



High School
Student & Parent Handbook

2024-2025

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Table of Contents

Table of Contents	2
General Information	4
Welcome to Galion High School	4
District Mission Statement	5
Objectives	5
Equal Education Oppertunity	5
School Closings and Delays	5
Student Fees	5
Galion City Schools Food Services	6
Bell Schedule	6
Academics	7
Field Trips / Athletic Trips	7
Grading Guidelines	7
Code of Academic Integraty	7
Consequences ofr Academic Integrity Voilations	8
Minimum Grade Requierments	8
Educational Options / Early Graudation	8
Graduation Ceremony	8
Grading Scale	9
Grade Averaging	9
Drop "F" Procedure	9
Academic Awards	9
National Honor Scoeity (NHS)	9
Athletics	10
Athletic Code of Conduct	10
Athletic Elgibaility	10
Athletic Requierments	10
Student Services	11
Control of Communicable Diseases	11
Random Drug Testing	11
Rights of Disabled Students	11
Soecial Education	11
Adult Students	11
Homeless Students	12
Other Exceptions	12
Drills/Emergencies Procedures	12
Health & Medications	12
Care of Students with Chronic Health Conditions	12
Head Lice Policy	12
Student Records	13
Title I	13
High School Transcripts	13
Transmission of Records and Other Communications	13
Attendance	13
Attendance (Board Policy 5200)	13

Excused Absences	14
Tardies to School (Tardies per quarter)	14
Truancy Process	14
Vacations	15
College Visitation	15
Work Permits	15
Positive Behavior Intervention and Supports	16
Student Conduct	16
Search & Seizure	16
Questioning of Students	16
Cafeteria Rules	16
Food Delivery For Students	17
Outside Food or Drink	17
Driver's License Suspension	17
Misconduct for which Suspension (1-10) or Expulsion (11-80 days) may be imposed	17
In-School Detention	17
Thursday School	17
Skipping Thursday School Progression	17
Teacher Detention	18
Emergency Removal	18
Restroom Procedures	18
Dress Code Guidelines	18
Book Bags/Purses/Duffel Bags/Backpacks	20
Consequences for Dress Code Violations	20
Student Code of Conduct (Adapted from Policy 5500)	20
Bicycle Rules / Riders	25
Harassment & Bullying	25
Sexual Harassment	25
Gender/Ethnicity/Religious/Disability Harassment	25
Cyberbullying	26

General Information

Welcome to Galion High School

At the turn of the 20th Century, William James, the father of American psychology, wrote one of my favorite quotes to live by: "The greatest discovery of our generation is that human beings can alter their lives by altering their attitudes of mind. As you think, so shall you be." What was true over 100 years ago still remains true today as we approach the quarter mark of the 21st Century. All of you are the key to our future, and as we approach a new school year, I sincerely hope that it is remarkable for you. Whether you are just entering high school, completing your final year, or are somewhere in between, each year brings a fresh start, new opportunities, and a renewed sense of purpose and energy as you work through secondary education. Make the most of it as it will be over before you know it.

William James' quote encapsulates the spirit of growth and potential that we aim to facilitate at Galion High School. What you think is who you are, and the faculty, staff, and I are vested in assisting you in reaching your potential and helping you in that self-discovery process no matter what stage in which you find yourself during your high school career. As your principal, I am happy to welcome you to another exciting year of learning, discovery, and personal development.

This handbook serves as your guide to navigating the opportunities and responsibilities that come with being a member of our vibrant school community. The pages that follow outline our policies, procedures, and expectations, but they also reflect our commitment to creating an environment where you can thrive and be successful.

At Galion High School, we believe that learning goes beyond the textbooks, projects, research, and assessments. It's about shaping your mindset, cultivating your talents, discovering yourself, and preparing you for the challenges and triumphs that you most certainly will encounter in your lifetimes. Always remember, though, that education is a two-way street. Your attitude and approach to your education will play a critical role in your success. If your mindset has been positive, continue to enhance it. If it has not been, trust us and let us help you change your attitude of mind so that we can help you change your world.

