



GALA
GLOBAL AMBASSADORS
LANGUAGE ACADEMY

Global Ambassadors Language Academy

*Student & Family Handbook
2020-2021*

TABLE OF CONTENTS	Page
Introduction: Making the Handbook Work for your Family <ul style="list-style-type: none"> ● Purpose ● Organization of the Handbook ● Development of the Handbook 	4
Chapter 1: The School <ul style="list-style-type: none"> ● Mission ● Vision ● GALA's Model ● Core Values 	5
Chapter 2: Attendance <ul style="list-style-type: none"> ● General Policy for Absences ● Reporting Absences ● Excused and Unexcused Absences ● Absences due to Documented Medical Condition ● Appointments during School Hours ● Suspensions ● Late Arrival and Early Dismissal Related to Absences ● Unexcused Absences ● General Policy for Tardiness and Early Dismissal ● Consequences for Tardies and Early Dismissal ● Truancy ● Withdrawal ● Missing Children 	6
Chapter 3: Dress Code <ul style="list-style-type: none"> ● Rationale ● Student Dress Code ● Prohibited Items ● Violations ● Interpretation of Policy 	13
Chapter 4: Student Conduct <ul style="list-style-type: none"> ● Philosophy ● Intention ● Family & School Contract ● Code of Conduct ● Progressive Discipline ● School Essential Agreements ● IB PYP Learner Profile ● Inappropriate Behavior and Associated Consequences 	16
Chapter 5: School Wide Behavior Policies and Procedures <ul style="list-style-type: none"> ● General Discipline Procedures ● Student Searches ● Suspension and Expulsion ● Corporal Punishment and Student Restraint ● Discipline for learners with Special Needs 	22

<ul style="list-style-type: none"> ● Complaints about Student Discipline ● Home Communication Binders 	
<p>Chapter 6: Academics</p> <ul style="list-style-type: none"> ● Academic Standards ● General Academic Calendar ● Promotion Policy ● Homework ● Cheating & Other Academic Infractions ● Assessment ● Grades ● Report Cards ● Academic Classes 	27
<p>Chapter 7: Safety & Security</p> <ul style="list-style-type: none"> ● Closed Campus ● Visitor Policy ● Student Emergencies ● Accident or Medical Emergency ● Medication Policy ● Fire Alarms 	31
<p>Chapter 8: General School Information & Policies</p> <ul style="list-style-type: none"> ● Non-Discrimination Statement ● Anti-Harassment, Intimidation, and Bullying ● Internet Acceptable Use Policy ● School Calendar ● School Closings ● Food Service ● School Property ● Textbooks and Reading Backpacks ● Personal Property ● Electronic Communication Devices ● Lost and Found ● School Supplies ● Student Records ● Release of Photographs and Other Information ● Distribution of Published Materials or Documents ● Commerce 	42
<p>Appendices</p> <ul style="list-style-type: none"> ● Appendix A: Arrival and Dismissal ● Appendix B: Classroom Parties, Birthdays, and Other Events ● Appendix C: Admissions Overview ● Appendix D: Discipline Due Process ● Suspension Due Process ● Expulsion Due Process ● Appendix E: Serious Discipline Infractions, Definitions, and Consequences 	55
Statement of Understanding	70

Introduction: Making the Handbook Work for your Family

Purpose

The 2020-2021 GALA Student and Family Handbook is a guide to the most important policies and procedures of the school. Many of the most critical aspects of the handbook will be reviewed with parents during the Mandatory Parent Orientation and with learners during their orientation. However, it will be important for parents to read the handbook in its entirety and discuss it with their learner(s). We encourage you to ask questions throughout the year if any sections of the handbook are unclear. Every policy and procedure was crafted with the best interest of our learners in mind.

Organization of the Handbook

GALA's Student and Family Handbook is organized into eight chapters with a number of topics in each chapter. It was our intention to provide the most important topics in these chapters written in clear, concise language. At the end of the handbook, there are five appendices that provide additional information and a Statement of Understanding that needs to be signed and turned into the school.

Development of the Handbook

GALA's Student and Family Handbook is meant to be a useful guide to the school's operations. From time to time, policies, rules, and regulations may be changed. The Executive Director, the Principal, or their designee or the Board will provide notifications of changes and/or notice will be posted in the common area of the School's facilities.

The Student and Family Handbook is based on a comprehensive school policy manual developed by the GALA staff. All policies upon which this handbook is based shall be considered public record and are open for inspection by appointment in the office of the Executive Director, the Principal, or their designee during regular office hours. If anything in this Student and Family Handbook conflicts with the comprehensive school policy manual, the comprehensive school policy manual supersedes the handbook.

Chapter 1: The School

Mission

Global Ambassadors Language Academy (GALA) is dedicated to providing a high-quality educational experience to learners throughout the City of Cleveland, Ohio. The mission of GALA is to ensure each student achieves lifelong academic success, bilingualism, and appreciation for diversity, in an engaging and academically rigorous language immersion environment. GALA is an international, dual language immersion, K-8 school in Cleveland, Ohio. As a nonprofit, public charter school, GALA is tuition-free and enrolls students mostly from within and around Cleveland. GALA's innovative educational model aligns with *The Cleveland Plan*, and has the support of the Ohio Council of Community Schools, the Cleveland Metropolitan School District (CMSD) and the Cleveland Transformation Alliance. The Cleveland Transformation Plan is a bold

effort to help Cleveland children in failing schools by re-envisioning the district's organizational and legal structure, and enlisting high-quality, innovating charter schools like GALA as partners.

Vision

GALA's vision is to create a better world through education, elimination of language barriers, and preparation of global leaders for the future. As the only foreign language immersion school in Northeast Ohio, GALA will be meeting a need that is currently not being met – providing instruction that leads to fluency in two languages, international mindedness, and high academic achievement in all subject areas. GALA believes that all students, regardless of socioeconomic status are able to learn and achieve at the highest levels when provided with a school that is designed and prepared to teach, support, and hold them to high expectations. GALA students will graduate with cultural competency as well as appreciation for diversity and inclusiveness in every aspect. Above all, our students will be leaders across the globe and especially in Cleveland. It is our hope that our students will create a new and empowered narrative about low-income students and students of color in urban school districts.

GALA's Model

The GALA education model—one that blends dual language immersion with an **International Baccalaureate Primary Years Program (IB-PYP)** framework, and is designed to meet the unique needs of low-income students—provides a supportive learning environment for all students to reach their goals and develop their own definition of success. As a **dual language immersion school**, GALA provides instruction across all core subjects in two languages: English and a Target Language—leading to dual proficiency in reading, writing, listening, and speaking by third grade. GALA implements a one-way, dual language immersion model in both the Mandarin Immersion Program (MIP) and Spanish Immersion Program (SIP), with one-way (sometimes referred to as “foreign”) being the model used with a majority student population with little or no target language skills. Students at GALA learn with the support of two or more teachers per grade: one to provide instruction exclusively in the target language and the other to provide instruction exclusively in English.

GALA is the *first* school in Northeast Ohio (a 150 mile radius) that offers a one-way (foreign) dual language immersion model, and the only school in Ohio to provide dual language immersion in Mandarin, giving Cleveland students an opportunity experienced by very few children in the country—and none in Ohio. Furthermore, GALA's Mandarin immersion program is one of only 197 in the nation.

GALA is also innovative by pairing a language immersion model with an International Baccalaureate (IB) framework. Once certified, GALA will be the second IB public school within CMSD and within the City of Cleveland. **As an international school**, GALA's curriculum will be aligned with Ohio's New Learning Standards (Common Core) within the framework of the *International Baccalaureate Primary Years Programmed (IB PYP)*. IB is a Swiss-based education program renowned for its international framework and inquiry-based learning. IB World Schools develop students' intellectual, personal, emotional and social skills to prepare them to live, learn, and work in a rapidly globalizing world. Most importantly, students in IB programs usually score higher than District and State averages in reading and math assessments.

The IB PYP is designed for students ages 3 to 12 and focuses on development of the whole child as an inquirer, both in the classroom and the outside world. GALA will submit a candidacy application to become an IB school. The authorization process requires extensive staff training, parent education, shared leadership, and collaborative teaching practices throughout the school. Though authorization is not expected until 2021, GALA will begin implementing parts of the IB PYP prior to authorization, thus scaffolding fidelity to the model.

GALA's success at meeting its mission will be measured by individual student and schoolwide assessments. In addition, GALA's purpose is to address the inequities we currently see in academic outcomes for low-income students and students of color in Cleveland. With this goal in mind, GALA's academic model has been strategically designed to eradicate this achievement gap by increasing overall achievement, increasing high school graduation rates, and ensuring students are globally competitive, and college, career and life ready.

Chapter 2: Attendance

Health Guidelines for In-Person School Attendance

Do **not** send your child to school in-person if any of the following symptoms or conditions exist:

- **Fever of 100 degrees or higher in the last 24 hours.** Consult your child's healthcare provider for guidance on when to return to school.
- **Coronavirus/COVID-19 Related Symptoms or Exposure.**
 - In the last month, your child or member of the household has been in contact with someone who was confirmed or suspected to have COVID-19.
 - Your child or member of the household has symptoms of COVID-19, which currently include: fever or chills, cough, shortness of breath or difficulty breathing, fatigue, muscle or body aches, headache, new loss of taste or smell, sore throat, congestion or runny nose, nausea or vomiting, diarrhea Visit the CDC website for updates: <https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html>
- **Vomiting and/or diarrhea.** If your child has two or more episodes during the previous evening or night, he/she should not attend school. Consult your child's healthcare provider if vomiting and/or diarrhea continues for more than 48 hours, your child has a fever, or his/her condition worsens.
- **Rash.** Consult your child's healthcare provider for guidance on if your child should return to school.
- **Untreated infected skin patches** that have weeping fluid and are on an exposed surface that cannot be covered with a waterproof dressing.
- **Bacterial Infection.** Your child may return to school after taking prescribed antibiotics for 24 hours.

- **Pink eye.** If your child has thick mucus or pus draining from the eye, consult your child’s healthcare provider for guidance on when to return to school. If an antibiotic is prescribed, your child must be on the medication for 24 hours before returning to school.
- **Lice.** Contact the school for lice procedures.

Consult your child’s healthcare provider regarding other symptoms of illness: excessive tiredness, pale, difficult to wake, confused or irritable, lack of appetite, productive or continuous coughing, sneezing, headache, body aches, earache, sore throat. Some illnesses, such as strep throat, require a test. Returning to school in-person too soon may slow your child’s recovery process and expose others unnecessarily to illness.

In addition to me and my child’s general responsibility to abide by all School policies and procedures, I specifically acknowledge that COVID-19 may require additional safety protocols. By signing below I agree to follow procedures as may change from time to time due to the changing nature of the virus and updated information regarding safety. I agree to assist my child in following School protocol with regard to wearing a protective face covering, practicing social distancing, and hand washing. I agree to monitor my child for symptoms in accordance with the “Health Guidelines for In-Person School Attendance” included herein and as may be updated. I agree to notify the School if my child develops symptoms or if I have reason to believe my child has been exposed to a person with COVID-19.

General Policy for Absences

Learners enrolled in the school must attend school regularly in accordance with the laws of the State. The educational program offered by the school is predicated upon the presence and punctuality of the student and requires continuity of instruction and classroom participation. A parent must contact the school in accordance with the procedure set forth in the section below whenever a student is absent.

Attendance shall be required of all learners enrolled at the school during the days and hours that the school is in session. Attendance need not always be within the school facilities, but a student will be considered to be in attendance if present at any place where school is in session by authority of the Board.

Reporting Absences

The primary responsibility for a student's attendance at School rests with his/her parent(s) or guardian(s). Parent(s)/guardian(s) must notify the school by 9:00 a.m. on the day a student is absent unless previous notification has been given in accordance with school procedure for excused absences. When parents do not call the school, the person in charge of front desk

operations will notify a student's parents, custodial parent, guardian, legal custodian, or other person responsible for him/her within 120 minutes after the beginning of the school day in accordance with ORC 3321.141 (A)(2). Parents or other responsible persons shall provide the school with their current home and/or work telephone numbers and home addresses, as well as emergency telephone numbers.

The procedure for absences is as follows:

1. A parent must call the school to inform the school that his/her child or children will be absent from school. This phone call should take place within the first hour that school is in session.
2. If a parent fails to call the school as prescribed in Part 1, school personnel will make at least one attempt within 120 minutes after the beginning of the school day in compliance with ORC 3321.141 (A)(2) to contact the parent/guardian.
3. In those cases where telephone communication could not be made, school personnel will initiate a written communication to the home of the legal guardian the day of the student's absence.

Excused and Unexcused Absences

All absences, whether “excused” or “unexcused,” are still considered absences. Any day your learner does not attend school is considered an absence. The school will consider an absence excused for the following six reasons with documentation:

1. Personal physical illness such as to prevent attendance at school. Absences for illness longer than 2 days must be verified in writing by a doctor.
2. Death in the family.
3. Observance of religious holidays.
4. Court subpoena.
5. An emergency or set of circumstances which in the judgment of the school constitutes a good and sufficient cause for absence.
6. Educationally excused absence (at the administration’s discretion & approval)

Emergency circumstances will be defined by the Principal and will be used to excuse absences on an extremely limited basis. Absences due to weather, transportation issues, parent illness, and family vacation will count as unexcused absences. Upon return to school, the student must provide to the school a written statement from a parent of the cause for absence, or the absence will be considered unexcused. The Principal or his/her designee reserves the right to verify such statements and to investigate the cause of each individual absence.

Absences due to Documented Medical Condition

Any student who, due to a medically-documented physical or mental impairment, is absent for an extended period will not be disciplined. Such learners may be entitled to receive an education tailored to their individual needs or abilities as provided for under federal and/or state law.

Appointments during School Hours

Learners should not miss school for appointments. Families are responsible for scheduling medical appointments outside of school time whenever possible. The best times are often after the school

days come to an end, or on days when school is not in session. In the rare case when a student has a medical appointment during school, he or she should not be absent for the entire school day.

Suspensions

Suspensions are considered absences. If learners are absent from school due to suspension, these days will be treated the same as absences.

Late Arrival and Early Dismissal Related to Absences

Learners are expected to arrive on time and to stay at school until the very end of the day. Late arrivals and early pick-ups are disruptive to the learning environment. Learners that arrive after or leave before 11:45 will be counted absent. If, on an early release day, a learner arrives or leaves before 10:45 a.m., he or she will be counted absent.

Unexcused Absences

Unexcused absences are never acceptable. Any unexcused absence will result in an immediate parent conference.

Unexcused Absences within a Trimester:

Three (3) or more unexcused absences per trimester may result in a student receiving no credit for that quarter. Five (5) unexcused absences in any one trimester will result in a student receiving no credit for that trimester.

Unexcused Absences within a School Year:

Seven (7) or more unexcused absences per year may result in a student receiving no credit for the year. Ten (10) unexcused absences in one school year will result in a student receiving no credit for that year.

Acknowledging and Addressing Absences

Included in our attendance policy are consequences for absences, both positive and negative. They are outlined below:

1. No Absences in a Trimester: The child and family are congratulated and recognized for exceptional attendance and commitment to their education.
2. Four Absences in a Trimester: If a learner is absent four times in a Trimester, it is considered a serious issue. At this point, the parent/guardian will be called to the school to meet with the Attendance Intervention Team. At the meeting, the problem will be discussed and an attendance plan will be developed.
3. Eight Absences in a Year: If a learner is absent eight times in a year, it is considered a serious issue. At this point, the parent/guardian will be called to the school to meet with the Attendance Intervention Team. At the meeting, the problem will be discussed and an attendance plan will be developed.
4. Ten Absences in a Year: If a scholar is absent ten times in a year, it is considered a very serious issue. At this point, the student is at risk of not being promoted to the next grade. The parent/guardian will be called to the school to meet with the Attendance Intervention

Team and the Executive Director. The Executive Director reserves the right to retain any student who misses more than ten days of school.

General Policy for Tardiness and Early Dismissal

Getting to school on time is a key to your child's success – at school and in life. At GALA, the learning begins from the moment learners walk in the door. Learners who are late miss essential language instruction, disrupt the learning of other children, and risk falling behind on our ambitious curriculum. Our doors open at 8:00 a.m. each morning. Learners must arrive between 8:00 a.m. and 8:25 a.m. in order to eat breakfast. Learners who are not in their classrooms at 8:30 a.m. are considered tardy.

