



RESOURCES • OPPORTUNITIES • ACHIEVEMENT • READINESS

Before and After School Program

Staff Handbook 2023/24

Galion High School

Galion Middle School

Galion Intermediate School

Galion Primary School

GALION CITY SCHOOLS ARE EQUAL OPPORTUNITY EMPLOYERS

It is the policy of the Galion City Schools Board of Education that the best qualified applicant shall be selected for each position without regard to race, color, religion, national origin, age, sex, marital status, political affiliation, disabling or military status. No person shall be denied employment solely because of any impairment which is unrelated to the ability to participate in activities involved in the position or program for which application has been made.

Galion ROAR Before/After School Program

October 16, 2023 - April 12, 2024

Hours of Operation

Galion High School

Mornings - Monday - Friday 6:15 - 7:15 am

Afternoons - Monday - Thursday 2:30 - 4:30 pm

Site Coordinator: Isaac Keinath

Galion Middle School

Mornings - Monday - Friday 6:15 - 7:15 am

Afternoons - Monday - Thursday 2:30 - 4:30 pm

Site Coordinator: Rachel Gangwer and Elizabeth Miller-Burkhart

Galion Intermediate School

Mornings - Monday - Friday 6:55 - 7:55 am

Afternoons - Monday - Thursday 3:05 - 5:35 pm

Site Coordinator: Kim Garver

Galion Primary School

Mornings - Monday - Friday 7:00 - 8:30 am

Afternoons - Monday - Thursday 3:45 - 5:45 pm

Site Coordinator: Mindy Sinclair and Jennifer Tanner

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Program Overview

The focus of Galion City Schools' ROAR Program is to increase student achievement in math/reading and build positive youth development. The program will be divided into the following focus areas: Moby Max, an online program to increase literacy and math skills; homework support; individual or small group tutoring focused on academic needs and data review to be aligned with academic standards; and Project Based Learning (PBL) activities which will include STEAM (Science, Technology, Engineering, Arts and Math). The program also promotes family involvement/literacy and engagement with your child's learning through support with community partners.

Philosophy:

We believe that every child can learn and excel. We will strive to provide a balance to the academic emphasis of the regular school day in order to ensure learning, mastery, and excelling for all students.

Purpose:

Increase parental communication with their children & provide parents with helpful strategies for raising an elementary student.

ROAR serves both students and their families in after-school activities and programs. Students participate in academic focused instruction assistance and enrichment activities in the after-school program.

ROAR recruits and enrolls students who are in need of assistance in the areas of literacy and math. Those students who enroll do so at no cost to the parent or guardian.

ROAR is an ideal forum for building youth reading, math, and technology skills needed to become a successful citizen in the future.

ROAR Alignment

Academics: Moby Max, Math/Reading, Tutoring, Homework Assistance, Community Service, and Youth Development.

- The focus of the Galion ROAR Program is to address students with the greatest need of academic support to improve academic achievement in math/reading and build positive social skills. The afternoon will be divided into 4 focus areas: Moby Max, an online program to increase literacy and math skills, homework support, individual or small group tutoring focused on academic needs and data review, and Project Based Learning (PBL) activities

including STEM activities. The program also promotes family involvement/literacy and engagement with your child's learning through support with community partners. Morning sessions focus on Moby Max and homework support.

Community Service: students have an opportunity to give back to the community

- ROAR will provide opportunities to produce productive community members who take pride in their volunteer work.
- ROAR will provide opportunities to participate in community service to ensure a brighter tomorrow for themselves and their community.

Health and Wellness: Building Student Assets and Empowerment

- ROAR will provide positive youth development to increase students' developmental assets by providing opportunities for skill based enrichment and service learning.
- Outdoor activities and large motor activities are included daily.

21st Century skills: technology skills, communication skills, social skills

- ROAR will provide a 21st century education that is aimed at ensuring every student is given the opportunity to succeed in a global workforce and as a citizen in the 21st century.

Calendar and Expectations

Flexibility & Consistency:

A healthy snack from 2 food groups and large motor activities will be offered each day.

Please note: A combination of the next group may be set up as stations .

Moby Max, tutoring, and homework support will be offered each day. Moby Max is developed for each individual's level in math and reading. Student's learning plans are sent home quarterly.

Project Based Learning modules will also be the focus of weekly programming. The PBL modules will focus on the integration of math, reading and STEAM (science, tech, engineering, art & math) activities.

Certified tutors and aides will be supporting the students. The focus of instruction is based on data review and student need. Specific lesson plans will be created and followed. Set schedules are available each week. Students will be grouped in either grade level groups or on an as-needed basis for tutoring.

