



Global Ambassadors Language Academy

Student & Family Handbook 2024-2025

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Introduction: Making the Handbook Work for your Family

Purpose

The 2023-2024 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 in to 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 records 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, innovative charter schools like GALA as partners.

Vision

GALA's vision is to create a better world through education, the elimination of language barriers, and the 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 holds them to high expectations. GALA students will graduate with cultural competency as well as an 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 is designed to meet the unique needs of our 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 the time students leave middle school. GALA implements a dual language immersion model in both the Mandarin Immersion Program (MIP)

and Spanish Immersion Program (SIP), assuming little or no target language skills. Students at GALA learn with the support of two or more teachers per grade: one to provide instruction in the target language and the other to provide instruction in English.

GALA's success at meeting its mission will be measured by individual student and schoolwide assessments.

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.**
 - Contact the school for current COVID-19 guidelines.
- **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 and Bedbugs.** Contact the school for lice procedures.



Consult your child’s healthcare provider regarding other symptoms of illness: excessive tiredness, pale, difficulty 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.

Parent/Guardian Signature: _____

Parent/Guardian Signature: _____



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 the school is in session by the 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/ guardian 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/guardian 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 on 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 that in the judgment of the school constitutes a good and sufficient cause for absence.
6. Family vacations are not considered excused absences. Educationally excused absence is at the principal'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 unexcused 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 am 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 may result in an immediate parent conference.

Acknowledging and Addresses 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 p.m. 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 the consequences of 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 11

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 (equals 12 days) 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 & Founder, 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 birth 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 dress code 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 dress code unless otherwise instructed by the School's Principal.

General Provisions

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

Student Dress Code

Shirts/Tops (Solid: Light Blue, Navy Blue or White)

- Blouses with collars
- Button Dress shirts
- Polo shirts
- Turtlenecks
- GALA Spirit Wear

*All shirts tucked in

*All shirts have a collar

Sweaters (Solid: Black, Navy Blue, or White)

- Cardigans
- Vests
- Sweaters

*No hooded sweatshirts

Bottoms / Pants (Solid: Black, Tan, or Navy Blue)

- 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 (leggings can be worn under knee-length skirts)

Shoes

- Brown or Black dress shoes preferred, not required
- Sneakers/athletic shoes/tennis shoes are acceptable
- 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 colors/shades.
- Wear facial jewelry of any kind.
- “Sag” their pants.
- Carry cell phones or any electronic devices (including message-producing watches) If these are necessary for students traveling to and from school, they must be kept off in backpacks and not taken out throughout the day.

Violations

Any student who arrives at school not complying with dress code may 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. If needed, the school will provide a temporary clothing item that must be returned within a week. 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 minimizing distractions.
- Key Chains: The keychain should be under the shirt, in the pocket completely, or put in a purse.
- Makeup: No makeup other than neutral tones. No scented lotion, perfume, 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 shirts.
- 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 their designee ● 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, and 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, and the Principal or their designee 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, responsible, 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 a strong community.
- **Self-awareness.** By learning to behave safely 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 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 and Principal or their designee 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.

GALA FAMILY

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 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.



Parent/Guardian (Print): _____ **Date:** _____

Parent Signature Date: _____ **Date:** _____

Student Name _____ **(Please Print)**

Code of Conduct

The Code of Conduct is the concise description of guiding principles that govern student behavior at GALA. The Code of Conduct is a separate document that must be reviewed and signed by each family. 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 the student have read, understands, and agrees to abide by the Code of Conduct.

1. All learners honor the GALA Essential Agreements:

- Be Respectful
- Be Responsible Learner,
- Be Safe and Aware at all times.

2. All learners are taught and able to model the GALA Character Attributes, 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), a 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 them.

10. All learners are active and show they are engaged in learning in class, in Morning meetings, or in Community meetings by taking turns and raising their hands when appropriate.

11. All learners keep electronic devices (cell phones, iPods, etc.) at school off and in a backpack for the entire school day (8:00 am-3:30 pm). 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 logical consequences. Consequences will be determined based on the level of offense and the number of occurrences of 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 the 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 GALA Character Attributes and Attitudes in his/her classroom learning environment and throughout the school.

GALA Character Attributes

The learner profile is the mission statement of GALA learning objectives. So, to live the GALA 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.)