In addition to tardies in the morning, GALA also has a policy in place to address learners that are picked up before the end of the school day. GALA's school day ends at 3:30 p.m. Monday through Friday. The pick-up period at GALA is from 3:30 to 3:50 p.m. Learners that are picked up after the halfway point in the day but before the end of the day will receive an Early Dismissal, and this will be counted on the attendance report.

No excuses will be accepted for tardies or Early Dismissals. There is no designation for "excused" or "unexcused" tardies or Early Dismissals. Tardies and Early Dismissals due to traffic, weather, transportation issues, and appointments will not excuse the attendance violation.

Consequences for Tardies and Early Dismissal

The following is an outline of consequences for tardiness and Early Dismissal:

- No Tardies in a Trimester: The child and family are congratulated and recognized for being "on time" and for their true commitment to education.
- Four Tardies and/or Early Dismissals in a Trimester: If a student is late or dismissed early four times in a Trimester, it is considered a serious issue. At this point, the parent/guardian will be called by the Attendance Intervention Team. The problem will be discussed and a plan will be developed to prevent future attendance issues.
- Eight Tardies and/or Early Dismissals in a Year: If a student is late or dismissed early eight times in a year, it is considered a serious issue. At this point, the parent/guardian will be called to the school to meet with the Attendance Intervention Team. The problem will be discussed and a plan will be developed to prevent future attendance issues.

Truancy

A learner is habitually truant if the student is absent without a legitimate excuse for thirty (30) or more consecutive School hours, for forty-two (42) or more School hours in one (1) month, or seventy-two (72) or more School hours in one (1) School year.

A learner is 'excessively absent' if s/he is absent thirty-eight (38) or more hours in one school month with or without a legitimate excuse; or absent sixty-five (65) or more hours in one school year with or without a legitimate excuse.

Legitimate excuses for the absence of a student otherwise habitually truant include but are not limited to:

1. the scholar was enrolled in another school;
2. the scholar's absence was excused in accordance with applicable law or policy; or,
3. the scholar has received an age and schooling certificate.

When a learner is excessively absent from school, the following will occur:

1. The School will notify the learner's parents in writing within seven (7) days of the triggering absence;
2. The learner will follow the School's policy for addressing excessive absences; and
3. The School may refer the learner and his/her family to community resources as appropriate.

When a learner is habitually truant, the following will occur:

1. Within seven (7) school days of the triggering absence, the School will do the following: a. Select members of the absence intervention team; and b. Make 3 meaningful attempts to secure the participation of the learner's parent or guardian on the absence intervention team.
2. Within ten (10) days of the triggering absence, the learner will be assigned to the selected absence intervention team;
3. Within fourteen (14) school days after the assignment of the team, the School will develop the learner's absence intervention plan; and
4. If the learner does not make progress on the plan within sixty-one (61) days or continues to be excessively absent, the district will file a complaint in the juvenile court.

The GALA Principal or his/her designee may act as the school's attendance officer or delegate that duty as permitted by law.

R.C. §3321.01; §3314.03(A) (6); §3321.13-.191

Withdrawal

A student who fails to participate in seventy-two consecutive hours of learning opportunities will be automatically withdrawn, unless the student's absence is excused. Otherwise, a parent may withdraw a student voluntarily by signing a **Voluntary Withdrawal form** with the Executive Director, the Principal, or his/her designee.

Refer to the Attendance, Truancy and Automatic Withdrawal Policy in the School's comprehensive policy manual for additional information.

Missing Children

The Board believes in the importance of trying to decrease the number of missing children. Therefore, efforts will be made to identify possible missing children and notify the proper adults or agencies.

A student at the time of their initial entry to school shall present to the person in charge of admission any records given to them by the elementary or secondary school they most recently attended and a certification of birth¹ issued pursuant to Section 3705.05 of the Ohio Revised Code or a comparable certificate or certification issued pursuant to the statutes of another state, territory, possession, or nation. Within twenty-four (24) hours of the student's entry into the school, a school official shall request the student's official records from the elementary or secondary school they most recently attended. If the school the student claims to have most recently attended indicates that it has no records of the student's attendance or the records are not received within fourteen (14) days of the date of request, or the student does not present a certification of birth or comparable certificate or certification from another state, territory, possession, or nation, the Executive Director, the Principal, or their designee shall notify the law enforcement agency having jurisdiction in the area where the student resides of this fact and of the possibility that the student may, be a missing child, as this term is defined in Section 2901.30 of the Ohio Revised Code.

The Executive Director, the Principal, or their designee will also immediately give notice of the fact of a missing child to the Ohio Attorney General's missing children clearinghouse. The Executive Director, the Principal, or their designee will also assist parents in the case of a missing student by coordinating with the missing children clearinghouse.

Informational programs for students, parents, and community members relative to missing children issues and matters are available from the Executive Director, the Principal, or their designee, including information regarding the fingerprinting program. The Executive Director's, the Principal's or their designee's informational programs are based on assistance and materials provided by the Ohio Attorney General's missing child education program.

¹ *May substitute any of the following documents for a birth certificate: 1) a passport or attested transcript of a passport filed with the registrar of passports at a point of entry of the United States showing the date and place of birth of the child; 2) an attested transcript of a birth certificate; 3) an attested transcript of a baptism certificate or other religious record showing the date and place of birth of the child; 4) an attested transcript of a hospital record showing date and place of birth, or 5) a birth affidavit.*

Chapter 3: Dress Code

Rationale / Purpose of the Policy

The purpose of the GALA dress code is to create a professional, safe, and respectful community where learners can place their sole focus on learning. The dress code is in effect from the start of the school day until the end of the school day. Learners are required to wear the GALA uniform Monday-Friday, unless otherwise noted.

Per the **Student Code of Conduct** and **Student and Family Handbook**, all students are expected to abide by this **Dress Code Policy**. The purpose of the School dress code is to create a professional, safe, and respectful community where students can place their sole focus on learning.

The dress code is in effect at any time that a student is on School property or engaged in a School activity regardless of location. Students are required to wear the School uniform unless otherwise instructed by the School's Principal.

General Provisions

Learners must present a neat, professional appearance in order to be considered in uniform. Learners' shirts must be tucked in and shoelaces must be tied.

<u>Student Dress Code</u>
Shirts/Tops (Solid: Light Blue, Navy Blue or White) <ul style="list-style-type: none">● Blouses with collars● Button Dress shirts● Polo shirts● Turtlenecks *All shirts tucked in *All shirts have a collar
Sweaters (Solid: Black, Navy Blue, or White) <ul style="list-style-type: none">● Cardigans● Vests● Sweaters *No hooded sweatshirts
Bottoms / Pants (Solid: Black or Navy Blue) <ul style="list-style-type: none">● Pants, Slacks or Capris● Shorts (knee-length)● Skirts or Skorts (knee-length or longer)● Dress Jumpers (knee-length or longer)

*No jeans, denim or sweat suits

Shoes

- Brown or Black dress shoes preferred, not required
- Shoes must cover entire foot

*No open toe shoes, no flip flops, no sandals

*GALA will provide additional clothing items in school colors (green and blue) for purchase that will have embroidered GALA logo, such as: sweaters, sweater vests, shirts, accessories, etc. These items are not yet available.

Prohibited Items

Students are under no circumstances allowed to:

- Wear facial make-up other than clear or neutral lip gloss.
- Wear facial jewelry of any kind.
- “Sag” their pants.
- Carry cell phones, pagers, or any electronic devices (if these are necessary for students traveling to and from school, they must be kept in backpacks and not taken out throughout the day)

Violations

Any student who arrives at school not complying with dress code will be immediately sent to the office to call home, and the parents/family members will be required to bring a replacement set of appropriate clothing. In addition, a letter will be sent home to parents notifying them of a violation of the dress code policy. Parents/family members will be asked to sign the letter and return it to school.

Interpretation of Policy

The School retains the sole right to interpret and enforce the School’s dress code.

Other dress code considerations include:

- Jewelry: For health, safety and in order to minimize distractions, only conservative jewelry is permitted. Some necklaces of any material, bracelets, rings, earrings, nose rings, piercing and anklets may be prohibited, if deemed a health and safety risk or a risk of distraction.
- Tattoos (Fake or Real): Are considered distracting to the educational environment and process and should not be visible.
- Hair: The style is a parenting decision but the inclusion of items into the hair must meet the following restrictions; the items may not be removed for any length of time during the day. The item must be very secure. If the hair includes any items or symbols that can be interpreted as advocating anything, the item must be removed (i.e. designs in the hair including but not limited to lines, shapes, and letters). Learners may not groom themselves at school. Hairbrushes, combs and other items used outside of the restroom or that make a trip to the restroom excessively long will be confiscated. These rules are deemed necessary for both males and females for the purpose of health, safety, and to minimize distractions.

- Key Chains: The keychain should be under the shirt, in the pocket completely, or put in a purse.
- Makeup: No makeup of any kind including, but not limited to, lotion, chap-stick, and glitter may be brought to school.
- Underclothes: Any underclothing that can be seen including, but not limited to, panties, boxers, briefs, thongs, brassieres, slips, sports bras, colorful t-shirts or t-shirts with graphics, sleeveless undershirts, socks, stockings, hosiery, and under shirts is grounds for suspension. All t-shirts should be solid white and stay under the clothing of the child at all times. Learners cannot wear underclothing that can be seen through their white school shirt.
- Swimsuits: All swimsuits must be one piece, cover the student fully, should not be transparent when wet or dry, and should not have openings that are revealing. All swimsuits must be pre-approved by an administrator.
- Other: All other items must be authorized in writing by the Principal or the Executive Director.
- During enrollment parents must sign a contract stating that they understand that no child may ever be out of uniform without written permission from the school for any reason. There is no valid excuse for learners to come to school without being fully compliant with the dress code.

Chapter 4: Student Conduct

Philosophy

GALA learners will abide by a Positive Behavior Supports aligned Code of Conduct based on the philosophy that classroom respect and organization are essential for academic progress, that learners benefit from the explicit teaching of acceptable behavior, that positive behavior needs to be regularly recognized and reinforced, and that having immediate, clear, and consistent consequences will help to discourage undesirable behaviors.

Parents, a teacher, and the Principal/ Executive Director will sign the Family & School Contract, which demonstrates knowledge of the Code of Conduct. The purpose of this Code is to bring absolute clarity to the expectations and consequences of student behavior so that misunderstanding is never the reason for student misbehavior.

Intention

The mission of GALA is to ensure each student achieves lifelong academic success, bilingualism and an appreciation for diversity, in an engaging and academically rigorous language immersion environment. Respectful, responsibly, safe and aware behavior is necessary in order to achieve this goal. The following beliefs inform our Code of Conduct:

- **Safety.** The Code of Conduct is designed first and foremost to ensure that GALA is safe for every student at all times.
- **Respect.** One of GALA's essential agreements is respect. Respectful behavior is a hallmark of effective character development and facilitates strong community.
- **Self-awareness.** By learning to behave safely to and be aware of their surroundings, others, and themselves, learners learn skills useful beyond the walls of GALA. Learners who actively and positively engage in school, speak well in public, and are helpful to others will develop strong self-advocacy skills that will serve them well throughout their lives.
- **Address mistakes and missteps through re-teaching.** The leaders of GALA believe that positive behavior needs to be taught and modeled. Through repeated modeling of the expected behaviors, children learn how to be active, socially-aware citizens within the classroom and throughout the school. By continuing to positively reinforce desirable behaviors, and discouraging negative behaviors through clear and consistent re-teaching throughout the school year, and through the delivery of appropriate and logical consequences, children receive the clear message that we have high expectations for their academic, behavioral, and social emotional success.
- **Clear consequences.** Many problems can be avoided by having clear, well-articulated consequences. The learners of GALA will know exactly what behavior is expected and what consequences will result if the expectations are not met. The school will always promptly communicate with parents about any delivery of consequences.
- **Uninterrupted learning.** The purpose of this Code of Conduct is to outline how GALA can offer every child the opportunity to learn in a safe and respectful classroom learning environment.

Family & School Contract

The Family & School Contract is the guiding commitment between GALA learners, staff, and parents/guardians. ***A parent/guardian, teacher, and Principal/ Executive Director will sign the Family & School Contract by the first week of school.*** This contract outlines general and specific expectations for learners, teachers, and parents/guardians, and is signed in the spirit of mutual accountability. Our work together is a three-way partnership, and the highest expectations must govern all of our actions to ensure the highest-quality education for every child.

Student Name _____
(Please Print)

GALA FAMILY AND SCHOOL CONTRACT

At GALA, accomplishing our mission to ensure that each learner achieves lifelong academic success, bilingualism and an appreciation for diversity, in an engaging and academically rigorous language immersion environment is vital to our success. By choosing to send your child (ren) to GALA you have chosen to actively participate in your child's life at school

For Parents & Guardians:

- I commit to supporting GALA's academic program, positive behavior support model, and extended school day and year.
- I commit to making sure that my child is at school on time, in uniform every single day, unless sick or unable to attend because of a family emergency, when I will call the school before 9 a.m.
- I commit to monitoring my child's schoolwork, homework, and assessments regularly. I will always encourage him or her to work hard and produce the best possible work.
- I commit to maintaining an environment at home where my child can do his/her homework, with a clean desk or table and necessary materials.
- I commit to calling GALA if I have questions and attending the required parent events three times a year (Mandatory Parent Orientation and two Parent Conference nights).
- I have read, understand and agree to uphold and abide by the Code of Conduct and policies in this handbook.
- I understand I must abide by all policies in the comprehensive policy manual which may be provided upon request.

For learners:

- I understand the Leader Profile and IB PYP Attitudes and commit to always doing my best to follow them.
- I commit to attending school every day unless I am sick and to give my full respect and my full attention to every task.
- I commit to being responsible by doing my homework every night, bringing it neatly to school and turning it in at the appropriate time.
- I commit to being safe and aware by honoring the GALA Essential Agreements.
- I commit to speaking regularly and honestly with my parents and guardians about my progress at school, my grades, my assignments, and my behavior.

- I have read, understand and agree to uphold and abide by the Code of Conduct and the policies in this handbook.
- I agree to follow all rules and procedures established by each classroom.

For Teachers and Staff:

- I commit to being at GALA from 7:30a.m. to 4:00 p.m. (Monday-Thursday) and 7:30- until duties are completed on Fridays.
- I commit to being fully prepared for each lesson that I teach.
- I commit to grading and returning all graded homework within two days of when it is due; I commit to grading and returning all written assignments, and projects within a week.
- I commit to honoring and obeying all essential agreements and policies consistently and fairly.
- I commit to contacting the parents/guardians of learners in my homeroom at least once every month, and contacting the parents/guardians of my learners with reasonable frequency to communicate both positive and negative feedback.
- I commit to maintaining the highest standards of academic performance and appropriate conduct.
- I have read, understand and agree to uphold and abide by the Code of Conduct.

Parent/Guardian Signature _____ Date _____

Teacher Signature _____ Date _____

Principal Signature _____ Date _____

Code of Conduct

The Code of Conduct is the concise description of guiding principles that govern student behavior at GALA. All parents/guardians will review the Code of Conduct at the Mandatory Parent Orientation. Learners will be taught the Code of Conduct in a clear, consistent and engaging manner. Signing the Family & School Contract indicates that each parent/guardian and student has read, understands and agrees to abide by the Code of Conduct.

1. All learners honor the GALA Essential Agreements: Be Respectful, Be a Responsible Learner, Be Safe and Aware at all times.
2. All learners are taught and able to model the International Baccalaureate Primary Years Program (IB-PYP) Learner Profile and Learner Attitudes.
3. All learners will make their best effort to speak the target language in their classroom, and to support others in speaking the target language as well.
4. All learners treat fellow learners, staff, and school property with respect.
5. All learners must arrive at school in the GALA uniform every day. The uniform includes black dress pants (females may wear black GALA plaid skirts and jumpers that fall at or below the knee), plain black dress belt (optional), black sweater vests or cardigans, black dress shoes, and a white, long-sleeved, button down, collared dress shirt. Sneakers, boots, and sandals are not allowed.

