

Galion City Schools

2018-19

Intermediate Student & Parent Handbook



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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.

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 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 8:30 a.m. There is no outdoor supervision before this time so we ask your cooperation by not sending your children to school early. Please do not send students earlier than 8:30 a.m. If you need alternative 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 sent to the cafetorium or their classrooms depending on the time. Students arriving after the tardy bell rings will need to stop at the office to get a tardy/admittance slip. Please be reminded, the school doors do not open until 10:30 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

Dismissal procedures for walkers, and pick-ups will be explained in detail before school starts.

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/

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 additional information contact GCS liaison for Homeless Students @ 419-468-3432 Paul Wheeler.

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

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

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

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

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

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

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

Free and Reduced Lunch Form Application:

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

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

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

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

Student Suspension/Expulsion from another Public School in Ohio:

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

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

1. an updated copy of the student's transcripts;
2. a report of the student's behavior while in DHS 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 in 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

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](#)

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 8:45 a.m.

Early Dismissal is defined as any student leaving the building before 3:45 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 Middle 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 is a great resource for parents. Click on the Intermediate link to get specific information about our school.

Homework/Agenda Planners

Agendas become part of the daily routine. Students are expected to write their daily assignments in the agenda. Parents are encouraged to check the agenda each evening and to provide assistance and encouragement as needed. The teachers will use the agendas to write parents notes and parents may also communicate back to the teacher. The agenda can be a powerful and effective communication tool throughout the school year. Students will be charged a fee if their agenda needs to be replaced.

Involvement and Support of Parents/Guardians

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

When your student is assigned homework, requires additional intervention, or needs some guidance with discipline, communication between school personnel and parents is essential to ensure student success. Encourage your child to share with you the experiences of the day. If

problems or questions arise, please contact your child's teacher first. If you still have concerns, please contact the principal to set up a conference.

Parent/Teacher Conferences

Parent teacher conferences are scheduled in November each school year and again in the spring. The November conferences are student-led and will provide an opportunity for students, parents, and teachers to discuss student progress, study habits, successes, and concerns. Communication between the school and home help your child get 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 – \$ 25.00
- Grade 4 – \$ 25.00
- Grade 5 – \$ 25.00

Yearly Usage Premium is required for all students grades 3-8

- Grades 3-4 \$20.00
- Grade 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 at the EZ pay link on your website at www.galionschools.org .

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

You may write one check to cover all pupil fees if you have more than one child. Please do not include lunch money in this check. Checks should be made payable to the school. Fees must be paid at the beginning of the school year. Fees that have not been collected by the end of the school year may be turned over to a collection agency. Fees will be accumulated from year to year. Fees are not 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.

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 be receive instruction in at a 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 one of the technology coordinators present.

Internet Filtering and Safety Measures

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

- Unauthorized disclosure, use, and dissemination of personal identification regarding minors is prohibited.
- Social media, chat rooms, instant messaging is prohibited while connected to GALNet.
- Never post personal information about self to any site unless instructed by a teacher, administrator or technology coordinator for educational sites/programs that have been approved by the Galion City Schools.
- Never share passwords, including your lunch code, to another student or allow someone to login to your device or any of your accounts.
- Unauthorized access to another user's information, "hacking", is prohibited.
- Users must never send/post a photo of self or another, or agree to meet someone who they have only communicated with on the Internet. Parents should always be aware of online activity.
- Know what privacy settings and location services are available with each site or app that you use; only enable them with permission from your parent, teacher, administrator or technology coordinator.

Websites and Social Media

Websites and Social Media using the name "Galion City Schools" or referring to the school district in any way may only be developed and maintained by authorized personnel using the guidelines as provided by one of the District Technology Coordinators and/or the Superintendent. The district reserves the right to monitor and remove links to these sites that are contrary to the district's best interest. All content created using district issued equipment,

including information stored on GALNet becomes property of the Galion City School district. Any web page created without authorization from the district shall contain the following disclaimer: *This is not an official website of the Galion City Schools. The views and opinions expressed herein are solely those of the creators of this site. The Galion City School district does not control or guarantee the relevance, timeliness, or accuracy of the information on this site.*

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 3-8

Grades 3-4 \$20.00

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

Breakfast and Lunch Cost

Elementary Breakfast: \$1.30

Reduced price - Breakfast: \$0.30

Elementary Lunch with milk: \$2.70

Extra milk: \$.50

Reduced price-Lunch: \$ 0.40

Adult Lunch: \$3.50 includes milk

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.

