Galion
CITY SCHOOL DISTRICT

Primary School
Student & Parent Handbook

2026-2027

478 Portland Way North, Galion, OH 44833
419-468-4010
www.galionschools.org

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GENERAL INFORMATION

Welcome to Galion Primary School

As a new school year begins, we in the Galion City School District wish to welcome back old friends and extend a welcome hand to new friends. Cooperation between school and home is paramount 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. 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 you and your parents may have during the school year and 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.

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 discover the 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 by 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 Vision

Develop students' knowledge, character, and courage to strengthen our community and shape the future.

Galion City School Mission Statement

Engage every student in rigorous, meaningful learning that builds knowledge, character, and resilience.

Galion Primary School Mission Statement

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

Galion City School Motto

Courage to Climb

Galion Primary School Motto

Terrific Tigers are respectful, responsible, and safe leaders.

School Office and 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 yearly based on student and staff needs.

Arrival, Dismissal, Attendance Information

Arrival

The school doors do not open until 8:30 am. There is no outdoor supervision before this time so we ask for your cooperation by not sending your children to school early. Please do not send students earlier than 8:30 am. If you need alternative childcare earlier than this, please make other arrangements or contact local childcare programs. When students arrive, they will go directly to their classroom or cafeteria if they are eating breakfast. Students arriving after the tardy bell rings must stop at the office to get a tardy/admittance slip. Please remember that the school doors do not open until 10:30 am on delayed start days.

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

Conduct to and from School

1. Obey safety rules and school patrol/crossing guard.
2. Cross only at the corners and only when directed.
3. Parents in parking lots and parking areas should accompany primary students.
4. Walk only on sidewalks or designated walk zone areas. When a sidewalk is available, please stay off the grass.
5. No horseplay or fighting.
6. No throwing or kicking of stones or snow.
7. Go straight home after school unless a parent or guardian has given written or verbal permission to the office. Students must have a written note that varies from the regular dismissal plan.
8. Any bus student with permission to walk or ride their bike home must have written permission from a 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

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

Signing Out Students-Dismissal and Lunch

Students will not be dismissed by 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. Always have the student's student ID number handy when calling in with any request. It is important to keep emergency numbers up-to-date. Children leaving for lunch must be signed out through the office.

Visitors and Signing In / Out

During the day, all visitors to our building must 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 must wear a visitor's tag and sign in on the kiosk.

Attendance

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

Galion Primary School will notify the parent/guardian of an absent student within 2 hours of the start of the school day. Court Appearances, Child to Work Day, Vacations, Court appearances, Child to Work Day, hunting, vacations, etc. come under the vacation guidelines 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. The student will be responsible for obtaining permission slips from the office so the parents, prospective employer, and school can approve them in advance. All permission slips must be pre-approved for the absence to be excused. Students who have missed more than five (5) school days will not be considered for an excused absence. Galion City Schools believes and recognizes

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 minimal and 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. The parent and student must consult with the teacher(s) before and after the absences.

Absences

The parent or guardian should contact the school in the morning on the day of the absence by calling the school at 419-468-4010, option 1. The parent may also send a written note on the day of the absence. If the parent has not contacted the school, the student must have a written note signed by the parent or guardian upon return. This note should include the following information: the child's name, date, day(s) of absence, and the reason for the absence. The absence is considered unexcused if we do not receive a phone call or written note.

If no call or written note is received, we are required to call the student's parent or guardian to confirm the student's absence as part of the Child Abduction Law. Other numbers listed on the emergency medical form will be used if no contact is made. 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 cannot reach you.

Students Transferring to 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 students to start anew with us, we are subject to state attendance guidelines. Refer to the "Attendance" section.

Homebound Instruction

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

Tardy/Early Dismissal

Tardy is defined as any student arriving after the tardy bell. The tardy bell rings at 8:45 am.

Early Dismissal is defined as any student leaving the building before 3:45 pm.

Early dismissals for reasons such as private lessons or after-school activities are considered unexcused. *Students arriving late for school must report to the school office.

Positive Behavior Intervention & Support (PBIS)

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

School-Wide PBIS Program

Students are rewarded for their "pawsitive" behavior and daily modeling of the Tiger Traits. Behavior is rewarded through weekly Friday Club activities and other incentives. Monthly incentives are awarded for good behavior. Students look forward to these incentives and enjoy the recognition. Students can earn "pawsitive" tickets throughout the week in and out of the classroom. Tickets are pulled for weekly drawings. The student's names are selected and announced, and

prizes are awarded.

Students may receive a YELLOW WARNING, LEVEL 1/RED ALERT, or LEVEL 2/BLUE IT based on behaviors.Behaviors causing an automatic LEVEL 1/RED ALERT will be managed in the classroom. These include cheating, lying or forgery, kicking, shoving, or hitting out of anger, problems with a substitute, inappropriate language or gesture, bus conduct reports, excessive disruption in class, repeated refusal to follow directions and disrespect.

LEVEL 1/RED ALERTS will result in a partial or full loss of recess, Friday Club, and loss of Monthly Incentive.

Students may receive LEVEL 2/BLUE ITS. These behaviors will be managed in the office and include the following: abusive, cursing, or threatening behavior or language towards students or staff; weapons, real or pretend; repetitive harassment of students or staff; bullying, vandalism, destruction of school or personal property, leaving classroom, playground, building without permission as a result of anger, or continual defiance, disrespect, insubordination and/or non-compliance

LEVEL 2/BLUE ITS may result in time spent in the office, a conference with the student, restitution for damages, a parent letter or contact, conference, referral to counseling, referral to a social worker, an individual behavior plan established, a letter or personal apology, after school detention, loss of privileges, in-school detention, referral to school resource officer, emergency removal or anything else as deemed appropriate.

LEVEL 2/BLUE ITS will result in the loss of Friday Club, loss of Monthly Incentive, and an additional consequence determined by the principal.

We appreciate your support as we work together to develop leaders and to provide a safe and “pawsitive” learning environment for all students.

Tiger Basics



Parent Participation and School Communication

All Call Phone System

An electronic call system will be the primary source of information related to school closings, delays, and district emergency information. Please update Final Forms when changes occur.

