

2020-2021 STUDENT HANDBOOK



The Galloway School

Mission Statement

The mission of The Galloway School, the premier private school in academic excellence and character development in the Bay Area, is to maximize students' intellectual abilities and personal talents as they develop into passionate, dedicated global citizens through a nurturing Christian environment, distinguished by a challenging curriculum and innovative resources ignited by exceptional instruction and supportive families.

FACULTY AND STAFF

Administration	Classroom Teachers
Principal	Toddler, Preschool and Pre-K
Marny Doepken (as of September 2020)	Victoria Laredo
Robin Williams	Tabitha Beaty
	Melissa Douglas
Admissions Director	Kelly Fisher
Theresa Terry	Jessica Pruett
	Velma Ramon
Administrative Assistant	
Zoe Cole	
Coordinator: Curriculum, Assessment & PYP	Kindergarten
Meri Bea Bartholomew	Kristy DenBleyker
	Carla Spencer
Coordinator: Communications & Facilities	
Kathy Dillow	1st Grade
	Marissa Stott
Business Manager	
Lori Burke	2nd Grade
	Michelle Pourcio
Special Programs	
Art	3rd Grade
Erin Hatfield	Jennifer Steadman (ELA/S.S.)
	Cara Walker (Math/Science/S.S.)
Library & Music	
Kirstin Todd	4th-5th Grade
	Christina Anderson (Math)
Physical Education	Patty Goins (S.S.)
Junior Garcia	Sandia Pruett (Science)
	Patricia Trevino (ELA)
STEM & GT	
Diane Kane	6th, 7th, & 8th Grade
	Bindu Abraham (Science)
Spanish & Instructional Tech Coach	Glenda Kinzel (ELA)
Fabiola Vacatoleo	Taylor Lewis (History)
	Amy Seacat (Math)
Choir, Drama & Dance	
Pitch Me This Production Company	IT Systems Administrator
	Kenny Williamson
Instrumental Music	
School of Rock	Building Operator
	Luis Ramirez

ADMINISTRATIVE CONTACT INFORMATION

Marny Doepken, Principal (as of September 2020)
mdoepken@gallowayschooltx.com

Robin Williams, Principal
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Theresa Terry, Admissions Director
tterry@gallowayschooltx.com

Meri Bea Bartholomew, Curriculum, Assessment & PYP Coordinator
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Kathy Dillow, Communication & Facilities Coordinator
kdillow@gallowayschooltx.com

Lori Burke, Business Manager
lburke@gallowayschooltx.com

SCHOOL BOARD MEMBERS

Please visit <https://www.thegallowayschool.net/our-board-members/> to learn more about our School Board of Trustees.

Table of Contents

- I. [Forward](#)
- II. [Arrival and Dismissal](#)
- III. [Attendance](#)
- IV. [Clubs](#)
- V. [Communication](#)
- VI. [Curriculum – Grading - Assessment](#)
- VII. [Dress Guidelines](#)
- VIII. [Electronic Resources](#)
- IX. [General Information](#)
- X. [Health](#)
- XI. [Safety Procedures](#)
- XII. [Student Code of Conduct](#)
- XIII. [Student Records](#)

[APPENDIX](#)

2020-2021 STUDENT/PARENT HANDBOOK

I. FORWARD

MISSION STATEMENT

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CORE STATEMENT

The Galloway School embraces continuous school improvement to provide a "World Class" educational program where "Magnificent Minds Thrive!" As a school community, we are committed to (4) universal core values:

FAITH – DIVERSITY – INTEGRITY – COMPASSION

ORGANIZATION

THE GALLOWAY SCHOOL is a non-profit, tax-exempt corporation, the operation of which shall be overseen by the Board of Trustees, as outlined in the Articles of Incorporation and Bylaws. The School is named for James H. and Marie Galloway. Former First Vice President Mr. Galloway was in charge of Production for the Exxon Corporation (formerly Humble Oil). Mr. and Mrs. Galloway were champions of quality education and instrumental in the creation of the School. Over the years, THE GALLOWAY SCHOOL has become a respected and established leader in private education. Our experience in dealing with above average/gifted and talented students has brought us to the forefront as an exceptional leader in education.

The Galloway School is a non-profit corporation whose operation shall be overseen by the Board of Trustees, as outlined in the Articles of Incorporation and Bylaws. Responsibilities of the Board of Trustees include:

- Provide long term goals for the operation and growth of the school.
- Review and approve school policies and rules.
- Review and approve the school operating budget and capital expenditures.
- Supervision of the school principal.

Parents may request to appear before the Board of Trustees should a topic arise that you would like to discuss. If the topic is related to school operations, you first work through the school administration before going to the Board. Board meeting dates are generally published on the school calendar. (See "Board Appearance Request Form" in appendix.)

STANDARDS OF BEHAVIOR and CHARACTER DEVELOPMENT

The objective of the Galloway School is to provide quality educational programs within a Christian environment, *Where Magnificent Minds Thrive*. This objective may be achieved only in partnership with our Galloway families. We promote an environment of cooperation, respect and one that is free from disruptions that interfere with the educational process. Students are

expected to behave in an appropriate manner and to contribute in a positive way to the school community. As parents, you are the most influential role model to your child during their young life. Every person associated with The Galloway School is expected to support and model our standards of behavior for character development as well as adhere to the IB characteristics of an internationally minded learner: Respect, Cooperation, Empathy, Tolerance, Integrity, Open-minded, Principled, and Caring. These characteristics are intertwined to create a foundation of good character choices. It is our goal to build future leaders who are guided by these core values and principles to create a more peaceful world.

STATEMENT OF NONDISCRIMINATION

In its efforts to promote nondiscrimination, The Galloway School does not discriminate on the basis of race, religion, color, national origin, gender, sex, or disability in providing education services, activities, and programs, in accordance with Title VI of the Civil Rights Act of 1964, as amended; Title IX of the Educational Amendments of 1972; and Section 504 of the Rehabilitation Act of 1973, as amended.

ADMISSIONS POLICY

Students entering the Toddler class will be placed in T1 if 12-18 months and T2 if 19-24 months. Early Preschool (25-36 months) will be placed according to age as of September 1st. Preschool students must be 2-years-old by September 1st. They must be working on potty-training, but do not have to be fully potty-trained. Students entering the Pre-K (3) class must be 3-years-old by September 1st. They must also be able to communicate, are potty-trained, and must be able to feed themselves. Students in Pre-K (4) are given a basic test covering letter names, shapes, colors, and numbers. Students entering Kindergarten are given the Benchmark Assessment System (BAS) to identify reading level and a basic test covering letter names, shapes, colors, and numbers. Students in grades 1 and above required to take the Benchmark Assessment System (BAS) to identify reading level, a grade level math assessment, and/or official school records to determine appropriate academic/social/emotional/behavioral placement.

Special situations and placement decisions are at the discretion of the Admissions Placement Committee (APC). Students identified with a disability will be referred to appropriate evaluation through student's home district if up for a re-eval or if a suspected disability is present. We are a full-inclusion campus where students with disabilities are immersed full-time within the classroom. Parents are responsible for specialized staff addressing disability either on-site or at another location as determined by the ARD committee; such as Speech Therapy or Behavior Intervention. The APC will provide recommendations to families when student does not meet entry criteria.

SCHOOL HOURS

- 7:00 a.m. Before Care drop-off at the lower school entrance. *Morning Care will be offered as it becomes feasible according to local and state health and safety guidelines during the COVID-19 pandemic.*
- 7:45 a.m. Lower School entrance and Gym entrance open - ALL students go to class
- 8:00 a.m. Academic day begins. Doors close to parents walking their students to the class
- 8:00 a.m. Students are tardy (5 tardies = 1 absence)
- 8:30 a.m. Morning Announcements

STANDARDS FOR CONDUCT

The entire staff of the school has the responsibility to enforce the standards and policies of the School. Full cooperation of students and parents/guardians is expected. Students are expected to conduct themselves at all times in an appropriate manner. Behavior that is detrimental to the educational environment of the student or other students and/or staff members is not acceptable. Please refer to the Student Code of Conduct.

Each student is expected to behave in a responsible manner by:

- Demonstrating courtesy and respect for others.
- Attending all classes, regularly and on time.
- Preparing for each class; taking appropriate materials and assignments to class.
- Being well-groomed and dressing appropriately as defined by School and/or campus dress code.
- Obeying all campus and classroom rules.
- Respecting the rights and privileges of other students, School staff, and other adults on campus or at school-related activities, on or off campus.
- Respecting the property of others, including School property and facilities.
- Cooperating with or assisting the school staff in maintaining safety, order, and discipline.
- Paying required fees and fines.
- Adhering to the Student Code of Conduct.

II. ARRIVAL and DISMISSAL

CHANGE OF DISMISSAL REQUEST

If a child is leaving with someone other than his/her parent or designated driver, the parent must send written permission or call the office prior to 12:00 noon to allow time for authorization of pick-up and change of dismissal plan. The designated individual must be recorded in the student cumulative folder and on the emergency card as an authorized person to pick up. If an unexpected emergency arises, parents should call the school office to give permission as soon as possible for special pick up procedures. However, that person's name should be on the child's emergency form. If it is not, we will require proper identification before allowing the child to go with that individual.

CUSTODY SITUATIONS

If you are in the process of getting a divorce and there are questions about the custody of the children and who is to pick up the children, please provide us with a copy of the divorce decrees/court orders with custodial limitations/guidelines. We will follow the legal paperwork on file.

DROP-OFF and PICK-UP

Please note entryway doors will be closed and locked no later than 8:00 a.m. each morning and classroom doors will be closed for instruction to begin promptly at 8:00 a.m. We ask that parents and visitors leave no later than 8:00 a.m. as that is when teachers' academic duties begin, and all

students begin working. If parents and visitors wish to visit, we ask that you do not engage the teacher in a lengthy conversation in the morning. The teacher's complete attention should be devoted to the children at this time.

There are 2 drop-off areas for students. Students in Toddlers through 2nd grade should be dropped off at the lower school entrance. Students in grades 3rd - 8th should be dropped off at the upper school entrance, which is next to the gym entrance. Students attending before school care should be dropped off at the lower school entrance.

There are 2 pick-up areas for students. Students in Toddlers through 2nd grade should be picked up at the lower school entrance, which is closest to the playground. Students in 3rd – 8th should be picked up at the upper school entrance. If you have a child in both upper and lower elementary, the younger sibling will be escorted to the upper school area to join his/her sibling(s). (following is a map of the expected pick-up traffic flow)

We ask that you **do not park in a drop-off or pick-up area, or entry door area to walk your child into the school or pick them up from school.** An unattended car prevents other parents from picking up their child in a timely manner, causes traffic jams, and creates a safety issue for students.

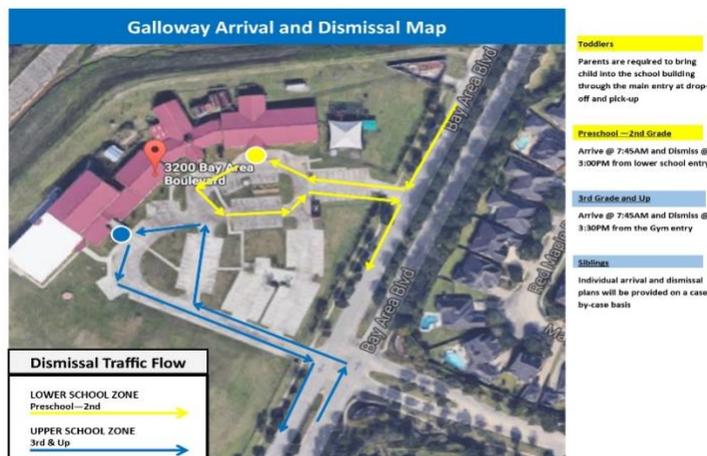
INCLEMENT WEATHER PICK-UP

In case of inclement weather, students will wait inside until you drive up and will then be escorted to the cars by the teacher on duty.

PARKING

Parking at The Galloway School has several options for families when dropping off or picking up and when special activities occur. We ask that when you are attending an activity at the school you park in the designated areas in the parking lot. Parents should park in the parking lot areas in front of the school. Parking is not permitted on the grassy areas near the soccer field unless designated as a parking area during an event. Parents should not park in the front of the school in the fire lanes. Handicapped parking is to be used for those with the appropriate HANDICAP decal. No cars should be left unattended in the pick-up/drop-off areas in front of the lower school and upper school.

TRAFFIC FLOW MAP



III. ATTENDANCE

ATTENDANCE, ABSENCE, AND TARDY POLICIES

Students at The Galloway School are expected to attend school regularly due to the high academic standards and expectations. Regular attendance at school is the only way to benefit from our programs. The classroom presentations and discussions a student misses are invaluable to his/her academic success. Time away from class is a loss to the individual student and to the class as a whole. Each child is expected to start school on the first day of the term and to remain in regular attendance throughout the school year except in case of illness or other urgent reasons. Students arriving after 10:00 A.M or leaving school before 1:00 P.M. will receive credit for only partial attendance (1/2 day) and will not receive credit for perfect attendance at the end of the year. Note: Students observing religious holidays or representing The Galloway School in an off-campus event are not counted absent.

DISTANCE LEARNING

Students at The Galloway School are expected to attend remote learning sessions regularly and complete grade level coursework timely in the case of a local and/or state issued Order for mandatory school closure, and/or two-week self-isolation of students, class groups, etc. as a result of COVID-19 diagnosis, other pandemic, or natural disaster. Parents are contractually obligated to 100% of tuition, regardless of whether students are participating in “distance learning” or a regular classroom setting.

Students are expected to attend class (includes attendance in the physical classroom and/or participation in distance learning) 90% of the school year in order to be awarded credit for the course and/or promoted to the next grade level.