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. 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

Fluoride

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

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

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

The American Dental Association, the Ohio Dental Association, the American Dental Hygienists’ Association, the Ohio Dental Hygienists’ Association, the American School Health Association, and the Ohio Department of Education have endorsed the program.

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

The Fluoride program does not include preschool students.

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

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 on-going health care plans.

Medication during the School Day

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

DISCIPLINE, POLICIES & PROCEDURES

Student Code of Conduct

The purpose and intent of this Code of Conduct is to maintain an appropriate educational climate. Violation of the Code of Conduct may result in verbal warning, written warning, referral to school counselor, 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.

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, parents will be notified. No student will be kept after school without the written consent or a phone call home to parents. Parents should be given one day's notice. Parents are expected to cooperate in correcting the situation. These will be held after school until 4:15, 4:45, or 5:45 PM, depending on the assigned 30 minute, 1 hour, or 2 hour after-school detention.

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 discipline card.

The consequences will be as follows:

1. Warning
2. 20 Minute Timeout - Teacher will send the student to the office with their card.
3. In-School Suspension - Teacher will send the student to the office with their card and work for the remainder of the day.

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

1. A student shall not use, possess, handle, transmit, sell, or conceal any object that can be classified as a weapon or dangerous instrument. Weapons and dangerous instruments

shall include any object, which is used or may be used to inflict physical harm or property damage or to threaten to inflict such harm or damage.

2. Students shall not possess, handle, transmit, sell, conceal, or bring upon school grounds any fireworks, explosives, or munitions, nor shall students ignite, explode, or detonate or attempt to ignite, explode or detonate fireworks, explosives, or munitions.

Rule 2: Disruption of School

1. A student shall not, by use of violence, force, noise, coercion, threat, harassment, intimidation, fear, passive resistance, or any other conduct, cause, attempt or threaten to cause the disruption or obstruction of any lawful mission, process, or function of the school.
2. Neither shall s/he urge other students to engage in such conduct for the purpose of causing, attempting or threatening to cause the disruption or obstruction of any lawful mission, process, or function of the school.
3. While this list is not intended to be all-inclusive, the following acts illustrate the kinds of misconduct prohibited by this rule.
 - a. Occupying any school building, school grounds, or part thereof,
 - b. Blocking the entrance or exit of any school building or corridor or room herein,
 - c. Setting fire or attempting to set fire to or damaging or attempting to damage or defacing or attempting to deface any school building or property,
 - d. Making, by telephone call, letter, or other means, a threat to damage or destroy any school property or to disrupt any school-sponsored or related activity, function, or event on or off school grounds,
 - e. Activating or attempting to activate an emergency alarm system or procedure in the absence of such emergency,
 - f. Preventing or attempting to prevent by physical act or verbal utterance, the convening or continued functioning of any school, class or activity, or any lawful school meeting or assembly on or off school property,
 - g. Preventing or attempting to prevent students from attending a class or any school-sponsored or related activity or event,
 - h. Blocking pedestrian or vehicular traffic on school property or at the site of any school-sponsored or related activity or event (except under the direct instruction of the principal or other authorized school personnel),
 - i. Continuously and intentionally making noise or acting in a manner so as to interfere with a teacher's ability to conduct a class or an extra-curricular activity.

Rule 3: Disrespect

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

Rule 4: Insubordination

Students are expected to comply with the reasonable directions and expectations of the staff. Willful refusal or failure to follow or comply with an appropriate direction given by a

staff member, or act in defiance of staff, is unacceptable.

