

GALION HIGH SCHOOL



Student-Parent Handbook
2018-2019

***472 Portland Way North
Galion, OH 44833
419-468-6500***

Principal – Ron Williams, 419-468-6500 ext. 12001

Assistant Principal – Jacob Grove, 419-468-6500 ext. 12002

Athletic Director – Kyle Baughn, 419-468-6500 ext. 12003

Galion City Schools – www.galionschools.org

District Mission Statement:

The Galion City Schools will 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

The Student Handbook was developed to answer many of the commonly asked questions that you and your parents may have during the school year and to provide specific information about certain Board policies and procedures. Please take time to become familiar with the important information contained in this handbook and keep the handbook for reference by you and your parent. This handbook replaces all prior handbooks and other written material on the same subjects. This handbook does not equate to an irrevocable contractual commitment to the student but only reflects the current status of the Board's policies and the school rules as of the Board of Education approval date. If any policies or administrative guidelines referenced herein are revised, the language in the most current policy or administrative guideline prevails. Copies of the current board policies are available on our website at galionschools.org. or at <http://www.neola.com/galion-oh/>.

For clarification purposes, references to parent are synonymous with custodial parent or legal guardian. Immediate family will include parents, brothers, sisters, and grandparents.

WELCOME

Welcome to the 2017-2018 school year at Galion Senior High School. We are most fortunate to have a quality “state of the art” facility. This fact not only creates a tremendous sense of pride, but also requires that everyone exhibit responsibility in taking great care of what the local taxpayers and the Ohio School Facilities Commission have generously provided to enhance the educational atmosphere and opportunities for Galion students.

Teachers, administrators, support staff, superintendent and Board of Education members will do everything possible to identify and implement systems, policies, procedures, etc. that meet educational needs. We will continually strive to establish and maintain quality educational programs and personnel, which have a positive impact on student learning and maturation.

Your high school years are significant ones for you. Please take advantage of the many educational opportunities provided in the curricular, co-curricular and extracurricular programs at GHS. We encourage you to accept the challenge of learning and always strive to do your best. This year will present many new opportunities to increase your knowledge, further develop your thought processes and improve your critical thinking skills; do not waste the outstanding potential that you possess.

In addition to the numerous educational, co-curricular and extracurricular options available, you will have many privileges and freedoms. Along with these privileges and freedoms comes the responsibility of being a young adult. You are expected to conduct yourself in a mature, respectful and responsible manner at all times. Always be mindful of others in what you say and do; know that your attitude and behavior should reflect the high expectations that have been established.

Be an active and positive citizen of our school. Resolve to be accountable in your actions and “goal oriented” in your pursuit of excellence. Your benefit from attending Galion High School will be in direct proportion to the effort and enthusiasm you put forth.

Best wishes and have a great year!

Mr. Ron Williams
Principal

Table of Contents

<u>General Information</u>	Pages 5-23
GHS philosophy	
Staff listing	
Harassment/Intimidation/Bullying	
Student Fees	
Bell Schedule	
Random Drug Testing	
Student Rights	
Campus Wear Attire	
Student Driver Information	
Book bags/Purses	
Health/Medications	
Cafeteria Rules	
Meal Charging Policy	
Drill/Emergencies Procedures	
Student Records	
Title I	
Transcripts	
School Closings and Delays	
<u>Attendance Procedure</u>	Pages 24-26
Attendance (link)	
Excused Absences	
Truancy Process	
Vacations	
Perfect Attendance	
College Visitation	
Work Permits	
<u>Student Code of Conduct</u>	Pages 27-34
Responsibilities	
Thursday School	
In School Detention	
Rules	
Discipline/Consequences	
Bus Riding/Transportation Privileges	
<u>Academics</u>	Pages 35-38
Graduation Requirements/Credits	
Graduation Ceremony	
Graduation Pathways	
College Preparatory Curriculum	
Grading Scale	
Grading Policy (link)	
Principal's Roll/Honor Roll/Merit Roll	
Academic Award	
National Honor Society	
<u>Athletics</u>	Page 39
Athletic Eligibility	
Athletic Code of Conduct (link)	
Athletic Requirements	
Booster Club	

PHILOSOPHY OF GALION HIGH SCHOOL

Education in the broadest sense is preparation for effective living. Therefore, Galion High School is responsible for providing students with the curriculum to acquire and enhance skills and knowledge necessary to function successfully in society. Galion High School is also responsible for providing students with extracurricular activities to supplement the curriculum program.

It is the duty of the citizens of the community to provide the means through which this learning can occur. It is the duty of the school personnel to provide for curricular and extra-curricular implementation and for the establishment of an effective learning environment. It is the duty of the students to avail themselves of this learning environment. This environment should reflect the major concept that learning is most likely to occur when the students view it as relevant. However, the search for relevancy should neither hinder the development of vital skills nor overlook individual needs.

OBJECTIVES

In order to reinforce the philosophy of Galion High School, the objectives are as follows:

1. To develop a curriculum based upon identified needs of the students.
2. To develop an extracurricular program based upon identified needs of the students and the community
3. To provide the opportunity for students to learn fundamental skills.
4. To prepare the students to enter the job market or engage in post-high school education.
5. To provide an atmosphere in which students can develop a sense of responsibility toward themselves and their society.
6. To provide surroundings which foster positive self-esteem.

EQUAL EDUCATION OPPORTUNITY

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

GALION HIGH SCHOOL STAFF

Ronald Williams, Principal
Jacob Grove, Assistant Principal
Kyle Baughn, Athletic Director
Amy Cline, Counselor (Grades 9-11)
Tena Eyster, Counselor (Grade 12)

Lori Keiser, Principal's Office Secretary
Heather Kurtz, Guidance /Athletic Secretary
Sherri McMullin, AP/Attendance/Transportation Secretary

Faith Aleshire
Jenna Bollinger
Violeta Chinni
Kevin Dickinson
Angela DeGray
John Denoon
Cay Faulkner
Kristin Gearheart
Robert Gossom
Julie Gove
Mikayla Hackett
Jessica Hammond
Dave Kirk
Nicole Lambright
Cheri Laughbaum
Sean Maguire
Michael Moore
Heidi Rietschlin
David Rinehart
Fred Rinehart
Shani Rush
P. Michael Schaffner
Robin Stacy
Amy Tyree
Brent Tyrrell
Anisa Warr
Travis Watson
Rick Walker
Linda Wilson

English
Spanish
French/Yearbook
Art
Calculus/Geometry/Advanced Math
Drafting/Industrial Tech
English/Yearbook
MH
Business/logistics
Math
Intervention Specialist
Band
English
Intervention Specialist/Psychology
Health Foundations
Physical Education
Social Studies
Intervention Specialist
Science
Math
Physical Education/Health
Social Studies
Family and Consumer Sciences
Science
Intervention Specialist
History
Science
Choir
Art/Drawing/Ceramics/Painting/Graphic Arts

STUDENT FEES
Galion High School 2018-2019

BUSINESS

Accounting I/II	Fee	\$32.00
-----------------	-----	---------

ENGLISH

CP English 11/12	Fee	\$34.00
(Write For College Handbook)		

SCIENCE

Chemistry	Fee	\$15.00
Anatomy	Fee	\$20.00
Biology	Fee	\$15.00
Zoology	Fee	\$15.00
Environmental Science	Fee	\$15.00

FOREIGN LANGUAGE

Spanish I	Fee	\$13.00
Spanish II/III/IV/V	Fee	\$5.00
French I	Fee	\$5.00
French II	Fee	\$5.00

TECHNOLOGY**

Yearly Usage Premium	Fee	\$40.00
----------------------	-----	---------

COLLEGE CREDIT PLUS**

Per Class for a failing grade \$150.00 - \$1250.00
 (Cost Varies based on class/text books and location)

** Indicates fee is not eligible for a waiver

FAMILY & CONSUMER SCIENCE

Culinary Fundamentals	Fee	\$20.00
Principles of Nut & Well	Fee	\$20.00
Textile Design	Fee	\$20.00

INDUSTRIAL ARTS*

Drafting I	Fee	\$10.00
Drafting II/III	Fee	\$10.00
Electronics	Fee	\$25.00
Advanced Technology	Fee	\$25.00
Industrial Tech I/II/III/IV	Fee	\$30.00