Backpacks

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

School Facebook Page

Galion Primary School and Galion City Schools have a FACEBOOK page. Both are updated frequently with announcements, news releases, and pictures of activities and special events. If you do not want your child's picture posted, please state on Final Forms.

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 being regularly involved in school activities to improve student achievement.

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

School District Website

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

Tiger Folder

Students in Kindergarten, grade 1, and grade 2 will receive a Tiger Folder. Kindergarten and grade 1 students will use their folders to communicate with home. Students will be charged a fee if their Tiger Folder needs to be replaced.

SeeSaw and Thrillshare

Seesaw and Thrillshare are the apps that Galion Primary has adopted to allow our families to connect to our classrooms. This app helps connect families to their student's learning and engage with school events. Your classroom teacher will send out more information to connect.

Advertising Outside Activities

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

Birthdays and Parties

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

Invitations to private birthday parties MAY NOT be distributed at school unless the entire class is invited.
Class lists/addresses will not be given to parents. This rule is enforced to protect the feelings of all students.

Please refrain from delivering balloons or flowers to the school. Students are not permitted to carry such items on the bus.

Bringing Things to School

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

- We strongly encourage you not to allow your child to bring toys and electronic items to school.

  No electronic devices are to be brought to school under any circumstances. Trading cards are not to be brought to school and will be kept in the office for a parent to pick up.
- Animals are only permitted in the school when brought by the parent and taken home immediately by the parent when the "showing" period is over. Animals are not permitted on the school bus. Prior approval by the

building principal is required to assure the safety of all students.
- Knives, lasers, matches, firecrackers, ammunition, squirt guns, toy weapons, mace and/or pepper gas, and adult magazines or books are strictly forbidden and may be disposed of if found.

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

Classroom Holiday Parties

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

Dangerous Strangers

To help promote general child safety in our community, parents are asked to warn their children about the dangers of talking to strangers. Parents are encouraged to notify the Galion Police Department of suspicious strangers loitering around the bus stops, area streets, 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.

Parent Delivery of 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 to minimize interruptions. Your cooperation is appreciated.

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 teacher-led and will allow students, parents, and teachers to discuss student progress, study habits, successes, and concerns. Communication between the school and home helps 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 Primary. Spring Conferences are scheduled primarily for students struggling with academic and/or behavioral issues or to discuss other concerns.

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

Progress Book Information

The Galion City School District offers an exciting web-based grading system entitled Progress Book.

One of the major goals in Progress Book is to increase communication between parents and teachers. Through the Parent Access Feature of Progress Book, parents have easy access to their student's progress, homework assignments,

and attendance records. Parents are provided with an access key and can create their own parent access account from there. Progress Book will enable parents to track their student's progress, homework assignments, and attendance from any computer with Internet access. New parents will receive a registration key.

Student Conduct

Galion Primary School believes in building positive relationships and helping students learn from mistakes. **In addition to disciplinary consequences, restorative practices may be used to help students reflect on their choices, repair harm, and restore relationships with others.**

Restorative practices may include:
• Restorative conversations with staff or peers
• Reflection activities
• Problem-solving meetings
• Peer mediation
• Classroom or small group circles
• Check-ins/check-outs with trusted adults
• Opportunities to repair harm caused by actions or behaviors

The goal of restorative practices is to teach accountability, strengthen relationships, build empathy, and support students in making positive choices moving forward. Restorative practices may be used alongside other disciplinary actions when appropriate.

Families are encouraged to partner with the school in supporting student growth, communication, and problem-solving. Working together, we can help students develop the skills needed to be successful in school and beyond.

Student Code of Conduct (Adapted from Policy 5500)

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.

Rule 1 - Academic Dishonesty
A student shall not engage in any act of cheating, plagiarism, or academic dishonesty, including but not limited to the removal and/or change of any school records. Students shall only use artificial intelligence programs with explicit teacher or building administrator approval. When two students are knowingly involved in the sharing of work, both students may receive consequences.

Rule 2 - Bomb Threat / False Alarm / Causing Panic
Any threat (For example, verbal, written, or electronic) by a person to bomb or use other substances or devices to explode, burn, or cause damage to a school building or school property or to harm students or staff is prohibited. Any attempt to create a false alarm (For example, setting off a fire alarm), cancel a school day or events, or any action that may cause fear or panic is prohibited. This may result in a police referral.

Rule 3 - Bullying / Cyber-Bullying
Any intentional written, verbal, electronic, or physical act that a student or group of students exhibits toward another student(s) that causes mental, emotional, or physical harm to the other student(s) and is severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the

other student(s). (Board Policy - 5517.01)

Rule 4 - Discriminatory Behavior
A student shall not harass, haze, intimidate, degrade, disgrace, disparage, incite, urge, provoke, threaten, or discriminate based on a student's race, color, national origin, sex (including sexual orientation and gender identity), disability, age (except as authorized by law), religion, ancestry, or genetic information (See Board Policy 5517, 5517.01). Prohibited discrimination occurs when unwelcome physical, verbal, or nonverbal conduct is based upon an individual's sexual orientation/gender identity, religion, race, or color and when the conduct has the purpose or effect of interfering with the individual's work or educational performance; of creating an intimidating, hostile, or offensive working, and/or learning environment; or of interfering with one's ability to participate in or benefit from a class or an educational program or activity. Such discrimination may occur where conduct is directed at the characteristics of a person's sexual orientation/gender identity, intellectual abilities, religion, race, or color, such as racial slurs (use of the N-word), nicknames implying stereotypes, epithets, and/or negative references relative to racial, ethnic, or religious customs.

Rule 5 - Intimidation / Harassment / Menacing
Harassment, intimidation, or bullying toward a student or school personnel, whether by other students, staff, or third parties, is strictly prohibited and will not be tolerated (See Board Policy 5517, 5517.01). Harassment, intimidation, or bullying means Any intentional written, verbal, electronic, or physical act that a student or group of students exhibits toward another particular student(s) more than once. The behavior both causes mental or physical harm to the other
student(s). It is sufficiently severe, persistent, or pervasive, creating an intimidating, threatening, or abusive educational environment for the other student(s) or violence within a dating relationship.

