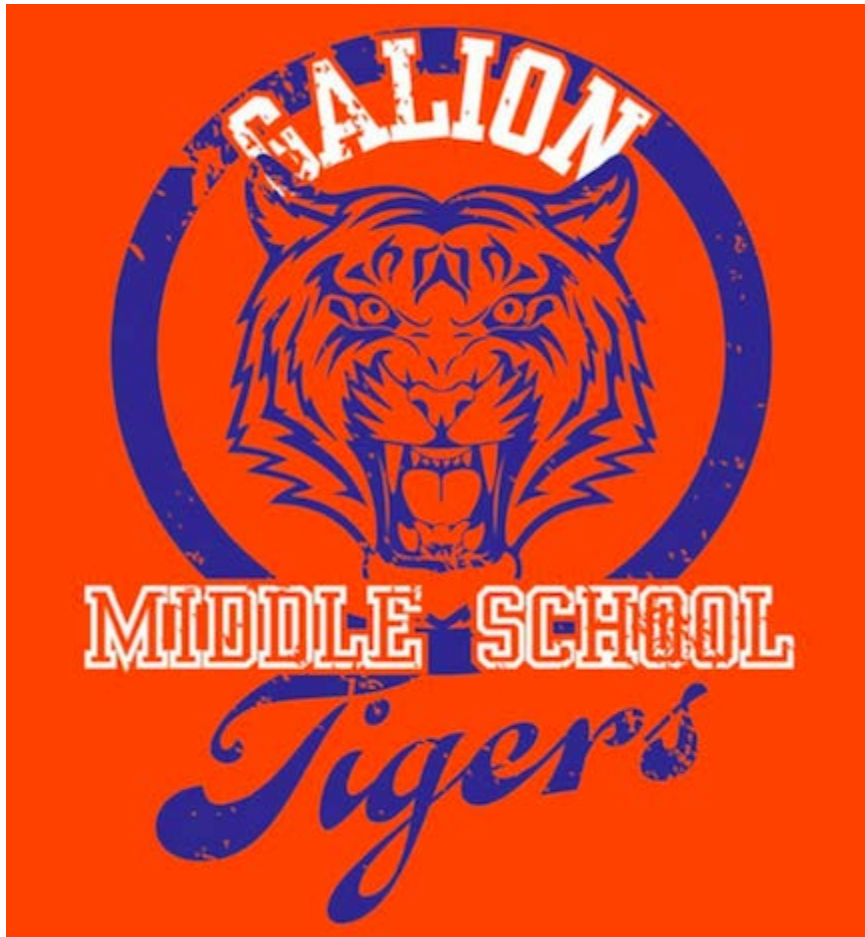


# **Galion Middle School**

## **2017 - 2018 Student Handbook**



## STUDENT CODE OF CONDUCT

### ***Welcome to Galion Middle School!***

#### ***Parents,***

At Galion Middle School, we strive for excellence in all we do! It is our primary focus to provide your child with a challenging curriculum in a safe and fun environment. As a team, our staff is excited about the upcoming year and the opportunity to work with your child. We invite you to be a part of the experience by being informed and involved. Our handbook is a resource that provides you with information regarding rules, procedures, and regulations. Please take the time to review it with your child. As always, we encourage you to visit the school, communicate with teachers, ask questions, and be involved! When the school, parents, and community form a partnership - everyone benefits! Please contact the school if we can assist you in any way.

#### ***Students,***

Galion Middle School is a beautiful building with a caring staff and most importantly - great students! Throughout your time here, you will be challenged academically, meet new friends, and have the opportunity to join and participate in a wide variety of extracurricular activities. Take the time to get to know your fellow classmates, treat each other with kindness and compassion, and get involved with the many offerings available to you. This is also a time when many adolescents face challenges. You will be in situations where you will need to make choices. Seek advice from your parents, teachers, counselors, or principals. We are here to help you! At some point, you will make a mistake. Learn from it - tomorrow is a new day where you have the opportunity to start fresh and make better decisions. We are very grateful to be your principals and will do anything to help make your school experience the best it can be. If you have any questions, have any ideas, or want to talk, please feel free to contact us. Our doors are always open. You are the reason we are here and we look forward to a great year! Go Tigers!

Sincerely,

Galion Middle School Administration

Our mission is to prepare students with a rigorous education that enables them to be contributing members of our community. We provide a safe, respectful environment that cultivates leaders of tomorrow. Our guiding principle is: **Believe** in yourself, **Achieve** your greatest potential, and **Succeed** in all aspects of life.

Galion Middle School Mission Statement:

The staff at Galion Middle School believes that learning should be an adventure that lasts throughout one's life. The individual who knows how to learn can solve problems, adapt to change, take an active role in the community, benefit from the past, and chart a course for the future. The students, parents, and staff of Galion Middle School, believing that everyone can learn, are partners in lifelong adventure.

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## **GENERAL INFORMATION**

### **Book Bags/Purses/Duffel Bags/Backpacks:**

~~Book Bags~~—Students may use book bags to transport books and materials to and from school. However, all book bags/back packs must be stored in the owner's locker. Book bags are not to be carried to class during the school day. Please realize the lockers are small. **Duffel bags, purses, book bags and backpacks must be stored in the student's designated hallway locker. Lockers are to be used only before school, before and after lunch, and after school.**

### **Cafeteria Rules**

1. Treat everyone respectfully
2. Students are required to pay for all food items through the cafeteria prior to leaving the lunch line.
3. Speak quietly at all times.
4. All students will assist in picking up all trash and placing it in the proper receptacles.
5. Ask permission to leave your seat or to leave the cafeteria. Students are not permitted in the hallways or restrooms without a pass.
6. Food or drink items are not permitted in the hallways, gym, or classrooms, unless permitted by a classroom teacher.
7. Students are not permitted to drink pop or energy drinks during lunch time. Parents are not permitted to bring fast food items during lunch time.
8. Food/drinks are not permitted to leave the cafeteria. **This is to include gum and candy. Exceptions can be made for medical and/or health considerations with prior approval from the administration.**

### **Drills/Emergencies Procedures**

*Emergency Drills will follow prescribed safety protocols with quiet and orderly movements throughout. Classroom teachers will cover, and periodically review, protocols. There will be several drills throughout the year. Students are to stay with their classroom teachers throughout each drill so attendance can be taken.*

### **Field Trips / Athletic Trips**

Field trips will be taken for various educational purposes. Parent permission slips will be signed in advance. Students will travel by school vehicles whenever possible. A field trip is an extension of the school and students are expected to behave accordingly. Students will not be released to a parent from a field trip or away athletic event without prior written approval from the administration.

### **Goals**

1. Every student should succeed daily in some area of school, whether it be in academic and exploratory courses, physical education, noon activities, or extracurricular programs.
2. Every student should have some individual in school with whom he/she can relate and will make special effort to help him/her succeed and solve his/her problems, whether it be his/her academic teacher, staff members, peers, guidance counselors, or administrators.

