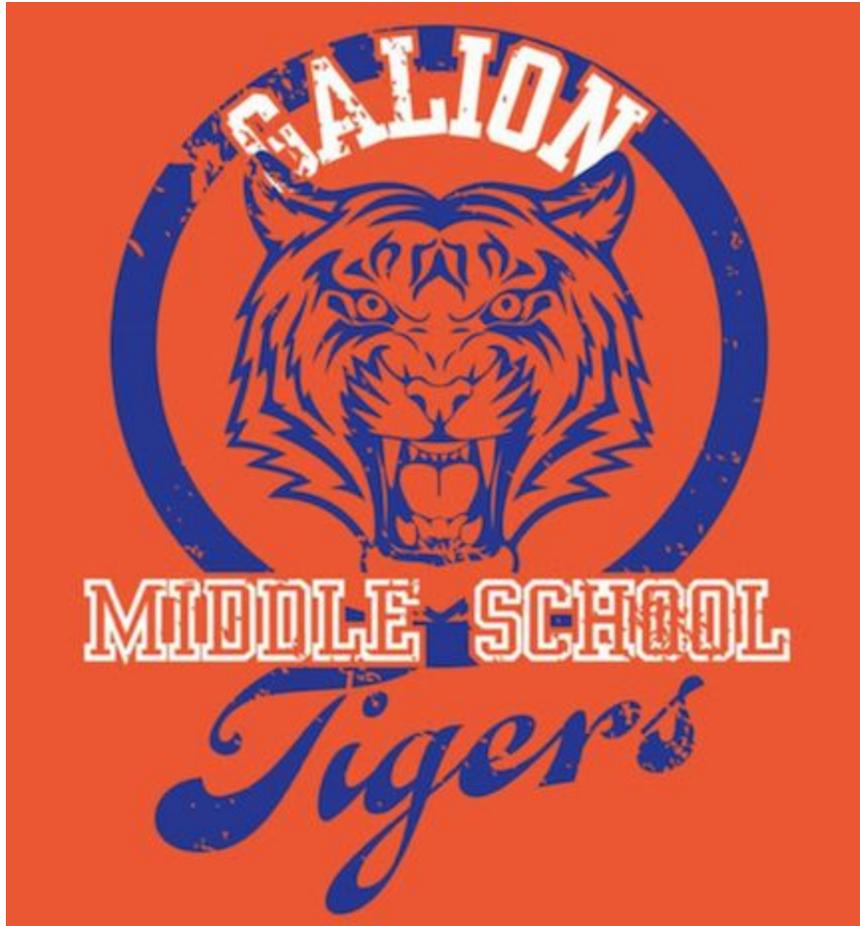


# Galion Middle School

2020 - 2021 Student Handbook



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

***Principal – Paul Wheeler, 419-468-3134 ext. 13001***

***Assistant Principal – Brian Kinnard, 419-468-3134 ext. 13002***

***Guidance Counselor – Gabrielle Carsey, 419-468-3134 ext. 13004***

***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***

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

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

### **Administrators' Message . . .**

**Welcome to Galion Middle School! As we begin another school year, we look forward to the exciting challenges and growth opportunities for our students, parents, and staff members. Our goal is to make Galion Middle School, "Someplace Special" for every member of this school's community. The 2019-2020 Student/Parent Handbook is prepared to serve as a valuable resource for you. Please take a few moments to review the information contained within this handbook to ensure you are aware of the policies and procedures established here at GMS designed to maximize our effectiveness.**

**Students will be challenged to work hard in developing their academic and social skills. We believe there are strong correlations between effort, attitude, and success. This handbook will serve as a tool to guide students and parents in identifying the resources available through Galion City School District, and describing the procedures and policies that are in place to support all learners.**

**The staff at Galion Middle School is committed to serve the students and parents of this community. Academic and social lessons are designed to engage students and prepare them for the challenges of high school and beyond. Open communication between staff members, parents, and students will ensure all stakeholders are working collaboratively toward the common goal of students' academic and social success. As always, it is this combined effort between students, teachers, and parents that makes Galion Middle School, "Someplace Special." We are looking forward to a great 2019-2020 school year and know that working together will ensure a successful school experience for your child.**

**Respectfully,  
Mr. Paul Wheeler  
Principal**

**Mr. Brian Kinnard  
Assistant Principal**

**SCHOOL COLORS – Blue & Orange**

**SCHOOL MASCOT – Tiger**

### **Galion Middle School Mission Statement:**

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

*Dear Parents,*

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

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

*Thank you for your trust.*

## ***Especially for Parents***

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

### **THE PHILOSOPHY OF MIDDLE SCHOOLS**

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

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

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

The overarching purpose of all schooling in our society is to help students become good citizens, lifelong learners, and healthy, caring, ethical, and intellectually reflective individuals. The skills, knowledge, and personal competence that students acquire in school should enable them to be successful now and in the future. Middle level education is the segment of time that encompasses early adolescence, the stage of life between the ages of 10 and 15. In order to be developmentally responsive, middle level

schools must be grounded in the diverse characteristics and needs of these young people. It is this concept that lies at the heart of middle level education. While grade configuration may be a consideration, the nature of the program provided for young adolescents, wherever they are housed, is the crucial factor.

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

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

### **INTELLECTUAL DEVELOPMENT**

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

### **AESTHETIC GROWTH**

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

### **SOCIAL DEVELOPMENT**

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

### **EMOTIONAL GROWTH**

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

### **PHYSICAL DEVELOPMENT**

Our goal is to provide students with the knowledge and skills to value and apply physical activity and its benefits for a lifetime. Through active participation in movement and sport, students will foster an appreciation for personal fitness and other social skills vital to becoming healthy, productive members of the community.