Furthermore, an "electronic act" means an act committed using a cellular telephone, computer, pager, personal communication device, or other electronic communication device.

Rule 6 - Class Cutting, Punctuality, Tardiness, Outside of Assigned Area
All students are expected to be on time for school and each class unless illness or a delayed school bus prevents timely attendance. Students shall be present in all or any portion of the regularly scheduled classes or other mandatory activities with school authorization. A student is considered tardy to the first period if they are outside their assigned seat when the late bell rings. A student is considered absent from a class if they miss the first 15 minutes of class. A student shall not be absent from school without parental and school approval. Students who are excessively absent or habitually truant may be subject to an absence intervention plan, which may result in the district filing a complaint with the Juvenile Court. Both the student and parent will be charged if found in violation. Students leaving the building must first report to the main office and sign out. They must sign out to leave and sign in upon their return. Students who leave at noon and do not expect to return in the afternoon must also report to the main office for permission to leave school. A principal or secretary must approve before a student is to sign out.

Rule 7 - Complicity / Aiding / Abetting
A student shall not actively or passively aid, abet, act as an accomplice of, and/or otherwise encourage others to violate the rules contained in the Code of Conduct. Violations can be and are not limited to actions that encourage students to break the rules.

Rule 8 - Misuse of District Information and Technology Resources / Tampering / Violation of the Acceptable Use Policy (AUP)
A student shall not alter or attempt to change another individual's data by using their login information, individual devices, or computer network system software, placing unauthorized information, computer viruses, or harmful programs on the system, and disrupting the operation of the individual devices/network in any way (For example chat-rooms, hate mail, harassment, profanity, vulgar statement, discriminatory remarks, proxy servers, inappropriate sites that contain pornography, online gambling, looking up weapons, alcohol, drugs, ammunition, drug/alcohol paraphernalia, e-cigarettes, etc.). Students shall not use other student's school-issued devices or accounts. Students shall not violate the acceptable use policy of the district. Students found violating this article will lose the privilege to use school devices and face school discipline, including suspension. Students shall only use artificial intelligence programs with explicit teacher or building administrator approval.

Rule 9 - Damage to Property
A student shall not cause or attempt to cause damage to school property or private property, through improper use or otherwise, on school premises or during school activities conducted on or off school grounds. Restitution will be

made by the student(s).

Rule 10 - Disrespect
Students shall not act to intimidate, insult, or otherwise abuse any member of the school staff or student body by verbal, written, or electronic means.

Rule 11 - Disruption
A student shall not cause any disruption of any classroom activity or the operation of the school or the educational process and shall not engage in any activity that is potentially harmful to the health, welfare, and safety of the student themself, other students, or staff. Actions may include any social media activity and posts that disrupt the educational process.

Rule 12 - Distribution or Sale of Unauthorized Materials
A student shall not distribute or sell unauthorized materials on school property (For example, students engaged in the trading/selling of personal property, unapproved fundraising, etc.)

Rule 13 - Dress or Appearance
A student shall not violate school rules relating to dress and appearance. A student shall not wear clothing that disrupts the educational environment. This includes clothing that overexposes undergarments of any type or such appearance that disrupts class or the orderly operation of the school (For example, clothing with obscene or suggestive statements or symbols, apparel that advertises or promotes sex, drugs, alcohol, or tobacco, etc.). Shoes must always be worn. The building administrators are the final decision makers to determine if clothing and attire constitute a school disruption.

Rule 14 - Excessive Displays of Affection
Students shall not engage in excessive displays of affection on school property.

Rule 15 - Failure to Accept Discipline / Serve Discipline
Students shall not refuse to accept discipline or punishment assigned by teachers, substitute teachers, educational aides, bus drivers, principals, or other appropriate school personnel. Refusing to serve an in-school suspension, misbehavior while serving school discipline, failure to report for assigned detention, and/or walking out of the principal or assistant principal's office while discussing or receiving discipline will not be tolerated. The student may be required to serve the original consequence and further disciplinary action.

Rule 16 - Failure to Provide Evidence / Providing False Information
Students are expected to be honest concerning violations of the code of conduct and to assist school officials in establishing the truth about a possible violation of the Student Code of Conduct. Students are expected to cooperate
with school officials to establish the facts concerning an incident. Students shall not give or assist in providing false or fictitious accounts to any school official, staff member, and/or faculty.

Rule 17 - Firearms Look-a-Likes
Any item that resembles a firearm but does not have the explosive characteristics of a firearm but may use spring-loaded devices or air pressure by which to propel an object or substance (For example, toy guns, cap guns, BB guns, pellet guns) in the school building, school grounds, school property, and at school functions is prohibited. Any possession, use, or threatened use of a look-a-like or counterfeit weapon is prohibited. A violation may result in a police referral.

Rule 18 - Gambling
A student shall not engage in gambling activities, such as playing or gambling for money or other stakes.

Rule 19 - Insubordination
A student shall not refuse to comply with reasonable requests, orders, and directions of school staff and other authorized personnel when the student is under the authority of school personnel.

Rule 20 - Intentional Burning
A student shall not act or attempt to act in the burning or attempted burning of any item on school property.

Rule 21 - Loitering
A student shall not loiter or delay in any way that may disrupt some activity or function. Students must have a ride if

planning to leave early. If students have nowhere to go after school, they can wait in a designated area until one hour after the school day. Students shall not loiter in restrooms. Students must enter the restroom, use it, wash their hands, and exit immediately. Only one student per stall is permitted.

Rule 22 - Misuse of Vehicles on School Property
A student shall not violate the prescribed rules and regulations for using vehicles on school property or exhibit unsafe vehicle operations on school grounds. This includes parking in the areas identified for visitors, designated parking for persons with disabilities, parking without a parking pass, parking against a yellow curb, and parking in unmarked spots. It also includes students who exhibit unsafe vehicle operations such as donuts, speeding, cutting into the bus line, etc. A violation may result in a police referral.

