



***GALION HIGH SCHOOL***

**Student-Parent Handbook  
2023-2024**

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

**Principal – Tasha Stanton, 419-468-6500 ext. 12001**

**Assistant Principal – Matt Dick, 419-468-6500 ext. 12002**

**Athletic Director – Matt Tyrrell, 419-468-6500 ext. 12003**

**Galion City Schools – [www.galionschools.org](http://www.galionschools.org)**

**District Mission Statement:**

***The Galion City Schools will prepare students with a rigorous education that enables them to be contributing members of our community. We provide a supportive, social-emotional, safe, and respectful environment that cultivates leaders of tomorrow. Our guiding principle is Believe in yourself, Achieve your greatest potential, and Succeed in all aspects of life.***

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

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

## **WELCOME**

It is my pleasure to welcome everyone back for another great year in Galion. We are all excited to have students back in our classrooms and hallways, filling them with energy and enthusiasm for learning. We believe that all students should graduate high school prepared for the demands of postsecondary education, meaningful careers and effective citizenship. Students, you have wonderful opportunities ahead of you to make a difference in your life and the lives of your peers. Achieving your goals will take commitment and a willingness to do hard work. To help you along the way, GHS has great teachers who spend countless hours planning and creating classroom activities to engage you in learning. Our teachers utilize research-based best practices and analyze academic data to determine current skill levels and to set goals for growth and improvement.

At GHS, we want every student to succeed, and we are committed to working with you and your parents/guardians to ensure that you can learn and grow in a safe and supportive environment. Together, I believe we can make this the best school year yet, by making sure students are in the classroom, focused on learning and celebrating successes along the way.

I am honored to serve as the principal of Galion High School. It is truly a privilege to be a part of a community where parents, teachers and students care for each other and strive to build positive relationships that support academic and social growth.

This handbook has been prepared in order to provide as much information as possible about GHS. It is the responsibility of our students to become familiar with all the information provided. Please feel free to contact me with any questions or concerns. I am here to help.

I cannot wait to welcome all of our Tigers back to school.

Sincerely,  
Tasha Stanton

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## **PHILOSOPHY OF GALION HIGH SCHOOL**

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

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

## **OBJECTIVES**

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

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

## **EQUAL EDUCATION OPPORTUNITY**

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

## **SCHOOL CLOSINGS / DELAYS**

In the event of school closing due to snow or other emergencies, an electronic call system will be used as the primary source of information related to school closings, delays, and district emergency information, which will be delivered to the phone number on file. School related closings or delays can also be accessed on the district webpage, Facebook page, or Galion High School Facebook page. You may also tune into the following radio stations in the area to be notified of the closing: WQEL-92.7FM Bucyrus/WBCO-1540AM Bucyrus; WMFD TV 68/WVNO 106.1FM Mansfield; Please DO NOT call the principal, teachers or the school. Parents and students are responsible for knowing about emergency closings and delays.

## **GALION HIGH SCHOOL STAFF**

Tasha Stanton, Principal  
Gina Estep, Principal's Office Secretary  
Matt Dick, Assistant Principal  
Heather Kurtz, Guidance/Athletic Secretary  
Matt Tyrrell, Athletic Director  
Angie Owens, Attendance Secretary  
Sara Lutz, Behavior Specialist  
Amanda Courtright, Counselor (9<sup>th</sup> and 10<sup>th</sup>)  
Christy Zender, Counselor (11<sup>th</sup> and 12<sup>th</sup>)  
Clifford Altman, Social Studies  
Mattie Boyd, Spanish  
Jenna Bollinger, Online Learning  
Haylie Bowlby, Art  
Angela DeGray, Math  
Carson Early, Media Center  
Cay Faulkner, English/Yearbook  
Kristin Gearheart, Cross Categorical  
Michael Glew, Intervention Specialist  
Angie Gimbel, Intervention Specialist

Nathan Hall, Social Studies  
Jessica Hammond, Music  
Isaac Keinath, Robotics  
Dave Kirk, English  
Cindy Strickler, Choir  
Cheri Laughbaum, Health Foundations  
Eric Legron, Intervention Specialist  
Felicity Melendez, English  
Spencer Mutchler, Business  
Therease O'Deens, Band  
Christina Phelps, Family and Consumer Sciences  
Heidi Rietschlin, Intervention Specialist  
Fred Rinehart, Math  
Chance Robinette, Math  
Shani Rush, Physical Education/Health  
Olivia Tanner, Science  
Amy Tyree, Science  
Jessica Watkins, History  
Bruce Weirich, Industrial Tech

**STUDENT FEES**  
**Galion High School 2023-2024**

**HIGH SCHOOL SPECIFIC COURSE FEE- \$0**

**TECHNOLOGY USAGE PREMIUM - \$40\*\*\***

**CLASS DUES - \$5\*\*\***

Includes; Freshman Year, Sophomore Year, Junior Year, Senior Year

**COLLEGE CREDIT PLUS - \$150-\$1,250\*\*\***

Fees per Class for a Failing Grade, the cost varies depending on the class/textbook/location

\*\*\*Indicates fee is not eligible for a waiver

**2023-2024 Meal Prices**

Student Lunches (with milk)	_____	3.50	
Reduced price lunch	_____	.40	
Breakfast (with milk)	_____	Free	
Milk	_____		.50
Adult Lunches	_____	4.50	
Adult Breakfast	_____	2.50	

**Galion City Schools Lunch Charge Policy**

Galion City Schools Nutrition Services is self-supporting. It receives no money from the district's General Fund budget, tax levies or property taxes. We are funded only from federal reimbursement and student meal payments to cover operating expenses and fees. By federal law, Nutrition Services revenues must meet or exceed expenditures. Therefore, unpaid charges affect the ability of our department to support itself.

We understand that lunch money is sometimes forgotten; therefore we do allow students to charge the cost of a meal. Because hunger is an impediment to learning, no child will be denied a school meal unless directed by the child's parent/guardian.

District software, Pay Schools Central, allows parents to track their student's balance and deposit money to their account. We encourage all families to set up a low balance alert notifying them of a low balance on the lunch account and/or set up the auto-replenish feature to automatically add funds when the lunch account reach a set point.

**Meal Charge Procedures**

1. Low balance emails (below \$7.00) will be sent Tuesday and Friday evenings to the email address in Final Forms.
2. When a student lunch account falls below \$0, families will receive an email on Fridays to the email address in Final Forms. These emails will continue stating the current balance in the account until the negative balance has been cleared.
3. When a student lunch account balance is more than (\$50.00) we will contact the family via mail, text and/or phone.
4. When a student lunch account reaches an excessive negative balance, there will be a meeting with School Administration, Food Service and parents to discuss future steps.



