



**Middle
School
Handbook
2023-24**

Galien Middle School - 2023-24

Believe • Achieve • Succeed

474 Portland Way North Galion, OH 44833
419-468-3134

Principal – Tina Crim, 419-468-3134 ext. 13001

Assistant Principal –Julie Murphy-Theodore, 419-468-3134 ext. 13002

Guidance Counselor – Sarah Smith, 419-468-3134 ext. 13004

Galion City Schools – www.galionschools.org

District Mission Statement:

The Galion City Schools will prepare students with a rigorous education that enables them to be contributing members of the community. We provide a supportive, social-emotional safe, respectful environment that cultivates learners 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 parents. This handbook replaces all prior handbooks and other written material on the same subjects. This handbook does not equate to an irrevocable contractual commitment to the student but only reflects the current status of the Board's policies and the school rules as of the Board of Education approval date. If any policies or administrative guidelines referenced herein are revised, the language in the most current policy or administrative guideline prevails. Copies of the current board policies are available on our website at galionschools.org. or at <http://www.neola.com/galion-oh/>.

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

Education is not the filling of a pail, but the lighting of a fire. - William Butler Yeats

Administrators' Message . . .

It is my honor to welcome you to Galion Middle School, where we believe every student can achieve and succeed. I am incredibly excited to begin the 2023-2024 school year and look forward to serving as the principal of Galion Middle School. While we embark on a journey to prepare scholars for high school and beyond, we remain committed to providing students with a safe environment, rigorous curriculum, and opportunities to showcase individual talents and interests.

To ensure a successful year, accountability and responsibility will increase among students and staff. This handbook will be followed as a guiding principle for academic obligations, behavior expectations, and dress code.

We look forward to working with each one of you this year. We invite and encourage our parents to partner with us to become active participants in your scholar's education because your support is vital to their success. If you wish for more information, please see our website at <https://www.galionschools.org/>.

Respectfully,

Tina Crim Principal

Julie Murphy-Theodore Assistant Principal

SCHOOL MASCOT – Tiger

SCHOOL COLORS – Blue & Orange

Galion Middle School Mission Statement:

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

Dear Parents,

You have been the teacher before the first word or the first step and will continue to be as long as you live. We're proud that you choose to live in the Galion School District and share the education of your child with us.

This handbook is a collection of information and guidelines that facilitates our role in educating our Galion Middle School students. It is evidence of how seriously we take this responsibility. Communication is vital in our joint endeavor. Please read "Especially for Parents", "Communication with Parents", Key Communicators, school volunteers, conferences, grade reports, grading, www.galionschools.org, and the guide on whom to call for information.

Thank you for your trust.

Especially for Parents

The "Philosophy of Middle Schools" found on the next several pages provide the rationale for why we have established procedures, rules, and regulations you have just read about. Please take a few minutes to read through it.

THE PHILOSOPHY OF MIDDLE SCHOOLS

At Galion Middle School, our goal is to create a community of learners to help develop the most appropriate education for our young people. The knowledge, attitude, and effort of our teachers serve as a vital link towards helping students progress in their ability to read, write, listen, speak, think, and solve problems. It is also our goal to help students develop self-discipline, proper study habits, effective organizational skills, and ownership for their behavior and learning. When situations occur outside the school that affect a child's education, the school is prepared to assist both students and parents in making decisions that affect the student's educational progress.

Middle school is the period in time when students make the transition from childhood to adolescence. We believe that this stage in a child's development is unique and necessitates a program that is supportive and responds to the changes that adolescent children experience.

The Galion Middle School has adopted the philosophy outlined by The Association for Middle Level Education (AMLE). This philosophy is published in a position paper entitled; *This We Believe And Now We Must Act*. The following excerpt from this document summarizes the foundation of the philosophy of the Galion School District for Middle Level Education:

The overarching purpose of all schooling in our society is to help students become good citizens, lifelong learners, and healthy, caring, ethical, and intellectually reflective individuals. The skills, knowledge, and personal competence that students acquire in school should enable them to be successful now and in the future. Middle level education is the segment of time that encompasses early adolescence, the stage of life between the ages of 10 and 15. In order to be developmentally responsive, middle level schools must be grounded in the diverse characteristics and needs of these young people. It is this concept that lies at the heart of middle level education. While grade configuration may be a consideration, the nature of the program provided for young adolescents, wherever they are housed, is the crucial factor.