EXCUSED ABSENCES

Excused absences are legitimate absences recognized for the following reasons:

- Personal Illness
- Illness in the family
- Doctor or dental appointments
- Death in the family
- School-related activities
- Designated religious holidays
- Special situations or events approved by the Head-of-School or designee

ILLNESS

Parents must call or e-mail the office by 9:00 A.M. each day that a student is absent. Parents may check the student’s itsLearning account for assignments. It is the responsibility of the student to make up any missed assignments during this time. Any student who is absent 3 or more days, MUST bring a doctor’s excuse for the absence to be excused. No student may return to their class after any absence without a note of explanation.

LEAVING AND RETURNING TO SCHOOL FOR APPOINTMENTS

If a student must leave school for an appointment, parents must call, send a letter, send a note, or send an e-mail to the office before or by 9:00 A.M. the day of the appointment. If notice is received by 9:00 A.M., students will be sent to the front office to meet their parent. If notice is NOT received by 9:00 A.M., students will wait in their classroom until the parent arrives and the

front office will call for the student. Parents may not go to the classroom to get their child. Students must leave via the front of the school ONLY. The parent is to come to the school office to sign the student out and to collect the student. If returning the same day, the parent is to bring the student back to the office with an excuse note and sign in again.

PLANNED

Family vacations and business trips in which children can join a parent or parents have great value to young people. Each student will receive five allowed excused absences for planned events. However, missed instructional days do affect student learning. The Galloway School, therefore, requests that parents not make plans that interfere with class time. These absences are considered unexcused after five allowed excused planned absences have been used. Please note that elective absences include but are not limited to family trips (vacations, business trips, weddings) and/or excessive sport competitions. These absences are considered unexcused. The Galloway School strongly believes that family vacations should not take place when school is in session. A planned absence form must be completed for all elective absences at least two weeks prior to the absence. (See form in Appendix)

RELIGIOUS HOLIDAYS AND OBSERVANCES

The Galloway School is a Christian faith-based school, and the school calendar correlates with Christian holidays. Students observing religious holidays outside the Christian faith are not counted absent. Please submit the *Planned Absence Form in the Appendix*.

TARDY POLICY

Tardiness disrupts the student's day and classroom routine. Students are considered tardy at 8:00 a.m. It is the parent's responsibility to have the child to school on time. Teachers will not be required to re-teach or review information missed if the child is tardy. A student who arrives at school late must report to the office for a tardy slip. Five tardies constitute one absence. After 8 tardies, a request for the parent(s) to meet with the Principal will be made. Reasons for tardiness will be discussed at that meeting. Failure to appear for this meeting will jeopardize your child attending class until the meeting is held.

UNEXCUSED

An unexcused absence is any absence(s) not covered by the excused list, not approved by the Principal or designee or not documented by a parent note. Excessive unexcused absences (five days per semester) may prevent the student from successfully completing the semester's work with a passing grade. Ten unexcused absences a year may result in possible termination of a child attending The Galloway School or not being promoted at the end of the year.

IV. CLUBS

The Galloway School believes that extracurricular activities afford students opportunities to develop leadership, interpersonal, and citizenship skills. A variety of extracurricular programs exists in the form of clubs, teams, and performing groups. Participation in extracurricular activities is a privilege, not a right. Because students represent their school in highly visible positions in elected offices and/or appointed positions in which they perform, participate, or compete, these students are viewed as role models. The demands and responsibilities require participants to commit time and effort while maintaining high standards of conduct. This code

applies at all times and includes conduct on or off campus, while participating in an activity or not during the school calendar year, holidays, summer and weekends.

CLUBS AND ORGANIZATIONS

A faculty member or parent must sponsor the club and the principal must approve the organization. Non- school groups must receive permission from the principal to publicize non-school club activities.

V. COMMUNICATION

USE OF PHONES

Students may not use the school telephones except in case of an emergency or at the request of a teacher or administrator. Students may NOT call home to ask parents to bring forgotten homework assignments, or books unless instructed by a teacher or administrator. If a teacher sends a student to use the phone, the student must bring a phone pass to the office for permission.

CELL PHONE USAGE

Cell phones are prohibited in all classes during the school day. If a student brings a cell phone to school, he/she must leave it in their locker or with the teacher. Cell phones may be used during **after school hours only**. Cell phones used during school hours will be confiscated, held in the Head-of-School's office, and parents will be called and may either retrieve the phone or send \$10.00 for the phone to be released to the student. **The school will NOT be held responsible for the loss of any cell phones.**

CHANGES OF ADDRESS, TELEPHONE NUMBERS, OR E-MAIL ADDRESS

Should you have a change in any of the above information throughout the school year, please be sure to notify the office immediately of the change. It is important that we are able to contact you should the need arise.

CONFERENCES and APPOINTMENTS

Due to the larger number of students and families, drop-in conferences or appointments are not available. Parents who wish to have a conference with the Principal must set up an appointment by calling the office.

Parents who would like to schedule a conference with a teacher may contact the teacher to request an appointment. Appointments will be scheduled either during a teacher's conference period or right after school. Parents should e-mail the teacher at school using the Teacher Ease system, regular email, or leave a message with the front office which will be delivered to the teacher. Appointments may not be made past 5:00 p.m.

NOTE: The school does not provide teachers' home or cell phone numbers or personal e-mail addresses. Teachers should not be communicating with any parent via text or personal e-mail.

CONCERNS – STUDENT/PARENTAL (NON-DISCIPLINARY)

A student or parent who has a complaint/concern should first bring the matter to the appropriate teacher. If the outcome is not satisfactory, a conference with the principal can be requested. If the outcome of the conference with the principal is not satisfactory, a conference with the school

board can be requested in writing, and the parent will be contacted by the School Board President or designee to discuss their concern. If the concern is not remedied within that conversation, the School Board President or designee may recommend the parent appear before the Board of Trustees.

FRIDAY COMMUNICATION FOLDERS (Blue Folders) Toddler – 5th Grades
Digital weekly folders will replace the physical Friday BLUE folder. Student work will be collected and sent home with report cards during the COVID-19 pandemic

Each Friday a “take-home” digital folder of the student’s work will be available to parents. This folder contains all graded work the student has completed during the week. Parents are asked to review the work with the child.

FORGOTTEN ITEMS

If a student forgets his/her lunch or any other items, parents may bring the item to the front office. Homework may only be left at the front office if the student has called home at the request of the teacher. The front office staff will notify the student that the item has been dropped off. **Parents may not bring items directly to the classrooms.**

PERSONAL MESSAGES

In order to keep classroom interruptions to a minimum, the office personnel will not deliver personal messages to students during class time except in case of an emergency. Parents are encouraged to communicate any instructions to their children before they arrive at school.

TEACHER EASE

Another vital form of communication The Galloway School uses is the Teacher Ease online grade book and parent portal. Teacher Ease allows parents the capability to view grades, send/receive emails, retrieve documents or view Presentations using the digital lockers, and review attendance. Each parent should provide the school with a working email address. If for any reason your email address changes, please let us know immediately so we can update the information in the Teacher Ease system. PLEASE MAKE IT A FAMILIAR STOP FOR INFORMATION: www.teacherease.com.

WEBSITE

Another form of communication The Galloway School uses is our school website. This website is a major source of information from the school calendar to important activities and event information. In addition, we make every effort to publicize daily school events through Facebook. Please note: Our website is under construction and may not be fully updated.

ITS LEARNING

Its Learning is The Galloway School’s learning management platform. Parents and students will receive communication from the teacher, as well as have access to curriculum resources, instructional strategies, and objective-based lesson plans and assessments.

WEEKLY NEWSLETTERS

Each grade level sends home an electronic newsletter on Friday keeping parents updated regarding events, announcements, assessments, spelling words, digital apps for devices to download, birthdays, parties, field trips and other weekly information as needed. Newsletters are

Galloway's primary communication tool for grade specific information. Other forms of teacher communication include Phone calls, Class Dojo, Seesaw, Teacher Ease and Outlook emails.

VI. CURRICULUM, GRADING/REPORTING, AND ASSESSMENT

GRADING AND REPORTING PROCEDURES

Mastery shall be determined as follows: Course assignments and unit evaluation shall be given to determine student grades in a subject. An average of 70 or higher shall be considered a passing grade. Mastery of the skills necessary for success at the next level shall be validated by assessments that may either be incorporated into unit, six-week, nine-week, and final exams, or may be administered separately. Mastery of at least 70 percent of the objectives shall be required.

DISTANCE LEARNING

The Galloway School reserves the right to modify Grading and reporting procedures when necessary as a result of "distance learning" implementation due to a local and/or state issued order for mandatory school closure, and/or two-week self-isolation of students, class groups, etc. as a result of COVID-19 diagnosis, other pandemic, or natural disaster.

HOMEWORK POLICY

Homework is a necessary and vital exercise. It teaches students to organize their time and reinforces skills taught in the classroom. Development of good homework habits in formative years is crucial. Homework should be meaningful and productive, no matter how big or small the assignment may be. In grades 4 and above, some projects or reading assignments may be necessary over the weekends. Each student is expected to read a set number of minutes as assigned by their classroom teacher, as well as complete a reader's response or writing reflection along with Math/Science.

Independent homework assignments are given:

- To instill responsibility and self-reliance
- To encourage time management
- To develop independent study skills
- To refine skills learned in the classroom
- To complete projects requiring creative effort

Please help your child by providing a regular quiet place and time for homework. Homework is designed to be done independently; however, parents may participate by marking wrong answers or encouraging the child in whatever way the parent deems appropriate, but not writing or doing the work for the student.

Grade Level	Maximum Number of Minutes Allotted for Homework
Kindergarten	20 minutes
1st Grade	30 minutes
2nd Grade	40 minutes
3rd Grade	50 minutes
4th Grade	60 minutes
5th Grade	80 minutes
6th Grade	80 minutes
7th Grade	100 minutes
8th Grade	100 minutes

MAKE-UP WORK

Students and parents are responsible for missed work. For each day of absence due to illness, a student will have one day to complete and submit his/her work.

EXTENDED ILLNESS

An individual plan will be designed for a student after an extended illness. These students must meet with their teacher/s to schedule test make-ups and any academic help they may need in that subject area. Students in grades 3 and above are responsible for determining what work has been missed and to see that it is made-up in a timely manner. Each student should take the time to communicate with his/her teachers to be sure they have all the assignments needed to be completed.

LANGUAGE POLICY

Philosophy

We, at The Galloway School, believe that language is the foundation for all learning and that all teachers are language teachers. We view language as naturally occurring through listening, speaking and playing. Language is an integral part of one's identity and is impacted by one's culture. Language learning refers to the learning of a specific language, as well as any and all activities in which students communicate with others, especially through reading, writing, and speaking. Through language, students acquire the ability to think critically, to acquire knowledge, and to develop the social skills necessary for collaboration. Students at The Galloway School receive language instruction in English, which is the primary language. We acknowledge the importance of a second language and therefore, all students at The Galloway School receive instruction in an additional language beginning in Preschool.

We believe students have success in language learning if ...

- Differences in language development in listening, speaking, reading, writing and expression are impacted by learning styles as well as previous language experiences. The physical environment enriches language development and encourages positive attitudes towards communication skills.
- Language is presented using authentic tasks with a cross-curricular approach.

- Visuals are used to make learning connections. Some of which include picture-word association, maps, diagrams, charts, and graphs to complement, simplify or clarify written text.
- Instruction in media and digital literacy is provided.
- Opportunities for staff are provided to ensure further growth in best teaching language practices

Language of Instruction and Additional Languages

English is the language of instruction at The Galloway School. The Galloway School provides all students beginning in Preschool with an early acquisition Elementary Spanish Language Program. We believe our program will enhance students' academic learning, provide opportunities for global workforce, and expand cultural awareness.

- Students have Spanish instruction for 60 minutes per week in kindergarten – second grade and 90 minutes per week in grades 3-8. Students in Grade 7-8 will receive instruction in a high school Spanish level 1 course.
- Our program is aligned with the 5 C's (communication, cultures, connections, comparisons, and communities) of World Language Learning Standards and ACTFL (American Council on the Teaching Foreign Languages)
- Instruction is proficiency-based with more emphasis on meaningful communication than grammatical structure.
- Students completing the K-6 Spanish program will be ready for High School Spanish I in our intermediate program.
- Students in 7th-8th grade are required to continue in their Spanish language acquisition and are expected to perform at the novice low (NL) to novice high (NH) level of proficiency according to the Texas Essential Knowledge and Skills and the ACTFL proficiency guidelines.

English Language Support

All teachers at The Galloway School provide English as a Second Language (ESL) support for students from Preschool to 8th grade. Teachers work with students both on an individual and small-group level and use best teaching practices to ensure student growth and success.

The following Language Policies were used as a guide to craft The Galloway School's Language Policy: *The Ogden International School of Chicago and The Woodlands Preparatory School.*

LATE WORK POLICY

Daily work assignments, homework assignments, and major projects are due at the time requested by the teacher. Homework assignments are due each day at a time designated by the content or homeroom teacher. 10 points will be deducted from the assignment each day it is late.

CONDUCT and WORK HABITS

All students receive a conduct grade in each class they attend. In order for everyone to work together in a harmonious atmosphere, certain standards must be met in how students conduct themselves. The Galloway School's goal is to produce students who are respectful of others,

take pride in their work, pay attention to detail and will contribute to society in a positive manner.

Most disciplinary actions will be handled on an individual basis. Students who interrupt the learning process for themselves or for others are in violation of The Galloway School's conduct policy and will be subject to disciplinary action.

Conduct and Work Habits grades are used according to the following scale:

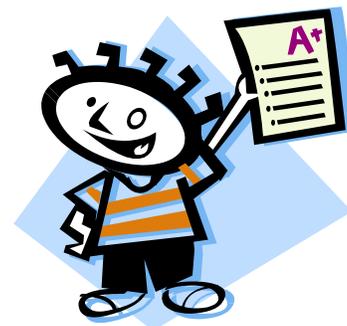
E = Excellent

S+ = Very Good

S = Satisfactory

N = Needs Improvement

U =Unsatisfactory



ASSESSMENT POLICY

Philosophy

Assessments are tools that inform and guide instruction. We believe that student success is dependent upon the data gathered from various formal and informal assessments. The data from these assessments guides instruction and strengthens teaching. Tracking student progress is ongoing and allows the teacher to differentiate and individualize instruction to support and challenge students to reach the rigorous expectations of our curriculum.