We are all encouraging you to embrace the change that a new school year brings and treat your challenges as opportunities for growth. We, too, hope that you make your inevitable setbacks learning experiences and that you always, always, always strive to be the best version of yourself. Your thoughts and beliefs have the incredible power to shape your reality and identity, both inside and outside the classroom.

As you embark on this academic year, I want to encourage you to think positively, act with integrity, and approach your experiences with an open mind, a mentality for growth, and a level of enthusiasm that embodies who you truly are - a Galion Tiger and the future of our society. Your high school experience is a significant chapter in your life story. Enjoy it. Learn from it, and make every day count!

We are here to support you every step of the way, and I hope to be working right alongside you to help make this year extraordinary. Wishing you nothing but the absolute best, much success, and a transformative year where you discover who you are and what you want to be.

Best of luck on your journey!

Don Vogt, Principal

District Mission Statement

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

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

Objectives

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

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

Equal Education Opportunity

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

School Closings and Delays

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

Student Fees

HIGH SCHOOL SPECIFIC COURSE FEE: \$0

TECHNOLOGY USAGE PREMIUM:- \$40*

CLASS DUES: \$5*

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

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

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

*Indicates fee is not eligible for a waiver

Student Lunches (with milk)	\$0
Reduced price lunch	\$0
Breakfast (with milk)	\$0
Milk	\$.50
Adult Lunches	4.50
Adult Breakfast	\$2.50

Galion City Schools Food Services

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

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

District software, Pay Schools Central, allows parents to track their student's balance and deposit money to their account.

We encourage all families to set up a low balance alert notifying them of a low balance on the lunch account and/or set up the auto-replenish feature to automatically add funds when the lunch account reach a set point.

Meal Charge Procedures

1. Low balance emails (below \$7.00) will be sent Tuesday and Friday evenings to the email address in Final Forms.
2. When a student lunch account falls below \$0, families will receive an email on Fridays to the email address in Final Forms. These emails will continue stating the current balance in the account until the negative balance has been cleared.
3. When a student lunch account balance is more than (\$50.00) we will contact the family via mail, text and/or phone.
4. When a student lunch account reaches an excessive negative balance, there will be a meeting with School Administration, Food Service and parents to discuss future steps.
5. This debt remains on your student's lunch account until paid. This negative balance could affect participation in school sponsored events.
6. Students may not charge a la carte items, including extra entrees.
7. Adults are not permitted to charge.

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

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

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

Bell Schedule

Bell Schedule		2 Hour Early Release	
Release	7:15	Release	7:15
Warning	7:22	Warning	7:22

Period 1	7:25	-	8:16	51 min	Period 1	7:25	-	7:57	32 min
Period 2	8:19	-	9:10	51 min	Period 2	8:00	-	8:30	30 min
Period 3	9:13	-	10:04	51 min	Period 3	8:33	-	9:03	30 min
Period 4	10:07	-	10:58	51 min	Period 4	9:06	-	9:36	30 min
Period 5A	11:01	-	11:31	30 min	Period 6	9:39	-	10:09	30 min
Period 5B	11:34	-	12:04	30 min	Period 7	10:12	-	10:42	30 min
Period 5C	12:07	-	12:37	30 min	Period 5A	10:45	-	11:15	30 min
Period 6	12:40	-	1:31	51 min	Period 5B	11:18	-	11:48	30 min
Period 7	1:34	-	2:25	51 min	Period 5C	11:51	-	12:25	34 min
2 Hour Delay					1 Hour End of Day				
Release	9:15				Release	7:15			
Warning	9:22				Warning	7:22			
Period 1	9:25	-	9:55	30 min	Period 1	7:25	-	8:06	41 min
Period 2	9:58	-	10:28	30 min	Period 2	8:09	-	8:50	41 min
Period 3	10:31	-	11:01	30 min	Period 3	8:53	-	9:34	41 min
Period 4	11:04	-	11:34	30 min	Period 4	9:37	-	10:18	41 min
Period 5A	11:37	-	12:07	30 min	Period 5A	10:21	-	10:51	30 min
Period 5B	12:10	-	12:40	30 min	Period 5B	10:54	-	11:24	30 min
Period 5C	12:43	-	1:13	30 min	Period 5C	11:27	-	11:57	30 min
Period 6	1:16	-	1:46	30 min	Period 6	12:00	-	12:41	41 min
Period 7	1:49	-	2:25	30 min	Period 7	12:44	-	1:25	41 min
					Event	1:28	-	2:25	57 min

Academics

Field Trips / Athletic Trips

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

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.