Through school wide, department, team, and grade level meetings, the professional staff exchanges ideas in order to improve the scope, sequence, and articulation of each students' schooling. Teachers strive to match learning experiences and reinforcement activities with students' readiness at a given time, to detect and resolve difficulties, and to share with parents any concerns that may affect the child's learning or welfare.

In the middle schools, basic skill development and exploratory opportunities are emphasized in the program. In addition, students are expected to increase their own positive self-concepts and to develop traits of good citizenship. The following goals summarize our efforts to help students make the successful transition from childhood through adolescence:

INTELLECTUAL DEVELOPMENT

Our goal is to provide opportunities for students to explore and to develop their abilities in the areas of basic mathematics and the fundamentals of written and oral communication. Emphasis is placed on the critical thinking processes which include conducting research, translating and presenting findings, drawing conclusions, and making decisions.

AESTHETIC GROWTH

Our goal is to provide experiences in the humanities and encourage students to develop aesthetic and cultural appreciation and to support students as they seek to confirm their personal development and value system.

SOCIAL DEVELOPMENT

Our goal is to encourage students to adopt a positive philosophy of life, to develop respect for individual dignity, to assume personal responsibility for their own actions, and to understand and accept others.

EMOTIONAL GROWTH

Our goal is to provide support for students in learning to cope with their experiences, whether positive or negative, and to provide experiences that help students to better understand and accept themselves.

PHYSICAL DEVELOPMENT

Our goal is to provide students with the knowledge and skills to value and apply physical activity and its benefits for a lifetime. Through active participation in movement and sport, students will

foster an appreciation for personal fitness and other social skills vital to becoming healthy, productive members of the community.

EXTRA CURRICULAR INVOLVEMENT

Our goal is to encourage students to participate in a variety of school-supported activities in order to support their development and establish positive relationships with peers.

CURRICULUM PHILOSOPHY

It is our aim to keep the curriculum current and engaging. The specific goals for our curriculum are:

- To develop a respect for learning
- To develop skills of communication and self-expression
- To develop the ability to see the relationship of ideas through the use of critical thinking, logic, and the scientific method
- To develop effective study and work habits
- To make all efforts to maintain an uninterrupted educational program

- To maintain high standards of physical fitness during this period of extensive body development
- To develop an appreciation or facility in the fine and practical arts, since these contribute to the enrichment of life
- To provide a program of coordinated activities
- To guide students in an understanding of self in preparation for a good, responsible life
- We believe that it is essential to work toward these goals in all areas of instruction, especially in reading, writing, speaking, listening, spelling, and logical thinking.
- We strive to create an explicit connection between the skills and concepts throughout the curriculum.

“They never tell me anything...” is a myth! Communications with Parents

SCHOOL VOLUNTEERS

The Middle Schools have a very active parent volunteer program which supports our library, classroom teachers, club program, social events, field trips, and other activities. The volunteers are organized during the month of September by our librarian. A special letter will be sent home via your son or daughter requesting you to sign up if you have an interest. We sincerely hope you will be able to join us as a volunteer. Please see the district website to review clearances needed to volunteer.

PARENT CONFERENCES

It is firmly believed at the Middle Schools that parents should be as interested and informed in the student's progress as possible. When problems of an emotional, social, or academic nature arise, it should be of mutual concern; parents, as well as the school, should communicate about the problem. Conferences with parents are always successful when there is a reciprocal appreciation of the efforts of both parties to solve the problem with understanding. The purpose of any conference is to clear up misunderstandings, then to recognize and channel the resources and energy that will help the student to be successful.

GRADE REPORTS

Our main purpose is to keep parents informed, to recognize the improvements students have made in certain areas and to stimulate those students who might fail unless they put forth a greater effort. Grades can be accessed at any time through *Canvas*. If at any time a question or concern about your child arises, please do not hesitate to contact the appropriate teacher, counselor, or administrator. Working in partnership is important to a child's success.

CONTACT INFORMATION. . .

