

***GALION SENIOR HIGH SCHOOL***



**Student-Parent Handbook**  
***2017-2018***

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

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

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

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

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

***District Mission Statement:***

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

***Our Purpose:***

***Empowering students to successfully transform our community.***

The Student Handbook was developed to answer many of the commonly asked questions that you and your parents may have during the school year and to provide specific information about certain Board policies and procedures. Please take time to become familiar with the important information contained in this handbook and keep the handbook for reference by you and your parent. This handbook replaces all prior handbooks and other written material on the same subjects. This

handbook does not equate to an irrevocable contractual commitment to the student but only reflects the current status of the Board's policies and the school rules as of the Board of Education approval date. If any policies or administrative guidelines referenced herein are revised, the language in the most current policy or administrative guideline prevails. Copies of the current board policies are available on our website at [galionschools.org](http://galionschools.org). or at <http://www.neola.com/galion-oh/>.

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

### **TITLE I – PARENT RIGHT TO KNOW**

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

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

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

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

### **FAMILY-TEACHER COMPACT**

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

### **ELECTRONIC CALL NOTIFICATION SYSTEM**

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

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### **IMPORTANT PHONE NUMBERS**

High School Office ----- 419-468-6500

### **OFFICE HOURS**

7:15 a.m. – 3:45 p.m.

### **DAILY TIME SCHEDULE**

<b>7:30</b>	<b>Warning Tone</b>	
<b>7:33 - 8:19</b>	<b>Period 1</b>	<b>46 minutes</b>
<b>8:23 - 9:09</b>	<b>Period 2</b>	<b>46 minutes</b>
<b>9:13 - 9:59</b>	<b>Period 3</b>	<b>46 minutes</b>
<b>10:03 - 10:49</b>	<b>Period 4</b>	<b>46 minutes</b>
<b>10:53 - 11:38</b>	<b>Period 5A</b>	<b>45 minutes</b>
<b>10:49 - 11:19</b>	<b>A Lunch</b>	<b>30 minutes</b>
<b>11:23 – 12:08</b>	<b>Period 5B</b>	<b>45 minutes</b>
<b>11:38 - 12:08</b>	<b>B Lunch</b>	<b>30 minutes</b>

**12:12 - 12:58**

**1:02 - 1:48**

**1:52 – 2:38**

**Period 6**

**Period 7**

**Period 8**

**44 minutes**

**44 minutes**

**46 minutes**

### **WELCOME**

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

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

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

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

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

Best wishes and have a great year!

Mr. Ron Williams  
Principal

### **PHILOSOPHY OF GALION HIGH SCHOOL**

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

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

### **OBJECTIVES**

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

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

### **EQUAL EDUCATION OPPORTUNITY**

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

### **GALION HIGH SCHOOL STAFF**

Ronald Williams, Principal

Christi Eckert, Principal's Office Secretary

Jacob Grove, Assistant Principal

Heather Kurtz, Guidance /Athletic Secretary

Kyle Baughn, Athletic Director

Heather Kurtz, Assistant Principal Secretary

Amy Cline, Counselor (Grades 9-11)

Tena Eyster, Counselor (Grade 12)

Kyra Bryan

Spanish

Violeta Chinni

French/Yearbook

Angela DeGray

Calculus/Geometry/Advanced Math

John Denoon

Drafting/Industrial Tech

Cay Faulkner

English/Yearbook

Todd Galownia

Intervention Specialist

Kristin Gearhart

MH

Robert Gossom

Business/logistics

Julie Gove

Math

Jessica Hammond

Band

Julie Hoffman

English /Speech

Dave Kirk	English
Nicole Lambright	Intervention Specialist/Psychology
Cheri Laughbaum	Health Foundations
Michael Moore	Social Studies
Heidi Rietschlin	Intervention Specialist
David Rinehart	Science
Fred Rinehart	Math
Shani Rush	Physical Education/Health P. Michael Schaffner Social Studies
Robin Stacy	Family and Consumer Sciences
J. William Stepro	Social Studies
Amy Tyree	Science
Brent Tyrrell	Intervention Specialist
Rick Walker	Choir
Travis Watson	Science
Kevin Dickerson	Art
Kevin Williams	Physical Education
Linda Wilson	Art/Drawing/Ceramics/Painting/Graphic Arts



**STUDENT FEES**  
**Galion High School 2017-2018**

**BUSINESS**

Accounting I/II	Fee	31.00
On-Line Working Papers		

**ENGLISH**

English 11A (and new 12A)		
Write for College Handbook)		34.00

**SCIENCE**

Chemistry	Fee	15.00
Anatomy	Fee	20.00
Biology/	Fee	15.00
Zoology	Fee	15.00
Environmental Science	Fee	15.00
Physical Science 9-FM	Fee	5.00
Physical Science 9-E	Fee	5.00