Purpose:

We assess to:

- Gather and interpret data
- Provide feedback for student progress
- Determine students' instructional needs
- Document students' growth over time
- Inform parents about student performance in support of a growth mindset
- Facilitate student inquiry and reflection
- Evaluate the effectiveness of curriculum, program of inquiry, and instructional practices

Types of Assessments:

Assessment is ongoing throughout the year. A variety of tools are used to gather, analyze, and interpret data as it relates to student progress. Feedback is provided to parents and students and adjustments are made in instruction, which allows continued student growth. Listed below are some of the tools used for assessment purposes and are applicable to both physical classroom learning and distance learning.

- MAP (Measure of Academic Progress) *Administered three times per year to PK3 and Up*
- BAS (Benchmark Assessment System) *Administered three times per year*
- Chapter/unit assessments

- Semester/final exams
- Oral assessments
- Writing assessments
- Projects
- Portfolios
- Quizzes
- Daily classwork
- Journals
- Teacher observation
- Lab activities
- Homework

GRADING SCALE for Grades 3-8

The Galloway School’s A/B grading scale follows College Board expectations for high school GPA and class-ranking. The C/D/F range is specific to Galloway. If you would like more information on GPA guidelines visit the college board site at <https://pages.collegeboard.org/how-to-convert-gpa-4.0-scale> . Please note that GPA rankings do not count for advanced classes taken before ninth grade. Galloway students are expected to achieve at least three high school credits prior to ninth grade including Spanish I, Algebra I, and Biology I. Grade points for these courses will not factor into that students high school GPA if courses are taken in eighth grade, but will give them an opportunity to take additional advanced level courses once they are in high school.

A= 90-100

C= 75-79

F= 69 and below

B= 80-89

D= 70-74

GRADING SCALE for PreK – 2nd Grade

A standards-based scale is used in PreK – 2nd grade in an effort to communicate proficiency and progress towards priority learning standards. A score of “3” is considered mastery. Students are expected to reach mastery by the end of the school year. The grading scale follows:

4= Exceeds Target

3= Meets Target (Mastery Level)

2= Progressing Toward Target

1= Little or No Competency

DISTANCE LEARNING

The Galloway School reserves the right to modify Assessment types and/or grading scale when necessary as a result of “distance learning” implementation due to a local and/or state issued Order for mandatory school closure, and/or two-week self-isolation of students, class groups, etc. as a result of COVID-19 diagnosis, other pandemic, or natural disaster.

GRADING SYSTEMS *(The Galloway grading system varies by grade level. Below are the general guidelines for grading daily work for grades PreK through 8th.)*

PreK – 2nd Grade

The grading system used is based on a scale of 1-4, with 3 considered as mastery.

- Individual learning standards will be assessed multiple times throughout the year
- Grades will reflect the student’s level of mastery on that learning standard.
- Homework will be used to give feedback but will not be calculated into the grade.
- Specials’ classes (art, music, etc.) will use the traditional E, S+, S, N, U grading scale.

PROGRESS REPORTS (Pre-K-3 – 8th)

Progress reports are sent home at the end of the 4th or 5th week in each grading period beginning with the second nine-week grading period. The signed progress reports must be returned to the student’s homeroom teacher within 3 days of the receipt of the progress report. After 3 days, parents will be contacted and reminded to send the signed progress report to school.

EVALUATIONS (Toddler and Preschool)

At the end of each 9-week grading periods, developmental milestone evaluations are completed. The parent is required to conference with the teacher twice (once in the fall and once in the spring) to review the evaluation. Teachers will have sign-up options available one week prior to the conference.

REPORT CARDS-(Pre-K-3 – 8th)

Report cards are issued after each nine-week grading period. The parent is required to meet with the teacher twice (once in the fall and once in the spring) to review the report card and student work portfolio.

RETEACH AND RETEST/REASSESS FOR MASTERY

Required Reteach

- A. If 25% or more of the students in a single preparation per teacher do not demonstrate mastery of the TEKS (Texas Essential Knowledge and Skills) on a classroom test, the teacher will provide the opportunity for reteach and retest during class time to the students not demonstrating mastery using different methods of instruction. (9-Week Benchmark Tests, Semester Exams, and Final Exams are excluded).

Required Retest/Reassess for Mastery

- A. The 25% of the students who do not demonstrate mastery are re- evaluated after they are retaught or after activities are provided. Re-evaluation may include, but is not limited to, oral examination, special assignment sheets, special homework assignments, test corrections or a formal test.
- B. A student must score at least 70% on the reevaluation to demonstrate mastery of the Texas Essential Knowledge Skills. A grade of 70 is the maximum that can be earned on the reevaluation and is recorded to designate that mastery. If a student fails to

demonstrate mastery on the re-evaluation of the TEKS, the higher of the two grades is recorded.

Note: Students scoring below 70% on daily assignments and weekly quizzes will be provided additional support for deficit skills; however, no retest or rescoring will be given.

OTHER OPPORTUNITIES FOR RETEACH AND RETEST/REASSESS

- A. If less than 25% of all the students in a single preparation per teacher do not demonstrate mastery, the teacher is not obligated to retest, however the skill deficits will be reviewed within a small group setting during the class period. Tutorial time may be used for reteaching.
- B. In the event of unusual circumstances, an individual student can ask for the opportunity for reteach and retest. This request will be evaluated by a committee of the teacher, department head, curriculum coordinator, and principal. In case of disputes, the final decision rests with the principal. The request for a retest should be made within one (1) week after the test has been returned.

CUMMULATIVE (Adaptive) ASSESSMENTS

MAP (Measurement of Academic Progress) Test is given three times per year. Students must be present at these standardized testing times. Appointments and planned absences should not be scheduled at these times. Students will be excused only for illnesses that prevent them from coming to school. If a student misses a test for any reason other than illness, they would be retested if they return within the testing window.

REGULAR CLASS TESTS

Regular subject level tests are an important tool in assessing the students' knowledge of the lessons learned during class time and assigned work. It is important that students be present for scheduled tests. Parents should consult the grade level weekly newsletter or test time notes/review when scheduling appointments and planned absences. A time and day will be arranged for the student to make up the missed test if possible.

VII. DRESS GUIDELINES

The Galloway School believes that the personal appearance of the students is important in the development of character, personality, responsibility, and self-image. It is necessary that student dress reflects a clean, conservative, neat, and modest appearance. Students are expected to follow the dress code and standards set forth by the school. The Administration will have the final authority in matters concerning the appropriateness of the students' dress, jewelry, make-up, and hairstyles. Parent cooperation and students' compliance is important to the smooth functioning of the school. Guidelines are as follows:

HAIRSTYLES: Hair should be clean, neatly groomed, (boys) above the collar and cannot extend past their ears in length and natural looking for both boys and girls. Hair must remain in its natural color (no blue, green or any other dye color)

MAKE-UP: Make-up is **not** allowed for any student from PreK-3 through 8th Grade

TATTOOS: Tattoos, including temporary transfers, are not allowed.

WRITING ON BODY: Writing on body is unacceptable and must be removed immediately.

JEWELRY: Simple jewelry, defined as jewelry that is not distracting, can be worn. Boys may not wear earrings and girls may not wear any dangling earrings. Students should not wear expensive jewelry to any school-related activity. (The Galloway School will not be held responsible for the loss of any valuables.)

PURSES: Purses are not allowed.

PANTS: Please note that although there are several options for appropriate pants, we still expect Galloway students to dress appropriately. Jeans will not have holes, cuts, slashes, tears, fringes, etc. and they may not be too tight, low on the hips, rolled up, baggy, or bell-bottomed. Jeggings are not allowed. Belts will be worn with any type of pants that have belt loops.

SHIRTS: Shirts styles vary for both boys and girls. Polo shirts must be tucked in at all times until the student leaves the campus.

SHOES: See uniform code below for appropriate footwear that may be worn. General Guidelines for unacceptable type of shoes are listed below:

- All tennis shoes must be neutral colors (all white, all black, brown, beige) with the exception of Friday jean and spirit shirt day
- Shoes cannot have wheelies or blinking lights
- Bright green, fuchsia, orange or other bright neon colors are not acceptable
- Expensive, logo shoes should not be worn
- Boots (including cowboy boots), sandals, or flip flops are not appropriate attire

OUTERWEAR: Large, bulky jackets or coats can be worn on very cold days; however, it is to remain in the student's locker or classroom until dismissal.

HATS and/or Religious HEADPIECE: Hats may NOT be worn inside the school building or on field trips without special permission. An individual expression of sincerely held beliefs (conscience, moral principles, or religious beliefs) of students and families will be respected unless it affects our school standards of conduct and dress code.

NAIL POLISH: Girls may wear non distracting, soft colors.

OTHER: Students may not wear any type of head covering or scarf, with exception of hats as described above.

IMPORTANT: Please label all personal items, especially shoes, sweaters, Galloway shirts and sweatshirts. We give away a lot of socks, belts, headbands, and shoes at the end of the year from the lost and found. We know these items are expensive!

SPIRIT DAYS! The Galloway School will designate certain days to be "Spirit Days." On these days' students may wear the Galloway Spirit shirts with jeans. "Spirit Days" are days in which students and staff show their support for a sports team, an academic team, or any other worthy cause that needs the loyalty and support for the students and staff of Galloway.

VIII. ELECTRONIC RESOURCES APPROPRIATE USE GUIDELINES

For purposes of B.Y.O.D. (Bring Your Own Device), “Device” means a personal tablet or laptop that a student brings from home to use at school on designated days. We have a partnership with Microsoft where they provide a technology package at a discount for Galloway Students.

GRADES PK3 to 1st

DEVICE REQUIREMENTS – iPad (No exceptions)

- Recent enough model that the device is still supported by Apple
- Good working condition
- Fully charged at home prior to bringing them to school
- Protected in a sturdy case with student’s name clearly labeled on the case and device
- Brought to school on each day designated by the grade level teachers

GRADES 2nd to 8th

REQUIRED DEVICE – Laptop or Tablet is required for 2nd graders. However, an iPad will suffice if the function meets class curriculum requirements and does not hinder online assessment sessions. Please note that laptops or tablets are preferred.

DEVICE CAPABILITY REQUIREMENTS: Internet Connectivity, Word Processing Capabilities (Microsoft Word), Presentation Tool (Power Point or Keynote), Spreadsheet (Microsoft Excel), Updated and Active Virus Protection!

The B.Y.O.D. requirement is NOT optional. This is a mandatory requirement for all students attending The Galloway School. Therefore, all students must be prepared to bring their charged “device” to school every day or as required by grade level teacher.

Lower school students (PK3-2nd) grades, will receive a list of apps that will be expected for parents to purchase at a very reasonable cost to download on their child’s devices. An example of this would be a program such as: Handwriting Without Tears. Most of these apps can be purchased through the Apple (Apps) Store or through Google Apps. Teachers will send this information home to parents and /or provide a list of apps at the beginning of school during our Parent Orientation.

INTERNET

Only the internet gateway provided by the school may be accessed while on campus. Personal internet connective devices such as but not limited to cell phones / cell network adapters *are not* permitted to be used to access outside internet sources *at any time*. While the school’s wireless and internet connection contains security precautions, students are not allowed to circumvent these restrictions by using cellular networks, setting up hotspots, or any other workarounds. While a secure working environment has been created, workarounds could be found to circumvent it., even beyond cellular network access. Parents acknowledge that neither the teacher nor the school will be responsible for students visiting and/or sharing unauthorized sites. Any student knowingly doing so will be in violation of previously stated policies and have consequences for violation of the student code of conduct.

SECURITY AND DAMAGES

Responsibility to keep the device secure rests with the individual owner. The Galloway School, nor its staff or employees, will not be held liable for any device stolen or damaged on campus. If a device is stolen or damaged, it will be handled through the administrative office similar to other personal artifacts that are impacted in similar situations. Any student who causes damages to another student's device will be liable for the replacement or repair of the student's device. *All personal devices and chargers must be clearly and securely labeled with the student's name and housed inside of a durable protective cover.*

THE GALLOWAY SCHOOL B.Y.O.D. STUDENT AGREEMENT

The use of technology to provide educational material is not a necessity but a privilege. When abused, privileges will be taken away. When respected, they will benefit the learning environment as a whole. Students and parents/guardians participating in B.Y.O.D. must adhere to the Student Code of Conduct, as well as all Board policies, particularly Internet Acceptable Use and Internet Safety. Additionally, technology:

- Must be in silent mode while on school campus.
- May not be used to cheat on assignments or tests.
- Only used to access files or internet sites relevant to the classroom curriculum.
- Games are not permitted unless teacher directed as part of a lesson.

STUDENTS ACKNOWLEDGE THAT:

- The school's network filters will be applied to one's connection to the internet and attempts will not be made to bypass them.
- Bringing unauthorized personal devices on premises or intentionally infecting the network with a Virus, Trojan, malware, or program designed to damage, alter, destroy, or provide access to unauthorized data or information is in violation of Student Acceptable Use Policy.
- Processing or accessing information on school property related to "hacking", altering, or bypassing network security policies is in violation of Student Acceptable Use Policy.
- The school has the right to collect and examine any device that is suspected of causing problems or was the source of an attack or virus infection.
- Personal technology is charged prior to bringing it to school and runs off its own battery while at school. Power outlets will be available on a limited basis and is at the discretion of the classroom teacher.

The Galloway School makes a variety of communications and information technologies available to students through computer/network/Internet access. These technologies, when properly used, promote educational excellence in the school by facilitating resource sharing, innovation, and communication. Illegal, unethical or inappropriate use of these technologies can have dramatic consequences, harming the School, its students and its employees. These Responsible Use Guidelines are intended to minimize the likelihood of such harm by educating students and setting standards which will serve to protect the school and students.