Grading Guidelines

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

Code of Academic Integrity

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

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

Should violations of this Code of Academic Integrity occur, students may expect prompt disciplinary action. A student's status and reputation may be seriously damaged by violations of this nature. Individual teacher expectations must be explained by the classroom teacher. Study habits, "paper trail" requirements and procedures, documentation

procedures, the kind of collaborative work, etc. may vary from teacher to teacher, these expectations need to be clearly delineated so that students are clear on the Code of Academic Integrity. In cases involving writing, students are expected to document their work by maintaining a “paper trail” of their notes and rough drafts.

Consequences of Academic Integrity Violations

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

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

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

Minimum Grade Requirements

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

Educational Options / Early Graduation

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

Graduation Ceremony

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

Required courses needed in grades 9-12:

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

Credits needed for class standing:

Sophomore	=	4.5
Junior	=	10
Senior	=	15

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

Grading Scale

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

A= 90 - 100

B= 80 - 89

C= 70 - 79

D= 60 - 69

F= 59 - 0

I = Incomplete*

*becomes a 0% for all work not made up and the grade will be calculated accordingly.

Grade Averaging

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

Semester Classes

QTR 1
50%

QTR 2
50%

Drop "F" Procedure

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

Academic Awards

All Galion High School students are eligible. This award is based on grades received at the conclusion of each quarter of the academic school year. The minimum grade point average needed to qualify for an award is 3.5 on a 4.0 scale.

Semester, exam grades, and weighted grades do not enter into determining the average for honor roll calculation.

Weighted grades are only used to determine class rank. Please note that students participating in programs that do not provide grades for Quarters 1 and 3 (For example: CCP, some CTE courses, etc.) cannot be included in the quarterly honor roll because the school may not receive grades for those quarters. Instead, these students will be recognized at the end of each semester (Quarters 2 and 4). Our academic recognition is as follows:

3.50-3.99 – Honor Roll

4.0+ – Honor Roll With Distinction

National Honor Society (NHS)

The objectives of the National Honor Society are to create an enthusiasm for scholarship, to stimulate a desire to render service, to promote worthy leadership, and to encourage the development of character in students at Galion High School.

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

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

1. Takes criticism willingly and accepts recommendations graciously.
2. Constantly exemplifies desirable qualities of personality, i.e., cheerfulness, friendliness, poise, stability.

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

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

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

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

Athletics

Athletic Code of Conduct

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

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 Requirerments

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.

Student Services

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

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

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

Control of Communicable Diseases

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

Random Drug Testing

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

Rights of Disabled Students

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

Soecial Education

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

Adult Students

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

Homeless Students

Homeless students will be provided with a free and appropriate public education in the same manner as other students served by the District. Homeless students are eligible to receive transportation services, participate in education programs for students with disabilities or limited English proficiency, participate in gifted and talented programs, and receive meals under school nutrition programs. Homeless students will not be denied enrollment based on lack of proof of residency. For additional information contact the liaison for Homeless Students at 419-468-3432.

Other Exceptions

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

Drills/Emergencies Procedures

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

Health & Medications

Medications

Parents obtain a written order from the doctor requesting that medication be given at school stating the name of the medication, amount of dosage to be given, and the time it is to be given. (The required form that is to be completed by the doctor and the parent can be obtained from the school office). Students are to carry no medication with the exception of asthmatic inhalers (parents must have a self-carry form filled out by the physician and submitted to the office.)

Provide the medication in the original container with the child's name, the name of the medication, when it is to be given, and the amount or dose to be given.

Parents need to pick up any unused prescriptions during extended school breaks and at the end of the school year.

Parents should calculate, in advance, the date that refills would be needed for ongoing prescription medications.