**FOREIGN LANGUAGE**

Spanish I Practice Makes Perfect		13.00
Spanish III	Fee	15.00
Spanish IV	Fee	10.00
Spanish V	Fee	5.00
French I		5.00
French II		5.00

**TECHNOLOGY**

Yearly Usage Premium	Fee	40.00
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**FAMILY & CONSUMER SCIENCE**

Culinary Fundamentals	Fee	20.00
Principles of Nut & Well	Fee	20.00
Textile Design,	Fee	20.00
Const. & Maintenance		

**INDUSTRIAL ARTS**

Drafting I	Fee	10.00
Drafting II	Fee	10.00
Drafting III (EO)	Fee	10.00
Electronics I	Fee	25.00
Advanced Technology	Fee	25.00
Industrial Tech I	Fee	30.00
Industrial Tech II/III	Fee	50.00

**ART**

Art I	Fee	26.00
Drawing II/III	Fee	25.00
Painting II	Fee	30.00
Painting III	Fee	28.00
Ceramics II/III	Fee	38.00
Graphic Arts	Fee	22.00
Advanced Visual Arts	Fee	24.00

**PHYSICAL EDUCATION/HEALTH**

Sports Medicine	Fee	7.00
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**LUNCHROOM**

Student Lunches (with milk) -----		
		2.65

Reduced price lunch -----	
	.40
Milk -----	
	.50
Adult Lunches without milk -----	
	3.25
Adult Breakfast with milk -----	
	1.50
Student Breakfast with milk -----	
	1.25

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

### **THE GUIDANCE CENTER**

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

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

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

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

### **HEALTH SERVICES**

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

### **HEALTH CONDITIONS**

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

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

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

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

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

### **CONTROL OF COMMUNICABLE DISEASES**

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

### **RIGHTS OF DISABLED STUDENTS**

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

### **SPECIAL EDUCATION**

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

### **MEDIA CENTER**

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

### **POSTERS/HANDOUTS**

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

### **SCHOOL YEARBOOK**

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

### **ADULT STUDENTS**

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

### **ANTI-HAZING POLICY**

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

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

### **ASSEMBLIES**

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

### **BOOK BAGS AND/OR BACKPACKS**

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

### **STUDENT TRANSPORTATION MANAGEMENT POLICIES**

#### **I. ELIGIBILITY**

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

#### **II. BEHAVIOR**

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

1. Students shall arrive at the bus stop before the bus is scheduled to arrive.
2. Student behavior at bus stop(s) must not threaten life, limb, or property of any individual. Children shall observe classroom conduct rules and use proper behavior while waiting at the bus stop.
3. Students must leave or board the bus at assigned locations unless they have prior parental and administrative authorization to do otherwise. Students may not be removed from the bus by anyone other than school personnel during the daily route other than at the designated bus stop.
4. Students must wait in a location clear of traffic and away from the bus stops.
5. Students must go directly to an available or assigned seat.
6. Students must remain seated keeping aisles and exits clear.
7. Students are not to put head or an arm out of the bus windows while the bus is stationary or moving.
8. Students must observe classroom conduct and obey the driver promptly and respectfully.
9. Students must not use profane or vulgar language.
10. Students must refrain from eating and drinking on the bus except as required for medical reasons.
11. Students must not use tobacco on the bus.
12. Students must not possess or use alcohol or drugs on the bus.
13. Students must not throw or pass objects on, from, or into the bus.
14. Students must have items in their backpacks upon boarding the bus except for a small book for reading purposes.
15. Students must not litter on the bus or have animals of any kind on the bus.
16. Students may carry on the bus only objects that can be held in their lap.
17. Students must use a reasonable conversation level on the bus. Students must be silent when the bus approaches and crosses a railroad track.
18. Students must enter and leave by front door only unless authorized by an emergency situation.
19. Students must not wear cleats on the bus and must keep feet on the floor.
20. Students must not act inappropriately by making sexual advances or public displays of affection
21. Students must not bring any of the following on the bus: squirt gun, fireworks, or any weapon, including but not limited to mace and pepper gas.
22. To provide for the safety of all students, no student shall exhibit disruptive behavior or fighting of any kind on the bus or at the bus stop
23. **Students may use Wireless Communication Devices (WCD) while riding the bus to or from school. This excludes ALL recording devices or recording functions on electronic devices.** The school is not responsible for **lost, stolen, or damaged electronic items.**

24. Damage to interior or exterior of the bus by students is prohibited.
25. Students must not wear or have out any perfumes or colognes that may cause allergic reactions or asthma/breathing difficulties in our students or bus drivers.