MANDATORY REVIEW

To educate students on proper computer/network/Internet use and conduct, students are required

to review these guidelines at the beginning of each school year. All School students shall be required to acknowledge receipt and understanding of all guidelines governing use of the system and shall agree in writing to allow monitoring of their use and to comply with such guidelines. The parent or legal guardian of a student user is required to acknowledge receipt and understanding of the School's Student Responsible Use Guidelines for technology as part of their review of the Student/Parent Handbook and the Student Code of Conduct. Employees supervising students who use the School's system must provide training emphasizing its appropriate use.

DEFINITION OF SCHOOL TECHNOLOGY SYSTEM

The School's computer systems include but is not limited to the following:

- Telephones, cellular telephones, and voicemail technologies
- Email accounts
- Servers
- Computer hardware and peripherals
- Software including operating system software and application software
- Digitized information including stored text, data files, email, digital images, and video and audio files
- Internally or externally accessed databases, applications, or tools (Internet- or School-server based)
- School-filtered Internet access
- New technologies as they become available

ACCEPTABLE USE

Computer/Network/Internet access will be used to enhance learning consistent with the School's educational goals. The School requires legal, ethical and appropriate computer/network/Internet use.

Access to Computer/Network/Internet is a PRIVILEGE, not a right.

Access to the School's electronic communications system, including the Internet, shall be made available to students for learning purposes. Access to the Internet via the School's network utilizes filtering software that is designed to block access to visual depictions that are obscene, pornographic, inappropriate for students, or harmful to minors, as defined by the federal Children's Internet Protection Act (CIPA). Filtered Internet access is provided to students as defined by CIPA.

Student Access

Computer/Network/Internet access is provided to all students unless parents or guardians request in writing to the campus principal that access be denied. Student Internet access will be under the direction and guidance of a School staff member. Students may also be allowed to use the local network and public Wi-Fi with campus permission.

Student Computer/Network/Internet Responsibilities

School students are bound by all portions of the Responsible Use Guidelines. A student who knowingly violates any portion of the Responsible Use Guidelines will be subject to suspension of access and/or revocation of privileges on the School's system and will be subject to disciplinary action in accordance with the Student Code of Conduct.

Use of Social Networking/Digital Tools

Students may participate in School-approved social media learning environments related to curricular projects or school activities and use digital tools, such as, but not limited to, mobile devices, blogs, discussion forums, podcasts, wikis, and on-line meeting sessions. The use of blogs, wikis, podcasts, and other digital tools are considered an extension of the classroom. Verbal or written language that is considered inappropriate in the classroom is also inappropriate in all uses of blogs, wikis, podcasts, and other School-approved digital tools.

Password Confidentiality

Students and staff are required to maintain password confidentiality by not sharing their password with others. Use of another person's system account is prohibited.

Reporting Security Problem

If knowledge of inappropriate material or a security problem on the computer/network/Internet is identified, the student should immediately notify the supervising staff member. The security problem should not be shared with others.

The following guidelines must be adhered to by students using a personally-owned technology device at school:

- Internet access via the School's network is filtered by the School on personal technology devices in the same manner as School-owned equipment.
- These devices are the sole responsibility of the student owner. The campus or School assumes no responsibility for personal technology devices if they are lost, loaned, damaged or stolen and only limited time or resources will be spent trying to locate stolen or lost items.
- Students are prohibited from trading or selling these items to other students on School property, including school buses.
- Each student is responsible for his/her own device: set-up, maintenance, charging, and security.
- Staff members will not store student devices at any time, nor will any School staff diagnose, repair, or work on a student's personal technology device.
- Campus administrators and staff members have the right to prohibit use of devices at certain times, during designated activities (i.e. campus presentations, theatrical performances, or guest speakers) or designated locations (restrooms and locker rooms) while students are on campus.
- An administrator may examine a student's personal technology device and search its contents, in accordance with disciplinary guidelines.

INAPPROPRIATE USE

Inappropriate use includes, but is not limited to, those uses that violate the law, that are specifically named as violations in this document, that violate the rules of network etiquette, or that hamper the integrity or security of this computer/network/Internet system or any components that are connected to it. The following actions are considered inappropriate uses, are prohibited, and will result in revocation of the student's access to the computer/network/Internet.

Violations of Law

Transmission of any material in violation of any federal or state law is prohibited. This includes, but is not limited to: threatening, harassing, defamatory or obscene material; copyrighted material; plagiarized material; material protected by trade secret; or Blog posts, Web posts, or

discussion forum/replies posted to the Internet which violate federal or state law. Tampering with or theft of components from School systems may be regarded as criminal activity under applicable state and federal laws.

Intellectual Property

Students must always respect copyrights and trademarks of third-parties and their ownership claims in images, text, video and audio material, software, information and inventions. The copy, use, or transfer of others' materials without appropriate authorization is not allowed.

Copyright Violations

Downloading or using copyrighted information without following approved School procedures is prohibited.

Plagiarism

Fraudulently altering or copying documents or files authored by another individual is prohibited.

Impersonation

Attempts to log on to the computer/network/Internet impersonating a system administrator or School employee, student, or individual other than oneself, will result in revocation of the student's access to computer/network/Internet.

Illegally Accessing or Hacking Violations

Unauthorized or inappropriate access of any portion of the School's computer systems, networks, or private databases to view, obtain, manipulate, or transmit information, programs, or codes is prohibited.

IX. GENERAL INFORMATION

BIRTHDAY CELEBRATIONS

A child's birthday is a very special day. Students may wish to share his/her birthday with their classmates. Students may not distribute birthday party invitations in class unless every child receives one. Parents may provide a nutritional snack or cupcakes for all students in the class. Based on growing concerns with food allergies, please consider providing store bought items with the nutritional information/ingredient label attached. This celebration will take place during lunch or snack. Please do not bring cakes. Please do not bring dessert item with dark colored icing that will leave a stain (red/green/blue). Teachers and monitors do not have enough time to cut and serve cake during the allotted lunch time. Parents also have the option to send a small goody bag for each student in the class. Please do not ask school personnel for a list of home addresses or emails. The 3-year old students may have a small birthday celebration in their classroom pending approval from the Principal.

BIRTHDAY BOOKS

A lovely way for a child to share a birthday is through the gift of a birthday book given to the school. Students who choose to participate in the birthday book program will have their name announced on the Galloway News Broadcast. They will also get to choose their Owl Birthday Book. A name plate will be installed in the chosen book acknowledging the gift and honoree. Students will also be given the privilege of carry around a stuffed "birthday owl" for the day. A \$25.00 donation is required. This donation will honor your child and help build the Galloway School library collection. Forms will come home in your child's communication folder.

CHAPEL

Chapel is an integral part of The Galloway School. All students and teachers will attend chapel once a week on Wednesdays for 30-45 minutes. A bible lesson will be presented, along with singing, scripture and prayer.

LOCKERS

Lockers are assigned to individual students in grades 4th to 8th and are the property of the school. Hall lockers have individual combination locks. Students must keep in mind they have only a few minutes between classes. The school reserves the right to inspect all lockers at any time, whether or not students are present. Items found in unassigned or someone else's locker will be placed in the "Lost and Found."

LUNCH *Catered by Krysta's Fresh Catering. (see COVID protocol in the Appendix)*

Lunch is a pleasant, relaxing mid-day break for students and teachers. Good table manners are encouraged and stressed. A blessing is said before each meal. Lunch boxes brought by students should be labeled with the student's name---first and last.

As you and/or your child prepare lunches, please keep good nutrition in mind. Remember that protein, milk, fruit, and vegetables are nourishing; caffeine, sugar and artificial flavorings and colorings have an adverse effect on behavior and concentration during the remainder of the day. Adherence to the student code of conduct is mandatory and enforced. Parents are welcome to visit and eat lunch with their child. We ask that you check in with the office personnel and sit with your child at the cafeteria table designated for parents.

CAFETERIA GUIDELINES

The Owl Café (Grades K through 8th) – early childhood students eat in their classrooms

The following guidelines have been provided so students may receive the maximum benefit and enjoyment from their lunch period and for safety purposes.

- Students should always be courteous and polite to peers and adults.
- Students causing problems (spills, horseplay, bumping, throwing food, yelling, running, cutting in line, etc.) will lose cafeteria privileges.
- Students are responsible for cleaning up their area, both on the table and under the table, as well as the surrounding area.
- Students may not leave the dining room for any reason.
- Students are not to take anything from the cafeteria.
- Students may not bring any electronic devices or books to the cafeteria.
- When the lights are turned off, all students must get quiet.

FIELD TRIPS AND OVERNIGHT TRIPS

The Galloway School is very proud to offer some of the most unique day trips and overnight trips to our students so they can see education happen "outside the classroom" and experience first-hand the information found in their textbooks. These trips make all academics come alive and the students are engrossed in hands-on learning throughout each trip.

Preschool – 1st GRADES ENJOY LOCAL DAY TRIPS

In grades PK3 - 1st grade, students experience both in-house (preschool only) and local *field trips* from strawberry farms, pumpkin patches, dramatic plays and much, much more.

2nd and 3rd GRADE Camp Allen Trip

Galloway 2nd and 3rd graders travel to Camp Allen, near Navasota, Texas, with teachers and parents to spend 4 days and 3 nights in this beautiful outdoor science education center. Students are engaged in a hands-on learning science and environmental activities designed to make students aware of their environment and how to keep it green. From archaeological digs to survival skills, children walk away from this experience with a whole new way of looking at our earth and its flora and fauna.

4th GRADE San Antonio/Austin Trip

Students in 4th grade study Texas History, and their overnight trip consists of 4 days and 4 nights in **San Antonio and Austin, Texas**, where they will see their studies come alive. The Alamo, Spanish Missions, Cultural Center, and Capitol are some of the awesome sights they get to experience. Students come away with a sense of the sacrifices made to help Texas become the great State it is today.

5th GRADE Washington D.C. Trip

In 5th grade, students begin the study of American History from the discovery of the Americas to the Civil War. To have a better understanding of this time in history, students fly to Washington D.C. to spend 5 days and 4 nights, traveling back in time to experience the colonial trials and tribulations of creating an independent country. Students will focus on American history and its impact on the global community as they visit sites such as Smithsonian Museums, the National Archives, the United States Mint and Ford's Theatre. Arlington Cemetery and the National 9/11 Pentagon Memorial are key sites in which students remember and honor fallen heroes.

6th – 8th GRADE New York (TBD dependent on student participation)

Students will visit the United Nations among other historical sites.

6th – 8th GRADE Learning in Action Knowledge Quests

Students will participate in monthly learning in action quests that front load learning units throughout the course of the year offering a real-world perspective on the environment, community processes and the business partners that grow our society.

GIFTS AND DONATIONS

The Galloway School is a non-profit school, which operates solely on income from tuition and gifts. Like many other private schools, without these financial tools the school would cease to exist. Gifts may be made as a memorial or in celebration of a special event in your child's life. All gifts enrich the education climate for your child and for future students.

We welcome appropriate books for the library, educational materials and equipment for the classrooms, gifts to any scholarship fund that we may want to set up, and other donations. All gifts are tax-deductible, as the school has established IRS tax-exempt status. Contact the office for assistance and any questions you may have.

P.T.O. (PARENT-TEACHER ORGANIZATION)

Parents are expected to become involved in The Galloway School Parent-Teacher Organization by volunteering or sponsoring various Galloway events. The Galloway School Parent-Teacher Organization is dedicated to creating and supporting a strong community and to fostering an environment conducive to our children's education and character development. The objectives of the PTO are:

- To provide support for the student body and staff.
- To coordinate school wide activities.
- To help develop a strong sense of community within the school "family"
- To evaluate and implement PTO sponsored programs



The PTO is headed by an Executive Board, which consists of four elected officers from the parent body. Meeting times and dates are published on the school calendar. Suggestions may be made during regular meetings or may be made in writing to the PTO officers.

ROOM MOTHERS/FATHERS

The purpose of the room mother/father is to assist the classroom teacher, to facilitate communication among parents, and to coordinate extracurricular classroom events.

Room mothers/fathers would be asked to:

1. Coordinate room parties
2. Assist with field trips and secure chaperones
3. Assist with special events and secure volunteers
4. Call parents in case of a school-wide emergency
5. Coordinate room's representation at the Annual Gala

SCHOOL PARTIES

Food, beverage, and optional favors should be in keeping with the occasions and age of the children. In cases where there is more than one class per grade level, classes should receive the equal/same favors and refreshments. Emphasis should be placed on participatory activities that provide fun and positive social interaction. School sanctioned parties are as follows (unless otherwise prohibited by order from department of education and CDC):

- Christmas Party
- Valentine's Day
- Easter
- Last School Day

LOST /STOLEN/DAMAGED PROPERTY

The "Lost and Found" is located in the school office. Lost articles and books are to be turned in to the office. Items left outside lockers, in the halls, on the window ledges, and in other places of the school will be picked up and taken to the office. Please print your name in your personal belongings. Unclaimed items may be disposed of at the end of the semester. Students are responsible for their own personal belongings while on campus or at a school-related or school-sponsored event.

X. HEALTH (see COVID protocol in the Appendix)

To ensure the safety and well-being of your child, the school must have complete up-to-date, and accurate emergency and medical information on file in order to attend classes. It is required by law, that each student must file a health form, signed by his/her physician prior to attending school. A completed emergency release form authorizes the school to seek emergency medical treatment in the event of a serious injury. In such an event, the parents will be notified immediately.

- If a student is seen by the nurse consistently for persistent symptoms, the school may require the student to see a physician.
- All immunizations must be up-to-date and if any child receives any immunizations during the year a copy should be given to the nurse.
- Whenever you observe a cold or other illness developing, please keep your child at home until you are sure he/she is no longer contagious.
- The Galloway School requires that the child **MUST be fever free for AT LEAST 24 HOURS before returning to school.**

BACTERIAL MENINGITIS.

Education Code 38.0025 requires schools to provide all students and parents with information annually relating to bacterial meningitis. The following information is to educate parents about the symptoms of this disease and what to do in the event a student is diagnosed with bacterial meningitis.

What is meningitis?

