

Galion Online Academy

Virtual Learning Instruction Guidebook

2026-2027



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Principal's Message

Welcome to a brand new school year and to this unique opportunity in your educational journey. Galion Online Academy exists to provide a solid foundation for those who prefer or learn better in an online environment. We, here at Galion, are excited to offer this innovative, flexible, and supportive learning platform designed to meet the unique needs of our students. Online education provides the freedom to learn from anywhere, at any time, allowing you to balance academics with family, work, or extracurricular commitments. Our virtual academy also offers a safe, inclusive space where you can progress at your own pace, benefit from individualized attention from our GOA coordinator and other resource personnel, and access a wide range of engaging courses and resources that NOVA sponsors.

It is important to remember that to thrive in this setting, students need to demonstrate self-discipline, independence, and strong time-management skills. Success in an online environment comes from taking initiative, staying organized, and being proactive in communicating with teachers and peers. These are the expectations we have of our GOA students because they are the ones that show the most promise in helping you navigate your education while setting you up with the means for optimal success. With these attributes, you will be well-prepared not only for high school, but also for college, your career, or the military, while providing practice in lifelong learning through our digital world.

We wish each and every one of you the best of luck and a year full of a solid learning experience. Make sure to peruse this guidebook so that you are familiar not only with the policies and practices involved with GOA but also with the areas where we can offer you support in your work.

In the online world, communication is of the utmost importance. Please make sure that you are using the tools NOVA provides, and regularly check your Learning Management System's messaging platform and your email as well. In a school building, it is much easier to reach out because we are all in the same location. In the online world, that becomes more difficult, so please make sure you are advocating for yourself by reaching out to the necessary and needed personnel we have here to help ensure your success.

We look forward to supporting you on your educational journey!

Mr. Vogt
Miss Bauer
Mrs. Courtright
Mrs. Zender
Mrs. Temple

Mission and Purpose Statements

Galion City Schools' Purpose

Empowering students to successfully transform our community.

Galion City Schools' 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 preparing our student to have the courage to climb.

Galion City Schools' Motto

Courage to Climb

Galion High School Mission Statement

Education in the broadest sense is preparation for effective living. Therefore, Galion High School is responsible for providing students with the curriculum to acquire and enhance skills and knowledge necessary to function successfully in society. Galion High School is also responsible for providing students with extracurricular activities to supplement the curricular program.

Directory

Superintendent	Jeff Hartmann	419.468.3432	ext. 711001
Director of Instruction and Assessment	Jacqueline Robbeloth	419.468.3432	ext. 712211
Director of Technology	Steven Hammond	419.468.3134	ext. 711013
Director of Special Services	Sara Lutz	419.468.3432	ext. 711005
GHS/GOA Principal	Don Vogt	419.468.6500	ext. 712001
GHS/GOA Assistant Principal	Calli Bauer	419.468.6500	ext. 712002
GMS Principal	Julie Murphy	419.468.3134	ext. 713001
GMS Assistant Principal	Laurie Smith	419.468.3134	ext. 713002
Online Academy Facilitator	Jenny Holt	419.468.6500	ext. 712011
GHS/GOA School Counselor (Aug - Feb)	Amanda Courtright	419.468.6500	ext. 712005
GHS/GOA School Counselor (Academics)	Christy Zender	419.468.6500	ext. 712004
GHS/GOA Counselor/Social Worker	Shelbie Temple	419.468.6500	ext. 712005
GMS School Counselor	Sarah Smith	419.468.3134	ext. 713003
High School Attendance	Heather Kurtz	419.468.6500	ext. 712007
High School Office	Gina Estep	419.468.6500	ext. 712000
Middle School Office/Attendance	Melanie Schaffner	419.468.3134	ext. 713003
Social-Emotional Support	Sean Maguire	419.468.6500	ext. 712105
Job/Career/College Coach	Jessica Cooper	419.468.6500	ext. 712108
Home/School Liaison	Jessica Berger	berger.jessica@galionschools.org	

Email Addresses: All Galion employees listed above have school email addresses that follow this format:

Last name.first name@galionschools.org

Example: zender.christy@galionschools.org

District Calendar for 2026-2027

2026-2027 District Calendar - Galion City Schools

July 2026 <table> <tr><th>S</th><th>M</th><th>T</th><th>W</th><th>TH</th><th>F</th><th>S</th></tr> <tr><td></td><td></td><td></td><td>1</td><td>2</td><td>3</td><td>4</td></tr> <tr><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td></tr> <tr><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td><td>17</td><td>18</td></tr> <tr><td>19</td><td>20</td><td>21</td><td>22</td><td>23</td><td>24</td><td>25</td></tr> <tr><td>26</td><td>27</td><td>28</td><td>29</td><td>30</td><td>31</td><td></td></tr> </table> <p>Jul 4 Independence Day</p>							S	M	T	W	TH	F	S				1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	
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6	7	8	9	10	11	12																																										
13	14	15	16	17	18	19																																										
20	21	22	23	24	25	26																																										
27	28	29	30																																													

Staff Inservice

Staggered Start & Student First Day

Blended Learning Days

Parent-Teacher Conferences

Holiday - No School

Breaks - No School

End of Quarter & Student Last Day

Staff First Day & Staff Last Day

Open House & Important Information

- Aug 17: Open House for GHS, GMS, GIS
- Aug 18: Open House for GPS
- Aug 19: Two Hour Delay & Staggered Start **ONLY** for Grades K, 3, 6, 9
- Aug 20: Regular Schedule - First Day for **ALL** Students K-12

COURAGE TO CLIMB


Testing Calendar

Teacher & Student Assessment Calendar 2026-2027				
Grade	Assessment	Fall Assessment Date	Spring Assessment Date	Summer Assessment Date by APPROVAL only
Preschool	ELA	11/6	5/7	
Kindergarten	KRA	SUBS 9/2-9/3 DUE: 9/18		
Third-Eighth	ELA	10/21 & 10/22 3rd grade only	4/7-4/8	6/28-7/2
Third-Eighth	Math		4/28-4/29	
Fifth & Eighth	Science		4/21-4/22	
High School	ELA (II)	12/8-12/9	4/7-4/8	6/28-7/9
	Geometry	12/1-12/2	4/21-4/22	
	Algebra 1	12/1-12	4/28-4/29	
	Biology	12/3	4/21-4/22	
	American History		4/28	
	American Government		4/29	
High School CTE	WebXam PRETEST	1st Sem & Full Year Window 9/1-9/11	2nd Sem Window 1/5-1/15	
	WebXam 1st Attempt	1st Sem Window 10/20-10/30	2nd Sem Window 3/16-3/25	
	WebXam 2nd Attempt	1st Sem Window 12/8-12/18	2nd Sem Window 4/13-4/23	
KG - High School	OELPA	Screener 8/4-6/30	STARTS 2/1 DUE by 3/18	
Third - High School	AASCD		STARTS 2/23 DUE by 4/8	
Tenth-Eleventh	Pre ACT		10/19	
Eleventh	ACT Registration		2/17	
Eleventh	ACT		3/1	
High School	Accuplacer		?	

Definitions and Review

Galion Online Academy

The Galion Online Academy (GOA) exists to provide a flexible, engaging, and high-quality education that empowers students to learn anytime, anywhere, and is an alternative to a traditional educational setting at the middle and high school levels. GOA, although primarily serving students as an alternative educational pathway to traditional in-person education, also embodies Galion's credit recovery and online elective programs. This GOA handbook serves as a guide to our policies, expectations, and resources designed to support your academic success. Whether you are navigating coursework, interacting with teachers, or managing your schedule, this handbook will help you understand the tools, rules, and guidelines that shape your online learning experience. We encourage you to read through the handbook carefully and reach out with any questions. Welcome to a journey of learning without limits!