Rule 5: Unauthorized Touching or Abusive Language Towards a School Employee, Authorized Visitor or Student

A student shall not use vulgar, profane, or abusive language, or make a vulgar, profane, or abusive gesture toward any school employee, authorized school visitor, or another student nor cause or attempt to cause physical injury or behave in such a way as could reasonably threaten to cause physical injury to a school employee, authorized school visitor, or another student.

Rule 6: Drugs of Abuse, Counterfeit Drugs of Abuse, and Paraphernalia

Drugs of abuse are all intoxicants or other substances that could modify behavior including, but not limited to, all narcotics, hallucinogens, stimulants, depressants, and alcoholic beverages. Examples include marijuana, amphetamines, barbiturates, glue, cocaine, PCP, beer, wine, liquor, e-cigarettes, and vapor cigarettes.

Counterfeit drugs of abuse include any substance that is directly or indirectly represented to be a drug of abuse, whether by communication, marking, labeling, packaging, distribution, or similarity in shape, size, color, or price.

Use of drugs authorized by a medical prescription from a licensed physician and registered with the school office shall not be considered in violation of this rule.

A student, while at school or at any school function, whether or not on school premises, shall not:

1. Possess, use, sell and offer to sell, deliver, conceal, consume, or be under the influence of any drugs of abuse including alcoholic beverages or any counterfeit drugs of abuse.
2. Instigate or conspire with others to possess, use, sell and offer to sell, deliver, conceal, consume, or be under the influence of any drugs of abuse including alcoholic beverages or any counterfeit drugs of abuse.
3. Directly or indirectly represent a substance as a drug of abuse by describing its effects as the physical or psychological effects associated with the use of a drug of abuse.
4. Possess, use, sell and offer to sell, deliver, or conceal any instrument or paraphernalia for use with drugs of abuse (for example, hypodermic needle, syringe, water pipe, roach clip).
 - a. A student, prior to the student's arrival at school or any school function, whether or not on school premises, shall not use or consume any drugs of abuse including alcoholic beverages or counterfeit drugs of abuse.

A. First Offense

The principal may suspend the student for ten (10) days and may recommend expulsion or permanent exclusion in compliance with all requirements of law. Suspensions may be reduced to no less than five (5) days if the following occur:

1. Administration will attempt to contact parents and the student may be removed from school for the remainder of the school day.
2. Consultation with parent(s) or guardian and the student emphasizing available evaluation and counseling services and disciplinary action will be conducted by the administration.
3. Disciplinary Action:
 - a. The student proceeds to be evaluated by a chemical dependency professional; or
 - b. The student and parent(s) or guardian agrees to follow any appropriate treatment, including but not limited to, individual or group sessions conducted by a drug/alcohol counselor.

B. Second Offense

The principal may suspend the student for ten (10) days and may recommend expulsion or permanent exclusion in compliance with all requirements of the law. Suspensions may be reduced to no less than five (5) days if the following occur:

1. Student is evaluated by a chemical dependency professional;
2. Professional communicates with the appropriate school personnel (principal and director of drug/alcohol program);
3. The student receives any appropriate treatment, which may include counseling
 - with a professional, group counseling by the school counselor, and follow-up between the student and parent (s) or guardian and the school counselor.

C. Third Offense

The principal may suspend the student for ten (10) days and recommend the student be expelled or permanently excluded. The penalty may be reduced providing the student:

1. Be referred to an alcohol/drug professional for the purpose of arranging in-patient treatment, unless other measures are deemed necessary by the assessment agency.
2. Upon completion of treatment the student will follow through with all recommended aftercare, and will be placed in a school aftercare group

Rule 7: Tobacco

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

Rule 8: Out of Assigned Area/Unauthorized Area

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

Rule 9: Damage, Destruction, Theft, or Unauthorized Removal of School Property

A student shall not cause or attempt to cause damage to school property or steal or attempt to steal school property or engage in or attempt to engage in or participate in or attempt to participate in the unauthorized removal of school property.

Rule 10: Damage, Destruction, Theft, or Unauthorized Removal of Private Property

A student shall not cause or attempt to cause damage to private property of students, teachers, school personnel, or other persons or steal or attempt to steal private property or, engage or attempt to engage in or participate or attempt to participate in the unauthorized removal of private property.