Meningitis is an inflammation of the covering of the brain and spinal cord. It can be caused by viruses, parasites, fungi, and bacteria. Viral meningitis is most common and the least serious. Bacterial meningitis is the most common form of serious bacterial infection with the potential for serious, long-term complications. It is an uncommon disease, but requires urgent treatment with antibiotics to prevent permanent damage or death.

What are the symptoms?

Someone with meningitis will become very ill. The illness may develop over one or two days, but it can also rapidly progress in a matter of hours. Not everyone with meningitis will have the same symptoms.

Children (over 1-year-old) and adults with meningitis may have a severe headache, high temperature, vomiting, sensitivity to bright lights, neck stiffness or joint pains, and drowsiness or confusion. In both children and adults, there may be a rash of tiny, red-purple spots. These can occur anywhere on the body.

COMMUNICABLE DISEASES

The Galloway School follows the Texas Department of State Health Services Communicable diseases guidelines for student exclusion from class. A student, faculty member, or staff member must notify the school nurse if they have been diagnosed with a highly infectious disease and will be excluded from all school activities.

The parent(s)/guardian(s) of a student with a communicable or contagious disease are asked to telephone the school nurse/principal so that other students who have been exposed to the disease can be alerted. A student with certain diseases is not allowed to come to school while the disease

is contagious. These diseases include but are not limited to scabies, impetigo contagious, ringworm of the scalp, infectious forms of conjunctivitis, and pediculosis (lice).

Communicable Disease	Incubation Period (days)	Readmission Requirements
Chicken Pox	10 – 21	7 days from onset of rash or until all blisters have crusted over
Common Cold	1 – 3	When symptoms subside (24-hours fever free)
Pink Eye	1 – 3	Physician states that the person is non-infectious
Fever	1	Fever free
Fifth Disease	6 – 14	
German Measles	14 – 21	7 days from onset of rash
Head Lice	7 – 10	When treated and no signs of lice or nits are present
Impetigo Variable	3 – 7	When treatment has begun
Measles (Rubella)	7 – 14	5 days from onset of rash
Mumps	1 – 26	10 days from onset of swelling
Ringworm of Scalp	10 – 21	When treatment has begun

The Galloway School cooperates in conjunction with the state and local authorities regarding public health concerns, such as different types of influenzas. Therefore, from time-to-time we may discontinue, change, or adopt new policies if it is determined that certain circumstances warrant the change.

FOOD ALLERGY MANAGEMENT PLAN

PLEASE COMPLETE THE FOOD ALLERGY and ANAPHYLAXIS EMERGENCY CARE PLAN form found in the appendix. In accordance with SB 27, effective August 1, 2012, the School has adopted policy and procedure that allows for the development of a student food allergy management plan that includes the following components:

- Identification of students with food allergies who are at risk for anaphylaxis.
- Development, implementation, communication, and monitoring of food allergy action plans/emergency care plans, individualized health-care plans, as appropriate.
- Reduction of the risk of exposure within the school setting to common food allergens.
- Training for school staff regarding awareness of signs and symptoms of food allergies and emergency response in the event of an anaphylactic reaction.
- Review of care plans and procedures periodically and after an anaphylactic reaction at school or at a school related activity.

Should your child have a food allergy that causes them to be at risk for anaphylaxis, contact the principal. The Food Allergy Action Plan/ Emergency Care Plan form is attached. This form must be completed by a licensed physician in the US before implementing the food allergy management plan.

IMMUNIZATION

To attend school, students must be fully immunized against the following diseases: diphtheria,

tetanus, polio, measles (rubella), mumps, rubella, haemophilus influenzae, hepatitis B, and varicella (chickenpox). In addition, children attending pre-kindergarten or other early childhood programs must be immunized against invasive pneumococcal and hepatitis (A) diseases. Immunizations are required for all children and students in Texas as defined in Title 25 Health Services, Chapter 97.61-97.77 of the Texas Administrative Code.

Proof of immunizations may be personal records or previous school records that indicate the month, day, and year of each immunization. Personal records must be validated by a licensed physician or public health clinic. Immunization records must be in English. Your physician can provide information on age-appropriate doses or acceptable physician validated history of illness required by the Texas Department of Health.

Exclusions from immunization compliance are permitted for reasons of conscience, including a religious belief. A signed affidavit must be presented by the student's parent or guardian. The affidavit form must be requested from the Texas Department of Health and is valid for two years. Contact the principal for additional information to request the official affidavit form or go to <http://www.dshs.texas.gov/immunize/school/exemptions.aspx> .

If a student should not be immunized for medical reasons, the student or parent must present a certificate signed by a U.S. licensed physician stating that, in the doctor's opinion, the immunization required would be harmful to the health and well-being of the student or any member of the student's family or household. This certificate must be renewed yearly unless the physician specifies a life-long condition.

Failure to provide appropriate immunization documentation will result in exclusion from school.

MEDICATIONS

The child may not, under any circumstances, bring medications to self-administer during the day. When medications are given, procedures, as stated in the Texas Department of Human Resources Code, must be strictly adhered to. **Prescription medication (internal or topical) will be administered only by the school and only when sent in the prescription container and accompanied by written instructions from the parents at the beginning of the day.**

If the facility policy includes administering medication to children, a record must be made of the following and kept for at least three months:

- Name of the child to whom the medicine was given
- Name of the medications
- Date, time and amount of medication given; and name (not initials) of staff administering the medication.
- The medication must be administered to the child with written parental permission and as stated on the label directions, or as amended by a physician.

- **Any medications brought by parents for their child must:**
 - Be in the original container;
 - Be labeled with the child's name;
 - Be labeled with the date (if prescription medicine);
 - Include directions to administer the medication; and
 - If prescribed, include the name of the physician prescribing the medication.
 - Must be received in the office at the beginning of the day.

Medication must:

- Be refrigerated (if required) and kept separate from food.
- Be kept out of reach of children or in locked storage.
- Be manufactured in the United States

VISION AND HEARING SCREENINGS

In compliance with state law, these tests will be administered by a licensed professional to students in grades Kindergarten, 1st, 3rd, 5th, and 7th grades and to all new students when they enroll at the school. If student fails screening, the parent must submit documentation from doctor clearing student for school-related functions.

XI. SAFETY PROCEDURES

The Galloway School places safety and security as the highest priority. In keeping with our security policy, all exterior doors will remain locked during school hours, with the exception of the main entrance into the lobby. The main entrance will be unlocked AND monitored during morning arrival from 7:45 -8:00 A.M.

- Parents and visitors must enter through the front of the school when coming to do business or to retrieve a child.
- All parents and visitors conducting business in the school must sign in at the front desk.
- Faculty, staff and students are not allowed to open doors to anyone. If someone other than a child’s parent is picking up the student, they will be asked to show their id. Please do not be offended by this request.
- Should you employ caretakers for your children, we request that you inform the student’s teacher and the office personnel.
- If the person picking up the student is not on file with the office or the office has not been notified, the parents will be called to authorize them to take the child. If a staff member is not able to contact the parent, the student will not be released to the individual.
- If a student is going home with another student, the parent must inform the office personnel by noon of that day either by phone, note, or e-mail. The student will not be allowed to go home with anyone without parent permission.

CHILD PROTECTIVE SERVICES

By law the Child Protective Services Division of the Texas Department of Family and Protective Services has the authority under the Texas Family Code, Chapter 261, to do the following:

- Interview children (on a school campus) suspected of being abused or neglected, without prior notice to their parents.
- School personnel are not typically present for these interviews.
- Obtain a copy of the child's school records without parent's permission.

- Remove a child in an emergency situation without first obtaining a court order in certain narrowly defined emergency situations.

VISITORS

For the safety of our students and of those within the school, visitors must report to the main office and officially register through the visitor check-in system using a state issued driver's license or ID card to receive a badge prior to admittance to the school. Students may not go to the parking lot or outside the building to meet a visitor or parent.

Persons with official business are permitted on the school campus. Nonstudents, such as friends from other schools, or siblings or relatives may not be on campus to visit during the school day without permission from the principal, this includes pets or animals.

Visitors to individual classrooms during instructional time shall be permitted only with the principal's approval, and such visits should be limited to a duration of fifteen to twenty minutes. Visits are not permitted if their duration or frequency interferes with the delivery of instruction or disrupts the normal school environment. Unauthorized visitors may have charges of trespassing filed against them. [See GALLOWAY SCHOOL Board Policy GKA (LEGAL)].

EMERGENCY WEATHER CONDITIONS or SCHOOL CLOSINGS

In the event of emergency weather conditions school closing announcements will be made on local news channels and the 740 AM radio station. For inclement weather and school closings, the Principal will send a message through Teacher Ease. In the afternoon, school will remain open until the regular school day has ended, unless severe weather warrants closing early. In that event, parents will be called to pick up students. Please discuss inclement weather alternative plans with your child in advance so they will be aware of what to do in this situation.

OTHER EMERGENCY SITUATIONS

The Galloway School has developed emergency procedures and security policies strictly for the safety and welfare of all with special regard to children. The procedures are designed to allow staff, students, and parents to respond appropriately in the event of a non-weather emergency situation. These procedures have been developed with the assistance of local authorities and are based upon guidelines from the Homeland Security Website.

Lockdown, Fire Drills and Other Disaster Procedures

- Lockdown and Fire drills are held periodically. Follow announced plans at school.
- Tornado (with warning) - Follow announced plans at each school.
- Tornado (without warning) - Drop to the floor in place. Protect head. Avoid windows. Follow orders.
- Severe Weather - Follow instructions given by the principal.

SCHOOL CLOSING NOTIFICATIONS

The following radio and television stations will announce any official emergency closing of school due to severe weather conditions:

KTRH	740 AM Radio
KIKK	95.7 FM Radio

KPRC	Channel 2 TV
KHOU	Channel 11 TV
KTRK	Channel 13 TV
KNWS	Channel 51 TV

School closings and other emergency messages will be displayed on the School website at <http://www.thegallowayschool.net>.

XII. STUDENT CODE OF CONDUCT

The Galloway School utilizes citizenship, self-discipline, and character as the foundation to guide the development of students' academic excellence and personal integrity in each student. All students are expected to strive and to maintain the highest standard of behavior with both their personal and academic integrity. We want students to be a credit to themselves, their families, and their school.

Trustworthiness, Responsibility, Respect, Fairness, Caring, and Citizenship are the cornerstones of living a successful life as a contributing citizen to society. Students are always expected to treat fellow students, teachers, visitors, and special guests with respect and consideration. Inclusion of all classmates in classroom and play activities, are expected of all students.

Social acceptance is important to everyone and makes a child happy. Happy children usually love school, learning, and themselves. At The Galloway School we promote building one's character through self-esteem using the International Baccalaureate (IB) attributes, modeling the Fruits of the Spirit (love, joy, peace, patience, kindness, goodness, faithfulness, gentleness, and self-control), and by attending weekly Chapel meetings.

The Student Code of Conduct is the School's response to the requirements of Chapter 37 of the Texas Education Code. The Code provides methods and options for managing students in the classroom and on school grounds, disciplining students, and preventing and intervening in student discipline problems.

Following you will find information about misconduct that may result in a range of specific disciplinary consequences from re-direct and counseling with the student regarding their choices all the way to the other extreme of potential removal from the classroom for disruption of the learning environment.

GENERAL EXPECTATIONS OF STUDENTS

Each student is expected to behave in a responsible manner by:

- Consciously participating in class and being supportive of an effective learning and teaching environment.
- Demonstrating courtesy and respect for others.
- Attending all classes regularly.
- Preparing for each class; taking appropriate materials and assignments to class.
- Being well groomed and dressing appropriately as defined by the school dress code.
- Obeying all campus and classroom rules.
- Respecting the rights and privileges of students, teachers, and other school staff and volunteers.

- Respecting the property of others, including school property and facilities.
- Cooperating with and assisting the school staff in maintaining safety, order, and discipline.
- Adhering to the requirements of the Student Code of Conduct and exhibiting the School's Core Values.

GENERAL CONDUCT VIOLATIONS

The categories of conduct below are prohibited at school, and during all school-related activities. The school may impose school or classroom rules in addition to those found in the Code. These rules may be posted in classrooms or given to the student and may or may not constitute violations of the Code.

1 - Academics

Academics are held with the highest regard along with the character program. With a strict focus on academics and character building there should be little need to discipline outside normal day-to-day students learning boundaries as they grow into mature and productive individuals. With that said, the following student code of conduct expectations will be adhered to at all time.

2 - Miscellaneous Offenses - Students shall not:

- Violate dress code and grooming standards as communicated in the student handbook.
- Cheat or copy the work of another.
- Engage in actions or demonstrations that substantially disrupt or materially interfere with school activities.
- Repeatedly violate other communicated campus or classroom standards of conduct.
- Violate other communicated campus or classroom standards of behavior.
- Enter facilities designated for the opposite sex, or in facilities designed as Faculty Only, Janitorial Only, or Custodial Only or other restricted areas.

3 - Disregard for Authority - Students shall not show a disregard:

- Fail to comply with directives given by school personnel (insubordination).
- Leave school grounds or school-sponsored events without permission of the appropriate school official.

4 - Mistreatment of Others - Students shall not:

- Use profanity or make obscene gestures.
- Engage in physically aggressive behavior including but not limited to pushing, scuffling or fighting.
- Threaten a student, employee, or volunteer, engage in bullying, or harassment
- Engage in inappropriate or indecent exposure of private body parts.
- Make written or verbal offensive or threatening remarks.
- Record the voice or image of another without the prior consent of the individuals being recorded or in any way that disrupts the educational environment or invades the privacy of others.

5 - Property Offenses - Students shall not:

- Damage or vandalize property owned by others.
- Deface or damage school property—including textbooks, technology and electronic resources, lockers, furniture, and other equipment.
- Steal from students, staff, or the school.

6 - Students shall not possess or use prohibited items:

- Any object used in a way that threatens or inflicts bodily injury to another person.
- A “look-alike” weapon.
- An air gun or BB gun.
- Pocketknife, or other small knife.
- Matches or a lighter except as part of an instructional program.
- A laser pointer for other than an approved use.