### **EXTRA CURRICULAR INVOLVEMENT**

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

## **CURRICULUM PHILOSOPHY**

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

- To develop a respect for learning
- To develop skills of communication and self-expression
- To develop the ability to see the relationship of ideas through the use of critical thinking, logic, and the scientific method
- To develop effective study and work habits
- To make all efforts to maintain an uninterrupted educational program
- To maintain high standards of physical fitness during this period of extensive body development
- To develop an appreciation or facility in the fine and practical arts, since these contribute to the enrichment of life
- To provide a program of coordinated activities
- To guide students in an understanding of self in preparation for a good, responsible life
- We believe that it is essential to work toward these goals in all areas of instruction, especially in reading, writing, speaking, listening, spelling, and logical thinking.
- We strive to create an explicit connection between the skills and concepts throughout the curriculum.

***“They never tell me anything...” is a myth!***

## ***Communications with Parents***

### **PARENT COFFEES**

This year we want to open up the opportunity for you to have a more active role in the direction of the school. We will be forming a group of parents that is organized by the principals. During the school year parents will meet several times with the building administration, not only to discuss school programs but to keep them informed on the pulse of the community in reference to our Middle School. Membership is open to any parent willing to accept the responsibility to attend the meetings. The dates are listed on the District calendar (<https://www.galionschools.org/calendar>). The Goals of the Parent Coffee Discussions: 1. To help communicate the various programs and philosophy of Middle Schools to the public. 2. To unlock those doors where help is needed in understanding Middle Schools better. 3. To act as a sounding board for the community. 35

### **SCHOOL VOLUNTEERS**

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

### **PARENT CONFERENCES**

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

### **GRADE REPORTS**

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

### **CONTACT INFORMATION. . .**

On several occasions through the past school years, we have had discussions regarding parental communications, routing of phone calls, and informing parents of the appropriate people to contact regarding their various concerns. When parents contact the school with personal concerns we should always encourage them to reach a solution at the level closest to where the problem originated at the building level. The following are examples of parental concerns and the manner in which the calls might be directed:

<b>Concern</b>	<b>Person Referred to.....</b>
<i>Grade</i>	<i>Teacher who issued grade</i>
<i>Detention</i>	<i>Teacher who issued detention (Assistant Principal or Principal if concern remains)</i>
<i>Placement</i>	<i>School Counseling at the beginning of the year; Teacher/Counselor at mid-year</i>
<i>Peer Problem</i>	<i>School Counselor/Assistant Principal/Principal</i>
<i>New Student</i>	<i>School Counselor</i>
<i>At-Risk Student</i>	<i>School Counselor/Principal</i>
<i>Homework</i>	<i>Teacher</i>
<i>Homework Request due to illness</i>	<i>Teacher through Canvas or Front Office Secretary (on the third day of absence) if no access to Canvas online from home</i>
<i>Bus Discipline</i>	<i>Assistant Principal/Bus Driver</i>

<i>General Transportation</i>	<i>Transportation Secretary/Bus Garage</i>
<i>Concern about Teacher</i>	<i>Teacher first then Principal</i>
<i>Medical</i>	<i>Nurse</i>
<i>Tutoring/Homebound</i>	<i>School Counseling/District Student Services</i>
<i>Vacation/Educational Trip Requests</i>	<i>Front Office</i>
<i>Program/Curriculum</i>	<i>Teacher/School Counselor/Principal</i>
<i>Athletics/Extra-Curricular Activities</i>	<i>Sponsor/Coach/Assistant Principal/Principal or Athletic Director as necessary</i>

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

**Example: doe.john@galionschools.org**

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

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## **GENERAL INFORMATION**

### **EQUAL EDUCATION OPPORTUNITY**

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

#### **Harassment, Intimidation, and Bullying**

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

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

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

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

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

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

- A. Retaliating against a person who has made a report or filed a complaint alleging unlawful harassment, or who has participated as a witness in a harassment investigation.
- B. Filing a malicious or knowingly false report or complaint of unlawful harassment.

- C. Disregarding, failing to investigate adequately, or delaying investigation of allegations of unlawful harassment, when responsibility for reporting and/or investigating harassment charges comprises part of one's supervisory duties.

### **Bullying**

Bullying rises to the level of unlawful harassment when one or more persons systematically and chronically inflicting physical hurt or psychological distress on one (1) or more students or employees and that bullying is based upon one (1) or more Protected Classes, that is, characteristics that are protected by federal civil rights laws. It is defined as any unwanted and repeated written, verbal, or physical behavior, including any threatening, insulting, or dehumanizing gesture, by an adult or student, that is severe or pervasive enough to create an intimidating, hostile, or offensive educational or work environment; cause discomfort or humiliation; or unreasonably interfere with the individual's school or work performance or participation; and may involve:

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

### **Harassment**

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

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

### **Sexual Harassment**

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

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

- A. Submission to such conduct is made either implicitly or explicitly a term or condition of an individual's employment, or status in a class, educational program, or activity.
- B. Submission or rejection of such conduct by an individual is used as the basis for employment or educational decisions affecting such individual.

- C. Such conduct has the purpose or effect of interfering with the individual's work or educational performance; of creating an intimidating, hostile, or offensive working, and/or learning environment; or of interfering with one's ability to participate in or benefit from a class or an educational program or activity.

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

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

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

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

**NOTE: Sexual conduct/relationships with students by District employees or any other adult member of the School District community is prohibited, and any teacher, administrator, coach, or other school authority who engages in sexual conduct**

with a student may also be guilty of the criminal charge of "sexual battery" as set forth in R.C. 2907.03. The issue of consent is irrelevant in regard to such criminal charges and/or with respect to the application of this policy to District employees or other adult members of the School District community.

### **Race/Color Harassment**

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

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

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

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

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

### **Disability Harassment**

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

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

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

Members of the School District community, which includes students, or third parties who believe they have been unlawfully harassed are entitled to utilize the Board's complaint process that is set forth below. Initiating a complaint, whether formally or informally, will not adversely affect the complaining

individual's employment or participation in educational or extra-curricular programs. While there are no time limits for initiating complaints of harassment under this policy, individuals should make every effort to file a complaint as soon as possible after the conduct occurs while the facts are known and potential witnesses are available.