Rule 23 - Misconduct Away from School
Students who engage in off-campus activities that disrupt the school environment, including, but not limited to, assault, gang affiliation, the sale/transmission/under the influence of any drug other than alcohol, tobacco, or other illegal substances off of school property or at a non-school sponsored or related activity, function, or event, or on school property before or after school may, under the procedures outlined in Ohio Revised Code (ORC) 3313.66, be subject to suspension or expulsion from school. Further, students will not have an affiliation with gang activities. This includes the wearing of colors, flashing gang signs, or displaying gang graffiti. The building administration may determine that the student's continued presence in the school is reasonably certain to disrupt or interfere with the educational process or endanger the health or safety of the student or others.

Rule 24 - Profane, Obscene, Vulgar Language or Gestures
A student shall not use profane, curse, obscene, or vulgar language or gestures at school, on school buses, or while engaged in or present at any school-sponsored event, activity, or in any setting in which the student code of conduct is in effect or may face the consequences.

Rule 25 - Repeated Offenses
A student shall consistently comply with school rules and regulations or directions of teachers, student teachers, teacher aides, principals, or other authorized school personnel. Repeated violations may result in increased severity of the consequence per occurrence.

Rule 26 - School Bus Conduct
A student shall not violate the prescribed rules and regulations for student conduct on school buses.

Rule 27 - Sexual Harassment / Unwelcomed Sexual Contact
A student shall not sexually harass another student or a staff member (see Board Policy 5517, 5517.01). Sexual harassment is prohibited between members of the same gender, as is sexual harassment between members of different genders. Examples of conduct that may constitute sexual harassment include, but are not limited to:

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

community into a student's personal space and personal life.

13. Sextortion
14. Verbal, nonverbal, or physical aggression, intimidation, or hostility based on sex or sex-stereotyping that does

not involve conduct of a sexual nature.

Rule 28 - Shakedown / Strong Arm / Extortion
A student shall not use force, threat, or deception to obtain money, articles of value, or other personal property of another person. A violation may result in a police referral.

Rule 29 - Theft
A student shall not attempt to act or act in taking or acquiring the property of others without their consent. A violation may result in a police referral.

Rule 30 - Unauthorized Bodily Contact (Levels 1, 2, 3)
Unauthorized bodily contact is prohibited. Level 1: Students are pushing, shoving, and grasping each other. Level 2: Students have a physical altercation but end it independently. This may be a police referral. Level 3: Students have a physical altercation requiring the intervention of bystanders/school personnel and/or the aggressor engaging in an unprovoked attack upon another student. For K-5 students, this may result in a police referral. For 6-12 students, this is a mandatory police referral.

Rule 31 - Use, Possession, Sale, or Distribution of Tobacco / Nicotine Products
Possession, use, or evidence of consumption (For example, smelling of the substance) of tobacco products in the school building, grounds, property, and at school functions is prohibited. This includes smokeless tobacco or inhalants, such as e-cigs/vapes.

Rule 32 - Use, Possession, Sale, or Distribution of Intoxicating Alcoholic Beverages Possession, sale, use, concealment, transmission, or evidence of consumption (For example, smelling of the substance) of intoxicating beverages is prohibited. Attendance at school-sponsored activities when there is evidence of consumption of such a substance is also prohibited.

Rule 33 - Use, Possession, Sale, or Distribution of Illegal Drugs
Students are prohibited from the use, possession, concealment, or distribution of any drug or any drug-related paraphernalia as the term is defined by law or the misuse of a product containing a substance that can provide an intoxicating or mood-altering effect. A violation may result in a police referral.

Rule 34 - Use, Possession, Sale, or Distribution of Drugs Other Than Tobacco or Alcohol Use, possession, sale, distribution, or evidence of consumption (For example, smelling of the substance) of any controlled drug other than prescription medication administered under the district's policies is prohibited. Possession, sale, use, concealment, transmission, or evidence of consumption of intoxicating substances is prohibited, including inhalants, drugs, counterfeit, or look-a-like drugs while on school property or in attendance at school-sponsored activities. This includes prohibiting any prescription drug or medication under school policy governing the possession of prescription medication on school grounds.

Rule 35 - Violation of the Athletic Code of Conduct
A student participating in extra-curricular activities shall not violate the rules and regulations of the Student Code of Conduct or the Athletic Code of Conduct or may face consequences.

Rule 36 - Weapons / Dangerous Instruments / Lookalikes
A student shall not bring to school, or threaten to bring, to any interscholastic competition or extracurricular event/activity on or off school property, or possess, handle, attempt to handle, transmit, or conceal an object capable of injuring himself or others. This includes but is not limited to knives, regardless of length, multi-tools, mace, taser, explosives, pyrotechnic devices of any kind, and other dangerous weapons or ordinances, including objects made, constructed, or altered so that to a reasonable person, the object appears to be a firearm. This may be a mandatory police referral.

Rule 37 - Wireless Communication Devices / Electronic Devices
Students may only use Wireless Communication Devices (WCD) before and after school, excluding all recording devices or recording functions on electronic devices. This means that no audio, video, or still picture recording is permitted without prior permission. Students are not allowed to carry their WCDs on them. Wireless Communication

Devices must be stored in their locker. The use of wired headphones will be limited to school personnel discretion. Students are not permitted to use wireless headphones. Students are personally and solely responsible for the care and security of their personal and district-assigned wireless communication devices. The district assumes no responsibility for theft, loss, damage, or vandalism to WCDs brought onto its property or the unauthorized use of such devices. Law enforcement may be notified if the violation involves illegal activity.

Rule 38 - Trespass

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

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

Students on suspension are to remain at home during school hours. Their absence is unexcused. The student may make up work missed and 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.

In-School Detention

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

After School Detention

Students are expected to be prepared to study while at an after-school detention. If a student disrupts classroom procedures, parents will be notified. No student will be kept after school without written consent or a phone call home to parents. Parents should be given one day’s notice. Parents are expected to cooperate in correcting the situation. These will be held after school from 3:45-4:30 p.m.