#### Field Trips/Extra-Curricular

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

### III. MEDICATION

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

### IV. GUEST RIDERS

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

### V. REMOVAL FROM BUS

- a. The Superintendent may expel a student from bus riding privileges through the semester in compliance with Section 3313.66 of the Ohio Revised Code. A Superintendent’s designee, principal, or assistant principal are authorized to suspend a student up to ten days from bus riding privileges. All of the above officials may immediately remove a student from the bus if the student’s presence poses a danger to persons or property or a threat to the safe operation of the school bus.
- b. School bus drivers shall report in writing on a Misconduct Form to the appropriate administrator all rule violations or conduct that justify immediate removal, suspensions, or expulsion.

c. Warning

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

Step 1 - Principal receives a request from bus driver **for immediate removal**.

Step 2 - Driver will fill out a Bus Conduct Report and file it with the building

Principal. The verbal warning will be noted on the Bus Conduct Form.

(Is this warning an immediate removal? Are we removing kids on a warning?)

d. Immediate Removal

Step 1 - Principal receives request from bus driver for immediate removal.

Step 2 - Principal notifies student of hearing time and reason for removal.

Step 3 - A due process hearing is held within 72 hours of the removal from the bus.

e. Suspension

Step 1 - Principal receives Misconduct Form from bus driver.

Step 2 - Principal gives student Notice of Intended Suspension Form.

Step 3 - Principal holds due process hearing for student.

Step 4 - If suspended, student is informed of the duration of this suspension.

Step 5 - Parent is informed by phone or letter the chain of events.

f. Expulsion

Step 1 - Principal receives Misconduct Report from bus driver.

Step 2 - Principal recommends expulsion to Superintendent if misbehavior warrants expulsion.

Step 3 - Superintendent informs student and parent(s) in writing of due process Hearing date and time.

Step 4 - If expelled, student and parent(s) are informed in writing of the duration of loss of riding privileges.

g. Appeal Procedure

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

### **CAFETERIA/LUNCH**

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



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

1. The school cafeteria operates for Galion High School students only and the lunchroom should provide the necessary break for relaxation before the afternoon classes.
2. Violation of lunchroom rules may result in disciplinary action assigned by a lunchroom supervisor and/or administration.
3. No delivery of food prepared outside the lunchroom (other than lunch brought from home) will be permitted.
4. The maximum number of charges allowed per student at any one time will be **ONE**
5. **There will be a \$10 maximum charge limit. Once a student accumulates \$10 in charges they will be provided an alternative lunch/breakfast until the balance is paid.**

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

### **FOOD IN CLASSROOMS**

Food and drink in classrooms is not permitted unless the Principal gives special permission. No pop in cans or bottles, delivered pizza or other food items will be permitted. Students are not to eat in rooms other than the Cafeteria. **Students may carry a clear water bottle with water in it. No colored drinks.**

### **GUM CHEWING**

Gum chewing is **allowed**. ~~Chewing gum, blowing bubbles, etc. can be disruptive and distracting to others. Gum can also be destructive when it ends up on floors, walls, equipment, under desks and tables, on personal property, in hair, and on clothing.~~ Chewing other objects (sunflower seeds, paper, plastic, etc.) will be treated the same as gum **not be permitted**.

### **CHANGE OF ADDRESS**

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

## **CHEATING/PLAGIARISM**

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

1<sup>st</sup> offense = Parent phone call and loss of assignment credit. – denial of any exam exemption for remaining of school year.

2<sup>nd</sup> offense = Parent phone call and loss of student participation in a club, organization, honorary group, office held, or any other school related activity and denial of any exam exemption for remaining of school year.

## **COMPUTERS**

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

## **STUDENT DRESS CODE**

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

Students are required to dress in Campus Wear to comply with the student dress code.

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

## **CAMPUS WEAR ATTIRE**

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

- A) TOP

1. Any Galion High School issued/related top may be worn that are Galion Colors Monday – Thursday. Must have campus wear bottoms.
2. A ~~solid~~ white/off-white, blue, orange or **gray** collared polo (no more than 4 buttons) or a collared button front shirt ~~must~~ **may** be worn ~~at all times~~. Either long or short sleeves are permitted. Turtlenecks are permitted (~~same colors as polo or button front shirt~~).
3. All shirts must be tucked in.
4. Cardigan/crewneck sweaters, V-neck sweaters or sweatshirts are optional, and must be worn over ~~solid~~ **Galion** colored polo/ or button front shirt. Fleece tops of the appropriate color are permitted. No hooded tops permitted.
5. Approved colors for all sweaters, sweatshirts, fleece tops **and Scarfs** are ~~solid~~ white/off-white, blue, orange, or **gray**.
6. Plain long or short-sleeved white, off-white, orange, blue **or gray** t-shirts may be worn under polo/or button front shirts. No other layering under or over approved tops.