*Special projects will be charged additional fee

ART

Art I	Fee	\$26.00
Drawing II/III	Fee	\$25.00
Painting II/III	Fee	\$30.00
Ceramics II/III	Fee	\$38.00
Graphic Arts	Fee	\$22.00
Advanced Visual Arts	Fee	\$24.00

CLASS DUES

Freshman	Fee	\$2.00
Sophomore	Fee	\$3.00
Junior	Fee	\$5.00
Senior	Fee	\$3.00

LUNCHROOM

Student Lunches (with milk) -----	2.85
Reduced price lunch -----	.40
Milk -----	.50
Adult Lunches without milk -----	3.25

Adult Breakfast with milk -----1.60
 Student Breakfast with milk -----1.30

Bell Schedules

<i>Bell Schedule 1 (Regular)</i>		
7:30	<i>Warning Tone</i>	
7:33-8:19	Period 1	46 Minutes
8:23-9:09	Period 2	46 Minutes
9:13-9:59	Period 3	46 Minutes
10:03-10:49	Period 4	46 Minutes
10:53-11:38	5A	45 Minutes
10:49-11:19	A Lunch	30 Minutes
11:23-12:08	5B	45 Minutes
11:38-12:08	B Lunch	30 Minutes
12:12-12:58	Period 6	46 Minutes
1:02-1:48	Period 7	46 Minutes
1:52-2:38	Period 8	46 Minutes

<i>Bell Schedule 2 (2 hr delay)</i>		
9:30	<i>Warning Tone</i>	
9:33-10:02	Period 1	29 Minutes
10:06-10:35	Period 2	29 Minutes
10:39-11:08	Period 3	29 Minutes
11:12-11:41	Period 4	29 Minutes
11:45-12:25	5A	40 Minutes
11:45-12:15	A Lunch	30 Minutes
12:29-12:59	B Lunch	30 Minutes
12:19-12:59	5B	40 Minutes
1:03-1:32	Period 6	29 Minutes
1:36-2:05	Period 7	29 Minutes
2:09-2:38	Period 8	29 Minutes

GENERAL INFORMATION

Harassment, intimidation, and bullying (Board policy - 1662)

It is the policy of the Board of Education to maintain an education and work environment that is free from all forms of unlawful harassment, including sexual harassment. This commitment applies to all School District operations, programs, and activities. All students, administrators, teachers, staff, and all other school personnel share responsibility for avoiding, discouraging, and reporting any form of unlawful harassment. This policy applies to unlawful conduct occurring on school property, or at another location if such conduct occurs during an activity sponsored by the Board.

The Board will vigorously enforce its prohibition against discriminatory harassment based on race, color, national origin, sex (including sexual orientation and transgender identity), disability, age (except as authorized by law), religion, ancestry, or genetic information (collectively, "Protected Classes") that are protected by Federal civil rights laws (hereinafter referred to as unlawful harassment), and encourages those within the School District community as well as third parties, who feel aggrieved to seek assistance to rectify such problems. The Board will investigate all allegations of unlawful harassment and in those cases where unlawful harassment is substantiated, the Board will take immediate steps to end the harassment, prevent its recurrence, and remedy its effects. Individuals who are found to have engaged in unlawful harassment will be subject to appropriate disciplinary action.

For purposes of this policy, "School District community" means students, administrators, and professional and classified staff, as well as Board members, agents, volunteers, contractors, or other persons subject to the control and supervision of the Board.

For purposes of this policy, "third parties" include, but are not limited to, guests and/or visitors on School District property (e.g., visiting speakers, participants on opposing athletic teams, parents), vendors doing business with, or seeking to do business with, the Board, and other individuals who come in contact with members of the School District community at school-related events/activities (whether on or off School District property).

Other Violations of the Anti-Harassment Policy

The Board will also take immediate steps to impose disciplinary action on individuals engaging in any of the following prohibited acts:

- A. Retaliating against a person who has made a report or filed a complaint alleging unlawful harassment, or who has participated as a witness in a harassment investigation.
- B. Filing a malicious or knowingly false report or complaint of unlawful harassment.
- C. Disregarding, failing to investigate adequately, or delaying investigation of allegations of unlawful harassment, when responsibility for reporting and/or investigating harassment charges comprises part of one's supervisory duties.

Bullying

Bullying rises to the level of unlawful harassment when one or more persons systematically and chronically inflict physical hurt or psychological distress on one (1) or more students or employees and that bullying is based upon one (1) or more Protected Classes, that is, characteristics that are protected by Federal civil rights laws. It is defined as any unwanted and repeated written, verbal, or physical behavior, including any

threatening, insulting, or dehumanizing gesture, by an adult or student, that is severe or pervasive enough to create an intimidating, hostile, or offensive educational or work environment; cause discomfort or humiliation; or unreasonably interfere with the individual's school or work performance or participation; and may involve:

- A. teasing;
- B. threats;
- C. intimidation;
- D. stalking;
- E. cyberstalking;
- F. cyberbullying;
- G. physical violence;
- H. theft;
- I. sexual, religious, or racial harassment;
- J. public humiliation; or
- K. destruction of property.

Harassment

Harassment means any threatening, insulting, or dehumanizing gesture, use of technology, or written, verbal or physical conduct directed against a student or school employee that:

- A. places a student or school employee in reasonable fear of harm to his/her person or damage to his/her property;
- B. has the effect of substantially interfering with a student's educational performance, opportunities, or benefits, or an employee's work performance; or
- C. has the effect of substantially disrupting the orderly operation of a school.

Sexual Harassment

Pursuant to Title VII of the Civil Rights Act of 1964 and Title IX of the Educational Amendments of 1972, "sexual harassment" is defined as:

Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature, when:

- A. Submission to such conduct is made either implicitly or explicitly a term or condition of an individual's employment, or status in a class, educational program, or activity.
- B. Submission or rejection of such conduct by an individual is used as the basis for employment or educational decisions affecting such individual.
- C. Such conduct has the purpose or effect of interfering with the individual's work or educational performance; of creating an intimidating, hostile, or offensive working, and/or learning environment; or of interfering with one's ability to participate in or benefit from a class or an educational program or activity.

Sexual harassment may involve the behavior of a person of either gender against a person of the same or opposite gender.

Prohibited acts that constitute sexual harassment may take a variety of forms. Examples of the kinds of conduct that may constitute sexual harassment include, but are not limited to:

- A. Unwelcome sexual propositions, invitations, solicitations, and flirtations.
- B. Unwanted physical and/or sexual contact.
- C. Threats or insinuations that a person's employment, wages, academic grade, promotion, classroom work or assignments, academic status, participation in athletics or extra-curricular programs or events, or other conditions of employment or education may be adversely affected by not submitting to sexual advances.
- D. Unwelcome verbal expressions of a sexual nature, including graphic sexual commentaries about a person's body, dress, appearance, or sexual activities; the unwelcome use of sexually degrading language, jokes or innuendoes; unwelcome suggestive or insulting sounds or whistles; obscene telephone calls.
- E. Sexually suggestive objects, pictures, videotapes, audio recordings or literature, placed in the work or educational environment, which may embarrass or offend individuals.
- F. Unwelcome and inappropriate touching, patting, or pinching; obscene gestures.
- G. A pattern of conduct, which can be subtle in nature, that has sexual overtones and is intended to create or has the effect of creating discomfort and/or humiliation to another.
- H. Remarks speculating about a person's sexual activities or sexual history, or remarks about one's own sexual activities or sexual history.
- I. Inappropriate boundary invasions by a District employee or other adult member of the School District community into a student's personal space and personal life.
- J. Verbal, nonverbal or physical aggression, intimidation, or hostility based on sex or sex-stereotyping that does not involve conduct of a sexual nature.

Not all behavior with sexual connotations constitutes unlawful sexual harassment. Sex-based or gender-based conduct must be sufficiently severe, pervasive, and persistent such that it adversely affects, limits, or denies an individual's employment or education, or such that it creates a hostile or abusive employment or educational environment, or such that it is intended to, or has the effect of, denying or limiting a student's ability to participate in or benefit from the educational program or activities.

NOTE: Sexual conduct/relationships with students by District employees or any other adult member of the School District community is prohibited, and any teacher, administrator, coach, or other school authority who engages in sexual conduct with a student may also be guilty of the criminal charge of "sexual battery" as set forth in R.C. 2907.03. The issue of consent is irrelevant in regard to such criminal charge and/or with respect to the application of this policy to District employees or other adult members of the School District community.

