GALION SENIOR HIGH SCHOOL

Student- Parent Handbook

2012-2013

We offer this handbook to you so that you will be fully informed of your opportunities and your responsibilities as a member of the student body. Information in this handbook pertains to all students enrolled in Galion High School as well as Galion students attending Pioneer Career & Technology Center. Students and parents are urged to read this handbook carefully. It will enable you to know what we expect of each student and how to cooperate with our staff so that every student can receive the best possible education.

The rules, regulations, and procedures in this handbook are subject to continual review for possible change. All policies and procedures put forth in this handbook have been adopted by the Galion City Board of Education. Unless official changes are made, the regulations, policies, and procedures listed herein will govern the administration of the school.

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 will also include is synonymous with custodial parent or legal guardian. Immediate family will include parents, brothers, sisters, and grandparents.

TITLE I – PARENT RIGHT TO KNOW

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:

- 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.
- Whether the teacher is teaching under emergency of temporary status that waives state licensing requirements.
- The college degree major of the teacher and any other graduate degree or certification (such as National Board Certification).
- 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 send the teacher qualification information that you have requested.

FAMILY-TEACHER COMPACT

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.

ELECTRONIC CALL NOTIFICAITON SYSTEM

An electronic call system will be used as the primary source of information related to school closings, delays and district emergency information. Please provide updated information at the office when changes occur.

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IMPORTANT PHONE NUMBERS

High School Office ---------- 419-468-6500
~~High School FAX ---------- 419-468-7638~~

OFFICE HOURS

7:15 a.m. – 3:45 p.m.

DAILY TIME SCHEDULE

7:30	**Warning Tone**	
7:33 - 8:14	**First Period**	**41 minutes**
8:17 - 8:58	**Second Period**	**41 minutes**
9:01 - 9:42	**Third Period**	**41 minutes**
9:45 -10:26	**Fourth Period**	**41 minutes**
10:29 -11:00	**Fifth Period "A"**	**31 minutes**
11:03 -11:34	**Fifth Period "B"**	**31 minutes**
11:37 -12:08	**Fifth Period "C"**	**31 minutes**
12:11 -12:52	**Sixth Period**	**41 minutes**
12:55 – 1:36	**Seventh Period**	**41 minutes**
1:39 – 2:20	**Eighth Period**	**41 minutes**

WELCOME

Welcome to the 2012-2013 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. Fritz A. Caudle
Principal

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 it is viewed by the students 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.

~~***STATEMENT OF NON-DISCRIMINTATION***~~

~~The educational programs and activities of the Galion City Schools are available without regard to race, religion, color, national origin, sex or handicap. Discrimination complaints should be brought to the attention of the Title IX and Section 504 Coordinator – Dr. Kathy Jenney, Galion City Schools, 470 Portland Way North, Galion, Ohio 44833 – telephone (419) 468-3432~~.

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.

ON-LINE PAYMENT SYSTEM

Galion City Schools now offers an on-line system to pay student fees, activity fees and add to your lunch accounts. You may use your credit and/or debit card for the transaction. We cannot take credit card payments at our school office; credit card payments are only available over the internet. We will still accept cash and checks at our school office. More information about the on-line system is available from your school office or at the EZpay link on our website at www.galionschools.org

GALION HIGH SCHOOL STAFF

Fritz A. Caudle, Principal
Steve Kent, Assistant Principal
Randy Endsley, Counselor

Joyce Atwood, Principal's Office Secretary
Jennie Stevens, Attendance Office Secretary
Tena Eyster, Counselor

Jessica Berry	Band
~~Steve Cochrell~~	~~Accounting/Business~~
Tena Eyster	English/Counselor
Cay Faulkner	English
Alice Fox	French
Kristin Gearhart	SED Teacher
Nancy Green	Educational Assistant-Library
Amy Graham	Media Communications
~~Cathy Hallman~~	~~Special Education~~
Michael Hartz	Drafting/Industrial Tech
Julie Hoffman	English /Speech
Debra Horton	Spanish/English
~~Neil Jarvis~~	~~Health/Physical Education~~
Nicci Lambright	Special Education
Cheri Laughbaum	Health Foundations
~~Ted Maglio~~	~~Science/Math~~
Krista McKibben	Calculus/Geometry/Advanced Math
Barbara Nigh	Chemistry/Physics/Math
Rex Payne	Social Studies
Dick Predmore	Physical Education
Elizabeth Pritchard	Family and Consumer Sciences
Denman Ray	Algebra/Math
Heidi Rietschlin	Special Education
David Rinehart	Biology/Anatomy
Fred Rinehart	Algebra/Math/Desktop Publishing
Jim Ruth	Physical Education/Health
P. Michael Schaffner	Sociology/History
J. William Stepro	History/Government
Ryan Tanner	CBI/Social Studies
~~Julie Thogmartin~~	~~Media Communications~~
Brent Tyrrell	Intervention Specialist
Rick Walker	Choir
Travis Watson	Biology
Barbara West	Spanish
Nancy Widman	Special Education
Jo Ann Wiggins	Art
Linda Wilson	Art/Drawing/Ceramics/Painting/Graphic Arts

Joe Manley	Head Custodian
Roy Nolen	Custodian

STUDENT FEES
Galion High School (2012-2013)

STUDENT AGENDA	Fee	5.00

ENGLISH

English 11A (and new 12A) Write for College Handbook)		25.00

SCIENCE

Physics	Fee	10.00
Chemistry	Fee	15.00
Anatomy	Fee	15.00
Anatomy Lab Manual Workbook		24.00
Biology	Fee	10.00

FOREIGN LANGUAGE

Spanish I	Fee	10.00
Spanish II	Fee	10.00
Spanish II Dictionary		15.00
Spanish III	Fee	15.00
~~Spanish III Grammar Bar Chart~~		~~5.00~~
Spanish III Practice Makes Perfect		11.00
Spanish IV	Fee	10.00
French I Bien dit! (red)		13.00
French II Bien dit! (blue)		13.00
French III Deuxieme Livre		15.00

HISTORY

Current Issues	Fee	11.00

~~BUSINESS~~

~~Accounting I~~	~~Working papers 1-18~~	~~28.00~~
~~Accounting I~~	~~Fitness Junction~~	~~28.00~~
~~Accounting II~~	~~Four Seasons~~	~~30.00~~

CAREER PATHWAYS

Health Foundations	Fee	5.00
Media Communications	Fee	10.00

FAMILY & CONSUMER SCIENCE

Teens Only	Fee	10.00
Independent Living	Fee	15.00
Healthy Gourmet	Fee	20.00
Creative Nutrition	Fee	20.00

INDUSTRIAL ARTS

Drafting I	Fee	10.00
Drafting II	Fee	10.00
Drafting III (EO)	Fee	10.00
Electronics I	Fee	20.00
Industrial Tech I	Fee	30.00
Industrial Tech II	Fee	50.00

ART

Art I	Fee	25.00
Drawing II/III	Fee	20.00
Painting II	Fee	24.00
Painting III	Fee	25.00
Ceramics II/III	Fee	30.00
Graphic Arts	Fee	22.00
Advanced Visual Arts	Fee	22.00

LUNCHROOM

Student Lunches (with milk)	2.55
Reduced price lunch	.40
Milk	.50
Adult Lunches without milk	3.00
Adult Breakfast with milk	1.50
Universal Breakfast	N/C

Any student interested in paying in advance should contact the cafeteria. The maximum number of charges allowed per student will be **ONE**

THE GUIDANCE CENTER

The philosophy of the Galion High School Guidance Center is to provide a cooperative program involving students, parents, teachers, administrators, staff, and community members. The ultimate goal is to help students develop learning skills and values that will assist them in making educational, occupational, and life plans.

Please do not hesitate to contact the Guidance Center if you have a problem at home, school, or otherwise. The counselors are there to help you. You may go to the Guidance Office during study hall if you have a pass from the study hall teacher. With teacher permission, you may also go for personal counseling.

College bound students need to check in the Guidance Office for test information, college representatives, and college or scholarship applications.

Student and parent conferences with teachers may also be arranged through the Guidance Center.

HEALTH SERVICES

Students who are ill should report to the attendance office. They may be given permission to go home after contacting parents. For emergency situations, there is a cot in the room next to the Guidance office. A student must report to the attendance office and obtain permission to go to the sick room. The maximum stay in the sick room is one period unless extenuating circumstances exist.

HEALTH CONDITIONS

Parents of children with chronic health conditions or special dietary needs must provide written information from a doctor documenting the child's health condition and/or restrictions.

HEAD LICE

Pediculosis (head lice) – Students will be excluded from school until initial treatment with pediculicide shampoo. The school nurse or city health department MUST CHECK STUDENTS before re-admittance to school. Parents or guardians are responsible for treatment of head lice so that students miss a minimum amount of school. A maximum of two (2) days excused absence will be allowed. Once students are treated, the parent will need to meet with the school nurse and provide evidence such as the empty shampoo bottle or box, to prove the child had been treated. The nurse will check to make sure there are no signs of live nits and bugs. Parents will be asked to retreat the child in 7-10 days. The school nurse will re-check the child to make sure there is no evidence of new eggs or live bugs at the conclusion of a two-week period. If there is evidence of new nits or bugs, the child will be removed again and proof of treatment will be required again.

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.

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.

HOMELESS STUDENTS

Homeless students will be provided with a free and appropriate public education in the same manner as other students served by the District. Homeless students are eligible to receive transportation services, participate in education programs for students with disabilities or limited English proficiency, participate in gifted and talented programs, and receive meals under the school nutrition programs. Homeless students will not be denied enrollment based on lack of proof of residency. For additional information contact the Directors of Federal Programs as the liaison for homeless students.

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.

MEDIA CENTER

Good media center behavior is expected at all times. Students are to abide by the rules, regulations, and procedures established. Misconduct in the media center will be dealt with in the same manner as classroom misconduct. The privilege of going to the media center is dependent upon maintaining a quiet study atmosphere. Any student who causes a disturbance may lose this privilege.

POSTERS/HANDOUTS

Students shall not post or distribute materials in our around Galion High School without first receiving approval from the Principal or his designee. Students shall not openly advertise or solicit for any outside agency while on school grounds.

SCHOOL YEARBOOK

The school yearbook is an integral parts of the educational process of Galion High School and as such must always conform to the rules, regulations, and standards of the Galion City School District. The administration and advisors reserve the right to censor any materials submitted for publication that may be detrimental to education expectations of the building or district.

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.

ANTI-HAZING POLICY

It is the policy of the Galion Board of Education and School District that hazing activities of any type is inconsistent with the educational process and shall be prohibited at all times. No administrator, faculty member, or other employee of the school district shall encourage, permit, condone, or tolerate any hazing activities. No Student, including leaders of student organizations, shall plan, encourage, or engage in any hazing.

Hazing is defined as doing any action coercing another, including the victim to do any act of initiation into any student or other organizations that causes or creates a substantial risk of causing mental or physical harm to any person. Permission, consent, or assumption of risk by an individual subject to hazing does not lessen the prohibition contained in this policy.