3. Every student should experience a solid program of academic fundamentals in the areas of reading, English, mathematics, science, social studies, and health education.
4. Every student should experience a solid program of unified arts.
5. Every student should have opportunities to explore and experience a variety of activities without fear of failure.
6. Every student should have an opportunity to develop and foster citizenship skills.

## **Health & Medications**

1. Medications
  - a. Parents obtain a written order from the doctor requesting that medication be given at school stating the name of the medication, amount of dosage to be given, and the time it is to be given. (The required form that is to be completed by the doctor and the parent can be obtained from the school office). Students are to carry no medication with the exception of asthmatic inhalers (parents must have a self-carry form filled out by the physician and submitted to the office.)
  - b. Provide the medication in the original container with the child's name, the name of the medication, when it is to be given, and the amount or dose to be given.
  - c. Parents need to pick up any unused prescriptions during extended school breaks and at the end of the school year.
  - d. Parents should calculate, in advance, the date that refills would be needed for ongoing prescription medications.
  - e. The Galion City Schools Board Policy requires the parent/guardian to provide written permission for nonprescription medications such as cough drops, Tylenol, antibiotics, etc.
2. Care of Students with Chronic Health Conditions
  - a. Parents are to notify the school of the child's allergy/health condition and update at least annually by submitting a medical statement that includes:
    - i. The medical or special dietary condition which restricts the child's diet; the food or foods to be omitted from the child's diet; and the food or choice of foods to be substituted.
    - ii. Parents are to work with the school team to develop a plan that accommodates the child's needs throughout the school including the classroom, cafeteria, after-school activities, and the school bus. Parents are to replace any required medication after use or upon expiration.
    - iii. Parents are to provide the school a way to reach the parent(s) or other emergency contacts.
    - iv. Parents are to educate the child in the self management of their allergies/health conditions including safe and unsafe foods, strategies to avoid exposure to unsafe foods/agent; symptoms of adverse health conditions; how and when to tell adults that they are experiencing their health problems; how to read food labels (age- appropriate). Education efforts should promote self-advocacy and competence in self-care.
3. Head Lice Policy
  - a. Pediculosis (head lice) – excluded until initial treatment with pediculicide shampoo. The school nurse or city health department MUST CHECK

STUDENTS before re-admittance to school. Parents or guardians are responsible for treatment of head lice so that students miss a minimum amount of school. A maximum of three (3) days excused absence will be allowed. Once students are treated, the parent will need to meet with the school nurse and provide evidence such as the empty shampoo bottle or box, to prove the child has been treated. The nurse will check to make sure there are no signs of lice nits and bugs. Parents will be asked to retreat the child in 7-10 days. The school nurse will recheck the child to make sure there is no evidence of new eggs or live bugs at the conclusion of a two week period. If there is evidence of new nits or bugs, the child will be removed again and proof of treatment will be required again.

### **Lunch**

~~The cafeteria is the place for food to be eaten. No food/candy is to be consumed outside of the cafeteria.~~ Already listed above.

### **Search & Seizure**

The Board or its designee reserves the right to search the lockers, at any school activity when it is reasonably necessary for the maintenance of order, discipline and safety and in the supervision and education of students.

### **Questioning of Students**

The school is committed to protecting students from harm that may be connected with the school environment also recognizes its responsibility to cooperate with law enforcement and public welfare agencies. While the school believes these agencies should conduct their investigations off school property if possible, investigations can take place at school in emergency situations or if the violations being investigated occurred on school property.

Before students are questioned as witnesses or suspects in an alleged criminal violation, the building administrator will attempt to contact a parent prior to questioning and shall remain in the room during questioning.

If a student is questioned as the subject of alleged child abuse or neglect, the building administrator will attempt to contact a parent prior to questioning, and will remain in the room during questioning. If the agency investigation the alleged child abuse or neglect suspects the parent is the perpetrator, neither parent will be contacted prior to questioning, but the building administrator will remain in the room during questioning.

If law enforcement or children's services agency removes a student from school, the building administrator will notify a parent.

### **Student Records**

The School District maintains many student records including both directory information and confidential information in compliance with FERPA requirements. Directory information can be provided upon request to any individual, other than a for-profit organization, even without the

written consent of a parent. Parents may refuse to allow the Board to disclose any or all “directory information” upon written notification to the Board. For further information about the items included within the category of directory information and instruction on how to prohibit its release you may consult the Board’s annual Family Education Rights and Privacy Act (FERPA) policy which can be found at [www.neola.com/galion](http://www.neola.com/galion).

Student records may be transmitted via facsimile and/or electronic mail within the Board of Education guidelines provided for student records.

### **Study Room / Intervention**

We believe that all assignments are relevant and therefore must be completed in a timely fashion. Teachers may assign students to ~~Study Room /~~ Intervention during and after school ~~their lunch period~~, where students will be given an opportunity to complete incomplete homework and assignments for full or partial credit. Failure to report to ~~Study Room /~~ Intervention or refusal to complete assignments in ~~Study Room /~~ Intervention may result in the assignment of after-school study room, ~~and/or~~ disciplinary action ~~or the assigning of zero in the grade book~~. After repeated incidents of missing assignments in a grading period s/he will be assigned after-school Intervention which will be on Tuesdays or Fridays. Staff will notify parents any time a student has been assigned after school Intervention ~~for being assigned to Study Room more than 3 times~~. We believe that giving a student a “zero” on any assignment should be the “grade of last resort.”

### **Telephone**

Classroom telephones are not for personal student use. Students are permitted to use office phones.

### **Title I**

Title I is a federally funded program that offers support to students and families in the areas of Reading/Language Arts and Math.

The Federal Law, No Child Left Behind, requires that any school receiving federal Title I assistance must notify parents that they may request information regarding the professional qualifications of the student’s classroom teacher, including the following:

1. Whether the teacher has met the Ohio teacher licensing criteria for the grade level and subject areas in which the teacher provides your child instruction.
2. Whether the teacher is teaching under emergency or temporary status that waives state licensing requirements.
3. The college degree major of the teacher and any other graduate degree or certification (such as National Board Certification).
4. Whether your child is provided services by instructional paraprofessionals (sometimes called teachers’ aides) and their qualifications.

You may request this information by contacting your school principal. Please give child’s full name, parent’s full name, and the name of your child’s teacher. The principal will then prepare and sent the teacher qualification information that you have requested.



Families, the child and teacher will share responsibility for improved student achievement. Families are requested to support students through daily monitoring of homework and assignments, attendance at conferences, supporting school wide behavior plans, and be regularly involved in school activities in order to improve student achievement. Students will take responsibility for their own learning, take responsibility for homework and assignments and follow the school behavior plan. School personnel will communicate with families, provide a high quality curriculum and notify families of concerns that affect student achievement.