On several occasions through the past school years, we have had discussions regarding parental communications, routing of phone calls, and informing parents of the appropriate people to contact regarding their various concerns. When parents contact the school with personal concerns, we should always encourage them to reach a solution at the level closest to

where the problem originated at the building level. The following are examples of parental concerns and the manner in which the calls might be directed:

Concern	Person Referred to.....
<i>Grade</i>	<i>Teacher who issued grade</i>
<i>Detention</i>	<i>Teacher who issued detention (Assistant Principal or Principal if concern remains)</i>
<i>Placement</i>	<i>School Counseling at the beginning of the year; Teacher/Counselor at mid-year</i>
<i>Peer Problem</i>	<i>School Counselor/Assistant Principal/Principal</i>
<i>New Student</i>	<i>School Counselor</i>
<i>At-Risk Student</i>	<i>School Counselor/Principal</i>
<i>Homework</i>	<i>Teacher</i>
<i>Homework Request due to illness</i>	<i>Teacher through Canvas or Front Office Secretary (on the third day of absence) if no access to Canvas online from home</i>
<i>Bus Discipline</i>	<i>Assistant Principal/Bus Driver</i>
<i>General Transportation</i>	<i>Transportation Secretary/Bus Garage</i>
<i>Concern about Teacher</i>	<i>Teacher first then Principal</i>
<i>Medical</i>	<i>Nurse</i>
<i>Tutoring/Homebound</i>	<i>School Counseling/District Student Services</i>
<i>Vacation/Educational Trip Requests</i>	<i>Front Office</i>
<i>Program/Curriculum</i>	<i>Teacher/School Counselor/Principal</i>
<i>Athletics/Extra-Curricular Activities</i>	<i>Sponsor/Coach/Assistant Principal/Principal or Athletic Director as necessary</i>

TO CONTACT A TEACHER ABOUT SPECIFIC REQUESTS OR CONCERNS: Please send an email by using the teacher's last name followed by a period and the first name followed by @galionschools.org.org.

Example: doe.john@galionschools.org

You may call the school office at 419-468-3134 to leave a message for your child's teacher.

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GENERAL INFORMATION 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.

Harassment, Intimidation, and Bullying

Bullying is a form of aggressive behavior in which someone intentionally *and repeatedly* causes another person injury or discomfort. Bullying can take the form of physical contact, words, or more subtle actions.

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

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

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

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

Important reminder: WE CAN'T HELP IF WE DON'T KNOW!

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: 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.

A. Filing a malicious or knowingly false report or complaint of unlawful harassment.

B. 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 inflicting 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:

1. teasing
2. threats
3. intimidation
4. stalking
5. cyberstalking
6. cyberbullying
7. physical violence
8. theft
9. sexual, religious, or racial harassment
10. public humiliation
11. 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:

1. places a student or school employee in reasonable fear of harm to his/her person or damage to his/her property;
2. has the effect of substantially interfering with a student's educational performance, opportunities, or benefits, or an employee's work performance; or
3. 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:

1. 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.
2. Submission or rejection of such conduct by an individual is used as the basis for employment or educational decisions affecting such individuals.

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:

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 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 comments about a person's body, dress, appearance, or sexual activities; the unwelcome use of sexually degrading language, jokes or innuendos; unwelcome suggestive or insulting sounds or whistles; obscene telephone calls.
5. Sexually suggestive objects, pictures, videotapes, audio recordings or literature, placed in the work or educational environment, which may embarrass or offend individuals.
6. Unwelcome and inappropriate touching, patting, or pinching; obscene gestures.
7. 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.
8. Remarks speculating about a person's sexual activities or sexual history, or remarks about one's own sexual activities or sexual history.
9. 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.
10. 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 charges 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
Director of Student Services 419-468-3432
470 Portland Way North
Galion, OH 44833 parrott.cinty@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 members of the School District community or third party in those instances where concerns have not resulted in the filing of a formal complaint and where all parties are in agreement to participate in an informal process.

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

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

Investigation and Complaint Procedure

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

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

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

Informal Complaint Procedure

The goal of the informal complaint procedure is to stop inappropriate behavior and to investigate and facilitate resolution through 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 employees, or building administrator in the school the student attends; (2) 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:

1. Advising the student about how to communicate the unwelcome nature of the behavior to the alleged harasser.
2. 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.
3. 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, the 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 other 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 deems appropriate in consultation with the Superintendent.

Within two (2) business days of receiving the complaint, the Compliance Officer or 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 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:

1. Interviews with the Complainant;
2. Interviews with the Respondent;
3. Interviews with any other witnesses who may reasonably be expected to have any information relevant to the allegations;
4. 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 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 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 identity may be disclosed to the Respondent.