GALA Character Attributes: 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, 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 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 the 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 admission 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 is 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, 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 the 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 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 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 the 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 is taken from a student.

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

Suspension and Expulsion

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

In the event that, in the opinion of the 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 in 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 in which a 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 devices. 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 Principal or their designee. The student may enter school facilities only when given permission by the Principal or their designee 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 Principal or their designee to suspend a student from any or all co-curricular or extracurricular 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 their designee 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 their designee the option to require a student to perform community service in conjunction with, or in place of a suspension or expulsion, except when expulsion is imposed for bringing a firearm to school or onto the property.

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

The Principal or their designee 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 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 school's 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 school.

Suspension and Expulsion Policy included in the comprehensive school policy manual. A student with disabilities will be subject to a 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.

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 folders at least two times a week. 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 language 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 2023-2024 school year, the school will be in session from August 24, 2022, to May 30, 2022. The year will be divided into three trimesters as outlined below.

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 for GALA to keep families informed in order to provide a premier, college-prep elementary experience for learners. Below are specific areas of concern 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.

Report Cards

Learners receive a report card for each trimester, which includes a summary of their academic work. Report Cards will be available electronically through a secured parent access platform.

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. This includes the nightly reading 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 the 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 Principal or their designee and the teachers of the failed subject areas agree otherwise. This is in accordance with R.C 3313.609.

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 in 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 unless stated by the teacher.

Parents/guardians must be aware and supportive of their child's efforts with homework, especially since much of their homework at the beginning will be focused on language practice 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 infractions 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.

*****NOTICE*****

The school is a community school established under Chapter 3314 of the Ohio Revised Code. The school is a public school and students enrolled in and attending the school are required to take proficiency tests and other examinations prescribed by law. In addition, there may be other requirements for students at the school that are prescribed by law. Students who have been excused from the compulsory attendance law for the purpose of home education as defined by the Administrative Code shall no longer be excused for that purpose upon their enrollment in a community school. For more information about this matter contact the school administration or the Ohio Department of Education.



Academic Classes

GALA has two language immersion programs: The Mandarin Immersion Program and the Spanish Immersion Program, where 50% of the daily content is delivered in the target language and 50% is delivered in English, resulting in grade-level appropriate language proficiency by the end of 8th grade.

Literacy

Literacy will take place in two languages at GALA, resulting in the development of bi-literacy. Literacy is the key academic skill on which all future skills 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 with at least 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 most 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 year-long academic planning will be reflected in ensuring that both Science and Social Studies are organized into cohesive units that build upon one another as the year progresses.



Chapter 7: Safety & Security

Covid -19

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 following all of the recommendations for schools made by the [Centers for Disease Control \(CDC\) and Prevention](#), [Ohio Department of Health](#), and [Ohio Department of Education](#)

Closed Campus

GALA is a closed campus. GALA's school hours are between 8:00 a.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 secretary desk upon entering the school building and sign the visitor binder. Upon signage, the visitor will receive a dated visitors pass with the time allotted in the school. This pass must be worn and visible at all times. 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 ongoing 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 twenty 20 minutes.

The visitor shall not interrupt the classroom setting or instruction; therefore, the time of the visit will be determined by the Principal or their 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 the approval of the Principal or their 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 (8:25 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 Principal or their 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 Principal or their designee is authorized to request from the local law enforcement agency whatever assistance is required to remove the individual.

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 by 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 a 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, the 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 confirm 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 that indicates the student's name, name of the 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 of.

Please contact the Principal or his/her designee if you have any questions. Additional information regarding the medication policy including the 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 a 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, and electronic notebooks, game systems, or any other electronic or communication devices. (Harassment, Intimidation, and 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 are 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.



Non-Discrimination Policy & Grievance Procedures

The School shall not discriminate on the basis of sex, race, color, national origin, disability or age in its programs and activities and will provide equal access to all individuals.

Pursuant to Title IX of the Education Amendment Acts of 1972, no person shall be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program, activity, or employment on the basis of sex.

Complaints of sexual harassment will be addressed in compliance with Title IX of the Education Amendments of 1972 and the U.S. Department of Education's regulations related thereto.

Sexual harassment is conduct on the basis of sex that satisfies one or more of the following:

1. An employee of the School conditioning the provision of 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, 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).