6. All learners attend school every day. Absences are excused only for illness, religious observance, or family emergency, and must be verified in writing by a parent/guardian.
7. Learners always arrive on time for the school day.
8. Learners stay at school all day long.
9. All learners listen carefully and make eye contact with someone who is speaking with you.
10. All learners are active and show they are engaged in learning in class, Morning Meeting, or Community Meeting by taking turns and raising your hand when appropriate.
11. All learners keep electronic devices (cell phones, iPods, etc.) at school off and in a backpack for the entire school day (8:00am-3:30pm). The school assumes no responsibility for these devices.
12. All learners only bring to school appropriate items that they are willing to share with others.
13. All learners behave in any way that supports their own learning and the learning of others.
14. All learners show responsibility by coming to school prepared and ready to learn.
15. All learners are safe and aware by keeping their hands to themselves and respecting the personal learning space of others.
16. All learners use supportive and kind language to show empathy and understanding.
17. All learners treat school property respectfully.
18. All learners dress for success by wearing clothes and bringing the tools that support their learning.
19. All learners treat all others with the respect that they want to be given.

Progressive Discipline

All learners are expected to conform to the Student Code of Conduct at School, on the School premises, and on transportation to and from School, if paid for or provided by the School and are subject to the School's consequences when they fail to do so.

When learners are unable to follow the Code of Conduct there are associated with logical consequences. Consequences will be determined based on the level of offense and the number of occurrences for similar offenses during the school year.

School Essential Agreements

Essential Agreement 1: Be Respectful

Respect is key at GALA. Maintaining a respectful learning environment at times is critical to effective delivery of the academic program GALA. Respect toward other learners or school staff is an expectation.

Essential Agreement 2: Be a Responsible Learner

Every learner at GALA needs to become school prepared and ready to learn. Every learner will actively engage in learning activities throughout the classroom and the school.

Essential Agreement 3: Be Safe and Aware

Every learner at GALA will abide by the IB PYP Learner Profile and Attitudes in his/her classroom learning environment and throughout the school.

IB PYP Learner Profile

The learner profile is the IB mission statement in learning objectives. So, to live the IB mission, we want learners to strive to become individuals with the learner profile attributes. (Students can be...Caring, Open-minded, Balanced, Risk-takers, Communicators, Inquirers, Principled, Thinkers, Knowledgeable and Reflective.)

IB PYP Attitudes: Through understanding and practice, students are encouraged to show appreciation, commitment, confidence, cooperation, creativity, curiosity, empathy, enthusiasm, independence, integrity, respect and tolerance.

Inappropriate Behaviors and Associated Consequences

Gang Affiliation

The Board believes gangs or gang activity create an atmosphere that seriously disrupts the educational process.

Learners are prohibited from engaging in gang activities while at school, on school property, to or from School or at school-sponsored events.

As used herein the term “gang” means any ongoing organization, association, or group of three or more persons, whether formal or informal, having as one of its primary activities the commission of one or more criminal acts, which has an identifiable name or identifying sign or symbol, and whose members individually or collectively engage in or have engaged in a pattern of criminal gang activity.

The term “gang activity” shall mean any conduct engaged in by a student 1) on behalf of any gang; 2) to perpetuate the existence of any gang; 3) to affect the common purpose and design of any gang; or 4) to represent a gang affiliation, loyalty or membership in any way while on School grounds or while attending a School function. These activities include recruiting learners for membership in any gang and threatening or intimidating other learners or employees to commit acts or omissions against his/her will in furtherance of the common purpose and design of any gang.

A violation of this policy will not be tolerated and is grounds for appropriate and serious consequences that will be determined by the School Leadership and Teaching Staff jointly as a part of the Positive Behavior Support Team.

Violence Policy

The primary purpose of the Code of Conduct is to ensure that the GALA community is safe for all learners. As a result, violent behavior towards learners, staff, or visitors will never be tolerated and will be treated with the most severe consequences. Any student who commits an act of physical violence at school, on school-sponsored transportation, at a school-related event, or plans such violent activity during the school day, will be subject to appropriate, serious, and restorative consequences as determined by the School Leadership and Positive Behaviors Support Team. **See**

the definition of and related consequences for “Assault”, “Criminal Act”, “Hazing”, “Physical Contact”, and “Reckless Endangerment” in the Appendix.

Drugs, Alcohol, and Tobacco Policy

Student use, possession, distribution, or sale of alcohol, tobacco, or illicit drugs is prohibited on school grounds, at any school-sanctioned activities, while learners are being transported in school-sponsored vehicles, or at any time or in any place where the School conducts business. A student violation of this policy will lead to appropriate, serious, and restorative consequences as determined by the School Leadership and Positive Behaviors Support Team, reporting to authorities, and/or recommendation for suspension and/or expulsion when required by law, or at the discretion of the School.

If a student receives a suspension for a first violation of this policy, the student may be required to enroll in a rehabilitation/counseling program at the sole cost of the family. GALA will help families locate and enroll in an appropriate program upon request. The family, when appropriate, will be required to report back with an assessment, diagnosis, and treatment plan a condition for admittance into the school. A second violation of this policy will be reported to authorities and lead to an expulsion hearing.

See the definition of and related consequences for “Illegal or Dangerous Substances,” “Sale, Use, Possession, or Distribution of Alcohol, Drugs, or other Chemical Controlled Substances,” and “Sale, Use, Possession, or Distribution of Tobacco Product” in the Appendix.

Weapons

Guns, knives, explosives, or weapons of any type are not permitted in the school, on the campus, anywhere on the premises, on school-sponsored transportation, or at any school-sponsored or school-related event. Violations may lead to suspension and/or expulsion. Items that appear to be weapons or could be reasonably used as weapons are banned as well. Toy weapons are never permitted. **See the definition of and related consequences for “Dangerous Weapons”, “Firearm**

Chapter 5: Other School-Wide Discipline Policies and Procedures

General Discipline

The purpose of consequences is to ensure that both individual learners and the school community maintain complete focus on learning and growth. Inappropriate student behavior not only impacts the individual, but also exacts a cost on the larger school community. Learners must understand that they are a part of a larger whole and are accountable to their peers for adhering to the values and expectations of the community. Prompt resolution of problems and student/family solutions to inappropriate behavior are expected.

Logical consequences, depending upon the nature of the action and/or referral, may include but are not limited to: re-teaching, time out, checks, parent notification, a written assignment, behavior contracts, community service and/or restorative justice, suspension, or expulsion.

All decisions regarding consequence action will be made by the Executive Director, and/or Principal. GALA will make every effort to notify parents/guardians promptly of any consequence action.

Student Searches

The School acknowledges the need for in-school storage of student possessions and shall provide storage places, including desks and lockers, for that purpose. Where locks are provided for such places, learners may lock them against incursion by other learners, but in no such places shall learners have such an expectation of privacy as to prevent examination by a school official. The Board may require the Principal and/or the Executive Director or his/her designee to conduct a regular search at least annually of all such storage places.

Learners have no expectation of privacy with respect to the use of the internet, intranet or e-mail. Routine maintenance and monitoring of the school network system may lead to the discovery that a student has or is violating school policy or the law. Violations of school policy, the student code of conduct or the law may result in severe penalties, up to and including expulsion.

School authorities are charged with the responsibility of safeguarding the safety and well-being of the learners in their care. In the discharge of that responsibility, school authorities may search the person or property, including vehicles, of a student, with or without the student's consent, whenever they reasonably suspect a violation of law or of School policies. Specifically:

Search and Seizure of Property:

1. School lockers, desks, and property are on loan to the learners and remain the property of the school. They may be inspected and reclaimed at any time.
2. Learners must not keep prohibited items, including drugs, drug paraphernalia, firearms, explosives, and property belonging to others within their lockers, backpacks or desks.
3. Learners must open their lockers at the request of school officials.
4. When on school grounds, learners and their personal property may be searched if a school official reasonably suspects that the student has violated or is violating the law or school rules.

5. A student shall have the opportunity to be present during the search of his or her locker, desk, or other property unless the student is absent from school or the safety or welfare of the school or an individual necessitates a search during the student's absence.

The search of a student's person or intimate personal belongings shall be conducted by the Principal, the Executive Director or their designee. This person should be of the student's gender and conduct the search in the presence of another staff member of the same gender. However, no strip searches may be conducted by school personnel.

This authorization to search shall also apply to all situations in which the student is under the jurisdiction of the school.

Administrators are authorized to arrange for the use of a breath-test instrument for the purpose of determining if a student has consumed an alcoholic beverage. It is not necessary for the test to determine blood-alcohol level, since the School has established a zero tolerance for alcohol use.

The School also authorizes the use of canines, trained in detecting the presence of drugs, when the Principal, the Executive Director, or their designee has reasonable suspicion that illegal drugs may be present in the school. This means of detection shall be used only to determine the presence of drugs in locker areas and other places on school property where such substances could be concealed. Canine detection must be conducted in collaboration with law enforcement authorities or with organizations certified in canine detection and is not to be used to search individual learners unless a warrant has been obtained prior to the search.

The Principal, the Executive Director, or their designee shall be responsible for the prompt recording in writing of each student search, including the reasons for the search; information received that established the need for the search and the name of informant, if any; the persons present when the search was conducted; any substances or objects found; and the disposition made of them. The Principal, the Executive Director, or their designee shall be responsible for the custody, control, and disposition of any illegal or dangerous substance or object taken from a student.

U.S. Const. Amend. IV, XIV; Oh. Const. Art. 1 §14.

Suspension and Expulsion

The Executive Director or Principal may suspend a student for up to ten (10) school days. The Superintendent may expel a student for up to eighty (80) school days and in some instances one (1) year.

In the event that, in the opinion of the Executive Director, the Principal, or their designee, a student's presence at the school creates a health risk, presents a danger to other persons or property or seriously disrupts the functions of the school, the student may be removed from the premises without formal suspension or expulsion procedures, with notice and procedures to follow the removal in accordance with R.C. §3313.66 (C).

A student shall be expelled for one (1) year for bringing a firearm to the school or onto school Property (any property owned, used or leased by the school for school, school extracurricular or school-related events).

A student may also be expelled for a period not to exceed one (1) year for:

1. Bringing a firearm to an interscholastic competition, an extracurricular event, or any other school program or activity that is located at a school or on school property;
2. Bringing a knife to the school, onto school property or to an interscholastic competition, an extracurricular event or any other program or activity sponsored by the school or which the school is a participant;
3. Possessing a firearm or knife at school, on school property, or at an interscholastic competition, an extracurricular event, or any other school program or activity which firearm or knife was initially brought onto school property by another person;
4. Committing an act that is a criminal offense when committed by an adult that results in serious physical harm to persons or serious physical harm to property;
5. Making a bomb threat to a school building or to any premises at which a school activity is occurring at the time of the threat.

A firearm is defined as any weapon, including a starter gun, which will or is designed to or may readily be converted to expel a projectile by the action of an explosive, the frame or receiver of any such weapon, any firearm muffler or silencer, or any destructive device. A destructive device, includes but is not limited to, any explosive, incendiary, or poison gas, bomb, grenade, rocket having a propellant charge of more than four (4) ounces, missile having an explosive or incendiary charge of more than one quarter ounce, mine, or other similar device.

A knife is defined as any cutting instrument consisting of at least one sharp blade.

The specific circumstances under which the Executive Director or the Principal may modify a one (1) year expulsion could include:

1. a recommendation from the group of persons knowledgeable of the student's educational needs in accordance with The Individual with Disabilities Education Act;
2. the student was unaware that s/he was possessing a firearm or knife;
3. the student did not understand that the item s/he possessed was considered a firearm or knife;
4. the student brought the item to School as part of an educational activity and did not realize it would be considered a firearm or knife; and
5. the student may be eligible for participation in an alternative program.

A student may be expelled for up to eighty (80) days for serious misconduct or rules violations, or for other just cause.

During the period of suspension, removal, or expulsion the student may not attend or participate in any School functions without permission from the Executive Director or the Principal. The student may enter school facilities only when given permission by the Executive Director or the Principal or if accompanied by a parent or guardian who accepts responsibility for the student's actions and/or behavior at the facility.

While serving an out-of-school suspension or expulsion, the Board does not authorize learners to receive instructional services from the school.

The Board also authorizes the Executive Director or the Principal to suspend a student from any or all co-curricular or extra-curricular activities for misconduct or rules violations. The length of suspension shall be determined by the Executive Director or the Principal commensurate with the seriousness of the student's misconduct or rules violations in accordance with the Code of Conduct. Participation in extracurricular activities is a privilege and not a right. Accordingly, learners prohibited from participating in all or part of any extra-curricular activity, are not entitled to notice, hearing or appeal rights.

If the Principal or Executive Director determines that a student's behavior on a School vehicle violates School rules, s/he may suspend the student from School bus riding privileges for the length of time deemed appropriate for the violation and remediation of the behavior.

The Board authorizes the Principal or the Executive Director the option to require a student to perform community service in conjunction with, or in place of a suspension or expulsion, except when an expulsion is imposed for bringing a firearm to school or onto property.

The Board designates the Principal, Executive Director or their designee as its representative at all hearings regarding the appeal of a suspension. The Principal will hear the appeal of an expulsion.

The Principal or Executive Director shall be responsible for implementing this policy and ensuring compliance with applicable laws.

A copy of this Policy is to be posted in common areas of the School and made available to learners and parents upon request.

Please refer to the comprehensive school policy manual for further information and a listing of all due process procedures.

Corporal Punishment and Student Restraint

All teachers, administrators, non-licensed School employees and School bus drivers are prohibited from inflicting or causing to be inflicted corporal punishment as a means of discipline upon a pupil attending the school. However, they may, within the scope of their employment, use and apply such amount of force and restraint as is reasonable and necessary to quell a disturbance threatening physical injury to others, to obtain possession of weapons or other dangerous objects upon the person or within the control of the pupil, for the purpose of self-defense or for the protection of persons or property. Any physical restraint used shall be in accordance with the schools PBIS policy.

Discipline for learners with Special Needs

Disruptive behavior, as defined by school policy, by a student with disabilities will be managed in accordance with the student's individual education plan (IEP), state and federal law, and the schools

Suspension and Expulsion Policy included in the comprehensive school policy manual. A student with disabilities will be subject to recommendation for expulsion as a habitually disruptive student only if the appropriate special education team has determined that the disruptive behavior is not a manifestation of the student's disability.

Complaints about Student Discipline

The school administration and the Board of Directors work in conjunction to hear and resolve any complaints. In the event of a complaint regarding student discipline, both the school administration and the Board encourage the complainant to address the problem directly with the staff member involved. If the complainant is dissatisfied with the resolution proposed by the staff member involved, or if such resolution is not practical under the circumstances, he or she should file a complaint on a form as developed by the school administration and directed to the school leader. If the complaint cannot be resolved with the school leader, the complaint shall be forwarded to the Board of Directors.

Home Communication Folder

At the start of the school year, students will receive a Home Communication Folder which helps them (and their families) to keep assignments organized and facilitates communication and partnership between teachers and their scholars' families.

The Home Communication Folder will need to include information such as the weekly homework log and monthly reading log (to be inserted for daily reference). Adult family members must complete the reading log by indicating the dates, the titles of the books read, how many minutes the child read, and that they, the adults, monitored the reading and checked the homework for neatness and completeness.

Each folder also has two pockets, one to be labeled "Back to School" and the other "At Home." The "Back to School" pocket holds information requiring immediate attention and is to be returned to school. The "At Home" pocket has anything which should be left at home: corrected work, notes to families, important paperwork, etc.

One teacher needs to collect and check binders upon each scholar's arrival daily. This is when the teacher can "spot check" homework for completion, as well as document missing assignments, and collect any paperwork being returned to school.

Also, learners are discouraged from writing, drawing, or affixing stickers to their binders. Teachers will reinforce this within their classrooms, because the school will not be able to continually provide additional/replacement binders.

Chapter 6: Academics

Academic Standards

As an internationally-minded, rigorous IB PYP immersion school, GALA has the highest academic standards for all learners. It is expected that learners will challenge themselves in classes, complete high-quality work promptly both at school and at home, prepare for and perform well on assessments, and receive excellent support from the teaching staff through in-class interventions and small group tutoring. The highest effort from learners, teachers, and parents/guardians is necessary to reach this goal.

General Academic Calendar

During the 2020-2021 school year, school will be in session from September 1, 2020 to May 29, 2021. The year will be divided into three trimesters as outlined below.

<i>Trimester</i>	<i>Dates</i>	<i>Total School Days</i>
1	September 1st - November 20th	54
2	November 23rd – March 5th	50
3	March 8th – May 28th	53
Total Days		157

Promotion Policy

We believe that learners should only be promoted when they have demonstrated mastery of academic standards. GALA is founded upon the understanding that promoting learners to the next grade because of their age, not their readiness to do the work, is not beneficial to learners. Thus, one of the most critical and distinctive aspects of GALA’s academic program is its promotion policy. To build a culture of learning and achievement, and to ensure learners demonstrate readiness for the next grade level, we will use a strict and simple promotion policy.