## **ATTENDANCE PROCEDURES**

### **Attendance**

Regular attendance is required by law. Galion Middle School wishes to know at all times the whereabouts of the students. When your child is going to be absent due to illness, an appointment, or vacation, please notify the school at the following number: (419) 468-3134 before the missed days. In case of injury or illness occurring, please call the day of the absence. If a phone call is impossible, be sure to have your child bring in a written excuse **within 48 hours** of his or her return. If phone contact is made a written excuse is not required. Failure to do either will result in an unexcused absence.

A student must be present at least 3.5 hours of the school day in order to participate in any extracurricular or co curricular activity scheduled for that day. This includes practices, games, performances, etc. in athletic, music, club, or field trip activities. The administration may waive this requirement if the student is absent for any of the following reasons:

- a. medical excuse (signed by an M.D., O.D., Dentist, Optometrist, etc.)
- b. a death in the family
- c. family vacation (this requires prior approval from the counselor/attendance office)
- d. extenuating or emergency circumstances

If the student is absent for illness or reasons other than those covered above, he/she may NOT participate in school activities that day. Absences on Friday will have no bearing on participation in Saturday or Sunday school sponsored programs or activities.

\*Parental excuses for absence due to illness will be accepted up to 10 days for the school year. After 10 days of absence a medical excuse will be required. Absences after 10 days without a medical excuse will be considered unexcused.

Parents are required to call the school or send a written reason for absence for all school absences. These attendance regulations are the requirements established by Senate Bill 181. Students will be given reminder notifications to submit a note for their absence. If a note is not presented a one hour detention may be assigned. Regular attendance is necessary also for teachers to give a student the best possible instruction. Even though a student may make up

the actual class work missed because of absences, he/she may never be able to replace the social, educational or cultural contacts that are received only through actual classroom instruction and participation.

### **Vacations**

When a student is absent from school to accompany parents on vacation trips during the school year:

1. The principal should be notified by the student's parents in advance of the absence. Teachers have the OPTION to give the student a statement of the assignments to be covered during the anticipated period of absence.
2. The student shall be responsible for such tests or other written work as the teacher may require covering these assignments. Tests are to be administered within a reasonable time of the student's return, preferably within one week.
3. The teacher is not required to tutor the student in advance of the absence or after his return.
4. When work is not made up within a reasonable period of time, students will be assigned to ~~study room~~ **intervention** to complete assignments.
5. Vacations that occur during the state mandated assessment period will be considered unexcused absences.

### **Excused Absences**

The term "EXCUSED" will refer to any absence from class based on the following:

1. Personal illness;
2. Illness in the family;
3. Death of a relative;
4. An emergency or set of circumstances which, in the judgment of the attendance office, constitutes a good cause for absence. Realize that absences in excess of 10 days will require a medical excuse. Any other type of absence will not be excused. Leaving school without permission is classified as truancy.

***Students who have been absent the previous day should report to the guidance/attendance office with a note from their parents as to the reason for such absence. Students arriving to school after attendance is taken must first sign in at the principal's office and then at the counselor's/attendance office.***

**~~Students must bring hunting license to school before the day of hunting.~~**

**Students that are tardy to school will receive 3 warnings, upon the 4th tardy to school, students will receive a detention. Subsequent tardies will be subject to additional detentions or ISC.**

### **Truancy Process**

Truancy is an unauthorized absence.

- A. The following process is intended to prevent or decrease the incidence of truancy. We believe that the most effective support system is one that includes intervention early to

prevent excessive tardies or absences. Unexcused tardies and early dismissals may also count towards the accumulation of unexcused absences. Every three unexcused tardies/early dismissals will count as one day (6.5 hours) of unexcused absences with the following criteria:

- a. Warning Letter (13 hours/2 days of Unexcused Absences)
  - b. Truancy Warning Letter delivered via home visit by the District Truancy Officer (32.5 hours/5 Days of Unexcused Absences)
  - c. Unofficial Court Hearing to be held at the school (52 hours/8 Days of Unexcused Absences)
  - d. Official Truancy Hearing
- B. Warning Letter: (13 hours/2 Days of Unexcused Absences) Parental/Legal Guardians(s) is sent a notice from the school. In compliance with R.C. 3321.2 the letter shall warn both the child and the parent(s) of the legal consequences of the failure to attend school.
- C. Truancy Warning Letter Delivered to Home by District Truancy Officer (32.5 hours/5 Days of Unexcused Absences)
- D. Unofficial Court Hearing (52 hours/8 Days of Unexcused Absences)
- a. Parent/Legal Guardian(s) and child will be required to attend an unofficial Court hearing at the school. A representative of the school or the truancy officer will send a notice of the hearing.
  - b. If more than one parent/legal guardian is responsible for the care of the child, both parents/legal guardians will be expected to attend.
  - c. The hearings will be held at the school
  - d. A Truancy Officer and a designated school official will conduct the hearing.
  - e. While the hearing is unofficial, the process should be formal and enable both the child and the parent to clearly understand their responsibilities.
  - f. Focus of intervention at this level will be to identify child and family needs and make referral to appropriate school services and/or human services agencies if needed.
  - g. The result of the unofficial hearing should be a family/school plan, which will resolve the truant behavior. As part of the plan, the parent may be asked to become specifically involved in the daily school activities (helping with homework, transportation to school, regular contact with teachers, etc.). Schools will be asked to identify creative options for parental involvement.
  - h. Parent/legal Guardian(s) who fail to show for the unofficial hearing, refuses to cooperate, or is unable to cause the child's attendance at school will be charged with "Failure to Send" when the child's absences qualify him/her as a habitual truant (30 hours/5 consecutive days unexcused OR 42 hours/7 unexcused days in a month OR 72 hours/12 days unexcused in a year) or as a chronic truant (42 hours/7 consecutive days unexcused OR 60 hours/10 unexcused in a month OR 90 hours/15 days unexcused in a year)
- E. Official Truancy Hearing
- a. An official truancy complaint will be filed with Crawford County Juvenile Court based on the following guidelines.
    - i. Unruly Child/ORC 21514.011-Habitual Truant; Any school age child who is absent without a legitimate excuse from school for 30 or more

- consecutive hours (5 consecutive unexcused days or 42 hours/7 unexcused days in a month or 72 hours/12 days unexcused days in a year).
- ii. ~~Delinquent Child/ORC 2152.02-Chronic Truant:~~ **HB 410/ORC 21/51.011(18)** Any school aged child who is absent without legitimate excuse from school for **42 or more hours** (7 consecutive unexcused) or **10 unexcused** in a month or **72 or more hours** (12 unexcused days) in a year.
  - iii. Unruly Child – Any child who is habitually truant and previously been found to be unruly
  - iv. Contributing to the Unruliness or Delinquency of a Child: Any person/s that cause a child to become unruly or delinquent.
  - v. Failure to Send Child to School: No parent/guardian or person having care of the child may fail to cause that child to attend school.