The Galion City Schools Board Policy requires the parent/guardian to provide written permission for nonprescription medications such as cough drops, Tylenol, antibiotics, etc.

Care of Students with Chronic Health Conditions

Parents are to notify the school of the child's allergy/health condition and update at least annually by submitting a medical statement that includes:

1. The medical or special dietary condition which restricts the child's diet; the food or foods to be omitted from the child's diet; and the food or choice of foods to be substituted.
2. Parents are to work with the school team to develop a plan that accommodates the child's needs throughout the school including the classroom, cafeteria, after-school activities, and the school bus. Parents are to replace any required medication after use or upon expiration.
3. Parents are to provide the school a way to reach the parent(s) or other emergency contacts.
4. Parents are to educate the child in the self-management of their allergies/health conditions including safe and unsafe foods, strategies to avoid exposure to unsafe foods/agent; symptoms of adverse health conditions; how and when to tell adults that they are experiencing their health problems; how to read food labels (age-appropriate). Education efforts should promote self-advocacy and competence in self-care.

Head Lice Policy

Please Refer to board Policy 8450.02 for further information

Student Records

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

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

Title I

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

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

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

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

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

High School Transcripts

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

Transmission of Records and Other Communications

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

Attendance

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

Attendance (Board Policy 5200)

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

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

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

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

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

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

Excused Absences

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

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

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

Tardies to School (Tardies per quarter)

- 1-2 Tardies: Nothing
3 Tardy: Warning Letter
4th Tardy: 1 Hour Thursday School
5th Tardy: 3 Hour Thursday School
6th Tardy: Parent Meeting and Tardy Intervention Plan

Truancy Process

Truancy is an unauthorized absence.

1. The following process is intended to prevent or decrease the incidence of truancy. We believe that the most effective support system is one that includes intervention early to prevent excessive tardies or absences. Unexcused tardies and early dismissals may also count towards the accumulation of unexcused absences.
 - A. Truancy Warning Letter delivered via home visit by the District Truancy Officer (32.5 hours/5 Days of Unexcused Absences)
 - B. Unofficial Court Hearing to be held at the school (52 hours/8 Days of Unexcused Absences)
 - C. Official Truancy Hearing
2. Warning Letter: (13 hours/2 Days of Unexcused Absences) Parental/Legal Guardians(s) is sent a notice from the school. In compliance with R.C. 3321.2 the letter shall warn both the child and the parent(s) of the legal consequences of the failure to attend school.
3. Truancy Warning Letter Delivered to Home by District Truancy Officer (32.5 hours/5 Days of Unexcused Absences)
4. Unofficial Court Hearing (52 hours/8 Days of Unexcused Absences)

- A. Parent/Legal Guardian(s) and child will be required to attend an unofficial Court hearing at the school. A representative of the school or the truancy officer will send a notice of the hearing.
 - B. If more than one parent/legal guardian is responsible for the care of the child, both parents/legal guardians will be expected to attend.
 - C. The hearings will be held at the school
 - D. A Truancy Officer and a designated school official will conduct the hearing.
 - E. While the hearing is unofficial, the process should be formal and enable both the child and the parent to clearly understand their responsibilities.
 - F. Focus of intervention at this level will be to identify child and family needs and make referral to appropriate school services and/or human services agencies if needed.
 - G. The result of the unofficial hearing should be a family/school plan, which will resolve the truant behavior. As part of the plan, the parent may be asked to become specifically involved in the daily school activities (helping with homework, transportation to school, regular contact with teachers, etc.). Schools will be asked to identify creative options for parental involvement.
 - H. Parent/legal Guardian(s) who fail to show for the unofficial hearing, refuses to cooperate, or is unable to cause the child's attendance at school will be charged with "Failure to Send" when the child's absences qualify him/her as a habitual truant (30 hours/5 consecutive days unexcused OR 42 hours/7 unexcused days in a month OR 72 hours/12 days unexcused in a year) or as a chronic truant (42 hours/7 consecutive days unexcused OR 60 hours/10 unexcused in a month OR 90 hours/15 days unexcused in a year)
5. Official Truancy Hearing
- A. An official truancy complaint will be filed with Crawford County Juvenile Court based on the following guidelines.
 - 1. Unruly Child/ORC 21514.011-Habitual Truant; Any school age child who is absent without a legitimate excuse from school for 30 or more consecutive hours (5 consecutive unexcused days or 42 hours/7 unexcused days in a month or 72 hours/12 days unexcused days in a year).
 - 2. Delinquent Child: HB 410/ORC 21/51.011(18) Any school aged child who is absent without legitimate excuse from school for 42 or more hours (7 consecutive unexcused days) in a month or 72 or more hours (12 unexcused days) in a year.
 - 3. Unruly Child – Any child who is habitually truant and previously been found to be unruly
 - 4. Contributing to the Unruliness or Delinquency of a Child: Any person/s that cause a child to become unruly or delinquent.
 - 5. Failure to Send Child to School: No parent/guardian or person having care of the child may fail to cause that child to attend school.