7 - Students shall not use an electronic device, including a cellular telephone or other electronic device in violation of campus rules.

8 - Students shall not possess illegal, prescription, and over-the-counter drugs:

- Possess any prohibited substance in any form.
- Have or take prescription drugs or over-the-counter drugs at school other than as provided by school policy.

9 - Students shall not misuse technology resources and the internet:

- Violate the school’s policies, and rules regarding technology use, or any agreements signed by the student or the student’s parent regarding the use of specific technology resources.
- Attempt to access or circumvent passwords or other security-related information of the school, students, or employees or upload or create computer viruses, including off school property if the conduct causes a substantial disruption to the educational environment.
- Attempt to alter, destroy, or disable school technology resources including but not limited to computers and related equipment, school data, the data of others, or other networks connected to the school’s system, including off school property if the conduct causes a substantial disruption to the educational environment.
- Use the Internet or other electronic communications to threaten students, employees, or volunteers, including off school property if the conduct causes a substantial disruption to the educational environment.
- Send, post, or possess electronic messages that are abusive, obscene, threatening, harassing, damaging to another’s reputation, or illegal, including cyberbullying either on or off school property, if the conduct causes a substantial disruption to the educational environment.
- Use e-mail or social media to engage in or encourage misbehavior including off school property if the conduct causes a substantial disruption to the educational environment.

10 - Students shall not hinder the safety of the school or any individual within the school:

- Engage in verbal (oral or written) exchanges that threaten the safety of another student, a school employee, or school property.
- Make false accusations or perpetrate hoaxes regarding school safety.
- Throw objects that can cause bodily injury or property damage.
- Discharge a fire extinguisher without valid cause.

DISCIPLINE MANAGEMENT

Discipline will be designed to improve conduct and to encourage students to adhere to their responsibilities as members of the school community as well as their commitment to good character. Disciplinary action will draw on the professional judgment of teachers and

administrators and on a range of discipline management techniques. Discipline will be correlated to the seriousness of the offense, the student’s age and grade level, the frequency of misbehavior, the student’s attitude, and the effect of the misconduct on the school environment. Because of these factors, discipline for a particular offense may bring into consideration varying techniques and responses. Persistent misbehavior will result in student withdrawal.

Techniques

The following discipline management techniques may be used—alone or in combination—for behavior prohibited by the Student Code of Conduct or by school or classroom rules:

- Verbal correction
- Cooling-off time or “time-out”
- Phone calls to parents
- Seating changes within the classroom
- Temporary confiscation of items that disrupt the educational process
- Office or other assigned area referral
- Counseling by teachers, or administrative personnel
- Parent-teacher conferences
- Parent-administrator conferences
- Grade reductions for academic dishonesty
- Community service with parental approval
- Withdrawal of privileges, such as participation in extracurricular activities, eligibility for seeking and holding honorary offices, or membership in school-sponsored clubs and organizations

Routine Referral

A routine referral occurs when a teacher sends a student to the principal’s office as a discipline management technique. The principal may then employ additional techniques.

Formal Removal

A teacher may initiate a formal removal from class if: (a) the student’s behavior has been documented by the teacher as repeatedly interfering with the teacher’s ability to teach the class or with the student’s classmates’ ability to learn, and/or (b) the behavior is so disruptive that the teacher cannot teach, and the students in the classroom cannot learn. Persistent Misbehaviors will result in *In School Suspension*, *Suspension*, *Expulsion* as determined by the school principal.

ACADEMIC HONESTY POLICY

Philosophy

Academics are held with the highest regard along with the characteristics and attributes of the Learner Profile. We, at The Galloway School, strive to maximize students’ intellectual abilities and personal talents by fostering a learning environment based on cooperation, respect, and integrity. We expect faculty, students and parents to uphold the policy for academic honesty.

Expectations:

The student will....

- Engage in proper conduct during formal and informal assessments.
- Turn in authentic assignments or give credit to the author.
- Respect and follow all rules and guidelines pertaining to the use of the internet and technological resources as specified in the handbook.
- Engage in appropriate collaboration as set forth by the teacher.

BREACHES OF ACADEMIC INTEGRITY

Cheating

Cheating includes but is not limited to copying another student’s work and representing it as your own; disregarding teacher instructions about collaboration (discussing a test, assignment or project); using unauthorized notes during an exam; obtaining exam questions from another student who has taken the exam; programming a calculator or other PDA and using it to access answers; and/or helping other students cheat in any manner.

Plagiarism

Plagiarism is defined as representing work created by others as your own. This applies to words, ideas, artwork, musical compositions or any graphic representations. It also applies to using anything that was created by someone else without giving them proper credit. The use of plagiarism is an unlawful act and can result in severe disciplinary action.

Collaboration

Collaboration is a violation of academic integrity if not conducted in a manner approved by the teacher making the assignment. All student work is considered the product of individual effort, research, creativity and reasoning. If collaboration between students or others is not approved, it is considered cheating.

CONSEQUENCES FOR BREACHES OF INTEGRITY

The Principal, Teacher, and Parents will be notified.

Homework/Class work

Student will receive a zero on the assignments and his/her conduct grade will be lowered to an “N” in the class the violation occurred and will receive a detention to be served immediately.

Tests/Quizzes/Major Grade Assignments

Student will receive a zero on the assignment, 2 detentions to be served concurrently and immediately, and his/her conduct grade will be lowered to a “U” in the class in which the violation occurred.

Forged Signatures

Student will be assigned 3 detentions to be served concurrently and immediately, or ISS. Conduct grade will be lowered to a “U” in the class in which the violation occurred.

Plagiarism/Collaboration

Student will receive a zero on the assignment, parents will be notified, and if deemed necessary, officials will be notified, and one week of ISS. Conduct grade will be lowered to a “U” in the class in which the violation occurred.

PERSONAL INTEGRITY

The Galloway School not only supports academic integrity but also personal integrity among all students. Bullying, harassment, intimidation, word-calling, name-calling, exclusion, and any form of physical assault or mental manipulation will be considered an offense against an individual.

BULLYING

Bullying is intentionally causing harm to others through verbal harassment, physical assault or mental manipulation. Bullying also means any physical act or gesture or any verbally, written or electronically communicated expression that could be considered:

- Placing a student in reasonable fear of physical harm or damage to his/her property
- Consistently or substantially disrupting the instructional program or the orderly operations of the school
- So severe, persistent, or pervasive that it creates an intimidating, hostile educational environment for the student being bullied.

Bullying is unacceptable and will receive the most severe disciplinary actions.

HARASSMENT

Harassment refers to the act of systematic and/or continued unwanted and annoying actions of one person or a group of persons, including threats and demands. Harassment is behavior that adversely affects another person physically or mentally.

Harassment is unacceptable and will receive the most severe disciplinary actions.

INTIMIDATION

Intimidation is the act of making someone fearful by intentional behavior which causes a person to fear injury or harm. It may be inferred from the conduct, words or circumstances of the person or persons using intimidation acts.

Intimidation is unacceptable and will receive the most severe disciplinary actions.

VANDALISM

The Galloway School is proud of our facility and strives to make sure it remains in good condition for years to come. Willful or malicious destruction of any school or personal property will be treated as a very serious violation. Parents will be called and the student will be subject to disciplinary action or expulsion.

The student and his/her family will be held responsible for replacing or paying for any damages or items that have been damaged due to vandalism. Other types of disciplinary actions are at the discretion of the Principal.

DISCIPLINE PROCEDURES

We at The Galloway School are very lucky to have the wonderful students that we have and very rarely does the Principal or staff must deal with serious offenses. We try to provide a warm and nurturing environment, which we feel, helps deter outward behaviors.

To ensure that the learning environment is safe and secure, students will be held responsible for the consequences of their actions. Discipline shall be administered only when necessary to

maintain essential order and to protect students, adults, and property. All students will be treated fairly and equitably. Students will be given the opportunity to discuss discipline problems with the teacher(s) and/or administrator(s). Each case will be handled on an individual basis. If a student causes a problem, however, he/she is expected to take responsibility for that problem. Discipline shall be based on a careful assessment of the circumstances of each case. Factors to consider shall include:

- The seriousness of the offense, student's age, frequency of misconduct, student's attitude, and other relevant factors including the specific situation or environment at the time of the incident.
- The potential effect of the misconduct on the school environment, the requirements of The Galloway School Parent-Student Handbook and cooperation of parents of the student.

In general, we often require students who have inappropriate conduct to go to a cool off spot to allow the student time to calm down and think about his/her behavior. Additionally, apologizing to any wronged person is an important part of the process and often offers the best solution of conflict. Generally, disciplinary issues are handled first within the class environment and are referred to the Principal, only if serious or repeated.

DISCIPLINE MANAGEMENT PLAN

(This plan is to be read by the Parents with the Student so both Parents and Students are aware of this plan.) The purpose of the Discipline Management Plan is to insure a safe, orderly, and constructive learning environment for all students at The Galloway School.

RESPONSIBILITIES OF STUDENTS

It is the student's responsibility to:

- Attend school daily and on time except when ill or otherwise lawfully excused.
- Be prepared for each class with appropriate materials and assignments.
- Be properly attired and groomed in accordance with The Galloway School's policies.
- Exhibit respect towards others.
- Conduct himself/herself in a responsible manner.
- Be aware of all school rules, including safety rules.

RESPONSIBILITIES OF PARENTS

It is the parent's responsibility to:

- Encourage their children to obey all rules.
- Be sure their children attend school regularly and on time.
- Promptly report and explain absences and tardies to school.
- Participate and cooperate with the child's teacher(s) to discuss their child's progress and behavior.
- Keep informed of school's policies.
- Discuss progress reports, report cards, and school assignments with their children.
- Maintain up-to-date home, work, and emergency numbers and other pertinent information to the school.
- Provide the school with appropriate legal documents when necessary.

JURISDICTION

The Galloway School has jurisdiction over its students during the regular school day. The school's jurisdiction includes any activity during the school day on school grounds, attendance at any school-related activity regardless of time or location, and any school-related misconduct regardless of time or location.

GENERAL RULES

Students at school or school-related activities are prohibited from:

- Throwing objects that can cause bodily injury or property damage.
- Damaging or defacing school property.
- Using profanity or inappropriate language.
- Failing to be cooperative with lawful directives from school personnel.
- Engaging in misconduct on bus.
- Engaging in name calling, ethnic or racial slurs, or derogatory statements either written or spoken on school premises.
- Engaging in any kind of conduct that disrupts the school environment or educational process.
- Physical aggression towards adults or students while on campus or on a school-related activity.
- Non-physical aggression such as bullying or intimidation while on campus or on a school related activity.
- Excluding other students in class activities, recess, or other activities while on campus or on a school related activity. Forming or otherwise participating in a secret society or gang that seeks to perpetuate itself by taking in additional members on the basis of the decision of its membership rather than on the free choice of a student in the school.
- Leaving the school grounds without the permission of school personnel.

ZERO TOLERANCE RULES

In addition to the above general rules, the zero-tolerance rules are designed to ensure the safety and welfare of all students, parents, staff, and administration at the school. The zero-tolerance rules are more serious offenses and may be treated as more serious versions of the General Rules. Zero-tolerance rules apply to the following offenses:

- Use of profanity, abusive or other inappropriate language.
- Engaging in physical violence against students or adults while on campus or on school related activity.
- Throwing objects with or without the intent to cause bodily injury or property damage.
- Possession of any device that is designed to be used as a weapon.
- Possession, selling, or using any unlawful drugs and/or alcohol while on campus or on a school related activity. (See the Drug, Alcohol and Weapons Policy for more details.)
- Engaging in conduct that contains the elements of aggravated assault, sexual assault, aggravated sexual assault, arson, murder, capital murder, or indecency with a child or other student.
- Repeated violations of the General Rules outlined above.
- Engaging in bullying tactics such as name calling, ethnic or racial slurs, or derogatory statements either written or spoken on school premises.
- Possession of fireworks, matches, or other incendiary devices.

XIII. STUDENT RECORDS

INSURANCE

The Galloway School carries student liability insurance in case a student is injured. This will cover a portion of medical costs which is not covered by the student's primary insurance policy. An insurance claim form is available in the office and a school representative will assist you with the information you will need to make the claim.

REGISTRATION – RE-ENROLLMENT – TUITION PAYMENTS

It is the responsibility of the parents to register and/or re-enroll their students for the coming year. The Registration and Re-Enrollment "Tuition Schedules" are distributed in January of each year. The re-enrollment and enrollment packets contain information concerning registration, enrollment, re-enrollment, cancellations, and fee schedules as well as any associated fees. The enrollment deposit is non-refundable and will be retained by the school withstanding notification of withdrawal per the enrollment contract stipulations. Tuition deposit holds a "classroom place" until the first tuition payment is due in July or August dependent on payment plan choice. Specific details concerning the enrollment process can be located within the packets and on the school website. Enrollment in FACTS automated tuition payments is mandatory.

Parents should read the enrollment contract in detail before signing. Enrollment contracts are a binding agreement and parents will be held responsible for the full tuition for the year unless (a) the student experiences an extended illness, (b) the School requests the student withdraw, or (c) there is an employment required transfer outside of the Houston Bay Area.

TEXTBOOKS

Many of our teacher resources and student textbooks are accessed online. However, some grade levels and subject areas still utilize paper textbooks. These books are costly items purchased with the student's enrollment fee and are the property of the school and the student. They must be cared for properly and is the student's responsibility. A reasonable amount of wear and tear is expected; however, excessive damage to a textbook will result in a replacement fee assessed to the student to be paid immediately.

WITHDRAWALS

When a student is withdrawing from The Galloway School written notice must be given to the Principal at least two weeks prior to the student's withdrawal. All school accounts, including tuition, library, cafeteria, classroom assessments, textbooks, etc., must be cleared before any student records or report cards will be released. Any withdrawal notices not meeting the above exceptions will need to be presented to and approved by the school board before release of contract is allowed.

When a student is transferring to another school, the parent must sign a release form and be cleared of any items to be returned before the office will release any records.