Race/Color Harassment

Prohibited racial harassment occurs when unwelcome physical, verbal, or nonverbal conduct is based upon an individual's race or color and when the conduct has the purpose or effect of interfering with the individual's work or educational performance; of creating an intimidating, hostile, or offensive working, and/or learning environment; or of interfering with one's ability to participate in or benefit from a class or an educational program or activity. Such harassment may occur where conduct is directed at the characteristics of a person's race or color, such as racial slurs, nicknames implying stereotypes, epithets, and/or negative references relative to racial customs.

Religious (Creed) Harassment

Prohibited religious harassment occurs when unwelcome physical, verbal, or nonverbal conduct is based upon an individual's religion or creed and when the conduct has the purpose or effect of interfering with the individual's work or educational performance; of creating an intimidating, hostile, or offensive working and/or learning environment; or of interfering with one's ability to participate in or benefit from a class or an educational program or activity. Such harassment may occur where conduct is directed at the characteristics of a person's religious tradition, clothing, or surnames, and/or involves religious slurs.

National Origin/Ancestry Harassment

Prohibited national origin/ancestry harassment occurs when unwelcome physical, verbal, or nonverbal conduct is based upon an individual's national origin or ancestry and when the conduct has the purpose or effect of interfering with the individual's work or educational performance; of creating an intimidating, hostile, or offensive working and/or learning environment; or of interfering with one's ability to participate in or benefit from a class or an educational program or activity. Such harassment may occur where conduct is directed at the characteristics of a person's national origin or ancestry, such as negative comments regarding customs, manner of speaking, language, surnames, or ethnic slurs.

Disability Harassment

Prohibited disability harassment occurs when unwelcome physical, verbal, or nonverbal conduct is based upon an individual's disability and when the conduct has the purpose or effect of interfering with the individual's work or educational performance; of creating an intimidating, hostile, or offensive working and/or learning environment; or of interfering with one's ability to participate in or benefit from a class or an educational program or activity. Such harassment may occur where conduct is directed at the characteristics of a person's disabling condition, such as negative comments about speech patterns, movement, physical impairments or defects/appearances, or the like.

Reports and Complaints of Harassing Conduct

Students and all other members of the School District community and third parties are encouraged to promptly report incidents of harassing conduct to a teacher, administrator, supervisor, or other District official so that the Board may address the conduct before it becomes severe, pervasive, or persistent. Any teacher, administrator, supervisor, or other District employee or official who receives such a complaint shall file it with the District's Anti-Harassment Compliance Officer within two (2) school days.

Members of the School District community, which includes students, or third parties who believe they have been unlawfully harassed are entitled to utilize the Board's complaint process that is set forth below. Initiating a complaint, whether formally or informally, will not adversely affect the complaining individual's employment or participation in educational or extra-curricular programs. While there are no time limits for initiating complaints of harassment under this policy, individuals should make every effort to file a complaint as soon as possible after the conduct occurs while the facts are known and potential witnesses are available.

If, during an investigation of alleged bullying, aggressive behavior and/or harassment in accordance with Policy 5517.01 – Bullying and Other Forms of Aggressive Behavior, the Principal believes that the reported misconduct may have created a hostile work environment and may have constituted unlawful discriminatory harassment based on a Protected Class, the Principal shall report the act of bullying, aggressive behavior and/or harassment to one of the Anti-Harassment Compliance Officers who shall investigate the allegation in accordance with this policy. While the Compliance Officer investigates the allegation, the Principal shall suspend his/her Policy 5517.01 investigation to await the Compliance Officer's written report. The Compliance Officer shall keep the Principal informed of the status of the Policy 5517 investigation and provide him/her with a copy of the resulting written report.

Anti-Harassment Compliance Officers

The Board designates the following individuals to serve as "Anti-Harassment Compliance Officers" for the District. They are hereinafter referred to as the "Compliance Officers".

Jim Grubbs
Superintendent
419-468-3432
470 Portland Way North
Galion, OH 44833
grubbs.james@galionschools.org

The names, titles, and contact information of these individuals will be published annually on the School District's web site and on each individual school's web site.

The Compliance Officers will be available during regular school/work hours to discuss concerns related to unlawful harassment, to assist students, other members of the District community, and third parties who seek support or advice when informing another individual about "unwelcome" conduct, or to intercede informally on behalf of the student, other member of the School District community or third party in those instances where concerns have not resulted in the filing of a formal complaint and where all parties are in agreement to participate in an informal process.

Compliance Officers shall accept complaints of unlawful harassment directly from any member of the School District community or a visitor to the District, or receive complaints that are initially filed with a school building administrator. Upon receipt of a complaint either directly or through a school building administrator, a Compliance Officer will begin either an informal or formal process (depending on the request of the person alleging the harassment or the nature of the alleged harassment), or the Compliance Officer will designate a specific individual to conduct such a process. In the case of a formal complaint, the Compliance Officer will prepare recommendations for the Superintendent or will oversee the preparation of such recommendations by a designee. All members of the School District community must report incidents of harassment that are reported to them to the Compliance Officer within two (2) business days of learning of the incident.

Any Board employee who directly observes unlawful harassment of a student is obligated, in accordance with this policy, to report such observations to one of the Compliance Officers within two (2) business days. Additionally, any Board employee who observes an act of unlawful harassment is expected to intervene to stop the harassment, unless circumstances make such an intervention dangerous, in which case the staff member should immediately notify other Board employees and/or local law enforcement officials, as necessary, to stop the harassment. Thereafter, the Compliance Officer or designee must contact the student, if age eighteen (18) or older, or the student's parents if under the age eighteen (18), within two (2) school days to advise s/he/them of the Board's intent to investigate the alleged misconduct, including the obligation of the Compliance Officer or designee to conduct an investigation following all the procedures outlined for a formal complaint.

Investigation and Complaint Procedure

Any student who believes that s/he has been subjected to unlawful harassment may seek resolution of his/her complaint through either the informal or formal procedures as described below. Further, a process for investigating claims of harassment or retaliation and a process for rendering a decision regarding whether the claim of legally prohibited harassment or retaliation was substantiated are set forth below.

Due to the sensitivity surrounding complaints of unlawful harassment or retaliation, timelines are flexible for initiating the complaint process; however, individuals should make every effort to file a complaint within thirty (30) calendar days after the conduct occurs while the facts are known and potential witnesses are available.

Once the formal complaint process is begun, the investigation will be completed in a timely manner (ordinarily, within fifteen (15) business days of the complaint being received).

The informal and formal procedures set forth below are not intended to interfere with the rights of a student to pursue a complaint of unlawful harassment or retaliation with the United States Department of Education Office for Civil Rights.

Informal Complaint Procedure

The goal of the informal complaint procedure is to stop inappropriate behavior and to investigate and facilitate resolution through an informal means, if possible. The informal complaint procedure is provided as a less formal option for a student who believes s/he has been unlawfully harassed or retaliated against. This informal procedure is not required as a precursor to the filing of a formal complaint.

Students who believe that they have been unlawfully harassed may initiate their complaint through this informal complaint process, but are not required to do so. The informal process is only available in those circumstances where the parties (alleged target of harassment and alleged harasser(s)) agree to participate in the informal process.

Students who believe that they have been unlawfully harassed may proceed immediately to the formal complaint process and individuals who seek resolution through the informal procedure may request that the informal process be terminated at any time to move to the formal complaint process.

However, all complaints of harassment involving a District employee or any other adult member of the School District community against a student will be formally investigated. Similarly, any allegations of sexual violence will be formally investigated.

As an initial course of action, if a student feels that s/he is being unlawfully harassed and s/he is able and feels safe doing so, the individual should tell or otherwise inform the harasser that the conduct is unwelcome and must stop. Such direct communication should not be utilized in circumstances involving sexual violence. The complaining individual should address the allegedly harassing conduct as soon after it occurs as possible. The Compliance Officers are available to support and counsel individuals when taking this initial step or to intervene on behalf of the individual if requested to do so. An individual who is uncomfortable or unwilling to inform the harasser of his/her complaint is not prohibited from otherwise filing an informal or a formal complaint. In addition, with regard to certain types of unlawful harassment, such as sexual harassment, the Compliance Officer may advise against the use of the informal complaint process.

A student who believes s/he has been unlawfully harassed may make an informal complaint, either orally or in writing: (1) to a teacher, other employee, or building administrator in the school the student attends; (3) to the Superintendent or other District-level employee; and/or (3) directly to one of the Compliance Officers.