In order for a learner to be promoted to the next grade, he/she must meet certain criteria. It is our continued goal GALA to keep families informed in order to provide a premier, college-prep elementary experience for learners. Below are specific areas of concerns that could affect the promotion of a learner. Data from each criterion will be reviewed by the Executive Director, Principal, Leadership Team and teachers in order to make decisions around promotion and retention.

Standards-Based Student Report Card

Each standard on each subject on the student’s individual report card is assigned a numeric grade to indicate how well the student performed. Learners receive a 4, 3, 2, or a 1 for each area. A “4” indicates Exceeding grade level expectations, a “3” indicates meeting grade level expectations, a “2” indicates progressing, but needs additional work, “1” indicates not meeting grade level expectations. Learners must receive no less than a 2 passing rate on standards in reading and math in order to be promoted.

Attendance and Punctuality

The student's attendance patterns (excused and unexcused absences, tardies, and early dismissal) and its effect on student progress will be taken into account (See Consequences for Absences and Consequences for Tardies/Early Dismissals in Chapter 2). Specifically, learners that miss twelve or more days of school throughout the year, whether excused or unexcused, are at-risk for retention.

Homework

Learners are expected to complete all assigned homework with quality, accompanied with a parent/guardian signature. This includes the nightly reading log and/or other assignments. Although promotion and retention will not be based solely on completing homework, homework quality and completion helps to ensure that learners will perform well on in-class assignments and assessments.

Retention Based on Truancy

In addition to GALA's policy for learners that miss twelve or more school days, the law prohibits promotion of a student to the next grade level if the student has been truant for more than ten percent of the required attendance days of the current school year and has failed two or more of the required curriculum subject areas in the current grade, unless the Executive Director, Principal and the teachers of the failed subject areas agree otherwise.

Learners with Disabilities

Promotion and retention of previously identified disabled learners may be subject to the factors and policy above, but shall also consider the contents of the student's individualized educational plan (IEP), in accordance with R.C. 3301.0711(E) and (M).

A Final Word on the Promotion Policy

Retention and/or placement decisions will be made only after the school has notified and conferred with parents throughout the year (progress reports, report cards and parent conferences, etc.) as to the student's progress or lack thereof. Promotion of a student from one grade to the next shall be based solely on that individual student having met applicable promotion criteria as described above. However, the final decision to promote a student shall rest solely with the Principal, with appropriate input from the leadership team, the student's teachers, and the professional staff.

R.C. 3313.09, R.C. 3313.609; 20 USC 1400 et seq.; 3301.0711.

Homework

GALA will assign homework to learners. The homework will be meaningful and will serve an important purpose of extending the learning that goes on in the classroom. Homework has developmental benefits as well as academic benefits. It helps develop learners' responsibility, time management, and independent problem-solving skills. The development of these skills is essential to a student's success GALA and to excelling in an academically rigorous language immersion environment. Learners are expected to complete all homework in a thorough manner paying attention to detail and quality. Homework completion is mandatory and every homework assignment must include a parent signature to be considered complete.

Parents/guardians must be aware and supportive of their child's efforts with homework, especially much of their homework at the beginning will be focused on language practicing and production. Parents are expected to actively check and review their child's homework each night and to let teachers know if their child is struggling. Parents may assist learners with their homework but should never do it for them. Parents should review their child's homework for quality and completeness.

Cheating & Other Academic Infractions

Learners found to have cheated, plagiarized, or committed any other act of academic dishonesty will receive an Office Referral for the first occurrence. The second and third infraction will result in a logical and appropriate consequence as determined by the Executive Director, and/or Principal.

Assessment

In addition to internal progress monitoring assessments, GALA will use regular external assessments to support its educational program. These assessments will include, but are not limited to:

- Kindergarten Readiness Assessment (KRA), which will occur before September 30th.
- NWEA MAPs assessment will be given three times a year to measure progress.
- Ongoing diagnostic reading assessment will occur in both the English and/or Target Language classrooms.
- State-mandated, end-of-year diagnostic measures will also be delivered.
- Other placement tests which may be necessary at the discretion of the school.

Participation in these assessments is required. Learners are expected to give their best effort on every assessment.

Grades

Each standard on each subject on the student's individual report card is assigned a numeric grade to indicate how well the student performed. Learners receive a 4, 3, 2, or a 1 for each area. These numbers can be interpreted as follows:

- 4 – Exceeds Expectations
- 3 – Meets Expectations
- 2 – Progressing but Needs Additional Work
- 1 – Does not Meet Expectations

Report Cards

Learners receive a report card for each trimester, which includes a summary of their academic work. Report Cards are provided to parents/guardians at the parent conference meeting(s). The trimester three report card will be mailed the week following the last day of school. ***Parent/Guardian attendance at the Parent Conference is required to receive the report card.***

Progress reports will be issued to all learners once each trimester. Learners bring progress reports home, and they must be reviewed with parents/guardians, signed to indicate they have been discussed, and returned to school.

Academic Classes

GALA has two language immersion programs: The Mandarin Immersion Program, and the Spanish Immersion Program, where 50-70% of the daily content is delivered in the target language and 30-50% is delivered in English, resulting grade level appropriate language proficiency by the end of 3rd grade. Language of instruction is outlined in the table below. The percentage of time students are immersed in the target language is subject to change, as students will receive intervention in English as needed, based on individual needs.

GALA Language Immersion Model		
Grade	Instruction time in Mandarin / Spanish	Instruction time in English
K-2	70% (4.5 hours)	30% (2 hours)
3-5	60% (4 hours)	40% (2.5 hours)
6-8	50% (3 hours, 15 minutes)	50% (3 hours, 15 minutes)

GALA’s academic model is also framed by the IB PYP 6 Transdisciplinary Themes and associated units of inquiry. At GALA, we support trans-disciplinary teaching and learning, where children learn through integrated thematic units. Even though we align with IB PYP and teach across disciplines, the general intentions for each discipline are described below:

Reading

Literacy will take place in two languages at GALA, resulting in the developing of bi-literacy. Literacy is the key academic skill on which all future skill and knowledge acquisition is based. Research has repeatedly demonstrated that success or failure in forming a foundation of basic literacy in the early grades is a strong indicator of later academic success. We provide our learners 75 minutes of English language literacy instruction each day.

Writing

Written expression is closely linked with success in college-preparatory middle and high schools and higher education. As such, we aspire to teach our learners to see themselves as writers with a unique voice and the powerful ability to express, communicate, question, persuade, synthesize, and teach others through their writing. Beginning in kindergarten, we provide a writing curriculum that helps learners to develop and hone their writing through the use of mentor texts, daily modeling of writing strategies by teachers, explicit handwriting and grammar lessons, one-to-one conferring, and publishing pieces at the conclusion of each unit.

Mathematics

GALA teachers develop a rigorous, content-rich math program that is designed to carry all learners through a minimum of one year of high school algebra by the time they complete eighth grade.

Science and Social Studies

At GALA, our yearlong academic planning will be reflected in our IB PYP Program of Inquiry document that ensures that both Science and Social Studies are organized into cohesive units that build upon one another as the year progresses.

Chapter 7: Safety & Security

GALA Return to School - Safety & Sanitization Measures

“Continuing to keep children physically out of school could have long-term detrimental effects on academic progress, mental and emotional well-being and behavior, according to recent studies and the American Academy of Pediatrics. Children rely on schools for academic and social development and in many underserved areas for basic needs including food and support for mental and emotional well-being. Additionally, the pandemic has up-ended the lives of all Ohioans, particularly children and parents, who rely on the structure of the school day for much needed daily routine (and childcare).” - [Ohio Department of Health, COVID-19 Health and Prevention Guidance for Ohio K-12 Schools](#)

GALA will rely on [Ohio’s Public Health Advisory System \(OPHAS\)](#) in making school-wide decisions. These include:

OPHAS Level 1 (Yellow) – Active Exposure and spread. – Along with a recommendation from the Cuyahoga County Board of Health that supports in-person school, GALA will provide two learning options: Hybrid and All Remote; while adhering to public health sanitation and social distancing measures as outlined in Ohio’s School Reopening Guidance.

OPHAS Level 2 (Orange) – Increased exposure and spread. Exercise high degree of caution. – Along with a recommendation from the Cuyahoga County Board of Health that supports in-person school, GALA will provide two learning options: Hybrid and All Remote; while adhering to public health sanitation and social distancing measures as outlined in Ohio’s School Reopening Guidance.

OPHAS Level 3 (Red) – Very high exposure and spread. Limit activities as much as possible. – GALA will provide an All Remote learning option for all students, with no in-person instruction provided during this period of time

OPHAS Level 4 (Purple) – Severe exposure and spread. Only leave home for supplies and services. – GALA will provide an All Remote learning option for all students, with no in-person instruction provided during this period of time.

Keeping our GALA Families & Staff Safe

In an effort to mitigate the risk of COVID-19 and make our school building as safe as possible for students, families, & staff, we are implementing **new procedures that will be in place as we return to school in the Fall**. GALA will be following all of the mandates & recommendations for schools made by the [Centers for Disease Control \(CDC\) and Prevention](#), [Ohio Department of Health](#), and [Ohio Department of Education](#). These procedures are detailed below to provide staff

and families a picture of what a typical school day will look like. **Please read carefully and completely. Training for both parents and students will be provided, prior to school, during the first week of school, and ongoing. It will take all of us working together to stay safe. Note, this document is subject to revision as new information develops.**

1. **Symptoms of COVID-19** - As a reminder, symptoms of COVID-19 range from mild to severe and may appear 2 to 14 days after exposure to the virus. It is also possible to have COVID-19 and experience no symptoms (asymptomatic). You may have COVID-19 if you experience one or more of the following:
 - Fever or chills.
 - Cough.
 - Shortness of breath or difficulty breathing.
 - Fatigue.
 - Muscle or body aches.
 - Headache.
 - Loss of taste or smell.
 - Sore throat.
 - Congestion or runny nose.
 - Nausea or vomiting.
 - Diarrhea

2. **Multiple Layers of Protection** - Aligned to the Health and Safety Guidance for Ohio K-12 Schools, GALA will be implementing a multi-layer approach for protection against the virus and reduce the spread. These layers include:
 - **Physical or social distancing** - Staff and students in the building must maintain 6 feet or more between each other in all school environments, including: classrooms, hallways, restrooms, cafeteria, drop-off and pick-up locations. Distancing will be reinforced with visual cues, such as floor markings and signs, reminders from staff, and eliminating large group events.
 - **Face covering** - All school staff are required to wear **masks**. All students must wear a face mask unless they are unable to do so for a health or developmental reason. **Face shields** that wrap around the face and extend below the chin can be used in addition to a mask, or as an alternative to a mask for individuals who have difficulty wearing a cloth face covering or when communication is impacted for teaching students, especially when teaching a foreign language. Masks are mandatory for all adults dropping off or picking up students or entering the building for any reason. [Moving Personal Protective Equipment Into the Community: Face Shields and Containment of COVID-19 | Infectious Diseases | JAMA](#) (April 29, 2020)
 - **Good hand hygiene** - All staff and students should **avoid touching** their mouth, nose and eyes. All staff and students will **wash their hands** for at least 20 seconds in all of the following instances:
 - Immediately upon entering the building

- Anytime hands are dirty, including immediately after coughing or sneezing into hands
 - Before eating
 - After eating
 - Before using the restroom (hand sanitizer)
 - After using the restroom
 - Frequently throughout the day
 - To supplement handwashing, GALA will provide **hand sanitizer** (60% to 90% alcohol based) in high traffic areas, including entrances, classrooms, and bathrooms. Students will use hand sanitizer every time they enter and exit a room (staff will administer the sanitizer to reduce touching).
 - **Communication** - GALA will hang **signs and posters** to serve as reminders of the importance of **multiple layers of protection**, with an emphasis on hand hygiene and washing, and ways to prevent the spread of germs.
4. **General Operations** - GALA recognizes the great impact certain modifications can have in maximizing the health and safety of everyone in the building, by doing the following:
- **Propping internal doors open** wherever and whenever possible to minimize touching of surfaces.
 - Elimination of the front office reception waiting area and requiring **all visitors to call ahead**. Visitors to the school may be limited as deemed appropriate by GALA.
 - Installing a plastic partition at the front office reception area.
 - Having **all meetings virtually, unless it is necessary to meet in person**.
 - All in-person meetings must follow physical/social distancing guidelines.
 - GALA will review floor plans and remove or **reconfigure seats, furniture and workstations** as needed to preserve recommended physical distancing in accordance with the Ohio Department of Health and local health guidelines.
 - GALA will reconfigure workstations so employees **do not face each other or establish partitions** if facing each other cannot be avoided.
 - GALA will review floor plans and class schedules to institute **traffic flow in the hallways and stairways**.
 - GALA will serve **breakfast, lunch, and snack to students in their classrooms**.
 - Students should bring labeled water bottles, snacks, lunch, and change of clothes.
 - **No water fountains are available on site. Water dispensers will be available in all classrooms**. Students without water bottles will be provided with paper cups and only staff with gloves will be permitted to give students water. Donations of water bottles will be graciously accepted.
5. **Sanitization** - Cleaning and sanitization will be an active process throughout the day at GALA, between student groups, in high traffic areas, and with frequently touched surfaces.
- All common surfaces will be cleaned and sanitized between uses.
 - A deep clean will be performed two times per week and as needed.

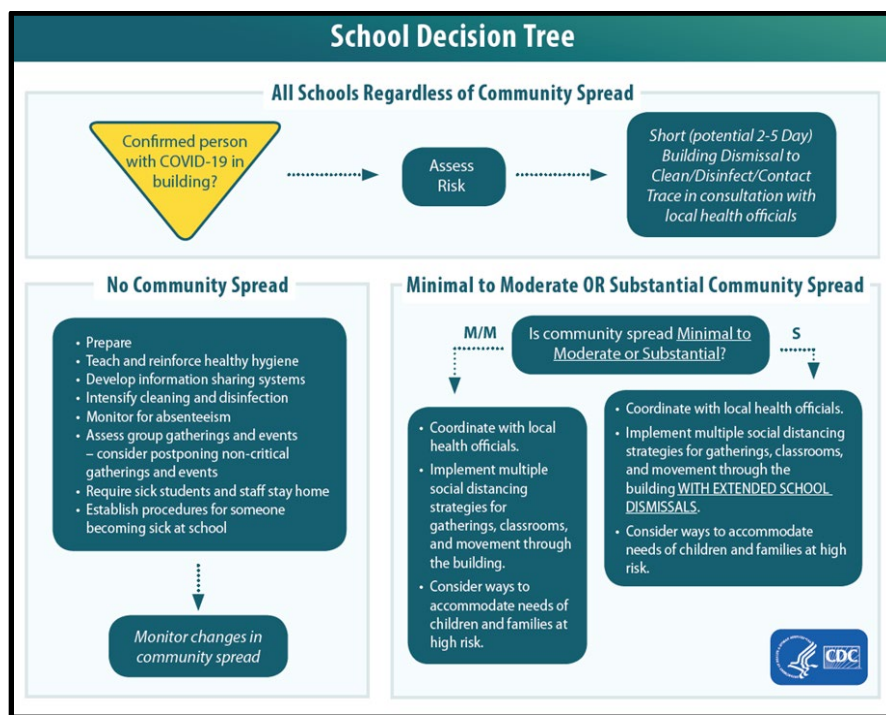
- Classrooms, all bathrooms and other common spaces will be properly disinfected on a frequent and regular basis.
- 6. Entrance screening** - GALA will conduct daily health checks prior to anyone entering the building, and entrance will be limited to staff and students only. A staggered arrival and departure schedule with time between student groups will be enforced for drop off and pick up.
- All students arriving by car must remain in their car to complete entrance screening.
 - A **daily entrance screening questionnaire** will be administered to all staff and adults dropping off students before entrance to the building is granted. If any question is answered “yes”, that person and/or student will not be allowed to enter the building:
 1. Has anyone in the household had a fever above 100.4 or above in the last 24 hours?
 2. Has anyone in the household had a cough, shortness of breath, or fever?
 3. Have you been in contact with an asymptomatic or sick individual?
 4. Has the staff member or student taken any ibuprofen, acetaminophen, or any other fever reducing medication in the last 24 hours?
 5. Do you or does your student have a cough? Shortness of breath? Fever?
 - After passing the daily screening questionnaire, all staff and students entering the building will have their **temperature checked**. Individuals who have a temperature of 100.4 degrees or higher, will not be allowed to enter the building.
 - After passing entrance screening, all adults and children must immediately proceed to **wash their hands before doing anything else**. Good handwashing technique will be reinforced with younger children who may need additional support.
- 7. Grouping, Activities and Transitions** - GALA will be strategic and intentional in grouping staff and students, activities, and transitions throughout the school day to minimize spread and exposure to germs and maximize the health and safety of all. The following measures will be put in place:
- Classes will be divided in half to create small groups to reduce the number of students in one classroom. Requests for certain students to be grouped together or apart will be accommodated as determined by the school’s discretion.
 - GALA will not have more than **14 students** in a room and will ensure **36 square feet** of usable space is available for all individuals in the classroom.
 - Student grouping will remain the same until the end of December 2020. New groups maybe formed at the start of school in January 2021.
 - All activities will occur in small groups and include **non-contact games and activities**.
 - All classroom activity stations will meet social distance requirements and will be sanitized before a new group utilizes the station.
 - All staff and students must **avoid sharing materials**, unless items are thoroughly cleaned in-between uses.