Administrators, faculty members, and all other employees of the school district shall be particularly alert to possible situations, circumstances or events that might include hazing. If hazing or planned hazing is discovered, involved students shall be informed by the discovering school employee of the prohibition contained in this policy and shall be required to end all hazing activities immediately. All hazing incidents shall be reported immediately to the Superintendent.

Administrators, faculty members, students, and all other employees who fail to abide by this policy may be subject to disciplinary action, and may be liable for civil and criminal penalties in accordance with Ohio law.

ASSEMBLIES

At all times the students' behavior should be refined and courteous. An indication of the cultural level of a school is the conduct of its student body at an assembly. Whether guests are present or not, each student is personally responsible for the impression made by the school as a whole. Unacceptable conduct would include whistling, uncalled-for clapping, boisterousness, and talking during a program. Students are to get quiet without being told to do so when the administrator or person conducting an assembly approaches the podium. Unacceptable conduct at an assembly will result in removal and possible disciplinary action. Unacceptable behavior may also result in denial of attendance to future assemblies.

BOOK BAGS AND/OR BACKPACKS

Book bags may be used to carry books to and from school; however, students may not carry book bags to their classrooms. Book bags must be kept in the student's locker during school time.

SCHOOL RELATED PHOTOGRAPHS/VIDEOS

Inappropriate or obscene gestures, etc. while participating in school photographs/videos (e.g. School photos, athletic programs, memory mates, yearbook, newspaper, graduation, etc.) may result in disciplinary action and/or financial photo replacement costs.

STUDENT TRANSPORTATION MANAGEMENT POLICIES

I. ELIGIBILITY

a. It is the policy of the Galion City Schools to transport eligible students to and from school. Eligible students are defined as: Elementary, Middle School, High School and public or private students who live outside the designated walking areas.

b. Eligible students will be assigned to a bus and will follow the transportation rules and regulations under the school bus driver's authority and responsibility to ensure the safety and welfare of all school bus passengers.

II. BEHAVIOR

a. Expected behavior of all students while riding and/or waiting for a school bus during a regular run, field trip, sports event, or any other trip is as follows:

1. Students shall arrive at the bus stop before the bus is scheduled to arrive.
2. Student behavior at bus stop(s) must not threaten life, limb, or property of any individual. Children shall observe classroom conduct rules and use proper behavior while waiting at the bus stop.
3. Students must leave or board the bus at assigned locations unless they have prior parental and administrative authorization to do otherwise. Students may not be removed from the bus by anyone other than school personnel during the daily route other than at the designated bus stop.
4. Students must wait in a location clear of traffic and away from the bus stops.
5. Students must go directly to an available or assigned seat.
6. Students must remain seated keeping aisles and exits clear.
7. Students are not to put head or an arm out of the bus windows while the bus is stationary or moving.
8. Students must observe classroom conduct and obey the driver promptly and respectfully.
9. Students must not use profane or vulgar language.
10. Students must refrain from eating and drinking on the bus except as required for medical reasons.
11. Students must not use tobacco on the bus.
12. Students must not possess or use alcohol or drugs on the bus.
13. Students must not throw or pass objects on, from, or into the bus.
14. Students must have items in their backpacks upon boarding the bus except for a small book for reading purposes.
15. Students must not litter on the bus or have animals of any kind on the bus.
16. Students may carry on the bus only objects that can be held in their lap.
17. Students must use a reasonable conversation level on the bus. Students must be silent when the bus approaches and crosses a railroad track.
18. Students must enter and leave by front door only unless authorized by an emergency situation.
19. Students must not wear cleats on the bus and must keep feet on the floor.
20. Students must not act inappropriately by making sexual advances or public displays of affection

21. Students must not bring any of the following on the bus: squirt gun, fireworks, or any weapon, including but not limited to mace and pepper gas.
22. To provide for the safety of all students, no student shall exhibit disruptive behavior or fighting of any kind on the bus or at the bus stop
23. Students must have all electronic devices stored in their book bags. The school is not responsible for lost or stolen electronic items.
24. Damage to interior or exterior of the bus by students is prohibited.
25. Students must not wear or have out any perfumes or colognes that may cause allergic reactions or asthma/breathing difficulties in our students or bus drivers.

Field Trips/Extra-Curricular

26. Students must have written permission from parent if they will be returning on the bus from a field trip or event. Coach/Advisor and administrator must sign permission slip and present it to bus driver.
27. Coach/Advisor must provide bus driver with roster that includes first and last names of all passengers before departure.
28. Coaches, advisors, and chaperones are asked to assist in enforcing bus rules to ensure the safety of all passengers.

III. MEDICATION

a. Students must present a note to the driver from their parents authorizing permission to transport prescription drugs on the bus for the sole purpose of turning them in to the high school office per the procedures found on page 25 under the "Dispensing Medications" section of this student handbook.
b. Proper steps will be taken to collect, store, and use medical information related to pupils known to have medical problems about which a driver should know.

IV. GUEST RIDERS

a. Students may bring student guests on the bus only with a BUS GUEST PASS signed by the regular rider's parent, guest's parents, and building principal.

V. REMOVAL FROM BUS

a. The Superintendent may expel a student from bus riding privileges through the semester in compliance with Section 3313.66 of the Ohio Revised Code. A Superintendent's designee, principal, or assistant principal are authorized to suspend a student up to ten days from bus riding privileges. All of the above officials may immediately remove a student from the bus if the student's presence poses a danger to persons or property or a threat to the safe operation of the school bus.

b. School bus drivers shall report in writing on a Misconduct Form to the appropriate administrator all rule violations or conduct that justify immediate removal, suspensions, or expulsion.

c. Warning

If in the opinion of the bus driver, an act of misbehavior should be responded to by a warning, the following steps will be taken:

Step 1 - Principal receives a request from bus driver for immediate removal.
Step 2 - Driver will fill out a Bus Conduct Report and file it with the building Principal. The verbal warning will be noted on the Bus Conduct Form.

d. Immediate Removal

Step 1 - Principal receives request from bus driver for immediate removal.
Step 2 - Principal notifies student of hearing time and reason for removal.
Step 3 - A due process hearing is held within 72 hours of the removal from the bus.

e. Suspension

Step 1 - Principal receives Misconduct Form from bus driver.
Step 2 - Principal gives student Notice of Intended Suspension Form.
Step 3 - Principal holds due process hearing for student.
Step 4 - If suspended, student is informed of the duration of this suspension.
Step 5 - Parent is informed by phone or letter the chain of events.

f. Expulsion

Step 1 - Principal receives Misconduct Report from bus driver.
Step 2 - Principal recommends expulsion to Superintendent if misbehavior warrants expulsion.
Step 3 - Superintendent informs student and parent(s) in writing of due process Hearing date and time.
Step 4 - If expelled, student and parent(s) are informed in writing of the duration of loss of riding privileges.

g. Appeal Procedure

A student, parent, or guardian may appeal the suspension of bus riding privileges to the Board of Education or its designee. The student or parent may be represented at the appeal. The appeal must be asked for within 72 hours of official notice of the suspension.

CAFETERIA/LUNCH

Each student is assigned a lunch period. Students may buy their lunch or supplement a lunch brought from home. All lunches are eaten in the lunchroom. This is a permanent assignment. Students may only leave campus during lunch when authorized/picked up by a custodial parent or legal guardian and with administrative permission. During the lunch period, a student is expected to be in the lunchroom even if he is not eating. This period assignment is the same as a class assignment. Continued violation will result in an assignment to a study hall after a discussion with parents.

Our standard for the lunchroom is normal, respectful conduct with due concern for proper etiquette.

1. The school cafeteria operates for Galion High School students only and the lunchroom should provide the necessary break for relaxation before the afternoon classes.

2. Violation of lunchroom rules may result in disciplinary action assigned by a lunchroom supervisor and/or administration.

3. No delivery of food prepared outside the lunchroom (other than lunch brought from home) will be permitted.

4. The maximum number of charges allowed per student at any one time will be **ONE**

The point of sale computer system will be used at the new Galion Senior High School. Each student needs to know his five digit I.D. number for use each day in the lunch line. Also, each student needs to have their account deposits in the computer system **BEFORE** the lunch serving lines. **No Cash** will be accepted in the serving line. Cash or checks (made payable to Lunchroom Fund) will be accepted in the morning at breakfast. Please indicate the student I.D. number so that amounts will be credited to the correct account. If your child qualifies for free meals, their account will already be setup. If they wish to purchase additional items they will also need money on their account.

FOOD IN CLASSROOMS

Food and drink in classrooms is not permitted unless the Principal gives special permission. No pop in cans or bottles, delivered pizza or other food items will be permitted. Lunch cannot be eaten by students in rooms other than the lunchroom.

GUM CHEWING

Gum chewing is prohibited. Chewing gum, blowing bubbles, etc. can be disruptive and distracting to others. Gum can also be destructive when it ends up on floors, walls, equipment, under desks and tables, on personal property, in hair, and on clothing. Chewing other objects (sunflower seeds, paper, plastic, etc.) will be treated the same as gum.

CHANGE OF ADDRESS

Notify the principal's office if you change your address or telephone number.

CHEATING/PLAGIARISM

Cheating and plagiarism are serious offenses that are detrimental to our overall educational process and to you personally. When a student is guilty of cheating or plagiarism, the teacher shall collect the student's paper, mark a zero for the work, and notify the parent and office as soon as possible as to the action taken. The parent shall be notified that a second offense will bring disciplinary action. Cheating or plagiarism will also result in denial of student participation in a club, organization, team, honorary group, office held, or any other school related activity. Cheating or plagiarism will also result in denial of any exam exemptions for the balance of the school year.

COMPUTERS

A. All computer usage falls under the control of the Galion City Schools Acceptable Use Policy as follows:

Acceptable Use Policy

Galion City School District

(Students)

The purpose of the Acceptable Use Policy is to promote the responsible and ethical use of computer resources by students in the Galion City School District. It covers all computers and computer resources owned, leased, operated, or contracted by the school district. This includes, but is not limited to electronic mail and Internet usage; software programs; GALNet, microcomputers, mini-computers, and mainframes.

The district's network is referred to as "GALNet." Students may use GALNet for educational-related purposes consistent with the mission of the Galion City School District. Access to all computer resources is a privilege granted to students. All computer resources and communications transmitted by, received from, or stored in computer systems belong to the school district, and shall not be considered confidential and/or the property of the student.

Students using the school district's computer resources, including electronic mail and the Internet, are responsible for using resources in an authorized, legal, and legitimate manner. Computer resources shall be used for educational-related purposes.

Items Contained in Acceptable Use Policy:

A. Access Issues

B. Guidelines

C. Internet and Electronic Mail

D. Security

E. Software

F. Discipline

G. Internet Safety

H. Failure to Follow Policy

I. Updates

A. ***Access Issues***

The school district reserves the right to monitor, access, inspect, intercept, and take appropriate action with respect to all computer resources and communications. Common examples of when the district may need to access computers, software or stored communications include: investigation of suspected misuse of the computer or Internet; conducting system repairs; or any other legitimate purpose in accordance with school policy or federal, state, or local law. Students cannot access or retrieve stored communications unless authorized to do so by the district technology coordinator.

Based on reasonable suspicion the school district also reserves the right to search and seize any computer resources used by students, whether school or personal property, such as computers, flash drives,disks, electronic mail messages, Internet materials, etc. The search will be conducted at the discretion of the school district, and the systems administrator will be involved in all searches.