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

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

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

**Jennifer Allerdig**

Superintendent

419-468-3432

470 Portland Way North

Galion, OH 44833

[allerdig.jennifer@galionschools.org](mailto:allerdig.jennifer@galionschools.org)

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

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

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

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

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

### **Investigation and Complaint Procedure**

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

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

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

### **Informal Complaint Procedure**

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

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

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

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

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

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

A student who believes s/he has been unlawfully harassed may make an informal complaint, either orally or in writing: (1) to a teacher, other employees, or building administrator in the school the student attends; (2) to the Superintendent or other District-level employee; and/or (3) directly to one of the Compliance Officers.

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

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

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

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

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

### **Formal Complaint Procedure**

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

A student who believes s/he has been subjected to offensive conduct/harassment/retaliation hereinafter referred to as the "Complainant", may file a formal complaint, either orally or in writing, with a teacher, principal, or other District employee at the student's school, the Compliance Officer, Superintendent, or

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

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

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

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

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

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

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

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

- A. interviews with the Complainant;
- B. interviews with the Respondent;

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

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

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

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

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

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

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

### **Privacy/Confidentiality**

The School District will employ all reasonable efforts to protect the rights of the Complainant, the individual(s) against whom the complaint is filed, and the witnesses as much as possible, consistent with the Board's legal obligations to investigate, to take appropriate action, and to conform with any discovery or disclosure obligations. All records generated under the terms of this policy and related administrative guidelines shall be maintained as confidential to the extent permitted by law. Confidentiality, however, cannot be guaranteed. All Complainants proceeding through the formal investigation process will be advised that their identity may be disclosed to the Respondent.

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

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

### **Sanctions and Monitoring**

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

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

### **Retaliation**

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

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

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

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

Any reports made to a county children's services agency or to local law enforcement shall not terminate the Compliance Officer or a designee's obligation and responsibility to continue to investigate a complaint of harassment. While the Compliance Officer or a designee may work cooperatively with outside agencies to conduct concurrent investigations, in no event shall the harassment investigation

be inhibited by the involvement of outside agencies without good cause after consultation with the Superintendent.

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

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

### **Education and Training**

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

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

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

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

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

### **CONTROL OF COMMUNICABLE DISEASES**

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

### **RANDOM DRUG TESTING**

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

### **RIGHTS OF DISABLED STUDENTS**

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

### **SPECIAL EDUCATION**

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

### **Student Campus Wear/Dress Code**

Acceptable dress must be appropriately sized and fitted. NO baggy, sagging, or excessively tight clothing is permitted. Clothing that is distressed or that has rips/holes in it is not to be worn even with tights/sweats under. Clothing with profane or obscene pictures and/or lettering or which refers to alcohol, tobacco, drugs, firearms, or related material is prohibited. The judgment of an administrator in matters of dress and appearance is final. Attire cannot be altered and must conform to the following requirements:

#### **A) TOP**

APPROVED COLORS – Any combination of blue, orange, white/off white, or gray.

T-Shirts must be Galion Spirit Wear and appropriate school colors.

Any combination of blue, orange, white/off white, or gray may be worn. All shirts must have sleeves.

1. A white/off-white, blue, orange, or gray collared polo/crew (no more than 4 buttons) or a collared button-front shirt may be worn. Either long or short sleeves are permitted.

Turtlenecks are permitted.

2. Approved colors for all sweaters, sweatshirts, fleece tops, and Scarfs are white/off-white, blue, orange, or gray. No hooded sweatshirts are permitted.

3. Plain long-sleeved white, off-white, orange, blue or gray 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.

2. No denim, jeans, sweat, tights, yoga pants, leggings, or windbreaker style of pants shall be worn.

3. Skirts/jumpers length must extend beyond the fingertips when arms are down to the side.

4. Shorts length must extend beyond the fingertips when arms are down to the side. Khaki (tan) or dark blue Capri style pants are allowed.

5. Approved colors for all bottoms are solid color khaki (tan) or dark blue. Corduroy material in solid khaki (tan) or dark blue is acceptable.

#### C) FOOTWEAR

1. Heels are limited to a 2-inch height.
2. The entire foot must be covered at all times.

#### D) JEWELRY/MAKE-UP/HAIRSTYLES

Jewelry/make-up/hairstyles 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 oversized belt buckles or oversized piercings. No temporary tattoos or body sprinkles are to be worn on the face, arms, hands, legs.

#### E) WRITING & MISCELLANEOUS

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

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

Students wearing face coverings, including masks or face shields will not display any language or visuals that are vulgar, profane, or violent in nature. Students violating these expectations will be subject to discipline. Students will comply with the Galion City Schools policy on face coverings.

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

#### **Other Exceptions Include:**

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

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

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

bags and backpacks must be stored in the student's designated hallway locker. **Lockers are to be used only before school, before and after lunch, and after school.**

### **Cafeteria Rules**

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

### **Galion City School District School Meal Charging Policy**

Students may not charge lunches and/or breakfast beyond a negative \$10 balance.

1. Warning – Verbal notice monies are low 2 lunches left
2. First Charge – Verbal notice to student
3. Second Charge – Verbal notice & call to parents
4. Third Charge – Written notice to parent
5. Fourth Charge – Scheduled meeting with Principal, Food Service Supervisor and Parent.
6. Subsequent Charges - District may contact Child Protective Services