Special Events:

- Will be scheduled in advance as available .

Attendance, Snack and Dismissal Procedures

Attendance will be taken and a snack will be offered at the beginning of each session.

Students will go directly to the cafeteria at the end of the day. They are coming to the program with their end of school day items such as backpacks, jackets, homework, and any other items that will need to go home at the end of the school day. They are not permitted to go back to their classroom during ROAR.

All students are required to wash their hands before snack. A bathroom break is provided at this time. Group leaders should *sit with* and monitor students at snack after taking attendance. One student per table should be chosen to clean table (top and floor) Ratios (1:18) or less will be maintained at all times. No students should leave the gym without permission (Restroom breaks will take place as a group or individually as emergencies).

Attendance incentives will be part of the program. Various incentives will include special events, certificates and rewards. Parents will be made aware of the details (when and what for each incentive).

Dismissal to go home is no sooner than 4:30 PM for High School and Middle School, 5:35 PM for Intermediate School and 5:45 PM for Primary School.

- Walking students will sign out and be released.
- Parents picking up students will come to the door to meet their student. Staff will sign out student when a parent/caregiver is present.
- Bus students will sign out and be released with a staff member. Site coordinators will wait for parents/bus with the students.

General Guidelines:

- Be in the gym by 2:30 PM for High School and Middle School, 3:05 PM for Intermediate, 3:45 PM for Primary to take attendance for your group. Attendance sheets will be kept for records for the Galion City Schools Food Services.
- Sit with your group during snack and engage in conversation with students.
- Make sure students are at their table and cleaning up after themselves.

Consent Forms:

Field Trips:

- Students will be transported by bus or will walk (within walking distance) to all field trips.
- Any student who is not able to attend the field trip may still attend ROAR and be monitored by a staff member.
- Any special arrangements will be made between the site coordinator and parents. All permission forms will be copied for the site coordinators before the group leaves.

Student Supervision:

- SACC Staff to Student Ratio 1:18 for Primary and Intermediate schools and 1:22 for Middle and High schools.

- Students may use the restroom, run errands alone or in a group of two or more as long as they are within sight or hearing distance of an adult.
- Outside: Students must be close enough to be summoned by an adult without the adult leaving the group.
- Students will never be left alone.

Missing, Absent or No Shows.

- The Site Coordinator or another adult will make contact home. Daily attendance sheets will also be used to check absences/early dismissal of students.

Child Abuse

- All staff are required by law to report any suspected child abuse.

Volunteers

Any and all volunteers may not be left alone with any student or group of students at ANY time.

Information Board

Events will be posted on the Parent Bulletin board. Staff will instruct the student of where their event will be located.

Emergencies

In case of an emergency:

There is a first aid kit at the end of each hallway by the exit door and in the cafeteria and gymnasium,

Emergency Medical Forms are in the ROAR Student Notebooks.

ROAR staff are CPR, AED, and First Aid Certified.

Incase of fire or tornado

- Staff should follow the prescribed evacuation/safety plan which is posted in each room.
- In case of a fire or fire drill evacuation procedure will be as prescribed and all will meet on the playground for roll call.
- Site coordinators will make checks on all staff and students during any evacuations or drills.

Reporting Accidents:

- Teachers should follow the steps prescribed by the Galion City School:
 - Accident Report sheets are available on the staff clipboards and in the Site Coordinator's office. A report should also be filled out in case of accidents involving teachers or students.
 - A copy of the accident form must be sent home with the student.

Supervision Plan: A 1:18 ratio at the Primary and Intermediate schools will be maintained at all times. While a 1:22 ratio at the Middle and High schools will be maintained at all times.

Ohio Administrative Code

Rule 3301-32-08 **Management of communicable disease.**

Effective: July 1, 2021

(A) A person trained to recognize the common signs of communicable disease or other illness as required by paragraph (L) of rule 3301-32-02 of the Administrative Code, shall observe each child daily as the child enters the group.

(B) A child with any of the following signs or symptoms of illness shall be isolated immediately. Decisions regarding exclusion from the program either immediately or at some later time in the day shall be determined by the program coordinator or team leader and the parent(s).

- (1) Diarrhea (three or more loose stool in a twenty-four-hour period) if reported;
- (2) Severe coughing, causing the child to become red or blue in the face or to make a whooping sound;
- (3) Difficult or rapid breathing;
- (4) Yellowish skin or eyes;
- (5) Redness of the eye or eyelid, thick and purulent (pus) eye discharge, matted eyelashes, burning, itching or eye pain;
- (6) Temperature of one hundred degrees Fahrenheit taken by the auxiliary method when in combination with other symptoms;
- (7) Untreated infected skin patch(es);
- (8) Unusually dark urine and/or grey or white stool if reported;
- (9) Stiff neck with an elevated temperature;
- (10) Evidence of untreated lice, scabies, or other parasitic infestation;
- (11) Sore throat or difficulty in swallowing; or
- (12) Vomiting more than one time or when accompanied by any other sign or symptom of illness.