Removal from Class

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

In-School Detention (ISD)

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

Emergency Removal

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

Out-of-School Suspension

A Principal may suspend a student from classes for one (1) to ten (10) days. The home is to be notified of the

suspension. The student may make up missed work.

Expulsion

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

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 cannot ride bicycles on the sidewalks until they are safely across the street.
7. Bicycle privileges will be taken away if students repeatedly break the rules.
8. Bicycle riders will be dismissed at the same time as the walkers.

Dress Code Guidelines

Galion City Schools expects students to dress suitably for school without compromising their health or safety.

Students may continue to participate in the campus wear program; however, if they wish not to participate, students must conform to the guidelines below. We revised our procedures with the leadership of students, parents, staff, administrators, and board members to ensure that:

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

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

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

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

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

Section 3 - Students Cannot Wear

1. Items from Section 2, Number 2, with holes that present a safety issue or violate Section 1.
2. Clothing must cover undergarments.
3. Footwear presenting a safety hazard, such as slippers, flip-flops, cleats (except on athletic fields), and other features that interfere with walking or running or have the potential for injury (excessively high heels,

"wheelie" heels, etc.).
4. Violent language, violent images, hate speech, profanity, pornography, and/or images/language that create a hostile/intimidating environment based on any protected class or marginalized groups.
5. Images/language depicting/suggesting drugs, alcohol, vaping, paraphernalia, or any illegal item/activity.
6. Bulletproof vests, body armor, tactical gear, facsimiles, or other items that would cause panic.
7. Swimsuits (except as required at athletic practice) and outerwear.
8. Personal accessories that pose a danger to others or have potential as a weapon.
9. Items covering the face or ears (except as a religious observance or protective equipment).
10. Any clothing or accessories that cause a school disruption or pose a risk of disruption.

Section 4 - Enforcement

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

Section 5 - FAQs

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

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

Q: What about clothing not mentioned in the rules above?
A: As long as students meet the requirements in Sections 1 and 2, they can wear personal choice clothing. Students must:
1. Wear clothing that fully covers private parts, buttocks, the chest, and the stomach with opaque (not see-through) fabric, they wear a shirt with fabric in the front, in the back, on the sides, over the shoulders, and under the arms AND
2. Wear pants, jeans, or the equivalent (for example, skirts, sweatpants, leggings, dresses, shorts, etc.) AND
3. Wear appropriate footwear to the grade level or class AND
4. Not wear clothing or accessories that cause a school disruption or pose a risk of disruption

Q: Can I wear crocs and sandals?
A: There are more specific guidelines for younger and older students.

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

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

Q: What's the difference between flip-flops, slides, and Birkenstock-type footwear?
A: In our district, footwear must have stiff soles. Students in grades PreK-5 must have a heel strap, but there is no requirement for having a heel strap in grades 6-12. Because of the activity level in different grades, specific footwear may present a greater safety hazard than other footwear.

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

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

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

Questioning of Students

The school is committed to protecting students from harm that may be connected with the school environment and 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 occur at school in emergencies 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 before questioning and shall remain in the room during questioning.

If a student is questioned about 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 investigating the alleged child abuse or neglect suspects the parent is the perpetrator, neither parent will be contacted before questioning, but the building administrator will remain in the room during questioning.

The building administrator will notify a parent if law enforcement or a children's services agency removes a student from school.

Searching Students

A student and his/her possessions may be searched 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 to store materials. It should be clearly understood that this equipment is the school's property and may be searched at any time if there is reasonable suspicion that a student has violated the law or school rules. Locks are to prevent theft, not to prevent searches.

Anything 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 confiscated items.

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.

General Information for Equal Education

This district provides an equal educational opportunity for all students. Any person who believes that he/she has been discriminated against on the basis of race, color, disability, religion, gender or national origin while at school or at a school activity should immediately contact the Superintendent as the School District’s Compliance Officer. Complaints will be investigated in accordance with the procedures described in board policy. Any student making a complaint or participating in a school investigation will be protected from retaliation. The Compliance Officer can provide additional information concerning equal access to educational opportunities.

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.

See Policy 5517 for further information.

Harassment, Intimidation, and Bullying

Bullying is a form of aggressive behavior in which someone intentionally and repeatedly causes another person injury or discomfort. Bullying can take the form of physical contact, words, or more subtle actions.

Student Services

School Social Worker

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

Community Counseling

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

Student Fees

Student School fees are as follows:

- Monthly Preschool Tuition is based on a sliding fee scale $.00, $55.00 or $110.00 monthly

- Preschool $0.00
- Kindergarten $0.00
- First Grade $0.00
- Second Grade $0.00

All students, minus PK pay a $45.00 technology fee.

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 can take credit card payments at our school office, but credit card payments are available over the internet. 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 not 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.

Safety Drills

A variety of safety drills will be conducted throughout the school year so that students and staff are prepared in case

of emergencies. Safety drills may include fire drills, tornado drills, lockdown procedures, and evacuation drills. All exterior doors, except for the exterior front door, will be locked during the school day. All visitors should report to the office.

- Fire and Tornado Drills- We have fire and tornado drills for the safety of the children. If there should be a storm at dismissal time, children will be kept in the school until we feel it is safe to dismiss them. It would be helpful to discuss with your children where to go if you are not at home.
- Intruder Drills—We will practice an intruder drill during the school year. It would be helpful if you discussed this also with your child in a calm, non-threatening way.
- Lockdown Drills- We will practice lockdown drill procedures several times per year. Although this could be frightening for your children, practice allows students and staff to practice and prepare in case of a real emergency.
- Evacuation Drills- Students may practice procedures for evacuation from the building and campus.

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 Primary School Facebook page. You may also tune into the following radio stations in the area to be notified of the closing: WQEL-92.7FM Bucyrus/WBCO-1540AM Bucyrus; WMFD TV 68/WVNO 106.1FM Mansfield; Please DO NOT call the principal, teachers or the school. Parents and students are responsible for knowing about emergency closings and delays.

Field Trips

We believe field trips are an important part of the educational programming at Galion City Schools as finances permit. All students will be encouraged to participate. Permission slips and current emergency medical information must be provided in Final Forms for students to participate. All current and past school fees must be paid 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 other children's safety, they may be excluded from participation in field trips. As a parent, you may be encouraged to chaperone your child so that they can participate. You will be notified if your child cannot participate in any field trip.