All informal complaints must be reported to one of the Compliance Officers who will either facilitate an informal resolution as described below on his/her own, or appoint another individual to facilitate an informal resolution.

The School District's informal complaint procedure is designed to provide students who believe they are being unlawfully harassed with a range of options designed to bring about a resolution of their concerns. Depending upon the nature of the complaint and the wishes of the student claiming unlawful harassment, informal resolution may involve, but not be limited to, one or more of the following:

- A. Advising the student about how to communicate the unwelcome nature of the behavior to the alleged harasser.

- B. Distributing a copy of the anti-harassment policy as a reminder to the individuals in the school building or office where the individual whose behavior is being questioned works or attends.
- C. If both parties agree, the Compliance Officer may arrange and facilitate a meeting between the student claiming harassment and the individual accused of harassment to work out a mutual resolution. Such a meeting is not appropriate in circumstances involving sexual violence.

While there are no set time limits within which an informal complaint must be resolved, the Compliance Officer or designee will exercise his/her authority to attempt to resolve all informal complaints within fifteen (15) business days of receiving the informal complaint. Parties who are dissatisfied with the results of the informal complaint process may proceed to file a formal complaint. And, as stated above, parties may request that the informal process be terminated at any time to move to the formal complaint process.

All materials generated as part of the informal complaint process will be retained by the Compliance Officers in accordance with the School Board's records retention policy and/or Student records policy. (See Policy 8310 and Policy 8330)

Formal Complaint Procedure

If a complaint is not resolved through the informal complaint process, if one of the parties has requested that the informal complaint process be terminated to move to the formal complaint process, or if the student elects to file a formal complaint initially, the formal complaint process shall be implemented.

A student who believes s/he has been subjected to offensive conduct/harassment/retaliation hereinafter referred to as the "Complainant", may file a formal complaint, either orally or in writing, with a teacher, principal, or other District employee at the student's school, the Compliance Officer, Superintendent, or another District employee who works at another school or at the district level. Due to the sensitivity surrounding complaints of unlawful harassment, timelines are flexible for initiating the complaint process; however, individuals should make every effort to file a complaint within thirty (30) calendar days after the conduct occurs while the facts are known and potential witnesses are available. If a Complainant informs a teacher, principal, or other District employee at the student's school, Superintendent, or other District employee, either orally or in writing, about any complaint of harassment, that employee must report such information to the Compliance Officer or designee within two (2) business days.

Throughout the course of the process, the Compliance Officer should keep the parties informed of the status of the investigation and the decision-making process.

All formal complaints must include the following information to the extent it is available: the identity of the individual believed to have engaged in, or be engaging in, offensive conduct/harassment/retaliation; a detailed description of the facts upon which the complaint is based; a list of potential witnesses; and the resolution sought by the Complainant.

If the Complainant is unwilling or unable to provide a written statement including the information set forth above, the Compliance Officer shall ask for such details in an oral interview. Thereafter, the Compliance Officer will prepare a written summary of the oral interview, and the Complainant will be asked to verify the accuracy of the reported charge by signing the document.

Upon receiving a formal complaint, the Compliance Officer will consider whether any action should be taken in the investigatory phase to protect the Complainant from further harassment or retaliation, including, but not limited to, a change of work assignment or schedule for the Complainant and/or the alleged harasser. In making such a determination, the Compliance Officer should consult the Complainant to assess his/her agreement to the proposed action. If the Complainant is unwilling to consent to the proposed change, the

Compliance Officer may still take whatever actions s/he deem appropriate in consultation with the Superintendent.

Within two (2) business days of receiving the complaint, the Compliance Officer or a designee will initiate a formal investigation to determine whether the Complainant has been subjected to offensive conduct/harassment/retaliation. A Principal will not conduct an investigation unless directed to do so by the Compliance Officer.

Simultaneously, the Compliance Officer will inform the individual alleged to have engaged in the harassing or retaliatory conduct, hereinafter referred to as the "Respondent", that a complaint has been received. The Respondent will be informed about the nature of the allegations and provided with a copy of any relevant administrative guidelines, including the Board's Anti-Harassment policy. The Respondent must also be informed of the opportunity to submit a written response to the complaint within five (5) business days.

Although certain cases may require additional time, the Compliance Officer or a designee will attempt to complete an investigation into the allegations of harassment/retaliation within fifteen (15) business days of receiving the formal complaint. The investigation will include:

- A. interviews with the Complainant;
- B. interviews with the Respondent;
- C. interviews with any other witnesses who may reasonably be expected to have any information relevant to the allegations;
- D. consideration of any documentation or other information presented by the Complainant, Respondent, or any other witness that is reasonably believed to be relevant to the allegations.

At the conclusion of the investigation, the Compliance Officer or the designee shall prepare and deliver a written report to the Superintendent that summarizes the evidence gathered during the investigation and provides recommendations based on the evidence and the definition of unlawful harassment as provided in Board policy and State and Federal law as to whether the Complainant has been subjected to unlawful harassment. The Compliance Officer's recommendations must be based upon the totality of the circumstances, including the ages and maturity levels of those involved. In determining if discriminatory harassment or retaliation occurred, a preponderance of evidence standard will be used. The Compliance Officer may consult with the Board's legal counsel before finalizing the report to the Superintendent.

Absent extenuating circumstances, within ten (10) school days of receiving the report of the Compliance Officer or the designee, the Superintendent must either issue a final decision regarding whether the complaint of harassment has been substantiated or request further investigation. A copy of the Superintendent's final decision will be delivered to both the Complainant and the Respondent.

If the Superintendent requests additional investigation, the Superintendent must specify the additional information that is to be gathered, and such additional investigation must be completed within ten (10) school days. At the conclusion of the additional investigation, the Superintendent shall issue a final written decision as described above.

A Complainant or Respondent who is dissatisfied with the final decision of the Superintendent may appeal through a signed written statement to the Board within five (5) business days of his/her receipt of the Superintendent's final decision.

In an attempt to resolve the complaint, the Board shall meet with the concerned parties and their representatives within twenty (20) business days of the receipt of such an appeal. A copy of the Board's disposition of the appeal shall be sent to each concerned party within ten (10) business days of this meeting. The decision of the Board will be final.

The Board reserves the right to investigate and resolve a complaint or report of unlawful harassment/retaliation regardless of whether the student alleging the unlawful harassment/retaliation pursues the complaint. The Board also reserves the right to have the formal complaint investigation conducted by an external person in accordance with this policy or in such other manner as deemed appropriate by the Board or its designee.

Privacy/Confidentiality

The School District will employ all reasonable efforts to protect the rights of the Complainant, the individual(s) against whom the complaint is filed, and the witnesses as much as possible, consistent with the Board's legal obligations to investigate, to take appropriate action, and to conform with any discovery or disclosure obligations. All records generated under the terms of this policy and related administrative guidelines shall be maintained as confidential to the extent permitted by law. Confidentiality, however, cannot be guaranteed. All Complainants proceeding through the formal investigation process will be advised that their identities may be disclosed to the Respondent.

During the course of a formal investigation, the Compliance Officer or his/her designee will instruct all members of the School District community and third parties who are interviewed about the importance of maintaining confidentiality. Any individual who is interviewed as part of a harassment investigation is expected not to disclose any information that s/he learns or that s/he provides during the course of the investigation. All records created as a part of an investigation of a complaint of harassment will be maintained by the Compliance Officer in accordance with the Board's records retention policy. Any records that are considered student education records in accordance with the ***Family Educational Rights and Privacy Act*** or under Ohio's student records law will be maintained in a manner consistent with the provisions of the Federal and State law.

Sanctions and Monitoring

The Board shall vigorously enforce its prohibitions against unlawful harassment by taking appropriate action reasonably calculated to stop the harassment and prevent further such harassment. While observing the principles of due process, a violation of this policy may result in disciplinary action up to and including the discharge of an employee or the suspension/expulsion of a student. All disciplinary action will be taken in accordance with applicable State law and the terms of the relevant collective bargaining agreement(s). When imposing discipline, the Superintendent shall consider the totality of the circumstances involved in the matter, including the ages and maturity levels of those involved. In those cases where unlawful harassment is not substantiated, the Board may consider whether the alleged conduct nevertheless warrants discipline in accordance with other Board policies, consistent with the terms of the relevant collective bargaining agreement(s).