### **Drills/Emergencies Procedures**

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

### **Field Trips / Athletic Trips**

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

### **Health & Medications**

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

- c. Parents need to pick up any unused prescriptions during extended school breaks and at the end of the school year.
  - d. Parents should calculate, in advance, the date that refills would be needed for ongoing prescription medications.
  - e. Galion City Schools Board Policy requires the parent/guardian to provide written permission for nonprescription medications such as cough drops, Tylenol, antibiotics, etc.
2. Care of Students with Chronic Health Conditions
- a. Parents are to notify the school of the child's allergy/health condition and update at least annually by submitting a medical statement that includes:
    - i. The medical or special dietary condition which restricts the child's diet; the food or foods to be omitted from the child's diet; and the food or choice of foods to be substituted.
    - ii. Parents are to work with the school team to develop a plan that accommodates the child's needs throughout the school including the classroom, cafeteria, after-school activities, and the school bus. Parents are to replace any required medication after use or upon expiration.
    - iii. Parents are to provide the school a way to reach the parent(s) or other emergency contacts.
    - iv. Parents are to educate the child in the self-management of their allergies/health conditions including safe and unsafe foods, strategies to avoid exposure to unsafe foods/agent; symptoms of adverse health conditions; how and when to tell adults that they are experiencing their health problems; how to read food labels (age-appropriate). Education efforts should promote self-advocacy and competence in self-care.
3. Bed Bugs Bed bugs are a nuisance, but their bites are not known to spread disease. Even though it is unlikely for bed bugs to infest a school, the district will take precautions as necessary. Bed bug monitors are located in every classroom. This will assist in preventing these pests from spreading from one person to another. If a bed bug is found on your child, we will bag up all of your child's personal belongings during the school day including coat and backpack and locate them within their cubbie. You may also be asked to bring an extra change of clothing each day. A letter will be sent home and you will need to verify when your house was exterminated.
4. Head Lice Policy
- a. Pediculosis (head lice) – excluded until initial treatment with pediculicide shampoo. The school nurse or city health department **MUST CHECK STUDENTS** before re-admittance to school. Parents or guardians are responsible for treatment of head lice so that students miss a minimum amount of school. A maximum of three (3) days excused absence will be allowed. Once students are treated, the parent will need to meet with the school nurse and provide evidence such as the empty shampoo bottle or box, to prove the child has been treated. The nurse will check to make sure there are no signs of lice

nits and bugs. Parents will be asked to retreat the child in 7-10 days. The school nurse will recheck the child to make sure there is no evidence of new eggs or live bugs at the conclusion of a two week period. If there is evidence of new nits or bugs, the child will be removed again and proof of treatment will be required again.

### **Search & Seizure**

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

### **Questioning of Students**

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

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

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

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

### **Student Records**

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

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

### **Intervention**

We believe that all assignments are relevant and therefore must be completed in a timely fashion. Teachers may assign students to Intervention during and after school, where students will be given an opportunity to complete incomplete homework and assignments for full credit. Failure to report to Intervention or refusal to complete assignments in-Intervention may result in the assignment of after-school study room, and/or disciplinary action. After repeated incidents of missing assignments in a grading period s/he may be assigned after-school Intervention which will be on Wednesdays or Fridays. Staff will notify parents any time a student has been assigned after school Intervention. We believe that giving a student a “zero” on any assignment should be the “grade of last resort.”

### **Title I**

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

The Federal Law, Every Student Succeeds Act (ESSA), requires that any school receiving federal Title I assistance must notify parents that they may request information regarding the professional qualifications of the student’s classroom teacher, including the following:

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

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

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

## **ATTENDANCE PROCEDURES**

### **Attendance**

Regular attendance is required by law. Galion Middle School wishes to know at all times the whereabouts of the students. GMS will notify the parent/guardian of an absent student within 2

hours of the start of the school day. When your child is going to be absent due to illness, an appointment, or vacation, please notify the school at the following number: (419) 468-3134 before the missed days. In case of injury or illness occurring, please call the day of the absence. If a phone call is impossible, be sure to have your child bring in a written excuse **within 48 hours** of his or her return. If phone contact is made a written excuse is not required. Failure to do either will result in an unexcused absence. Please refer to Board policy 5200 for more detailed information.

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

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

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

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

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

### **Vacations**

While we understand that not all family vacations can be scheduled in accordance with the school calendar, we encourage families to attempt to schedule these trips with during non-school days. In the event that a trip/vacation is planned during school days missed days will count towards the 10 parental excused absence days for illness. Absences beyond 10 days without a medical excuse will be unexcused. The student may be responsible for class work including 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.

## **Excused Absences**

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

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

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

## **Unexcused Tardies**

Students that are tardy to school will receive 3 warnings, upon the 4th tardy to school, students will receive a detention. Subsequent tardies will be subject to additional detentions or ISD. Classes begin at 7:30 a.m. for students. Students reporting to school after 9:00 a.m. will be noted as an unexcused absence.

## **Truancy Process**

Truancy is an unauthorized absence.

- A. The following process is intended to prevent or decrease the incidence of truancy. We believe that the most effective support system is one that includes intervention early to prevent excessive tardies or absences. Unexcused tardies and early dismissals may also count towards the accumulation of unexcused absences.
- B. Warning Letter (13 hours/2 days 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
- C. 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.
- D. Truancy Warning Letter Delivered to Home by District Truancy Officer (32.5 hours/5 Days of Unexcused Absences)
- E. 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 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 referrals 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)

#### F. Official Truancy Hearing

- a. An official truancy complaint will be filed with Crawford County Juvenile Court based on the following guidelines.
  - i. Unruly Child/ORC 21514.011-Habitual Truant; Any school age child who is absent without a legitimate excuse from school for 30 or more consecutive hours (5 consecutive unexcused days or 42 hours/7 unexcused days in a month or 72 hours/12 days unexcused days in a year).
  - ii. Delinquent Child: HB 410/ORC 21/51.011(18) Any school aged child who is absent without legitimate excuse from school for 42 or more hours (7 consecutive unexcused days) in a month or 72 or more hours (12 unexcused days) in a year.
  - iii. Unruly Child – Any child who is habitually truant and previously been found to be unruly
  - iv. Contributing to the Unruliness or Delinquency of a Child: Any person/s that cause a child to become unruly or delinquent.
  - v. Failure to Send Child to School: No parent/guardian or person having care of the child may fail to cause that child to attend school.