NOTE: All teacher recommendation forms or letters requested regarding a transferring student will be mailed or emailed directly to the requesting school from the admission's office. No teacher recommendation forms or letters will be given directly to the parents. Please allow at least one week for delivery of recommendations and records. Student records will be released to student's new school once a release of student records has been signed by a parent.

APPENDIX

Guidelines for Safely Reopening the Galloway School & COVID Safety Protocol

Statement of Assurance:

Now more than ever, it is important to the Galloway School that our families and staff feel safe when learning and working. We are blessed to be able to offer small class sizes in a very controlled environment. With that said, adhering to the physical distancing guidelines, personal protective equipment recommendations and additional sanitation measures, will all be key factors added into our daily operations. During this challenging time Galloway remains a place of academic excellence, faithfulness, kindness, and internationally minded. Be assured that we continuously monitor and adapt to any guidance or requests from the centers for disease control, local health departments, the Texas education agency, and the National Association of Independent Schools. Thank you for supporting our efforts and believing in our mission to ensure each student a safe and healthy environment while delivering academic excellence. Together, we will overcome these challenges and exceed expectations because, as always, we remain Galloway Strong!

We will reopen school on August 18, 2020 for students unless otherwise determined by State authorities. To address the current COVID-19 environment, we have developed a set of health and prevention measures for all staff, students and visitors and such measures will shift dependent on which level of the COVID-19 Standard Response Protocol the school is operating. This protocol can be found at the end of this document.

Galloway administration will monitor internal COVID-19 data and information from the health departments to determine whether the school shall move from one standard response protocol level to another. The factors for such decisions may be subject to change to account for the situation at that time. Parents and staff will receive regular communication to inform them of the current level, number of confirmed COVID-19 cases within the school building via email.

Contents

INSTRUCTION MODELS	46
PERSONAL PROTECTION	47
PROTOCOLS FOR SCHOOL VISITORS	47
CLEANING AND DISINFECTING PROTOCOLS	47
LUNCH	48
ARRIVAL, DISMISSAL & TRANSITION.....	48
CLASSROOM CONFIGURATIONS AND PROCEDURES.....	48
EXTRACURRICULAR AND STUDENT ORGANIZATION ACTIVITIES.....	49
PHYSICAL EDUCATION	49
SAFETY PROTOCOL.....	50
Student and Staff Health Screenings:	50
Policies to Promote and Encourage Sick Students and Staff to Stay Home:.....	50
Face Coverings:	50

Individuals Confirmed or Suspected with COVID 19:	50
Identification and Isolation of Possible COVID-19 Cases on campus:	51
Response to a Lab Confirmed case of COVID-19 Cases on campus:	51
Tracing and Contact:	51
COVID-19 STANDARD RESPONSE PROTOCOL.....	53

INSTRUCTION MODELS

1. **In-Class Learning** – This plan is the traditional school environment where students participate in face-to-face learning with Galloway instructors and curriculum, Special Classes (Music, PE, Art, and Spanish for Elementary), Extracurricular Activities, and Health Prevention Measures.

2. **Online Learning** - K-8 online program of choice, Application required, Galloway curriculum and instructors, Real-time & self-paced instruction, Formal class schedule, Daily Attendance, Access to extracurricular activities, Internet and computer required, and Parent as learning coach training
 - Virtual Online Learning Program is an option for families who, even with all the preventative measures in place, do not feel comfortable sending their children to school, especially children who are medically fragile. Virtual is delivered completely virtually with The Galloway School teachers providing real-time (synchronous) and self-paced (asynchronous) instruction. Virtual is offered in grades K-8.
 - Technology and Itslearning platform tutorials are required to start the courses.
 - Students will have a formal class schedule and daily attendance will be taken.
 - Students who are enrolled in Virtual are eligible to participate in extracurricular activities such as athletics, robotics, and other after-school clubs.
 - Enrollment is through an online application and will be open July 31-Aug 5
 - Students must remain in the online program for a minimum of one grading period before transitioning if they choose the in-class plan.
 - Internet and computer access are required during the school day M-F
 - Parental support and supervision are necessary for a student to be successful.
 - Traditional grading system will be used for Virtual learning.
 - To continue in online learning once enrolled, the following requirements must be met
 - The student will participate in all required coursework and online lessons during normal school hours.
 - The student will participate in all tutoring sessions required by the teachers.
 - For high school credited courses (Algebra I, Biology, and Spanish 1 & 2), students may need to take proctored major assessments at Galloway on assigned days and time

3. **Intermittent Online Learning** – This is *temporary* due to class or school closure and will be available to PK-8 students. In this case, teachers will instruct real-time from a classroom via live zoom. Real-time and self-paced instruction will be on a modified school day schedule and extracurricular activities will not be available.
 - In the event a classroom or a school has 10% of the student/staff population with COVID-19 at one time, or otherwise determined by administration, students will move to *intermittent* School-to-Home Learning. This is not the “Online Learning” program nor will it be programmed like that of the Spring 2020 emergency closure. In a School-to-Home learning model, students will temporarily learn from home and their teacher(s) work remotely in a classroom and deliver instruction in real time (synchronous instruction via live zoom) as well as self-paced work (asynchronous instruction).
 - Students will have a formal start and end time of the school day during School-to-Home learning.
 - Daily attendance will be required.
 - Students will receive direct authentic instruction from their teachers as well as participate in group and individual work.
 - Traditional grading system is maintained

- Teachers will be in a classroom, delivering instruction in real-time throughout the day.
- Internet and computer access will be necessary for PK-8. Individual technology needs will be addressed.

PERSONAL PROTECTION

- Students (as developmentally-appropriate and per CDC guidelines), staff and visitors will wear a face mask/covering when entering the school, in common areas such as hallways and cafeteria, when not eating, and whenever a physical distance of 6 feet from another person is not possible.
- The Galloway School is developing schematics for classrooms to achieve a 6-foot distance for students and teachers however that may not be possible in all classrooms. When not possible, students and teachers will wear a face covering, clear partitions will be installed, and individual student needs will be addressed on a case-by-case basis. Requests for special accommodations should be submitted in writing to campus administration.
- Staff will be required to take a COVID-19 Health Assessment prior to coming to work every day.
- We will be providing a KN95 mask for each teacher, along with a plastic face shield to give the most effective daily protection from contracting or spreading the virus.
- Parents will be asked to administer the COVID-19 Health Assessment daily prior to sending their children to school, take their temperature, and keep them home if ill.
- Students and staff will follow current COVID-19 Return to School/Work Guidelines.
- Individuals who develop symptoms of the COVID-19 illness will be sent to the school health clinic, placed in isolation, and sent home immediately. Parents/Guardians will need to make every effort to receive children within 30 minutes.
- Students will be instructed on methods to protect themselves and others from COVID-19 at school.
- Students will be trained on proper hand washing techniques and participate in scheduled handwashing times throughout the day.

PROTOCOLS FOR SCHOOL VISITORS

Galloway will utilize online meeting options to limit campus visitors when possible. All visitors who enter the building will be required to wear a face covering at the start of the school year. As the year progresses, this requirement may be moved to a recommendation if COVID-19 community spread is greatly reduced.

Individuals who proceed beyond the reception area will follow specific guidelines for visitors.

- All visitors entering the building must sanitize hands upon entry.
- Visitors proceeding beyond the secure vestibule area will be subject to screening by way of a symptom screening form.
- Visitors and staff will adhere to safety protocols including physical distancing for meetings.
- Cleaning/disinfecting will occur after each meeting.

CLEANING AND DISINFECTING PROTOCOLS

- Frequent cleaning and disinfecting will occur throughout the school day using a non-toxic germicidal disinfectant.
- We are looking into purchasing air purifiers for every room with HEPA filters to constantly be cleaning and filtering the air in each classroom and community area.
- Nightly deep cleaning utilizing UVC lights.
- Each classroom and restroom will be cleaned/disinfected at the end of each day.
- All high touch areas will be disinfected throughout the day.
- Cleaning supplies will be provided for each classroom and common area to maximize room-to-room cleanliness.
- Custodians will wear masks and gloves during work hours.
- The cafeteria will be disinfected regularly.
- Staff will have access to supplies to clean/disinfect working surfaces and shared objects after each use and during breaks in instruction.

- Alcohol-based hand sanitizing stations will be located throughout the building in common areas.

LUNCH

- Students may eat in various locations throughout the building to maximize social distancing. These areas could include staying in their classroom, utilizing the cafeteria, an alternative classroom, or outside location. All of which will be assigned and scheduled as to reduce transitions.
- Cafeteria, serving, and eating areas will be cleaned between uses.
- Signage and staff will reinforce social distancing throughout the cafeteria.
- All staff will use face coverings/masks and gloves while performing job responsibilities and will be trained to practice health and hygiene regulations.

ARRIVAL, DISMISSAL & TRANSITION

Parents are asked to assist campus staff in the implementation of arrival and dismissal plans. When transporting children to school, please follow all signage, drop off and pick up children at the appropriate times, locations, and quickly exit the parking lots.

- Parents will not be permitted to walk students inside the school building beyond the secure vestibule without a mask.
- Before care will not be offered to reduce transitions in the morning. Students will go directly to their classrooms upon arrival beginning at 7:45 a.m.
- Water fountains will not be accessible. Students should bring water to school.
- Hand sanitizer stations will be placed at classroom and main entrances, exits and common areas throughout the building.
- Dismissal exit points will be established.
- Galloway will implement staggered release procedures to accommodate staff on hand and timely dismissal. Lower school will dismiss before upper school.
- Students will be released directly from their classroom.
- Transition time of students will be limited as much as possible during the school day. Whenever possible, specials teachers in grades PK-5 will rotate into the classrooms to limit student transitions. Students in grades 6-8 (intermediate) will have a campus schedule designed to limit student transitions during the school day.

CLASSROOM CONFIGURATIONS AND PROCEDURES

Our limited class sizes allow us to appropriately distance students in a classroom, however as an extra precaution students and staff will wear a face covering during group activities or any time standard social distancing requirements are not possible. If it is possible to keep a physical distance of 6 feet and students are sitting alone, they may remove their face covering as permitted by their teacher. The Galloway School will adhere to any State or County executive orders which may always require face coverings.

- Each classroom will have the following:
 - Visual reminders of distancing requirements in all classrooms, marking off areas for common spaces and distancing best practices.
 - Access to alcohol-based hand sanitizer.
 - Access to disinfectant supplies to sanitize working surfaces.
 - Teachers and staff will set alarm for hourly cleaning in the classroom.
 - Desks or tables will be physically distanced as much as spatially possible.
 - Shared supplies will be extremely limited and cleaned between uses. Students will always have their own daily supplies with them.
- Based on school guidance, teachers will develop, teach, and implement procedures that:
 - Limit student movement within the classroom such as turning in assignments, materials being passed out, etc.
 - Establish student responsibilities to clean personal areas and materials/supplies.
 - Reinforce hand washing protocols and intermittent use of hand sanitizer.
 - Reduce the use of large table seating in classrooms and replace with desks when possible.

- If tables are used, limit the number of students per table to provide as much social distancing as possible.
- To the extent possible, locked doors will be propped open between classes to minimize contact with doors and door handles by students and staff entering or exiting classrooms.

EXTRACURRICULAR AND STUDENT ORGANIZATION ACTIVITIES

Extracurricular activities, practices and competitions will be conducted following safety protocols provided by The Galloway School, University Interscholastic League (UIL), the Texas Education Agency (TEA) and National Association of Independent Schools. This will include health screening, group sizes, sharing and sanitizing of equipment, etc.

- Hand sanitizer will be available in gym areas and equipment will be sanitized on a regular basis.
- Event procedures will be in place to minimize face-to-face interactions.
- Separate entrances and exits may be utilized and event doors may be propped open to minimize physical contact with handles.
- School-wide indoor pep-rallies will not be held during the Fall semester.
- Outdoor pep-rallies or gatherings must include appropriate social distancing.
- Choir might not be offered the first 9 weeks of school, or at least until the community spread outside of the school is in a better position.
- Assemblies and student activities must adhere to recommended social distancing.
- Hand washing or hand sanitation stations will be available for any activity.
- Use of face coverings should be implemented per face mask protocols.

PHYSICAL EDUCATION

Whenever possible, physical education classes will be held outside to allow for maximum social distancing between students.

- Visual markers will be on the gym floor and bleachers as reminders of social distancing rules.
- Students will need to provide their own water bottles.
- Restroom use will be the practice of “one in and one out.” Equipment will be disinfected after each use.
- Any activities bringing students into close physical contact will be avoided. Activities requiring multiple students to touch or handle the same equipment will be avoided.
- Sanitizing areas and access to handwashing will be provided.

COVID-19 SAFETY PROTOCOL

Student and Staff Health Screenings:

- All parents must complete a daily electronic self-screening between the hours of 6:00 am – 7:30 am, which includes a temperature check, submitted to The Galloway School prior to coming to school.
- Parents must ensure they do not send a child to school on campus if the child has symptoms (as listed in this document) or is lab-confirmed with COVID 19. Parents should opt to receive virtual instruction until conditions for re-entry are met (as listed in this document).
- All Galloway employees will be required to complete a daily electronic self-screening prior to reporting to work. This screening will be routed to each employee's supervisor. Teachers and staff must report to their supervisor or school nurse if COVID 19 symptoms exist. Teachers and staff must also report if they have been in close contact (see definition below) with someone who is lab-confirmed with COVID 19.

Policies to Promote and Encourage Sick Students and Staff to Stay Home:

- All students and staff are required to stay home if they affirm that symptoms of COVID are present per screener.
- Galloway will make changes to policies for perfect attendance and exemptions to encourage students that are ill to stay home.

Face Coverings:

- Students and staff will be required to wear face coverings inside of all facilities where distancing (6 ft.) is not possible to include arrival, dismissal, cafeteria when not eating, common areas, during transitions, and when social distancing is not possible in classrooms.
- Face coverings will also be required in outside areas where distancing is not possible.
- Age appropriateness for younger students while in classrooms will be considered as we learn about the feasibility for these younger students.
- Individual needs for face coverings for students or staff will be addressed on a case by case basis.
- Any individual coming to campus during the instructional day will be required to wear a face-covering for building access.