- Students will receive **all instruction in one classroom** to avoid transitions throughout the school building. Additionally, GALA will serve breakfast, lunch, and snacks to students in their classrooms. Students are not permitted to share food.
 - Teachers will be dedicated to only one consistent group of students, and only teach one group of students on any day.
 - Administrative and support staff will not enter classrooms without an urgent need to do so.
- 8. Pick-up Procedure** - GALA will have a schedule and procedure for dismissal at the end of the school day that must be followed.
- Parents/guardians are not permitted in the building. Students will be escorted to the parent/guardian at the entrance or to their car.
 - A staggered dismissal schedule with time between departing student groups will be enforced for pick up (and drop off).
- 9. Exposure to COVID** - The measures below are in accordance with guidance provided by the CDC and Ohio Department of Health. GALA will follow this guidance in the event any person in the building is identified with symptoms of COVID or exposure to COVID in the building is confirmed.
- GALA will monitor daily absences of students and staff for **trends**.
 - If a student or staff begins to **show symptoms or has a temperature above 100.4°F while at school**, they must **immediately be separated** from other students and staff, **given a face covering**, and monitored by a staff member wearing appropriate **personal protective equipment (PPE)** and maintaining physical distance when possible.
 - The space where an individual waits before he or she goes home will be **separate** from the nurse's office and other areas students are likely to visit.
 - Areas of the building that were occupied by a person exhibiting symptoms will be thoroughly **sanitized**.
 - School personnel **must refer** those displaying symptoms of COVID-19 to an appropriate **health care professional or testing sites**.
 - **Local health departments will be contacted** in the case of positive or suspected COVID-19 cases. Local health professionals can help to identify potentially infected or exposed individuals and assist with appropriate notifications.
 - **Individuals who potentially have been exposed should follow quarantine and other recommendations** from local public health officials and their medical provider.
 - Staff, support workers, and students who have **suspected or confirmed COVID-19 cannot return to school until they meet CDC criteria** for return to work/school, and GALA will be prepared with appropriate plans for absences.
 - Sick leave and absence policies **will not penalize staff or students for staying home when symptomatic or in quarantine or isolation**.

- Anyone that has close contact with someone with COVID-19 should stay home for 14 days after exposure.
- Anyone that tested positive for COVID-19 or think they have it, and had symptoms can **end quarantine after**:
 - 3 days with no fever and
 - Respiratory symptoms have improved (e.g. cough, shortness of breath) and
 - 10 days since symptoms first appeared
 - [When You Can be Around Others After You Had or Likely Had COVID-19](#)
- Anyone that tested positive for COVID-19, but did not have symptoms can **end quarantine**:
 - If you continue to have no symptoms, you can be with others after 10 days have passed since the test
 - Depending on your healthcare provider’s advice and availability of testing, you might get tested to see if you still have COVID-19. If you will be tested, you can be around others after you receive two negative test results in a row, at least 24 hours apart.
 - If you develop symptoms after testing positive, follow the guidance above for “I think or know I had COVID, and I had symptoms.”
 - [When You Can be Around Others After You Had or Likely Had COVID-19](#)

10. Response to COVID Outbreak - GALA will be prepared for COVID-19 outbreaks in our local community and for individual exposure events that may occur in our facility, regardless of the level of community transmission.

- The following [school decision tree](#) can be used to help schools determine **which set of mitigation strategies** may be most appropriate for their current situation.



- **When a confirmed case has entered GALA**, GALA will follow the recommended CDC procedures, regardless of the level of community spread:
 - Once learning of a COVID-19 case in someone who has been in the school, immediately **notify local health officials**. These officials will help administrators determine a course of action.
 - **Immediate initial dismissal of students and most staff for 2-5 days** if an infected person has been in the school building. This initial **short-term** dismissal allows time for the local health officials to **gain a better understanding of the COVID-19 situation impacting the school**. This allows the local health officials to help the school **determine appropriate next steps**, including whether an **extended dismissal** duration is needed.
 - Local health officials' **recommendations for the scope and duration of school dismissals will be made on a case-by-case basis** using the most up-to-date information about COVID-19 and the specific cases in the community.
 - During school dismissals, also **cancel extracurricular group activities, school-based afterschool programs**.
- **Communicating with staff, parents, and students when a confirmed case has entered GALA.**
 - Coordinate with local health officials to **communicate dismissal decisions and the possible COVID-19 exposure**. Ensure the message communicated counters

potential [stigma](#) and discrimination and maintain **confidentiality of the student or staff member** as required by the ADA and FERPA.

- **Clean and disinfect thoroughly.**
 - Close off areas used by the individuals with COVID-19 and wait as long as practical before beginning cleaning and disinfection to minimize potential for exposure to respiratory droplets. If possible, wait up to 24 hours before beginning cleaning and disinfection.
 - Open outside doors and windows to increase air circulation in the area.
 - Cleaning staff should clean and disinfect all areas used by the ill persons, focusing especially on frequently touched surfaces. If surfaces are dirty, they should be cleaned using a detergent or soap and water prior to disinfection. A list of products that are EPA-approved for use against the virus that causes COVID-19 is available [here](#). Diluted household bleach solutions will be effective against coronaviruses when properly diluted. Prepare a bleach solution by mixing: 5 tablespoons (1/3rd cup) bleach per gallon of water or 4 teaspoons bleach per quart of water
- **Extended dismissal (longer than two weeks)** - GALA may implement temporary extended school dismissal/closure procedures. Temporarily dismissing school is a strategy to stop or slow the further spread of COVID-19.
 - During school dismissals (after cleaning and disinfection), schools may stay open for staff members (unless ill) while students stay home.
 - Keeping facilities open: a) allows teachers to develop and deliver lessons and materials remotely, thus maintaining continuity of teaching and learning; and b) allows other staff members to continue to provide services and help with additional response efforts. Decisions on which, if any, staff should be allowed in the school should be made in collaboration with local health officials.
- School administrators should work in close collaboration and coordination with local health officials to make dismissal and large event cancellation decisions. **Schools are not expected to make decisions about dismissal or canceling events on their own.** School dismissals and event cancellations may be extended if advised by local health officials. The nature of these actions (e.g., geographic scope, duration) may change as the local outbreak situation evolves.
- Administrators should seek **guidance from local health officials to determine when students and staff should return to schools and what additional steps are needed for the school community.** In addition, students and staff who are well but are taking care of or share a home with someone with a case of COVID-19 should follow instructions from local health officials to determine when to return to school.

11. Continuing Education - GALA will continue education and related support for students in the event of a coronavirus outbreak and during an extended dismissal from the school building.

- Ensure **continuity of education**. Review continuity plans, including plans for the continuity of teaching and learning. Implement e-learning plans, including digital and distance learning options as feasible and appropriate.
- Ensure **continuity of meal programs**. Consider ways to distribute food to students, including options such as “grab-and-go” bagged lunches or meal delivery.
- Consider alternatives for **providing essential medical and social services** for students.
- Sick leave must be paid at two-thirds of the employee’s regular rate if taken to **care for a family member or to care for a child** whose school has closed, or if the employee’s childcare provider is unavailable due to the coronavirus.
- Pay is capped at \$511/day and \$5,110 total for reasons **1, 2, and 3** described above.
- Pay is capped at \$200/day and \$2,000 total for reasons **4, 5, and 6** described above.

GALA will not **require employees to use other leave first**. Sick leave provided for under the FFCRA does not carry over from year to year, and the requirements **expire December 31, 2020** (unless extended by law).

Closed Campus

GALA is a closed campus. GALA’s school hours are between 8:00a.m. and 4:00 p.m. Learners who are excused at dismissal time may leave campus if they do not have other obligations. When on campus, learners must always be in class and under the supervision of an adult.

Learners who need to leave campus early must be picked up by a parent/guardian or authorized individual. The parent must sign the student out of the school’s attendance log before the student will be released.

Visitor Policy

The Board welcomes and encourages active involvement in school programs by parents, other caregivers, friends of GALA, and interested educators. However, in order for the educational program to continue undisturbed when visitors are present and to prevent the intrusion of disruptive persons, it is necessary to establish visitor controls. All visitors, including parents and volunteers, must report to the school office upon entering the school building and sign the guest register. This procedure has been adopted for the safety of our learners and staff. Children from other schools may not visit during the school day. Exceptions may be made at the Executive Director’s, Principal’s, or his/her designee’s discretion for families who are considering enrollment or for other purposes consistent with the school’s operations and the best interests of our learners. In an on-going effort to provide a safe environment for all learners and ensure the educational program continues undisturbed for all learners, observations shall be limited to one period, not to exceed sixty (60) minutes. The visitor shall not interrupt the classroom setting or instruction; therefore, the time of the visit will be determined by the Principal or his designee. During the

school year, an individual shall be limited to two (2) observations. Individual cases concerning classroom observations may be taken under consideration by the Principal or his designee after consultation with relevant staff, including, without limitation, the classroom teacher. The Principal or his designee shall have the latitude to deviate from the above guidelines to allow more frequent visits or to restrict or deny visits at any time s/he perceives the change to be in the best interest of the child (ren), parent or teacher.

Visitors wishing to have breakfast or lunch with children may do so with approval of the Principal or his designee. Please enter the front office door, sign-in, and report to the cafeteria. Breakfast visits must conclude in the cafeteria prior to the beginning of the school day (8:30 AM) and lunch visits must conclude in the cafeteria at the end of the lunch period. Parents should sign out in the office before leaving. The Principal or designee shall have the latitude to deviate from the above guidelines to restrict or deny visits at any time s/he perceives the change to be in the best interest of the child (ren), parent or teacher.

The Executive Director or Principal or his/her designee has the authority to prohibit the entry of any person, including but not limited to parents, other adults and/ or educators, to a program of the school or to expel any person when there is reason to believe the presence of such person would be detrimental to the good order of the program. If an individual refuses to leave the school grounds or creates a disturbance, the Executive Director or Principal or their designee is authorized to request from the local law enforcement agency whatever assistance is required to remove the individual.

The Executive Director or the Principal or their designee may implement such administrative guidelines as are necessary for the protection of learners and staff from disruption to the educational program or to ensure the efficient conduct of their assigned tasks. As such, the following visitor policy has been put in place GALA in order to maximize our student's learning time and minimize distraction in our classrooms. We ask that you do the following:

- Do not schedule any school visits during the first three weeks of the school year.
- Call to schedule your visit 24 hours in advance with the Principal.
- Coordinate the duration of your visit with the teacher and respect their need to be attentive to the class, and not to visitors. If a visitor decides they would like to volunteer, then they may complete a background check and coordinate their volunteer placement through collaboration with the teacher and/or office staff.
- Upon arriving, sign in with the Main Office.
- Refrain from interacting with learners in a language other than the target language. Only the target language may be spoken by adults within the language immersion classroom.
- Turn off your cell phone prior to entering the classroom.
- Be aware of the learners so that you are not between them and their teacher.
- If you would like to speak with a teacher following your visit, please contact them by phone or call the school to set up a follow-up meeting. Teachers will be unable to meet or talk with you during their teaching time.

If a visitor is coming to school to drop something off for a student or to leave a message, we still require that the visitor come first to the Main Office. For the sake of student safety, we cannot have anyone unannounced in the building.

Student Emergencies

In case of an emergency, parents or guardians should contact the Main Office either by phone or in person. Under no circumstances should parents or guardians contact learners in their classrooms, including after-school activities, or attempt to withdraw learners from the building without notifying and receiving permission from staff members in the Main Office.

Accident or Medical Emergency

If a medical emergency occurs to a student at school, first aid will be administered and the parent(s)/guardian(s) of that student will be contacted immediately. If parent(s)/guardian(s) cannot be reached, a person listed on the student's health form (or emergency contact card) or the family physician will be contacted. If the situation warrants, the school will call Emergency Medical Services (911). If there is a serious accident at school, parent(s)/guardian(s) of the affected learners will be notified immediately. In the event that the parent(s)/guardian(s) cannot be reached, the family physician or persons indicated on health forms will be contacted. First Aid will be administered as needed.

Medication Policy

To protect your child's safety, school administrators will adhere to the following medication policy. Beginning in August 1996, it is required that both parent's and physician's signatures are on file before any prescription and non-prescription medication is administered. This includes all medications including such over-the-counter products as Tylenol, Advil, Dimetapp, etc.

Although this may cause some inconvenience, we feel that this policy is best for the continued protection of your child and must be followed. **If we do not have your written permission and the written permission of your physician, the medication will not be given.** Permission forms can be obtained by contacting the Principal.

In order for your child to receive any medication at school, please conform with the following:

- A written request must be obtained from the doctor and the parent/guardian. This request must include the name of the medication, dosage, time it is given during school hours, and duration.
- The medication must be in its original container and have a fixed label which indicates the student's name, name of medication, dosage, method of administration and time of administration.
- When the empty prescription bottle is returned to you, please send the refill to school promptly.
- The medication and the signed permission forms must be brought to the school by the parent or guardian.
- Wherever possible, please include a photo of your child with the permission form.

- New permission forms must be re-submitted each school year and are necessary for any changes in medication orders.
- If your child is taken off medication or will no longer receive it at school, please put your request in a dated, written note as soon as possible. If the medication is not picked up from the school office within 10 days, it will be properly disposed.

Please contact the Principal or his/her designee if you have any questions. Additional information regarding the medication policy including administration of medication for students with diabetes can be found in the comprehensive school policy manual. Thank you for your cooperation.

Fire Alarms

In case of an emergency – if a student or staff member sees fire or smells smoke—he or she should close the door and pull the nearest fire alarm. Upon hearing the alarm, school staff will assemble learners in their rooms and proceed out of the building according to the fire evacuation plan posted in each room. Learners should follow the direction of staff members who will lead learners outside the building to the designated locations, where school staff will line up learners by class and take attendance.

During the first week of school and frequently throughout the school year, learners and staff will participate in fire drills to ensure that the entire school community is familiar with the appropriate response in the event of an emergency. In case of a more serious emergency, should it be necessary to evacuate our school before, during, or after the school day—and it appears that we will be unable to return to the school for an extended period of time—school staff and learners will evacuate from each of the school’s buildings.

Chapter 8: General School Information & Policies

Non-Discrimination Statement

It is the policy of GALA to recruit, hire, train, educate, promote, and administer all personnel and instructional actions without regard to race, religion, gender, sexual orientation, age, national origin, ethnicity, economic status, disability, need for special education services, marital status, or use of public assistance. We will not tolerate any discrimination, and any such conduct is prohibited. The school also prohibits any form of discipline or retaliation for reporting incidents.

Anti-Harassment, Intimidation, and Bullying

A safe and civil environment is necessary for students to learn and achieve high academic standards. Harassment, Intimidation, and Bullying are strictly prohibited, and students who are determined to have engaged in such behavior are subject to disciplinary action, which may include suspension or expulsion. This policy details the School’s prohibition of Harassment, Intimidation, and Bullying (including Cyber-Bullying).

I. Definitions:

A. “Harassment, Intimidation, Bullying” means:

1. An intentional written, verbal, graphic, electronic, or physical act that a student or group of students has exhibited toward another student or school personnel (including volunteers or others serving the school), more than once, and the behavior: a. Causes mental or physical harm to the victim; and b. Is sufficiently severe, persistent or pervasive that it creates an intimidating, threatening or abusive educational environment 2. Violence within a dating relationship

B. By Electronic Means/Cyber-Bullying: Harassment, Intimidation, Bullying includes electronic acts, which mean an act committed through the use of phones, PDAs, computers, electronic notebooks, game systems, or any other electronic or communication devices. (Harassment, Intimidation, Bullying conducted through electronic devices is sometimes referred to as “Cyber-Bullying”.)