Title IX Coordinator

The School's Title IX Coordinator shall coordinate the School's efforts to comply with Title IX responsibilities. For any reports or inquiries regarding Title IX concerns, contact the designated Title IX Coordinator as follows:

Bethany Wilson-Araujo
Global Ambassadors Language Academy
13442 Lorain Ave.
Cleveland, Ohio 44111
216-315-7942
baraujo@GALACleveland.org



Notification

The School shall provide notification of non-discrimination and the name and contact information of the Title IX Coordinator on the School website and in handbooks and shall make the same available to all applicants for admission and/or employment, students, parents/guardians of students, employees and any unions, if applicable.

Definitions:

“Complainant” is an individual who is alleged to be the victim of conduct that could constitute sexual harassment. Any person, as well as the Complainant, may report sexual harassment.

While parents and guardians do not become Complainants, parents and guardians do have the right to act on behalf of minor children (including by filing Formal Complaints) in Title IX matters.

“Respondent” is an individual who has been reported to be the perpetrator of conduct that could constitute sexual harassment.

“Informal Complaint” is any notification, regardless of method, alleging sexual harassment that is not signed by either a Complainant or the Title IX Coordinator.

“Formal Complaint” is a complaint filed by a Complainant or signed by the Title IX Coordinator alleging sexual harassment against a Respondent and requesting that the School investigate the allegation of sexual harassment. At the time of filing a Formal Complaint, a Complainant must be participating in or attempting to participate in the education program or activity of the School with which the Formal Complaint is filed. A Formal Complaint may be filed with the Title IX Coordinator in person, by mail, or by electronic mail, by using the contact information listed for the Title IX Coordinator. Where the Title IX Coordinator signs a Formal Complaint, the Title IX Coordinator is not a Complainant or a party during a grievance process and must comply with requirements for Title IX personnel to be free from conflicts and bias.

“Supportive Measures” are individualized services reasonably available that are non-punitive, non-disciplinary, and not unreasonably burdensome to the other party while designed to ensure equal educational access, protect the safety, or deter sexual harassment. The School shall provide non-disciplinary, non-punitive individualized services offered as appropriate, as reasonably available, free of charge to the Complainant or the Respondent before or after the filing of a Formal Complaint, as well as, instances where no Formal Complaint has been filed (*“Supportive Measures”*). These Supportive Measures are designed to restore or preserve equal access to the School’s education programs and sanctioned events and activities. Supportive Measures are designed to protect the safety of all parties, and the education environment, and ultimately deter sexual harassment.

Supportive Measures may include:

- Counseling
- Deadline extensions or other course-related adjustments
- Modification of class schedules
- Restricted contact between parties

Supportive measures provided to the Complainant and/or Respondent will remain confidential to the extent that confidentiality would not impair the ability of the School to provide such measures. Effective implementation of Supportive Measures is the responsibility of the Title IX Coordinator.

Grievance Reporting

At any time any student, parent/guardian, current or prospective employee, or other individuals may report any incidences of sex discrimination or sexual harassment whether the individual has experienced, observed, and/or is aware of the incidence of sex discrimination or sexual harassment. Reports may also be anonymous. However, Formal Complaints can only be filed by the Complainant or the Title IX Coordinator.

Initial Response and Investigation

1. Promptly upon receipt of a Formal Complaint, Informal Complaint, or actual knowledge of an alleged incident, the Title IX Coordinator shall contact the Complainant to discuss the availability of supportive measures and consider the Complainant's wishes with respect to the use of such supportive measures, inform the Complainant of the availability of supportive measures regardless of filing a Formal Complaint, and explain the process for filing a complaint. If a Formal Complaint has not been filed, the Title IX Coordinator shall offer the opportunity to file a Formal Complaint.

Depending on circumstances and the age of the student, the parent/guarding or school personnel may be permitted to submit the Formal Complaint on the student's behalf. If the student is a minor, the Title IX Coordinator should consider whether a child abuse report should be completed in accordance with the Child Abuse and Neglect Reporting Policy.

2. Within seven days of the filing of a Formal Complaint, the School will initiate a formal investigation conducted by a designated investigator. All investigations will be conducted in a thorough, impartial, and confidential manner as reasonably possible. The investigator shall complete the following:

Provide written notice of allegations and facts to all parties. This notice shall include: notification that the presumption is that the accused did not engage in any prohibited conduct, all parties are entitled to an advisor, all parties can request to inspect and review evidence, a



copy of the code of conduct, and the opportunity to engage in informal resolution, the range of remedies and disciplinary sanctions, the standard of evidence, and the right to appeal.