Rule 11: Unauthorized Fire

A student shall not knowingly burn or attempt to burn any property public or private.

Rule 12: Trespass

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

Rule 13: Dress & Appearance

A student shall not violate school rules relating to dress and appearance. Students shall attend school dressed in a manner which is clean, not hazardous to their safety or the safety of others, and which does not detract from the educational environment.

*The building administration will have the final decision as to the appropriateness of all clothing and attire.

Rule 14: Profane, Vulgar, or Improper Language or Gestures

A student shall not speak or write profane, vulgar, derogatory, demeaning or other improper or inappropriate language. A student shall not use profane, vulgar, or other

improper or inappropriate gestures or signs. A student shall not engage or attempt to engage in profane, vulgar, or other improper or inappropriate actions.

Rule 15: Hazing

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

Rule 16: Violation of School Bus Conduct

1. Students must wait quietly in a location clear of traffic and at least ten feet away from where the bus will stop (Ohio Law 3301.83.08).
2. Student behavior at bus stops must not threaten life, limb or property of any individual (Ohio Law 3301.83.08).
3. Students must go directly to an available or assigned seat (Ohio Law 3301.83.08).
4. Students must remain seated, keeping aisles and exits clear (Ohio Law 3301.83.08).
5. Students must observe classroom conduct. All school rules apply on the bus. Obey the driver promptly and respectfully (Ohio Law 3301.83.08).
6. Students must be courteous and respectful to fellow students and to the bus driver (District policy).
7. Students must not engage in loud talking or laughing, excessive horseplay or fighting (District policy).
8. Unnecessary confusion diverts the driver's attention and might result in a serious accident (District policy).
9. Students must not use profane or abusive language (Ohio Law 3301.83.08).
10. Students must refrain from chewing gum, eating and drinking on the bus except as required for medical reasons (Ohio Law 3301.83.08).
11. Students must not use tobacco or related products on the bus (Ohio Law 3301.83.08).
12. Students must not have alcohol or drugs in their possession on the bus except for prescription medication required for student (Ohio Law 3301.83.08).
13. Students must not throw or pass objects on, from or into the bus (Ohio Law 3301.83.08).
14. Students may carry on the bus only objects that can be held in their laps. No living creatures are permitted (Ohio Law 3301.83.08).
15. Students must treat bus equipment as one would treat valuable furniture in his/her home. Vandalism will not be tolerated. Keep the bus clean and sanitary (District policy).
16. Students must not extend any part of their bodies out of the bus windows (Ohio Law 3301.83.08).
17. Students are to remain absolutely quiet at railroad crossings until the bus has completely crossed and the driver says it is okay to talk (Ohio Law 3301.83.08).
18. Students must leave or board the bus at locations to which they have been assigned unless they have written administrative authorization to do otherwise (Ohio Law 3301.83.08).

Rule 17: Forgery

A student shall not forge the writing of another or falsely use the name of another person or falsify times, dates, grades, addresses, or other data on school forms or school-related correspondence. Students shall not falsely represent information given to a school official.

Rule 18: Plagiarism

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

Rule 19: PDA

Public display of affection is not appropriate for our students at Galion Intermediate School.

Rule 20: Unauthorized sales

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

Rule 21: Gambling

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

Rule 22: Failure to Accept Discipline or Punishment

A student shall not refuse to accept discipline or punishment from teachers, student teachers, substitute teachers, educational aides, bus drivers, principals, or other appropriate school personnel.

Rule 23: Violation of Board of Education Rules/Policies

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

Rule 24: Misconduct during Extracurricular Activity

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

Rule 25: Bullying and/or Harassment of Students, Staff and Others

Galion City Schools seeks to maintain an education and work environment free from all forms of bullying and unlawful harassment, including sexual harassment. This

commitment applies to all Galion operation, programs, and activities. Students shall not intentionally perform acts or cause harm (mentally, physically, or emotionally) to others. Students shall not direct to a student, school employee or employee's family member(s) words, phrases, gestures, graffiti, etc. considered slanderous, degrading in nature, obscene or profane. Galion Intermediate School follows the Galion City Schools anti-bullying policy 5517.01.