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

## **Bell Schedules**

### 6th Grade Bell Schedule

Period 1: 7:30 – 8:23  
Period 2: 8:26 – 9:19  
Period 3: 9:22 – 10:15  
Advisory/AA: 10:18 -- 11:01  
Lunch: 11:01-- 11:31  
Period 4: 11:34 – 12:37  
Period 5: 12:40 – 1:33  
Period 6: 1:36 – 2:29

### 7th Grade Bell Schedule

Period 1: 7:30 – 8:23  
Period 2: 8:21 – 9:19  
Period 3: 9:22 – 10:15  
Advisory/AA: 10:18 -- 11:01  
Period 4: 11:04 -- 11:34  
Lunch: 11:34-- 12:04  
Period 5: 12:07 – 12:37  
Period 6: 1:36 – 2:29

### 8th Grade Bell Schedule

Period 1: 7:30 – 8:23  
Period 2: 8:21 – 9:19  
Period 3: 9:22 – 10:15  
Advisory/AA: 10:18 -- 11:01  
Period 4: 11:04 -- 12:07  
Lunch: : 12:07 – 12:37  
Period 5: 12:40 – 1:33  
Period 6: 1:36 – 2:29

## **2- Hour Delay Schedule**

### 6th Grade Bell Schedule

Period 1: 9:30 – 10:08  
Period 2: 10:11 – 10:49  
Period 3: 10:52 – 11:30  
Lunch: 11:30 - 12:00  
Period 4: 12:03 - 1:06  
Period 6: 1:09 – 2:47  
Period 7: 1:50 – 2:31

### 7th Grade Bell Schedule

Period 1: 9:30 – 10:08  
Period 2: 10:11 – 10:49  
Period 3: 10:52 – 11:30  
Period 4: 11:30 -- 12:03  
Lunch: 12:03 – 12:33  
Period 4: 12:36 - 1:06  
Period 5: 1:09 – 1:47  
Period 6: 1:50 – 2:31

### 8th Grade Bell Schedule

Period 1: 9:30 – 10:08  
Period 2: 10:11 – 10:49  
Period 3: 10:52 – 11:30  
Period 4: 11:33 --12:36  
Lunch: 12:36 --1:06  
Period 5: 1:09 -- 1:47  
Period 6: 1:50 – 2:31

## **Drop-off & Pick-up Procedures**

A.M. Drop-off: Students are to be dropped off in front of the Middle School at the main entrance. They may enter the building at 7:05 am and stay in the cafeteria until 7:20 am.

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

## **School Closings / Delays**

In the event of a school closing due to snow or other emergencies, the districts electronic call system will be used as the primary source of information related to school closings, delays, and district emergency information, which will be delivered to the phone number on file; please keep any changes to your phone number up-to-date with the school. School related closings or delays can also be accessed on the district webpage, Facebook page, or Galion Middle School Facebook page.

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

## **ACADEMIC INFORMATION**

### **Homework**

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

### **Add/Drop Classes**

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

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

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

### **Textbooks / Fees & Fines**

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

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

### **Cheating on Exams & School Work**

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

### **Progress Reports**

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

### **Absent Work**

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

### **Grading Scale**

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

This District provides a variety of opportunities for acceleration, early graduation and other educational options through our Credit Flexibility Program. Please refer to Board policies 5408, 5421A and 5460 for more detailed information.

### **Honor Roll**

Honor roll recognition will be given to students after each grading period. Students earning a 3.5 or higher grade point average will be placed on the Honor Roll list. Students earning a 4.0 average will receive the distinction of being placed on the Select Honor Roll list.

### **Retention**

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

### **School Counseling**

Counseling services include:

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

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

## **EXTRACURRICULAR ACTIVITIES**

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

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

### **Random Drug Testing**

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

### **Athletic Eligibility**

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

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

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

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

### **Athletic Requirements**

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

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

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

### **Right to Appeal**

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

## **STUDENT CODE OF CONDUCT**

### **Student Code of Conduct**

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

In addition, this Code of Conduct includes:

1. Misconduct by a pupil that occurs off school district property but is connected to activities or incidents that have occurred on school district property; and
2. Misconduct by a pupil that, regardless of where it occurs, is directed at a district official or employee or the property of an official or employee.
3. Unruly charges may be filed in juvenile court against a student who continually violates the Student Conduct Code.
4. Students are duly informed that their behavior may be monitored on school property and/or school busses and/or adjacent property by security cameras.

### **Staff Expectations**

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

## **GMS Behavior Matrix 2020-2021**

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

<b>Level 1 &amp; 2 (Classroom Managed)</b>	<b>Level 3 &amp; 4 (Office Managed)</b>
Conference with student	Conference with student
Move seat	Conference with student/parent
Timeout in another classroom	Office issued 1 hour after school detention
Parent phone call	Multiple 1 hour after school detentions
Parent/Student/Teacher conference	In-School Detention
Teacher Based Team (TBT) conference with the student	Restitution
Teacher warning	Loss of privileges/incentives
Teacher redirect/proximity	Conference with student/parent/teacher

<p>Response to Intervention (RTI)</p> <p>Lunch detention(s)</p> <p>Teacher issued 1 hour after school detention</p>	<p>Out of School Suspension</p> <p>Expulsion</p> <p>Criminal charges</p> <p>Administration reserves the right to assign other consequences as necessary</p>
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### **Staff-Managed Behavior**

#### ***Techniques to Manage Minor Behavior***

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

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

### **Instructional Responses to Inappropriate Behavior**

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

<b>Strategy</b>	<b>Explanation</b>
Redirect	Brief, clear, private verbal reminder of the expected behavior. A re-statement of school-wide and non-classroom behavior or classroom procedure.
Re-Teach	Builds on the redirection by specifically instructing the student in exactly what should be done.
Provide Choice	Can be used when a redirect or re-teaching has not worked. A statement

	of two alternatives: the preferred/desired behavior or a less preferred choice.
Student Conference	More involved re-teaching or problem-solving. Discusses the behavior of concern, teaches the desired behavior, provides reasons why it is important and a plan is made for future use. Can include role-play or practice.

### **Teacher issued detentions**

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

1. Detentions will be held with the teacher who assigned it at a date and time assigned by that teacher
2. If a student cannot stay on a given day because of a family/home situation, the parent/guardian must notify the teacher prior to the detention time.
3. A student serving a detention shall be prepared with books, paper, and a pen/pencil to complete school assignments
4. If a student fails to serve the issued detention, even after the teacher has made contact with the parent/guardian, and office referral will be written
5. The consequence for failure to serve the teacher issued detentions will be an office issued after school detention.
  - a. Failure to serve the office issued detention will result in further disciplinary action assigned by administration.