### **Class Bell Schedules:**

#### **6th Grade Daily Bell Schedule**

Period 1: 7:40 – 8:25  
 Period 2: 8:28 – 9:10  
 Period 3: 9:13 – 9:53  
 Period 4: 9:56 – 10:36  
 Period 5: 10:39 – 11:19  
 Period 6: 11:22 – 11:52  
 (Lunch)  
 Period 7: 11:55 – 12:35  
 Period 8: 12:38 – 1:18  
 Period 9: 1:21 – 2:01  
 Tiger Time: 2:04 – 2:44

#### **2-Hour Delay Schedule**

Period 1: 9:40 – 10:13  
 Period 2: 10:16 – 10:45  
 Period 3: 10:48 – 11:15  
 Period 4: 11:18 – 11:45  
 Period 5: 11:48 – 12:15  
 Period 6: 12:18 – 12:45  
 Period 7: 12:48 – 1:15  
 Period 8: 1:18 – 1:45  
 Period 9: 1:48 – 2:15  
 Tiger Time: 2:18 – 2:44

#### **7th Grade Daily Bell Schedule**

Period 1: 7:40 – 8:25  
 Period 2: 8:28 – 9:10  
 Period 3: 9:13 – 9:53  
 Period 4: 9:56 – 10:36  
 Period 5: 10:39 – 11:09  
 (Lunch)  
 Period 6: 11:12 – 11:52  
 Period 7: 11:55 – 12:35  
 Period 8: 12:38 – 1:18  
 Period 9: 1:21 – 2:01  
 Tiger Time: 2:04 – 2:44

#### **8th Grade Daily Bell Schedule**

Period 1: 7:40 – 8:25  
 Period 2: 8:28 – 9:10  
 Period 3: 9:13 – 9:53  
 Period 4: 9:56 – 10:36  
 Period 5: 10:39 – 11:19  
 Period 6: 11:22 – 12:02  
 Period 7: 12:05 – 12:35  
 (Lunch)  
 Period 8: 12:38 – 1:18  
 Period 9: 1:21 – 2:01  
 Tiger Time: 2:04 – 2:44  
LEAD Meeting Day Schedule  
 Period 1: 7:40 - 8:25  
 Period 2: 8:28 - 9:08  
 Period 3: 9:11 - 9:51  
 Period 4: 9:54 - 10:34  
 Period 5: 10:37 - 11:12  
 Period 6: 11:15 - 11:50  
 Period 7: 11:53 - 12:28  
 Period 8: 12:31 - 1:06  
 Period 9: 1:09 - 1:44  
 Tiger Time: 1:47 - 2:22  
 Meeting Time: 2:25-2:44

### **Drop-off & Pick-up Procedures**

A.M. Drop-off: Students are to be dropped off in front of the Middle School at the main entrance. They may enter the building at 7:20 am and stay in the cafeteria until 7:35 am.

P.M. Pick-up: Students are to be picked up in front of the Middle School at the main entrance. Parents/Guardians are asked to park in spaces while waiting for their child(ren) to exit the building.

### **School Closings / Delays**

In the event of a school closing due to snow or other emergencies, an electronic call system will be used as the primary source of information related to school closings, delays, and district emergency information, which will be delivered to the phone number on file. School related closings or delays can also be accessed on the district webpage, Facebook page, or Galion Middle School Facebook page.

You may also tune into the following radio stations in the area to be notified of the closing: WGLX-Galion; WBCO-Bucyrus; WMAN- Mansfield, WMRN-Marion; Please DO NOT call the principal, teachers, or the school. Parents and students are responsible for knowing about emergency closings and delays.

## **ACADEMIC INFORMATION**

### **Homework**

Homework - on an average day students should plan to spend time studying outside the regular school day. It is the responsibility of students to arrange with their teachers to make up all work that was missed due to absence. Student assignments can be obtained by using Progress Book, a program that allows parents and students to access classroom information using the Internet. Students will be issued a Username and a Password. Grades and assignments can be checked daily. This should be checked weekly at a minimum. **Finally, students may be assigned after school study room / intervention, detention and/or Friday School for not completing assigned school work.**

### **Add/Drop Classes**

Students taking French I, Spanish I, Algebra I, or Biology may drop the course under the following conditions: Dropping a course after ten school days will result in a drop "F" and will be averaged into the grade point average. A parent-teacher contact must be made and all options explored before the course will be dropped. A signed form from the parent giving permission for the course to be dropped with an "F" will conclude the process.

All other courses offered to middle school students are assigned and do not have the option to be changed unless a medical reason is documented with prior approval from the administration. Example: Student with a broken arm is unable to participate in physical education class.

Students taking band or choir will have two weeks to add or drop these courses. Any student wishing to add/or drop band/choir after the two week window has closed will be based on final approval of the administration.

### **Textbooks / Fees & Fines**

Galion City Schools now offers an online system to pay student fees, activity fees and add money to your child's lunch account. You may use your credit and/or debit card for the transaction. We cannot take credit card payments at our school office, credit card payments are only available over the internet. We will still accept cash and checks at our school office. More information about the online system is available from your school office or at the EZpay link on our website at [www.galion-city.k12.oh.us](http://www.galion-city.k12.oh.us).

Technology Usage Premium: All Galion Middle School students will be required to will pay the **\$40.00/year** usage premium.

### **Cheating on Exams & School Work**

Cheating is a violation of all principles of education. Cheating may result in reduction of grade, loss of credit, or other appropriate consequences. Suspension and/or dismissal from extracurricular activities are realistic expectations.

### **Absent Work**

Students are expected to follow up with each classroom teacher about missed assignments while they were absent from class. A parent may request absent work during a student's absence. This work may be picked up, completed at home, and returned with the student. Work may be completed and turned in corresponding with as many days as the student was absent. (e.g.; a 3 day absence allows for 3 days to make up missed assignments) A grade for make-up work will replace a zero upon completion. In the event a student does not complete the missed work, the zero will remain.

### **Progress Reports**

~~Grades indicating student progress are given 4 times a year. A report card is sent home with the student at the end of each grading period. Conference days are available on the school calendar. Parents are encouraged to attend conferences to discuss their child's progress.~~  
**Students' grades will be updated regularly throughout each quarter through ProgressBook and Canvas.**\_\_\_\_\_

### **Grading Scale**

A = 90 - 100%  
B = 80 - 89%  
C = 70 - 79%  
D = 60 - 69%  
F = 0 - 59%

**\*\* Minimum academic requirements for promotion: In order for a student to **advance to be placed in the next grade level**, students must pass all **four** core classes, which include English, Math, Reading, Science, and Social Studies. In addition, in order for a student to pass a year long subject, the student must earn a final average of a D in each specific course.**

This District provides a variety of opportunities for acceleration, early graduation and other educational options through our Credit Flexibility Program. Please refer to Board policies 5408 and 5460 for more detailed information.