5. This debt remains on your student's lunch account until paid. This negative balance could affect participation in school sponsored events.
6. Students may not charge a la carte items, including extra entrees.
7. Adults are not permitted to charge.

If at any time you would like to discuss your student's lunch account, call us at (419) 468-3432 ext. 11016. Any limits or restrictions on a lunch account must be made in writing and can be emailed to [king.shannon@galionschools.org](mailto:king.shannon@galionschools.org).

Account Balances: All account balances, positive or negative are automatically carried over to the next year. When students leave the district or graduate, we will attempt to transfer remaining funds to a sibling or refund outstanding balances. Unclaimed funds remaining after three months will be absorbed by the Food Service Department.

Free/Reduced Lunch applications are available in the dining section of our district website and paper copies can be obtained in any school office.

## **Regular Bell Schedule**

Cafe Release	7:10	
Warning	7:22	
Period 1	7:25 – 8:11	46 min
Period 2	8:15 – 9:00	45 min
Period 3	9:04 – 9:49	45 min
Period 4	9:53 – 10:38	45 min
Period 5AB	10:42 – 11:27	45 min
A lunch	10:38 – 11:08	30 min
C lunch	11:27 – 11:57	30 min
Period 5 BC	11:12 – 11:57	45 min
Period 6	12:01 – 12:46	45 min
Period 7	12:50 – 1:35	45 min
Period 8	1:39 – 2:25	46 min

## **Two Hour Delay Bell Schedule**

Cafe Release	9:10	
Warning	9:22	
Period 1	9:25 – 9:59	34 min
Period 2	10:03 – 10:37	34 min
Period 3	10:41 – 11:15	34 min
Period 4	11:19 – 11:53	34 min
Period 5AB	11:57 – 12:31	34 min
Period 5 BC	12:35 – 1:09	34 min
Period 6	1:13 – 1:47	34 min
Period 7	1:51 – 2:25	34 min

## **Two Hour Early Release Bell Schedule**

Cafe Release	7:10	
Warning	7:22	
Period 1	7:25 – 7:59	34 min
Period 2	8:03 – 8:37	34 min
Period 3	8:41 – 9:15	34 min
Period 4	9:19 – 9:53	34 min
Period 5AB	9:57 – 10:31	34 min
Period 5 BC	10:35 – 11:09	34 min
Period 6	11:13 – 11:47	34 min
Period 7	11:51 – 12:25	34 min

## **GENERAL INFORMATION**

### **Harassment, intimidation, and bullying**

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

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

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

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

### **Other Violations of the Anti-Harassment Policy**

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

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

### **Bullying**

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

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

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

### **Harassment**

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

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

### **Sexual Harassment**

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

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

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

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

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

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

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

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

### **Race/Color Harassment**

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

#### **Religious (Creed) Harassment**

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

#### **National Origin/Ancestry Harassment**

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

#### **Disability Harassment**

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

#### **Reports and Complaints of Harassing Conduct**

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

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

effort to file a complaint as soon as possible after the conduct occurs while the facts are known and potential witnesses are available.

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

### **Anti-Harassment Compliance Officers**

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

Cindy Parrott  
Special Education Director  
419-468-3432  
470 Portland Way North  
Galion, OH 44833  
parrott.cindy@galionschools.org

Sam Staton  
Primary Assistant Principal  
419-468-6500  
472 Portland Way North  
Galion, OH 44833  
staton.sam@galionschools.org

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

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

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

Any Board employee who directly observes unlawful harassment of a student is obligated, in accordance with this policy, to report such observations to one of the Compliance Officers within two (2) business days. Additionally, any Board employee who observes an act of unlawful harassment is

expected to intervene to stop the harassment, unless circumstances make such an intervention dangerous, in which case the staff member should immediately notify other Board employees and/or local law enforcement officials, as necessary, to stop the harassment. Thereafter, the Compliance Officer or designee must contact the student, if age eighteen (18) or older, or the student's parents if under the age eighteen (18), within two (2) school days to advise s/he/them of the Board's intent to investigate the alleged misconduct, including the obligation of the Compliance Officer or designee to conduct an investigation following all the procedures outlined for a formal complaint.

### **Investigation and Complaint Procedure**

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

Due to the sensitivity surrounding complaints of unlawful harassment or retaliation, time lines are flexible for initiating the complaint process; however, individuals should make every effort to file a complaint within thirty (30) calendar days after the conduct occurs while the facts are known and potential witnesses are available. Once the formal complaint process is begun, the investigation will be completed in a timely manner (ordinarily, within fifteen (15) business days of the complaint being received).

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

### **Informal Complaint Procedure**

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

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

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

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

As an initial course of action, if a student feels that s/he is being unlawfully harassed and s/he is able and feels safe doing so, the individual should tell or otherwise inform the harasser that the conduct is unwelcome and must stop. Such direct communication should not be utilized in circumstances



involving sexual violence. The complaining individual should address the allegedly harassing conduct as soon after it occurs as possible. The Compliance Officers are available to support and counsel individuals when taking this initial step or to intervene on behalf of the individual if requested to do so. An individual who is uncomfortable or unwilling to inform the harasser of his/her complaint is not prohibited from otherwise filing an informal or a formal complaint. In addition, with regard to certain types of unlawful harassment, such as sexual harassment, the Compliance Officer may advise against the use of the informal complaint process.

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

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

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

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

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

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

### **Formal Complaint Procedure**

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

#### **Privacy/Confidentiality**

The School District will employ all reasonable efforts to protect the rights of the Complainant, the individual(s) against whom the complaint is filed, and the witnesses as much as possible, consistent with the Board's legal obligations to investigate, to take appropriate action, and to conform with any

discovery or disclosure obligations. All records generated under the terms of this policy and related administrative guidelines shall be maintained as confidential to the extent permitted by law. Confidentiality, however, cannot be guaranteed. All Complainants proceeding through the formal investigation process will be advised that their identities may be disclosed to the Respondent. During the course of a formal investigation, the Compliance Officer or his/her designee will instruct all members of the School District community and third parties who are interviewed about the importance of maintaining confidentiality. Any individual who is interviewed as part of a harassment investigation is expected not to disclose any information that s/he learns or that s/he provides during the course of the investigation. All records created as a part of an investigation of a complaint of harassment will be maintained by the Compliance Officer in accordance with the Board's records retention policy. Any records that are considered student education records in accordance with the ***Family Educational Rights and Privacy Act*** or under Ohio's student records law will be maintained in a manner consistent with the provisions of the Federal and State law.