During the course of a formal investigation, the Compliance Officer or his/her designee will instruct all members of the School District community and third parties who are interviewed about the importance of maintaining confidentiality. Any individual who is interviewed as part of a harassment investigation is expected not to disclose any information that s/he learns or that s/he provides during the course of the investigation.

All records created as a part of an investigation of a complaint of harassment will be maintained by the Compliance Officer in accordance with the Board's records retention policy. Any records that are considered student education records in accordance with the ***Family Educational Rights and Privacy Act*** or under Ohio's student records law will be maintained in a manner consistent with the provisions of the Federal and State law.

Sanctions and Monitoring

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

nevertheless warrants discipline in accordance with other Board policies, consistent with the terms of the relevant collective bargaining agreement(s).

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

Retaliation

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

Allegations Constituting Criminal Conduct: Child Abuse/Sexual Misconduct

State law requires any school teacher or school employee who knows or suspects that a child with a disability under the age of twenty- one (21) or that a child under the age of eighteen (18) has suffered or faces a threat of suffering a physical or mental wound, disability or condition of a nature that reasonably indicates abuse or neglect of a child to immediately report that knowledge or suspicion to the county children's services agency. If, during the course of a harassment investigation, the Compliance Officer or 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 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:

1. AIDS – Acquired Immune Deficiency Syndrome;
2. ARC – AIDS-Related Complex;
3. Persons infected with HTL-III/LAV (Human T-Cell Lymphotropic Virus/Lymphadenopathy Associated Virus);
4. Hepatitis B;
5. 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.
Reminder: Vape = 20% loss of sport calendar.

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 may be necessary for a disabled child to receive such an education in the regular classroom environment.

Student Campus Wear/Dress Code

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 colors mentioned above 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 as 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 shirts are acceptable.

BOTTOMS

1. Permitted lower body attire must be worn around the waist. No holes or tears.
2. NO denim, jeans, 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. ~~Sandals must have heel straps. Backless shoes are not permitted.~~
4. No slippers
5. 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. No temporary tattoos or body sprinkles are to be worn on the face, arms, hands, legs.

WRITING & MISCELLANEOUS

No handkerchiefs, bandannas, hats, 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 bookbags and backpacks must be stored in the owner's locker bookbags are not to be carried to class during the school day. **Lockers are to be used only before school, before and after lunch for those who pack a 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 In-school Detention for the remainder of the day. In most cases the school has the ability to provide clean options for students to change. Persistent violations will result in Thursday schools or removal of privileges revoked.

Cafeteria Rules

1. Students are required to pay for all food items through the cafeteria prior to leaving the lunch line.
2. All students will assist in picking up all trash and placing it in the proper receptacles.
3. Students are to remain in the cafeteria during lunchtime.
4. Parents are not permitted to bring fast food items during lunchtime.
5. Food/drinks are not permitted to leave the cafeteria. Exceptions can be made for medical and/or health considerations with prior approval from the administration.

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 reaches 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.

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.

2023-2024 MEAL PRICES

Breakfast	FREE to all students
Adult	\$2.50

Lunch	
K-5	\$3.00
6-12	\$3.50
Reduced	\$0.40
Adult	\$4.50

Drills/Emergencies Procedures

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

Field Trips / Athletic Trips

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

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, the 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.)

1. 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.
2. Parents need to pick up any unused prescriptions during extended school breaks and at the end of the school year
3. Parents should calculate, in advance, the date that refills would be needed for ongoing prescription medications.
4. 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:

1. 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.

2. 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.
3. Parents are to provide the school a way to reach the parent(s) or other emergency contacts.
4. 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. **Bed Bugs** Bed bugs are a nuisance, but their bites are not known to spread disease. Even though it is unlikely for bed bugs to infest a school, the district will take precautions as necessary. Bed bug monitors are located in every classroom. This will assist in preventing these pests from spreading from one person to another. If a bed bug is found on your child, we will bag up all of your child's personal belongings during the school day including coat and backpack and locate them within their locker. You may also be asked to bring an extra change of clothing each day. A letter will be sent home and you will need to verify when your house was exterminated.