#### B) BOTTOM

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

#### C) FOOTWEAR

1. Heels are limited to a 2-inch height.
2. No “heelies” permitted.
3. The entire foot must be covered at all times.
4. All laced shoes must be tied and shoe sizes are to be no more than one size larger than the foot.
5. Dress shoes- must be leather type shoes. Colors limited to solid black, burgundy/cordovan, or brown.
6. Athletic/tennis shoes are permitted. Modest and conservative shoes may be worn, colors or design should not detract from appearance.
7. **Crocs/slippers/light up shoes are not permitted.**

#### D) SOCKS

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

**E) JEWELRY/MAKE-UP/HAIR STYLES**

Jewelry/make-up/hair styles must be conservative and simple in nature- not excessive. Unnaturally colored hair (blue, green, red, purple, orange etc.) that is distracting to the educational process is not permitted. No chains or heavy metal of any type allowed. This includes over-sized belt buckles or **oversized piercings**. ~~Visible body piercing other than the ears is not to be worn at school or school activities.~~ No temporary tattoos or body sprinkles are to be worn on the face, arms, hands, legs.

**F) EMBLEM/LOGO**

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

**G) WRITING**

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

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

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

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

**Exemptions/Exceptions:**

The Campus Wear Policy approved by the Galion City Board of Education must allow exceptions for students participating in nationally recognized youth groups that have their own uniforms on days when these organizations have scheduled activities.

Pursuant to the Free Exercise Clause under the first Amendment to the United States Constitution, there also may be situations where legitimate religious objections must be accommodated. Where required, this exception must be provided regardless of whether it is specified in the uniform policy.

**Other exceptions include:**

Students with medical or physical disabilities may require special clothing not in compliance with the Campus Wear Policy. The IEP team (which includes the building principal) will make any determination for this special clothing. This should also be noted in the student's health plan if applicable.

Students with an injury, illness or condition that would exempt them from Campus Wear compliance will need a written physician's excuse and approval of the building principal.

Special Activity Days (i.e. Picture Day, Spirit Days, Field Trips etc.) may be allowed with the prior approval of the building principal. Any variation of clothing on these special activity days must follow the Campus Wear guidelines.

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

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

The Galion City School District Board of Education has adopted a policy for waiver of school fees for qualifying students. If you qualify for the waiver of school fees you may qualify for assistance in purchasing Campus Wear items for your child.

If the student qualifies because of assistance through Ohio Works First program, your caseworker must sign the Waiver of School Fees form before financial assistance can be provided.

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

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

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

The Waiver of School Fees Form must be completed annually.

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

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

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

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

Dropouts are subject to statute requirements.

#### **DRUG/ALCOHOL POLICY**

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

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

A. First Offense

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

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

B. Second Offense

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

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

C. Third Offense

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

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

D. Selling, Supplying, or Transmitting

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

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

### ELECTRONIC EQUIPMENT

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

#### Electronic Devices/Wireless Communication Devices

##### Procedures

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

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

**a. Authorized times are:**

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

**b. Unauthorized times are:**

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

**c. Authorized locations are:**

- i. Hallways
  - ii. Cafeteria
  - iii. Classrooms and/or other spaces (When specifically authorized)
- d. All other locations are considered unauthorized and the use of WCD's is strictly prohibited. (This includes restrooms, locker rooms, offices, and any other location not specifically permitted).
2. During the school day (7:33-2:38) the sound must be turned off.
  3. This availability does not release the student from liability for harassment, bullying, threatening, or other behavior prohibited by the student code of conduct. WCD's may not be used to violate the student code of conduct in any way.
  4. Additionally, students are specifically forbidden to transmit test, quiz or other information in a manner constituting fraud, theft, cheating, or academic dishonesty.
  5. Wearing headphones or earbuds is allowed as long as one ear is accessible so that necessary instructions for student safety can be given.
  6. All other unauthorized use is specifically forbidden.
  7. Students are personally and solely responsible for the care and security of their wireless communication devices. The Board assumes no responsibility for theft, loss, damage or vandalism to WCD's brought onto its property or the unauthorized use of such devices.
  8. Violations of this policy will be considered a class disruption and/or insubordination and will result in disciplinary action and/or confiscation of the device. Law enforcement agencies may be notified in the event that the violation involves illegal activity.
  9. Repeated violations may result in the loss of the student's privilege to bring a wireless communication device to school for a designated length of time or on a permanent basis.
  10. Consequences for violations will include parent pick-up of WCD, assignment to ISD or Out-of-School Suspension.