### **Sanctions and Monitoring**

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

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

### **Retaliation**

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

### **Allegations Constituting Criminal Conduct: Child Abuse/Sexual Misconduct**

State law requires any school teacher or school employee who knows or suspects that a child with a disability under the age of twenty-one (21) or that a child under the age of eighteen (18) has suffered or faces a threat of suffering a physical or mental wound, disability or condition of a nature that reasonably indicates abuse or neglect of a child to immediately report that knowledge or suspicion to the county children's services agency. If, during the course of a harassment investigation, the Compliance Officer or a designee has reason to believe or suspect that the alleged conduct reasonably indicates abuse or neglect of the Complainant, a report of such knowledge must be made in accordance with State law and Board Policy.

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

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

#### **Allegations Involving Conduct Unbecoming the Teaching Profession/Suspension**

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

#### **Education and Training**

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

#### **CONTROL OF NON-CASUAL CONTACT COMMUNICABLE DISEASES**

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

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

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

#### **CONTROL OF COMMUNICABLE DISEASES**

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

### **RANDOM DRUG TESTING**

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

### **RIGHTS OF DISABLED STUDENTS**

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

### **SPECIAL EDUCATION**

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

### **ADULT STUDENTS**

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

### **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 school nutrition programs. Homeless students will not be denied enrollment based on lack of proof of residency. For additional information contact the liaison for Homeless Students at 419-468-3432.

### **Exemptions/Exceptions:**

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

### **Other exceptions include:**

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

### **Campus Wear Fee Exemptions:**

The Galion City School District Board of Education has adopted a policy for waiver of school fees for qualifying students. If you qualify for the waiver of school fees you may qualify for assistance in purchasing Campus Wear items for your child. If the student qualifies because of assistance through Ohio Works First program, your caseworker must sign the Waiver of School Fees form before financial assistance can be provided.

If the student qualifies because of assistance through the State's Disability Assistance Program, the case number must be completed on the Waiver of School fees form before financial assistance can be provided.

If the parent/guardian receives disability funds from the Social Security Administration, the notification letter of disability eligibility from the Social Security Administration must be attached to the Waiver of School Fees form before financial assistance can be provided. **If the parent/guardian is eligible for disability through the Social Security Administration, all students in the household are eligible for financial assistance in purchasing Campus Wear items.**

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

The Waiver of School Fees Form must be completed annually.

### **DRIVER'S LICENSE SUSPENSION**

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

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

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

\*Dropouts are subject to statute requirements.

## **Cafeteria Rules**

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

## **Food Delivery For Students**

Students are not permitted to order or receive food or drinks from an outside source (Burger King, Subway, McDonald's, Wendy's, etc.) at any time during the school day. However, if this occurs, students will be asked to eat that food in a designated area chosen by administration.

## **Outside Food or Drink**

Food and drink brought from home can only be consumed in the cafeteria. The only drink permitted in classrooms is water. (Exceptions will be made for teacher planned classroom parties.)

## **Drills/Emergencies Procedures**

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

## **Field Trips / Athletic Trips**

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

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

## **Health & Medications**

### **1. Medications**

- a. Parents obtain a written order from the doctor requesting that medication be given at school stating the name of the medication, amount of dosage to be given, and the time it is to be given. (The required form that is to be completed by the doctor and the parent can be obtained from the school office). Students are to carry no medication with the exception of asthmatic inhalers (parents must have a self-carry form filled out by the physician and submitted to the office.)
- b. Provide the medication in the original container with the child's name, the name of the medication, when it is to be given, and the amount or dose to be given.
- c. Parents need to pick up any unused prescriptions during extended school breaks and at the end of the school year.
- d. Parents should calculate, in advance, the date that refills would be needed for ongoing prescription medications.



- e. The Galion City Schools Board Policy requires the parent/guardian to provide written permission for nonprescription medications such as cough drops, Tylenol, antibiotics, etc.
- 2. Care of Students with Chronic Health Conditions
  - a. Parents are to notify the school of the child's allergy/health condition and update at least annually by submitting a medical statement that includes:
    - i. The medical or special dietary condition which restricts the child's diet; the food or foods to be omitted from the child's diet; and the food or choice of foods to be substituted.
    - ii. Parents are to work with the school team to develop a plan that accommodates the child's needs throughout the school including the classroom, cafeteria, after-school activities, and the school bus. Parents are to replace any required medication after use or upon expiration.
    - iii. Parents are to provide the school a way to reach the parent(s) or other emergency contacts.
    - iv. Parents are to educate the child in the self-management of their allergies/health conditions including safe and unsafe foods, strategies to avoid exposure to unsafe foods/agent; symptoms of adverse health conditions; how and when to tell adults that they are experiencing their health problems; how to read food labels (age- appropriate). Education efforts should promote self-advocacy and competence in self-care.
- 3. Head Lice Policy – Please Refer to board policy 8450.02 for further information

### **Search & Seizure**

Please refer to board policy 5771 for further information.

### **Questioning of Students**

Please Refer to board policy 5540 for further information.

### **Student Records**

The School District maintains many student records including both directory information and confidential information in compliance with FERPA requirements. Directory information can be provided upon request to any individual, other than a for-profit organization, even without the written consent of a parent. Parents may refuse to allow the Board to disclose any or all "directory information" upon written notification to the Board. For further information about the items included within the category of directory information and instruction on how to prohibit its release you may consult the Board's annual Family Education Rights and Privacy Act (FERPA) policy which can be found at [www.neola.com/galion](http://www.neola.com/galion).

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

## **Title I**

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

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

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

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

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

## **HIGH SCHOOL TRANSCRIPTS**

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

## **TRANSMISSION OF RECORDS AND OTHER COMMUNICATIONS**

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

## **ATTENDANCE PROCEDURES**

[http://www.galionschools.org/upload/documents/galion\\_attendance\\_guidelines\\_2017.pdf](http://www.galionschools.org/upload/documents/galion_attendance_guidelines_2017.pdf)

## **Attendance (Board Policy – po5200)**

Regular attendance is required by law. Galion High School wishes to know at all times the whereabouts of the students. GHS will notify the parent/guardian of an absent student within 2 hours of the start of the school day. When your child is going to be absent due to illness, an appointment, or vacation, please notify the school at the following number: (419) 468-6500 before the missed days. In case of injury or illness occurring, please call the day of the absence. If a phone call is impossible,

be sure to have your child bring in a written excuse **within 48 hours** of his or her return. If phone contact is made, a written excuse is not required. Failure to do either will result in an unexcused absence. Please refer to Board policy 5200 for more detailed information.

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

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

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

\*Parental excuses for absence due to illness will be accepted up to 65 hours (10 days) for the school year. After 65 hours (10 days) of absence a medical excuse will be required. Absences after 65 hours (10 days) without a medical excuse will be considered unexcused.