Galion High School and Galion Middle School Handbooks

Students participate in The Galion Online Academy through different contexts including fully in-person, hybrid, and exclusively at home. This GOA handbook is meant to serve as a list of rules, regulations, expectations, and guidelines specific to all GOA students and that supports and supplements the Galion High School Handbook and Code of Conduct (see link below), which still serves all GOA students but particularly those who attend in-person or in a hybrid mode. Sections from the Galion High School Handbook, due to redundancy, are not repeated here but still apply to GOA students. Those sections include but are not limited to:

- I. Protection & Privacy of Student Records
- II. Custody Papers
- III. Non-Custodial Parent Access to Student Records
- IV. Residency Requirements
- V. Homeless Students
- VI. Student Suspension/Expulsion from Another Ohio School
- VII. Transmission of Student Records
- VIII. Individuals with Disabilities
- IX. Title I Support
- X. Equal Education Opportunity
- XI. Disciplinary Code of Conduct (in full)
- XII. Sexual Harassment
- XIII. Gender/Ethnicity/Religious/Disability Harassment
- XIV. Bullying and Other Aggressive Forms of Behavior
- XV. FERPA Rights
- XVI. Non-Discrimination
- XVII. Custody Papers

Parental Responsibilities and Expectations

What the Research Tells Us

Online education is different from the education and systems provided within a school building, so to be a successful advocate and participant in the child's education, our GOA parents should be aware of how their roles may shift from guiding students in a traditional school setting to enhancing their success when on an online platform. Research tells us that the following can help maximize parental support and involvement when assisting their online students:

- I. Have your student set goals** - Time and again, students who set both short- and long-term goals academically outperform those who do not. Many times we focus on the long-term goal of completing a course; however, some students need shorter, more manageable aims because they struggle with the larger picture. Parents should be aware of their student's capacity to manage both long- and short-term goals to assist them in moving successfully through the courses.
- II. Accountability** - Middle and high school students want their freedom; however, some struggle in managing it. Concerning their academics, students may require accountability measures that hold them to the goals that they set for themselves. Whatever that looks like for your family, work with your student to create an accountability system that holds them to the work that they will be undertaking. Doing so will help better keep them on track toward their goals. Not integrating accountability can have adverse effects on the student's work, which may create struggles later in the courses they are taking.
- III. Rewards** - Parents should consider a reward structure for their students in encouraging them to be persistent in their work. These do not have to be large items, but can be as simple as taking an afternoon off away from their work. Whatever works in the family's house, rewards are a motivator for students to keep pushing forward.
- IV. Brain Breaks** - Students in middle and high school get up and change classes for a reason, and part of that is to provide a rest after mental stress. Parents are encouraged to talk to their students not just about the breaks from the work, but how to successfully reconnect with the academics once the break is over. Parents have also been known to integrate some household chores or work as brain breaks, but many others exist such as a quick break outdoors, a morning snack time, etc.
- V. Talk to your student about their work/progress** - Without micromanaging, have conversations with your student about what they learned that day, what their courses presented, and how they are doing. If you get the standard "Fine," "Good," or "It's ok," try constructing questions that do not elicit short answers, such as "What was the hardest part about what you did today?" "What was the thing you think was the most beneficial that you learned today?"
- VI. Show support for your child** - The questions and rewards will help, but do not be hesitant about telling them that you are proud of their independent work that they are doing.

- VII. Provide a consistent, comfortable place for your child to study** - Finding a consistent, comfortable learning space in the home has been linked to reduced stress and frustration while increasing well-being and productivity. The spot can be the kitchen table, a desk in the bedroom, or a table in a living room. Whatever the spot turns out to be, make sure that distractions are kept to a minimum, that it's not too comfortable where sleeping is promoted, and that kids can take a "ready position" for learning.
- VIII. Monitor your student's progress** - In NOVA, the learning platform used for GOA, this step is simple. The progress bar appears in the top right corner of your student's dashboard. Have them show it to you at intervals that you and your child collaboratively decide is frequent enough that parents know the student's progress but infrequent enough to give your student independence that they earn. If the bar is green, your student is in good shape. If the bar is orange or red, then the student is definitely behind and may need some prompting from the parent. If one hovers over the bar, it will show the student progress in relation to the expected progress the student should be making. This will allow the parent to see the discrepancy in order to help the student make a plan to get back to a green level. Further, the grades in courses taken will be displayed just underneath the progress bar so that parents know the exact performance levels of the class(es) that the student is taking. It is critical that parents are aware and work with their students in all the color levels of the bar, but particularly when it shows orange or red or if grades are below a passing level.
- IX. Communicate with the school** - This is essential. The school will reach out and do its best in maintaining and building contact with the GOA families, but please advocate for your child and let your GOA supervisor know when there are issues, particularly with the technology used for the program. She can be reached through Gmail or in NOVA, you can contact her by clicking the chat box. If parents have questions about progress, grades, attendance, or other school-related issues, again, please reach out to one of our team members who can help you in the area of need by using the directory provided in this handbook. We have expectations for student success, but we are also committed to assisting both the family and students when there is a need.
- X. Stress the importance of academic success** - This goes without saying, but that is the primary reason for the goal setting, the communication, the provisions for a stable study environment and all other responsibilities on this list. Let your student know that you are there to help, support, and work with them to ensure their academic success. If your child knows you think it's important, they are more likely to believe it's important, too.

What The School Requests

- XI. Maintain your paperwork** - Final Forms is the most critical piece here. Please ensure that your information is up-to-date and that your student's information is as well. Doing so will create smooth communication lines between school and home. Parents may access Final Forms through the link provided below:
- <https://www.galionschools.org/page/final-forms-information>
- XII. Check your texts, emails and voicemails** - These are two primary ways the school will communicate with parents. Checking these regularly will help ensure that messages are timely or not missed.

- XIII. Ensure fees are paid** - Classes and technology may come with fees that are charged to all Galion families whose children attend the school. Please make sure that these are paid in full as your child advances through the grade levels.
- XIV. Ensure that your child appears for testing** - This is a huge requirement. It is absolutely essential that your child comes to the school and does his/her best concerning the Ohio End of Course Exams (otherwise known as the state tests). Not showing or not doing one's best damages the results that our instructors use to find better ways to best serve our students. Information that is not truly telling of your child's capabilities only hurts the student. These tests also provide the means toward graduation in various ways, so these are incredibly important for your student to take seriously.

Other tests for which students are required to attend are the STAR tests given three times per year (Freshman ELA students only). These tests measure reading comprehension and ability, and, again, our ELA instructor researches the data that these tests provide to better understand how they may be of assistance to your child.


The final test is the ACT, and although this is a voluntary examination by state guidelines (where it once was a mandate), if your student signs up for the test, the expectation is that they will appear and give their best in maximizing their score. The ACT is important for future admissions to colleges and universities.

- XV. Ensure medical and family records are up to date** - It is important for any Galion parent to make sure that all the child's medical records are current for obvious reasons, particularly for any student engaged in hybrid or in-house learning concerning GOA students. For all Galion students, it is also imperative that the school has any family records (e.g. custody paperwork, court requirements, etc.) so that school personnel know how to deal with any issues that may arise.

Student Responsibilities and Expectations

Students are responsible for being familiar with and following the contents of this GOA handbook that serves as a supplemental guide to the Galion High School and Galion Middle School handbooks.

- I. Check your emails, NOVA, Canvas/GC messages daily** - This is critical to student success and in alleviating miscommunication. Students must have the self-discipline to check their messages on a daily basis through all three means of communication.
- II. Develop self-discipline in your academic habits** - Online students have the extra responsibility of ensuring that they are self-disciplined in attending to their studies and ensuring that they pass courses and stay in the green regarding their progress. In-house students benefit from having an in-person instructor to assist in this; however, online students may have to take the additional role of providing self-motivation and self-discipline in ensuring that lessons are complete, courses are passed, and that attendance falls within the parameters outlined for fully online and hybrid students.
- III. Take care of your device** - The Acceptable Use Policy that appears in this handbook provides the expectations for taking care of your Chromebook, charger, and computer bag. Please ensure that you treat the resources provided to you with the utmost care.