B. ***Guidelines for Using Computer Resources and all Electronic Devices (cell phones, iPods, etc)***

Students using computer resources must adhere to the following guidelines:

1. Students must not use GALNet, electronic mail, and the Internet, for product advertisement, commercial purposes, or for political purposes. Computer resources shall be used for legitimate, educational purposes within the course and scope of the district curriculum.

2. All Galion City School Board Policies apply to the use of computer resources. Students are prohibited from engaging in any conduct and/or behavior that constitutes any form of harassment, including sexual harassment, through the use of computer resources and/or communication systems. This includes sending harassing or libelous electronic email, files, images, or computer messages to other users over the GALNet. It also includes sending, accessing and/or displaying harassing jokes, cartoons, inappropriate web site addresses or material of a similar nature. If a student receives offensive or harassing material from others over the GALNet , the student shall immediately notify the building administrator or the district technology coordinator.

3. Students must not use computer resources or any electronic devices to access confidential school or student records, whether in paper or electronic format.

4. Students are specifically prohibited from using the Internet and other school computer resources to download, access, or send pornographic, lewd, offensive, indecent, obscene or vulgar material. In addition, students are prohibited from downloading or installing any software, utility, or application to any school computer. Students will use appropriate language. The use of profanity, obscenity, or other language that may be offensive to other users or are illegal activities are strictly forbidden.

5. Students are prohibited from accessing and utilizing chat rooms, discussion boards, instant messaging type services, blogs, etc. for non-educational purposes.

6. Students must not view and/or use another user's network account, computer files, programs or data without prior written authorized permission of the school district.

7. Students are prohibited from negligently and/or intentionally damaging, destroying or altering school computer resources in any unauthorized or illegal manner (i.e., computer hacking, uploading/creating viruses, etc.). Any malicious attempt to modify or destroy electronic data contained in the GALNet is specifically prohibited.

8. Web sites using the name "Galion City Schools" or referring to the school district in any way may only be developed and maintained by authorized personnel using the guidelines as provided by the district technology coordinator and/or the superintendent.

9. With the creation of our new Galion City Schools webpage, there may be occasions when student pictures may be used, such as recognizing academic or athletic accomplishments. Individual names will not be associated with any student picture. If you wish to not have your child's picture included on the GCS webpage, please sign and return the attached form to your child's school indicating that you do NOT want your child's photo/video used for school purpose.

10. Use appropriate language. Do not use profanity, obscenity, or other language that may be offensive to other users. Illegal activities are strictly forbidden.

11. Students are prohibited from changing any settings that change or alter the appearance of the desktop and or programs such as but not limited to the following: internet options, proxy settings, screen savers, wallpapers, home page, background, mouse, monitor, etc.

12. The GALNet shall not be used in such a way that it will disrupt the use of the network by others. In addition, guidelines of net etiquette are subject to change by the administration.

13. Users shall not transmit material this is threatening, obscene, disruptive or sexually explicit or that could be constructed as harassment or disparagement of others based on their race, national origin, sex, sexual orientation, age, disability, religion or political beliefs.

14. The willful wasting of computing and networking facilities resources is inappropriate use. Wastefulness includes, but is not limited to, forwarding of chain letters, generation of large volumes of unnecessary or non-work/educational related printed output or disk space, or creation of heavy network traffic such as streaming radio or video for non-educational purposes

15. Students may not use computer resources to conduct illegal activity that would violate State, Federal, or local law.

16. Social networking and other websites where students post information are monitored by district officials.

17. The use of electronic devices (including, but not limited to cell phones and iPods) may be used in selected instructional activities as determined by instructional staff. Electronic devices will not be brought into the instructional setting (including study halls) without prior permission from the supervisory staff. The misuse of these devices will result in disciplinary action, including but not limited to, the forfeiture of future use of these devices in instructional activities. Any electronic equipment, owned by Galion City Schools or personally by the student/staff member, will be operated under the guidelines of this AUP.

18. When using any type of cameras (digital or video), students are specifically prohibited from using the equipment to access or send pornographic, lewd, offensive, indecent, obscene or vulgar material. In addition, students are prohibited from using the equipment for anything except educational assignments that are assigned by the staff of Galion City Schools.

C. ***Internet and Electronic Mail***

The Internet and electronic mail are to be used by students for legitimate, educational-related purposes. Sending and/or forwarding electronic mail "chain-letters" does not constitute legitimate use of the computer resources.

Electronic mail is not confidential and privileged. Electronic mail that is sent and/or received via the GALNet is considered property of the school district.

D. ***Security***

Computer security is a high priority for the Galion City School District. If a student identifies a security problem on the Internet or other computer resources, the student must notify the teacher or building principal.

Students must keep their account and password information confidential and shall not share it with others. Students are prohibited from using another individual's account and/or password. Students are also prohibited from using any password procedure other than those provided by the district. Finally, students must not log onto the GALNet as the system administrator.

The Galion City School District will not be liable for lost or damaged data stored on the computer resources by students, nor for security violations committed by students.

The Galion City School District is concerned about the safety and welfare of our students, staff, parents and community. The school district uses 24 hour video surveillance cameras to monitor the activities of individuals on school property. The cameras record visual images. Camera recordings are reviewed by school officials for discipline and safety purposes, and may be provided to police or used in school disciplinary proceedings.

E. ***Software***

Computer software is protected by federal copyright laws. Students are prohibited from engaging in unauthorized duplication, distribution or alteration of any licensed software. Students must abide by all software licensing agreements and may not illegally use or possess copyrighted software. Students must not use software that they know has been illegally copied.

Network license software is typically used by a limited number of concurrent users. However, unless permitted by the license, this software must not be copied from the server to the employee's individual workstation or storage location.

Site license software can be used on any workstation at the site for which software is purchased. This software can be legally copied onto any site workstation that holds the license. However, unless permitted by the license, it must not be copied to workstations not owned by the license.

Single license software must not be copied to multiple machines or media in violation of the license agreement.

Discipline

Students violating the terms and conditions of this policy will be subject to discipline up to and including expulsion. Violation of this policy may result in the revocation and/or suspension of the user's access/user rights.

Students may be disciplined for conduct and/or behavior associated with the prohibited use of computer resources and/or electronic devices which occurs during school hours, or for conduct which occurs outside of the school day but is directly related to and/or the school district, students or staff. Students will also be disciplined for using computer resources and/or electronic devices in a manner which harms or intends to harm school property, employees and/or students.

Students participating in extracurricular activities are conditioned on a code of conduct that includes prohibitions against irresponsible or abusive use of the Internet.

F. ***Internet Safety***

1. **General Warning**

All users are advised that access to the electronic network may include the potential for access to inappropriate materials. Every user must take responsibility for his or her use of the computer network and Internet and stay away from these sites.

2. **Personal Safety**

Be Safe. In using the computer network and Internet, do not reveal personal information such as your home address or telephone number. Do not use your real last name or any other information that might allow a person to locate you without first obtaining your permission. Regardless of your age, you shall never agree to meet a person you have only communicated with on the Internet in a secluded or in a private setting.

3. **Active Restriction Measures**

The Galion City School District, either by itself or in combination with the Information Technology Center (NCOCC) providing the Internet access, will utilize filtering software or other technologies to prevent students from accessing visual depictions that are (1) obscene, (2) child pornography, or (3) harmful to minors. Although the Galion City School District subscribes to an Internet filtering service, the Internet changes constantly and the filter will not always provide absolute protection from inappropriate materials. Therefore, the district will also monitor the online activities of students, through direct observation, and/or technological means, to ensure that users are not accessing such depictions or any other material that is inappropriate for students.

4. **Blogs/Wikis**

The use of blogs/wikis is considered an extension of your classroom. Therefore, any speech that is considered inappropriate in the classroom is inappropriate in a blog. This includes, but is not limited to, profanity; racist, sexist or discriminatory remarks; personal attacks and/or individual or group harassment. Blogs/wikis are used primarily as learning tools to extend conversations and dialogue beyond the parameters of the classroom time period. Be sure to follow all rules and guidelines offered by your teachers regarding appropriate postings to these blogs.

Blogs/wikis are used primarily as learning tools, either as extensions of conversations and thinking outside of regular class time, or as the basis for beginning new classroom discussions. Either way, be sure to follow all rules and suggestions that are offered by your teachers regarding appropriate posting in your class.

Blogs/wikis are about ideas – therefore, agree or disagree with the idea, not the person. Freedom of speech does not give you the right to be uncivil. Use constructive criticism and use evidence to support your position.

Blog safely. NEVER post personal information on the web (including, but not limited to, last names, personal details including address or phone numbers, or photographs). Do not, under any circumstances, agree to meet someone you have met over the Internet.

Due to your login to the blogging site (e.g., Blogger) being typically linked to your profile, any personal blog you create in class is directly linked to your class blog and must follow teacher prescribed blogging guidelines. In addition to not sharing too much personal information in your profile or any posts/comments you make, you must realize that anywhere and/or anytime you use this login, the information links back to your class blog. Therefore, anytime, you use this login when posting to a separate personal blog, commenting on someone else's blog, etc., you need to follow the same guidelines as a school blog. If any inappropriate comments and/or content appear on your personal blog, it must be deleted. If you can not follow these guidelines, a separate login to the blogging site needs to be created so the class blog is not connected. You may not use this login from school computers. Pictures may be inserted into a blog. Images need to be appropriate to the school document they are linked to and copyright laws are to be followed.

G. ***Failure to Follow Policy***

Use of the computer network and Internet is a privilege, not a right. A user who violates this policy, shall at a minimum, have his or her access to the computer network and Internet terminated. A user violates this policy by his or her own actions or by failing to report any violations by other users that come the attention of the user. Further, a user violates this policy if he or she permits another to use his or her account or password to access the computer network and Internet, including any users whose access has been denied or terminated. The Galion City School District may also take other disciplinary action in such circumstances.

The failure to sign this policy will result in the denial of network resources. Students must sign the policy annually. In additions, students may be asked to sign a new policy to reflect developments in the law or technology.

H. **Warranties**

GALNet is accepted as is, without warranty of any kind, either expressed or implied. The Galion City School District and its employees assume no responsibility for errors or omissions. Neither is any liability assumed for damages resulting from the use of the information or instructions contained herein. It is further stated that Galion City School District and its employees are not responsible for any damages or loss of your data or your equipment that results directly or indirectly from use of GALNet.

STUDEN DRESS CODE

School dress should enhance a positive image of the students and the district and not threaten the health, welfare and safety of the members of the student body. Any form of dress or grooming that attracts undue attention, prompting a disruption of the learning environment is unacceptable.

Effective with the 2008-09 school year, students in the Galion City Schools (Grades 3-12), will be required to dress in Campus Wear to comply with the student dress code.

Failure to comply with the student dress code may result in detention or suspension.