Where the Board becomes aware that a prior remedial action has been taken against a member of the School District community, all subsequent sanctions imposed by the Board and/or Superintendent shall be reasonably calculated to end such conduct, prevent its recurrence, and remedy its effects.

Retaliation

Any act of retaliation against a person who has made a report or filed a complaint alleging unlawful harassment, or who has participated as a witness in a harassment investigation is prohibited.

Allegations Constituting Criminal Conduct: Child Abuse/Sexual Misconduct

State law requires any school teacher or school employee who knows or suspects that a child with a disability under the age of twenty- one (21) or that a child under the age of eighteen (18) has suffered or faces a threat

of suffering a physical or mental wound, disability or condition of a nature that reasonably indicates abuse or neglect of a child to immediately report that knowledge or suspicion to the county children's services agency. If, during the course of a harassment investigation, the Compliance Officer or a designee has reason to believe or suspect that the alleged conduct reasonably indicates abuse or neglect of the Complainant, a report of such knowledge must be made in accordance with State law and Board Policy.

State law defines certain contact between a teacher and a student as "sexual battery." If the Compliance Officer or a designee has reason to believe that the Complainant has been the victim of criminal conduct as defined in Ohio's Criminal Code, such knowledge should be immediately reported to local law enforcement.

Any reports made to a county children's services agency or to local law enforcement shall not terminate the Compliance Officer or a designee's obligation and responsibility to continue to investigate a complaint of harassment. While the Compliance Officer or a designee may work cooperatively with outside agencies to conduct concurrent investigations, in no event shall the harassment investigation be inhibited by the involvement of outside agencies without good cause after consultation with the Superintendent.

Allegations Involving Conduct Unbecoming the Teaching Profession/Suspension

The Superintendent will report to the Ohio Department of Education, on forms provided for that purpose, matters of misconduct on the part of licensed professional staff members convicted of sexual battery, and will, in accordance with Policy 8141, suspend such employee from all duties that concern or involve the care, custody, or control of a child during the pendency of any criminal action for which that person has been arrested, summoned and/or indicted in that regard.

Education and Training

In support of this Anti-Harassment Policy, the Board promotes preventative educational measures to create greater awareness of unlawful discriminatory practices. The Superintendent or designee shall provide appropriate information to all members of the School District community related to the implementation of this policy and shall provide training for District students and staff where appropriate. All training, as well as all information, provided regarding the Board's policy and harassment in general, will be age and content appropriate.

CONTROL OF NON-CASUAL CONTACT COMMUNICABLE DISEASES

The Board of Education seeks to provide a safe educational environment for both students and staff. It is the Board's intent to ensure that any student or member of the staff who contracts a communicable disease that is not communicated through casual contact will have his/her status in the District examined by an appropriate panel of resource people and that the rights of both the affected individual and those of other staff members and students will be acknowledged and respected.

For purposes of this policy, "non-casual communicable disease" shall include:

- A. AIDS – Acquired Immune Deficiency Syndrome;
- B. ARC – AIDS Related Complex;
- C. Persons infected with HTL-III/LAV (Human T-Cell Lymphotropic Virus/Lymphadenopathy Associated Virus);
- D. Hepatitis B;
- E. Other like diseases that may be specified by the State Board of Health

CONTROL OF COMMUNICABLE DISEASES

The Board of Education recognizes that control of the spread of communicable disease is essential to the well-being of the school community and to the efficient operation of the schools. For the purposes of this policy, “communicable disease” shall include smallpox, diphtheria, scarlet fever, and other strep infections, whooping cough, mumps, typhoid fever, measles, rubella, and acquired immune deficiency syndrome, or any other disease designated communicable by State or Federal authority.

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 High School Office.

RIGHTS OF DISABLED STUDENTS

It is the policy of the Board of Education that no otherwise qualified student shall solely, by reason of his/her disability, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity sponsored by this Board. As used in this policy and any implementing guidelines, “disabled student” means a student who has, or had, or is regarded or was regarded as having a disabling condition; “disabling condition” means a physical or mental impairment that substantially limits one (1) or more of a student’s major life activities and includes specific learning disabilities.

SPECIAL EDUCATION

The Board of Education shall provide a comprehensive, free, and appropriate public education to all eligible educationally disabled children ages five (5) through twenty-one (21) (unless they have completed the twelfth grade and been issued a diploma) and such supplemental aids and related services as many be necessary for a disabled child to receive such an education in the regular classroom environment.

ADULT STUDENTS

Adult students (18 years and older) in a grade level not consistent with his/her chronological level must comply with all rules and regulations of the Galion City Schools and Galion High School. Fifth year and beyond students are expected to maintain academic progress toward graduation. Periodic evaluations of the progress of these students will be conducted in three areas; academics, discipline, and attendance. Deficiencies in any of these areas may result in the student being removed from Galion High School.

CAMPUS WEAR 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 even with tights/sweats under. Clothing with profane or obscene pictures and/or lettering or which refers to alcohol, tobacco, drugs, firearms, or related material is prohibited. Judgment of an administrator in matters of dress and appearance is final. Attire cannot be altered and must conform to the following requirements:

A) TOP

1. Any combination of blue, orange, white/off white, or gray may be worn. All shirts must have sleeves.
2. A white/off-white, blue, orange or gray collared polo (no more than 4 buttons) or a collared button front shirt may be worn. Either long or short sleeves are permitted. Turtlenecks are permitted.
3. Approved colors for all sweaters, sweatshirts, fleece tops and Scarfs are white/off-white, blue, orange, or gray. No hooded sweatshirts are permitted.

4. Plain long sleeved white, off-white, orange, blue or gray may be worn under polo/or button front shirts. No other layering under or over approved tops.

B) BOTTOM

1. Permitted lower body attire must be worn around the waist.
2. No denim, jean, sweat, tights, yoga pants, leggings, or windbreaker style of pants shall be worn.
3. Skirts/jumpers must be of knee length or longer.
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.

C) FOOTWEAR

1. Heels are limited to a 2-inch height.
2. The entire foot must be covered at all times.

D) 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. No chains or heavy metal of any type allowed. This includes oversized belt buckles or oversized piercings. No temporary tattoos or body sprinkles are to be worn on the face, arms, hands, legs.

E) WRITING & MISCELLANEOUS

No handkerchiefs or bandanas

Exemptions/Exceptions:

The Campus Wear Policy approved by the Galion City Board of Education must allow exceptions for students participating in nationally recognized youth groups that have their own uniforms on days when these organizations have scheduled activities. Pursuant to the Free Exercise Clause under the first Amendment to the United States Constitution, there also may be situations where legitimate religious objections must be accommodated. Where required, this exception must be provided regardless of whether it is specified in the uniform policy.

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, Field Trips etc.) may be allowed with the prior approval of the building principal. Any variation of clothing on these special activity days must be school appropriate. Any used or handed down clothing must be in good condition and follow the Campus Wear guidelines.

Campus Wear Fee Exemptions:

The Galion City School District Board of Education has adopted a policy for waiver of school fees for qualifying students. If you qualify for the waiver of school fees you may qualify for assistance in purchasing Campus Wear items for your child. If the student qualifies because of assistance through Ohio Works First program, your caseworker must sign the Waiver of School Fees form before financial assistance can be provided. If the student qualifies because of assistance through the State's Disability Assistance Program, the case number must be completed on the Waiver of School fees form before financial assistance can be provided. If the parent/guardian receives disability funds from the Social Security Administration, the notification letter of disability eligibility from the Social Security Administration must be attached to the Waiver of School Fees form before financial assistance can be provided. **If the parent/guardian is eligible for disability through the**

Social Security Administration, all students in the household are eligible for financial assistance in purchasing Campus Wear items.

If the student receives disability funds from the Social Security Administration, the notification letter of disability eligibility from the Social Security Administration must be attached to the Waiver of School Fees form before financial assistance can be provided. **If a student is eligible for disability through the Social Security Administration, only that student is eligible for financial assistance in purchasing Campus Wear items.** The Waiver of School Fees Form must be completed annually.

DRIVER'S LICENSE SUSPENSION

A student is subject to suspension of his/her driver's license or permit by the State Bureau of Motor Vehicles for any of the following reasons:

- A. Ten (10) days in succession of unexcused absence from school.
- B. More than 15 days unexcused absence in a semester.
- C. Suspension or expulsion related to drug and/or alcohol use or possession.
- D. Dropping out of school.