### **Student Responsibilities**

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

### **Rule 1: Dangerous Instruments, Fireworks, and Explosives**

1. A student shall not use, possess, handle, transmit, sell, or conceal any object that can be classified as a weapon or dangerous instrument. Weapons and dangerous instruments shall include any object, which is used or may be used to inflict physical harm or property damage or to threaten to inflict such harm or damage.
2. Students shall not possess, handle, transmit, sell, conceal, or bring on school grounds any fireworks, explosives, or munitions, nor shall students ignite, explode, or detonate or attempt to ignite, explode or detonate fireworks, explosives, or munitions.

## **Rule 2: Disruption of School**

1. A student shall not, by the use of violence, force, noise, coercion, threat, harassment, intimidation, fear, passive resistance, or any other conduct, cause, attempt or threaten to cause the disruption or obstruction of any lawful mission, process, or function of the school.
2. Neither shall s/he urge other students to engage in such conduct for the purpose of causing, attempting, or threatening to cause the disruption or obstruction of any lawful mission, process, or function of the school.
3. While this list is not intended to be all-inclusive, the following acts illustrate the kinds of misconduct prohibited by this rule.
  - a. Occupying any school building, school grounds, or part thereof,
  - b. Blocking the entrance or exit of any school building or corridor or room therein,
  - c. Setting fire or attempting to set fire to or damaging or attempting to damage or defacing or attempting to deface any school building or property,
  - d. Making, by telephone call, letter, or other means, a threat to damage or destroy any school property or to disrupt any school-sponsored or related activity, function, or event on or off school grounds,
  - e. Activating or attempting to activate an emergency alarm system or procedure in the absence of such an emergency,
  - f. Preventing or attempting to prevent by physical act or verbal utterance, the convening or continued functioning of any school, class or activity, or any lawful school meeting or assembly on or off school property,
  - g. Preventing or attempting to prevent students from attending a class or any school-sponsored or related activity or event,
  - h. Blocking pedestrian or vehicular traffic on school property or at the site of any school-sponsored or related activity or event (except under the direct instruction of the principal or other authorized school personnel),
  - i. Continuously and intentionally making noise or acting in a manner so as to interfere with a teacher's ability to conduct a class or an extra-curricular activity.

## **Rule 3: Disrespect**

A student shall not act so as to intimidate, insult, or otherwise abuse, orally or in writing, any member of the school staff or student body.

## **Rule 4: Insubordination**

Students are expected to comply with the reasonable directions and expectations of the staff. Willful refusal or failure to follow or comply with an appropriate direction given by a staff member, or act in defiance of staff, is unacceptable.

## **Rule 5: Unauthorized Touching**

A student shall cause or attempt to cause physical injury or behave in such a way as could reasonably threaten to cause physical injury to a school employee, authorized school visitor, or another student.

## **Rule 6: Drugs of Abuse, Counterfeit Drugs of Abuse, and Paraphernalia**

Drugs of abuse are all intoxicants or other substances that could modify behavior including, but not limited to, all narcotics, hallucinogens, stimulants, depressants, and alcoholic beverages. Examples may include marijuana, amphetamines, barbiturates, glue, cocaine, PCP, beer, wine, liquor, **e-cigarettes, and vapors.**

Counterfeit drugs of abuse include any substance that is directly or indirectly represented to be a drug of abuse, whether by communication, marking, labeling, packaging, distribution, or similarity in shape, size, color, or price.

Use of drugs authorized by a medical prescription from a licensed physician and registered with the school office shall not be considered in violation of this rule.

A student, while at school or at any school function, whether or not on school premises, shall not:

1. Possess, use, sell and offer to sell, deliver, conceal, consume, or be under the influence of any drugs of abuse including alcoholic beverages or any counterfeit drugs of abuse.
2. Instigate or conspire with others to possess, use, sell and offer to sell, deliver, conceal, consume, or be under the influence of any drugs of abuse including alcoholic beverages of any counterfeit drugs of abuse.
3. Directly or indirectly represent a substance as a drug of abuse by describing its effects as the physical or psychological effects associated with the use of a drug of abuse.
4. Possess, use, sell and offer to sell, deliver, or conceal any instrument or paraphernalia for use with drugs of abuse (for example, hypodermic needle, syringe, water pipe, roach clip).
  - a. A student, prior to the student's arrival at school or any school function, whether or not on school premises, shall not use or consume any drugs of abuse including alcoholic beverages or counterfeit drugs of abuse.

**A. First Offense**

The principal may 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. Administration will attempt to contact parents 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 administration.
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 may 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 may 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

**Rule 7: Nicotine Products**

A student shall not possess, use, transmit, conceal any products that contain nicotine. This is in effect on school premises or at school-sponsored events.

**Rule 8: Out of Assigned Area/Unauthorized Area**

1. A student shall not be absent from all or any portion of the regularly scheduled classes or other mandatory activities without school authorization and parental consent.
2. Students who find it necessary to leave the building because of illness or some other emergency, should first report to the principal's 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 principal's office for permission to leave school. Parental authorizations will be required. A principal or secretary must give approval before a student is to sign out.

**Rule 9: Damage, Destruction, Theft, or Unauthorized Removal of School Property**

A student shall not cause or attempt to cause damage to school property or steal or attempt to steal school property or engage in or attempt to engage in or participate in or attempt to participate in the unauthorized removal of school property.

**Rule 10: Damage, Destruction, Theft, or Unauthorized Removal of Private Property**

A student shall not cause or attempt to cause damage to private property of students, teachers, school personnel, or other persons or steal or attempt to steal private property or, engage or attempt to engage in or participate or attempt to participate in the unauthorized removal of private property.

**Rule 11: Unauthorized Fire**

A student shall not knowingly burn or attempt to burn any property public or private.

**Rule 12: 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 not enter upon the grounds or premises of the student's regularly assigned school building or any other school building without the express permission of the principal.

### **Rule 13: Dress & Appearance**

A student shall not violate school rules relating to dress and appearance. Students shall attend school dressed in a manner which is clean, not hazardous to their safety or the safety of others, and which does not detract from the educational environment.