4. Head Lice Policy

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

Search & Seizure

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

Questioning of Students

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

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

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

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

Student Records

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

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

Intervention

We believe that all assignments are relevant and therefore must be completed in a timely fashion. Teachers may assign students to Intervention to address learning gaps. Students may be assigned to after school ROAR, where students will be given an opportunity to complete incomplete homework and assignments for full credit. Failure to report to Intervention or refusal to complete assignments in Intervention may result in the assignment of an after-school study room, and/or disciplinary action. After repeated incidents of missing assignments in a grading period s/he may be assigned after-school Intervention or ROAR which will be Monday-Thursdays. Staff will notify parents any time a student has an increase in incomplete work and would benefit from after school assistance. We believe that giving a student a "zero" on any assignment should be the "grade of last resort."

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, Every Student Succeeds Act (ESSA), 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 the 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.

ATTENDANCE PROCEDURES

Attendance

Regular attendance is required by law. Galion Middle School wishes to know at all times the whereabouts of the students. GMS 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) 468-3134 before the missed days. In case of injury or illness occurring, please call the day of the absence. If a phone call is impossible, be sure to have your child bring in a written excuse **within 48 hours** of his or her return. If phone contact is made a written excuse is not required. Failure to do either will result in an unexcused absence. 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 activities scheduled for that day. This includes practices, games, performances, etc. in athletic, music, club, or field trip activities. The administration may waive this requirement if the student is absent for any of the following reasons:

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

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

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

Parents are required to call the school or send a written reason for absence for all school absences. These attendance regulations are the requirements established by Senate Bill 181. Students will be given reminder notifications to submit a note for their absence. If a note is not presented a lunch detention may be assigned. Regular attendance is necessary for teachers to give a student the best possible instruction. Even though a student may make up the actual class work missed because of absences, he/she may never be able to replace the social, educational or cultural contacts that are received only through actual classroom instruction and participation.

Vacations

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 during non- school days. In the event that a trip/vacation is planned during school days missed days will count towards the 10 parental excused absence days for illness. Absences beyond 10 days without a medical excuse will be unexcused. The student may be responsible for class work including tests 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.

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 from the previous day should report to the attendance desk with a note from their parents as to the reason for such absence. Students arriving at school after attendance is taken must sign in at the attendance desk.

Unexcused Tardies

Students that are tardy to school will receive 3 warnings, upon the 4th tardy to school, students will receive a detention. Subsequent tardies will be subject to additional detentions or ISD. Classes begin at 7:25 a.m. for students.

Truancy Process

Truancy is an unauthorized absence.

1. 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.
2. Warning Letter(13hours/2daysofUnexcusedAbsences)

E. Truancy Warning Letter delivered via home visit by the District Truancy Officer (32.5 hours/5 Days of Unexcused Absences)

1. Unofficial Court Hearing to be held at the school (52 hours/8 Days of Unexcused Absences)
 2. Official Truancy Hearing Warning Letter:(13hours/2Days 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.
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1. Truancy Warning Letter Delivered to Home by District Truancy Officer (32.5hours/5 Days of Unexcused Absences)
 2. Unofficial Court Hearing (52hours/8DaysofUnexcusedAbsences)
 1. Parent/Legal Guardian(s) and child will be required to attend an unofficial Court hearing at the school. A representative of the school or truancy officer will send a notice of the hearing. If more than one parent/legal guardian is responsible for the care of the child, both parents/legal guardians will be expected to attend.
 2. The hearings will be held at the school
 3. A Truancy Officer and a designated school official will conduct the hearing.
 4. While the hearing is unofficial, the process should be formal and enable both the child and the parent to clearly understand their responsibilities.
 5. Focus of intervention at this level will be to identify child and family needs and make referrals to appropriate school services and/or human services agencies if needed.
 6. 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.
 7. 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)

F. Official

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

Truancy Hearing

hours (7 consecutive unexcused days) in a month or 72 or more hours
(12 unexcused days) in a year.

- i. Unruly Child – Any child who is habitually truant and previously been found to be unruly
- ii. Contributing to the Unruliness or Delinquency of a Child: Any person/s that causes a child to become unruly or delinquent.
- iii. 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.

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

Bell Schedule

2023-2024 Daily Bell Schedule

Period 1	7:25 - 8:16
Period 2	8:19 - 9:10
Period 3	9:13 - 10:04
Period 4	10:07 - 10:58
Period 5A	11:01 - 11:31
Period 5B	11:34 - 12:04
Period 5C	12:07 - 12:37
Period 6	12:40 - 1:31
Period 7	1:34 - 2:25

Two Hour Delay Schedule

Period 1	9:25 - 9:55
Period 2	9:58 - 10:28
Period 3	10:31 - 11:01
Period 4	11:04 - 11:34
Period 5A	11:37 - 12:07
Period 5B	12:10 - 12:40
Period 5C	12:43 - 1:13
Period 6	1:16 - 1:46
Period 7	1:49 - 2:25

Drop-off & Pick-up Procedures

A.M. Drop-off: Students are to be dropped off in front of the Middle School at the main entrance. They may enter the building at 7:10 am and go directly to the cafeteria for breakfast. Student will not be permitted to leave the cafeteria until 7:15.