- IV. Advocate for yourself** - Being a full or partial online student can be distancing at times. Many of the resources we have at school are more easily accessible to students who attend personally; however, please know that these resources are for GOA students as well, but it may take more self-advocacy to reach out and secure them. Resources for GOA students (and all Galion students) include access to guidance department personnel, social and behavioral mentors, the career coach, the school-home liaison, and Special Services, just to name a few.
- V. Get Involved** - Just because GOA students are hybrid or fully online does not mean they cannot participate in the same events, sports, and activities that regular Galion students do. Please know that GOA students are equally eligible to participate in athletics, co-curricular activities, Student Council, attend assemblies, and participate in field trips.
- VI. Don't forget your Community Service hours** - Every Galion student in grades 9-12 is required to participate in 60 hours worth of community service as a graduation requirement, which ~~This is worth .5 credits toward graduation requirements and~~ will also earn the student one of the required state seals (See section on Graduation Requirements).
- VII. Don't forget to complete your requirements for the College and Career Readiness Program (Freshmen only)** - The College and Career Readiness Program entails a sequence of activities over the course of four years that help better prepare our students for the world of the four Es - Enrollment, Employment, Enlistment, or Entrepreneurship. This is now a graduation requirement, much like Community Service, starting with the Class of 2030. A link to the program is listed below:
-  College and Career Readiness Portfolio Program
- https://docs.google.com/document/d/1F1_KzmFDOa9OPZtEYhp3LX-3pxGlz6t7bQnGdcaXHd8/edit?tab=t.0
- VIII. Attend mandatory testing sessions** - These include the state's End-of-Course Exams usually administered in April/May (otherwise known as state tests or EOCs) and the STAR tests given three times per year for freshmen ELA students only. The EOCs are crucial for graduation requirements and seals, not to mention in our teachers' data examination that comes from these tests where the results are used to assist you in your education. The STAR tests measure a student's reading comprehension and abilities, so, again, the information is important in allowing the school to best assist students with their needs.
- IX. Alert Guidance if you plan on participating in marching band, choir, or varsity sports** - These elements within the co- and extracurricular programming at Galion have specific criteria that scheduling and course load affects. Please alert the guidance counselor when scheduling if you are or are planning on becoming a member of band, choir, or sports teams at GHS.
- X. Stay on track** - Your progress is monitored for your attendance. Students who meet progress expectations will see success in their coursework. Students, too, are welcome to work ahead of their schedule, if desired.

What to Expect from Your GOA Coordinator

- I. Weekly Communication** - The GOA coordinator will communicate to parents and students on a weekly basis regarding progress, grades, and attendance. This will be done through Gmail, the notification tools within NOVA, personal phone calls, or Final Forms.
- II. Timely evaluation and Feedback** - The NOVA program is partially self-graded, however, longer responses require the GOA coordinator to evaluate the submissions. Keeping in mind that the coordinator has many students to monitor, the GOA instructor will make every effort to provide submission evaluations and feedback for GOA students.
- III. Communication regarding announcements and behaviors** - General announcements may not be regularly made but do occur throughout the school year. These announcements will be communicated on an as-needed basis. Too, positive and negative behaviors do still occur through hybrid and online learning. The GOA coordinator will contact parents and students, depending on the scenario, to keep lines of communication open regarding any behaviors that are contrary to success within the program or to the guidelines outlined in either the Galion High School/Middle School Handbook or the GOA Handbook.

Technology Responsibilities

- I. Functional technology equipment** - Students will be supplied with an iPad, a Chromebook keyboard, and charger for use during their GOA experience.
- II. Technology repair** - Should something go awry with the distributed equipment during the student's GOA experience, the technology department will be responsible for repair and for potential loaners.
- III. Technology Inventory** - The technology department will be responsible for taking inventory of the school's technology pertaining to the turning in and redistribution of computers and other technological equipment.

Getting Started

GOA Orientation

It is important to get your experience with GOA started on the correct foot. To that end, Galion High School will provide an orientation for parents and students each Fall prior to the start of the school year. Parents and students are strongly encouraged to attend as information that is shared can help GOA students engage in the program more successfully and effectively. Even if the student has participated in GOA prior to the current school year, changes may happen, so for awareness, it is important that all GOA students and parents attend.

For any student who transfers to a GOA program mid-year or after the orientation has taken place, there will be a meeting held separately with the incoming student and his/her parent or guardian under most circumstances to ensure that the transition is smooth and that the student and parent/guardian have information useful to a successful embarkation to the GOA program.

Students' GOA Start Date/End Dates

This date will be communicated to the parents and students in August. Typically, there is a lag between the start date of GHS with the start date of GOA in order to provide the GOA supervisor time to complete the course set-up along with managing other tasks that accompany the NOVA program.

Conversely, the ending dates for GOA seniors and underclassmen will often be sooner than that of in-person students attending Galion High School as reflected on the district calendar in this handbook. The facilitator will communicate these ending dates to all students and families so that it is clear when courses need to be completed. Again, the reason hinges on the time it takes for the facilitator to complete grading tasks and record grades for all GOA students.

Blended Learning - Mondays

Galion City School students will be part of a blended learning schedule during the 2026-2027 school year. Students who attend GHS in person will not be reporting to school on Mondays; however, the intent of a blended learning system is that students will be doing extended, complimentary, enriching, and/or correlative work on the Mondays when they are at home, meaning that work continues in the home environment from the school. Therefore, in relation to GOA students who are online, Mondays (non-holidays per GCS' calendar) are still a day of learning and are not an "off" day in the student's educational continuum - just as it is for their in-person counterparts.

NOVA Access and Information

- I. GOA courses are accessed through NOVA, the school's learning management platform for online learning. There are two websites that students can use to complete their online work, and students are responsible for using both as needed. If an assignment or activity will not load or has missing information using the first website, then students will need to login to the secondary site and complete their work from there. The login information/format is the same for both websites.

- II. Websites:

- A. First Website: <https://galionschoolsplp.com>
- B. Second Website: <https://galion.agilixbuzz.com/>
- C. Username: lastname.firstname@stu.galionschools.org
- D. Password: GAL+Your 5-digit lunch/student ID code

Username Example: smith.john@stu.galionschools.org

Password Example: GAL86254

Courses and Schedule

- I. All courses will be reviewed and verified through the school guidance counselors to ensure all graduation requirements are being met.
- II. Middle school GOA students may have a schedule that replicates the following:

A. 7th Grade - Semester I	7th Math A	7th Science A
	7th ELA A	7th Social Studies A
	MS Music	MS Investigating Careers
B. 7th Grade - Semester II	7th Math B	7th Science B
	7th ELA B	7th Social Studies B
	MS Health	MS P.E.
C. 8th Grade - Semester I	8th Math A	8th Science A
	8th ELA A	8th Social Studies A
	MS Art	MS Civics and Government
D. 8th Grade - Semester II	8th Math B	8th Science B
	8th ELA B	8th Social Studies B
	MS Geography	MS Personal Fitness/Nutrition

* Electives may change as needed based upon course/curriculum availability.

- III. Schedule changes for middle and high school students can be made at any time through the guidance department; however, these can have and have been proven to have adverse effects on a students' ability to complete work on time or unnecessarily adding stress to a student's schedule. Please change courses with caution and with consultation with the guidance department and your GOA supervisor.

Notes

- I. Students are asked to pay particular attention to NOVA's chat feature where they will often see important messages or notifications coming from the GOA facilitator.

AI

🚫 AI Is NOT For...