### **Excused Absences**

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

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

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

### **Tardies to School** (Tardies per quarter)

1-2 Tardies: Nothing

3 Tardy: Warning Letter

4<sup>th</sup> Tardy: 1 Hour Thursday School

5<sup>th</sup> Tardy: 3 Hour Thursday School

6<sup>th</sup> Tardy: Parent Meeting and Tardy Intervention Plan

## **Truancy Process**

Truancy is an unauthorized absence.

A. The following process is intended to prevent or decrease the incidence of truancy. We believe that the most effective support system is one that includes intervention early to prevent excessive tardies or absences. Unexcused tardies and early dismissals may also count towards the accumulation of unexcused absences.

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

B. Warning Letter: (13 hours/2 Days of Unexcused Absences) Parental/Legal Guardians(s) is sent a notice from the school. In compliance with R.C. 3321.2 the letter shall warn both the child and the parent(s) of the legal consequences of the failure to attend school.

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

D. Unofficial Court Hearing (52 hours/8 Days of Unexcused Absences)

- a. Parent/Legal Guardian(s) and child will be required to attend an unofficial Court hearing at the school. A representative of the school or the truancy officer will send a notice of the hearing.
- b. If more than one parent/legal guardian is responsible for the care of the child, both parents/legal guardians will be expected to attend.
- c. The hearings will be held at the school
- d. A Truancy Officer and a designated school official will conduct the hearing.
- e. While the hearing is unofficial, the process should be formal and enable both the child and the parent to clearly understand their responsibilities.
- f. Focus of intervention at this level will be to identify child and family needs and make referral to appropriate school services and/or human services agencies if needed.
- g. The result of the unofficial hearing should be a family/school plan, which will resolve the truant behavior. As part of the plan, the parent may be asked to become specifically involved in the daily school activities (helping with homework, transportation to school, regular contact with teachers, etc.). Schools will be asked to identify creative options for parental involvement.
- h. Parent/legal Guardian(s) who fail to show for the unofficial hearing, refuses to cooperate, or is unable to cause the child's attendance at school will be charged with "Failure to Send" when the child's absences qualify him/her as a habitual truant (30 hours/5 consecutive days unexcused OR 42 hours/7 unexcused days in a month OR 72 hours/12 days unexcused in a year) or as a chronic truant (42 hours/7 consecutive days unexcused OR 60 hours/10 unexcused in a month OR 90 hours/15 days unexcused in a year)

E. Official Truancy Hearing

- a. An official truancy complaint will be filed with Crawford County Juvenile Court based on the following guidelines.
  - i. Unruly Child/ORC 21514.011-Habitual Truant; Any school age child who is absent without a legitimate excuse from school for 30 or more consecutive hours (5 consecutive unexcused days or 42 hours/7 unexcused days in a month or 72 hours/12 days unexcused days in a year).
  - ii. Delinquent Child: HB 410/ORC 21/51.011(18) Any school aged child who is absent without legitimate excuse from school for 42 or more hours (7 consecutive unexcused days) in a month or 72 or more hours (12 unexcused days) in a year.

- iii. Unruly Child – Any child who is habitually truant and previously been found to be unruly
- iv. Contributing to the Unruliness or Delinquency of a Child: Any person/s that cause a child to become unruly or delinquent.
- v. Failure to Send Child to School: No parent/guardian or person having care of the child may fail to cause that child to attend school.

### **Vacations**

While we understand that not all family vacations can be scheduled in accordance with the school calendar, we encourage families to attempt to schedule these trips with during non- school days. In the event that a trip/vacation is planned during school days the missed days will count towards the 65 hours (10 parental excused absence days for illness). Absences beyond 65 hours (10 days) without a medical excuse will be unexcused. The student may be responsible for class work including test that the teacher will be covering during the absences. Tests are to be administered within a reasonable time of the student's return, preferably within one week in accordance with school grading guidelines.

### **College Visitation**

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

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

### **Work Permits**

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

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

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

## **Positive Behavior Intervention and Supports**

Positive Behavioral Interventions and Supports (PBIS) is an evidence-based three-tiered framework to improve and integrate all of the data, systems, and practices affecting student outcomes every day. PBIS creates schools where all students succeed.

### **TIER 1**

Tier 1 practices and systems establish a foundation of regular, proactive support while preventing unwanted behaviors. Schools provide these universal supports to all students, school-wide.

### **TIER 2**

Tier 2 practices and systems support students who are at risk for developing more serious problem behaviors before those behaviors start. These supports help students develop the skills they need to benefit from core programs at the school.

### **TIER 3**

At Tier 3, students receive more intensive, individualized support to improve their behavioral and academic outcomes. At this level, schools rely on formal assessments to determine a student's need.

## **Incentives**

Quarterly incentives will be given to students that meet behavior requirements

## **Prizes, Privileges, and Rewards**

Students will earn points in classrooms for modeling behavior that meets or exceeds expectations. Students can then turn in those points in order to receive prizes, privileges, or rewards. After turning in their points students will be able to select prizes to have a chance to win each quarter and semester.

## **School Wide Behavior Plan**

- Step 1: Warning
- Step 2: Last Out
- Step 3: Phone Call
- Step 4: Office Referral

## **STUDENT CODE OF CONDUCT**

### **Student Code of Conduct**

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

In addition, this Code of Conduct includes:

1. Misconduct by a pupil that occurs off school district property but is connected to activities or incidents that have occurred on school district property; and
2. Misconduct by a pupil that, regardless of where it occurs, is directed at a district official or employee or the property of an official or employee.

3. Unruly charges may be filed in juvenile court against a student who continually violates the Student Conduct Code.
4. Students are duly informed that their behavior may be monitored on school property and/or adjacent property by security cameras.

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

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

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

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

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

### **In-School Detention**

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

### **Thursday School**

Thursday School may be given as a means of correcting unacceptable behavior. Thursday School will be held in the high school from 2:30 pm until 5:30 pm. ~~2:45 p.m. until 5:45 p.m.~~ You must bring educational materials and work during these hours. Model behavior is expected during Thursday School and if not exhibited, the day will be forfeited and further discipline may occur. Medical documentation from a physician or death of relative are the only excused absences from Thursday School. If there are extenuating circumstances, the Thursday School may be reassigned one time if communication is done before missing the Thursday School.

### **Skippping Thursday School Progression**

- 1<sup>st</sup> Violation: 2 Days In-School Detention
- 2<sup>nd</sup> Violation: 3 Days In-School Detention
- 3<sup>rd</sup> Violation: 2 Days Out of School Suspension

### **Teacher Detention**

Classroom teacher issued detentions are given for infractions of classroom policies and/or school rules and are served in room 204. Monday/Wednesday/Thursday 2:30 pm to 3:00 pm or Tuesday 6:45 am to 7:15 am.

