are expected to act in a manner suitable to the library. They should be quiet and mannerly.
6. They should also come prepared for the purpose for which they came, whether it is for a resource or getting a book.
7. Students may be asked to leave if they do not make their selections in a timely manner.
8. 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 barcodes.

## **Lost and Found**

Each year, we give to charitable organizations any unclaimed items. Please mark each child's belongings with his/her name. Throughout the year, please check the Lost and Found cubbie located in the cafetorium.

## **Media Coverage/Student Photographs**

At various times throughout the school day and year, students have their pictures taken by newspapers

and other external media and for the district website. If you do not wish for your child's picture to be used, please indicate in Final Forms. Video cameras are welcome at school for programs, but not in classrooms. No monitor or plug-in cameras are permitted in the classroom. Students will have the opportunity for school photos two times per year. Video taping will not occur in the classroom except for instructional purposes only.

### **Recess**

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

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.

### **Special Services / Fine Arts / Physical Education**

Our curriculum is enhanced by the use of specialists in art, music, STEM, and physical education. Students are required to participate in all art, music, STEM, 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, STEM, and PE.