Doing My Work

(Picture idea: child thinking/pencil in hand)



Writing My Story

(Picture idea: open book with child drawing)



Copying Answers

(Picture idea: crossed-out copy symbol)



Tests & Quizzes

(Picture idea: paper with a big X)



Fake Pictures or Lies

(Picture idea: mask or broken picture)

Stoplight Chart - Classroom Level Guidance for AI Usage

Level of AI Use	Full Description	Disclosure Statement
No AI Use Permitted	<ul style="list-style-type: none"> This assignment should be completed without the use of any AI-based tools. Students must rely on their own knowledge, skills, and resources provided by the teacher. 	<ul style="list-style-type: none"> AI disclosure required. May require an academic honesty conversation about whether AI was used.
AI Assistance Allowed	<ul style="list-style-type: none"> AI is used to complete certain elements of the task, as specified by the teacher. This level requires critical engagement with AI-generated content and the evaluation of its output. You are responsible for providing human oversight and evaluation of all AI-generated content. 	<ul style="list-style-type: none"> Teachers may require an AI disclosure statement to be included, disclosing how AI was used. Link(s) to AI chat(s) must be submitted with the final submission.
Full AI Use Permitted	<ul style="list-style-type: none"> You may use AI throughout your assignment to support your own work in any way you deem necessary. AI should be a 'co-pilot' to enhance human creativity. You are responsible for providing human oversight and evaluation of all AI-generated content. 	<ul style="list-style-type: none"> You must cite the use of AI using proper MLA or APA citation. Link(s) to AI chat(s) must be submitted with the final submission.

Grades 5–12

What Is AI?

Artificial Intelligence (AI) tools can help students brainstorm ideas, explain concepts, and support learning. **AI is a learning assistant—not a shortcut or replacement for student work.**

Disclosure & Responsibility

- Students must **disclose any use of AI** when completing assignments.
- AI use should be treated like help from **another person or source**.
- Teachers may require:
 - Screenshots or links to AI conversations
 - Copies of AI-generated responses
 - Written explanations of how AI was used

Students must be able to **explain, justify, and understand** all work they submit.

Acceptable Uses of AI (When Allowed by the Teacher)

- ✓ Brainstorming ideas or creative inspiration
- ✓ Narrowing a research topic based on interests and assignment guidelines
- ✓ Generating keywords or questions for database or library research
- ✓ Getting step-by-step explanations in math to understand *how* to solve problems, then applying that learning independently

Prohibited Uses of AI

- ✗ Writing thesis statements, essays, research papers, or full assignments
- ✗ Entering every math problem into AI and submitting the answers as your own
- ✗ Using AI to cheat, plagiarize, or avoid learning
- ✗ Using AI on tests, quizzes, or graded assessments unless specifically allowed
- ✗ Using AI to spread false information or create fake, malicious, or misleading images that cause a school disruption or violate the Student Code of Conduct.

Citation & Documentation

- When required, students must cite AI tools using the format directed by the teacher (MLA or APA).
- AI use may need to be documented through screenshots, links, or written reflections.

Digital Safety Expectations

- Do not enter personal or private information into AI tools.
- Use only district-approved platforms when provided.
- Follow all school technology and academic integrity policies.

Final Expectation

Students should always ask: *Did AI help me learn, or did it do the work for me?*

Responsible AI use supports learning, honesty, and academic growth.

Announcements and Information

The school and district usually distributes general information and announcements through Final Forms or the schools' messaging system. This is partially why it is paramount that parents and students have Final Forms completed correctly. Information for anything from school closures to extra-curricular activities are made through these means.

Attendance

Galion High School monitors both in-house and GOA students' attendance closely. For GOA students, progress and hours will be used to track attendance as noted in the policy below. A lack of progress and/or logged hours that result in unexcused absences may result in attendance/truancy issues per House Bill 410. Please note the attendance policy (below) regarding all absences being unexcused for GOA students barring notes for the conditions mentioned in the policy.

Our policy for online and hybrid GOA students exists because GOA courses can be accessed with an internet connection anywhere and at any time. Students are expected to complete their coursework regularly, including on planned trips. A lack of internet service is not an excuse for lack of attendance/participation as there are many alternative solutions available through the use of technology.

Any absence reports following a student who is transferring into GOA from another school other than a GCS building will be factored into further GOA attendance as required by Ohio law.

Attendance Policy (Effective January 2, 2025)

Attendance for all students enrolled in Galion Online Academy (GOA) is calculated by combining several factors. Students are required to keep up with pacing guides that are set forth and posted for each class. Students must remain on track with their pacing guides to be given credit for a full week of attendance. If progress remains on track (top bar is green) the student has perfect attendance for the week. Students who complete 27.5 hours of work each week (for average purposes, this equates to 5.5 hours per day, for a 5 day week, comparable to the time an in-house student would spend at school), regardless of their progress, will also be considered present for each day. The 27.5 hours can be performed in any combination of hours or days throughout the week. Any amount of time that a student spends in the building (testing, meetings, working in the GOA classroom) will also be counted toward positive attendance. Weekly attendance is tracked from midnight Sunday until midnight Sunday. Students will not be required to complete school work on days in which Galion City Schools are not in session. However, students do have the flexibility to work 24 hours a day, 7 days a week.

If a student falls behind in overall progress (top bar is yellow, orange, or red), they are required to spend a total of 27.5 hours working on assignments in order to be considered present. Any hours below 27.5, while progress remains insufficient, will be considered unexcused absence hours. If a student cannot make sufficient progress from home, he or she may be required to come to the GOA classroom for a certain amount of hours per day or per week.

Examples of Attendance Tracking:

1. **Student A** did not meet their goal for the week using the pacing guide (progress bar) and they did not meet their 27.5 hours, therefore they are absent for however many hours they are short of the 27.5 hours. *(27.5 Hours Required - 14 Hours Completed = 13.5 Unexcused Hours)*
2. **Student B** met their progress goal, but only logged 13 hours, therefore they are not absent.

3. **Student C** did not meet their progress, but logged 27.5 hours, therefore they are not absent.
4. **Student D** came into the GOA classroom for 12.5 hours, and worked for an additional 15 hours, but still did not meet progress. They are not absent since they have attended the required number of hours. (*12.5 hours in person + 15 hours completed = 27.5 hours required*)

Students are legally required to attend school, and students will be held accountable to the Galion City Schools' attendance policy guidelines outlined in this policy. If a student is absent because of hospital confinement, doctor's appointments, court appearance, dentist appointment, or the like, he or she is required to obtain an excuse, written by a doctor, dentist, court, etc. showing the dates absent.

Truancy Policy

Attendance for the home learners is gathered and calculated weekly to allow for flexibility in the student's daily schedule. Any time short of the designated requirements will be considered UNEXCUSED instructional time and will be documented against the student's total attendance. For example, if a student were required to log in for 27.5 hours per week, but only registered 14 hours, that student would have 13.5 unexcused hours for the week. Students must have their parent/guardian inform GOA about extended absences that may last longer than two days. Documentation may be required for absences to be excused.

Unexcused hours can accumulate over the course of the year and can eventually cause truancy issues for the student and their guardian(s).

Cause for Truancy Mediation (In Accordance with HB 410):

Students will qualify for truancy mediation if they reach any of the following levels:

Cause 1: A Full Consecutive Week and/or 30 Hours - Missed Truancy Meeting

Cause 2: 42 Hours in One Month - Missed Truancy Meeting

Cause 3: 10 days Unexcused and/or 72 Hours Total - Missed Truancy Meeting

- The parent/guardian will be notified by letter, email, and/or phone that their student has hit a truancy benchmark. At this time a discussion will be held to determine why requirements are not being fulfilled and steps that can be taken to rectify any issues the student or parent may be facing.
- Guardians and students will be required to attend and participate in an Absence Intervention Team (AIT) meeting. During that time a plan of action will be discussed, agreed to, and implemented to ensure the success of the student.
- AIT members will include a school administrator, a representative from the school, the student and the student's parent or guardian. Members may also include a school psychologist, school counselor, social worker, or representatives of a public or nonprofit agency designed to assist students and their families in reducing absences.