**\*The building administration will have the final decision as to the appropriateness of all clothing and attire.**

### **Rule 14: Profane, Vulgar, or Improper Language or Gestures**

A student shall not speak or write profane, vulgar, derogatory, demeaning or other improper or inappropriate language. A student shall not use profane, vulgar, or other improper or inappropriate gestures or signs. A student shall not engage or attempt to engage in profane, vulgar, or other improper or inappropriate actions.

### **Rule 15: Hazing**

A student shall not threaten, act, or participate in any occurrence, that injures, degrades, or disgraces another student. A student shall not attempt to threaten, act or participate in any occurrence that injures, degrades, disgraces another student.

### **Rule 16: Violation of School Bus Conduct**

1. Students must wait quietly in a location clear of traffic and at least ten feet away from where the bus will stop (Ohio Law 3301.83.08).
2. Student behavior at bus stops must not threaten life, limb, or property of any individual (Ohio Law 3301.83.08).
3. Students must go directly to an available or assigned seat (Ohio Law 3301.83.08).
4. Students must remain seated keeping aisles and exits clear (Ohio Law 3301.83.08).
5. Students must observe classroom conduct. All school rules apply on the bus. Obey the driver promptly and respectfully (Ohio Law 3301.83.08).
6. Students must be courteous and respectful to fellow students and to the bus driver (District policy).
7. Students must not engage in loud talking or laughing, excessive horseplay or fighting (District policy).
8. Unnecessary confusion diverts the driver's attention and might result in a serious accident (District policy).
9. Students must not use profane or abusive language (Ohio Law 3301.83.08).
10. Students must refrain from chewing gum, eating, and drinking on the bus except as required for medical reasons (Ohio Law 3301.83.08).
11. Students must not use tobacco or related products on the bus (Ohio Law 3301.83.08).
12. Students must not have alcohol or drugs in their possession on the bus except for prescription medication required for student (Ohio Law 3301.83.08).
13. Students must not throw or pass objects on, from, or into the bus (Ohio Law 3301.83.08).

14. Students may carry on the bus only objects that can be held in their laps. No living creatures are permitted (Ohio Law 3301.83.08).
15. Students must treat bus equipment as one would treat valuable furniture in his/her home. Vandalism will not be tolerated. Keep the bus clean and sanitary (District policy).
16. Students must not extend any part of their bodies out of the bus windows (Ohio Law 3301.83.08).
17. Students are to remain absolutely quiet at railroad crossings until the bus has completely crossed and the driver says it is okay to talk (Ohio Law 3301.83.08).
18. Students must leave or board the bus at locations to which they have been assigned unless they have written administrative authorization to do otherwise (Ohio Law 3301.83.08).

**Rule 17: Forgery**

A student shall not forge the writing of another or falsely use the name of another person or falsify times, dates, grades, addresses, or other data on school forms or school-related correspondence.

**Rule 18: Plagiarism**

Students are also not permitted to take the work or ideas of one person and pass them off as their own.

**Rule 19: PDA**

Public display of affection is not appropriate for our students at Galion Middle School.

**Rule 20: Unauthorized sales**

Only school-approved fundraisers are permitted at school. No personal sales are permitted. All school fundraisers must have prior administrative approval.

**Rule 21: Gambling**

A student shall not engage in or promote games of chance, placing of bets, or risk anything of value. Gambling for money or valuables on school property (including busses) or at any school-sponsored activity.

**Rule 22: Failure to Accept Discipline or Punishment**

A student shall not refuse to accept discipline or punishment from teachers, student teachers, substitute teachers, educational aides, bus drivers, principals, or other appropriate school personnel.

**Rule 23: Violation of Board of Education Rules/Policies**

A student shall not violate the policies of the Board of Education or school rules and regulations. Such policies and rules and regulations will be posted on the school district website. Each student is responsible for becoming familiar with these items.

**Rule 24: Misconduct during Extracurricular Activity**

A student who has been accepted or qualified for membership in a school-sponsored or related extra-curricular activity shall not behave in any way that disrupts or tends to interfere with the conduct of that activity and shall not violate the rules, regulations, or policies that govern participation in an extracurricular activity.

**Rule 25: Bullying and/or Harassment of Students, Staff and Others**

Galion City Schools seeks to maintain an education and work environment free from all forms of bullying and unlawful harassment, including sexual harassment. This commitment applies to all Galion operations, programs, and activities. Students shall not intentionally perform acts or cause harm (mentally, physically, or emotionally) to others. Students shall not direct to a school employee or employee's family member(s) words, phrases, gestures, graffiti, etc. considered slanderous, degrading in nature, obscene or profane. Galion Middle School follows the Galion City Schools anti-bullying policy 5517.01.

1. See also Harassment, Intimidation and Bullying section in our handbook.

**Rule 26: Wireless Communication Devices (WCD)/ and Electronic Devices Procedures**

1. Students will not be permitted to bring personal electronic devices (phones, smartwatches, headphones, etc.) into classrooms unless there is a documented accommodation for a student. Students need an excuse to disconnect and we are that excuse.

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

**a. Authorized times are:**

- i. Before school
- ii. After school
- iii. 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 GMS staff member

**c. Authorized locations are:**

- i. Cafeteria
- ii. Classrooms and/or other spaces (When specifically authorized)
  - a. **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 (7:30 - 2:29) the sound must be turned off.
3. **The use of headphones will be limited to school personnel discretion.**
4. 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.
5. Additionally, students are specifically forbidden to transmit test, quiz or other information in a manner constituting fraud, theft, cheating, or academic dishonesty.
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 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, after school detention, assignment to ISD or Out-of-School Suspension.

**Contents of electronic devices may be searched if there exists a reasonable suspicion that it may have been used in an activity prohibited by the Code of Conduct. Any search will be conducted in compliance with Board policies.**

#### **Rule 27: Gang Affiliation**

Students are not be affiliated with gang activities. This includes the wearing of colors, flashing gang signs, or displaying gang graffiti. Students violating this regulation will be subject to suspension and/or expulsion from school.

#### **Rule 28: Violations of District Acceptable Use Policy**

The use of any district technology is a privilege and not a right. Students are expected to use their assigned computer in accordance with the approved Guidelines and Procedures, and District Acceptable Use Policy and any applicable laws.