1. Teacher and student will determine the date the detention will be served using the above options. Teacher will call home on the day they assign the detention.
2. If a student cannot stay on a given day because of a family/home situation, the parent/guardian must notify the office prior to the detention time and determine an alternative date.
3. A student serving a detention shall be prepared with books, paper, and a pen/pencil to complete school assignments.
4. If a student fails to serve a detention then a 1 Hour Thursday School will be issued by the office.

### **Emergency removal**

When circumstances are such that the student's continuing presence in school is reasonably certain to pose a continuing danger to persons or property or an ongoing threat of disrupting the academic process taking place either within the classroom or elsewhere, on the school premises or any school-sponsored or related activities, the student may be immediately removed from the situation without complying with the notice and hearing requirements of suspensions and expulsions. If a student is removed under this provision, written notice of the reason(s) for the removal and written notice of the hearing to be held regarding the removal shall be given to the student as soon as practicable prior to the hearing. The hearing will be held within seventy-two (72) hours from the time the initial removal is ordered. The hearing shall be held in accordance with the procedure set forth pertaining to suspension and expulsion.

### **Restroom Procedures**

1. Use the restroom, wash hands, and leave immediately leave the restroom.
2. No wireless communication devices. Automatic 1 Hour Thursday School
3. No more than one person in bathroom stall at a time. Automatic 1 Hour Thursday School
4. No Food
5. Restroom visits lasting longer than 15 minutes may result in a 30 minute detention

### **Dress Code – High School**

#### **Campus Wear Attire**

Acceptable dress must be appropriately sized and fitted. NO baggy, sagging, or excessively tight clothing is permitted. Clothing that is distressed or that has rips/holes in it is not to be worn even with tights/sweats under. Clothing with profane or obscene pictures and/or lettering or which refers to alcohol, tobacco, drugs, firearms, or related material is prohibited. The judgment of an administrator in matters of dress and appearance is final. Attire cannot be altered and must conform to the following requirements: Students wearing face coverings, including masks or face shields will not display any language or visuals that are vulgar, profane, or violent in nature. Students violating these expectations will be subject to discipline. Students will comply with the Galion City Schools policy on face coverings.

#### **TOPS**

- 1) All shirts must have sleeves.



- 2) Plain blue, orange, white/off-white, gray OR black shirts may be worn. Any combination of the afore mentioned colors is acceptable. Collared shirts and T-shirts are acceptable. A small chest logo of no more than 4 inches is permitted on shirts. No logos are permitted on sleeves or on the back of tops. Galion Tiger Spirit Wear is encouraged.
- 3) Galion themed shirts may be worn any day as long they fit the color requirements.
- 4) Approved colors for all sweaters, sweatshirts, fleece tops and scarfs are white/off-white, blue, orange, gray OR black.
- 5) Plain long-sleeved white, off-white, orange, blue, black or gray shirt

## **BOTTOMS**

- 1) Permitted lower body attire must be worn around the waist. No holes or tears.
- 2) No denim, jean, sweats, tights, yoga pants, leggings, or windbreaker style of pants shall be worn. No rips, tears, or holes are permitted on bottoms at any time.
- 3) Skirts/jumpers must be fingertip length or longer. Back slit is to be no more than 4 inches above the knee.
- 4) Shorts must be of fingertip length. Khaki (tan) or dark blue Capri style pants are allowed.
- 5) Approved colors for all bottoms are solid color khaki (tan), dark blue or black. Corduroy material in solid khaki (tan) or dark blue is acceptable.

## **FOOTWEAR**

- 1) Footwear must be worn, safety situations may dictate the type of footwear needed.
- 2) Shoes must be worn at all times.
- 3) No slippers
- 4) Footwear that has rollers in the heels is not permitted.

## **JEWELRY/MAKE-UP/HAIRSTYLES**

Jewelry/make-up/hairstyles may not be excessive in nature. No chains or heavy metal of any type allowed. This includes oversized belt buckles or oversized piercings.

## **WRITING & MISCELLANEOUS**

No handkerchiefs, bandannas, hats, hoods, or any other material may be used to cover the head unless medical or extenuating circumstances are approved by the administration.

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

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

### **Other Exceptions Include:**

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

guidelines. Any used or handed down clothing must be in good condition and follow the Campus Wear guidelines.

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

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

### **Consequences for Dress Code Violations**

Students who violate the dress code will be given the option to change or remain in ISD for the remainder of the day. In many cases the school has the ability to provide clean options for students to change. Persistent violations may result in the following progression: ~~in Thursday Schools or privileges may be revoked.~~

- 1<sup>st</sup> Violation: Warning
- 2<sup>nd</sup> Violation: Lunch Detention
- 3<sup>rd</sup> Violation: Lunch Detention
- 4<sup>th</sup> Violation: 1 Hour Thursday School
- 5<sup>th</sup> Violation: 1 Hour Thursday School
- 6<sup>th</sup> Violation: 2 Hour Thursday School
- 7<sup>th</sup> Violation: 3 Hour Thursday School

### **Rule 1 - Academic Dishonesty**

A student shall not engage in any act of cheating, plagiarism, or academic dishonesty, including but not limited to the removal and/or change of any school records. Students shall only use artificial intelligence programs with explicit teacher or building administrator approval. When two students are knowingly involved in the sharing of work, both students may receive consequences.

### **Rule 2 - Bomb Threat / False Alarm / Causing Panic**

Any threat (For example, verbal, written, or electronic) by a person to bomb or use other substances or devices to explode, burn, or cause damage to a school building or school property or to harm students or staff is prohibited. Any attempt to create a false alarm (For example, setting off a fire alarm), cancel a school day or events, or any action that may cause fear or panic is prohibited. This may result in a police referral.

### **Rule 3 - Bullying / Cyber-Bullying**

Any intentional written, verbal, electronic, or physical act that a student or group of students exhibits toward another student(s) that causes mental, emotional, or physical harm to the other student(s) and is severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other student(s). (Board Policy - 5517.01)

**Rule 4 - Discriminatory Behavior**

A student shall not harass, haze, intimidate, degrade, disgrace, disparage, incite, urge, provoke, threaten, or discriminate based on a student's race, color, national origin, sex (including sexual orientation and gender identity), disability, age (except as authorized by law), religion, ancestry, or genetic information (See Board Policy 5517, 5517.01). Prohibited discrimination occurs when unwelcome physical, verbal, or nonverbal conduct is based upon an individual's sexual orientation/gender identity, religion, race, or color and when the conduct has the purpose or effect of interfering with the individual's work or educational performance; of creating an intimidating, hostile, or offensive working, and/or learning environment; or of interfering with one's ability to participate in or benefit from a class or an educational program or activity. Such discrimination may occur where conduct is directed at the characteristics of a person's sexual orientation/gender identity, intellectual abilities, religion, race, or color, such as racial slurs (use of the N-word), nicknames implying stereotypes, epithets, and/or negative references relative to racial, ethnic, or religious customs.