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. 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. A solid white/off-white, blue or orange collared polo (no more than 4 buttons) or a collared button front shirt must be worn at all times. Either long or short sleeves are permitted. Turtlenecks are permitted (same colors as polo or button front shirt).
2. All shirts must be tucked in.
3. Cardigan/crewneck sweaters, V-neck sweaters or sweatshirts are optional, and must be worn over solid colored polo/ or button front shirt. Fleece tops of the appropriate color are permitted. No hooded tops permitted.
4. Approved colors for all sweaters, sweatshirts, and fleece tops are solid white/off-white, blue or orange.
5. Plain long or short-sleeved ~~white~~ white, off-white orange, or blue t-shirts 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. It must be fitted and hemmed. Length is to be to the top of the heel, not dragging on the floor. Bottoms are to be no more than one size larger than waist size and a classic cut leg. No denim, jean, cargo, sweat, or windbreaker style of pants shall be worn.
2. Skirts/jumpers must be of knee length or longer. Back slit is to be no more than 4 inches above the knee.
3. Shorts must be of knee length. Khaki (tan) or dark blue Capri style pants are allowed.
4. Approved colors for all bottoms are solid color khaki (tan) or dark blue. Corduroy material in solid khaki (tan) or dark blue is acceptable.
5. Any garment manufactured with belt loops must be worn with a plain solid color blue, black, khaki (tan) or brown belt by students in grades 6th thru 12th. Students in grades 3rd thru 5th may wear a plain solid color blue, black, khaki (tan) or brown belt.

C) FOOTWEAR

1. Heels are limited to a 2-inch height. No "heelies" permitted.
2. The entire foot must be covered at all times.
3. All laced shoes must be tied and shoe sizes are to be no more than one size larger than the foot.
4. Dress shoes- must be leather type shoes. Colors limited to solid black, burgundy/cordovan, or brown.
5. Athletic/tennis shoes are permitted. Colors limited to solid white/off white, blue, orange, or black (or a combination of these colors).
6.

D) SOCKS

Solid color white, blue, tan, orange, black, or brown socks may be worn. Girls may wear skin-toned panty hose or tights in solid colors of white, dark blue, tan, brown, or orange.

E) 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 over-sized belt buckles. Visible body piercing other than the ears is not to be worn at school or school activities. No temporary tattoos or body sprinkles are to be worn on the face, arms, hands, legs.

F) EMBLEM/LOGO

A single manufacturer's emblem/logo (that is sewn into the material) no more than 2 ¼ inches is permitted on bottoms and shoes ONLY. School related activity insignia, labels, logos or emblems located on the upper left side of tops are allowed.

G) WRITING

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

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

I)

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

Where you purchase Campus Wear items is a family choice, as long as the above mentioned specifications are met.

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 follow the Campus Wear guidelines.

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 notification to the Ohio Bureau of Motor Vehicles is required by law when any of the conditions above exist. The suspension of license is for 90 calendar days, unless the student becomes 18 years old or graduates from school. During the period of suspension, no unexcused absences will be permitted or the license suspension may be extended.

Dropouts are subject to statute requirements.

DRUG/ALCOHOL POLICY

Students shall not sell, possess, or use alcoholic beverages, barbiturates, amphetamines or other inappropriate drugs or drug-related paraphernalia while in or attending curricular or extra-curricular activities. This includes near beers and other look-alike drugs, etc. Students shall not be **under the influence*** of alcoholic beverages, barbiturates, amphetamines or other inappropriate drugs while in or attending curricular or extra-curricular activities. No student shall knowingly make, sell, offer to sell, or deliver any substance that is a counterfeit controlled substance.

***Under the influence** is defined as having red eyes, running nose, exhibiting uncharacteristic behavior, having the odor of illegal materials on clothes or breath, etc.

A. First Offense

The principal will 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. Parents will be contacted 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 ADO.
3. Disciplinary Action:
    a. The student proceeds to be evaluated by a chemical dependency professional; and
    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 will 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 will 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.
1. Upon completion of treatment the student will follow through with all recommended aftercare, and will be placed in a school aftercare group.

D. Selling, Supplying, or Transmitting

Any incident of selling, supplying or transmitting any quantity of intoxicants, illegal drugs, look-alike drugs, or alcohol shall result in the student being suspended for ten (10) days by the principal and recommended for expulsion or permanent exclusion.

NOTE: ALL VIOLATIONS OF THE DRUG/ALCOHOL POLICY SHALL BE REPORTED TO THE POLICE AND AN INVESTIGATION MAY BE CONDUCTED AT THEIR DISCRETION. DRUG/ALCOHOL RELATED OFFENSES MAY ALSO RESULT IN DENIAL OF STUDENT PARTICIPATION IN A CLUB, ORGANIZATION, TEAM, HONORARY GROUP, OFFICE HELD, OR ANY OTHER SCHOOL RELATED ACTIVITY.

ELECTRONIC EQUIPMENT

Radios, tape players, walkmans, electronic games, beepers, pagers, laser pointers, I-Pods, etc. are not to be brought to school except at the specific request and under direct supervision of a teaching staff member for instructional purposes. Any of the above items may be confiscated. **Cell phone usage is strictly confined to before or after school for family communication purposes only. Cell phone usage is not permitted during school hours.**

~~Cell phones are to be used outside the building only. Cell phones must be turned off prior to entering the building or turned on after leaving the building.~~ Cell phones are to be stored in student lockers. Cell phones are not to be used during school hours 7:30-2:20

Cell phones confiscated during the school day must be picked up by a parent or guardian.
2nd Offense: parent pick up and Thursday School
3rd Offense and each subsequent offense: two Thursday schools and may result in out-of-school suspension.

FIRE AND TORNADO DRILLS

Fire and tornado drills are held throughout the school year. Students should check instructions in their classroom dictating where they should go. Students should walk quickly with no talking to a designated area.

HALL PASSES

A student may be given permission to leave a class period for two reasons:

1. The student presents a pass from a teacher specifying the date and time the student is to be excused and his/her destination within the building, OR
2. The student may be given a restroom pass. The student may use only the closest restroom and may not go anywhere else on the restroom pass.

NO HALL PASSES WILL BE ISSUED TO SEND A STUDENT TO HIS/HER LOCKER OR TO USE A TELEPHONE. EMERGENCY PHONE CALLS SHOULD BE MADE FROM THE ATTENDANCE OFFICE.

HARRASSMENT/BULLYING

It is the policy of the Galion Board of Education that every individual deserves to be able to come to school without fear of demeaning remarks or actions. The harassment or bullying of other students or members of staff, or any other individuals is not permitted. This includes any speech or action that creates a hostile, intimidating, or offensive learning environment.

Conduct constituting harassment or bullying may take different forms, including but not limited to the following:

Sexual, Gender, Ethnic, Religious, Disability Harassment

A. Verbal and/or Written

The making of written or oral sexual innuendoes, suggestive comments, jokes of a sexual nature, sexual propositions, or threats to a fellow student, staff member, or other person associated with the District. Written or oral innuendoes, comments, jokes insults, threats, or disparaging remarks concerning a person's gender, national origin, religious beliefs, etc. toward a fellow student, staff member, or other person associated with the district.

B. Nonverbal

Causing the placement of sexually suggestive objects, pictures or graphic commentaries in the school environment or the making of sexually suggestive or insulting gestures, sounds, leering, whistling, and the like to a fellow student, staff member, or other person associated with the District. Placing objects, pictures, or graphic commentaries in the school environment or making insulting or threatening gestures toward a fellow student, staff member, or other person associated with the District.

C. Physical Contact

Threatening or causing unwanted touching, contact, or attempts at same, including patting, pinching, pushing the body or coerced sexual contact, with a fellow student, staff member, or other person associated with the District. An intimidating or disparaging action such as hitting, hissing, or spitting on a fellow student, staff member, or other person associated with the District.

Any student who believes that they are the victim of any of the above actions or has observed such actions taken by another student, staff member, or other person associated with the District should take the following steps immediately:

If the alleged harasser is a student, staff member, or other person associated with the District other than the student's Principal, the affected student should, as soon as possible after the incident, contact his/her Principal, Assistant Principal, or Guidance Counselor. If the alleged harasser is the student's Principal, the affected student should, as soon as possible after the incident, contact the Assistant Superintendent.

The student may submit a report in writing, by telephone, or in person. The reporting student should provide the name of the person(s) whom they believe to be responsible for the harassment and the nature of the harassing incident(s). The report shall be investigated in a timely and confidential manner.

If the investigation reveals that the complaint is valid, then appropriate remedial and/or disciplinary action will be taken promptly to prevent the continuances of the harassment or its recurrence.

CYBER BULLYING

Cyber bullying includes but is not limited to the following:

A. Posting slurs or rumors or other disparaging remarks about a Student or school staff member on a website or on weblog.

B. Sending e-mail or instant messages that are mean or threatening, or so numerous as to drive up the victim's cell phone bill

C. Using a camera phone to take or send embarrassing photographs/ recording or student or staff members or post these images on video sharing sites such as You Tube

D. Posting misleading or fake photographs of student or staff members on websites.

To the extent permitted by the First Amendment, instances of cyber-bullying off school grounds that disrupt the school environment or interferer with the learning process will be considered violations of the Student Code of Conduct.

FALSE STATEMENTS/ALLEGATIONS/ACCUSATIONS

Students are not to knowingly make false statements, allegations or accusations to, about or against staff members or other students; they are expected to tell the truth at all times when being questioned by school personnel, legal authorities, etc. Offenders may be subject to disciplinary action.

INSUBORDINATION

A student shall not fail to comply with directions of principals, teachers, or other authorized school personnel, nor shall he/she be disrespectful to any of those persons during any time when properly under the authority of the school.

LOITERING

Students shall not loiter on properties near the high school, middle school, or elementary school grounds. Students should not be in the building before 6:30 a.m. or after 3:15 p.m. unless they are part of a supervised activity. Offenders will be subject to disciplinary action.

ADVERTISING OUTSIDE ACTIVITIES

Students or community members may not post announcements for outside activities without receiving prior approval by the Superintendent or Building Principal.

LOST AND FOUND

The "lost and found" is located in the main office. Please turn in any "found" articles immediately. If you have "lost" an item, notify the office as soon as possible.

MESSAGES AND DELIVERIES TO STUDENTS

The attendance office will deliver **EMERGENCY MESSAGES** to students immediately upon request. Emergencies are generally considered circumstances that involve the health or safety of an individual. The office will not call students to the telephone unless it is an emergency. When gifts are delivered to the school, students are notified and instructed to pick the gift up at lunchtime or after school. Gifts will not be delivered to classrooms during the school day. PLEASE BE CONSIDERATE IN THIS MATTER.

DISPENSING MEDICATION

If possible, the parent should give all medication for a student at home and prescription or non-prescription medications should not be brought to school. School personnel will not supply non-prescription medication (e.g. aspirin, antacids, cough medicine, etc.) to students.

Students who must take prescription medication during the school day are required to bring the medication to the office in the container in which it was dispensed by the prescribing physician or licensed pharmacist along with Galion City Schools Forms signed by the physician and parent. These forms are available in the principal's office.

No student is allowed to provide or sell any type of over-the-counter or prescribed medication to another student. Please see Policy 5330 for a complete explanation of the "use of medications" as determined by the Galion City Schools BOE.

All medication left in the school office at the end of the school year will be disposed of.