Cause for Formal Truancy Charges Filed (60 days following the implementation of Absence Intervention Plan)

- Schools may file a joint complaint against the child and/or parent/guardian if the child refuses to participate in or make satisfactory progress on the AIT plan, or if a child is absent without excuse for 30 consecutive hours or 42 hours in one month after the AIT plan is implemented.
- Students/families will likely be asked to consider returning to a more traditional school setting, or exploring other options where the student will be successful.

Notes

- I. If a student fails to log in for the minimum required hours stated in the attendance policy over a period of time that correlates to failing grades and a severe lack of progress, the school will provide resources through the school-home liaison to help the student get back on track. If this intervention does not correct the issue, the student may be removed from GOA and be required to either return to Galion High School as a full-time GOA student or return to the school to be enrolled in traditional courses. Considerations for juvenile court assistance may be required.

Hybrid Students' Attendance

Typically, the student, parents, and school administrators/guidance have agreed upon flexible dates and times for hybrid students to attend the GOA classroom at Galion High School. It is expected that when a flexible schedule is instituted that the student precisely follows it so that attendance at school does not become an issue. The school takes on a certain level of responsibility for the child when he/she is in the building; therefore, it is extremely important that the student appears on the days and times that were agreed upon. Failure to do so may result in denial of a hybrid opportunity.

Civility Code

Galion City Schools, and by extension, Galion Online Academy, are learning environments, so we ask that you join us in modeling appropriate behavior for our students. Demeaning, abusive, threatening, or obscene behavior or language aimed at staff or students will not be tolerated. This may include, but is not limited to, in-person, phone or written correspondence that may include threats, attempts to disrupt school or campus operations, physical harm, property damage, loud or offensive language, gestures, or profanity, or inappropriate displays of temper. Please know that staff members are not obligated to respond to in-person, over-the-phone, or written interactions that violate this policy (8105).

Closings and Delays

Closings and delays are not relevant to exclusively online GOA students as these students may work during any time of the day. Hybrid and in-house GOA students will want to pay close attention to Galion's Facebook and/or electronic call system in the event of inclement weather. School-related closing or delays can also be accessed on the district's website or by tuning into radio stations in the area :WQEL 92.7 FM (Bucyrus),

WBCO 1540 AM (Bucyrus), and WVNO 106.1 FM (Mansfield). Please do not contact the building office or the GOA facilitator for closing information.

Code of Conduct

All Galion students, including those in GOA, operate under the student handbook for Galion Middle and High Schools. Since this GOA handbook is a supplement to the high school and middle school handbooks, only certain portions of the Code of Conduct are mentioned here that highlight some of the more pertinent elements to online students. For a full rendition of the expectations of Galion student conduct, please also reference the Galion Middle and Galion High School Codes.

- I. 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. It is the goal of the Galion City School District to maintain high standards for academic excellence. This goal will be achieved through high levels of student performance and achievement. Although standards are set for groups of students, performance levels are attained by individuals. Each student at Galion High School is responsible for his or her own academic achievement. Each student is expected to be honest and to avoid any violation of academic trust such as...
- A. Giving or receiving aid during an examination, test, quiz, or similar type of evaluation.
 - B. Using unauthorized learning aids, study materials, cheat sheets, google docs, screen shots, texts, pictures, etc. during a test/quizzes unless instructed by the teacher.
 - C. Obtaining, circulating or using an examination, test, quiz, answer key, etc. without permission.
 - D. Plagiarizing- "To use the ideas or writings of another as your own, or to appropriate passages or ideas from another and use them as your own" is plagiarism and dishonest.
 - E. Submitting work prepared by another; copying work prepared by another. **This could also include the use of AI.**
 - F. Any other action which would not be representative of a student's own academic effort.

Should violations of this Code of Academic Integrity occur, students may expect prompt disciplinary action. The violation must be reported to the administration who will record this information in the student's discipline record. The teacher is expected to notify the student's parents of the violation and academic consequences. In cases where a suspected violation of the Code of Academic Integrity occurs, a consultation meeting with the faculty member and the principal may take place. Decisions regarding disciplinary measures will be made after the meeting with the principal and the student. A student's status and reputation may be seriously damaged by violations of this nature. Individual teacher expectations must be explained by the classroom teacher, in this case, the GOA facilitator. In cases involving writing, students are expected to document their work by maintaining a "paper trail" of their notes and rough drafts.

Consequences for those engaging in academic dishonesty may be given zeros (0s) on affected academic work, including, but not limited to assignments, projects, tests, and quizzes. The offender

may also be asked to retake the lesson, unit, or chapter regarding the content over which the academic dishonesty was applied.

There may be consultation with the Galion City Schools Technology Department when academic dishonesty is committed online or otherwise in the GOA program.

Repeated offenses of academic dishonesty may result in reconsideration of the student's participating on the GOA program.

Consequents related to cheating, plagiarism or other modes of academic dishonesty may results in the following:

1st Offense:	Zero for the assignment (for the cheater and any involved cheatee)
2nd Offense:	Zero for the unit in which the assignment is found
3rd Offense:	Restart the course

II. Misuse of Technology - 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.

For reference to the Acceptable Use Policy, please consult the link below or visit the Galion City Schools' website:

[Acceptable Use Policy Galion City School District \(Student\) - Thrillshare](#)

https://files-backend.assets.thrillshare.com/documents/asset/uploaded_file/2776/Gcs/6cdf4469-5412-46b6-a34b-6450dcbe2be8/Student_AUP.pdf?disposition=inline

III. 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).

IV. Bullying/Cyberbullying - 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)

V. Disrespect - The GOA instructor is here to assist and help you. Any disrespect toward her or peers (hybrid) will not be tolerated. 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.

- VI. 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.
- VII. 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.
- VIII. 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.
- IX. 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.
- X. 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.
- XI. Trespassing** - 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.

XII. Dress Code (For GOA students who are hybrid, testing, in attendance, or are otherwise visiting the building):

Galion City Schools expects students to dress suitably for school without compromising their health or safety. Students may continue to participate in the campus wear program; however, if they wish not to participate, students must conform to the guidelines below. We revised our procedures with the leadership of students, parents, staff, administrators, and board members to ensure that:

1. Student attire assists in creating a safe learning environment in classrooms.
2. Dress code enforcement does not hinder school attendance.
3. Students can wear comfortable, personal-choice clothing, with the exceptions listed in Section 3.
4. The administration can approve exceptions to the items below.

Section 1 - All students must cover certain body parts at all times

1. Clothes must fully cover private parts, buttocks, the chest, and the stomach with opaque (not see-through) fabric.

Section 2 - While following Section 1 above, students must wear

1. A shirt with fabric in the front, in the back, on the sides, over the shoulders, and under the arms AND
2. Pants, jeans, or the equivalent (for example, skirts, sweatpants, leggings, dresses, shorts, etc.) AND
3. Appropriate footwear to the grade level or class:
 - a. For grades PreK-5: Shoes must have a stiff sole and cover the entire foot.
 - i. Crocs and sandals are permitted when the heel straps are engaged.
 - b. For grades 6-12: Shoes must have a stiff sole.
 - i. Crocs and sandals (without heel straps) are permitted except where mentioned in Number 4 below.
4. Periodic assignments, such as public speaking, job readiness, or classroom safety requirements, such as PE class, science labs, industrial technology, etc., may require specific attire and/or footwear covering the entire foot.

Section 3 - Students Cannot Wear

1. Items from Section 2, Number 2, with holes that present a safety issue or violate Section 1.
2. Clothing must cover undergarments.
3. Footwear presenting a safety hazard, such as slippers, flip-flops, cleats (except on athletic fields), and other features that interfere with walking or running or have the potential for injury (excessively high heels, “wheelie” heels, etc.).
4. Violent language, violent images, hate speech, profanity, pornography, and/or images/language that create a hostile/intimidating environment based on any protected class or marginalized groups.
5. Images/language depicting/suggesting drugs, alcohol, vaping, paraphernalia, or any illegal item/activity.