Vacations

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

College Visitation

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

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

Work Permits

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

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

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

Positive Behavior Intervention and Supports

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

TIER 1

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

TIER 2

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

TIER 3

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

Incentives

Quarterly incentives will be given to students that meet behavior requirements

Prizes, Privileges, and Rewards

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

School Wide Behavior Plan

Step 1: Warning

Step 2: Last Out

Step 3: Phone Call

Step 4: Office Referral

Student Conduct

Search & Seizure

Please refer to board Policy 5771 for further information.

Questioning of Students

Please Refer to board Policy 5540 for further information.

Cafeteria Rules

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

Food Delivery For Students

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

Outside Food or Drink

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

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:

1. Ten (10) days in succession of unexcused absence from school.
2. More than 15 days unexcused absence in a semester.
3. Suspension or expulsion related to drug and/or alcohol use or possession.
4. Dropping out of school.

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

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

Misconduct for which Suspension (1-10) or Expulsion (11-80 days) may be imposed

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

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

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

In-School Detention

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

Thursday School

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

Skipping Thursday School Progression

1st Violation: 2 Days In-School Detention

2nd Violation: 3 Days In-School Detention

3rd Violation: 2 Days Out of School Suspension

Teacher Detention

Classroom teacher issued detentions are given for infractions of classroom policies and/or school rules and are served in teacher assigned classroom. Detentions are served 2:30 pm to 3:00 pm or 6:45 am to 7:15 am.

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

Emergency Removal

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

The hearing will be held within seventy-two (72) hours from the time the initial removal is ordered. The hearing shall be held in accordance with the procedure set forth pertaining to suspension and expulsion.

Restroom Procedures

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

Dress Code Guidelines

Galion City Schools expects students to dress suitably for school without compromising their health or safety. Students may continue to participate in the campus wear program; however, if they wish not to participate, students must conform to the guidelines below. We revised our procedures with the leadership of students, parents, staff, administrators, and board members to ensure that:

1. Student attire assists in creating a safe learning environment in classrooms.
2. Dress code enforcement does not hinder school attendance.
3. Students can wear comfortable, personal-choice clothing, with the exceptions listed in Section 3.
4. The administration can approve exceptions to the items below.

Section 1 - All students must cover certain body parts at all times

1. Clothes must fully cover private parts, buttocks, the chest, and the stomach with opaque (not see-through) fabric.

Section 2 - While following Section 1 above, students must wear

1. A shirt with fabric in the front, in the back, on the sides, over the shoulders, and under the arms AND
2. Pants, jeans, or the equivalent (for example, skirts, sweatpants, leggings, dresses, shorts, etc.) AND
3. Appropriate footwear to the grade level or class:
 - a. For grades PreK-5: Shoes must have a stiff sole and cover the entire foot.
 - i. Crocs and sandals are permitted when the heel straps are engaged.
 - b. For grades 6-12: Shoes must have a stiff sole.
 - i. Crocs and sandals (without heel straps) are permitted except where mentioned in Number 4 below.

4. Periodic assignments, such as public speaking, job readiness, or classroom safety requirements, such as PE class, science labs, industrial technology, etc., may require specific attire and/or footwear covering the entire foot.