SMOKING AND TOBACCO USE

Students are not permitted to smoke or use tobacco (including snuff) at any time in the school building, on the busses, on the school grounds, or in sight of the school during curricular or extra-curricular activities. It is also not permissible to carry or possess tobacco (including snuff) in school, on school property, or on the bus. Violation of this rule constitutes a serious offense and may result in Thursday School or possible suspension from school in addition to loss of restroom and hall privileges during study hall and class time.

STUDENT RECORDS

Student records are available to the parent/guardian, adult student, and certain other persons in accordance with procedures of the District. Upon the request of the viewer, a record shall be reproduced, unless said record is copyrighted and the viewer charged a fee equivalent to the cost of handling and reproduction.

Except for directory information, no names or personally identifiable information regarding a student shall be released to any person, other than the student or his/her parent, without the written consent of the parent or guardian; or, if the student is eighteen (18) years of age or older, the written consent of this student, except that a person acting in his/her capacity as an employee of this District or of the State or Federal government may be permitted administrative use of public school records of a student may be transferred to an educational institution for a legitimate educational purpose.

STUDENT DRIVING AND PARKING

Students are to use caution at all times when operating their vehicles on or near school grounds. Park only in the designated student parking areas and ONLY between white lines. Fire lanes must be kept open. Failure to operate vehicle safely or park in designated areas may result in disciplinary action and/or loss of driving privileges.

Parking passes (fee) may be required to park on school property during school hours. Students parking on school property are subject to the random drug testing policy guidelines.

STUDENT LOCKERS

Each student is assigned a locker for the storage of books, coats, purses, and equipment. Lockers and combinations are issued to incoming freshmen and new students at the beginning of the year. Your locker should be kept locked at all times. Students should not give their combination to any other student. Students must not to share lockers. Students are responsible for care of their locker and anything in their locker. Students are advised against leaving money or other valuables in their locker. Large amounts of money or items of personal value should not be brought to school. The school is not responsible for stolen items. The lockers are property of Galion High School and are subject to inspection or search by school personnel as determined. All personal items must be removed from lockers by the end of school on the last day for students. Items found in lockers after that time will be discarded. Stickers, labels, etc., may not be put on the inside or outside of lockers.

STUDY HALLS

Study halls are to be quiet and maintain the proper atmosphere for studying. Students are to bring educational materials (books, paper, etc.) to study halls. Talking during study hall is not permitted unless the teacher has granted permission. Sleeping is not permitted. Students who do not follow rules, regulations and expectations of the study hall teacher, or violate the code of conduct, may be denied hall pass or restroom privileges in addition to any other discipline administered.

TELEPHONE

Students will not use the office or classroom phones for personal calls except in emergency and with staff permission. Normally, incoming phone calls for students will be handled between classes, during lunchtime, or before and after school.

TRANSFERRING TO ANOTHER SCHOOL

Students must go through a checkout procedure, which can be initiated in the principal's office. All books must be turned in and any fees must be paid or your transcript will not be sent to your new school. Each teacher should sign the withdrawal form. Parents should notify the school as well.

TEXTBOOKS AND OTHER SCHOOL PROPERTY

Textbooks and other school property are loaned to students and as such should be properly taken care of so that the next group of students may have the same opportunity. All loaned materials must be returned in good condition at the end of the semester or school year. Damaged or lost materials will cost the student the replacement cost of the item.

Students who fail to turn in loaned out materials or who fail to pay replacement/repair cost of damaged or lost items, may not receive his or her grade card until the obligation is taken care of or arrangements have been made due to extenuating circumstances.

STUDENT VISITORS

The principal will provide a tour to any student interested in attending Galion High School. Arrangements should be made in advance through the principal's office. Student visitation in the classroom without administrative approval during the regular school day is not permitted.

WEAPONS

Students shall not possess any item that may be considered a weapon while attending curricular or extra-curricular activities at Galion High School. This includes both offensive and defensive weapons such as guns, knives, stun guns, mace, pepper spray, etc. In addition, students shall not have in their possession any look-alike weapons for any purpose.

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.

INTRODUCTION TO ATTENDANCE AND DISCIPLINE PROCEDURES

PLEASE READ CAREFULLY

Galion High School is an institution of learning. In order for learning to take place, the environment in the classroom must consist of promptness, order, courtesy, and a willingness to attend and do one's work. When these things do not occur, the classroom teachers' time becomes diverted from teaching to discipline. It is not our desire at GHS to become an unduly harsh disciplinary institution, but rather to be a place where young men and women can gain a good sound education that will become a basis for their future.

Each student will be in a variety of classes and should expect a variety of approaches in terms of teaching methods, assignments, and classroom activities. The student should remember that the teacher is in charge of the classroom and conduct himself/herself accordingly.

You are encouraged to take an active part in each class. Remember to raise your hand and wait until you are called upon. Social conversation is very disruptive and therefore not permitted unless the teacher gives specific permission.

Here are a few suggestions to help each student:

BE HERE	This means be in your own seat in the proper room for every class and study hall.
BE ON TIME	Be in the door of the room by the time the tone sounds and do not leave early without the teacher's permission.
DO YOUR WORK	Make sure that you not only are doing your best to do your work, but that others have an opportunity to do their work as well.
BE COURTEOUS	Being courteous seldom, if ever, causes a problem and is an excellent way to initiate dialogue with a teacher. When in doubt or in disagreement with what the teacher has requested, ask courteous questions and/or talk to him/her after class.
FOLLOW THE RULES	Rules are not written for everyone else, they also include you. As a high school young adult, you are expected to display self-discipline. As you mature, this should improve.

PHILOSOPHY OF ATTENDANCE

Regular quality attendance is a positive factor that develops habits of punctuality, self-discipline, and responsibility in students. Students who attend class regularly generally achieve higher grades, enjoy school more, and are more employable after leaving school. Even though a student may make up the actual work missed because of absences, he/she may never be able to replace the social, educational, and cultural contacts that are received only through actual classroom participation. Students must make up excused absences and CANNOT make up unexcused absences.

Parents will be informed of a student's attendance records. In special cases (severe attendance/tardy problems), a student may be given an individualized attendance program to follow or may be referred to the Crawford County Juvenile Court.

Grade cards will report attendance in increments of whole days or one half days only. Whole days and half days are calculated as follows:

a. Periods 1-4 equal the first half of the school day (7:33 – 10:26)

b. Periods 5-8 equal the second half of the school (10:29 – 2:20)

c. The missing of more than two periods in ½ day constitutes ½ day's absence

NOTE: For classroom accountability purposes, truancy and unexcused absences, see the Attendance Policy.

NOTE: A tardy in excess of 15 minutes after the second tone will be considered a class period absence.

ATTENDANCE POLICY

Ohio School Law Section 3321.04 of the Ohio Compulsory Attendance Law states that every parent, guardian, or person having charge of any child of compulsory school age, (6-18 years old) who is not employed under an Age and Schooling Certificate and who has not been determined to be incapable of substantially profiting by further instruction, MUST send such child to school ON A REGULAR BASIS.

NOTE: This law simply states that EVERYONE between 6 and 18 years of age must EITHER:

- attend school on a REGULAR BASIS
- get a work permit and work full-time
- have graduated

SPECIAL NOTE: Neither marriage nor pregnancy excuses a student from attending school on a regular basis.

For a student to be in attendance on a regular basis, he/she shall not miss:

1. A class or classes more than five (5) times in any quarter
2. A semester class or classes more than eight (8) times in any semester
3. A class or classes more than fifteen (15) times in any school year
4. More than five (5) days for any quarter
5. More than fifteen (15) days in any school year
   (unless extenuating circumstances exist)

SPECIAL NOTE: A student absent from a class or classes eight (8) times in any quarter not deemed "extenuating circumstances" by the Attendance/Discipline Office will be denied credit for that class or classes for that quarter. Regular medical checkups or appointments are not considered extenuating. Exam days are counted as regular school days for attendance purposes.

Parents or guardians may excuse a student up to the limits stated above by writing the student an excuse for any of the following reasons:

a. personal illness
b. work at home due to the absence of parent/s or guardian/s
c. illness in the family
d. religious observances
e. family vacations
f. appointments (doctor, dentist, etc.)

NOTE: Falsification or alteration of a written note will result in a Thursday School.

NOTE: Days missed due to family vacation are counted as days absent and may not cause the student's absences to exceed the preceding guidelines, a – f. Vacation absences during semester or final exams are not excused and work missed cannot be made up or rescheduled.

NOTE: A student will not be eligible to make up any work for any absences beyond the guidelines set forth in a-f and 1-5 above.

A student will not be excused for absences beyond the guidelines, a-f and 1-5 above, unless there are "EXTENUATING CIRCUMSTANCES". Extenuating circumstances occur when parents or guardians DOCUMENT student absence/s for the following:

a. Medical excuses verified by an M.D., dentist, etc.
   Absence must be three (3) or more consecutive days. Fewer than three (3) days will count as a regular absence
b. Death of an immediate relative, i.e., parent, siblings, grandparent.
c. Reasons which the principal or his designee judge to be for a good and sufficient cause.

Absences for extenuating circumstances are excused and work missed must be made up. Therefore documentation for this type of absence must be presented to the attendance office upon the return of the student and no later than two weeks after his/her return. Absences for extenuating circumstances will not be granted after the expiration of this time period.

MAKE UP WORK

Students who are absent for three (3) days in a row may get their homework assignments by contacting the school. A general guideline to follow when making up homework: A student has one day's grace period for each day of absence unless the student knew of the absence prior to it taking place, then the grace period is waived. If a student has not obtained his/her homework while absent, it is his/her responsibility to take the initiative in making up work missed by contacting the teacher immediately upon returning to school. It is the student's responsibility to see that make-up work is obtained and turned in on time.

NOTE: Work missed during an unexcused absence cannot be made up.

TEMPORARY REASSIGNMENT OF STUDENTS

Students who miss class because they are attending a school-sanctioned activity are not to be recorded as absent. They are temporarily reassigned and are expected to make up all work immediately upon their return to school. Guidelines for make up work are found in the section of this handbook entitled MAKE UP WORK.

TRUANCY POLICY

At any time a student's attendance becomes excessive, questionable, or truancy is suspected, the attendance office will make an investigation. Truancy from school, whether from class or study hall, is considered a serious offense. When truancy exists, the following procedure will be followed:

1. All truancy will be handled through the Assistance Principal's Office
2. All truancy will be written up on a Discipline report and an attempt* at parent contact will be made.
3. Penalties for truancy are as follows:

   1st Offense - Three (3) detentions per period cut, six (6) detentions equal one (1) Thursday School. Maximum penalty – Two (2) Thursday Schools.

   2nd Offense - One (1) Thursday School per period cut. Maximum of four (4) Thursday Schools.

   3rd Offense - Any degree of cutting, three (3) days Out of School Suspension and a parent conference before student can return to school. *

*Any further degrees of truancy may result in more severe forms of discipline including suspension or expulsion

NOTE: Schoolwork missed due to truancy cannot be made up and zero is the grade to be given for all the work that is missed while the student is truant. No points are to be deducted from credit earned prior to the truancy or from credit earned after the period of truancy.

The Galion City School District, in conjunction with the Crawford County Juvenile Court System, has developed a comprehensive attendance system to address student attendance issues.