The following guidelines have been developed concerning elementary field trips in Galion City Schools: ● Field trips allow students to develop socialization skills by spending a day together at a public facility other than our school.
- Field trips are considered an extension of 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. If necessary, a lottery system will be used.

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 alone as this will deter you from the school field trip experience. We have also learned from our past experiences with field trips and have found that if many parents attend, then some children whose parents cannot attend feel left out.

Due to liability issues, siblings are not permitted to accompany chaperones on field trips.

Finally, students may 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 of student success. Children who learn to read do better in school across all areas of the curriculum. Students will be encouraged to check out books to take home on a weekly basis. The following rules have been established for the elementary school media center.

- Students may check out or renew books up to the designated limit.
- Weekly checkout limits are as follows:
    - o Preschool - 1 book to be left in the classroom



- Kindergarten - 1 book
- First Grade - 2 books
- Second Grade - 2 books

● Books may be kept out for only two weeks unless they are renewed.
● Students will receive a notice of any book that is overdue. If the book is not returned for one month after the due date, a charge will be made for replacing it.
● Students may not check out materials in their teacher's name without consent.
● All students are expected to act in a manner suitable to the library. They should be quiet and mannerly. ● They should also come prepared for the purpose for which they came, whether for a resource or getting a book. ● Students may be asked to leave if they do not make their selections on time.
● Students are asked to take proper care of their library books. Please notify the librarian if the 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

We give unclaimed items to charitable organizations each year. Please mark each child's belongings with his/her name. Throughout the year, please check the Lost and Found area located in the office.

Media Coverage / Student Photographs

At various times throughout the school day and year, students have their pictures taken by newspapers and other external media for the district website and building Facebook page. If you do not wish for your child's picture to be used, please indicate this in Final Forms. Video cameras are welcome at school for programs but not in classrooms. No monitor or plug-in cameras are permitted in the classroom. Students will have the opportunity to take school photos two times per year. Video-taping will not occur in the classroom except for instructional purposes only.

Solicitation

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

Special Services / Fine Arts / Physical Education (P.E.)

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

Telephone / Cell Phone Use

Students will use the office and classroom telephones only for emergency calls. The office will not call students to the telephone unless it is an emergency. Please be considerate in this matter. Any child who has a cell phone should have it turned off and in their cubby while on school premises. Cell phones will be confiscated if usage is violated during the school day and returned only to parents. Violating the cell phone usage policy on school property could result in disciplinary action.

School Lunch and Breakfast Programs

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

All students arriving between 8:30 and 8:45 will have breakfast available to them. Students arriving after 8:45 will need to eat at home before arrival.

With prior approval, students may only leave for lunch with a parent, guardian, or family member. Occasionally, students may leave with a staff member, but only with prior approval.

Free and Reduced Lunches

Each family must complete applications for free and reduced lunches every year. New applications must be turned in at the beginning of each school year for a child to continue receiving free or reduced lunch. You will be notified if you qualify for free or reduced meals at school. New applications may be completed at any time. If your child qualifies for free lunch under the ODE's direct certification, you will receive a letter from the school. Please fill out the sharing form included in

the notification letter and return it to your child's school for waiver of book fees. Families who receive this letter do not need to fill out a Free & Reduced application. The direct certification process is repeated yearly.

Breakfast and Lunch Prices

Breakfast and lunch are free for all students.
Extra Milk - .50

Lunch

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

School Provided Packed Lunches

When applicable, students will have an opportunity to purchase a school sack lunch. Lunch will be provided in a paper sack. This will be made available on field days, field trips, and/or other special occasions.

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

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

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

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

OR

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

Galion City School District School Meal Charging Policy

1. Warning-Verbal notice monies are low 2 lunches left
2. First Charge-Verbal notice to student
3. Second Charge-Verbal notice & call to parents
4. Third Charge-Written notice to the 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 can take credit card payments at our school office, and credit card payments are available over the Internet. More information about the online system is available from your school office or at the online link on our website at www.galionschools.org. Please understand that showing money posted online may take up to two days.

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 including the following:

1. The medical or special dietary condition restricting 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.

Transportation Services

It is the policy of the Galion City Schools to transport eligible students to and from school. Eligible students are defined as Elementary, Middle, and High School students and public or private students who live outside the designated walking areas. 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 for permission 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 with permission to walk home must have a written permission slip from a parent or guardian. 3. Students must follow all bus rules listed in the Student Code of Conduct/Transportation Pamphlet, including student behavior during any wait time or transfers for shuttle buses. Appropriate behavior is expected at all schools, and problems will be communicated with the home school as 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, Loss of Bus Privileges.

4. Riding the bus is a privilege, and students must demonstrate respectful behavior and not impede their safety or that of 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 reinforces the student code of conduct and outlines building specific student expectations and disciplinary levels. It also provides an opportunity to recognize students who demonstrate appropriate behaviors consistently. You will find this information in the NEW Bus Transportation Pamphlet.

Stops: Loading and Unloading

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

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

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 should not be used 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 loaded or unloaded. Stationary buses and automobiles may be passed with caution on school grounds, but 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 at all times.

DO NOT signal another motorist into the traffic flow 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 if they do not stop. The service (front) door should always be closed 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 designated place of safety on the residence side. The driver must account for each pupil at the 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 a signal by dropping their 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 the bus and sit in an available or assigned seat safely and quickly.

PM DROP OFF:

- Stop alongside the 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 the driver for instructions.
- Stop at your designated place of safety.
- Wait for the bus to depart, then proceed to the 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, the door to open, and for the driver's signal.
- Walk to the bus and sit in available or assigned seats safely and quickly.

PM DROP OFF:

- Walk to the designated place of safety.
- Wait for the bus to depart, then proceed to the residence
- Persons waiting for students are requested to wait at least 10 feet (steps) away from the designated place of safety.