Section 3 - Students Cannot Wear

1. Items from Section 2, Number 2, with holes that present a safety issue or violate Section 1.
2. Clothing must cover undergarments.
3. Footwear presenting a safety hazard, such as slippers, flip-flops, cleats (except on athletic fields), and other features that interfere with walking or running or have the potential for injury (excessively high heels, "wheelie" heels, etc.).
4. Violent language, violent images, hate speech, profanity, pornography, and/or images/language that create a hostile/intimidating environment based on any protected class or marginalized groups.
5. Images/language depicting/suggesting drugs, alcohol, vaping, paraphernalia, or any illegal item/activity.
6. Bulletproof vests, body armor, tactical gear, facsimiles, or other items that would cause panic.
7. Swimsuits (except as required at athletic practice) and outerwear.
8. Personal accessories that pose a danger to others or have potential as a weapon.
9. Items covering the face or ears (except as a religious observance or protective equipment).
10. Any clothing or accessories that cause a school disruption or pose a risk of disruption.

Section 4 - Enforcement

Creating a comprehensive list covering every potential student dress code issue is impractical. The administration will have the final say on unclear dress code violations. They will take necessary action, including contacting parents for support. Students in violation must switch to acceptable attire, and repeated offenses can lead to disciplinary action.

Section 5 - FAQs

Q: Can I wear spaghetti straps to school?

A: The guidelines specify that shirts must have fabric in the front, in the back, on the sides, over the shoulders, and under the arms, so spaghetti straps would not be permissible under these guidelines.

Q: Are ripped jeans allowed?

A: Ripped jeans that reveal undergarments or have holes large enough to reveal undergarments, private parts, and/or buttocks cannot be worn. Ripped jeans with holes large enough to pose a snagging or other safety hazard cannot be worn.

Q: What about clothing not mentioned in the rules above?

A: As long as students meet the requirements in Sections 1 and 2, they can wear personal choice clothing. Students must:

1. Wear clothing that fully covers private parts, buttocks, the chest, and the stomach with opaque (not see-through) fabric, they wear a shirt with fabric in the front, in the back, on the sides, over the shoulders, and under the arms AND
 2. Wear pants, jeans, or the equivalent (for example, skirts, sweatpants, leggings, dresses, shorts, etc.) AND
 3. Wear appropriate footwear to the grade level or class AND
 4. Not wear clothing or accessories that cause a school disruption or pose a risk of disruption
-

Q: Can I wear crocs and sandals?

A: There are more specific guidelines for younger and older students.

For grades PreK-5, Crocs can be worn as long as they are in "sport mode" with the heel strap engaged. Sandals can also be worn as long as they have a heel strap. Because many students run at recess and the playground area has rubberized mulch, students would not be able to wear slides, flip flops, or other footwear that does not have a heel strap. This kind of footwear may present a safety hazard.

Crocs and slides can be worn for students in grades 6 through 12, except for certain classes where safety is a concern.

Q: What's the difference between flip-flops, slides, and Birkenstock-type footwear?

A: In our district, footwear must have stiff soles. Students in grades PreK-5 must have a heel strap, but there is no requirement for having a heel strap in grades 6-12. Because of the activity level in different grades, specific footwear may present a greater safety hazard than other footwear.

For instance, flip-flops generally have a soft sole and are poorly constructed. Flip-flops are affordable footwear, but the lack of durability increases the risk of injury. For our younger learners, flip-flops can break or fall off when they run at recess. This type of footwear is more prone to failure, resulting in a greater possibility of injury. The soft sole makes them a puncture hazard for students of all grade levels.

Slides and Birkenstock-type footwear without a heel strap are not permissible for our students in grades PreK-5 because they lack a heel strap. If Birkenstock-type footwear has a heel strap, students in Pre-K-5 can wear it. Students in grades 6-12 can wear slides and all Birkenstock-type footwear except for specific times or classroom safety requirements, such as public speaking, job readiness, PE class, science labs, industrial technology, etc.

Q: Are there any restrictions on hats or head coverings?