### **Honor Roll**

Honor roll recognition will be given to students after each grading period. Students earning a 3.5 or higher grade point average will be placed on the Honor Roll list. Students earning a 4.0 average will receive the distinction of being placed on the Select Honor Roll list.

### **Retention**

If a student fails any one of the following classes for the year, English, Math, Reading, Science, or Social Studies, he or she may be retained. Excessive absences, as determined by the principal, may also be a cause for retention. ~~Tuancy charges may be pursued in juvenile court for excessive absences in accordance with Senate Bill 181 attendance requirements.~~ If the principal determines after counseling with the student, and where possible, the parents that it is in the child's best educational interest, the student may be advanced **socially promoted** to the next grade. This advancement is **a placement. and not a promotion.**

### **Guidance Counseling**

Guidance services include:

1. Assistance in planning future education
2. Interpretation of test scores
3. Occupational information
4. Career information
5. Help in improving study skills
6. Scheduling concerns
7. Help with home, school or social concerns

It is not the goal to solve all of our students' problems; rather it is to teach students strategies and guide them toward solving their own problems.

## **EXTRACURRICULAR ACTIVITIES**

The full Athletic Handbook is available on our Middle School webpage.

Galion High School offers many opportunities for students with special interests or talents to participate in a variety of activities. Many clubs and organizations will enhance the development of leadership, scholarship, and social skills. Students are encouraged to get involved in honorary clubs, athletics, etc. Through the music and drama departments, students may also participate in both school and public activities throughout the year.

### **Random Drug Testing**

All students wishing to participate in athletics, extracurricular activities, or drive/park on the Galion City School District property will be subject to urine testing for illicit or banned substances as specified in the Procedures for Random Urine Drug Testing of Galion City School District Students. This policy can be found on the Galion City Schools District Website, or a paper copy may be obtained by contacting the Galion Middle School Office.

## **Athletic Eligibility**

Galion High School adheres to the eligibility policy established by the Ohio High School Athletic Association. In order to be eligible in grades 7-12, a student must be currently enrolled and must have been enrolled in school the immediately preceding grading period. During the preceding grading period, the student must have received passing grades in a minimum of five one-credit courses or the equivalent that count toward graduation. A student enrolled in the first grading period after advancement from the eighth grade meets the same criteria

The eligibility or ineligibility of a student continues until the start of the fifth school day of the next grading period, at which time the grades from the immediately preceding grading period become effective. EXCEPTION: Eligibility or ineligibility for the first grading period commences with the start of the fall sports season.

NOTE: An athlete who is ineligible may practice with their team with coach and administration permission, as long as they maintain eligible grades during their period of ineligibility.

*Questions regarding eligibility or ineligibility should be directed to the Athletic Director.*

## **Athletic Requirements**

In order to participate in athletics (practice/contests) you must have the following on file in the Principal's Office:

- Physical Card (OHSAA)
- Insurance/Insurance Waiver Form
- Signed Athletic Code of Conduct
- Athletic Eligibility Pamphlet (OHSAA)
- Signed Concussion Information Sheet
- Emergency Medical Authorization
- Signed Random Drug Test Form

In addition to training guidelines set down by individual coaches for particular sports, the Athletic Code of Conduct/Extracurricular Code of Conduct, and applicable OHSAA guidelines, are in effect for all Galion athletes 365 days a year.

## **Right to Appeal**

All athletes have a right to appeal the denial of participation from an activity imposed by an administrator or by a coach. The appeal must be made in writing and filed with the building Principal within one (1) school day after the athlete receives notice of denial of participation.



## **STUDENT CODE OF CONDUCT**

### **Student Code of Conduct**

All rules and regulations, as set forth by this Student Conduct Code, are enforced at extracurricular activities as well as in the curricular setting. Violations of the following regulations are grounds for discipline penalties spoken to in House Bill 421. In addition, unruly charges may be filed in juvenile court against a student who continually violates the Student Conduct Code.

### **Responsibilities**

1. Students are to use their time at school responsibly; using the restrooms before the tardy bell during class changes or by permission from the classroom teacher
2. Visitors - Anyone wishing to visit the school must obtain a pass from the principal's office. High school students are not permitted on the middle school grounds or in the middle school building before, during, or after regular school hours unless permission has been obtained. Having other students visiting in the classroom can be disruptive. Therefore, other students are not permitted to visit during school hours.
3. Playground - The play area will be on the west side of the building. Use the west doors when going out and coming into the building. Always think of yourself and others on the playground. Anything that endangers you or your fellow students should be avoided.
4. Bicycles - Bicycles are to be parked in the rack. Students are to stay away from bicycles and bicycle racks during the day. Safety for students and protection for people's property should be considered at all times. Bicycles should be locked. Galion Middle School is not responsible for bicycles that may be stolen or damaged.
5. Skateboards, in-line skates, skate shoes, and scooters - are not permitted on school property.

### **Misconduct for which Suspension or Expulsion may be imposed**

Unless otherwise noted in the individual section, this code shall be applicable to any conduct: on school grounds, during and immediately before or after school hours, on school grounds at any other time when the school is being used by a group, off grounds at a school sponsored activity, function, or event, on a school bus or conveyance, or at any other time when the student is subject to the authority of the school.

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

1. A student shall not use, possess, handle, transmit, sell, or conceal any object that can be classified as a weapon or dangerous instrument. Weapons and dangerous instruments shall include any object, which is used or may be used to inflict physical harm or property damage or to threaten to inflict such harm or damage.
2. Students shall not possess, handle, transmit, sell, conceal, or bring upon school grounds any fireworks, explosives, or munitions, nor shall students ignite, explode, or detonate or attempt to ignite, explode or detonate fireworks, explosives, or munitions.

### **Rule 2: Disruption of School**

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

### **Rule 3: Disrespect (reordered)**

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

### **Rule 4: Insubordination (reordered)**

Students are expected to comply with the reasonable directions and expectations of the staff. Willful refusal or failure to follow or comply with an appropriate direction given by a staff member, or act in defiance of staff, is unacceptable.

### **Rule 5: Assault on or Abusive Language Towards a School Employee, Authorized Visitor or Student**

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

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

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

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

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

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

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

### **Rule 7: Tobacco**

A student shall not possess, use, transmit, **conceal** or sell cigarettes or tobacco **products**. **This includes the possession cigarettes, e-cigarettes, vapor cigarettes, or tobacco. This is in effect on school premises or at school sponsored events.**

### **Rule 8: Truancy, Tardiness, or Class Cutting — **Out of Assigned Area****

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

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

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

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

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

**Rule 11: Arson**

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

**Rule 12: Trespass**

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

**Rule 13: Dress & Appearance**

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

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

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

A student shall not speak or write profane, vulgar, derogatory, demeaning or other improper or inappropriate language. A student shall not use profane, vulgar, or other improper or inappropriate gestures or signs. A student shall not engage or attempt to engage in profane, vulgar, or other improper or inappropriate actions.