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

School Closings / Delays

In the event of a school closing due to snow or other emergencies, the districts 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; please keep any changes to your phone number up-to-date with the school. School related closings or delays can also be accessed on the district webpage, Facebook page, or Galion Middle School Facebook page.

You may also tune into the following radio stations in the area to be notified of the closing: WQEL - Q92.7, WBCO - 1540 AM - Bucyrus, WVNO 106.1 FM or TV station WMFD TV68 - Mansfield. Please DO NOT call the principal, teachers, or the school. Parents and students are responsible for knowing about emergency closings and delays.

ACADEMIC INFORMATION

Homework

Homework - on an average day students should plan to spend time studying outside the regular school day.

Add/Drop Classes

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

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

Students taking band or choir will have 10 school days to add or drop these courses. Any student wishing to add/or drop band/choir after the 10th school day window has closed will be based on final approval of the administration.

Textbooks / Fees & Fines

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

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

Cheating on Exams & School Work

Cheating is a violation of all principles of education. Cheating may result in disciplinary action, or other appropriate consequences. Teachers may require the student to retake the test in order to assess true understanding of the materials. Suspension and/or dismissal from extracurricular activities are realistic expectations.

Progress Reports

Students' grades will be updated regularly throughout each grading period through Canvas. Grades and assignments can be checked daily. This should be checked weekly at a minimum.

Absent Work

Students are expected to follow up with each classroom teacher about missed assignments while they were absent from class. A parent may request absent work during a student's absence. This work may be picked up, completed at home, and returned with the student. Work may be completed and turned in corresponding with as many days as the student was absent. (e.g.; a 3-day absence allows for 3 days to make up missed assignments) It is the responsibility of students to arrange with their teachers to make up all work that was missed due to absence. Student assignments can be obtained by using Canvas, our district Learning Management System (LMS) that allows parents and students to access classroom information using the Internet.

Grading Scale

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

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, 5421A and 5460 for more detailed information.

Honor Roll

Honor roll recognition will be given to students after each grading period. Students earning a 3.5-3.9 (All A's and B's) will be placed on the Honor Roll list. Students earning a 4.0 and above average (All A's) will receive the distinction of being placed on the Honor Roll with Distinction list.

Retention

If a student fails any one of the following classes for the year, English, Math, Science, or Social Studies, he or she may be retained. Excessive absences, as determined by the principal, may also be a cause for retention. If the principal determines after counseling with the student, and where possible, the parents that it is in the child's best educational interest, the student may be socially promoted to the next grade. This advancement is a placement.

School Counseling

Counseling services include:

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

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

EXTRACURRICULAR ACTIVITIES

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

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

Random Drug Testing

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

Athletic Eligibility

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

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

NOTE: An athlete who is ineligible may practice with their team with coach and administration permission, as long as they maintain eligible grades during their period of ineligibility. *Questions regarding eligibility or ineligibility should be directed to the Athletic Director.*

Athletic Requirements

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

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

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

Right to Appeal

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

STUDENT CODE OF CONDUCT

Student Code of Conduct

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, lunch detention, In-School Detention, after school detention, 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.

- Students are duly informed that their behavior may be monitored on school property and/or school busses and/or adjacent property by security cameras.

Staff Expectations

- Communicate with students, parents, colleagues and administration.
- Hold students accountable.
- Hold each other accountable.
- Teach, model, redirect and re-teach behavior expectations (Classroom, Hallway and Stairs, Cafeteria, Bus, Restrooms, Recess).
- Display, implement, teach, revise (when needed) classroom matrix.
- Be in the hall at assigned posts during hallway transitions.
- Follow school-wide protocols and procedures for improving student behavior and completing forms