TRUANCY PROCESS

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 excused absences. Every three unexcused tardies/early dismissals will count as one day of unexcused absences with the following criteria.

The following steps will be taken:

1. Warning Letter (2 days of Unexcused Absences)
2. Truancy Warning Letter delivered via home visit by District Truancy Officer (5 Days of Unexcused Absences)
3. Unofficial Court Hearing to be held at the school with District Truancy Officer and School Official (8 Days of Unexcused Absences) (8 Days of Unexcused Absences)
4. Official Truancy Hearing Crawford County Juvenile Court

Warning Letter (2 days of Unexcused Absences)
Parent/Legal Guardian(s) is sent a notice from the school. In compliance with R.C. 3321.2 the letter shall warn both the child and parent(s) of the legal consequences of the failure to attend school.

Attendance/Truancy Awareness Program for Parents and Students (5 Days of Unexcused Absences)
Parent/Legal Guardian(s) together with their child/ren will be required to attend a School/Court sponsored educational program as specified in R.C. 3321.19 The school is responsible for sending the notice to the parents informing them that their attendance is required.

The program shall address the following topics:

a.) School Attendance Law including the potential consequences of criminal charges being filed against the parent, guardian, or other person having care of child.
b.) Overview of school opportunities and options including positive approaches for addressing the identified social, emotional, and academic needs of the student.
c.) Benefits of high school graduation versus disadvantages of dropping out.
d.) Parenting skills

The County Attendance Officer and/or a school administrator will present the program twice a month.

Parent/Guardians who choose not to attend the mandated educational program will be required by the Court to attend an unofficial hearing

Unofficial Hearing (8 Days of Unexcused Absences) – Or failure and/or Refusal to Attend Truancy Awareness Program

a.) Parent/Legal Guardian(s) and child will be required to attend an unofficial court hearing. A representative of the school 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 Court.
d.) A Court official 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 (5 consecutive unexcused OR 7 unexcused in a month OR 12 unexcused in a year) or as a chronic truant (7 consecutive unexcused OR 10 unexcused in a month OR 15 unexcused in a year).

Official Truancy Hearing

The following legal guidelines will be followed by the school when filing a Truancy Complaint with the Crawford County Juvenile Court:

UNRULY CHILD/ORC 21514.011 – Habitual Truant

Any school age child who is absent without legitimate excuse from school for 5 consecutive unexcused or 7 unexcused in a month or 12 unexcused in a year.

DELINQUENT CHILD/ORC 2152.02 – Chronic Truant

Any school age child who is absent without legitimate excuse from school for 7 consecutive unexcused or 10 unexcused in a month or 15 unexcused in a year. Or any child who has been previously adjudicated as a Habitual Truant.

UNRULY CHILD

Any child who is habitually truant and previously been found to be unruly.

CONTRIBUTING TO THE UNRULINESS OR DELINQUENCY OF A CHILD

Any person/s that cause a child to become unruly or delinquent

FAILURE TO SEND CHILD TO SCHOOL

No parent/guardian or person having care of the child and may fail to cause that child to attend school.

Please note: For any child exceeding the above standards, the attendance/discipline officer may require a medical excuse for any further absences to be counted as excused.

FAMILY VACATIONS AND TRIPS

While we do not encourage student absence from school for family vacations, we may excuse the absence if prior approval is obtained. Students and parents should be aware that any reduction in grades resulting from the time missed is solely the responsibility of the family. The student is responsible for acquiring assignments ahead of time and completing work on time.

A student may be excused upon written request of parents and permission is granted by the semester class teacher(s) prior to the date of departure, a maximum ten (10) school days per year to accompany parents, guardian, or immediate family without loss of credit for a class or classes for the quarter. This written request must be presented to the administration at least three school days before leaving unless emergency circumstances arise. For the above purpose, immediate family will be defined as mother, father, grandmother, grandfather, legal guardian, and brother or sister if they are twenty-one or older. The students will be held accountable for any work missed. STUDENTS WHO VACATION DURING SEMESTER OR FINAL EXAMS ARE UNEXCUSED. Rescheduling of exams or make-ups is not permitted. Vacations taken not in the company of the immediate family are not considered approved trips. Only extenuating or emergency situations may alter this policy.

The attendance office will give students going on a family vacation or approved trip a teacher notification/assignment form after completing the above procedures. This form is to be returned to the attendance office after being signed by the student's teachers.

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.

FIELD TRIPS

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.

ATTENDANCE AND EXTRA-CURRICULAR ACTIVITIES

A student must be present at least four (4) periods of the school day in order to participate in any extra-curricular activity scheduled for that day. This includes practices, games, performances, etc. in athletic, cheerleading, music, club, or field trip activities. A maximum of five (5) days per semester for field trips is allowed.

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., Dentist, Optometrist, etc. Falsification or alteration of a medical excuse will result in a Thursday school.
b. a death in the family
c. family vacation (this requires prior approval from the attendance office)
d. college visitation (this requires prior approval from the attendance office)
e. extenuating or emergency circumstances

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

NOTIFYING THE SCHOOL

When a student returns to school after absence/s, the student must present an excuse signed by the parent or guardian to the attendance office. If for any reason this excuse cannot be delivered upon his/her return, the student has a 24-hour grace period before being recorded as truant. The excuse from the parent or guardian must be for the reasons listed in the Attendance Policy 1-5, extenuating circumstance, or it is not legally acceptable.

Parents or guardians should also make every attempt to call the attendance office prior to the student's absence or call the attendance office between 7:30 a.m. and 9:00 a.m. on the morning of the student's absence. If a student returns home at noon and does not return to school for the afternoon session, parents should call the attendance office between 12:45 p.m. and 3:00 p.m.; CALL 468-6500, EXT. 226

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.**

1st Offense:	The teacher will warn the student and record the tardiness on the anecdotal record and in the grade book.
2nd Offense:	The teacher will assign one detention.
3rd Offense:	The teacher will assign multiple detentions.
4th Offense and Subsequent Offenses:	The teacher will file a discipline report. The ADO will assign Thursday School/s or suspend the student, and parents will be notified by the teacher. Continued tardiness may require a hearing with the attendance/discipline coordinator.

NOTE: OVERSLEEPING IS THE MOST COMMON CAUSE OF TARDINESS AND IS NOT AN EXCUSED TARDY EXCEPT UNDER SPECIAL CIRCUMSTANCES, i.e., POWER FAILURE, etc. Two tardies per nine weeks may be excused. Any tardy after the second will become unexcused regardless of the reason. Tardies will not exceed eight (8) total for the year.

PERFECT ATTENDANCE

A Perfect Attendance Certificate shall be awarded to any student with zero periods or days of absence and no tardies for the year. A student is eligible to exempt one exam the first semester and one exam the second semester if perfect attendance is maintained throughout that particular semester. In order to exempt an exam based upon perfect attendance a "C or higher" grade must be maintained in the prior two nine week periods. A maximum of one exam exemption per semester may be earned based upon perfect attendance. Perfect means you are not absent from any class for any reason.

Note 1: A maximum of two exams a semester may be exempted (one based upon the perfect attendance policy and one based upon earning A's during both nine week periods of the semester- see page 42).

Note 2: Student absence due to death in immediate family (not exceeding two days) is eligible for exam exemption. See immediate family definition on page 1 for clarification. Any period or tardy beyond perfect attendance criteria will void qualification.

SIGNING IN AND OUT

Any student entering or leaving the building other than at regularly scheduled times must sign in or out.

All students who have been absent part or all of the day MUST report to the Assistant Principal's Office immediately upon their return to school and sign in. No student will be allowed to enter a class following an absence without an admit slip.

Note: If a student misses first period attendance, he/she must sign in or be counted truant. Teachers will immediately send such students to the Assistant Principal's Office to sign in.

The Assistant and/or Principal's Office must obtain parental permission and give approval before a student is allowed to sign out. Students are to sign out in the Assistant Principal's Office. Students who leave the building without prior approval ARE TRUANT. The absence will be considered unexcused until verification from the parent or guardian is accepted in the Assistant Principal's Office.

PHILOSOPHY OF DISCIPLINE

One of the most important lessons education should teach is discipline. While it does not appear as a subject, it underlies the whole educational structure. It is the training that develops self-control, character, orderliness, and efficiency. It is the key to good conduct and proper consideration for other people.

With an understanding of the purposes of discipline in a school, you may form a correct attitude toward it, and not only do your part in making your school an effective place of learning, but develop the habit of self-restraint which will make you a better person.

Galion High School's discipline policies and procedures are designed to maintain a safe, orderly, and positive educational environment at all times. Every attempt is made to be fair with the student and to be sure that the punishment is in line with the seriousness of the offense. The disciplinary record of the student is always considered when action is taken and due process is always followed.

STUDENT DISCIPLINE AND CONDUCT CODE

As attendance is deemed beneficial, the QUALITY of attendance is equally important. The maintenance of a HIGH QUALITY LEARNING ENVIRONMENT should be the goal of all in attendance. Students who are unable to adjust to the educational setting are subject to the Student Discipline and Conduct Code.

Violation of the following rules and regulations may be grounds for detention, Thursday School, suspension, or expulsion. In addition, unruly charges may be filed in Juvenile Court. Due process, in accordance with Ohio law, will be followed in suspension or expulsion cases. **The principal or his designee will be the final authority in all violations of student discipline and conduct code.**

1. Students are responsible for the proper care of books, furniture, and supplies. They shall not cause damage, destruction, or steal other students' property or school personnel's property. Students are monetarily accountable for damages they may cause through destruction or neglect.

2. Students shall not disrupt school activities by:

    a. Failing to attend class or be on time.

    b. Writing obscene remarks, using profanity, or otherwise being disruptive. Use of strong profanity may lead to a possible suspension in the following increments: 1, 3, 5, 10 days, recommendation for expulsion.

    c. Pulling fire alarm, calling in bomb threat, possessing or setting off smoke bombs, fireworks or other explosives, or starting a fire.

    d. Spitting, throwing snowballs or other objects, or possessing obscene materials.

e. Refusing to serve detentions or Thursday School, forging notes.

f. Showing affection other than hand holding.

g. Failing to tell the truth.

h. Bringing unauthorized electronic equipment to school.

i. Fighting on or near school grounds or at a school sponsored activity.

j. Bringing skateboards to school.

k. Bringing food or beverages into a classroom.

l. Insubordination or non-compliance with any school employee's directions.

m. Extortion - Extortion is the use of threat, intimidation, force, or deception to take or receive something from someone else. Extortion is against the law.

n. Gambling – Students are forbidden from any games or activities that include casual betting, betting pools, organized sports betting or any other form of wagering. Students who bet on any school activity in which they are involved may also be banned from that school activity.

o. Terroristic Threat – Students are forbidden to threaten directly or indirectly to commit a crime of violence with the purpose to terrorize another or with reckless disregard for the risk of causing terror in another.

3. Students shall not verbally or physically assault or threaten a school employee, citizen, or a student before school, during school, at lunch, after school, or in a school-related activity. Threats are not limited to verbal threats; they also include written and/or electronic messaging in any form. This may result in an out-of-school suspension.

4. Students shall not possess or use any offensive or defensive weapon, look-alike weapon, or dangerous ordnance while in or attending curricular or extra-curricular activities. Any violation of this policy will result in suspension, expulsion, or permanent exclusion in compliance with the Ohio Revised Code.