**Rule 15: Hazing**

A student shall not threaten, act, or participate in any occurrence, ~~act or participate in any act or acts~~ that injures, degrades, or disgraces, or intends to injure, degrade, or disgrace another student. A student shall not attempt to threaten, act or participate in any occurrence that injures, degrades, disgraces or disgrace any another student.

**Rule 16: Violation of School Bus Conduct (See Transportation Code of Conduct p. ## 30-31)**

1. ~~A student shall not act or participate in any act or acts or attempt to act or participate in any act which poses or tends to pose a danger to the safe operation of a school bus or~~

~~conveyance, including, but not limited to: failing to remain seated; throwing objects at passengers, the driver, or out the windows; extending arms or objects out of the windows; fighting; and shouting and other disorderly conduct which could cause physical harm, emotional stress, or diversion of the driver's attention.~~

- ~~2. A student shall not ride on an unassigned school bus without prior approval of an appropriate school official.~~

#### **Rule 16: Disrespect**

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

#### **Rule 17: Forgery**

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

#### **Rule 18: Plagiarism**

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

#### **Rule 19: PDA**

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

#### **Rule 20: Unauthorized sales**

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

#### **Rule 21: Gambling**

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

#### **Rule 18: Failure to Comply with Directives – Repeated Acts of Misconduct**

~~A student shall comply with directives, requests, and orders of teachers, student teachers, substitute teachers, educational aides, bus drivers, principals, or other appropriate school personnel.~~

#### **Rule 23: Failure to Accept Discipline or Punishment**

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

#### **Rule 24: Violation of Board of Education Rules/Policies**

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

### **Rule 21: Misconduct during Extracurricular Activity**

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

### **Rule 22: Deliberate Failure to do Required Classwork**

1. A student who deliberately refuses to do required work ~~that has been assigned may have credit forfeited for a course regardless of the previous marks that have been earned in the course.~~ **will be assigned intervention both during and after school.**
2. A student with the attitude that s/he has accumulated enough grade points to pass a course and who refuses to do daily work may also forfeit credit.

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~~Every case must be discussed with the principal and the parent before the incomplete "F" is assigned. Adequate time for makeup work must be given after the parents have been notified.~~

### **Rule 23: Bullying and/or Harassment of Students, Staff and Others**

Galion City Schools seeks to maintain an education and work environment free from all forms of bullying and unlawful harassment, including sexual harassment. This commitment applies to all Galion operation, programs, and activities. Students shall not intentionally perform acts or cause harm (mentally, physically, or emotionally) to others. Students shall not direct to a school employee or employee's family member(s) words, phrases, gestures, graffiti, etc. considered slanderous, degrading in nature, obscene or profane. Galion Middle School follows the Galion City Schools anti-bullying policy 5517.01.

### **Rule 24: Cell Phones and Electronic Devices**

1. Cell phones and other electronic devices ~~are permitted on a student's person during the school day, but must remain OFF and/or in the student's locker during the school day.~~ All confiscated property shall be held in the principal's office **until picked up by a parent after the second offense.** The Galion City Schools are not responsible for lost or stolen items. ~~Teacher discretion may be used to determine acceptable use within their own classroom for devices. Such discretion is a teacher -- by -- teacher basis. Personal electronics are to include cell phones, tablets, electronic gaming devices and smart watches.~~

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

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

#### **Rule 25: Insubordination Reordered**

~~Students are expected to comply with the reasonable directions and expectations of the staff. Willful refusal or failure to follow or comply with an appropriate direction given by a staff member, or act in defiance of staff, is unacceptable.~~

#### **Rule 25: Gang Affiliation**

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

#### **Rule 26: Consequences of Inappropriate Use of Device Violations of District Acceptable Use Policy**

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

#### **Rule 27: Repeated Violations**

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

#### **Student Campus Wear**

School dress should enhance a positive image of the students and the district and not threaten the health, welfare and safety of the members of the student body. Any form of dress or grooming that attracts undue attention, prompting a disruption of the learning environment is unacceptable. Students are to wear only the approved campus wear. If we were to experience a school energy crisis, the principal will communicate if there is to be a change in the students dress attire.

Acceptable dress must be appropriately sized and fitted. NO baggy, sagging, or excessively tight clothing is permitted. Clothing that is distressed or that has rips/holes in it is not to be worn. Judgment of an administrator in matters of dress and appearance is final. Attire cannot be altered and must conform to the following requirements:

#### ***Top***

1. A solid white/off-white, blue, **gray**, or orange collared polo (no more than 4 buttons) or a collared full button front shirt must be worn at all times. Either long or short sleeves are permitted.
2. Turtlenecks are permitted (same colors as polo or button front shirt).
3. All shirts must be tucked in.
4. Cardigan/crewneck sweaters, fleeces or sweatshirts are optional, and must be worn over solid colored polo/ or button front shirt. No hooded tops permitted. V-neck sweaters permitted, with approved top underneath.
5. Approved colors for all sweaters or sweatshirts are solid white/off-white, blue, gray, or orange.
6. Only plain long or short-sleeved white, off-white, orange, **gray**, or blue t-shirts/undergarments may be worn under polo/or full button front shirts.

7. Small manufacturer's logo may be worn on any top
8. Mock turtlenecks and non-collared shirts are permitted to be worn underneath only

### **Spirit Wear**

**Galion Spirit Wear** or team/club approved spirit wear may be worn as top on the Friday of each week by all Galion Middle School students. Students must maintain Campus Wear guidelines for bottoms.

### **Bottom**

1. Permitted lower body attire must be worn around the waist. It must be fitted and hemmed.
2. Length is to be to the top of the heel, not dragging on the floor. Bottoms are to be no more than one size larger than waist size and a classic cut leg. No denim, jean, cargo, sweat, or windbreaker style of pants shall be worn.
3. Skirts/jumpers must be of knee length or longer. Back slit is to be no more than 4 inches above the knee.
4. Shorts must be of knee length. Khaki (tan) or dark blue Capri style pants are allowed.
5. Approved colors for all bottoms are solid color khaki (tan) or dark blue. Corduroy material in solid khaki (tan) or dark blue is acceptable.
6. Any garment manufactured with belt loops must be worn with a solid, plain color blue, black, khaki (tan) or brown belt by students in grades 6th through 12th.
7. No metal studs may be on the belts.