6. Bulletproof vests, body armor, tactical gear, facsimiles, or other items that would cause panic.
7. Swimsuits (except as required at athletic practice) and outerwear.
8. Personal accessories that pose a danger to others or have potential as a weapon.
9. Items covering the face or ears (except as a religious observance or protective equipment).
10. Any clothing or accessories that cause a school disruption or pose a risk of disruption.

Section 4 - Enforcement

Creating a comprehensive list covering every potential student dress code issue is impractical. The administration will have the final say on unclear dress code violations. They will take necessary action, including contacting parents for support. Students in violation must switch to acceptable attire, and repeated offenses can lead to disciplinary action.

Section 5 - FAQs

Q: Can I wear spaghetti straps to school?

A: The guidelines specify that shirts must have fabric in the front, in the back, on the sides, over the shoulders, and under the arms, so spaghetti straps would not be permissible under these guidelines.

Q: Are ripped jeans allowed?

A: Ripped jeans that reveal undergarments or have holes large enough to reveal undergarments, private parts, and/or buttocks cannot be worn. Ripped jeans with holes large enough to pose a snagging or other safety hazard cannot be worn.

Q: What about clothing not mentioned in the rules above?

A: As long as students meet the requirements in Sections 1 and 2, they can wear personal choice clothing. Students must:

1. Wear clothing that fully covers private parts, buttocks, the chest, and the stomach with opaque (not see-through) fabric, they wear a shirt with fabric in the front, in the back, on the sides, over the shoulders, and under the arms AND
2. Wear pants, jeans, or the equivalent (for example, skirts, sweatpants, leggings, dresses, shorts, etc.) AND
3. Wear appropriate footwear to the grade level or class AND
4. Not wear clothing or accessories that cause a school disruption or pose a risk of disruption

Q: Can I wear crocs and sandals?

A: There are more specific guidelines for younger and older students.

For grades PreK-5, Crocs can be worn as long as they are in “sport mode” with the heel strap engaged. Sandals can also be worn as long as they have a heel strap. Because many students run at recess and the playground area has rubberized mulch, students would not be able to wear slides, flip flops, or other footwear that does not have a heel strap. This kind of footwear may present a safety hazard.

Crocs and slides can be worn for students in grades 6 through 12, except for certain classes where safety is a concern.

Q: What's the difference between flip-flops, slides, and Birkenstock-type footwear?

A: In our district, footwear must have stiff soles. Students in grades PreK-5 must have a heel strap, but there is no requirement for having a heel strap in grades 6-12. Because of the activity level in different grades, specific footwear may present a greater safety hazard than other footwear.

For instance, flip-flops generally have a soft sole and are poorly constructed. Flip-flops are affordable footwear, but the lack of durability increases the risk of injury. For our younger learners, flip-flops can break or fall off when they run at recess. This type of footwear is more prone to failure, resulting in a greater possibility of injury. The soft sole makes them a puncture hazard for students of all grade levels.

Slides and Birkenstock-type footwear without a heel strap are not permissible for our students in grades PreK-5 because they lack a heel strap. If Birkenstock-type footwear has a heel strap, students in Pre-K-5 can wear it. Students in grades 6-12 can wear slides and all Birkenstock-type footwear except for specific times or classroom safety requirements, such as public speaking, job readiness, PE class, science labs, industrial technology, etc.

Q: Are there any restrictions on hats or head coverings?

A: Items covering the face or ears are prohibited unless they are for religious observance or protective equipment. To maintain a safe environment, hoods, and hats cannot be worn so that our security cameras can view students, staff, and visitors.

Book Bags/Purses/Duffel Bags/Backpacks: Students may use book bags to transport books and materials to and from school. However, all book bags/backpacks must be stored in the owner's locker. Book bags are not to be carried to class during the school day. Please realize the lockers are small. Duffel bags, purses, book bags and backpacks must be stored in the student's designated hallway locker. Lockers are to be used only before school, before and after lunch, and after school.

XIII. Equal Education - This district provides an equal educational opportunity for all students. Any person who believes that he/she 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.

District Testing

As mentioned, it is critical that students attend their assigned testing dates, particularly for the **state tests** and for **STAR testing**. The **ACT** is now voluntary, so if a student signs up to take the ACT, the expectation is that they attend the testing date.

GOA students are required to come to school to complete all state mandated tests on the pre-scheduled dates (see Testing Calendar in this handbook). Communication regarding the dates and times for testing will come

from various sources including the district's messaging and social media platforms, Canvas/email announcements, messaging from the GOA supervisor through NOVA and/or other means of communication used by the district and school. All state tests typically occur in the months of April and early May. **Make-ups are generally in December of the following year.**

GOA students are also required to attend school district mandatory testing, which primarily concerns the STAR testing. These exams are given three times per year (Beginning, Middle, and End) and measure the student's reading and comprehension abilities. Communication regarding the dates and times for testing will come from various sources including the district's messaging and social media platforms, Canvas/email announcements, messaging from the GOA supervisor through NOVA and/or other means of communication used by the district and school. **Beginning in the 26-27 school year, STAR testing will only apply to freshmen taking ELA.**

The national ACT test, again, is now optional for junior students. Guidance will provide sign-up announcements for the tests, and GOA students who do sign up will be expected to take the exam on the date and time scheduled.

If a student does not come to school to complete mandatory district or school testing on the date assigned, the GOA coordinator and/or school administration will contact the families for a retest date and time, if applicable.

Refusal on continued failed attempts to take state or local testing may have a serious impact on continuation in the GOA program.

Equal 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.

Extra- and Co-Curriculars

Online education can seem detached from the regular high school/middle school experience. Some students gravitate toward that detachment, while others miss the connections that are made socially within a school building. For the latter, Galion High School and Middle School encourage online students to be involved in the offerings that occur both extra- and co-curricularly. GOA students are entitled to participate in all extra- and co-curricular activities and events that Galion High School or Galion Middle School offer. If a GOA student would like to participate, for instance, in the National Honor Society, they may as long as they meet the qualifications. A GOA student, again, for example, may participate on athletic teams, in the band, and in ROAR provided they meet all qualifications. These programs are meant to assist students in fostering their skills in various areas, so participation is highly encouraged. Participation in GHS/GMS extra- and co-curricular programs is a privilege, not a right. Please refer to the GHS/GMS handbook for a listing of the extra- and co-curricular offerings that are available through the school.

Field Trips

GOA students are students of the Galion City School district, and, therefore, are able to participate in any school-sponsored field trips that the schools sponsor. Communication on those trips are typically placed on announcements set to students through Canvas or Final Forms.

Grades/Grading

Grading Scale and Notations

The grading scale underwent some changes during the 2025-2026 school year, so for 2026-2027, GHS and GOA will be following the scale noted below. Grades for GOA students will be determined at the end of each semester (Semester I encompasses Quarter I and II on the district calendar; Semester II encompasses Quarter III and IV).

98 - 100	A+
93 - 97	A
90 - 92	A-
87 - 89	B+
83 - 86	B
80 - 82	B-
77 - 79	C+
73 - 76	C

70 - 72	C-
67 - 69	D+
63 - 66	D
60 - 62	D-

I = Incomplete*

*Becomes a 0% for all work not made up and the grade will be calculated accordingly.