**Rule 5 - Intimidation / Harassment / Menacing**

Harassment, intimidation, or bullying toward a student or school personnel, whether by other students, staff, or third parties, is strictly prohibited and will not be tolerated (See Board Policy 5517, 5517.01). Harassment, intimidation, or bullying means Any intentional written, verbal, electronic, or physical act that a student or group of students exhibits toward another particular student(s) more than once. The behavior both causes mental or physical harm to the other student(s). It is sufficiently severe, persistent, or pervasive, creating an intimidating, threatening, or abusive educational environment for the other student(s) or violence within a dating relationship. Furthermore, an "electronic act" means an act committed using a cellular telephone, computer, pager, personal communication device, or other electronic communication device.

**Rule 6 - Class Cutting, Punctuality, Tardiness, Outside of Assigned Area**

All students are expected to be on time for school and each class unless illness or a delayed school bus prevents timely attendance. Students shall be present in all or any portion of the regularly scheduled classes or other mandatory activities with school authorization. A student is considered tardy to the first period if they are outside their assigned seat when the late bell rings. A student is considered absent from a class if they miss the first 15 minutes of class. A student shall not be absent from school without parental and school approval. Students who are excessively absent or habitually truant may be subject to an absence intervention plan, which may result in the district filing a complaint with the Juvenile Court. Both the student and parent will be charged if found in violation. Students leaving the building must first report to the main office and sign out. They must sign out to leave and sign in upon their return. Students who leave at noon and do not expect to return in the afternoon must also report to the main office for permission to leave school. A principal or secretary must approve before a student is to sign out.

**Rule 7 - Complicity / Aiding / Abetting**

A student shall not actively or passively aid, abet, act as an accomplice of, and/or otherwise encourage others to violate the rules contained in the Code of Conduct. Violations can be and are not limited to actions that encourage students to break the rules.

**Rule 8 - Misuse of District Information and Technology Resources / Tampering / Violation of the Acceptable Use Policy (AUP)**

A student shall not alter or attempt to change another individual's data by using their login information, individual devices, or computer network system software, placing unauthorized information, computer viruses, or harmful programs on the system, and disrupting the operation of the individual devices/network in any way (For example chat-rooms, hate mail, harassment, profanity, vulgar statement, discriminatory remarks, proxy servers, inappropriate sites that contain pornography, online gambling, looking up weapons, alcohol, drugs, ammunition, drug/alcohol paraphernalia, e-cigarettes, etc.). Students shall not use other student's school-issued devices or accounts. Students shall not violate the acceptable use policy of the district. Students found violating this article will lose the privilege to use school devices and face school discipline, including suspension. Students shall only use artificial intelligence programs with explicit teacher or building administrator approval.

**Rule 9 - Damage to Property**

A student shall not cause or attempt to cause damage to school property or private property, through improper use or otherwise, on school premises or during school activities conducted on or off school grounds. Restitution will be made by the student(s).

**Rule 10 - Disrespect**

Students shall not act to intimidate, insult, or otherwise abuse any member of the school staff or student body by verbal, written, or electronic means.

**Rule 11 - Disruption**

A student shall not cause any disruption of any classroom activity or the operation of the school or the educational process and shall not engage in any activity that is potentially harmful to the health, welfare, and safety of the student themselves, other students, or staff. Actions may include any social media activity and posts that disrupt the educational process.

**Rule 12 - Distribution or Sale of Unauthorized Materials**

A student shall not distribute or sell unauthorized materials on school property (For example, students engaged in the trading/selling of personal property, unapproved fundraising, etc.)

**Rule 13 - Dress or Appearance**

A student shall not violate school rules relating to dress and appearance. A student shall not wear clothing that disrupts the educational environment. This includes clothing that overexposes undergarments of any type or such appearance that disrupts class or the orderly operation of the school (For example, clothing with obscene or suggestive statements or symbols, apparel that advertises or promotes sex, drugs, alcohol, or tobacco, etc.). Shoes must always be worn. The building administrators are the final decision makers to determine if clothing and attire constitute a school disruption.

**Rule 14 - Excessive Displays of Affection**

Students shall not engage in excessive displays of affection on school property.

**Rule 15 - Failure to Accept Discipline / Serve Discipline**

Students shall not refuse to accept discipline or punishment assigned by teachers, substitute teachers, educational aides, bus drivers, principals, or other appropriate school personnel. Refusing to serve an in-school suspension, misbehavior while serving school discipline, failure to report for assigned detention, and/or walking out of the principal or assistant principal's office while discussing or receiving discipline will not be tolerated. The student may be required to serve the original consequence and further disciplinary action.

**Rule 16 - Failure to Provide Evidence / Providing False Information**

Students are expected to be honest concerning violations of the code of conduct and to assist school officials in establishing the truth about a possible violation of the Student Code of Conduct. Students are expected to cooperate with school officials to establish the facts concerning an incident. Students shall not give or assist in providing false or fictitious accounts to any school official, staff member, and/or faculty.

**Rule 17 - Firearms Look-a-Likes**

Any item that resembles a firearm but does not have the explosive characteristics of a firearm but may use spring-loaded devices or air pressure by which to propel an object or substance (For example, toy guns, cap guns, BB guns, pellet guns) in the school building, school grounds, school property, and at school functions is prohibited. Any possession, use, or threatened use of a look-a-like or counterfeit weapon is prohibited. A violation may result in a police referral.

**Rule 18 - Gambling**

A student shall not engage in gambling activities, such as playing or gambling for money or other stakes.

**Rule 19 - Insubordination**

A student shall not refuse to comply with reasonable requests, orders, and directions of school staff and other authorized personnel when the student is under the authority of school personnel.

**Rule 20 - Intentional Burning**

A student shall not act or attempt to act in the burning or attempted burning of any item on school property.

**Rule 21 - Loitering**

A student shall not loiter or delay in any way that may disrupt some activity or function. Students must have a ride if planning to leave early. If students have nowhere to go after school, they can wait in a designated area until one hour after the school day. Students shall not loiter in restrooms. Students must enter the restroom, use it, wash their hands, and exit immediately. Only one student per stall is permitted.

**Rule 22 - Misuse of Vehicles on School Property**

A student shall not violate the prescribed rules and regulations for using vehicles on school property or exhibit unsafe vehicle operations on school grounds. This includes parking in the areas identified for visitors, designated parking for persons with disabilities, parking without a parking pass, parking against a yellow curb, and parking in unmarked spots. It also includes students who exhibit unsafe vehicle operations such as donuts, speeding, cutting into the bus line, etc. A violation may result in a police referral.