### **Footwear**

1. Heels are limited to a 2-inch height. No "heelie" shoes, light-up shoes, or shoes that cause distraction to the school day.
2. The entire foot must be covered at all times.
3. All laced shoes must be tied and shoe sizes are to be no more than one size larger than the foot.
4. Dress shoes- must be leather type shoes. Colors limited to solid black, burgundy/cordovan, or brown. \*Boots may be worn during inclement weather.
5. Athletic/tennis shoes are permitted. Modest and conservative shoes may be worn, colors or designs should not detract from appearance.
6. ~~Shoelaces are limited to black, blue, orange, gray, and white. Laces must also be the same color for both shoes.~~

### **Socks**

Modest and conservative sock colors may be worn, preferably white, blue, tan, orange, black or brown. Girls may wear skin-toned panty hose or tights in solid colors of white, dark blue, tan, brown, or orange. \* Socks may be no longer than mid-calf.

### **Jewelry/Make-up/Hair Styles**

Jewelry/make-up/hair styles must be conservative and simple in nature- not excessive. Unnaturally colored hair (blue, green, red, purple, orange etc.) that is distracting to the educational process is not permitted. Feathers or other excessive hair accessories will not be permitted. Designs, numbers, logos, or words shall not be designed into hair. No chains or heavy metal of any type allowed. This includes over-sized belt buckles. Visible body piercing



other than the ears is not to be worn at school or school activities. No temporary tattoos or body sprinkles are to be worn on the face, arms, hands, legs.

### **Emblem/Logo**

A single manufacturer's emblem/logo (that is sewn into the material) no more than 2 1/4 inches is permitted on bottoms, tops, and shoes. School related activity insignia, labels, logos or emblems located on the upper left side of tops are allowed.

### **Writing & Miscellaneous**

Students are not to write anything on their clothing, their person, or anyone else's clothing or person.

All of the items listed below MUST be placed in campus locker: jackets, coats, gloves (any hand coverings), hoodies, and all outerwear and headwear of any type. This includes hats, headbands, sweatbands, hoods, handkerchiefs, bandanas and sunglasses (except for medical reasons).

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

Students are to follow Campus Wear guidelines on field trips, unless a change is authorized by the building principal.

### **Other Exceptions Include:**

Students with medical or physical disabilities may require special clothing not in compliance with the Campus Wear Policy. The IEP team (which includes the building principal) will make any determination for this special clothing. This should also be noted in the student's health plan if applicable. Students with an injury, illness or condition that would exempt them from Campus Wear compliance will need a written physician's excuse and approval of the building principal. Special Activity Days (i.e. Picture Day, Spirit Days, etc.) may be allowed with the prior approval of the building principal. Any variation of clothing on these special activity days must follow the Campus Wear guidelines. Any used or handed down clothing must be in good condition and follow the Campus Wear guidelines.

### **Behavior Program / Tiger Traits**

1. Galion Middle School has implemented a behavior program targeting personal behaviors. The behavior program has four pillars: BE RESPONSIBLE, BE RESPECTFUL; BE KIND, and BE SAFE. Each goal has expectations clearly defined and charted so students know exactly what is expected.

### **Tiger Traits**

Be Responsible	Be Respectful	Be Kind	Be Safe
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Arrive to class on time	Use quiet voices	Say please, thank you and excuse me	Report any trouble to an adult
Use locker during assigned times	Use school appropriate language (profanity is not acceptable)	Help others in need	Walk on the right side of the hall/stairs
Use a hall pass	Listen and follow directions from staff	Treat others as you want to be treated	Avoid horseplay and running
Keep electronic devices put away when in the hall	Keep hands, feet and all others objects to yourself (including PDA)		
Pick up trash			

2. Anti - Bullying Policy - Galion Middle School will implement each year, training and education on bullying. In addition **private and confidential** referral system **is available for students to** report incidents
3. In an attempt to curb student misbehavior a level demerit system of discipline will be administered. ~~Every 4<sup>th</sup> detention assigned by the same teacher, or for the same offense, will result in a 3 hour Friday School rather than the regular detention period.~~ Points of demerit are distributed as follows:

<del>Warning or Demerit</del>	<b>1 Point</b>
Lunch Detention	<b>2 Points</b>
Detention	<b>3 Points</b>
3 Hour Friday School	<b>5 Points</b>
In School Suspension	<b>7 Points</b>
Out of School Suspension	<b>10 points</b>

4. Levels of demerits are:

Level 1	0-10 Points	All privileges extended.
Level 2	11-19 Points	Special privileges such as assemblies & hall passes & <del>recess</del> may be removed.
Level 3	20+ Points	May included, but not limited to: All privileges denied

		including assemblies, library (except for specific academic reasons), hall passes, & attendance at after school activities for the balance of the year. Activities may include, but are not limited to, Cedar Point, Spring Dance, Christmas Activities, Activity Day, International Day, & Political Convention.
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DECISIONS CONCERNING STUDENT PARTICIPATION IN THE ABOVE ACTIVITIES WILL ALSO INCLUDE ATTENDANCE AND GRADES, AS WELL AS STUDENT BEHAVIOR.)

Student eligibility for special activities and field trips (Include, but are not limited to Cedar Point, Spring Dance, Class Trips)

- Must be on Level 1
- Must be passing core classes
- Must have school fees paid, including office fees, library fees and lunch fees
- Must have 10 days or less of excused absences, or have medical excuses for any days exceeding 10
- Administration has final say in all eligibility matters
- In addition at 20+ points in one year, 40+ points in two years, or 50+ points in three years unruly charges will be filed against the child in Juvenile Court. Also at this point, a student may be recommended for expulsion.

**Rights** (include, but are not limited, to the following):

1. An education without harassment from fellow students.
2. The expression of an opinion in a respectful manner.
3. Courteous treatment from all school personnel.
4. An informal hearing for suspension with a principal.
5. The right to challenge the reason for suspension. However, the student does not have the right for legal counsel at an informal hearing.
6. Written notice of intent to suspend with reasons why.
7. Written notice of suspension and reasons within 24 hours of the informal hearing. This notice will be sent to parent, guardian, or custodian, and Board Treasurer.
8. A student, parent, or guardian may appeal the suspension to the Board of Education or its designee. The student or parent may be represented at the appeal and the appeal may be held in the executive session of the Board if requested by the pupil, parent, guardian or custodian. The student will remain under suspension/expulsion during the pendency of the appeal.

### **DISCIPLINE LEVELS**

1. ~~**Warning:** Verbal reprimand from a teacher/written warning~~
2. **Special Assignments:** Students may be required to perform reasonable tasks as suited to the disciplinary infraction. (Reordered)
3. **Lunch detention:** the student would eat lunch in the detention hall and spend the remainder of the period studying. Students must purchase a hot lunch while in the detention hall, or bring a sack lunch from home.