GMS Behavior Matrix 2023-2024

Level 1 (Annoying)	Level 2 (Disruptive)	Level 3 (Defiant)	Level 4 (Dangerous)
Minor Behaviors		Major Behaviors	
Talking, laughing Not listening/paying attention Distracting others Out of Seat Touching others Off task (head down, staring out the window, tapping pencils, etc) Failure to Dress (PE)	Refusal to work Excessive talking Inappropriate tone of voice Teasing/Name-calling Dishonesty Horseplay Minor theft Public Displays of Affection (PDA) Tardy to class Profanity used accidentally/casually Minor disrespect/talking back	Verbal/Physical aggression Skipping class Abusive/Inappropriate language Insubordination/Non-Compliance Disrespect with profanity Threat of Injury Technology/AUP violation Chronic minor behaviors with documentation	Fighting Vandalism Gross disrespect with profanity to staff Weapons Use/possession of drugs/alcohol/tobacco (includes electronic devices) Harassment/bullying Major theft Assault
Level 1 & 2 (Classroom Managed)		Level 3 & 4 (Office Managed)	

Conference with student Move seat Timeout in another classroom Parent phone call Parent/Student/Teacher conference Teacher Based Team (TBT) conference with the student	Conference with student Conference with student/parent Office issued 1 hour after school detention Multiple 1 hour after school detentions In-School Detention Restitution
Teacher warning Teacher redirect/proximity Response to Intervention (RTI) Lunch detention(s) Teacher issued 1 hour after school detention	Loss of privileges/incentives Conference with student/parent/teacher Out of School Suspension Expulsion Criminal charges Administration reserves the right to assign other consequences as necessary

Staff-Managed Behavior

Techniques to Manage Minor Behavior

Not all student misbehavior requires extensive response. Sometimes students will respond quickly to a teacher's action to minimize the behavior before it gets out of hand and requires more extensive intervention.

Technique	Explanation
Proximity Control	Specific placement/movement by the teacher in order to encourage positive behavior. The teacher is helping the student to control impulses
Signal; Non- Verbal Cue	Non-Verbal techniques such as sustained eye contact, hand gestures, a hand clap, clearing one's throat, etc. suggesting that the teacher is aware of the behavior and prepared to intervene if it continues. This is a quick and easy way to notify the student to make their own self-correction before the behavior, and possible disciplinary action, escalates. Conference with the student prior to implementing so all parties are on the same page.
Ignore, Attend, Praise	Uses the power of praise or positive feedback. The teacher praises an appropriately behaving student in the proximity of a student who is not meeting expectations. The praise serves as a prompt. When the student exhibits the desired behavior, attention and praise are then provided.

Instructional Responses to Inappropriate Behavior

If the simple techniques above do not result in the desired change in behavior, more direct instructional approaches can be used.

Strategy	Explanation
Redirect	Brief, clear, private verbal reminder of the expected behavior. A re-statement of school-wide and non-classroom behavior or classroom procedure.

Re-Teach	Builds on the redirection by specifically instructing the student in exactly what should be done.
Provide Choice	Can be used when a redirect or re-teaching has not worked. A statement of two alternatives: the preferred/desired behavior or a less preferred choice.
Student Conference	More involved re-teaching or problem-solving. Discusses the behavior of concern, teaches the desired behavior, provides reasons why it is important and a plan is made for future use. Can include role-play or practice.

Teacher issued detentions

Classroom teacher issued detentions are given for infractions of classroom policies and/or school rules and are served with the instructor or the teacher covering detentions.

1. Detentions will be held with the teacher who assigned it at a date and time assigned by that teacher.
2. If a student cannot stay on a given day because of a family/home situation, the parent/guardian must notify the teacher 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 the issued detention, even after the teacher has made contact with the parent/guardian, an office referral will be written
5. The consequence for failure to serve the teacher issued detentions will be an office issued after school detention or Thursday School.

a. Failure to serve the office issued detention will result in further disciplinary action assigned by administration.

Student Responsibilities

1. Students are to use their time at school responsibly; using the restrooms before the tardy bell during class changes or by permission from the classroom teacher
2. Visitors - Anyone wishing to visit the school must obtain a pass from the principal's office. High school students are not permitted on the middle school grounds or in the middle school building before, during, or after regular school hours unless permission has been obtained. Having other students visiting in the classroom can be disruptive. Therefore, other students are not permitted to visit during school hours.
3. Bicycles - Bicycles are to be parked in the rack. Students are to stay away from bicycles and bicycle racks during the day. Safety for students and protection for people's property should be considered at all times. Bicycles should be locked. Galion Middle School is not responsible for bicycles that may be stolen or damaged.
4. Skateboards, in-line skates, skate shoes, and scooters - are not permitted on school property.