The suspension of license may conclude when the student becomes 18 years of age, graduates from school, obtains a GED, or meets the expected attendance agreement.

*Dropouts are subject to statute requirements.

Book Bags/Purses/Duffel Bags/Backpacks:

Students may use book bags to transport books and materials to and from school. However, all book bags/backpacks 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.

Cafeteria Rules

- 1. Follow directions
- 2. Keep hands and feet to yourself
- 3. Do not remove chairs from table
- 4. Clean your area, deposit your trash, return the tray and recycle
- 5. No profanity or loitering
- 6. No public display of affection.

Galion City School District School Meal Charging Policy

- 1. Warning – Verbal notice monies are low 2 lunches left
- 2. First Charge – Verbal notice to student
- 3. Second Charge – Verbal notice & call to parents
- 4. Third Charge – Written notice to parent
- 5. Fourth Charge – Scheduled meeting with Principal, Food Service Supervisor and Parent
- 6. Fifth Charge – May Contact Child Protective Services

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 may 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.

- a. Attending school-sponsored field trips is a privilege. To participate, students must be in attendance on a regular basis as determined by the criteria set forth in the attendance policy. Students must also be in good academic standing and not have excessive or serious disciplinary issues. A maximum of five (5) days per semester for field trips are allowed.

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 – Please Refer to Board policy 8450.02 for further information.

Search & Seizure

Please refer to Board policy 5771 for further information.

Questioning of Students

Please Refer to Board policy 5540 for further information.

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.

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

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.

HIGH SCHOOL TRANSCRIPTS

A transcript is a copy of your school records. It includes grades, courses, attendance, and test scores (proficiency, ACT, SAT, etc.). Colleges, military branches, and employers request copies of your transcript. Official transcripts must be sent from the guidance office directly to the requesting source. If you need a transcript see your counselor.

SCHOOL CLOSINGS AND 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: WQEL 92.7FM/WBCO 1540 AM Bucyrus; WMFD TV 68/WVNO 106.1 FM Mansfield; Please DO NOT call the principal, teachers, or the school. Parents and students are responsible for knowing about emergency closings and delays.

TRANSMISSION OF RECORDS AND OTHER COMMUNICATIONS

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

ATTENDANCE PROCEDURES

http://www.galionschools.org/upload/documents/galion_attendance_guidelines_2017.pdf

Attendance (Board policy – 5200)

Regular attendance is required by law. Galion High 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) 468-6500 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. Please refer to Board policy 5200 for more detailed information.

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.

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 sign in at the attendance office.

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

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:

1. Truancy Warning Letter delivered via home visit by the District Truancy Officer (32.5 hours/5 Days of Unexcused Absences)
2. Unofficial Court Hearing to be held at the school (52 hours/8 Days of Unexcused Absences)
3. Official Truancy Hearing

B. Truancy Warning Letter Delivered to Home by District Truancy Officer (32.5 hours/5 Days of Unexcused Absences)

C. 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)

D. 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: 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 days) 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.

Vacations

While we understand that not all family vacations can be scheduled in accordance with the school calendar, we encourage families to attempt to schedule these trips with during non- school days. In the event that a trip/vacation is planned during school days the missed days will count towards the 10 parental excused absence days for illness. Absences beyond 10 days without a medical excuse will be unexcused. The student may be responsible for class work including test that the teacher will be covering during the absences. Tests are to be administered within a reasonable time of the student's return, preferably within one week in accordance with school grading guidelines.

Perfect Attendance

A Perfect Attendance Certificate shall be awarded to any student with zero periods or days of absence and zero tardies for the year. Perfect means you are not absent from any class for any reason.

College Visitation

Students are strongly encouraged and advised to make college visits on days/times when school is not in session. However, sanctioned college visits not exceeding two days are permitted for seniors and will be considered excused absences with appropriate authorization and paperwork on file. These absences will be counted on the student's record and will nullify perfect attendance if such status exists.

The student must have a college visitation form filled out in advance and inform the attendance office prior to the visit. Proof from the institution visited must be provided upon the student's return to school. Students who have accumulated the maximum number of excused absences allowed will not be permitted to use college visitation days.

WORK PERMITS

Seniors who work may be excused one period per day. These students must have a work permit on file in the Superintendent's office prior to being excused to work. Work permit applications may be obtained in the principal's office. The administration reserves the right to remove this privilege based on student grades, conduct, falsification of employment, or any other situation deemed inappropriate or detrimental to the individual or school.

Other students who are sixteen or over may be excused from school on a full-time basis provided:

- a. They have a work permit for that job on file in Central Office;
- b. The work permit is for full-time employment, which must be a minimum of a 35-hour workweek;
- c. That if work is terminated for any reason, a student has 48 hours to return to school or find a new job;
- d. That if a new job is secured, a new work permit must be filed.

STUDENT CODE OF CONDUCT

Student Code of Conduct

The purpose and intent of this Code of Conduct is to maintain an appropriate educational climate. Violation of the Code of Conduct may result in verbal warning, written warning, referral to school counselor, parental contact or conference, in-school detention, Thursday school, community service, emergency removal, referral to law enforcement agencies, suspension (up to 10 days) or expulsion. The Superintendent is the only individual who may impose an expulsion.

In addition, this Code of Conduct includes:

1. Misconduct by a pupil that occurs off school district property but is connected to activities or incidents that have occurred on school district property; and
2. Misconduct by a pupil that, regardless of where it occurs, is directed at a district official or employee or the property of an official or employee.
3. Unruly charges may be filed in juvenile court against a student who continually violates the Student Conduct Code.

The Pioneer Career Center is an extension of our school program; therefore, students who elect to attend the career center are subject to disciplinary action based upon the Student Code of Conduct of either Galion High School and/or the Pioneer Career Center. Consequently, conduct and/or involvement in any activity that may or does result in disciplinary action by one school may be grounds for similar disciplinary action by the other school.

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

Students are to remain at home during school hours while on suspension. The absence of a student on suspension is unexcused. The student may make up work missed and may earn credit (e.g. quizzes, tests, reports, etc.).

During a period of suspension/expulsion, a student is restricted from participating in or attending all school classes, programs, extracurricular activities (including practices, games or performances) and graduation ceremonies. A suspension officially begins at 12:01 a.m. on the first designated suspension day (unless emergency removal of the student occurs, in which case the suspension beginning is designated as the time of removal) and ends at 12:01 a.m. on the first day to follow the last day of the suspension period.

A suspension beginning during one week and extending into the following week restricts the student from attending or participating in any school-sponsored activities over the weekend. A student whose final day of suspension is on a Friday may attend or participate in school-sponsored activities on Saturday or Sunday.

In-School Detention

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

Thursday School

Thursday School may be given as a means of correcting unacceptable behavior. Thursday School will be held in the high school from 2:45 p.m. until 5:45 p.m. You must bring educational materials and work during these hours. Model behavior is expected during Thursday School and if not exhibited, the day will be forfeited and further discipline may occur. Medical documentation from a physician or death of relative are the only excused absences from Thursday School. If there are extenuating circumstances, the detention may be reassigned one time. If the detention is missed a second-time further discipline may be assigned.

Emergency removal

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

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 on 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 disrupt the educational climate.
2. 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.
3. 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.
4. While this list is not intended to be all-inclusive, the following acts illustrate the kinds of misconduct prohibited by this rule and is not limited to;
 - 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. 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

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

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: Unauthorized touching 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 but are not limited to; marijuana, amphetamines, barbiturates, glue, cocaine, PCP, beer, wine, e-cigarette, vapes, 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, evidence of consumption, 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 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, alcoholic vaporizers or counterfeit drugs of abuse.

A. First Offense

The principal may suspend the student for ten (10) days and may recommend expulsion or permanent exclusion in compliance with all requirements of law. Suspensions may be reduced to no less than five (5) days if the following occur:

1. Administration will attempt to contact parents and the student may be removed from school for the remainder of the school day.
2. Consultation with parent(s) or guardian and the student emphasizing available evaluation and counseling services and disciplinary action will be conducted by the administration.
3. Disciplinary Action:
 - a. The student proceeds to be evaluated by a chemical dependency professional; or
 - b. The student and parent(s) or guardian agrees to follow any appropriate treatment, including but not limited to, individual or group sessions conducted by a drug/alcohol counselor.