Rule 26: Cell Phones and Electronic Devices

Cell phones and other electronic devices ***must remain OFF and/or in the student's cubby during the school day.*** All confiscated property shall be held in the principal's office **until picked up by a parent after the second offense.** The Galion City Schools are not responsible for lost or stolen items. **Personal electronics are to include cell phones, tablets, electronic gaming devices and smart watches.**

A parent wishing to contact a student should do so through that student's building office. Confiscated cell phones/electronic devices may be subject to search, including the device, battery, all interior hardware, and/or data. Contents found to be inappropriate and/or illegal may be referred to legal authorities. The District assumes no liability if these items are broken, lost or stolen.

Use of cell phones/electronic devices that contain a built-in camera are strictly prohibited in restrooms, locker rooms and changing areas of Galion City Schools - or at any other restroom, locker room and/or changing area our student(s) may be visiting for an athletic or extracurricular event.

Rule 27: Gang Affiliation

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

Rule 28: Violations of District Acceptable Use Policy

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

Rule 29: Repeated Violations

A student shall not repeatedly fail to comply with school rules.

PBIS - Positive Behavior Interventions & Supports

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.

Bicycle Rules / Riders

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

DRESS CODE - 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 that has rips/holes in it is not to be worn. 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:

TOPS

1. Any combination of blue, orange, white/off-white, or gray may be worn. All shirts must have sleeves.
2. Any white/off-white, blue, orange or gray collared polo (no more than 4 buttons) or a collared button front shirt may be worn. Either long or short sleeves are permitted. Turtlenecks are permitted.
3. Approved colors for all sweaters, sweatshirts, fleece tops and scarfs are white/off-white, blue, orange, or gray. No hooded tops permitted.

4. Plain long-sleeved white, off-white, orange, blue or gray shirts may be worn under polo/or button front shirts. No other layering under or over approved tops.

2. BOTTOMS

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

3. FOOTWEAR

1. Heels are limited to a 2-inch height.
2. No "heelie" shoes, light-up shoes, crocs, slides, flip-flops, or slippers are not permitted.
3. The entire foot must be covered at all times.
4. Athletic/tennis shoes are permitted.

4. JEWELRY/MAKE-UP/HAIR STYLES

Jewelry/make-up/hair styles must be conservative and simple in nature- not excessive. Unnaturally colored hair (blue, green, red, purple, orange etc.) that is distracting to the educational process is not permitted. No chains or heavy metal of any type allowed. This includes over-sized 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 reasons).

The above Campus Wear Policy is meant to serve the best interests of all students on campus. Any questions or issues regarding the above statements will be referred to the campus administrator for resolution, with a written request from the parent(s).

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, 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.

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 scheduled 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 along side of roadway, 10 feet (steps) away from the front of the bus.

Watch (look at) the driver for the hand signal. When the driver drops their hand, proceed to the traffic edge of the bus.

Stop at the traffic edge of the bus.

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

Stop at your designated place of safety.

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

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

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

Wait for the bus to stop completely, door to open and for driver's signal.

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

PM DROP OFF:

Walk to designated place of safety.

Wait for the bus to depart: then proceed to residence

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

Student Code of Conduct

The goal of the Code of Conduct is to create conditions that foster student self-discipline in a warm, supportive school climate that is conducive to maximum learning for all students. The

Code of Conduct is a general guide for behavior, not a mechanism for rigid control. The individual personalities of students or extenuating circumstances will be considered before corrective measures are prescribed.

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

Admission and Placement Grievance Procedure

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

Bus Rules and Regulations

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

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

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 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 cafeteria.

Media Coverage/Student Photographs

At various times throughout the school day and year, students have their pictures taken by newspapers and other external media and for the district website. If you do not wish for your child's picture to be used, a written note is required stating your wishes, and submitted annually to the building office. 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.

Special Services / Fine Arts / Physical Education

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