3. The burden of gathering evidence and the burden of proof is the School's, not the parties'. The investigator shall communicate with all individuals reasonably believed to have relevant information, including but not limited to the Complainant and Respondent. The School will not use, rely on, or seek disclosure of information protected under a legally recognized privilege, unless the person holding such privilege has waived the privilege. The investigator shall objectively evaluate all relevant evidence and make credibility determinations as necessary and not based on an individual's status as Complainant, Respondent, or witness. The investigator will provide all parties with a copy of the evidence gathered and allow ten (10) days for all parties to review and provide comments. All parties shall be provided the opportunity to submit questions to any party or witness.

4. Within five days after the completion of the review of the evidence, the investigator shall prepare a formal report summarizing relevant information and provide a copy of the report to all parties.

All parties shall be provided ten (10) days to review and provide comments on the investigative report.

Resolution, Hearing, and Standard of Review

The School will designate a final decision-maker. The decision-maker cannot be the Title IX Coordinator or the investigator.

The School may decide to hold a hearing if the School determines a hearing to be appropriate, but a hearing is not required. With or without a hearing, after the School has sent the investigative report to the parties and before reaching a determination regarding responsibility, the decision-maker (s) must afford each party the opportunity to submit written, relevant questions that a party wants to be asked of any party or witness, provide each party with the answers, and allow for additional, limited follow-up questions from each party

Questions and evidence relating to the Complainant's sexual predisposition or prior sexual history are not considered relevant to the final determination. The exceptions to this rule are if the pertinent information proves that someone other than the Respondent committed the alleged sexual harassment, or if the evidence offered relates to specific incidents and proves consent between the Complainant and Respondent.

The decision-maker shall use a preponderance of the evidence as to the standard of review when reviewing evidence. Under the preponderance of the evidence, the burden of proof is met when the fact-finder finds that there is a greater than fifty percent chance the claim is true.

Dismissal

If the allegations in a Formal Complaint do not meet the definition of sexual harassment or did not



occur in the School’s education program or activity against a person in the United States, the School must dismiss such allegations. However, even if dismissed for purposes of Title IX, the School may still address the allegations in any manner the School deems appropriate under the School’s Code of Conduct.

The School may, in its discretion, dismiss a Formal Complaint or allegations therein if the Complainant informs the Title IX Coordinator in writing that the Complainant desires to withdraw the Formal Complaint or allegations therein, if the Respondent is no longer enrolled or employed by the School, or if specific circumstances prevent the School from gathering sufficient evidence to reach a determination. The School will give the parties written notice of dismissal (mandatory or discretionary) and the reasons for the dismissal. The School may, at its discretion, consolidate formal complaints where the allegations arise out of the same facts.

Final Determination

The decision-maker shall issue a written determination within five days from the completion of the questions and answers from all parties or after the hearing was held. The written determination shall be sent simultaneously to the parties and shall include the following:

1. Identification of the allegations
2. A description of all procedural steps
3. A listing of findings of facts that support the determination
4. Determination of the responsibility, including rationale, any disciplinary sanctions, and remedies
5. A listing of all appeal procedures

Disciplinary Sanctions

The potential sanctions and remedies may include but are not limited to, the following:

1. Support services may include no-contact orders, academic accommodations, health, and mental health services, disability services, confidential counseling, or training.
2. Verbal or written warnings
3. Altered schedules to eliminate interaction opportunities
4. Exclusions from certain school activities
5. Access to recorded class sessions in lieu of live participation



6. Suspension or expulsion

Appeal Procedures

Within thirty days of receiving the final determination, any party may appeal the final determination regarding responsibility based on the following:

1. Procedural irregularity that affected the outcome,
2. New evidence that was not reasonably available at the time the determination of responsibility was made and the new evidence could affect the outcome, or
3. The Title IX Coordinator, investigator, or decision-maker had a conflict of interest or bias that affected the outcome.

Upon receipt of a written appeal request, the Title IX Coordinator shall:

1. Notify all parties in writing;
2. Provide all parties the opportunity to submit a written statement in support of opposition of the appeal;
3. Identify a new, impartial decision-maker to review the original and any newly submitted evidence; and
4. Issue a written decision to all parties within twenty school days.