C. Location: Acts constituting Harassment, Intimidation, or Bullying subject to this policy must occur to and from school, on school grounds, at school-sponsored or sanctioned activities, or in school transportation in order for the School to be reasonably able to monitor and discern the conduct pursuant to this policy. Cyber-Bullying, subject to this policy, may occur beyond those locations but is covered by this Policy and is strictly forbidden under this Policy.

II. Types of Conduct

Harassment, Intimidation or Bullying can include many different behaviors including overt intent to ridicule, humiliate or intimidate another student or school personnel. Examples of conduct that could constitute prohibited conduct may include, but is not limited to:

1. Physical violence and/or attacks;
2. Threats, taunts and Intimidation through words and/or gestures;
3. Extortion, damage or stealing of money, property or possessions;
4. Exclusion from the peer group or spreading rumors;
5. Repeated remarks of a demeaning nature that have the purpose or effect of causing injury, discomfort, fear or suffering to the victim;
6. Repetitive and hostile behavior with the intent to harm others through the use of information and communication technologies and other web-based/online sites (also known as “Cyber Bullying”), such as the following:
 - a. Posting slurs on websites or any form of social media;
 - b. Sending or posting abusive or threatening instant messages, emails, texts or communications via social media;
 - c. Using cameras or cameras on any devices to take private or embarrassing photographs of students and sending or posting them online or on any form of social media;
 - d. Using websites or other electronic communication to circulate

- gossip and rumors to other students;
- e. Excluding others from an online group by falsely reporting them for inappropriate language to internet service providers.

III. Complaint Process – Reporting Prohibited Incidents

- A. Students, Parents/Guardians, or other individuals may report suspected Harassment, Intimidation, Bullying to any School personnel. The School Leader or his/her designee is responsible for receiving complaints alleging violations of this Policy. School personnel who receive a complaint will promptly report or forward it to the School Leader or his/her designee for review and action.
- B. Oral reports of suspected prohibited behavior are considered official complaints in the same manner as a written complaint. School personnel who receive an oral complaint will promptly document the complaint in writing, and will promptly forward it to the School Leader for review and action.
- C. Both written and oral complaints shall be reasonably specific as to the actions giving rise to the suspicion of Harassment, Intimidation, and/or Bullying, including person(s) involved, number of times and places of the alleged conduct, the target of the prohibited behavior, and the names of any potential witness.
- D. Anonymous Complaints: Individuals who make complaints as set forth above may request that their name be maintained in confidence by the School. The anonymous complaints will be reviewed and reasonable action will be taken to address the situation, to the extent such action may be taken that (1) does not disclose the source of the complaint; and (2) is consistent with the due process rights of the student(s) alleged to have committed acts of Harassment, Intimidation and/or Bullying.
- E. False Complaints: It is a violation of this policy to knowingly report false allegations of Harassment, Intimidation, and/or Bullying. Persons found to knowingly report or corroborate false allegations will be subject to appropriate discipline.
- F. School personnel, volunteers, and students shall be individually immune from liability in a civil action for damages arising from reporting an incident in accordance with this policy if that person reports an incident in good faith and in compliance with the procedures set forth herein.

IV. School Personnel Responsibilities

A. Teachers and Other School Personnel Responsibilities

- 1. Teachers and other school personnel, who witness acts of Harassment, Intimidation or

Bullying, as defined above, will promptly notify the School Leader or his/her designee of the event observed by filing a written incident report concerning the events witnessed.

2. In addition to addressing both informal and formal complaints, school personnel are encouraged to address the issue of Harassment, Intimidation or Bullying in other interactions with students. School personnel may find opportunities to educate students about Harassment, Intimidation and Bullying and help eliminate such prohibited behaviors through class discussions, counseling, and reinforcement of socially appropriate behavior.
3. School personnel should intervene promptly where they observe student conduct that has the purpose or effect of ridiculing, humiliating, or intimidating another student/school personnel, even if such conduct does not meet the formal definition of “Harassment, Intimidation, or Bullying.”

B. Administrator Responsibilities - Investigation and Documentation

1. The School Leader or his/her designee shall conduct a prompt and thorough investigation of all complaints of suspected Harassment, Intimidation, or Bullying. The School Leader or his/her designee shall prepare a written report of the investigation when the investigation is complete. Such report will include findings of fact and a determination of whether acts of Harassment, Intimidation, or Bullying were verified. When prohibited acts are verified, the School Leader or his/her designee shall also prepare a recommendation for intervention, including disciplinary action. Where appropriate, written witness statements will be attached to the report. It is imperative that Harassment, Intimidation, and Bullying be identified only when the specific elements of the definition are met because the designation of such prohibited incidents carry special statutory obligations. However, a determination that misconduct does not constitute Harassment, Intimidation or Bullying under this Policy, does not restrict the right of the School Leader to impose appropriate disciplinary consequences for student misconduct.
2. When an individual reporting a complaint has requested anonymity, the investigation of such complaint will be limited as is appropriate in view of the anonymity of the complaint. Such limitation of investigation may include restricting action to a simple review of the complaint (with or without discussing it with the alleged perpetrator), subject to receipt of further information and/or the withdrawal by the complaining individual of the condition that his/her report be anonymous.

V. Notification to Parents/Guardians

- A. Perpetrator: If after investigation, acts of Harassment, Intimidation and Bullying by a specific student are verified, the School Leader or his/her designee will notify, in writing,

the parent or guardian of the perpetrator of that finding. If disciplinary consequences are imposed against such student, a description of such discipline will be included in such notification to the extent permitted by law.

- B. Victim: If after investigation, acts of Bullying against a specific student are verified, the School Leader or his/her designee will notify the parent or guardian of the victim of such findings. In providing such notification, care must be taken to respect the statutory privacy right, including those set forth in the R.C. § 3319.321 and the Family Educational Rights and Privacy Act of 1974, 88 Stat. 571, 20 U.S.C. 1232q of the perpetrator of such Harassment, Intimidation and Bullying.
- C. To the extent permitted by State and Federal privacy laws, parents or guardians of any student involved in a prohibited incident may have access to any written reports pertaining to the prohibited incident.

VI. Remedial Actions

- A. Verified acts of Harassment, Intimidation or Bullying will result in action by the School Leader or his/her designee that is intended to ensure that the prohibition against Harassment, Intimidation or Bullying behavior is enforced, with the goal that any such prohibited behavior will cease.
- B. The School recognizes that acts of Harassment, Intimidation, or Bullying can take many forms and can vary dramatically in seriousness and impact on the targeted individual and school community. Accordingly, there is no one prescribed response to verified acts of Harassment, Intimidation, and Bullying. Disciplinary and appropriate remedial actions for an individual who commits an act of Harassment, Intimidation or Bullying may range from positive behavioral interventions up to, and including, suspension or expulsion.
- C. In determining appropriate action for each individual who commits an act of Harassment, Intimidation or Bullying (including a determination to engage in either non-disciplinary or disciplinary action, as described below), the School Leader will give the following factors full consideration: 1. The degree of harm caused by the incident(s); 2. The surrounding circumstances; 3. The nature and severity of the behavior; 4. The relationship between the parties involved; and 5. Past incidences or continuing patterns of behavior.
- D. When verified acts of Harassment, Intimidation or Bullying are identified early and/or when such verified acts of such behavior do not reasonably require a disciplinary response, students may be counseled regarding the definition of Harassment, Intimidation, Bullying, its prohibition, and their duty to avoid any conduct that could be considered Harassment, Intimidation or Bullying. Peer mediation may also be used, when appropriate.
- E. When acts of Harassment, Intimidation and Bullying are verified and a disciplinary response is warranted, students are subject to the full range of disciplinary consequences. Anonymous complaints that are not otherwise verified, however, will not be the basis for

disciplinary action.

- F. Suspension or Expulsion may be imposed, but only after the appropriate procedures have been conducted pursuant to the School's Suspension and Expulsion policy and applicable law. No disciplinary procedure will infringe on any student's rights under the first amendment to the Constitution of the United States.
- G. The determination that conduct does not constitute Harassment, Intimidation or Bullying under this Policy, however, does not restrict the right of the School Leader or the Board or both to impose appropriate disciplinary consequences for student misconduct.

VII. Prevention and Intervention Strategies

In addition to the prompt investigation of complaints of Harassment, Intimidation, or Bullying, and direct intervention when such acts are verified, the School will consider potential strategies to protect victims from additional Harassment, Intimidation, or Bullying, and from retaliation following a report and to generally ameliorate the effects of Harassment, Intimidation, Bullying. The following potential strategies, as well as other strategies, may be considered:

Supervising and disciplining offending students fairly and consistently;

Providing adult supervision during breaks, lunch time, bathroom breaks and in the hallways during times of transition;

Maintaining contact with parents and guardians of all involved parties;

Providing counseling for the victim if assessed that it is needed;

Informing school personnel of the incident and instructing them to monitor the victim and the offending party for indications of harassing, intimidating, and Bullying behavior; instructing personnel to intervene when prohibited behaviors are witnessed;

Checking with the victim regularly to ensure that there have been no incidents of Harassment/Intimidation/Bullying or retaliation from the offender(s).

Responding respectfully to complaints of suspected prohibited conduct.

8. Promoting open communication regarding Harassment, Intimidation, Bullying.

9. Providing professional development and community opportunities to educate and collaborate with school personnel, parents, and community members about addressing Harassment, Intimidation, Bullying.

10. Educating students regarding Harassment, Intimidation, Bullying.

11. Creating a school atmosphere of team spirit and collaboration that promotes appropriate social behavior.

12. Avoiding sex-role stereotypes. Modeling and promoting strategies that instruct student how to work together in a collaborative and supportive atmosphere. Use of peers to help ameliorate the effects of Harassment, Intimidation, Bullying.

VIII. Semi-Annual Reporting Obligations

The School Leader will semi-annually provide the president of the School's Board of Directors a written summary of all reported incidents and post the summary on the School's Website, if one exists. The list will be limited to the number of verified acts of Harassment, Intimidation and Bullying, whether in the classroom, on school property, to and from school, or at school-sponsored events.

IX. Publication & Dissemination of Policy

- A. This policy shall be included in the student handbook and in the publication which sets forth the comprehensive rules, standards, and procedures regarding school conduct. The School will annually disseminate this Policy to School personnel, students, and parents.
- B. To ensure school personnel are prepared to prevent and effectively intervene with incidents of Harassment, Intimidation or Bullying, the School has incorporated the information about this Policy into its employee training materials.
- C. Students will be provided with age-appropriate information on the recognition and prevention of Harassment, Intimidation or Bullying, and their rights and responsibilities under this and other School policies, procedures and rules.

IX. Sexual Harassment

- A. Sexual harassment is conduct on the basis of sex that satisfies one or more of the following:
 - 1. Conditioning the provision of an aid, benefit, or service of the School on an individual's participation in unwelcome sexual conduct. (quid pro quo)
 - 2. Unwelcome conduct determined by a reasonable person to be so severe, and pervasive, and objectively offensive that it effectively denies a person equal access to the School's education program or activity.
 - 3. Sexual assault as defined in the Clery Act 20 U.S.C. 1092(f)(6)(A)(v), dating violence 34 U.S.C. 12291 (a)(10), domestic violence 34 U.S.C. 12291(a)(8), or stalking as defined in the Violence Against Women Act 34 U.S.C. 12291(a)(30).

B. Complaints of Sexual Harassment. Procedures for filing and the investigation of allegations of sexual harassment are addressed in Compliance with Title IX of the Educational Amendments of 1972 regulations.

The Designated Title IX Coordinator for the School is: Meran Rodgers

R.C. §§ 3313.666, 3313.667

Internet Acceptable Use Policy

The use of technology and computer resources at the School is a revocable privilege. Failure to abide by this policy may render you ineligible to use the School's computer facilities and may bring additional Consequence action.

All users are expected to use the technology available at the School in a manner appropriate to the School's academic and moral goals. Technology includes, but is not limited to, cellular telephones, beepers, pagers, radios, CD/MP3/DVD players, video recorders, video games, personal data devices, computers, other hardware, electronic devices, software, Internet, e-mail and all other similar networks and devices. Users are expected to be responsible and use Technology to which they have access appropriately. Obscene, pornographic, threatening, or other inappropriate use of Technology, including, but not limited to, e-mail, instant messaging, web pages, and the use of hardware and/or software which disrupts or interferes with the safety and welfare of the School community, is prohibited, even if such uses take place after or off School property (i.e., home, business, private property, etc.).

Failure to adhere to this policy and the guidelines below will result in immediate, appropriate and logical consequences. See the appendix for definition of and related consequences for "Electronic Access," "Intimidation, Menacing, Bullying, Cyber bullying," "Misuse of Electronic Online Hardware or Software," "Offensive Material," "School Property," and "Technology Misuse."

Unacceptable uses of Technology/Internet include but are not limited to:

1. Violating the conditions of federal and Ohio law dealing with students and employees' rights to privacy. Trespassing in others' folders, work, or files; copying other people's work or attempting to intrude onto other people's files; using other users' e-mail addresses and passwords.
2. Using profanity, obscenity or other language which may be offensive to another user; sending messages with derogatory or inflammatory remarks about an individual's race, sex, age, disability, religion, national origin or physical attributes via the Internet or Technology; bullying, insulting, intimidating, or attacking others; transmitting any material in violation of federal or state law. This behavior is punishable both on and off campus.

3. Obtaining, viewing, downloading, transmitting, disseminating or otherwise gaining access to profanity, obscenity, abusive, pornographic, and/ or impolite language or materials, accessing materials in violation of the Student Code of Conduct. A good rule to follow is to never view, send or access materials that you would not want your instructors and parents to see. Should a student encounter any inappropriate materials by accident, he/she should report it to their instructors immediately.
4. Violating copyright laws by illegally downloading or installing music, any commercial software, shareware, or freeware. You are required to strictly comply with all licensing agreements relating to any software. All copyright laws must be respected.
5. Plagiarizing works through the Internet or other Technology. Plagiarism is taking ideas of others and presenting them as if they were original to the user.
6. Damaging Technology devices, computers, computer systems or computer networks (for example, by the creation, introduction or spreading of computer viruses, physically abusing hardware, altering source codes or software settings, etc.).
7. Using the Technology or the Internet for commercial purposes or activities, which is defined as offering or providing goods or services or purchasing goods or services for personal use, and includes, but is not limited to, the following:
 - a. any activity that requires an exchange of money and/or credit card numbers;
 - b. any activity that requires entry into an area of service for which the School will be charged a fee;
 - c. any purchase or sale of any kind; and
 - d. any use for product advertisement or political lobbying.
8. Intentionally seeking information on, obtaining copies of, or modifying files, other data, or passwords belong to other users.
9. Malicious uses of technology through hate mail, harassment, profanity, vulgar statements, or discriminating remarks.
10. Neither the Internet nor any other Technology may be used for any purpose which is illegal or against the School's policies or contrary to the School's mission or best interests.

All users are expected to be responsible, courteous, and thoughtful when using Technology and the Internet. Common sense should prevail. The use of the School computer network system should be in support of education and research, consistent with the educational mission or objectives of the School and in accordance with federal law, Ohio law and the Student Code of Conduct.

Learners and Staff have no expectation of privacy with respect to the use of Technology, the Internet, intranet or e-mail. Maintenance and monitoring of the School network system may lead

to the discovery that a user has or is violating School policy or the law. Violations of School policy, the Student Code of Conduct or the law may result in severe penalties, up to and including expulsion.

The School makes no warranties of any kind, either express or implied, that the functions or the services provided by or through the School technology system will be error-free or without defect. The School will not be responsible for any damage users may suffer, including but not limited to, loss of data, interruptions of service, or computer viruses. The School is not responsible for the accuracy or quality of the information obtained through or stored on the School system. The School will not be responsible for financial obligations arising through the authorized use of the system.