**The school reserves the right to inspect a student's personal electronic device if there is reason to believe that the student has violated Board policies, regulations, school rules, or has**



**engaged in other misconduct while using their personal electronic device. Any search will be conducted in compliance with Board policies.**

Cell phones are not to be used during school hours 7:30-2:37

1<sup>st</sup> Offense: Cell phones confiscated during the school day must be picked up by a parent or guardian.

2<sup>nd</sup> Offense: parent pick up and Thursday School

3<sup>rd</sup> Offense and each subsequent offense: will result in in - school **detention and parent pick up.** / ~~out of school suspension and parent pick up.~~

### **FIRE AND TORNADO DRILLS**

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

### **HALL PASSES**

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

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

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

### **HARRASSMENT/BULLYING**

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

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

#### **Sexual, Gender, Ethnic, Religious, Disability Harassment**

##### **A. Verbal and/or Written**

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

#### B. Nonverbal

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

#### C. Physical Contact

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

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

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

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

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

### **CYBER BULLYING**

Cyber bullying includes but is not limited to the following:

1. Posting slurs or rumors or other disparaging remarks about a student or school staff member on a website or on weblog.
2. Sending e-mail or instant messages that are mean or threatening, or so numerous as to drive up the victim's cell phone bill
3. Using a camera phone to take or send embarrassing photographs/ recording or student or staff members or post these images on video sharing sites such as You Tube
4. Posting misleading or fake photographs of student or staff members on websites.

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

### **FALSE STATEMENTS/ALLEGATIONS/ACCUSATIONS**

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

### **INSUBORDINATION**

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

### **LOITERING**

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

### **ADVERTISING OUTSIDE ACTIVITIES**

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

### **LOST AND FOUND**

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

### **MESSAGES AND DELIVERIES TO STUDENTS**

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

### **DISPENSING MEDICATION**

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

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

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

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

### **SMOKING AND TOBACCO USE**

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

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

**Possession**

First Offense: ~~1-day~~ **3 Days** in School Detention

Second Offense: 3 days ~~In School Detention~~ **OSS**

Third Offense: ~~3-Days~~ OSS **5 Days OSS**

\*Further offenses may result in recommendation of expulsion.

**Use**

First Offense: 3-day suspension

Second offense: 5-day suspension

Third offense: 10-day suspension

**STUDENT DRIVING AND PARKING**

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

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

**STUDENT LOCKERS**

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

**STUDY HALLS**

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

**TELEPHONE**

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

### **TRANSFERRING TO ANOTHER SCHOOL**

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

### **TEXTBOOKS AND OTHER SCHOOL PROPERTY**

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

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

### **STUDENT VISITORS**

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

### **WORK PERMITS**

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

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

- a. They have a work permit for that job on file in Central Office;
- b. The work permit is for full-time employment, which must be a minimum of

- a 35-hour workweek;
- c. That if work is terminated for any reason, a student has 48 hours to return to school or find a new job;
- d. That if a new job is secured, a new work permit must be filed.

[Link for district attendance policy](#)

### **FAMILY VACATIONS AND TRIPS**

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

A student may be excused upon written request of parents and permission is granted by the semester class teacher(s) prior to the date of departure, a maximum five (5) school days per year to accompany parents, guardian, or immediate family without loss of credit for a class or classes for the quarter. This written request must be presented to the administration at least three school days before leaving unless emergency circumstances arise. For the above purpose, immediate family will be defined as mother, father, grandmother, grandfather, legal guardian, and brother or sister if they are twenty-one or older. The students will be held accountable for any work missed. STUDENTS WHO VACATION DURING SEMESTER OR FINAL EXAMS ARE UNEXCUSED. Rescheduling of exams or make-ups is not permitted. Vacations taken not in the company of the immediate family are not considered approved trips. Only extenuating or emergency situations may alter this policy.

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

### **COLLEGE VISITATION**

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

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

### **FIELD TRIPS**

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

### **ATTENDANCE AND EXTRA-CURRICULAR ACTIVITIES**

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

The administration may waive this requirement if the student is absent for any of the following reasons:

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

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

### **NOTIFYING THE SCHOOL**

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

Parents or guardians should also make every attempt to call the attendance office prior to the student's absence or call the attendance office between 7:30 a.m. and 9:00 a.m. on the morning of the student's absence. If a student returns home at noon and does not return to school for the



afternoon session, parents should call the attendance office between 12:45 p.m. and 3:00 p.m.;  
CALL 468-6500, EXT. 12007

### **CLASSROOM TARDINESS**

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

#### 1<sup>st</sup> Offense:

The teacher will warn the student and record the tardiness

tardy log.