B. Second Offense

The principal may suspend the student for ten (10) days and may recommend expulsion or permanent exclusion in compliance with all requirements of the law. Suspensions may be reduced to no less than five (5) days if the following occur:

1. Student is evaluated by a chemical dependency professional;
2. Professional communicates with the appropriate school personnel (principal and director of drug/alcohol program);
3. The student receives any appropriate treatment, which may include counseling with a professional, group counseling by the school counselor, and follow-up between the student and parent (s) or guardian and the school counselor.

C. Third Offense

The principal may suspend the student for ten (10) days and recommend the student be expelled or permanently excluded. The penalty may be reduced providing the student

1. Be referred to an alcohol/drug professional for the purpose of arranging in-patient treatment, unless other measures are deemed necessary by the assessment agency.
2. Upon completion of treatment the student will follow through with all recommended aftercare, and will be placed in a school aftercare group

Rule 7: Tobacco

A student shall not possess, use, transmit, conceal or sell cigarettes or tobacco products. This is in effect on school premises or at school sponsored events.

Rule 8: Out of Assigned Area/Unauthorized 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 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: Unauthorized Fire

A student shall not 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, gestures, or obscene material

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, that injures, degrades, or disgraces another student. A student shall not attempt to threaten, act or participate in any occurrence that injures, degrades, disgraces another student.

Rule 16: Violation of School Bus Conduct

1. Students must wait quietly in a location clear of traffic and at least ten feet away from where the bus will stop (Ohio Law 3301.83.08).
2. Student behavior at bus stops must not threaten life, limb or property of any individual (Ohio Law 3301.83.08).
3. Students must go directly to an available or assigned seat (Ohio Law 3301.83.08).
4. Students must remain seated, keeping aisles and exits clear (Ohio Law 3301.83.08).

5. Students must observe classroom conduct. All school rules apply on the bus. Obey the driver promptly and respectfully (Ohio Law 3301.83.08).
6. Students must be courteous and respectful to fellow students and to the bus driver (District policy).
7. Students must not engage in loud talking or laughing, excessive horseplay or fighting (District policy).
8. Unnecessary confusion diverts the driver's attention and might result in a serious accident (District policy).
9. Students must not use profane or abusive language (Ohio Law 3301.83.08).
10. Students must refrain from chewing gum, eating and drinking on the bus except as required for medical reasons (Ohio Law 3301.83.08).
11. Students must not use tobacco or related products on the bus (Ohio Law 3301.83.08).
12. Students must not have alcohol or drugs in their possession on the bus except for prescription medication required for student (Ohio Law 3301.83.08).
13. Students must not throw or pass objects on, from or into the bus (Ohio Law 3301.83.08).
14. Students may carry on the bus only objects that can be held in their laps. No living creatures are permitted (Ohio Law 3301.83.08).
15. Students must treat bus equipment as one would treat valuable furniture in his/her home. Vandalism will not be tolerated. Keep the bus clean and sanitary (District policy).
16. Students must not extend any part of their bodies out of the bus windows (Ohio Law 3301.83.08).
17. Students are to remain absolutely quiet at railroad crossings until the bus has completely crossed and the driver says it is okay to talk (Ohio Law 3301.83.08).
18. Students must leave or board the bus at locations to which they have been assigned unless they have written administrative authorization to do otherwise (Ohio Law 3301.83.08)

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. If a student is found guilty of cheating/plagiarism, it may result in in-school detention, Thursday school, or suspension.

Rule 19: PDA

Public display of affection is not appropriate for our students at Galion High 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 is forbidden.

Rule 22: 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 23: 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 the school district website. Each student is responsible for becoming familiar with these items.

Rule 24: 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 25: 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 student, school employee or employee's family member(s) words, phrases, gestures, graffiti, etc. considered slanderous, degrading in nature, obscene or profane. Galion High School follows the Galion City Schools anti-bullying policy (**Board policy - 5517.01**).

Rule 26: Wireless Communication Devices/ and Electronic Devices

Procedures

1. Students may use Wireless Communication Devices (WCD), excluding ALL recording devices or recording functions on electronic devices during authorized times and in authorized locations.

This means that no audio, video, or still picture recording is permitted without prior permission.

a. Authorized times are:

- i. Before school
- ii. Between classes per the student's schedule
- iii. During the student's scheduled lunch time
- iv. After school
- v. When permitted by the classroom teacher during class time and in the manner authorized by the teacher.

b. Unauthorized times are:

- i. Any time not listed above as being authorized
- ii. Any time permission is denied by GHS staff member

c. Authorized locations are:

- i. Hallways
- ii. Cafeteria
- iii. Classrooms and/or other spaces (When specifically authorized)
 - a. All other locations are considered unauthorized and the use of WCD's is strictly prohibited. (This includes restrooms, locker rooms, offices, and any other location not specifically permitted).

2. During the school day (7:33-2:38) the sound must be turned off.
3. The use of headphones will be limited to school personnel discretion.
4. This availability does not release the student from liability for harassment, bullying, threatening, or other behavior prohibited by the student code of conduct. WCD's may not be used to violate the student code of conduct in any way.
5. Additionally, students are specifically forbidden to transmit test, quiz or other information in a manner constituting fraud, theft, cheating, or academic dishonesty.

6. All other unauthorized use is specifically forbidden.
7. Students are personally and solely responsible for the care and security of their wireless communication devices. The Board assumes no responsibility for theft, loss, damage or vandalism to WCD's brought onto its property or the unauthorized use of such devices.
8. Violations of this policy will be considered a class disruption and/or insubordination and will result in disciplinary action and/or confiscation of the device. Law enforcement agencies may be notified in the event that the violation involves illegal activity.
9. Repeated violations may result in the loss of the student's privilege to bring a wireless communication device to school for a designated length of time or on a permanent basis.
10. Consequences for violations will include parent pick-up of WCD, assignment to ISD or Out-of-School Suspension.

Contents of electronic devices may be searched if there exists a reasonable suspicion that it may have been used in an activity prohibited by the Code of Conduct. Any search will be conducted in compliance with Board policies.

Rule 27: Gang Affiliation

Students are not to 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 28: 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 device in accordance with the approved Guidelines and Procedures, and District Acceptable Use Policy and any applicable laws.

Rule 29: Classroom Tardiness

Promptness in reporting to class is required of all students. A student is tardy when he/she is not in his/her assigned room or area when the second tone rings. **A tardy in excess of 15 minutes after the second tone will be considered a class period absence.**

ACADEMICS

GRADING GUIDELINES

http://www.galionschools.org/upload/administrative_guidelines_-_grading_updated.pdf

CODE OF ACADEMIC INTEGRITY

It is the goal of the Galion City School District to maintain high standards for academic excellence. This goal will be achieved through high levels of student performance and achievement. Although standards are set for groups of students, performance levels are attained by individuals. Each student at Galion High School is responsible for his or her own academic achievement. Each student is expected to be honest and to avoid any violation of academic trust such as:

1. Giving or receiving aid during an examination, test, quiz, or similar type of evaluation.
2. Using unauthorized learning aids, study materials, cheat sheets, google docs, screenshots, texts, pictures, etc. during a test/quizzes unless instructed by the teacher.
3. Obtaining, circulating or using an examination, test, quiz, answer key, etc. without permission.
4. **Plagiarizing**- "To use the ideas or writings of another as your own, or to appropriate passages or ideas from another and use them as your own" is plagiarism and dishonest.
5. Submitting work prepared by another; copying work prepared by another.
6. Any other action which would not be representative of a student's own academic effort.

Should violations of this Code of Academic Integrity occur, students may expect prompt disciplinary action. A student's status and reputation may be seriously damaged by violations of this nature. Individual teacher expectations must be explained by the classroom teacher. Study habits, "paper trail" requirements and procedures, documentation procedures, the kind of collaborative work, etc. may vary from teacher to teacher, these expectations need to be clearly delineated so that students are clear on the Code of Academic Integrity. In cases involving writing, students are expected to document their work by maintaining a "paper trail" of their notes and rough drafts.

CONSEQUENCES FOR ACADEMIC INTEGRITY VIOLATIONS

Violation of the Code of Academic Integrity must be reported to the principal who will record this information in the student's discipline record. The teacher is expected to notify the student's parents of the violation and academic consequences. In cases where a suspected violation of the Code of Academic Integrity occurs, a consultation meeting with the faculty member and the principal will take place. Decisions regarding disciplinary measures will be made after the meeting with the principal and the student. Possible discipline consequences for Code of Academic Integrity *violations may include Thursday school, in-school detention, or suspension*. In addition, there may be academic consequences that the student receives. The student may receive a zero for the assignment, test, quiz, or project if found in violation of the Code of Academic Integrity.