5. Violations of guidelines established in the closed lunch policy may result in disciplinary action.

6. Students shall not possess or use tobacco in school, on school grounds, or in sight of school during curricular or extra-curricular activities:

<u>First Offense:</u> Thursday School
<u>Second Offense:</u> Two (2) Thursday Schools
<u>Third Offense:</u> Suspension

7. No hazing.

8. NO CHEATING/PLAGIARISM – Students caught cheating or plagiarizing shall be subject to grade reduction and/or disciplinary action. Loss of exam exemptions will also occur.

9. No cults or gangs – students shall not actively participate in cult or gang related activity. This includes identifying dress, graffiti, etc.

10. No distribution or posting of materials without prior approval of the Administration.

11. No obscene material.

12. No derogatory or racially motivated remarks, bullying, harassing others, etc.

13. No book bags or backpacks are to be carried during the school day.

14. The filing of unruly charges in the appropriate County Prosecutor's office is the step taken by Galion High School when other methods of discipline have been deemed ineffective or inappropriate for he offense/s committed. Expulsion is also an option. Students 18 years old or older may be put on contract when, if violated, may result in expulsion.

SPECIAL NOTE - All disciplinary action is subject to adjustment due to the closing of detentions, Thursday School or Court calendar.

CUTS OF ASSIGNED DISCIPLINE

Refusal by the student to comply with assigned disciplinary measures is insubordination. When any assigned discipline level is not complied with, the following is invoked:

Violations of Assigned Discipline	Penalty
Cut of detention/s (any number)	1 Thursday School
1st cut or removal from Thursday School	3 Days OSS
2nd cut or removal from Thursday School	5 Days OSS
3rd cut or removal from Thursday School	10 Days OSS with recommended expulsion

SUBSTITUTE TEACHER DISCIPLINE

Our school is fortunate to have capable people to help us whenever our regular teachers are ill or are attending conferences. A substitute teacher is a very important member of our professional staff and has all the rights and privileges of a regular faculty member while on duty. Students are expected to extend to a substitute the same courtesy, respect, and obedience as is expected by the regular staff.

If warnings and other generally accepted classroom discipline applications fail to correct the problem, the student is to be removed from class for the remainder of the period. The substitute teacher will then submit a Discipline Report to the Assistant Principal as soon as possible. This report will include time of removal and other dates pertinent to the incident.

DETENTION

Teachers or administrators may issue student detentions with a twenty-four hour advanced notice. A detention is thirty minutes in length and will be served after school on Thursday unless otherwise designated by the administration.

NOTE: Students MUST bring educational work to detention and study while in detention. Detentions not served on date(s) assigned are deemed to be a cut of assigned discipline unless covered by extenuating circumstances (medical excuse or death in the family).

THURSDAY SCHOOL

Thursday School may be given as a means of correcting unacceptable behavior. Thursday School will be held in the high school from 2:30 p.m. until 5:30 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 an out-of-school suspension may occur. Medical documentation from a physician or death of relative are the only excused absences from Thursday School.

DETENTION AND THURSDAY SCHOOL SCHEDULES

In the event of the cancellation of either a detention session or a Thursday School, students will be required to make up that session.

SUSPENSION

Suspension may be imposed as disciplinary action when a student has substantially disrupted or interfered with the educational process or has seriously violated regulations of Galion High School. Students may be suspended for up to ten (10) days.

Students are to remain at home during school hours while on suspension. The absence of a student on suspension is unexcused and the student may not make up any work missed (e.g. homework, quizzes, tests, reports, etc.). Points or credits earned before or after the suspension period shall not be deducted from the student's grade average.

During a period of suspension, 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. If, at the time of a suspension, there are fewer days remaining in the school year than the number of days of the suspension, the Superintendent may apply the remaining period to the following school year.

EXPULSIONS

Expulsions may be imposed as disciplinary action when school authorities deem necessary. Students may be expelled for 1 to 80 days according to the Ohio revised Code.

During a period of expulsion, students are removed from school and restricted from participating in or attending all school classes, programs, and extra-curricular activities. Students under expulsion are not to be in school or on school property without specific permission from school authorities. If, at the time of an expulsion there are fewer days remaining in the school year than the number of days of the expulsion, the Superintendent may apply the remaining period to the following school year.

INTERROGATION OF STUDENTS

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

The building administrator will attempt to contact a parent prior to a student being questioned as a witness or suspect in an alleged criminal violation and said administrator shall remain in the room during questioning.

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

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

PERMANENT EXCLUSION

Students may be permanently excluded from attending Ohio Schools if found guilty of committing certain very serious offenses. Permanent exclusion of a student may be recommended to the State Superintendent if a student is convicted of a crime related to any areas below or has been ruled a delinquent child based upon the crime. The permanent exclusion law may be applied as it relates to the following:

1. Conveying deadly weapons or dangerous ordnance on school property or to a school function.
2. Possessing deadly weapons or dangerous ordnance on school property or at a school function.
3. Carrying a concealed weapon on school property or at a school function.
4. Trafficking in drugs on school property or at a school function.
5. Murder or aggravated murder on school property or at a school function.
6. Voluntary or involuntary manslaughter on school property or at a school function.
7. Assault or aggravated assault on school grounds or at a school function.
8. Rape, gross sexual imposition, or felonious sexual penetration on school grounds, at a school function, or when the victim is a school employee.
9. Complicity in any of the above offenses, regardless of location.

SCHOOL PROGRESS

Parents may initiate a conference with the teacher, counselor, or principal at any time regarding the progress of their son or daughter. It is suggested that one call in advance to set up an appointment in order to guarantee the availability of the counselor, teacher, or administrator. All conferences would be designed to bring together school personnel and parents so that each may contribute information that will be helpful to the student's continued academic and social growth. Parents are encouraged to contact the school at any time to review student progress and/or plan for the future of their son or daughter. As a first step, it is recommended that the student's counselor or teacher be contacted.

PROGRESS BOOK

Galion High School offers an exciting web-based grading system entitled Progress Book. One of the major goals in Progress Book is to increase communication between families and teachers. Through the Parent Access Feature of Progress Book, families will have easy access to their student's progress, homework assignments, and attendance records. Parents/Guardians will be provided with a user name and password to enable them to track their student's progress, homework assignments, and attendance from any computer that has Internet access. Family access passwords will be reset and redistributed at the beginning the school year.

Galion City Schools website may be accessed at: www.galionschools.org

GRADE CARDS

Students receive report cards at the end of each grading period. Grade cards may be withheld from students who have not paid their fees or obligations.

Galion High School provides constant access through Progress Book (an internet based performance reporting program) to allow family access to their students' classroom performance. Progress Book may be accessed through Galion City School's website.

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 = 100-93
B = 92-82
C = 81-70
D = 69-60
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 and exam 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	EXAM
40%	40%	20%

Year Long Classes

QTR 1	QTR 2	EXAM	QTR 3	QTR 4	EXAM
20%	20%	10%	20%	20%	10%

NOTE: Failure to take an exam will result in a "0" percent and may cause failure for a semester or yearlong course.

SEMESTER AND FINAL EXAMS

Students are required to take exams as scheduled. Extenuating circumstances as determined by the principal or his designee will constitute the only reasons for an exception. **All students are required to take both semester and final exams unless they qualify for exempting one or two exams based upon either our perfect attendance exam exemption policy and/or earning A's in both nine-week periods immediately preceding the semester exams as explained below.**

NOTE: Exam days are to be counted as regular school days for attendance purposes.

NOTE: A student is eligible to exempt one exam per semester if an "A" is earned in both nine-week periods immediately preceding the semester exams. A maximum of one exam exemption per semester may be earned based upon earning A's during the two nine-week periods immediately preceding the semester exams. Note: A maximum of two exams a semester may be exempted (one based upon the perfect attendance policy found on page 34 and one based upon earning A's during both nine week periods of the semester).

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.

HOMEWORK

Homework is extremely important and an integral part of the curriculum at Galion High School. Students should make a conscientious effort to do all homework assignments and turn them in on time. Keeping up with homework will better enable students to understand material being taught. Many students do not succeed in a class because they do not do their homework on a regular basis.

PRINCIPAL'S ROLL

Special recognition will be given to those students earning all A's for the grading period. Students may not receive a grade lower than A in any subject to qualify for the Principal's Roll.

HONOR ROLL

Special recognition will be given to those students who make the Honor Roll. In order to qualify for the Honor Roll, a student must earn all A's or B's or a combination thereof for the grading period. Students may not receive a grade lower than B in any subject to qualify for the Honor Roll.

MERIT ROLL

Any student not qualifying for the Principal's Roll or Honor Roll may be recognized o the Merit Roll by maintaining at least a 3.0 grade point average with no grade below a C.

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 all 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 grade point average and have attended Galion High School for at least one full semester prior to being considered for membership. A list of those students meeting this criteria is distributed to faculty members who rate, on a 0-4 scale, only those students with whom they have had personal contact; student must have at least a 3.25 average on this evaluation. Teachers 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.

ACADEMIC AWARD

All Galion High School students are eligible. The award will be based on grades received the first three quarters of each academic school year. The average would not be cumulative. The minimum grade point average needed for qualifying for an award is 3.5 on a 4-point scale. Semester and exam grades do not enter into determining the average. A public ceremony will be held in the spring to honor and present awards to those qualifying.

AWARD OF MERIT

~~Beginning with the Class of 1994, the Award of Merit will replace the Award of Distinction.~~ The requirements listed below have been adopted for the "Award of Merit". This certificate will be awarded by the State Board of Education to all those who meet the criteria.

NOTE: The Class of 2013 will be the final year for Award of Merit

A. College Prep Curriculum Requirements – complete the following minimum requirements:

1. English – 4 units (may include 1 unit of fundamentals of speech)
2. Mathematics – 3 units (must include 1 unit of algebra and 1 unit of geometry)
3. Science – 3 units (must include 2 units from among biology, chemistry, and physics)
4. Social Studies – 3 units (must include 2 units of history and 1 unit of civics or government)
5. Foreign Language – 3 units (must include no less than 2 units of any language for which credit is sought, i.e., 3 units of one language or 2 units each of two languages)
6. Complete two units from one or more of the following, or two additional units from one or more of the areas listed in A.1 through A.5 above.

    a. Business
    b. Computer Science
    c. Visual or Performing Arts

Courses for which high school credit has been given in the eighth grade, or as part of the post-secondary option, apply to the criteria for the "Award of Merit". However, at least 19 credits must be earned in grades 9-12 for graduation.

B. Vocational Curriculum Requirements

1. Complete vocational occupational preparation program

2. Complete the following curriculum requirements:

    a. English – 4 units
    b. Mathematics – 3 units (including 1 Algebra + 1 Geometry)
    c. Science – ~~2~~ 3 units
    d. Social Studies – 3 units
    e. Foreign Language – 3 units

Applied academic credits earned via vocational education shall apply to the criteria for the "Award of Merit".