**Rule 23 - Misconduct Away from School**

Students who engage in off-campus activities that disrupt the school environment, including, but not limited to, assault, gang affiliation, the sale/transmission/under the influence of any drug other than alcohol, tobacco, or other illegal substances off of school property or at a non-school sponsored or related activity, function, or event, or on school property before or after school may, under the procedures outlined in Ohio Revised Code (ORC) 3313.66, be subject to suspension or expulsion from school. Further, students will not have an affiliation with gang activities. This includes the wearing of colors, flashing gang signs, or displaying gang graffiti. The building administration may determine that the student's continued presence in the school is reasonably certain to disrupt or interfere with the educational process or endanger the health or safety of the student or others.

**Rule 24 - Profane, Obscene, Vulgar Language or Gestures**

A student shall not use profane, curse, obscene, or vulgar language or gestures at school, on school buses, or while engaged in or present at any school-sponsored event, activity, or in any setting in which the student code of conduct is in effect or may face the consequences.

**Rule 25 - Repeated Offenses**

A student shall consistently comply with school rules and regulations or directions of teachers, student teachers, teacher aides, principals, or other authorized school personnel. Repeated violations may result in increased severity of the consequence per occurrence.

**Rule 26 - School Bus Conduct**

A student shall not violate the prescribed rules and regulations for student conduct on school buses.

**Rule 27 - Sexual Harassment / Unwelcomed Sexual Contact**

A student shall not sexually harass another student or a staff member (see Board Policy 5517, 5517.01). Sexual harassment is prohibited between members of the same gender, as is sexual harassment between members of different genders. Examples of conduct that may constitute sexual harassment include, but are not limited to:

1. Unwelcome sexual propositions, invitations, solicitations, and flirtations.
2. Unwanted physical and/or sexual contact.
3. Threats or insinuations that a person's employment, wages, academic grade, promotion, classroom work or assignments, academic status, participation in athletics or extra-curricular programs, activities or events, or other conditions of employment or education may be adversely affected by not submitting to sexual advances.
4. Unwelcome verbal expressions of a sexual nature, including graphic sexual commentaries about a person's body, dress, appearance, or sexual activities; the unwelcome use of sexually degrading language, profanity, jokes, or innuendoes; unwelcome suggestive or insulting sounds or whistles; obscene telephone calls.
5. Sexually suggestive objects, pictures, graffiti, videos, posters, audio recordings, or literature placed in the work or educational environment that may reasonably embarrass or offend individuals.
6. Unwelcome and inappropriate touching, patting, or pinching; obscene gestures.
7. Asking about, or telling about, sexual fantasies, sexual preferences, or sexual activities.
8. Speculations about a person's sexual activities or sexual history, or remarks about one's own sexual activities or sexual history.
9. Giving unwelcome personal gifts such as lingerie that suggests the desire for a romantic relationship.

10. Leering or staring at someone in a sexual way, such as staring at a person's breasts, buttocks, or groin.
11. A pattern of conduct, which can be subtle, that has sexual overtones and is intended to create or has the effect of creating discomfort and/or humiliation to another.
12. Inappropriate boundary invasions by a District employee or other adult member of the School District community into a student's personal space and personal life.
13. Sextortion
14. Verbal, nonverbal, or physical aggression, intimidation, or hostility based on sex or sex-stereotyping that does not involve conduct of a sexual nature.

#### **Rule 28 - Shakedown / Strong Arm / Extortion**

A student shall not use force, threat, or deception to obtain money, articles of value, or other personal property of another person. A violation may result in a police referral.

#### **Rule 29 - Theft**

A student shall not attempt to act or act in taking or acquiring the property of others without their consent. A violation may result in a police referral.

#### **Rule 30 - Unauthorized Bodily Contact (Levels 1, 2, 3)**

Unauthorized bodily contact is prohibited. Level 1: Students are pushing, shoving, and grasping each other. Level 2: Students have a physical altercation but end it independently. This may be a police referral. Level 3: Students have a physical altercation requiring the intervention of bystanders/school personnel and/or the aggressor engaging in an unprovoked attack upon another student. For K-5 students, this may result in a police referral. For 6-12 students, this is a mandatory police referral.

#### **Rule 31 - Use, Possession, Sale, or Distribution of Tobacco / Nicotine Products**

Possession, use, or evidence of consumption (For example, smelling of the substance) of tobacco products in the school building, grounds, property, and at school functions is prohibited. This includes smokeless tobacco or inhalants, such as e-cigs/vapes.

#### **Rule 32 - Use, Possession, Sale, or Distribution of Intoxicating Alcoholic Beverages**

Possession, sale, use, concealment, transmission, or evidence of consumption (For example, smelling of the substance) of intoxicating beverages is prohibited. Attendance at school-sponsored activities when there is evidence of consumption of such a substance is also prohibited.

#### **Rule 33 - Use, Possession, Sale, or Distribution of Illegal Drugs**

Students are prohibited from the use, possession, concealment, or distribution of any drug or any drug-related paraphernalia as the term is defined by law or the misuse of a product containing a substance that can provide an intoxicating or mood-altering effect. A violation may result in a police referral.

#### **Rule 34 - Use, Possession, Sale, or Distribution of Drugs Other Than Tobacco or Alcohol**

Use, possession, sale, distribution, or evidence of consumption (For example, smelling of the substance) of any controlled drug other than prescription medication administered under the district's policies is prohibited. Possession, sale, use, concealment, transmission, or evidence of consumption of intoxicating substances is prohibited, including inhalants, drugs, counterfeit, or look-a-like drugs while on school property or in attendance at school-sponsored activities. This includes prohibiting any prescription drug or medication under school policy governing the possession of prescription medication on school grounds.

**Rule 35 - Violation of the Athletic Code of Conduct**

A student participating in extra-curricular activities shall not violate the rules and regulations of the Student Code of Conduct or the Athletic Code of Conduct or may face consequences.

**Rule 36 - Weapons / Dangerous Instruments / Lookalikes**

A student shall not bring to school, or threaten to bring, to any interscholastic competition or extracurricular event/activity on or off school property, or possess, handle, attempt to handle, transmit, or conceal an object capable of injuring himself or others. This includes but is not limited to knives, regardless of length, multi-tools, mace, taser, explosives, pyrotechnic devices of any kind, and other dangerous weapons or ordinances, including objects made, constructed, or altered so that to a reasonable person, the object appears to be a firearm. This may be a mandatory police referral.