MINIMUM GRADUATION REQUIREMENTS

The minimum requirements set forth by the Ohio Department of Education and the Galion Board of Education are twenty-one credits, and you must pass all required end of course exams (class of 2018 and beyond), or be

excused from one or more of these tests pursuant to the IEP developed in accordance with **Section 3323.08 of the Ohio Revised Code** in order to receive a diploma.

EDUCATIONAL OPTIONS/EARLY GRADUATION

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

GRADUATION CEREMONY

- Only those students who are currently enrolled, attending, and eligible to receive a diploma may take part in the graduation ceremony.
- Seniors eligible for a diploma must also complete all obligations such as; fees paid, equipment returned, textbooks returned, tuition paid, discipline served, etc.
- **Attend graduation practice** in order to participate in the graduation ceremony and receive a diploma.
- **Students may be removed from participating in the graduation ceremony if they are not dressed professionally.** Participation in the graduation ceremony is a privilege and not a right of students.

Required courses needed in grades 9-12:

- English Language Arts – four (4) credits
- Health – one half (1/2) credit
- Mathematics – four (4) credits
- Physical Education – one half (1/2) credit (two semesters)
- Science – three (3) credits
- Social Studies – three (3) credits
- **Community Service – one Half (1/2) credit****
- Electives – balance of credits (from business/technology, fine arts, and/or foreign language)

<u>Credits needed for class standing:</u>	Sophomore	=	4.5
	Junior	=	10
	Senior	=	15

*Also, Financial Literacy and one Fine Arts full credit is required.

** Required for students in the class of 2020 and beyond

PATHWAYS TO GRADUATION

Earn at least 18 points on seven end-of-course state tests. End of-course tests are:

Algebra I	English I
Geometry	English II
American Government	Biology
American History	

-Each test score earns you up to five graduation points. You must have a minimum of four points in math, four points in English and six points across science and social studies. Your school and district receive grades on the Ohio School Report Cards for all students' scores and participation on state tests.

-Earn a minimum of 12 points by receiving a State Board of Education-approved, industry-recognized credential or group of credentials in a single career field and earn the required score on WorkKeys, a work-readiness test. The state of Ohio will pay one time for you to take the WorkKeys test.

-Earn remediation-free scores in mathematics and English language arts on either the ACT or SAT.

COLLEGE PREPARATORY CURRICULUM

Because of entrance requirements for admission to state supported schools, the following curriculum for Galion students who are college bound is strongly recommended:

- 4 credits of English
- 4 credits of Math – Algebra I, Algebra II, Geometry and at least one taken during your senior year
- 3 credits of Science, including Biology and Chemistry
- 3 credits of Social Studies, including World History
- 1 credit of Visual and/or Performing Arts
- ½ credit of Health
- ½ credit of Physical Education

Grading Scale

Galion High School uses a grading scale of A through F based on percentages to determine semester and yearly average. Grade point average (G.P.A.) is computed at the end of the semester and at the end of the year. Grade point average is based on A=4, B=3, C=2, D=1, F=0. Grade point average is used to determine class rank. The nine-week grade and semester averages are determined by percentages as follows:

Grade percentage scale:

A= 90 - 100

B= 80 - 89

C= 70 - 79

D= 60 - 69

F= 59 - 0

I = Incomplete (becomes a 0% for all work not made up and the grade will be calculated accordingly.)

GRADE AVERAGING

Semester grades and yearlong course grades are determined by totaling quarter percentages. In a yearlong course, your semester average is simply a “barometer” of how you are doing at the end of the semester.

Semester/Year/Average Class Percentage Distribution

Semester Classes

	QTR 1	QTR 2
	50%	50%

Year Long Classes

	QTR 1	QTR 2	QTR 3	QTR 4
	25%	25%	25%	25%

DROP “F” POLICY

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.

ACADEMIC AWARD

All Galion High School students are eligible. The minimum grade point average needed for qualifying for an award is 3.5 on a 4.0 scale. The student’s yearly GPA as it stands at the end of the 3rd grading period will determine eligibility for the Academic Awards program. A public program will be held in the spring to honor and present awards to those qualifying.

At the end of each semester, special academic recognition will be given to students who achieve the following:

4.0 – Principal’s Roll

3.50-3.99 – Honor Roll

3.00-3.49 – Merit Roll

NATIONAL HONOR SOCIETY

The objectives of the National Honor Society are to create an enthusiasm for scholarship, to stimulate a desire to render service, to promote worthy leadership, and to encourage the development of character in students at Galion High School. Membership in this society is a great honor, not a right. Other honors conferred by the school are given because of specialized ability, skill, or talent; however, this organization looks upon education as a product measured by four standards: scholarship, leadership, character, and service. National Honor Society supports the fundamental objectives for which schools are instituted, and it gives recognition to students who have attained most nearly those desired ends. Students who aspire to membership in the Society are encouraged to meet these four requirements.

To be eligible, a junior or senior must have at least a 3.25 cumulative grade point average and have attended Galion High School for at least one full semester prior to being considered for membership. Students submit rating sheets to faculty members and other applicable recommenders of their choosing. These evaluations do not rate scholarship; primarily, they rate character, using the ten guidelines recommended by the National Association:

1. Takes criticism willingly and accepts recommendations graciously.
2. Constantly exemplifies desirable qualities of personality, i.e., cheerfulness, friendliness, poise, stability.
3. Cooperates by complying with school regulations concerning property, programs, office, halls, and so on.
4. Upholds principles of morality and ethics.
5. Demonstrates highest standards of honesty and reliability.
6. Shows courtesy, concern, and respect for others.
7. Observes instructions and rules, punctuality, and faithfulness in obligations both inside and outside of the classroom.
8. Have powers of concentration and sustained attention as shown by perseverance an application to studies.
9. Manifests truthfulness in acknowledging obedience of rules, avoiding cheating in written work, and showing unwillingness to profit by the mistakes of others.
10. Actively helps to rid the school of bad influences or environment.

All students with a 3.25 average who are interested in the National Honor Society must submit an activity sheet showing their service and leadership in school and community activities. This sheet, in addition to the evaluation by the teachers, will be used by the Faculty Council to determine membership.

Students and parents need to understand that students have a right to be considered for membership but no right to be selected. Selection is an honor bestowed upon the students by the Faculty Council that is entrusted with all decisions relative to selection and dismissal.

ATHLETICS

Athletic Code of Conduct

http://highschool.galionschools.org/upload/documents/athletics/galion_athletic_code_2017-18.pdf

All students are encouraged to become involved in athletic endeavors. We offer sixteen different types of athletic activities. To be an athlete at Galion High School is to accept the added responsibility of representing our school and community at the highest level of honor, integrity, effort and sportsmanship. Your participation in our athletic programs indicates and acceptance of this obligation. We have tremendous PRIDE in our teams and teammates. You must never do anything that would lessen or lower the great PRIDE we have for our school and community.

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)
- Signed Athletic Code of Conduct & Insurance/Insurance Waiver Form
- Insurance/Insurance Waiver Form
- Signed Athletic Code of Conduct
- Athletic Eligibility Pamphlet (OHSAA) & Athletic State Meeting Form (OHSAA)
- Signed Concussion Information Sheet
- Signed Sudden Cardiac Arrest Information Sheet
- Emergency Medical Authorization
- Signed Random Drug Test Form

GALION BOOSTER CLUB

The Galion Booster Club is a very active organization whose purpose is to promote and advance the interests of all activities beneficial to Galion students. The continued hard work and fund-raising of this organization have supported numerous athletic and academic programs. Galion schools are deeply appreciative to the many parents and friends of the school who have supported our programs through the Booster Club.

PARTICIPATION IN EXTRACURRICULAR ACTIVITIES IS A PRIVILEGE NOT A RIGHT.

GALION BOARD OF EDUCATION

Mr. Grant Garverick, President
Mr. Brian Owens, Vice President

Mr. Dennis Long
Mr. Mike Mateer
Mrs. Debra Donaldson

Mr. James Grubbs, Superintendent

All Board of Education policies may be accessed at the following website address:

<http://www.neola.com/galion-oh/>