3. Complete two units from one or more of the following, or two additional units from one or more of the areas listed in B.2 above:

    a. Business
    b. Computer Science
    ~~c. Foreign Language~~
    d. Visual or Performing Arts

C. Performance Criteria (applies to both curricula)

1. Maintain above average attendance for grades nine through twelve (compared to a rolling four-year state average).

2. Demonstrate outstanding achievement in the curriculum as evidenced by one of the following: earning the equivalent of an overall grade point average of 3.25 on a four point scale for grades nine through twelve; earning the equivalent of an overall grade point average of 3.5 on a four point scale for grades eleven and twelve; or ranking in the top 25 percent of the class, whichever is more inclusive.

3. Participate in co-curricular, extracurricular or community activities.

4. Demonstrate outstanding citizenship/character traits.

HONORS DIPLOMA

An "Honors" Diploma will be issued to any student who has successfully completed the high school curriculum, passed the ninth grade proficiency tests in all areas, and satisfied other criteria established by the State Board of Education.

Requirements to qualify for an "Honors" Diploma are as follows:

1. Successfully completes the high school curriculum or individualized education program developed for the student by the high school.

2. Demonstrates at least a ninth-grade level of literacy and basic competency on all ninth-grade proficiency tests.

3. Meets the criteria for honors provided below

    A. The student who completes the **college preparatory curriculum** in high school Shall meet at least **seven of the following eight criteria:**

        1. Earn four units of English

        2. Earn four units of mathematics including at least Algebra I, Algebra II, and Geometry

3. Earn four units of science including at least one unit in a foundational science including both chemistry and physics and at least one unit in an applied science with an emphasis in biology.

4. Earn ~~three~~ four units of social studies

5. Earn either three units of one foreign language or two units each of two foreign languages.

6. Earn one unit of fine arts

7. Maintain an overall high school grade point average of at least 3.5 on a four point scale up to the last grading period of the senior year.

8. Obtain a composite score of 27 on the ACT or an equivalent composite score on the SAT.

B. The student who completes at least two years of an **intensive vocational or technical education curriculum** in the high school shall meet at least **seven of the following eight criteria:**

1. Earn four units of English that may include one unit of applied communication.

2. Earn ~~two~~ four units of mathematics including Algebra, Geometry, or the equivalent in Applied Mathematics

3. Earn ~~two~~ four units of science, at least ~~one~~ two of which will be an applied science with an emphasis in biology.

4. Earn ~~three~~ four units of social studies.

~~5. Earn either two units of foreign language or two units of computer Science~~

6. Maintain an overall high school grade point average of at least 3.5 on a four-point scale up to the last grading period of the senior year.

7. Complete a career passport, including the demonstration of proficiency in 95% of the occupational core competencies as judged by at least two content experts.

8. Obtain the score(s) on the twelfth-grade proficiency tests designated by the State Board of Education or obtain a composite score of 27 on the ACT or an equivalent composite score on the SAT (1210).

9. GPA of 3.5 on a 4.0 scale

PIONEER CAREER AND TECHNOLOGY CENTER

Galion High School is fortunate to be served by Pioneer Career and Technology Canter located in Shelby, Ohio. Many students who have specific vocational interests or seem to learn better in hands-on setting may elect to enroll at Pioneer their junior and senior years.

Pioneer is a very comprehensive vocational school, which prepares students to enter the workplace or attend a technical or four-year college. Please see your guidance counselor if you are interested in preparing for, or pursuing, any of the following programs offered by Pioneer Career and Technology Center:

Vocational Programs

Building Maintenance Trades
Carpentry
Collision Repair
Cosmetology
Criminal Justice
Culinary Arts
College Now (Engineering)
Facilities Services (Special Needs Program)
Graphic Arts
Health Assistant (Special Needs Program)
Home Remodeling
Horticulture
Hospitality Services
Industrial Diesel Mechanics
JOB Training (Special Needs Co-Op)
Masonry Trades
Meat Processing
Medical Dental Careers (Health Academy)
Office Administration (Business Academy)
Power Equipment Mechanics
Precision Machining Technologies (Machine Trades)
Welding

Tech Prep Programs

Accounting & Business Management
Automotive Technology
CAD Technician
Computer Information
Computer Networking Electronic Tech (CNET)
Medical Technology (Health Academy)
Robotics & engineering Tech
Web Page Design & Programming

Tech Prep at Madison High School

Electrical Maintenance Technology*
Tool and Die Engineering*

Tech Prep at Bucyrus High School

Media Communications*
Marketing Education (Senior Program)*

Ontario High School

Marketing Education (Senior Program)*

Colonel Crawford/Wynford

Agricultural Science*

*Galion students graduate from Galion High School

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.

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 parts of the ninth-grade Proficiency tests or Ohio Graduation Test, 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.

Required courses needed in grades 9-12:

- English Language Arts – four (4) credits
- Health – one half (1/2) credit
- Mathematics – ~~three (3)~~ four (4) credits (for graduates of 2014 and beyond)*
- Physical Education – one half (1/2) credit (two semesters)
- Science – three (3) credits
- Social Studies – three (3) credits
- Electives – balance of credits (from business/technology, fine arts, and/or foreign language)

Credits needed for class standing:	Sophomore	=	4.5
	Junior	=	10
	Senior	=	15

*Also for 2014 and beyond, Financial Literacy and one Fine Arts full credit

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 (fees paid, equipment returned, textbooks returned, tuition paid, discipline served, etc.) and **attend graduation practice** in order to participate in the graduation ceremony and receive a diploma. Participation in the graduation ceremony is a privilege and not a right of students.

Students must fulfill all Ohio Graduation Test (OGT) requirements to receive a diploma and participate in graduation.

CRITERIA FOR ALTERNATIVE PATHWAY TO GRADUATION

(if one area of OGT failed)

1. On the one OGT for which the person failed to attain the designated score, the person missed that score by 10 points or less;

   Note: *This means a scaled score of at least 390 on the failed OGT.*

2. Has a 97 percent school attendance rate in each of the last four school years, excluding any excused absences;

   Note: *Excused absences are defined by local school district policy.*

3. Has not been expelled from school in any of the last four school years;

   Note: *The statute does not address other student disciplinary outcomes, such as suspension.*

4. Has a grade point average of at least 2.5 out of 4.0, or its equivalent as designed in rules adopted by the state board of education in the subject area of the failed OGT;

   Note: *The conversion chart can be found on the Ohio Department of Education Web Site at www.ode.state.oh.us, keyword Alternative pathway*

5. Has completed the state high school curriculum requirements in the subject area of the failed test;

   Note: *This applies to a student's eligibility to be considered for an alternative pathway only. To receive a diploma, the student must also satisfy school district graduation requirements.*

6. Has taken advantage of any intervention programs provided by the school district or school in the subject area of the failed OGT and has a 97 percent attendance rate, excluding any excused absences, in any of those programs that are provided at times beyond the normal school day, school week or school year or has received comparable intervention services from a source other than the school district or school;

   Note: *Students are only subject to this criterion if they were offered intervention. If so, the attendance requirement refers to their rate of participation.*

7. Holds a letter recommending graduation from each of the person's high school teachers in the subject area of the failed OGT and from the person's high school principal.

   Note: *If the student's teacher from a specific course is no longer available, a person with sufficient knowledge to make an informed recommendation may substitute.*

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
- 3 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

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.

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.

EXTRACURRICULAR ACTIVITIES

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

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 thorough the Booster Club.

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.

EXTRACURRICULAR CODE OF CONDUCT

In addition to guidelines set down by individual coaches/advisors for particular sports/activities, the following are code of conduct rules for all Galion participants:

A. No selling, supplying or transmitting of any intoxicants, illegal drugs, or look-alike drugs.

First Offense – Immediate denial of participation from activity for one calendar year.

B. No possession or use of any intoxicants, illegal drugs, or look-alike drugs.

First Offense – The student will be denied participation for 20% of the season (20% of scheduled contests/events); scrimmages are not counted as a regular scheduled contest/event. *

Second Offense – The student will be denied participation from the activity for 40% of the season (40% of scheduled contests/events; scrimmages are not counted as a regular scheduled contest/event.*

Third Offense – The student will be denied participation from activity for one calendar year from date of the offense.*

Fourth Offense – The student may be denied participation for the remainder of their high school career.

C. No possession or use of tobacco in any form.

First Offense – The student will be denied participation from the activity for 20% of season (20% of scheduled contests/events); scrimmages are not counted as a regular scheduled contest/event.*

Second Offense – Denial of participation from the activity for the remainder of the Season 40% of the season (40% of scheduled contests/events; scrimmages are not counted as a regular scheduled contest/event.*

Third Offense – The student will be denied participation from activity for one calendar year from date of the offense.*

Fourth Offense – The student may be denied participation for the remainder of their high school career.

D. Special Notes

1. *Reinstatement requires the following:

   A. The student proceeds to be evaluated by a chemical dependency professional.

   B. The student agrees to follow appropriate treatment which may include but not be limited to required attendance at support groups.

   C. The professional satisfactorily notifies the coach/advisor and the principal of the foregoing.

2. During denial of participation, students may be prohibited from school related activities such as dances, proms, bonfires, etc.

3. This code will be in effect for 365 days a year.

4. Students are under jurisdiction of the general Student Conduct Code as well as the code or regulations of the activity in which they are participating.

5. Denial of participation must be fulfilled during current season; if not, denial will be carried over to ensuing season. This ensuing season must be completed in good standing in order to participate in the next season.

6. Specifics for athletics:

   a. The Athletic Code of Conduct, and applicable OHSAA guidelines, are in effect for all Galion athletes 365 days a year for their entire athletic career.

   b. An athlete is under the jurisdiction of both the Athletic Code of Conduct and the general Student Conduct Code. For example, if an athlete were found smoking in the restroom during the school day, he/she would be removed from the athletic team (per Athletic Code) and he/she would receive Thursday School(s) or Out of School Suspension (per Student Conduct Code). If the athlete were found smoking on Saturday afternoon only the Athletic Code would apply unless the violation occurred during a school sponsored event.

   c. If an athlete is at an activity that is not in his/her best interest or the best interest of the team, Galion City Schools expects that athlete to leave that activity immediately or as quickly and safely as possible. Examples include but are not limited to attending parties where alcohol is served or present, being present when a crime is being committed, etc.

7. Specifics for band:

a. A band member is under the jurisdiction of the Extracurricular Code and the General Student Code. Specifics for band are the same as for athletics.

b. The band season begins with the first rehearsal and ends with last performance.

ATHLETICS

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 which 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 ~~9-12~~ 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 must ~~have passed 75% of those subjects carried the preceding grading period in which the student was enrolled. Students must also maintain minimum 1.0 grade point average during the preceding grading period.~~ Meet the same criteria

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

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

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

ATHLETIC REQUIREMENTS

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

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

N.C.C. ADMISSION PRICES

The following prices are for varsity athletic contests (except tournaments):

Football	Adults - $6.00; Students - $4.00
Boys Basketball	Adults - $6.00; Students - $4.00
Girls Basketball	Adults - $6.00; Students - $4.00
Wrestling	Adults - $6.00; Students - $4.00
Volleyball	Adults - $6.00; Students - $4.00

OTHER ADMISSION PRICES

Grades 7, 8, 9 and JV Football	Adults - $4.00; Students - $3.00

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

http://ww.neola.com/galion-oh/