Individuals Confirmed or Suspected with COVID 19:

Any individuals (students or staff) who themselves either are (a) lab confirmed to have COVID 19 or (b) experience the symptoms of COVID 19 (listed below) must stay at home throughout the infection period, and cannot return to campus until the campus nurse screens the individual to determine if any of the below conditions for re-entry have been met:

1. In the case of an individual who was tested positive and diagnosed with COVID 19, the individual may return to school when all three of the following criteria are met:
 - a. At least 24 hours have passed since recovery defined as resolution of fever without the use of fever-reducing medications.
 - b. The individual has an improvement in symptoms (i.e. cough, shortness of breath, fever)
 - c. At least 10 days have passed since first symptoms appeared.

2. In the case of an individual who has symptoms that could be COVID 19 and who is not evaluated by a medical professional or tested for COVID 19, such individual is assumed to have COVID 19, and the individual may not return to the campus until the individual has completed the same three-step set of criteria above.
3. If the individual has symptoms that could be COVID 19 and wants to return to school before completing the above stay at home period, the individual must either
 - i. obtain a medical professional's note clearing the individual for return based on an alternative diagnosis or
 - ii. receive two separate confirmations at least 24 hours apart that they are free from COVID via acute infection tests at an approved testing center.
4. Any member of the same household of an individual (students or staff) who are either (a) lab confirmed to have COVID 19 or (b) experience the symptoms of COVID 19 (listed below) must stay at home throughout the infection period, and cannot return to campus until the admin team screens the individual to determine if any of the below conditions for re-entry have been met.

Identification and Isolation of Possible COVID-19 Cases on campus:

- The Clinic will serve as the campus isolation room for students displaying symptoms.
- If a student shows signs or symptoms of those consistent with COVID-19 teacher will contact the nurse's office to have the student assessed. The students will be isolated from other students if the nurse determines symptoms that warrant such action.
- Galloway staff will immediately clean the areas used by the individual displaying symptoms.
- Students who report feeling feverish should be given an immediate temperature check to determine if they are symptomatic for COVID - 19.

Response to a Lab Confirmed case of COVID-19 Cases on campus:

- The Galloway School must notify the local health department.
- The Galloway School must close off areas that are heavily used by the individual with the lab-confirmed case until the non-porous surfaces in those areas can be disinfected unless more than 3 days have already passed since that person was on campus.
- Consistent with board policy for notification requirements for other communicable diseases, and consistent with legal confidentiality requirements for the protection of the student or staff member, the school will notify all teachers, staff, and families of all students in the school if a lab-confirmed COVID 19 case is identified among students, teachers, or staff who participate in any on-campus activities

Tracing and Contact:

- Close and personal contact is defined as: being directly exposed to infectious secretions (e.g., being coughed on while not wearing a mask or face shield); or being within 6 feet for a cumulative duration of 15 minutes, while not wearing a mask or face shield.
- Individuals are presumed infectious at least two days prior to symptom onset or, in the case of asymptomatic individuals who are lab-confirmed with COVID 19, two days prior to the confirmed lab test.
- In order to accurately trace a case and to notify those that have had regular and/or close contact the school will keep elementary students together in class groups as much as practical and will keep seating charts at all levels.
- The campus will make contact directly with students or staff that have been deemed to have close, personal contact with a lab-confirmed positive case of COVID 19 and require each person to remain off campus until the 10 day incubation period has passed. Students will move to virtual instruction during this period of time.

COVID-19 Symptoms (Screener Questions): Symptoms are defined as those symptoms recently experienced that are different from any baseline allergy, asthma, or migraine symptoms:

- Feeling feverish or have a measured temperature greater than or equal to 100.1 degrees Fahrenheit
- Loss of taste or smell
- Headache
- Known close contact with a person who is lab-confirmed to have COVID-19
- Cough
- Shortness of Breath or Difficulty Breathing
- Chills
- Shaking or exaggerated shivering
- Significant muscle pain
- Sore Throat
- Diarrhea

The Galloway School

COVID-19 STANDARD RESPONSE PROTOCOL

Level 1

PREVENTION

No confirmed cases of COVID-19 among staff or students

- Health prevention measures are in place.
- Daily intensive cleaning and frequent cleaning of common areas.
- Limited visitor access.
- Monitoring virus trends in the community via health departments.

Level 2

MITIGATION

One or more confirmed case(s) of COVID-19 in Upper School or Lower School.

- Persons who came in close contact of an individual with a confirmed case of COVID-19 will be contacted and advised to follow CDC health guidelines.
- Affected area is closed for deep cleaning.
- Self-health monitoring, prevention information and stay home if ill communication to all persons at the school.
- A short-term closure of the facility may be necessary.

Level 3

MODIFIED OPERATIONS

Confirmed COVID-19 cases in one specific area (i.e. classroom and/or school section) reaches 10%.

- Individuals in that area will be advised to self-quarantine per CDC guidelines.
- Students and staff impacted move to School-to-Home learning model.
- Affected area is closed for deep cleaning.
- Self-health monitoring, prevention information and stay home if ill reminders sent to all persons at the facility.
- A short-term closure of facility may be necessary.

Level 4

FACILITY CLOSURE

Suspected/Confirmed COVID-19 cases exceed 10% of facility occupancy

- Entire facility and activities will be closed for a minimum of two days.
- All students and staff move to School-to-Home learning model.
- Those in close contact of the confirmed COVID-19 positive persons will be asked to follow CDC guidelines.
- School-wide communication to staff/parents with self-health monitoring guidance.
- Disinfection of entire school.
- All auxiliary areas such as playgrounds and athletic fields are closed.
- Extracurricular activities are cancelled.

Forms

Permission to Administer Prescription or Non-Prescription Medication at School

Your child may have an illness which requires medication for relief or cure that does not prevent his/her attending school. When possible, such medication should be scheduled to be taken at home. However, according to the Texas laws and The Galloway School Board Policy, a medication may be dispensed to a student by school personnel. The following requirements must be met by the parent or legal guardian requesting this service.

Student Name	Last	First	MI	DOB
Grade		Teacher		
Type of Medication <input checked="" type="radio"/> Prescription <input type="radio"/> Non-Prescription		Name of Medication		
Date to Begin Medication		Date to End Medication	Time to be Given	Amount to be Given
Reason medication is being given				
Form of medication <input type="radio"/> Tablet <input type="radio"/> Capsule <input checked="" type="radio"/> Liquid <input type="radio"/> Inhalant <input checked="" type="radio"/> Other (list)				
Physician's Name		Physician's Signature	Office Phone	Date

Physician's Remarks: _____

Parent/Guardian Name	Parent/Guardian Signature	Date
Mobile Phone	Home Phone	Work Phone

Parents/Guardians – Please send only amount student needs to take at school in properly labeled, original container, so that student will not be required to carry medication back and forth from home to school. No controlled substances may be sent home with a student. When the period for administering the medication expires, the medication must be picked up by the parent, legal guardian, or other person having legal control of the student. Medication will be discarded if it is not picked up within thirty (30) calendar days after the period for administering it has expired or the school year has ended, whichever occurs first.

1. All prescription drugs and sample drugs dispensed through a physician's office must be in their original pharmacy container or packaging and labeled by pharmacist or physician. The label must include:
 - a. The student's name
 - b. The physician's name
 - c. The name and strength of the drug
 - d. Amount of drug to be given
 - e. Frequency of administration
 - f. Date prescription was filled
2. All non-prescription drugs must be in their original container. The written request for administration of these over-the-counter drugs, made by parent, guardian, or physician, must contain the following information:
 - a. Full name of student
 - b. Name of drug
 - c. Dosage must comply with manufacturer's recommendations
 - d. Scheduled hours when the drug is to be given
 - e. Reason drug is to be given
 - f. Date
 - g. Appropriate signatures
3. All prescription and non-prescription drugs to be administered or kept at school for longer than 15 days must be accompanied by a written request signed and dated by the prescribing physician and the parent or guardian requesting this service.
4. All prescription and non-prescription drugs to be administered at school for 15 days or less must be accompanied by a written request, signed and dated by a parent or legal guardian.
5. Medications prescribed or requested to be given three(3) times a day or less are not to be given at school unless a specific time during school hours is prescribed by a physician or the school nurse determines that a special need exists for an individual student.
6. There will be no more than one medication per properly labeled container.
7. All medications will be stored in a locked cabinet and dispensed in the school clinic. Exceptions must be approved by appropriate school authorities in advance.
8. Students may not be in possession of prescription or non-prescription medications during school hours or at school-sponsored or school-related activities, on or off campus.
9. Natural and/or homeopathic-like products not FDA approved will not be Dispensed by school district personnel without a physician's order.
10. No narcotics will be dispensed at school.

THE GALLOWAY SCHOOL

PLANNED ABSENCE FORM

Complete and turn in this form to the Admissions Director two weeks in advance of the planned absence. Each student has five allowable planned absences that can be excused. However, once the five have been taken, additional absences will be considered unexcused. Students will not be allowed to make up missed assignments unless this form is completed, turned in, and approved by the Principal. The Admissions Director will forward the form for signature to the Principal. The classroom teacher(s) will give you a copy of the form. No work will be given ahead of time. All work must be completed within the first week of your child's return to school.

STUDENT: _____

GRADE: _____

REASON FOR ABSENCE: _____

PARTIAL DAY: (circle) M T W TH F Date/Time Out: _____

FULL DAY: (circle) M T W TH F Date: _____

MORE THAN ONE DAY:

First Day of Absence: (circle) M T W TH F Date: _____

Last Day of Absence: (circle) M T W TH F Date: _____

Parent Signature : _____ Date: _____

Principal Signature : _____ Date: _____

Days used _____ # Days left _____

Galloway School Safe Reopening and COVID Protocol

I have read the school's Galloway School Safe Reopening and COVID Protocol. I acknowledge receipt of this document and agree to adhere to the guidelines within the protocol. I certify that the information contained on this form is correct.

Date _____

Homeroom Teacher _____

Student Name _____

Print Parent Name _____

Home Address _____

Parent Signature _____

Phone _____

Internet Access Permissions

I have read the school's Acceptable Use Policy. My selected answer below confirms whether or not my child has permission to use Internet resources per The Galloway School guidelines. I certify that the information contained on this form is correct.

- I do give my child permission to access the internet according to the stated guidelines in the Acceptable Use section of the handbook.

- I do not give my child permission to use Internet resources other than accessing online textbooks as part of the schools approved curriculum. I understand that alternative, equivalent resource opportunities will be recommended for my child's use.

Date _____

Homeroom Teacher _____

Student Name _____

Print Parent Name _____

Home Address _____

Parent Signature _____

Phone _____

The Galloway School 'Bring Your Own Device' Agreement 2020-2021

Students and parents participating must adhere to the Student Code of Conduct, particularly Internet Acceptable User Policy and Internet Safety Policy. **Please read carefully and initial each policy statement in the blank provided as well as sign at the bottom.**

_____ Students take full responsibility for their devices. The school is not responsible for the security of personal technology. Personal devices cannot be left at school.

_____ Devices cannot be used during assessments, unless otherwise directed by a teacher.

_____ Students must immediately comply with teachers' requests to shut down devices or close the screen. Devices must be in silent mode and put away when asked by teachers.

_____ Students are not permitted to transmit or post photographic images/videos of any person on campus on public and/or social networking sites.

_____ Personal devices must be charged prior to bringing them to school and run off their own batteries while at school. Charging will be available on a limited basis and is up to the teacher.

_____ To ensure appropriate network filters, students will only use the B.Y.O.D. wireless connection in school and will not attempt to bypass the network restrictions by using a cellular (3G, 4G, etc.) network.

_____ Students understand that bringing unauthorized devices on premises or intentionally infecting the network with a Virus, Trojan, malware, or program designed to damage, alter, destroy, or provide access to unauthorized data or information is in violation of the AUP policy and will result in disciplinary actions.

_____ Students should not physically share their personal devices with other students, unless they have written parent permission to do so. **Any student who damages another student's device will be responsible for damages and the replacement costs or repair costs involved.**

Please understand that the use of personal devices to support educational experience is not a necessity but a privilege. With respect of the rules, this privilege will benefit the learning environment. When rules are abused, privileges will be taken away.

I understand and will abide by the above policy and guidelines. I further understand that any violation is unethical and may result in the loss of my technology privileges as well as other disciplinary action.

Printed student name and Grade

Date

Signature of Student (Grades K-8 Only)

Date

Parent Signature (PreK-3 through 8th Grade)

Date

The Galloway School

Student/Parent Handbook Acknowledgement Form

PRINTED Legal Name of Student

Student's Date of Birth

Grade

School

All Parents Must Sign and Return to the School **by September 7, 2020**. Please call the school principal if you have any questions.

I have read and understand and consent to my parental responsibilities as outlined in the school's Student Code of Conduct and the school rules and standards as set forth in this Student/Parent Handbook.

Student Signature

Date

Parent Signature

Date

The following information is designated as directory information: student name; address; telephone listing; electronic mail address; photograph; month/day of birth, honors, and awards received; grade level. The Galloway School does not release directory information.

1. The Galloway School uses a variety of resources to publicize events and school news (Galloway School Facebook Page, School Website, Yearbook, etc.). Should you object to a photograph or other electronic image of your child on the school website, social media, or yearbook, etc., please check one or both of the boxes below.
 - I object to the use of a photograph or other electronic image of my child as described in the paragraph above for use on the **school FB or Website**.
 - I object to the use of a photograph or other electronic image of my child as described in the paragraph above for use in the school **YEARBOOK**.

2. Third party websites utilized for communications, newspaper, marketing brochures, publications, newsletters, or promotional videos formally prepared for use both inside and outside the school, please check the box below.
 - I object to the use of a photograph or other electronic image of my child as described in the paragraph above for use in **commercial marketing material**.

Signature of Parent/Guardian

Date