Informal Resolution

Once a Formal Complaint is filed the School may choose to offer and facilitate information resolution options. These may include mediation or restorative justice. Both parties must provide voluntary, informed written consent to proceed with informal resolution. At any time during the informal resolution, either party may choose to withdraw from the informal resolution.

The School will not require as a condition of enrollment or continuing enrollment, or employment or continuing employment, or enjoyment of any other right, waiver of the right to a formal investigation and adjudication of Formal Complaints of sexual harassment. At any time prior to agreeing to a resolution, any party has the right to withdraw from the informal resolution process and resume the grievance process with respect to the Formal Complaint.

Informal resolution cannot be used if the Complainant is a student and the Respondent is an employee.

Retaliation

Retaliation (intimidating, threatening, coercing, or discriminating) against an individual for filing a complaint or cooperating or refusing to cooperate in an investigation or hearing is prohibited.

Charging an individual with code of conduct violations that do not involve sexual harassment, but arise out of the same facts or circumstances as a report or Formal Complaint of sexual harassment, for the purpose of interfering with any right or privilege secured by Title IX constitutes retaliation.

Complaints alleging retaliation may be filed according to the School's grievance procedures. The exercise of rights protected under the First Amendment does not constitute retaliation.

Charging an individual with a code of conduct violation for making a materially false statement in bad faith in the course of a Title IX grievance proceeding does not constitute retaliation; however, a determination regarding responsibility, alone, is not sufficient to conclude that any party made a bad faith materially false statement.

Time Frames

The time frames in these procedures are included to provide reasonable promptness. Unless otherwise prohibited by law or regulations, the School will make allowance for short-term, good cause delays or extensions of the time frames.

Confidentiality

The School will keep confidential the identity of Complainants, Respondents, and witnesses, except as may be permitted by FERPA, as required by law, or as necessary to carry out a Title IX proceeding.

Training

The School will ensure that the applicable Title IX personnel will be trained on the definition of sexual harassment, the scope of the School's education program or activity, and how to conduct an investigation and grievance process including hearings, appeals, and informal resolution processes, and how to serve impartially, including by avoiding prejudgment of the facts at issue, conflicts of interest, and bias.

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 that 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 the definition of and related consequences for "Electronic Access," "Intimidation, Menacing, Bullying, Cyberbullying," "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 into other people's files; using other users' email addresses and passwords.
2. Using profanity, obscenity, or other languages 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 the 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 belonging 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.
11. GALA believes that AI is a powerful tool that, if used well, will further enhance critical thinking and language skills. The school community is currently formulating a policy that acknowledges the benefits that Chatbots offer while balancing the need for students to develop their own skills. Until a school policy is shared with the GALA Community, the use of AI for school-based work is limited. No student should currently use AI to enhance their classwork or homework without first discussing the matter with their classroom teachers.

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 August 19th, 2024 through May 29, 2025. School hours are from 8:30 a.m. to 3:30 p.m. Monday through Friday.

School Closings

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

School closings for GALA are announced on channels 3 and 8. A phone call will go out as soon as possible to families through our call system. GALA will be listed as GALA. It is the responsibility of parents/guardians and learners to access this information.

Food Service

GALA provides breakfast, and lunch services 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 8:20 a.m. in order to eat a complete 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 electronic communication devices, including, but not limited to, cellular phones, watches, radios, CD/MP3/DVD players, video recorders, video games, personal data devices or other devices deemed to be distracting, 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 the 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 backpack during the School day but may only be turned on and operated on before and after the regular school day.

2. When learners violate this prohibition, they shall be subject to Consequences 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 misuses 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 the 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 the 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; ie. 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 near the cafeteria. 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 the school. Families will receive a school supply list during the summer. Some materials such as pencils, paper, glue, erasers, etc. may need to be re-supplied during the school year. 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 circumstances, 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 Principal or their designee. 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 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 students should enter the school through the arrival doors.**
- **Students arriving before 8 a.m. must attend Horizon from the main entrance door and cannot be “dropped off” or left alone in front of the building.**
- **Students arriving late (after 8:30 a.m.) must enter through the main entrance door and will receive a late pass to be taken to their homeroom teacher.**
- **Unless students and families have made an appointment with individual teachers or other staff beforehand, students must remain outside the building until 8 a.m.**

Dismissal

- The school day officially ends at 3:30 p.m.
- Parents/ Guardians are advised not to remove students from their classrooms prior to 2:45 p.m. . If there’s an emergency, the parent/guardian must call prior to pick up and sign their student(s) out with the secretary. 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.
- Parents/Guardians cannot take a student from school grounds, or a school event without signing the student(s) out, and going through the proper procedures with the secretary or designee.
- 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.
- Families must submit a Walker release form if their student has permission to walk home from the school premises.