- |                          |  |
|--------------------------|--|
| 2 <sup>nd</sup> Offense: | Teacher will record the tardy in the tardy log and the student will be last out of the classroom.                                      |
| 3 <sup>rd</sup> Offense: | The teacher will contact the student's parents and complete an office referral. The student will be assigned a 1-hour Thursday School. |
| 4 <sup>h</sup> Offense:  | The teacher will file an office referral. The student will be assigned 3-hour Thursday School.   |
| 5 <sup>th</sup> Offense: | The teacher will file an office referral. The student will receive one day of In School Detention.                                     |
| 6 <sup>th</sup> Offense: | The teacher will file an office referral. The student will receive two days of In School Detention.                                    |
| 7 <sup>th</sup> Offense: | The teacher will file an office referral. The student will receive three days of In School Detention.                                  |
| 8 <sup>th</sup> Offense: | The teacher will file an office referral. Additional discipline will be administered.  |

### **PERFECT ATTENDANCE**

A Perfect Attendance Certificate shall be awarded to any student with zero periods or days of absence and no tardies for the year. A student is eligible to exempt one exam the first semester and one exam the second semester if perfect attendance is maintained throughout that particular semester. In order to exempt an exam based upon perfect attendance a "C or higher" grade must be maintained in the prior two nine week periods. A maximum of one exam exemption per semester

may be earned based upon perfect attendance. Perfect means you are not absent from any class for any reason.

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

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

### **SIGNING IN AND OUT**

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

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

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

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

### **PHILOSOPHY OF DISCIPLINE**

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

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

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

disciplinary record of the student is always considered when action is taken and due process is always followed.

### **STUDENT DISCIPLINE AND CONDUCT CODE WEAPONS**

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

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

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

1. Students are responsible for the proper care of books, furniture, and supplies. They shall not cause damage, destruction, or steal other students' property or school personnel's property. Students are monetarily accountable for damages they may cause through destruction or neglect.
2. Students shall not disrupt school activities by:
  - a. ~~Failing to attend class or be on time.~~
  - a. Writing obscene remarks, using profanity, or otherwise being disruptive.
  - b. Use of strong profanity may lead to a possible suspension in the following increments: 1, 3, 5, 10 days, recommendation for expulsion
  - c. Pulling fire alarm, calling in bomb threat, possessing or setting off smoke bombs, fireworks or other explosives, or starting a fire.
  - d. Spitting, throwing snowballs or other objects, or possessing obscene materials.

- e. Refusing to serve detentions or Thursday School, forging notes.
  - f. Showing affection other than hand holding.
  - g. Failing to tell the truth.
  - h. Bringing unauthorized electronic equipment to school.
  - i. Fighting on or near school grounds or at a school sponsored activity.
  - j. Bringing skateboards to school.
  - k. Bringing food or beverages **other than water** into a classroom.
  - l. Insubordination or non-compliance with any school employee's directions.
  - m. Extortion - Extortion is the use of threat, intimidation, force, or deception to take or receive something from someone else. Extortion is against the law.
  - n. Gambling – Students are forbidden from any games or activities that include casual betting, betting pools, organized sports betting or any other form of wagering. Students who bet on any school activity in which they are involved may also be banned from that school activity.
  - o. Terroristic Threat – Students are forbidden to threaten directly or indirectly To commit a crime of violence with the purpose to terrorize another or with reckless disregard for the risk of causing terror in another.
3. Students shall not verbally or physically assault or threaten a school employee, citizen, or a student before school, during school, at lunch, after school, or in a school-related activity. Threats are not limited to verbal threats; they also include written and/or electronic messaging in any form. This may result in an out-of-school suspension.
  4. Students shall not possess or use any offensive or defensive weapon, look-alike weapon, or dangerous ordnance while in or attending curricular or extra-curricular activities. Any violation of this policy will result in suspension, expulsion, or permanent exclusion in compliance with the Ohio Revised Code.
  5. Violations of guidelines established in the closed lunch policy may result in disciplinary action.
  6. ~~Students shall not possess or use tobacco in school, on school grounds, or in sight of school during curricular or extra-curricular activities;~~

**Possession**

**Use**

~~First Offense: 1 day In School Detention~~

~~First Offense: 3 day suspension~~

~~Second Offense: 3 In School Detention~~

~~Second offense: 5 day suspension~~

~~Third Offense: 3 Days OSS~~

~~Third offense: 10 day suspension~~

~~\*Further offenses may result in recommendation of expulsion.(MOVED)~~

7. No hazing.
8. NO CHEATING/PLAGIARISM – Students caught cheating or plagiarizing shall be subject to grade reduction and/or disciplinary action. Loss of exam exemptions will also occur.
9. No cults or gangs – students shall not actively participate in cult or gang related activity. This includes identifying dress, graffiti, etc.
10. No distribution or posting of materials without prior approval of the Administration.
11. No obscene material.
12. No derogatory or racially motivated remarks, bullying, harassing others, etc.
13. No book bags or backpacks are to be carried during the school day.
14. The filing of unruly charges in the appropriate County Prosecutor’s office is the step taken by Galion High School when other methods of discipline have been deemed ineffective or inappropriate for the offense/s committed. Expulsion is also an option. Students 18 years old or older may be put on contract when, if violated, may result in expulsion.