In accordance with the Children’s Internet Protection Act (“CIPA”), the School has placed a filter on its Internet access as one step to help protect its users from intentionally or unintentionally viewing inappropriate material. The School blocks the categories that are determined to be potentially inappropriate. However, families must be aware that some material accessible via the Internet contains illegal, defamatory, inaccurate, or potentially offensive language and/or images. While the goal of the School is to use Internet resources to achieve educational goals, there is always a risk of learners accessing other materials. Parents should be aware of these risks. ***School***

Calendar

The GALA school year runs from September 1, 2020 through May 28, 2021. School hours are from 8:30a.m. to 3:30 p.m. Monday through Friday.

School Closings

In the event of inclement weather, GALA will follow the Cleveland Metropolitan School District’s decision to close school. If Cleveland Metropolitan Schools are closed, then GALA is closed. If Cleveland Metropolitan Schools are open, then GALA schools are open.

School closings for GALA are announced on channels 3 and 8. GALA will be listed as GALA. It is the responsibility of parents/guardians and learners to access this information.

Food Service

GALA provides breakfast, lunch, and snack food service for its learners. The school participates in the National School Lunch Program, which provides free or reduced-price breakfasts and lunches, as well as free milk to eligible learners. Tables describing eligibility and applications to participate in the program will be provided at the Mandatory Parent Orientation.

Breakfast is served from 8:00 – 8:25 a.m. and is optional for all learners. Learners must arrive at school by 8:25 a.m. in order to eat breakfast.

School Property

GALA expects learners to treat school property and equipment with care and responsibility. School property includes the building and grounds, equipment including all technology, books and

any other material possessions of GALA. Intentional actions to damage or harm school property may lead to a suspension or an expulsion hearing. Should the damage be deemed as an unintentional act, learners may be given the option of reimbursing the school and/or completing community service determined at the discretion of GALA.

Textbooks and Reading Backpacks

Learners may be provided with school textbooks and library books. Learners must maintain these books in good condition throughout the year. Damaged or lost books will be the responsibility of the student, and must be paid for based upon an amount assessed by the school. Report cards may be held if book fees are not paid.

Personal Property

All property brought to school is brought at the owner's risk. GALA does not assume responsibility for any property belonging to learners. Distracting or inappropriate objects will be taken from a student and a parent will be required to pick up the item from an administrator. Learners should not bring large sums of money to school.

Electronic Communication Devices

While on School property, in a School vehicle, or while attending School-sponsored or School-related activities, whether on or off School property, learners shall be permitted to possess and use electronic communication devices, including, but not limited to, cellular phones, beepers, I-Pods, pagers, radios, CD/MP3/DVD players, video recorders, video games, personal data devices or other devices deemed to be distractive, provided they observe the following conditions:

1. Devices shall not be used in a manner that disrupts the educational process, or educational mission including, but not limited to, posing a threat to academic integrity or violating confidentiality or privacy rights of another individual. Unless an emergency situation exists that involves imminent physical danger or a certified employee authorizes the student to do otherwise, devices shall be turned off during the School day. They may be stored in the Student's locker during the School day but may only be turned on and operated before and after the regular school day.
2. When learners violate this prohibition, they shall be subject to Consequence action, including but not limited to losing the privilege of bringing the device onto School property. In addition, an administrator may confiscate the device, which shall only be returned to the Student's Parent. All requests to confiscate these items must be complied with in a spirit of cooperation. If, upon confiscation, the School becomes aware of other misuse of the device, or, has a reasonable suspicion of other violations of School policy, the Student may be disciplined for additional violations of this or other School policies. In other words, a Student loses his/her privacy rights in the device and information contained in the device, once a School policy is violated and the device confiscated so long as the School has a reasonable suspicion of misuse.
3. Learners are responsible for devices they bring to School. The School shall not be responsible for loss, theft, or destruction of devices brought onto School property even if confiscated pursuant to the terms in this handbook.
4. Learners shall comply with any additional rules developed by the School concerning appropriate use of electronic communication devices.

5. Learners shall not utilize an electronic communication device in a manner that would violate the School's Technology and Internet Acceptable Use Policy or its Student Code of Conduct.
6. Examples of types of prohibited behavior involving electronic communication devices include, but are not limited to:
 - a. text messaging on or off School Property during School hours to or from a student on School Property;
 - b. sexting, which is the act of sending sexually explicit messages or photographs, primarily between mobile phones or other electronic communication devices;
 - c. using digital cameras or camera phones to invade the privacy of others by transmitting unauthorized or derogatory photos or video clips to another person via email, to another camera phone or by posting it on the web;
 - d. using digital cameras, camera phones, or any other device to cheat on examination;
 - e. playing digital games;
 - f. using digital cameras, camera phones, or any other device to harass or bully another.

Lost and Found

The school's lost and found is located at the front desk. Items not claimed within a month are donated to charitable organizations.

School Supplies

It is the responsibility of learners to come with appropriate materials to school. Families will receive a school supply list at the end of July. If circumstances make this impossible, parents/guardians should speak with their child's homeroom teacher.

Student Records

GALA maintains important information files on each student. Parents and guardians have the right to inspect and review the student's education records within forty-five (45) days of the receipt of a request for access to such records. Such requests must be in writing and the school shall make arrangements for access to such records and shall notify the parent or eligible student of the time and place where such records may be inspected. School officials may obtain access to your records for educational purposes only. All individually identifiable educational information is confidential. While FERPA permits schools to adopt a policy allowing the release of Directory Information Policy under which "directory information" concerning students may be released to the public under certain circumstance, schools are not required to do so. Whereas the School has not adopted such a policy, the School's practice in compliance with FERPA is not to release education records or personally identifiable information in the absence of explicit consent from a parent or student over the age of eighteen.

Release of Photographs and Other Information

GALA will periodically create publications to highlight student achievement, school life and school events and will maintain a regular website with this information. These publications and websites will be developed for the purposes of admissions, public relations, fundraising, and other

uses that promote the school. From time to time, the school may also get media requests to highlight the school and its learners.

During the registration process, each parent/guardian will be provided with a Student Photo/Information Release form. The school will honor these forms, such that student photographs will be included in publications only if the parent/guardian has granted permission.

Distribution of Published Materials or Documents

Publications prepared by and for the school may be posted or distributed to the greater community, with prior approval by the Executive Director or the Principal. Such items may include school posters, brochures, murals, etc. The school newspaper and the yearbook are available to learners. All school publications are under the supervision of a teacher, sponsor, and the Leadership Team.

Unless a student obtains specific prior approval from an administrator, written materials, handbills, photographs, pictures, petitions, films, tapes, posters, or other visual or auditory materials may not be posted, sold, circulated, or distributed at school or on campus. Materials displayed without this approval will be removed.

Commerce

Learners may not sell any articles on school property without the permission of the Executive Director or the Principal. They may not make a collection of money or materials for their own purposes or for an organization to which they belong outside of school without prior permission from the Executive Director or the Principal.

Appendices

Appendix A: Arrival and Dismissal

Specific information regarding arrival and dismissal will be distributed to parents at the start of the school year. Details for the arrival and dismissal process may vary by grade level and/or class. The bulleted points below serve as general reminders for families.

Arrival

- The school officially opens to learners at 8 a.m. each day. All learners and families should enter the school through the building's main entrance.
- Learners arriving before 8 a.m. must attend before care programming and cannot be "dropped off" or left alone in front of the building.
- Learners arriving late (at 8:30 a.m.) must be escorted by their family to the GALA front desk.
- Unless learners and families have made an appointment with individual teachers or other staff beforehand, learners and families must remain outside the building until 8 a.m.

Dismissal

- The school day officially ends at 3:30 p.m.
- Under no circumstances should parents remove learners from their classrooms prior to 3:30 p.m. without signing them out in the office. This is done to protect the safety and well-being of all of our learners.
- No student will be allowed to leave the school without an adult escort.
- Families must submit a release form (provided in August) listing the names and information for any individuals, besides parent / guardians, who regularly are authorized to pick up their children.

Appendix B: Classroom Parties, Birthdays, and Other Events

GALA supports each scholar's emotional growth by celebrating their achievements. Most of these celebrations take the form of school-wide events which celebrate student academic achievement and character growth. These include weekly Community Meeting celebrations and various family celebrations throughout the year including the Culture Night, Holiday Potluck, Kindergarten Celebration, and Curriculum nights such as Family Fun Night, Literacy Night, and Math Night. In addition, each class celebrates learners' birthdays by singing happy birthday and other rituals in a uniform way that is the same for and fair to all learners. Teachers seek to make learners feel truly special on their "special" day.

To maintain the structure and consistency of the school day as well as to preserve sacred learning time, GALA only allows for the celebration of birthdays during the lunch block or at the end of the school day (3:00 PM - 3:30 PM). Families must complete the **Birthday Celebration Request** one week prior to the celebration. Our focus must be on instruction during the instructional day and parties or treats will shift the focus of the school day away from instruction.

Families wishing to involve classmates in the celebration of their scholar's birthday or other holidays can do so by inviting them to a party that occurs outside of school hours. The school can support such families by distributing a flyer to families in that student's class. To avoid hurt feelings and distractions from learning, however, the school can only do this if **every** student in the class is invited. Families wishing to have such an invitation distributed should send it to school. Invitations must be general (as in not addressed to specific learners) and must be issued to all learners in the class. In order to minimize competition and distractions from learning, learners must be in full uniform on their birthdays and other holidays.

Appendix C: Admission Overview

GALA Charter Schools will not discriminate against any student based on race, ethnicity, national origin, gender, or disability or for any other basis that would be unlawful for a public school. GALA shall be open to any child who is eligible under the laws of the State of Ohio for admission to a public school, and GALA shall ensure compliance with all applicable anti-discrimination laws governing public schools, including Title VI of the Civil Rights Act, the Americans with Disabilities Act, and Chapter 3314 of the Ohio Revised Code. New learners will be admitted each year without regard to prior measures of achievement or aptitude, athletic ability, disability, handicapped condition, ethnicity, race, creed, gender, national origin, religion, or ancestry.

Publicity and Outreach

Each year, the school holds information sessions, open houses, and welcoming hours to inform families and community members about the school and the admissions process. These information sessions are held at the school and perhaps at other community-based locations. The sessions are publicized widely, through means such as flyers, mailings, and informational sessions at daycares, community organizations, and local businesses. Families are encouraged to visit the school to see classes in action and meet currently enrolled learners.

Enrollment Process

Families interested in enrolling a child at GALA are required to submit a completed application form. The application forms are made available at the school's information sessions. After submitting the application form, parents are required to attend a Mandatory Parent Orientation in August where school systems, procedures, and rules are reviewed in detail. There are no fees associated with the filing of an application, nor are there any tuition charges for attending the school.

Special Requirements for Kindergarten

Learners who turn 5 years old by September 30th of the matriculation year are eligible for kindergarten. Refer to the Early Entrance Policy in the comprehensive school policy manual for further information.

Admission Lottery

In the event that GALA receives more applications than allotted spaces, the school holds a lottery. This random and publicly held lottery is audited by a disinterested independent organization. All applicants are notified of the time and the place of the lottery and are invited to attend. If needed because of enrollment demands, this lottery will be held before April 1st each year.

Student Recruitment Activities

GALA may undertake the measures below, among others, to recruit student applicants:

- Sending letters to residents of the Cleveland Metropolitan School District and surrounding districts;
- Posting flyers and notices in local newspapers, supermarkets, churches, community centers, and apartment complexes;
- Conducting open houses at public and private elementary daycares, after-school programs, and youth centers;

- Visiting local organizations in surrounding neighborhoods; and/or
- Canvassing neighborhoods to further reach interested families.

GALA aims to attract a student population that is similar in demographics to that of the Cleveland Metropolitan School District. Through extensive outreach, GALA will attract learners who reflect the demographics of CMSD, including learners with disabilities and learners who have Limited English Proficiency. GALA is committed to attracting and retaining such learners by offering a high-quality educational program, hiring and training highly-qualified teachers, and communicating regularly with families.

Enrollment and Eligibility

All learners who are accepted for enrollment must complete all of the school's enrollment forms by the date required on the forms to secure provisional enrollment. GALA reserves the right not to enroll any student whose forms are not returned by the designated date. All new learners must participate in a screening process. Parents/guardians and learners are required to attend information sessions and orientations, sign the Application Form and Family-School Contract, and agree to fulfill their obligations to GALA including adherence to the Code of Conduct.

A child may not be eligible for admission if the parent/guardian and student fail to complete all required forms truthfully.

Learners are considered re-enrolled for the following school year unless parents notify the school otherwise by the end of the current school year.

Vacancies

To fill any vacancies, separate waiting lists are maintained for each grade level. The random lottery used for student admission also serves to place learners in preferential order on these waiting lists. GALA reserves the right to fill a vacancy when unexpected attrition occurs. If the school chooses to fill a vacancy, the school contacts the parent or guardian of the student next on the appropriate waiting list. Reasonable attempts are made to contact the family of the first student on the waiting list to determine whether the student remains interested in enrolling at the school before proceeding to the next name on the list. If attempts to contact the student's parents/guardians are unsuccessful, the school may remove that student from the waiting list. Documentation of attempts made to contact the parents/guardians of any student removed from the waiting list are maintained by the school.

Withdrawal from the School

GALA is a school of choice. As such, circumstances may arise in which a parent or guardian wishes to transfer their child to a different school. When parents withdraw their child from the school they should schedule a meeting with the Principal to fill out the Withdrawal Form. Learners who miss 72 consecutive hours of school without notifying the school are subject to being un-enrolled. A student who attends another school is subject to being un-enrolled from GALA. The school ensures the timely transfer of any necessary school records to the student's new school.

Appendix D: Discipline Due Process

Suspension Due Process

The following procedure does not apply to in-school suspensions. The Principal may suspend a student if the following procedure is met:

1. Prior to the imposition of the suspension, a written Notice of Intent to suspend will be given to the student, which contains the following:
 - a. The reasons for the intended suspension; and
 - b. If the suspension is based on one of the serious criminal offenses for which permanent exclusion is allowed, and if the student is age 16 or older, the notice must also indicate the possibility that the Executive Director and/or the Principal may seek permanent exclusion.
2. The student must be allowed an informal hearing before the Principal or his/her designee to challenge the reasons for the intended suspension or otherwise explain his actions. The student is not entitled to call witnesses at this informal hearing.
3. Within one school day after the suspension is imposed, the Principal or his/her designee shall provide written notification to the parent, guardian, or custodian of the student and the treasurer of the model leader of the suspension. The notice must contain the following:
 - a. The reasons for the suspension;
 - b. Notification of the right to appeal to the Board of Directors or its designee. The intent to appeal must be in writing and received by the Board of Directors within 14 days after receiving the notice.
 - c. The right to representation at all appeals;
 - d. The right to a hearing before the Board or its designee; and
 - e. The right to request that the hearing be held in executive session.

If the suspension is based on one of the serious criminal offenses for which permanent exclusion is allowed, and the student is age 16 or older, the notice must also indicate the possibility that the Executive Director and/or the Principal may seek permanent exclusion.

Expulsion Due Process

Only the Superintendent may expel a student. The following procedure is required:

1. Prior to the imposition of the expulsion, the Superintendent must provide not only the student, but also the parent, guardian, or custodian written notice of his intention to expel. The notice must include the following:
 - a. The reasons for the intended expulsion; and
 - b. The time and place for a hearing, which must be not less than three nor more than five school days after giving the notice, unless the period is extended by the Superintendent at the request of the student, his parent, custodian, guardian or representative. The parent, guardian, or custodian must be sent written notice of any extension, and the subsequent notice should contain the same information required in the original notice.

- c. If the student is age 16 or older and the expulsion is for one of the serious criminal offenses for which permanent exclusion is allowed, the notice must also indicate the possibility that the Executive Director and/or the Principal may seek permanent exclusion.
2. A hearing must be scheduled not less than three or more than five school days after giving the notice, for the student and his parent, guardian, custodian or representative to appear in person before the Executive Director and the Principal to challenge the reasons for the expulsion or otherwise explain his/her actions.
3. Within one school day after the expulsion is imposed, the Executive Director and/or the Principal shall provide written notification to the parent, guardian, or custodian of the student and the treasurer of the Board of Directors of the expulsion. The notice must include the following:
 - a. The reasons for the expulsion;
 - b. Notification of the right to appeal to the Board of Directors or its designee. The intent to appeal must be in writing and received by the Board of Directors within 14 days after receiving the notice.
 - c. The right to representation at all appeals;
 - d. The right to an appeal hearing before the Board or its designee;
 - e. The right to request that the hearing be held in executive session;
 - f. If the expulsion is based on one of the serious criminal offenses for which permanent exclusion is allowed, and the student is age 16 or older, the notice must also indicate the possibility that the Executive Director may seek permanent exclusion;
 - g. When the Executive Director expels a student for more than twenty days or for any period of time extending into the next trimester or school year, the School shall provide, along with this notice, the student and his parent, guardian or custodian with information about services or programs offered by public and private agencies that work toward improving those aspects of the student's attitudes and behaviors that contributed to the incident giving rise to the expulsion. The information must include names, addresses, and phone numbers or the appropriate public and private agencies.