Admission and Placement Grievance Procedure

Parents and students can 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. Safety precautions are a must to protect all students riding Galion buses. Your help is needed because safety is everyone's responsibility!

All students must 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 have been brought to your attention.

Student Health & Wellness

Health Concerns

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

Student Illness

No one with early symptoms of a possible communicable disease should attend school and should not return until they are symptom-free and have maintained a normal temperature for a twenty-four-hour period of time. ● The following conditions require students to be excluded from school:

- o Suspicious skin eruptions, intense itching, and/or rashes of undetermined origin are excused until the rash subsides; if out longer than three days, a doctor's written statement is required.
- o Conjunctivitis (pink eye) – readmitted after treatment for twenty-four hours with antibiotic eye medication and/or no evidence of discharge in the eye.
- o Fever (elevated oral temperature of 100.0 or above) readmitted after temperature is normal for a 24-hour period of time.
- o Vomiting or diarrhea – excluded until symptom-free for a twenty-four hour period of time.

● School personnel may request written medical verification that students are free of suspected communicable diseases before they return to school.

● Families of students with chronic health concerns should contact the school principal/and health nurse to develop ongoing health care plans.

Medication during the School Day

Under state law, the dispensation of prescribed medication to our students during the school day will be as follows: a Medical Administration form must be obtained from the school office. You and your physician must fill out this form and return it to the school before any prescribed medication is 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 medication is given at school. All medication must be age/weight appropriate unless otherwise prescribed by a doctor. Students are prohibited from having medication of any type on their person during the school day, except inhalers. Students carrying inhalers must also 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 prohibited from carrying medication on the bus or in their backpacks to or from school. It is the parent's responsibility to pick up the remaining medication at the end of the year, no later than one week after the closing of school for summer. The remaining medications will be discarded appropriately after that date. Inhalers must also be labeled with the student's name. Medication administration procedures or doses cannot be changed without permission from the prescribing doctor. The parent is responsible for keeping track of and bringing more medication when needed. Any necessary changes can be faxed to the Board of Education at 419-468-4333.

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 prevent these pests from spreading from one person to another. If a bed bug is found on your child, we will bag up all of your child's personal belongings during the school day, including coat and backpack, and locate them within their cubbies. You may also be asked to bring an extra change of clothing each day for your child to change into. The clothes worn will be de-bugged and ready for the next school day. This cycle will continue until your child's clothing is bed bugs-free for 5 days. A letter will be sent home, and you will be advised to have your house 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 treating head lice so that students miss a minimum amount of school. A maximum of two (2) days of excused absence will be allowed annually. 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 ensure no signs of live nits and/or lice. Parents will be asked to retreat the child in 7-10 days. The school nurse will recheck the child to make sure there is no evidence of new eggs or live bugs. If there is evidence of new nits or lice, the child will be removed again, and proof of treatment will be required again.

Academic Information

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 K-2.

Kindergarten through Grade 2

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

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

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

The following percentages are used to determine student progress:

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

The 4th quarter will be the final grade for the year, as it will most accurately describe the student's progress in learning through the standards.

The report card will indicate Current instructional reading levels based on Acadience beginning-of-year, middle-of-year, end of year assessments and ongoing progress monitoring. The levels are listed and described below:

- B is ABOVE. Your child is reading above grade-level benchmarks.
- C is CORE. Your child is reading at grade-level benchmarks.
- S is Strategic. Your child is reading below grade level and needs strategic support.
- I is Intensive. Your child is reading below grade level and needs intensive support.

PE, Music, STEM, and Art grades will be assigned twice during the school year in Kindergarten through grade 2 using the following:

- 3 – EXCEEDS the expectations of the grade level standard.
- 2 – MEETS the expectations of the grade-level standards.
- 1 – BELOW the expectations of the grade-level standards.

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

X Areas marked need improvement/student does not meet behavior expectations
Note: If left empty, expectations are met for behaviors.

Promotion / Placement Policy / Retention

A student will be promoted if he/she demonstrates sufficient proficiency 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 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, showing deficits in building and/or statewide assessments, demonstrating Limited or No Progress in Standards-Based Reporting, or having missed more than 12 days of unexcused absences may be placed in the next grade level.

Individuals with Disabilities

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

The Galion School District provides various special education programs and services for students identified as having a disability, as 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, and more importantly, the school wants the parent to be an active participant. A parent should contact the principal to inquire about the procedure or programs.

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.

Recess

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

Since our teachers are assigned to recess duty or other responsibilities during recess, it is difficult to supervise students needing to stay inside. If your child has been ill and cannot participate in recess activities, a note should be sent to the teacher on the specific day you request that your child stay in. Notes will not be honored for more than one day at a time except in cases with unusual circumstances. When a student brings a note to stay in during recess, parents are advised that the student will be in a grade-level classroom or sent to the office to be supervised. Your cooperation in limiting requests for your child to stay in except after an illness will be appreciated.

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

Title I

Title I is a federally funded program that offers support to students and families in Reading/Language Arts and Math. Currently, all students receive this support.

Parents 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 teacher's college degree major and any other graduate degree or certification (such as National Board Certification).
- Whether your child is provided services by instructional paraprofessionals (sometimes called teachers' aides or education assistants) and their qualifications.

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

Preschool Program

The Galion City Schools Preschool Program has served special needs preschool-aged children for many years. The program expanded in the fall of 2008 by serving additional typically developing children. All preschool children will participate in a vision, hearing, and speech screening and the ASQ (Ages and Stages Questionnaire) before entering the program. The ASQ will help determine if any additional services are needed.

The preschool program will operate from 8:45-11:55 a.m. and 12:35-3:45 p.m., Tuesday-Friday. Students should not arrive before 8:30 or 12:33 when the parent will bring them to the outside classroom doors. Students arriving earlier than the times listed will need to be supervised by the parent or someone appointed by the parent. Preschool students will be picked up at the outside classroom doors at the end of each day.

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

The morning class will receive breakfast, and the afternoon class will receive a snack daily. Tuition will be charged based on income.