- ~~I. The grading scale used for GOA is the same that applies to all Galion students in the middle and high schools.~~
- ~~A= 90 - 100~~
- ~~B= 80 - 89~~
- ~~C= 70 - 79~~
- ~~D= 60 - 69~~
- ~~F= 59 - 0~~
- ~~I = Incomplete becomes a 0% for all work not made up and the grade will be calculated accordingly.~~
- II. The GOA facilitator will create a Google Spreadsheet that houses online grade information for the district.
- III. The GOA facilitator will enter into the spreadsheet all final semester grades with both the percentage and letter grades that are reported to the high school guidance counselors and administration.
- IV. Credit Recovery courses are graded as "Pass/Fail." A 60% or higher is required for consideration of a passing grade. In Credit Recovery, Part A refers to Semester I and Part B refers to Semester II. Both Part A and Part B must receive a passing grade to earn full credit for the course.
- V. **Athletic Eligibility** - For athletic eligibility, the student must be passing at least five courses with at least 50% progress at the end of quarter breaks.
- VI. Students must make a written/mailed request to the GOA coordinator to receive an **incomplete** for a class due to a catastrophic event, severe health issue, or other considerable rationales that are severe enough that inhibited the completion of a course. This request must be made within three days of the ending of quarters/semesters. If an incomplete is granted, the time periods outlined in the GHS/GMS handbooks will be followed.

Honor Roll

All Galion High School students are eligible for honor roll status. This award is based on grades received at the conclusion of each quarter of the academic school year. The minimum grade point average needed to qualify for an award is 3.5 on a 4.0 scale.

Semester, exam grades, and weighted grades do not enter into determining the average for honor roll calculation.

~~Weighted grades are only used to determine class rank.~~ Please note that students participating in programs that do not provide grades for Quarters 1 and 3 (For example: CCP, some CTE courses, etc.) cannot be included in the quarterly honor roll because the school may not receive grades for those quarters. Instead,

these students will be recognized at the end of each semester (Quarters 2 and 4). Our academic recognition is as follows:

3.50-3.99 – Honor Roll

4.0+ – Honor Roll With Distinction

Retakes

- I. Unit/Lesson Assignments may be completed up to three (3) times. This may help the students' grade, but it will not affect the student's overall course completion progress.
- II. Quizzes and Tests may be retaken a total of two (2) times only upon a student request to the GOA facilitator.
- III. If any of the available retake attempts are needed, the student must message the facilitator in NOVA with the name of the assessment and the course.
- IV. Midterms and Finals will not have retake options.

Graduation Requirements

- I. Only those students who are currently enrolled, attending, and eligible to receive a diploma may take part in the graduation ceremony.
- II. Seniors eligible for a diploma must also complete all obligations such as; fees paid, equipment returned, textbooks returned, tuition paid, discipline served, etc.
- III. Attend graduation practice in order to participate in the graduation ceremony and receive a diploma.
- IV. For the graduation ceremony, seniors may wear adornments with the regalia and decorate mortar boards. The adornments with the regalia must be related to an activity or organization affiliated with Galion City Schools. The mortar board decor must be school appropriate. Only school-sponsored academic awards and achievements will be noted in the program for graduation.
- V. Diplomas will not be distributed at the graduation ceremony. Students will be required to return to the school after Graduation Day to obtain them.
- VI. Students may be removed from participating in the graduation ceremony if they are not dressed professionally. Participation in the graduation ceremony is a privilege and not a right of students.

Required courses needed in grades 9-12:

- English Language Arts – four (4) credits
- Mathematics – four (4) credits
- Science – three (3) credits
- Social Studies – three (3) credits
- Fine Arts – one (1) credit
- Physical Education – one half (1/2) credit (two semesters)
- Health – one half (1/2) credit
- Community Service – ~~one half (1/2) credit~~
- College and Career Readiness Program (beginning with the Class of 2030)
- Electives – four (4) credits
 - Must include Financial Literacy and Freshman Transition (Class of 2026 and Beyond)

- Balance of credits (from business/technology, fine arts, and/or foreign language)

Credits needed for class standing: Sophomore = 4.5
 Junior = 10
 Senior = 15

*Financial Literacy and one Fine Arts full credit is required.

**Remember that Galion City Schools also requires ~~5 credits of~~ community service (60 hours), which doubles as your local community service seal required for graduation.

****Galion City Schools now also requires participation in the College and Career Readiness program as part of the graduation requirements (starting with the Class of 2030).**



Harassment/Bullying

The school believes that every individual deserves to be able to come to school without fear of demeaning remarks or actions. Bullying is defined as being pervasive and persistent over time. The bullying and/or harassment of other students or members of the staff, or any other individual, whether verbal, physical, emotional, or cyber is not permitted. This includes any speech or action that creates a hostile, intimidating, or offensive learning environment. See Policy 5517 for further information related to sexual, gender, ethnic, religious, or disability harassment.

Hybrid GOA

Typically, a GOA student is either fully online at home or fully online attending in-person. GOA sees both types of students within its program. GOA also welcomes hybrid situations to help accommodate and fit the needs of its students and families. Hybrid education concerns mixing both in-person and at-home education, and this is beneficial for a number of reasons including motivating students to do better in courses, engaging in accountability measures to ensure course completion, the desire to partially attend in-person to receive needed assistance from the GOA facilitator, and the list continues. This model helps ensure students see success in GOA if extra need or support is necessary upon either the school's recommendation or parental request.

Interventions and Supports

Online learning can present students with additional challenges that may not occur within an in-house learning environment. GOA students who are failing online coursework may, though, encounter similar interventions that in-person students enjoy. These interventions may range from additional support via the GOA facilitator through online or in-person means, through the ROAR before- and after-school program, and other resources found through behavioral, social, vocational, and academic services. Students on an IEP or 504 will receive their documented interventions via the schools' Intervention Specialists.

If GOA students require additional supports, here are some people who may help:

Academic Support	Mrs. Zender	Guidance Counselor	419.468.6500 ext. 712004
	Mrs. Courtright	Guidance Counselor	419.468.6500 ext. 712005
	Mrs. Holt	GOA Facilitator	419.468.6500 ext. 712111
Athletics	Mr. Chance Robinette	Athletic Director	419.468.6500 ext. 712003
Home/School Support	Mrs. Berger	Home-School Liaison	419.468.6500 ext. 713555
Social/Behavioral Support	Mr. Maguire	Behavioral Specialist	419.468.6500 ext. 712105
	Mrs. Temple	Social Worker	419.468.6500 ext. 712005
Special Services Support	Mrs. Lutz	Special Services Dir.	419.468.3432 ext. 711005
Technology Support	Mr. Hammond	Technology Director	419.468.3432 ext. 711013
Vocational Support	Mrs. Cooper	Career Coach	419.468.6500 ext. 712108

Please be advised that the NCAA does not accept any online courses as substitutes for in-person instruction; therefore, if your child takes any online NOVA coursework (or any online coursework that is not related to CCP), either for credit recovery or for GOA online instruction, he or she will not be eligible to play any DI or DII athletics under NCAA rules.

Office Hours

The Galion High School and Middle School offices are open daily during the school year from 7:00 a.m. - 3:15 p.m. (teachers from 7:10 a.m. to 2:40 p.m.) with the exception of weekends and posted holidays. Most school personnel may be reached during these time periods.

OhioMeansJobs

The state of Ohio has developed an online career planning tool that helps students discover career interests, explore future job options, build a future, budget, create a resume and more. You may access the Ohio Means Jobs planning tool at ohiomeansjobs.com by selecting the “K-12 Students” section.

Parent-Teacher Conferences

GOA parents/guardians have the unique opportunity to contact the GOA facilitator at any time and are encouraged to do so for updates or for when concerns arise.

Parents and guardians are also encouraged to visit with the GOA facilitator during the regularly scheduled parent-teacher conferences during the school year as outlined on the school calendar.

To make an official conference on that date, please contact the Guidance Department Secretary at least a week prior to these regularly scheduled parent/teacher conferences.

Scheduling

Scheduling for existing GOA students is typically done in the Spring (for the following school year) when students are required to come to the school for state or STAR testing. If that is not applicable, the guidance department will reach out to the student to ensure that needed courses are on the student's schedule for the upcoming year.