A: Items covering the face or ears are prohibited unless they are for religious observance or protective equipment. To maintain a safe environment, hoods, and hats cannot be worn so that our security cameras can view students, staff, and visitors.

Book Bags/Purses/Duffel Bags/Backpacks

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

Consequences for Dress Code Violations

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

1st Violation: Warning

2nd Violation: Lunch Detention

3rd Violation: Lunch Detention

4th Violation: 1 Hour Thursday School

5th Violation: 1 Hour Thursday School

6th Violation: 2 Hour Thursday School

7th Violation: 3 Hour Thursday School

Student Code of Conduct (Adapted from Policy 5500)

The goal of the Code of Conduct is to create conditions that foster student self-discipline in a warm, supportive school climate that is conducive to maximum learning for all students. The Code of Conduct is a general guide for behavior, not a mechanism for rigid control. The individual personalities of students or extenuating circumstances will be considered before corrective measures are prescribed.

Notice: The use of video surveillance equipment may be used in the investigation of violations of the Code of Conduct. Students may receive discipline as a result of what is recorded.

Rule 1 - Academic Dishonesty

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

Rule 2 - Bomb Threat / False Alarm / Causing Panic

Any threat (For example, verbal, written, or electronic) by a person to bomb or use other substances or devices to explode, burn, or cause damage to a school building or school property or to harm students or staff is prohibited. Any

attempt to create a false alarm (For example, setting off a fire alarm), cancel a school day or events, or any action that may cause fear or panic is prohibited. This may result in a police referral.

Rule 3 - Bullying / Cyber-Bullying

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

Rule 4 - Discriminatory Behavior

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

Rule 5 - Intimidation / Harassment / Menacing

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

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

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

Rule 7 - Complicity / Aiding / Abetting

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

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

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

use school devices and face school discipline, including suspension. Students shall only use artificial intelligence programs with explicit teacher or building administrator approval.

Rule 9 - Damage to Property

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

Rule 10 - Disrespect

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

Rule 11 - Disruption

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

Rule 12 - Distribution or Sale of Unauthorized Materials

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

Rule 13 - Dress or Appearance

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

Rule 14 - Excessive Displays of Affection

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

Rule 15 - Failure to Accept Discipline / Serve Discipline

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

Rule 16 - Failure to Provide Evidence / Providing False Information

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

Rule 17 - Firearms Look-a-Likes

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

Rule 18 - Gambling

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

Rule 19 - Insubordination

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

Rule 20 - Intentional Burning

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

Rule 21 - Loitering

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

Rule 22 - Misuse of Vehicles on School Property

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

Rule 23 - Misconduct Away from School

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

Rule 24 - Profane, Obscene, Vulgar Language or Gestures

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

Rule 25 - Repeated Offenses

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

Rule 26 - School Bus Conduct

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

Rule 27 - Sexual Harassment / Unwelcomed Sexual Contact

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

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

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

Rule 28 - Shakedown / Strong Arm / Extortion

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

Rule 29 - Theft

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

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

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

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

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

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

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

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

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

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

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

Rule 35 - Violation of the Athletic Code of Conduct

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

Rule 36 - Weapons / Dangerous Instruments / Lookalikes

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

Rule 37 - Wireless Communication Devices / Electronic Devices

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

Rule 38 - Trespass

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

Bicycle Rules / Riders

1. Students who ride bicycles to school should obey all bicycle signals and laws. Bicyclists should ride their bicycles on the right side of the street, stop at crosswalks, and walk their bikes to the bike rack.
2. Ride only your own bike and park it in the rack.
3. Bicycles must be placed in the bike racks and locked.
4. Students choosing to ride their bikes must obey the directions of the safety patrols / crossing guards.
5. The school cannot accept responsibility for loss or damage to bicycles.
6. Students are not permitted to ride bicycles on the sidewalks until they are safely across the street.
7. Bicycle privileges will be taken away if students repeatedly break rules.
8. Bicycle riders will be dismissed at the same time as the walkers.

General Information for Equal Education

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.

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Harassment & Bullying

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

See Policy 5517 for further information