**Rule 37 - Wireless Communication Devices / Electronic Devices**

Students may only use Wireless Communication Devices (WCD) before and after school, excluding all recording devices or recording functions on electronic devices. This means that no audio, video, or still picture recording is permitted without prior permission. Students are not allowed to carry their WCDs on them. Wireless Communication Devices must be stored in their locker. The use of wired headphones will be limited to school personnel discretion. Students are not permitted to use wireless headphones. Students are personally and solely responsible for the care and security of their personal and district-assigned wireless communication devices. The district assumes no responsibility for theft, loss, damage, or vandalism to WCDs brought onto its property or the unauthorized use of such devices. Law enforcement may be notified if the violation involves illegal activity.

**Rule 38 - Trespass**

A student shall not enter upon school grounds or premises of a school building to which the student is not assigned during school hours of that building. Additionally, a student already under suspension shall only enter the grounds or premises of the student's regularly assigned school building or any other school building with the express permission of the building administration.

**ACADEMICS****GRADING GUIDELINES**

[http://www.galionschools.org/upload/administrative\\_guidelines\\_-\\_grading\\_updated.pdf](http://www.galionschools.org/upload/administrative_guidelines_-_grading_updated.pdf)

**CODE OF ACADEMIC INTEGRITY**

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

1. Giving or receiving aid during an examination, test, quiz, or similar type of evaluation.
2. Using unauthorized learning aids, study materials, cheat sheets, google docs, screen shots, texts, pictures, etc. during a test/quizzes unless instructed by the teacher.
3. Obtaining, circulating or using an examination, test, quiz, answer key, etc. without permission.



4. **Plagiarizing**- “To use the ideas or writings of another as your own, or to appropriate passages or ideas from another and use them as your own” is plagiarism and dishonest.
5. Submitting work prepared by another; copying work prepared by another.
6. Any other action which would not be representative of a student’s own academic effort.

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

### **CONSEQUENCES FOR ACADEMIC INTEGRITY VIOLATIONS**

Violation of the Code of Academic Integrity must be reported to the principal who will record this information in the student’s discipline record. The teacher is expected to notify the student’s parents of the violation and academic consequences. In cases where a suspected violation of the Code of Academic Integrity occurs, a consultation meeting with the faculty member and the principal will take place. Decisions regarding disciplinary measures will be made after the meeting with the principal and the student. Possible discipline consequences for Code of Academic Integrity violations may include Thursday school, in-school detention, or suspension. In addition, there may be academic consequences that the student receives. The student may receive a zero on any formative assignments. The student may receive an alternative summative assessment and a 10% grade reduction.

All violations will include a parent phone call from the teacher.

- 1<sup>st</sup> Offense: Office Warning
- 2<sup>nd</sup> Offense: 3 Hour Thursday School
- 3<sup>rd</sup> Offense: 3 Days In-School Detention.

### **MINIMUM GRADUATION REQUIREMENTS**

The minimum requirements set forth by the Ohio Department of Education and the Galion Board of Education are twenty-one credits, and you must pass all required end of course exams (class of 2018 and beyond), or be excused from one or more of these tests pursuant to the IEP developed in accordance with **Section 3323.08 of the Ohio Revised Code** in order to receive a diploma.

### **EDUCATIONAL OPTIONS/EARLY GRADUATION**

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

### **GRADUATION CEREMONY**

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

**Required courses needed in grades 9-12:**

- English Language Arts – four (4) credits
- Mathematics – four (4) credits
- Science – three (3) credits
- Social Studies – three (3) credits
- Fine Arts – one (1) credit
- Physical Education – one half (1/2) credit (two semesters)
- Health – one half (1/2) credit
- Community Service- one half (1/2) credit
- Electives – four (4) credits
  - o Must include Financial Literacy and Freshman Transition (Class of 2026 and Beyond)
  - o
  - o Balance of credits (from business/technology, fine arts, and/or foreign language)

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

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

**Grading Scale**

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

Grade percentage scale:

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

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

**GRADE AVERAGING**

A half credit is earned for each semester in a year long course.

**Semester Classes**

<b>QTR 1</b>	<b>QTR 2</b>
<b>50%</b>	<b>50%</b>

**DROP "F" POLICY**

Dropping a course after ten school days will result in a drop "F" and will be averaged into the grade point average. A parent-teacher contact must be made and all options explored before the course will be dropped. A signed form from the parent giving permission for the course to be dropped with an "F" will conclude the process.

### **ACADEMIC AWARD**

All Galion High School students are eligible. This award is based on grades received at the conclusion of the third quarter of each academic school year. The minimum grade point average needed for qualifying for an award is 3.5 on a 4.0 scale. Semester and exam grades do not enter into determining the average. A public program will be held in the spring to honor and present awards to those qualifying.

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

3.50-3.99 – Honor Roll

4.0+ – Honor Roll With Distinction

### **NATIONAL HONOR SOCIETY**

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

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

1. Takes criticism willingly and accepts recommendations graciously.
2. Constantly exemplifies desirable qualities of personality, i.e., cheerfulness, friendliness, poise, stability.
3. Cooperates by complying with school regulations concerning property, programs, office, halls, and so on.
4. Upholds principles of morality and ethics.
5. Demonstrates highest standards of honesty and reliability.
6. Shows courtesy, concern, and respect for others.
7. Observes instructions and rules, punctuality, and faithfulness in obligations both inside and outside of the classroom.
8. Have powers of concentration and sustained attention as shown by perseverance and 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 cumulative average who are interested in the National Honor Society must submit an activity packet showing their service and leadership in school and community

activities. This packet, in addition to the evaluation by the recommenders, 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.

The NHS selection process typically begins in late September, and the annual Induction Ceremony typically occurs in mid-November.

## **ATHLETICS**

### **Athletic Code of Conduct**

[http://highschool.galionschools.org/upload/documents/athletics/galion\\_athletic\\_code\\_2017-18.pdf](http://highschool.galionschools.org/upload/documents/athletics/galion_athletic_code_2017-18.pdf)

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

### **ATHLETIC ELIGIBILITY**

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

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

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

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

### **ATHLETIC REQUIREMENTS**

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

- Physical Card (OHSAA)
- Insurance/Insurance Waiver Form
- Signed Athletic Code of Conduct
- Athletic Eligibility Pamphlet (OHSAA)

- Emergency Medical Authorization
- Signed Random Drug Test Form

### **GALION BOOSTER CLUB**

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

**PARTICIPATION IN EXTRA-CURRICULAR ACTIVITIES IS A PRIVILEGE NOT A RIGHT.**

### **GALION BOARD OF EDUCATION**

Mr. Grant Garverick, President

Mr. Mike Mateer, Vice President

Mrs. Laura Johnson

Mr. Dennis Long

Mrs. Melissa Miller

Dr. Jeff Hartman, Superintendent

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

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