Students who transfer to GOA from GHS/GMS will have their schedule created at the time (or shortly thereafter) of the meeting called to discuss the transfer.

Students entering GOA from another school will have their former transcripts evaluated by the Guidance Department personnel, and a schedule will be created to continue with courses that have already been taken.

Typically, a student will have up to two weeks to request a change to the schedule. This is done by contacting Mrs. Zender in the Guidance Department. An evaluation will take place to ensure the requests meet guidelines and graduation requirements.

School Calendar

While Galion Online Academy follows the Galion City School District's calendar that is posted in this handbook, GOA students may expect a slightly later start date and earlier completion/ending dates, the latter mainly due to the nature of online grading and grade posting. Because GOA can be delivered online, school vacations and holidays may be used for school work because the courses are not dependent on an in-person teacher/classroom situation. Timelines, however, for endings of quarters (except Quarter IV) and semesters (except Semester II). will remain the same as reflected on the GCS calendar.

Social Worker

Galion High School will have a school social worker on hand during the school year to attend to the social-emotional needs of our students. If your GOA student needs assistance in this area or in the area of needed resources, please feel free to contact her in our Guidance Department.

Special Education

It is the policy of the Board of Education that no otherwise qualified student shall solely, by reason of his/her disability, be excluded from participation in, be denied the benefits of, or be subjected to

discrimination under any program or activity sponsored by this Board. As used in this policy and any implementing guidelines, “disabled student” means a student who has, or had, or is regarded or was regarded as having a disabling condition; “disabling condition” means a physical or mental impairment that substantially limits one (1) or more of a student’s major life activities and includes specific learning disabilities.

The Board of Education shall provide a comprehensive, free, and appropriate public education to all eligible educationally disabled children ages five (5) through twenty-one (21) (unless they have completed the twelfth grade and been issued a diploma) and such supplemental aids and related services as many be necessary for a disabled child to receive such an education in the regular classroom environment.

State and STAR Testing

It is imperative that students appear in-person for taking any state tests assigned to coursework including Biology, English II, Algebra I, US History, Geometry, and Government; therefore, it is important that students and parents are familiar with the testing calendar in this handbook. School personnel will contact students regarding the dates as a reminder, and the expectation is that students appear at school for these tests ON TIME and on the date that is conveyed. The state of Ohio only provides a window of dates for these tests, so, again, it is important that students show up on the date and at the precise time communicated to them for these end-of-course exams.

There are several implications for students if state testing is not completed in-house and taken seriously with graduation seals and competency being the two leading factors. Again, attendance for state testing is non-negotiable and could carry consequences that may include discontinuation with the GOA program.

STAR Testing - Although this is not state mandated per se, STAR testing is an integral part of what we do at Galion City Schools in order to progress monitor our students regarding their reading and comprehension performance. Students will be required to take the STAR tests when the GOA Coordinator indicates. Knowing the levels of comprehension and reading ability are paramount to education in general; therefore, refusing or failure to take the STAR tests may have implications for the student’s continuation in the GOA program. A reminder that starting in the 2026-2027 school year, the STAR test will only be taken by freshman ELA students.

Summer School

Students who have failed courses throughout the academic year through GOA may want to consider attending GOA Summer School through the ROAR program. Summer school typically will last approximately for a month (June) and begins a week after the last day of school on the district’s academic calendar.

Students will be able to attend the Summer School Learning Lab for a minimum of four hours per week so that progress can be monitored, and so that students may be provided assistance.

During summer school dates, the GOA facilitator working will login and monitor student work/progress, respond to student emails, and make parent contact as needed.

Technology and Technological Support

For any needed internet, hardware, or software assistance, please contact the Galion City Schools' Technology Department at 419.468.6500 extension 11011.

It is the responsibility of the GOA students and their parents/guardians to ensure that there is a functional device and internet access available to complete required school work.

The use of district-distributed iPads will end in the 2025-2026 school year. At Orientation, students will receive Chromebooks for the 2026-2027 school year. Students should take extreme care of these new devices.

Transcripts

A transcript is a copy of your school records. It includes grades, courses, attendance, and test scores (proficiency, ACT, SAT, etc.). Colleges, military branches, and employers request copies of your transcript. Official transcripts must be sent from the guidance office directly to the requesting source. If you need a transcript contact your counselor.

Transfers

Inter-District Transfers

Students transferring into the district who would like to take part in either in-house, hybrid, or fully online GOA in replacement of traditional education will be required to attend a meeting, under most circumstances, to review the program's requirements and attendance, discuss schedules, and determine feasibility. Once GOA has been determined to be the educational delivery system, counselors will begin creating a schedule for the transfer student taking into account the transcripts that accompany the transfer. This potential meeting

and scheduling can only occur once the student is fully enrolled into the district through Galion's central office.

In-House Transfers

For those students who are receiving a traditional education at Galion High School who are entertaining a transfer to GOA, it is HIGHLY advisable that this switch only occur at the beginning of the school year or at the semester break in December. Students who try to transfer at a quarter break or at other times throughout the school year will find themselves in a situation where they will be already behind in their potential GOA work with the added element of unmatching curricula between what the student experienced in the classroom and what they will experience through NOVA. This decreases the possibility of success in GOA. Unless it is an emergency or unorthodox situation, students and parents are advised to transfer to GOA at the beginning of the school year (within the first two weeks) or at the semester break in December.

For the same reasons mentioned above, it is advisable for students wishing to transfer from GOA back to the Galion classrooms to do so at the beginning of the school year or at the semester break.

Weather

There are no weather-related days for GOA students. Even if Galion City Schools are closed due to adverse weather conditions, GOA is an online school; therefore, students may still participate in their online learning platform.

Hybrid students should pay particular attention to the district's messaging system to know if Galion City Schools are closed due to weather. If there is a closure, hybrid students are not expected to attend school that day, but they are expected to continue their work online at home.

Withdrawal

Any student who withdraws from GOA to attend another school (not re-enrolling at GHS) is required to complete withdrawal procedures, starting with contacting either the GOA Coordinator of the high school secretary.

All school-owned materials, including technology, must be returned in good condition to the school.

Work Permits

Work permit applications may be obtained in the principal's office. The administration reserves the right to remove this privilege based on student grades, conduct, falsification of employment, or any other situation deemed inappropriate or detrimental to the individual or school.

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Certification of Receipt, Understanding, and Compliance

I have read and understand the GOA Student/Parent Guidebook. I further agree to abide by all the policies, terms, and conditions of the Galion Online Academy. I understand that the contents of this handbook are not all-inclusive but work in concert with the Galion High School and Galion Middle School Handbook, including the Code of Conduct. I further recognize that GOA reserves the right to make reasonable decisions in areas not specifically covered in this guidebook, the GHS/GMS handbook, Board of Education policy or administrative regulations. GOA policies are available on the school's website.

Furthermore, as the student's parent/guardian, I understand and agree:

1. That I am financially responsible for any school-owned equipment my student uses.
2. That I will return all equipment immediately upon my child's withdrawal from GOA if that transfer means attending another school other than one in the Galion City School District. Financial and legal consequences may result if the equipment is not returned in a good condition and in a timely manner.
3. That I will immediately notify GOA and/or the Galion City School District of any changes of address, phone number, or other pertinent information, including change of school enrollment.
4. That I will accept full responsibility for supervision of my child while using computer equipment and the Internet.
5. That my child will complete the hours required for his/her learning opportunities each year.

As the student, I hereby agree to abide by all of the policies, terms, and conditions of the Galion Online Academy. I also understand that GOA has the right to change its policies, procedures, regulations and rules. If there is a conflict between the information in this guidebook and any law, rule, policy, or regulation, the law, rule, policy, or regulation is the controlling authority.

Student Signature: _____ Date: _____

Parent/Guardian Signature: _____ Date: _____