4. **Detention:** will be after school on either Tuesday or Friday; transportation will not be provided. Students should fully understand that any teacher in the building has the authority to correct misconduct at any time. Therefore, it is conceivable that a staff member might assign a detention to a student who is not in any of his/her classes. All students receiving a detention will have 24 hours notice. Students who do not return detention slips with parental signatures will be subject to additional disciplinary action. The type of detention, (lunch or afterschool) the number of lunch detentions, or the number and length of time in after school detention, is determined by the offense.
5. **Withholding of privileges:** Special privileges such as recess, library, hall pass, computer use, or other privileges may be withheld.
6. **Friday School:** Friday Schools meet at the Galion Middle School and occasionally at the High School from 2:50 – 3:50 p.m for the 1 hour; 2:50 - 5:50 pm for the 3 hour.
  - a. Work assigned by the classroom teacher to be completed by the student in Friday School will be returned to the classroom teacher. After School Detentions can also be assigned from 2:50- 3:50.
  - b. Students serving 3 hours will have one restroom break as assigned by the Friday School supervisor. Students are to use the designated restroom and are not to be roaming the halls. **Students needing additional time in the restroom, additional restroom breaks, or trips to locker will not have their time outside of the classroom count as served time. The additional time will be added to the end of the assigned time.**
  - c. ~~Students will sign the Friday School attendance sheet when they arrive and also when they leave.~~ Failure to comply will result in the day not counting toward your record of attendance.
  - d. Students who fail to attend, or get removed from, a 1 hour, will be assigned a 3 hour Friday School. Students who fail to attend or get removed from a 3 hour Friday School/After school are subject to suspension.
7. **Participation in extracurricular activities is a privilege and not a right.** Therefore a student can be prohibited from participating in any particular or all extra-curricular activities for offenses or violations of the Student Code of Conduct/Student Discipline Code for a period not to exceed the remainder of the school year in which the offense or violation of the Student Code of Conduct/Student Discipline Code took place. In addition, student athletes are further subject to the Athletic Code of Conduct and may be prohibited from participating in all or part of any interscholastic sport for violations therein. Students prohibited from participation in all or part of any extracurricular activity are not entitled to further notice, hearing, or appeal rights.
8. **Improving School Choices (ISC):**
  - a. The principal may assign a student to ISC due to serious or repeated violations of the student code of conduct. Parents will be notified of the student's placement of ISC. ISC is held at GHS and supervised by a GHS teacher. Students will complete academic assignments as well as character education assignments.
9. **Out-of-school suspension:** A principal may suspend a student for a one to ten day period of time. The home is to be notified of a student's suspension. **A student may make up missed**

~~work during their first suspension. However, if a student were to receive any further suspensions, the student would be prohibited from making up any graded homework, quizzes/tests, projects, etc. for credit.~~

- a. The student will be informed in writing of the intent to suspend and the reason(s) for the proposed action. The student will be provided an opportunity for an informal hearing to challenge the reason for the intended suspension and explain his/her actions.
  - b. An attempt will be made to notify parents / guardians by telephone if the suspension is issued.
10. **Removal from class:** A student may be temporarily removed from a class by a teacher. The seriousness of the offense, the student's attitude, and the number of previous offenses are all factors determining the final resolution. The teacher must submit the reasons in writing to the principal as soon as possible after the removal.
11. **Emergency removals:** When circumstances are such that the student's continuing presence in school is reasonably certain to pose a continuing danger to persons or property or an ongoing threat of disrupting the academic process taking place either within the classroom or elsewhere, on the school premises or any school-sponsored or related activities, the student may be immediately removed from the situation without complying with the notice and hearing requirements of suspensions and expulsions. If a student is removed under this provision, written notice of the reason(s) for the removal and written notice of the hearing to be held regarding the removal shall be given to the student as soon as practicable prior to the hearing. The hearing will be held within seventy-two (72) hours from the time the initial removal is ordered. The hearing shall be held in accordance with the procedure set forth pertaining to suspension and expulsion.
12. ~~**Alternate School:** There is an Alternate School available in Shelby to which students may be assigned for inappropriate behaviors. Bus transportation is provided to and from the Alternate School.~~
13. **Expulsion:** The superintendent of school may expel a student for up to 80 days for disciplinary action. Before a suspension or expulsion occurs, a parent-administrator conference may be held to present all facts relating to incident. Following the parent/administrator conference, a written notice from school officials will notify parents

## **Transportation Code of Conduct**

### **Eligibility**

1. It is the policy of the Galion City Schools to transport eligible students to and from school. Eligible students are defined as: Elementary, Middle School, High School and public or private students who live outside the designated walking areas.
2. Eligible students will be assigned to a bus and will follow the transportation rules and regulations under the school bus driver's authority and responsibility to ensure the safety and welfare of all school bus passengers.

### **Behavior**

1. Expected behavior of all students while riding and or waiting for a school bus during a regular run, field trip, sports event, or any other trip as follows:
2. Students shall arrive at the bus stop before the bus is scheduled to arrive.
3. Student behavior at bus stop(s) must not threaten life, limb, or property of any individual.
4. Students must leave or board the bus at assigned locations unless they have parental and administrative authorization to do otherwise.
5. Students may not be removed from the bus by anyone other than school personnel during the daily route other than at the designated bus stop.
6. Students must wait in a location clear of traffic and away from the bus stops.
7. Students must go directly to an available or assigned seat.
8. Students must remain seated keeping aisles and exits clear.
9. Students are not to put head or arms out of the bus windows while the bus is stationary or moving.
10. Students must observe classroom-like conduct and obey the driver promptly and respectfully.
11. Students must not use profane or vulgar language.
12. Students must refrain from eating and drinking on the bus except as required for medical reasons.
13. Students must not throw or pass objects on, from, or into the bus.
14. All items need to be in backpacks before boarding the bus / no items are to be out other than a small book.
15. Students must not litter on the bus or have animals of any kind on the bus.
16. Students may carry on the bus only objects that can be held in their lap.
17. Students must use a reasonable conversational level on the bus.
18. Students must be silent when the bus approaches and crosses a railroad track.
19. Students must enter and leave by front door only unless authorized by an emergency situation.
20. Students must not wear cleats on the bus and must keep feet on the floor.
21. Students must not act inappropriately by making sexual advances or public displays of affection.
22. Students must not bring a squirt gun, weapon, mace/ pepper gas, or fireworks on the bus.
23. To provide for the safety of all students, no students shall exhibit disruptive behavior or fighting of any kind on the bus or at bus stop.
24. Students must have all electronic devices stored in their book bags, unless granted permission by driver. The school is not responsible for lost or stolen electronic items.
25. Damage to the interior/exterior of the bus by students is prohibited.
26. Students are not permitted to wear strong smelling perfumes or colognes.
27. Guest Riders: Students may bring student guests on the bus with a BUS GUEST PASS signed by the regular rider's parent, guest's parents, and building principal. We request a one day notice.