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 - 3:25 PM). Families must contact the homeroom teacher 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 flier 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 unenrolled. A student who attends another school is subject to being unenrolled 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 in grades 3-8 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 with 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 a 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 no 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 the names, addresses, and phone numbers of 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 are 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.



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



GALA School Walker Release Form:

Student Information:

- **Student Name:** _____
- **Grade:** _____
- **Homeroom Teacher:** _____

Parent/Guardian Information:

- **Parent/Guardian Name:** _____
- **Contact Number:** _____
- **Email Address:** _____

Walker Release Details:

I, the undersigned parent/guardian of the above-named student, hereby give permission for my child to walk home from GALA School. I understand that by granting this permission, I am accepting full responsibility for my child's safety and well-being once they leave school premises.

Release Time:

- Regular School Days: ___3:00 PM

Authorization and Agreement:

I acknowledge and agree to the following:

1. GALA School is not responsible for the safety of my child once they leave school premises.
2. I have discussed safety procedures with my child, including the safest route home and the importance of following traffic rules and staying aware of their surroundings.
3. This authorization is valid for the entire school year unless I provide written notice to revoke or change it.

Emergency Contact Information:

In case of emergency, please contact:

- **Name:** _____
- **Relationship to Student:** _____
- **Phone Number:** _____

Signature:

By signing below, I confirm that I have read and understood the terms of this Walker Release Form and agree to all the conditions stated.

- **Parent/Guardian Signature:** _____
- **Date** _____



GALA Student/Guardian Technology Contract

Purpose:

To ensure a safe, productive, and responsible use of technology, we require all students and guardians to understand and agree to the following guidelines. This contract outlines expectations and responsibilities regarding the use of school-provided technology and personal devices used within the school environment.

Student Agreement:

1. Respectful Use:

- I will use all technology resources (including devices, networks, and software) provided by the school respectfully and responsibly.
- I will not use technology to harm others or disrupt the learning environment.

2. Internet Safety:

- I will not share my personal information or the personal information of others online.
- I will immediately report any inappropriate or uncomfortable online content or communication to a teacher or guardian.

3. Academic Integrity:

- I will not plagiarize or copy the work of others and will give proper credit when using online resources for my schoolwork.
- I will not use technology to cheat on assignments or exams.

4. Device Care:

- I will take good care of my school-issued device and report any damages or issues to the school's IT department immediately.
- I will follow all guidelines for maintaining and handling my device to ensure its longevity and functionality.

5. Responsible Use:

- I will only use technology during designated times and for educational purposes as directed by my teachers.
 - I will not download or install unauthorized software or applications on school devices.
-

Guardian Agreement:

1. Monitoring and Support:

- I will monitor my child's use of technology at home to ensure they are following the school's guidelines.
- I will provide support and guidance to help my child understand the importance of responsible technology use.

2. Communication:



- I will maintain open communication with my child regarding their online activities and encourage them to speak up about any issues they encounter.
 - I will report any concerns about my child's technology use to the school promptly.
- 3. Reinforcement of Rules:**
- I will reinforce the school's rules and guidelines for technology use at home.
 - I will help my child understand the consequences of violating these rules.
- 4. Device Care:**
- I will ensure my child understands the importance of taking care of their school-issued device and will support the school in addressing any damages or issues.
-

Consequences for Violation:

Violations of this contract may result in disciplinary action, including but not limited to:

- Temporary or permanent loss of technology privileges
 - Disciplinary meetings with school administration
 - Notification of guardians and potential further actions
 - Repair or replacement costs for damaged devices
-

Agreement and Signatures:

By signing this contract, we acknowledge that we have read, understood, and agree to abide by the guidelines outlined above.

Student Name: _____

Student Signature: _____

Date: _____

Guardian Name: _____

Guardian Signature: _____

Date: _____

School Representative Name: _____

School Representative Signature: _____

Date: _____