During the period of expulsion, the School may, but is not required to, continue educational services in an alternative setting.

The Executive Director and/or the Principal is required to follow through on expellable offenses even if the student in question withdraws from the School prior to the hearing or the Executive Director's and/or Principal's decision, as applicable.

The Executive Director and/or the Principal, as applicable, may apply any remaining part or all of the period of expulsion into the following year.

Appendix E: Serious Discipline Infractions, Definitions, and Consequences

The following list is not an all-inclusive list of infractions. The school personnel have the ultimate authority to impose consequences to behaviors determined to be infractions.

INFRACTION	DEFINITION	FIRST OFFENSE	SECOND OFFENSE	THIRD OFFENSE
Academic Misconduct	Plagiarizing, cheating, copying another's work or internet publishings, gaining unauthorized access to material, using, submitting, or attempting to obtain data or answers dishonestly or by means other than authorized by the teacher. Falsifying information (signing homework, etc.).	Level 2 consequence action.	Level 3 consequence action.	Level 3 - 4 consequence action.
Altering Official Documents	The forgery, falsifying, or unauthorized alteration of a document.	Level 2 - 3 consequence action.	Level 3 - 4 consequence action.	Level 3 - 4 consequence action.
Assault	Unlawfully causing any physical injury.	Level 3 - 4 consequence action.	Level 3 - 4 consequence action.	Level 4 consequence action.
Bomb Threat	Making a bomb threat to a School building or to any premises at which a School activity is occurring at the time of the threat.	Level 3 - 4 consequence action and 1 year discretionary expulsion.	Level 4 consequence action and 1 year discretionary expulsion.	Level 4 consequence action and 1 year discretionary expulsion.
Criminal Act	Committing an act that is a criminal offense when committed by an adult that results in serious physical harm to persons or serious physical harm to property.	Level 4 consequence action and 1 year discretionary expulsion.	Level 4 consequence action and 1 year discretionary expulsion.	Level 4 consequence action and 1 year discretionary expulsion.
Damage/Destruction of Property	Causing, attempting to cause, or threatening to cause damage to School or private property (including graffiti).	Level 2 - 4 consequence action.	Level 3 - 4 consequence action.	Level 4 consequence action.
Dangerous Weapon	Bringing a dangerous weapon onto School Property or possessing a dangerous weapon on School Property. Dangerous weapon means a weapon, device, instrument, material, or substance, animate or inanimate that is used for, or is readily capable of causing death or serious bodily injury.	Level 3 - 4 consequence action.	Level 3 - 4 consequence action.	Level 4 consequence action.

Display of Affection	Any physical display of affection between learners is prohibited.	Level 2-4 consequence action.	Level 2 – 4 consequence action.	Level 3 - 4 consequence action.
Disruptive Behavior	Engaging in any conduct that causes or results in the breakdown of the orderly process of instruction and/or School activities, including but not limited to failure to carry out directions and/or School guidelines, failure to cooperate with School personnel or parent volunteers, verbally harassing other learners, and running and/or making excessive noise in the building.	Level 1 – 3 consequence action. Serious disruptive behavior will result in a remedial behavior plan.	Level 2 – 3 consequence action. Serious disruptive behavior will result in consequence probation.	Level 3 - 4 consequence action. Expulsion may be recommended for habitually disruptive behavior.
Electronic Access	The unauthorized use of electronic password codes for any reason, including but not limited to, accessing, controlling, or disabling technological devices or services.	Level 2 -3 consequence action.	Level 3 -4 consequence action.	Level 4 consequence action.
Extortion/Robbery	Obtaining money, information, or property from another by threat, intimidation, or coercion.	Level 3 consequence action.	Level 3 – 4 consequence action.	Level 4 consequence action.
Firearm	Bringing a firearm to the School or onto School Property (any Property owned, used, or leased by the School for School, School extracurricular or School-related events).	1 year mandatory expulsion.	1 year mandatory expulsion.	1 year mandatory expulsion.
	Bringing a firearm to an interscholastic competition, an extracurricular event, or any other School program or activity that is located at a School or on School property.	Level 4 consequence action and 1 year discretionary expulsion.	Level 4 consequence action and 1 year discretionary expulsion.	Level 4 consequence action and 1 year discretionary expulsion.
	Possessing a firearm at School, on School Property or at an interscholastic competition, an extracurricular event, or any other School program or activity which firearm was initially brought onto School Property by another person.	Level 4 consequence action and 1 year discretionary expulsion.	Level 4 consequence action and 1 year discretionary expulsion.	Level 4 consequence action and 1 year discretionary expulsion.
Gambling	Illegal participation in, or the organization of, games of chance for money and/or other items of value.	Level 1 - 2 consequence action.	Level 2 - 3 consequence action.	Level 4 consequence action.

Gang Activity	No student shall be involved in initiations, hazing, intimidations and/or related activities of group affiliations which are likely to cause bodily danger, physical harm, or personal degradation or disgrace resulting in physical or mental harm to learners or Staff. No Student shall wear, carry or display gang paraphernalia or exhibit behaviors or gestures which symbolize gang membership or cause and/or participate in activities which intimidate or affect the attendance of another student. See also Policy No. 264.3 Gang Activity Policy.	Levels 2 – 3 consequence action.	Level 3 – 4 consequence action.	Level 4 consequence action.
Hazing	Committing any act or coercing another, including the victim, to do any act of initiation into any Student or other organization that causes or creates risk of causing mental or physical harm to any person. Permission, consent, or assumption of risk by an individual subject to hazing does not lessen the prohibition in this policy. See also Policy No. 264.2 Anti-Hazing Policy.	Level 2 - 3 consequence action.	Level 3 - 4 consequence action.	Level 4 consequence action.
Illegal Dangerous Substances	or Using, selling/purchasing, distributing, possessing, or attempting to possess, substances capable of producing a change in behavior or altering a state of mind or feeling; and/or paraphernalia.	Level 2 - 4 consequence action.	Level 3 - 4 consequence action.	Level 4 consequence action.

Illegal Organization	Anti-social organizations, secret societies, gangs, and other sets of individuals that are not sanctioned by the School, which are determined to be disruptive to teaching and learning. This includes but is not limited to, wearing of symbolic jewelry apparel, making gestures, language use, graffiti, distributing material, or altering personal appearance to symbolize membership in an organization with a history of, or determined to be, a disruption to teaching and learning. See also Policy No. 264.3 Gang Activity Policy.	Level 2 – 3 consequence action.	Level 2 - 4 consequence action.	Level 4 consequence action.
Insubordination	Verbal or nonverbal refusal to comply with a reasonable request or directive while on School property or at any School related activity or event.	Level 1 – 3 consequence action.	Level 2 – 3 consequence action.	Level 3 - 4 consequence action.
Intimidation/ Menacing/ Bullying/Cyber-Bullying	Threats, verbal or physical, that inflict fear, injury, or damage. Cyber-bullying is a sub-set of bullying and involves the use of information and communication technologies, including but not limited to e-mail, cell phone and pager text messages, blogs, MySpace, Facebook, Wikipedia, Twitter Bebo, the Internet, Xanga, Piczo, instant messaging, defamatory personal Websites, and defamatory online personal polling Websites, to support deliberate or repeated, or hostile behavior by an individual or group, that is intended to harm, intimidate or harass others on School time or the School premises, at School events, programs or activities or off School time or School premises if such acts affect other learners or Staff of the School.) See Policy	Level 2 - 3 consequence action.	Level 3 - 4 consequence action.	Level 3 - 4 consequence action.

No. 264.1 Anti-Harassment, Intimidation, and Bullying Policy.				
Knife	Bringing a knife to School, onto School property, to an interscholastic competition, an extracurricular event, or any other program or activity sponsored by the School or which the School is a participant.	Level 4 consequence action and 1 year discretionary expulsion.	Level 4 consequence action and 1 year discretionary expulsion.	Level 4 consequence action and 1 year discretionary expulsion.
	Possessing a knife at School, on School Property or at an interscholastic competition, an extracurricular event, or any other School program or activity which knife was initially brought onto School Property by another person.	Level 4 consequence action and 1 year discretionary expulsion.	Level 4 consequence action and 1 year discretionary expulsion.	Level 4 consequence action and 1 year discretionary expulsion.
Loitering	Presence of an individual in or about a School under one or more of the following circumstances: <ul style="list-style-type: none"> • After a reasonable request to leave. • Does not have a legitimate reason for presence. • Does not have written permission from proper authority for presence. • Refusal to identify self. 	Level 3 consequence action.	Level 3 consequence action.	Level 4 consequence action.
Lying	Intentionally giving untrue communication.	Level 1 – 2 consequence action.	Level 2 – 3 consequence action.	Level 3 - 4 consequence action.
Misuse of Electronic Hardware or Software	Learners using School online services for illegal, inappropriate, or obscene purposes. See also Policy No. 232 Technology and Internet Acceptable Use	Level 2 – 3 consequence action.	Level 3 consequence action.	Level 4 consequence action.
Obscenities/ Verbal Abuse/ Vulgarity/ Profanity	Directing obscene, abusive, vulgar, profane, harassing, insulting, racial, sexual, religious, or ethnic slurs, written or verbal, toward School personnel or any member of the School community. This shall include use of obscene gestures and signs that willfully intimidate, insult, or in any other manner, abuse others.	Level 2 – 3 consequence action.	Level 2 – 3 consequence action.	Level 3 - 4 consequence action.
Offensive Material	The production, possession, and/or distribution of materials	Level 2 – 3 consequence action.	Level 3 - 4 consequence action.	Level 3 - 4 consequence action.

		that offend common decency or morals.			
Other Disruptive Behavior	Overt	Knowingly engaging in any behavior meant to alter the teaching/learning process; to demean, intimidate, or harm another or the property of an individual or the School.	Level 2 – 3 consequence action.	Level 3 consequence action.	Level 3 - 4 consequence action.
Physical Contact		Participating in unacceptable physical contact, including but not limited to fighting, pushing, intentionally hurting other learners.	Level 1 – 3 consequence action.	Level 2 - 3 consequence action.	Level 3 - 4 consequence action.
Reckless Endangerment		Any willful act that is not intended to cause harm but in fact places others in jeopardy of injury, or results in the damage, destruction, or defacement of School or private property.	Level 1 – 3 consequence action.	Level 2 - 3 consequence action.	Level 3 - 4 consequence action.
Refusal to Do Classroom Work		The refusal to complete work, labs, projects, or other assignments given by the teacher.	Level 1 – 2 consequence action.	Level 2 – 3 consequence action.	Level 3 consequence action.
Safety		Learners shall be concerned about their own safety and that of others. Student actions that may be considered a safety risk include, but are not limited to: <ul style="list-style-type: none"> • Talking during safety drills • Running, pushing, yelling, or other inappropriate behaviors • Leaving the school building or grounds without permission 	Level 2 – 3 consequence action.	Level 2 – 3 consequence action.	Level 3 - 4 consequence action.
Sale, Possession, or Distribution of Alcohol, Drugs, or other Chemical Controlled Substances	Use, Using,	selling/purchasing, distributing, possessing, or attempting to possess, mood altering chemicals, or substances (including counterfeit or look-alike substances), distributing any narcotics, drugs, controlled substances of any kind, or alcoholic beverages, or other intoxicant on School property or at School functions or event. See also Policy No. 266 Drug Prevention	Level 3 – 4 consequence action.	Level 4 consequence action.	Level 4 consequence action.

Sale, Possession, or Distribution of Tobacco Product	Use, Using, selling/purchasing, distributing, possessing or attempting to possess, any tobacco product or paraphernalia. See also Policy 269 Use of Tobacco on School Premises	Level 2 – 3 consequence action.	Level 3 - 4 consequence action.	Level 3 - 4 consequence action.
School Property	Textbooks, computers, and school facilities are available for student use. Proper care and use of school property is expected. All violations in this area require restoration and/or restitution. Violations include but are not limited to: <ul style="list-style-type: none"> • Defacing textbooks, library books, and other school materials • Destruction or improper use of school computers, printers, or other technology • Defacing/destruction of school property including desks, walls, lockers, etc. • Failure to respect the property of other learners, teachers, school personnel, etc. • Gum chewing on school property • Improper use of restrooms and/or supplies • Stealing 	Level 1 – 3 consequence action.	Level 2 – 3 consequence action.	Level 3 - 4 consequence action.
School Telephone	Use of the telephone by learners is strongly discouraged. To help learners develop responsibility, phone calls home require the written consent of the student’s teacher. Violations include but are not limited to: calls not approved by the teacher/principal.	Level 1 – 2 consequence action.	Level 2 – 3 consequence action.	Level 3 - 4 consequence action.
Sexual or Other Harassment	Unwelcome advances of a sexual nature, requests for sexual favors, and/or other verbal or physical conduct or communication of a sexual nature. Sexual harassment that includes unwelcome physical contact shall be assumed to have the effect of substantially interfering with the victim's employment or educational environment. See also Policy No.	Level 2 – 3 consequence action.	Level 3 - 4 consequence action.	Level 4 consequence action.

	264 Sexual and Other Forms of Harassment			
Technology Misuse	See Policy No. 232 Technology and Internet Acceptable Use for unacceptable uses of technology/Internet.	Levels 1 – 3	Level 3 - 4	Level 4
Theft	Stealing, attempting to steal, possessing or transferring School or private property, or participating in the theft or attempted theft of School or private property.	Level 2 – 3 consequence action.	Level 2 - 3 consequence action.	Level 3 - 4 consequence action.
Toys or Play Objects	School is a place of learning. Distractions cause learners to be inattentive. Therefore learners are to keep all toys or play objects at home unless the teacher designates a specific day for sharing what a student owns. If a Student chooses to share a toy or other object on such an occasion, the School is not responsible for these items. Violations include but are not limited to: <ul style="list-style-type: none"> • Bringing toys or distracting objects to school • Creating toys or distracting objects at school 	Level 1 - 2 consequence action.	Level 1 – 3 consequence action.	Level 1 – 3 consequence action.
Transportation	Riding the bus, or other transportation provided by the district, is a privilege. The applicable guidelines, rules and policies established by the local school district which provides transportation will be supported by the School. Violations include but are not limited to: <ul style="list-style-type: none"> • Disrespectful behavior towards the driver or another student • Physical violence and/or abusive language (swearing) • Eating on the bus • Constant yelling or screaming (which could endanger the lives of others) • Failure to remain seated • Threatening behavior 	Level 1 – 3 consequence action.	Level 2 - 3 consequence action.	Level 3 - 4 consequence action.

	<ul style="list-style-type: none"> • Possession of drugs, glass, weapons, animals, or stolen merchandise. • Any other violation of school policy. <p>See below, Transportation Discipline (for removal from vehicle only).</p>			
Trespassing	Being in a School building or on School grounds without permission or authorization, or refusing to comply with a request to leave School premises.	Level 1 – 3 consequence action.	Level 2 – 3 consequence action.	Level 3 - 4 consequence action.
Truancy	Habitual or excessive absence from School or class without legitimate excuse and failure to follow proper attendance check-in/check-out and absence procedures. See also Policy No. 251 Attendance/Truancy/Withdrawal	Referral to the Department of Family and Children Services; possible enrollment in parent class on attendance policies	Referral to the Department of Family and Children Services; possible enrollment in parent class on attendance policies	Referral to the Department of Family and Children Services; possible enrollment in parent class on attendance policies

Statement of Understanding

Signing this form acknowledges that the parent/guardian has received a copy of GALA’s Student and Family Handbook, has had the opportunity to discuss the policies and have questions answered, and understands all of the provisions in the handbook. Although it reflects GALA’s current policies, GALA reserves the right to make changes, with or without notice, from time-to-time to best serve the needs of our learners.

By my signature below, I acknowledge that I have received a copy of the Student and Family Handbook of GALA. I understand that it is my obligation to read, understand, comply with, and convey the importance of these procedures and policies to my son/daughter. I understand that I must also comply with the comprehensive school policy manual.

Student Name (please print)

Parent/Guardian Name (please print)

Parent/Guardian Signature

Date