Preschool Diapering and Pull-ups

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

Preschool Discipline Policy

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

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

- Discipline
    - There shall be no cruel, harsh, corporal punishment or any unusual punishments such as, but not limited

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

Preschool Special Needs Transportation

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

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

Galion City Schools Preschool will be contacted if the parent is not available to receive the child at the end of a school session. The child will be returned to the school between 12:00 p.m. and 4:00 p.m.

An attempt to locate the parent will be made. Children's Services may be contacted if the parent or the emergency contact cannot be reached or if it is after preschool office hours.

If your child has not ridden the bus for two (2) consecutive weeks and you have had no contact with the Transportation Department, you will need to contact the Transportation Department at 419-468-3676 Ext. 11022 to resume transportation. Transportation will not resume until you have notified the Transportation Department. Please do not request that the bus driver relay messages regarding your child. Please call the school office or the Transportation Department to share needed information.

Preschool Student Illness

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

1. When a child is observed with signs or symptoms of illness, the program shall immediately notify the parent or guardian of the child's condition.
2. A child with any of the following signs or symptoms of illness shall be immediately isolated and discharged to his parent or guardian:
    a. Diarrhea (more than one abnormally loose stool within a twenty-four hour period);
    b. Severe coughing, causing the child to become red or blue in the face or to make a whooping sound;
    c. Difficult or rapid breathing;
    d. Yellowish skin or eyes;
    e. Conjunctivitis;
    f. Temperature of one hundred degrees Fahrenheit taken by the auxiliary method when in combination with other signs of illness;
    g. Untreated and/or infected skin patch;
    h. Unusually dark urine and/or gray or white stool;
    i. Stiff neck; or
    j. Evidence of lice, scabies, or other parasitic infestation.
3. A child with any of the following signs or symptoms of illness shall be immediately isolated from other children.

Decisions regarding whether the child should be discharged immediately or at some other time during the day shall be determined by the principal and/or school nurse and the parent or guardian. The child, while isolated at the program, shall be carefully watched for symptoms listed in paragraph (2) of this Rule as well as the following: a. Unusual spots or rashes;

b. Sore throat or difficulty in swallowing;
c. Elevated temperature;
d. Vomiting.

4. A child isolated due to a suspected communicable disease shall be:
    a. Cared for in a room or portion of a room not being used in the preschool program;
    b. Within sight and hearing of an adult at all times. No child shall ever be left alone or unsupervised; c. Made comfortable and provided with a cot. All linens and blankets used by the ill child shall be laundered before being used by another child. After use, the cots shall be disinfected with an appropriate germicidal agent, or, if soiled with blood, feces, vomit, or other body fluids, the cots shall be cleaned with soap and water and then disinfected with an appropriate germicidal agent;
    d. Observed carefully for worsening conditions; and
    e. Released to parent, guardian, or person designated by the parent or as soon as practical.
5. Upon returning from a communicable illness:
    a. The child should be free of any symptomatology.
    b. If the child has needed medical attention during the illness, then a release from the physician may be provided.
    c. If there is a question regarding the child's health status, the school nurse will be consulted to determine any further actions.

Preschool Tuition Policies

Preschool tuition is based on a sliding fee scale, ranging from $0 to $110.00 a month. Tuition rates will be based on the Ohio Preschool Program Tool. Students identified with special needs will not pay tuition. Tuition needs to be paid by check or money order and may be paid to the school office or the payschoolscentral.com. Cash will not be accepted, so please plan accordingly. Tuition should be paid by the 6th of each month. Reminder notices will be sent home at the end of each week. Students will be withdrawn from the program if tuition is not paid in full by the end of the month.

There will not be a reduction in Preschool tuition due to school cancellations or delays. Morning students are welcome to attend when there is a 2-hour delay; however, the end of the morning session will remain the same.

Student Enrollment, Records, and Withdrawals

Protection & Privacy of Student Records

The GCS maintains many student records, including directory and confidential information. Directory information can be provided upon request to any individual other than a for-profit organization, even without the written consent of a parent. Parents may refuse to allow the GCS Board of Education to disclose any or all “directory information” upon written notification to the GCS Board of Education. For further information about the items included within the category of directory information and instructions on how to prohibit its release, you may consult the Galion City School’s Board of Education Family Education Rights and Privacy Act (FERPA), which can be found at www.neola.com/galion./

Classroom Assignment

Class assignments are based on several factors, including academic level, social and emotional considerations, 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 must see and copy the custody decree, including the court journal entry number and signature page. Questions regarding proper procedure will be handled through the principal’s office. Copies of custody papers and/or other court documents affecting the child may be kept at the local law enforcement agency.

Non-Custodial Parent Access to Student Records

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

Residency Requirements

Galion City School requires proof of residence, which would include the following: utility bills such as cable, phone, gas, or electric, a lease or purchase agreement, and 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 Truancy Officer. Open enrollment forms may be requested 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 about enrollment procedures. Homeless students will be provided with a free and appropriate public education like other students served by the GCS. Homeless students can 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 the GCS liaison for Homeless Students @ 419-468-3432.

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

Final Forms Registration Link

Registration Instructions

Required Forms in Final Forms will need to be reviewed annually and updated when changes occur: ● New Student Registration Process (if applicable)

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

Required Documents in Final Forms:

- Child's Birth Certificate
- Parent/Guardian Driver's License or state-issued ID Card
- Immunization Records
- Residency Requirement
- Special Situation-Court Documentation, Grandparent POA

- Preschool only needs to submit an annual physical and dental form.

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. Before denying admission, however, the Superintendent shall offer the student an opportunity for a hearing to review the circumstances of the suspension or expulsion and any other factors the Superintendent determines to be relevant.

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

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

Waiver of School Fees Application (if fees are applicable)

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. There is a mandatory $40 technology fee for all students (except preschool). This cannot be waived due to income.

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 (beginning in 5th grade). 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.

Technology Services

Acceptable Use Policy

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

The full AUP can be seen online in Final Forms.

Internet Safety Education

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

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

General Network Access

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

Penalties for Improper Use

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

Internet Filtering and Safety Measures

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

- Unauthorized disclosure, use, and dissemination of personal identification regarding minors is prohibited. ● Social media, chat rooms, and 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 themselves 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.