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

**CUTS OF ASSIGNED DISCIPLINE**

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

Violations of Assigned Discipline

Penalty

Cut of detention/s **issued by teacher**

**3 Hour Thursday School & make up detention**

1<sup>st</sup> cut or removal from Thursday School

**3-Days ISD & make up Thursday School**

2<sup>nd</sup> cut or removal from Thursday School

**3-Days OSS & make up Thursday School**

### **SUBSTITUTE TEACHER DISCIPLINE**

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

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

### **DETENTION**

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

~~NOTE: Students MUST bring educational work to detention and study while in detention.~~

Detentions not served on date(s) assigned are deemed to be a cut of assigned discipline unless covered by extenuating circumstances (medical excuse or death in the family). If there are extenuating circumstances, the detention may be reassigned one Time. If the detention is missed a second time further discipline will be assigned.

### **THURSDAY SCHOOL**

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

## **DETENTION AND THURSDAY SCHOOL SCHEDULES**

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

### **IN SCHOOL DETENTION**

In School Detention may be imposed as a disciplinary action to create a positive change in a student's behavior. For an In-School Detention, credit will be given for all classroom assignments that ~~can be~~ **are** completed. ~~during the in-school Detention.~~

### **SUSPENSION**

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

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

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

A suspension beginning during one week and extending into the following week restricts the student from attending or participating in any school-sponsored activities over the weekend. A student whose final day of suspension is on a Friday may attend or participate in school-sponsored activities on Saturday or Sunday. If, at the time of a suspension, there are fewer days remaining in the school year than the number of days of the suspension, the Superintendent may apply the remaining period to the following school year.

### **EXPULSIONS**

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

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

### **INTERROGATION OF STUDENTS**

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

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

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

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

### **PERMANENT EXCLUSION**

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

1. Conveying deadly weapons or dangerous ordnance on school property or to a school function.
2. Possessing deadly weapons or dangerous ordnance on school property or at a school function.
3. Carrying a concealed weapon on school property or at a school function.
4. Trafficking in drugs on school property or at a school function.
5. Murder or aggravated murder on school property or at a school function.
6. Voluntary or involuntary manslaughter on school property or at a school function.
7. Assault or aggravated assault on school grounds or at a school function.



8. Rape, gross sexual imposition, or felonious sexual penetration on school grounds, at a school function, or when the victim is a school employee.
9. Complicity in any of the above offenses, regardless of location.

### **SCHOOL PROGRESS**

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

### **PROGRESS BOOK**

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

Galion City Schools website may be accessed at: [www.galionschools.org](http://www.galionschools.org)

### **GRADE CARDS**

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

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

### **GRADING SCALE**

Galion High School uses a grading scale of A through F based on percentages to determine semester and yearly average.

Grade point average (G.P.A.) is computed at the end of the semester and at the end of the year. Grade point average is based on A=4, B=3, C=2, D=1, F=0. Grade point average is used to determine class rank.

The nine week grade and semester averages are determined by percentages as follows:

Grade percentage scale:	<del>A=100-93</del>	<b>A= 90 - 100</b>
	<del>B=92-82</del>	<b>B= 80 - 89</b>
	<del>C = 81-70</del>	<b>C= 70 - 79</b>
	<del>D=69-60</del>	<b>D= 60 - 69</b>
	<del>F=59-0</del>	<b>F= 0-59</b>

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

### **GRADE AVERAGING**

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

#### **Semester/Year/Average Class Percentage Distribution**

##### **Semester Classes**

<b>QTR 1</b>	<b>QTR 2</b>	<b>EXAM</b>
<b>40%</b>	<b>40%</b>	<b>20%</b>

##### **Year Long Classes**

<b>QTR 1</b>	<b>QTR 2</b>	<b>EXAM</b>	<b>QTR 3</b>	<b>QTR 4</b>	<b>EXAM</b>
<b>20%</b>	<b>20%</b>	<b>10%</b>	<b>20%</b>	<b>20%</b>	<b>10%</b>

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

### **SEMESTER AND FINAL EXAMS**

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

**NOTE:** Exam days are to be counted as regular school days for attendance purposes.  
**NOTE:** A student is eligible to exempt one exam per semester if an “A” is earned in both nine-week periods immediately preceding the semester exams. A maximum of one exam exemption per semester may be earned based upon

earning A's during the two nine-week periods immediately preceding the semester exams. Note: A maximum of two exams a semester may be exempted (one based upon the perfect attendance policy found on page 34 and one based upon earning A's during both nine week periods of the semester).