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.

Behavior Program

DECISIONS CONCERNING STUDENT PARTICIPATION IN ACTIVITIES WILL ALSO INCLUDE ATTENDANCE AND GRADES, AS WELL AS STUDENT BEHAVIOR.)

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

- Must be passing core classes
- Must have school fees paid, including office fees, library fees and lunch fees
- Must have 10 days or less of excused absences, or have medical excuses for any days exceeding 10
- Must have no more than one out of school suspension for the year.
- In addition, multiple suspensions in one year may result in a student being recommended for expulsion.
- **Administration will have the final say in all eligibility matters**

DISCIPLINE LEVELS

1. **Special Assignments:** Students may be required to perform reasonable tasks as suited to the disciplinary infraction. Example: a student who makes a mess in the cafeteria will be required to help clean up the cafeteria.
2. **Lunch detention:** Students would eat lunch in the detention room and spend the remainder of the period studying. Students may purchase a hot lunch while in the detention room, or bring a sack lunch from home. Students who fail to attend or get removed from a lunch detention are subject to in-school detention and/or suspension.
3. **Withholding of privileges:** Special privileges such as library, hall pass, computer use, or other privileges may be withheld.
4. **Removal from class:** A student may be temporarily removed from a class by a teacher. The seriousness of the offense, the student's attitude, and the number of previous offenses are all factors determining the final resolution. The teacher must submit the reasons in writing to the principal as soon as possible after the removal
5. **Detention:** will be held after school (the majority on either Tuesday ~~or Friday~~) other days may apply as needed; transportation will not be provided. Students should fully understand that any teacher in the building has the authority to correct misconduct at any time. Therefore, it is conceivable that a staff member might assign detention to a student who is not in any of his/her classes. All students receiving detention will have 24 hours notice. The type of detention, (lunch or after school) the number of lunch detentions, or the number and length of time in after school detention, is determined by the offense. Students who fail to attend or get removed from an after school detention are subject to In-School Detention and/or suspension.
6. **In-School Detention (ISD):** a. ISD 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. ~~ISD is held at GHS and supervised by a GHS teacher.~~

7. **Thursday School** Thursday school may be imposed as a disciplinary action to create a positive change in a student's behavior. Thursday school will be held after school on Thursday afternoons for 2 hours and 35 minutes from 2:25-5:00; transportation will not be provided by the school and is the parents' responsibility. All students receiving Thursday School will have 24 hours' notice. Athletic events do not excuse students from attending Thursday School and therefore means students will miss games or other events if attendance is required at Thursday School. Students who fail to attend or are removed from Thursday School are subject to suspension.

8. Out-of-school suspension:

Misconduct for which Suspension or Expulsion may be Imposed

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

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 must make up work missed and may earn credit (e.g. quizzes, tests, reports, etc.).

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

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

A principal may suspend a student for a one to a ten-day period of time. The home is to be notified of a student's suspension. **A student must make up missed work during their suspension.** The student will be informed in writing of the intent to suspend and the reason(s) for the proposed action. The student will be provided an opportunity for an informal hearing to challenge the reason for the intended suspension and explain his/her actions. An attempt will be made to notify parents / guardians by telephone if the suspension is issued.

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

removal and written notice of the hearing to be held regarding the removal shall be given to the student as soon as practicable prior to the hearing. The hearing will be held within seventy-two (48) 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.

2. **Expulsion:** The superintendent of school may expel a student for up to 80 days for disciplinary action. Before a suspension or expulsion occurs, a parent-administrator conference may be held to present all facts relating to the incident. Following the parent/administrator conference, a written notice from school officials will notify parents.

10. **Participation in extracurricular activities is a privilege and not a right.** Therefore, a student can be prohibited from participating in any particular or all extra-curricular activities for offenses or violations of the Student Code of Conduct/Student Discipline Code for a period not to exceed the remainder of the school year in which the offense or violation of the Student Code of Conduct/Student Discipline Code took place. In addition, student-athletes are further subject to the Athletic Code of Conduct and may be prohibited from participating in all or part of any interscholastic sport for violations therein. Students prohibited from participation in all or part of any extracurricular activity are not entitled to further notice, hearing, or appeal rights.

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

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

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

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