#### **Rule 29: 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.**

#### **Rule 30: False Reporting**

Students shall not falsely represent information given to a school official. This includes making accusations about other students, teachers, staff, or events that take place.

#### **Rule 31: Use or Possession of a Firearm or Weapon**

A firearm is defined as any weapon, including a starter gun, which will or is designed to or may readily be converted to expel a projectile by the action of an explosive, the frame or receiver of any such weapon, any firearm muffler or silencer, or any destructive device. A destructive device, includes, but is not limited to any explosive, incendiary, or poison gas, bomb, grenade, rocket having a propellant charge of more than four (4) ounces, missile having an explosive or incendiary charge of more than one-quarter ounce, mine, or other similar device.

A knife capable of causing serious bodily injury is defined as any weapon or cutting instrument consisting of a blade fastened to a handle; a razor blade; or any similar device (including sharp, metal martial arts weapons such as ninja throwing stars) that is used for, or is readily capable of, causing death or serious bodily injury.

### **Rule 32: Use/possession Lighting Incendiary Device**

Use/possession of matches, lighter(s), and other devices that produce flames.

### **Rule 33: Pornography**

Possessing or distribution of sexually explicit material. This can include pictures of self or others.

### **Rule 34: Bomb Threat**

Making a bomb threat (i.e., intentionally giving a false alarm of a bomb) against a school building or any premises at which a school activity is being held at the time the threat is made may result in expulsion under Board Policy 5610. Additionally, intentionally giving a false alarm of a fire, or tampering or interfering with any fire alarm is prohibited. It should be remembered that false emergency alarms or reports endanger the safety forces that are responding to the alarm/report, the citizens of the community, and the persons in the building. What may seem like a prank, is a dangerous stunt that is against the law and will subject the student to disciplinary action.

### **Rule 35: Repeated Violations**

A student shall not repeatedly fail to comply with school rules.

## **Behavior Program**

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

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

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

### **DISCIPLINE LEVELS**

1. **Special Assignments:** Students may be required to perform reasonable tasks as suited to the disciplinary infraction. Example: a student who makes a mess in the cafeteria will be required to help clean up the cafeteria.
2. **Lunch detention:** Student would eat lunch in the detention hall and spend the remainder of the period studying. Students may purchase a hot lunch while in the detention hall, or bring a sack

lunch from home. Students who fail to attend or get removed from a lunch detention are subject to in-school detention and/or suspension.

3. **Withholding of privileges:** Special privileges such as library, hall pass, computer use, or other privileges may be withheld.
4. **Removal from class:** A student may be temporarily removed from a class by a teacher. The seriousness of the offense, the student's attitude, and the number of previous offenses are all factors determining the final resolution. The teacher must submit the reasons in writing to the principal as soon as possible after the removal.
5. **Detention:** will be held after school (the majority on either Wednesday or Friday) other days may apply as needed; transportation will not be provided. Students should fully understand that any teacher in the building has the authority to correct misconduct at any time. Therefore, it is conceivable that a staff member might assign a detention to a student who is not in any of his/her classes. All students receiving detention will have 24 hours notice. The type of detention, (lunch or after school) the number of lunch detentions, or the number and length of time in after school detention, is determined by the offense. Students who fail to attend or get removed from an after school detention are subject to In-School Detention and/or suspension.
6. **In-School Detention (ISD):**
  - a. ISD may be imposed as a disciplinary action to create a positive change in a students' behavior. For an In-School Detention, credit may be given for all classroom assignments. ISD is held at GHS and supervised by a GHS teacher.

7. **Out-of-school suspension:**

**Misconduct for which Suspension or Expulsion may be imposed**

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

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

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

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

*A suspension beginning during one week and extending into the following week restricts the student from attending or participating in any school-sponsored activities over the weekend.*

*A student whose final day of suspension is on a Friday may attend or participate in school-sponsored activities on Saturday or Sunday.*

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

8. **Emergency removals:** When circumstances are such that the student's continuing presence in school is reasonably certain to pose a continuing danger to persons or property or an ongoing threat of disrupting the academic process taking place either within the classroom or elsewhere, on the school premises or any school-sponsored or related activities, the student may be immediately removed from the situation without complying with the notice and hearing requirements of suspensions and expulsions. If a student is removed under this provision, written notice of the reason(s) for the removal and written notice of the hearing to be held regarding the removal shall be given to the student as soon as practicable prior to the hearing. The hearing will be held within seventy-two (48) hours from the time the initial removal is ordered. The hearing shall be held in accordance with the procedure set forth pertaining to suspension and expulsion.
9. **Expulsion:** The superintendent of school may expel a student for up to 80 days for disciplinary action. Before a suspension or expulsion occurs, a parent-administrator conference may be held to present all facts relating to the incident. Following the parent/administrator conference, a written notice from school officials will notify parents.
10. **Participation in extracurricular activities is a privilege and not a right.** Therefore a student can be prohibited from participating in any particular or all extra-curricular activities for offenses or violations of the Student Code of Conduct/Student Discipline Code for a period not to exceed the remainder of the school year in which the offense or violation of the Student Code of Conduct/Student Discipline Code took place. In addition, student-athletes are further subject to the Athletic Code of Conduct and may be prohibited from participating in all or part of any interscholastic sport for violations therein. Students prohibited from participation in all or part of any extracurricular activity are not entitled to further notice, hearing, or appeal rights.

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

1. An education without harassment from fellow students.
2. The expression of an opinion in a respectful manner.
3. Courteous treatment from all school personnel.
4. An informal hearing for suspension with a principal.
5. The right to challenge the reason for suspension. However, the student does not have the right for legal counsel at an informal hearing.
6. Written notice of intent to suspend with reasons why.

7. Written notice of suspension and reasons within 24 hours of the informal hearing. This notice will be sent to parent, guardian, or custodian, and Board Treasurer.
8. A student, parent, or guardian may appeal the suspension to the Board of Education or its designee. The student or parent may be represented at the appeal and the appeal may be held in the executive session of the Board if requested by the pupil, parent, guardian or custodian. The student will remain under suspension/expulsion during the pendency of the appeal.

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

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