### **DROP "F" POLICY**

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

### **HOMEWORK**

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

### **PRINCIPAL'S ROLL**

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

### **HONOR ROLL**

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

### **MERIT ROLL**

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

### **NATIONAL HONOR SOCIETY**

The objectives of the National Honor Society are to create an enthusiasm for scholarship, to stimulate a desire to render service, to promote worthy leadership, and to encourage the development of character in all students at Galion High School. Membership in this society is a great honor, not a right. Other honors conferred by the school are given because of specialized

ability, skill, or talent; however, this organization looks upon education as a product measured by four standards: scholarship, leadership, character, and service. National Honor Society supports the fundamental objectives for which schools are instituted, and it gives recognition to students who have attained most nearly those desired ends. Students who aspire to membership in the Society are encouraged to meet these four requirements.

To be eligible, a junior or senior must have at least a 3.25 grade point average and have attended Galion High School for at least one full semester prior to being considered for membership. A list of those students meeting this criterion is distributed to faculty members who rate, on a 0-4 scale, only those students with whom they have had personal contact; student must have at least a 3.25 average on this evaluation. Teachers do not rate scholarship; primarily, they rate character, using the ten guidelines recommended by the National Association:

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

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

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

### **ACADEMIC AWARD**

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

## **PIONEER CAREER AND TECHNOLOGY CENTER**

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

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

### **Vocational Programs**

Building Maintenance Trades  
Carpentry  
Collision Repair  
Cosmetology  
Criminal Justice  
Culinary Arts  
College Now (Engineering)  
Facilities Services (Special Needs Program)  
Graphic Arts  
Health Assistant (Special Needs Program)  
Home Remodeling

Horticulture  
Hospitality Services  
Industrial Diesel Mechanics  
JOB Training (Special Needs Co-Op)  
Masonry Trades  
Meat Processing  
Medical Dental Careers (Health Academy)  
Office Administration (Business Academy)  
Power Equipment Mechanics  
Precision Machining Technologies  
(Machine Trades)  
Welding

### **Tech Prep Programs**

Accounting & Business Management  
Automotive Technology  
CAD Technician  
Computer Information  
Computer Networking Electronic Tech (CNET)

Medical Technology (Health Academy)  
Robotics & engineering Tech  
Web Page Design & Programming

### **Tech Prep at Madison High School**

Electrical Maintenance Technology\*  
Tool and Die Engineering\*

### **Tech Prep at Bucyrus High School**

Media Communications\*  
Marketing Education (Senior Program)\*

### **Ontario High School**

### **Colonel Crawford/Wynford**

\*Galion students graduate from Galion High School

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

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

### **MINIMUM GRADUATION REQUIREMENTS**

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

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

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

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

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

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

## **GRADUATION CEREMONY**

Only those students who are currently enrolled, attending, and eligible to receive a diploma may take part in the graduation ceremony. Seniors eligible for a diploma must also complete all obligations (fees paid, equipment returned, textbooks returned, tuition paid, discipline served, etc.) and attend graduation practice in order to participate in the graduation ceremony and receive a diploma. Participation in the graduation ceremony is a privilege and not a right of students.

**Students must fulfill all Ohio Graduation Test (OGT) requirements to receive a diploma.**

### **CRITERIA FOR ALTERNATIVE PATHWAY TO GRADUATION**

(if one area of OGT failed)

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

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

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

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

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

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

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

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

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

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

6. Has taken advantage of any intervention programs provided by the school district or school in the subject area of the failed OGT and has a 97 percent attendance rate, excluding any excused absences, in any of those programs that are provided at times beyond the normal

school day, school week or school year or has received comparable intervention services from a source other than the school district or school;

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

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

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

### **COLLEGE PREPARATORY CURRICULUM**

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

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

### **HIGH SCHOOL TRANSCRIPTS**

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

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

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

### **EXTRACURRICULAR ACTIVITIES**



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

### **GALION BOOSTER CLUB**

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

### **RANDOM DRUG TESTING**

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

### **ATHLETICS**

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

### **ATHLETIC ELIGIBILITY**

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

The eligibility or ineligibility of a student continues until the start of the fifth school day of the next grading period, at which time the grades from the immediately preceding grading period

become effective. EXCEPTION; Eligibility or ineligibility for the first grading period commences with the start of the fall sports season.

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

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

### **ATHLETIC REQUIREMENTS**

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

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

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

## **GALION BOARD OF EDUCATION**

Mr. Brian Carson, President  
Mrs. Jennifer Kuns, Vice President

Mr. Dennis Long  
Mr. Brian Owens  
Mr. Grant Garverick

Mr. James Grubbs, Superintendent

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

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