(C) While isolated, the child shall be:

- (1) Isolated in a room or portion of a room not being used in the school child program;
- (2) Within sight or hearing of a staff member;
- (3) Made comfortable in a warm, safe environment. All linen and blankets used by an ill child shall be laundered before being used by another child, and cots or recovery/nurse station bed, shall be disinfected; and
- (4) Observed carefully for worsening conditions.

(D) Notifying, when aware of diagnoses, all parents when children enrolled are exposed to a communicable disease during program time; and

(E) Access to the Ohio department of health's poster "communicable disease chart" (jfs.ohio.gov) for staff reference.

Parent Consent

All after-school students must have a consent form on file for emergency purposes.

Students serviced are between ages 5 -14 and currently in Kindergarten - 8th grade.

Time Sheets and Requirements

Time sheets are to be filled out daily. The Coordinators will keep them and turn them in weekly.

Special events: Please plan special events for the students. Discuss the plans with the site coordinators so activities can be placed on the parent bulletin board and sent home in our newsletter.

Appendix

Moby Max, homework support and tutoring will take place daily. A minimum of 2 hours of reading and math are offered each week. The staff members will lead the programs. Also, during this time, Site Coordinators will work on organization of at-risk students.

PBL/STEM modules will take place according to the schedule listed above

Recognition Plan

In order for staff to feel appreciated, we believe it is important to recognize their efforts regularly. Staff members are given small tokens of appreciation including but not limited to: certificates of appreciation, program T-shirts and regular positive affirmations at program events.

Scheduled Appreciation Events will take place during National Teacher Appreciation Week beginning May 1, 2024

Code of Conduct

The Galion Board of Education is responsible for providing each student with the most favorable atmosphere for learning. Therefore, the Board has approved these expectations for student attendance and conduct. It is the aim of the Galion City Schools to teach students that they are responsible for their behavior. The objectives of the rules set forth in this document, as well as more specific rules established in the various buildings, are to develop mature and responsible citizens and to provide for maximum academic achievement.

Good discipline is positive; it helps students adjust to various situations and attempts to turn unacceptable conduct into acceptable conduct. It should be understood by students and parents that the authority of school personnel (administrators, teachers, and other staff members) extends to all students at all times and at all places in the school building or on school , as well as on the way to and from school- sponsored activities.

It is a fundamental requirement of an orderly school that students and staff members share a mutual respect for each other. All students are entitled to basic civil liberties (freedom of expression, association, assembly, and the right to petition) and the school community is entitled to responsible action in the exercise of these civil liberties. The Galion City Schools encourage the free expression of ideas among students and are receptive to legitimate student concerns. Students who write, edit,

publish, or distribute handwritten, duplicated, or printed material among their fellow students must assume responsibility for the content of such materials. Students who work cooperatively in this atmosphere will better develop a sense of responsibility and citizenship.

The Galion Board of Education also guarantees certain educational opportunity rights to all students. Any handicapped child will be provided with an appropriate public education. No student will be denied any educational opportunity on the basis of sex, race, or language deficiency.

Dress Code

One of the first impressions you get of your fellow students is the neatness of their appearance. Therefore, students in the ROAR Program will follow the Galion City Schools' campus wear dress code. The program Site Coordinators will have the authority to make final interpretations of dress code guidelines.

Serious Student Misconduct

Those ways of behaving, written as school rules, which are considered to be serious misconduct include (but are not limited to) the following. A violation of any one or more of these school rules may result in disciplinary action, including (but not limited to) removal, suspension, or expulsion.

1. **Disruption of the school:** A student shall not by use of force, violence, coercion, threat, harassment, insubordination, or incorrigibility cause disruption or obstruction of the educational process, including all curricular and extracurricular activities. Disruptive-students may be subject to school discipline for any harassment, vandalism, physical or verbal abuse, or other disruptive behavior toward the school and/or school personnel during school and non-school times.
2. **Damage to property:** A student shall not cause or attempt to cause damage to school property or materials on school premises or during a school activity, function, or event off school grounds.
3. **Unauthorized touching:** A student shall not cause physical injury to or behave in such a way which could threaten to cause physical injury to school staff, other students, or visitors while under the authority of the school. Fighting, hitting, unauthorized touching, and disruptions are prohibited.
4. **Dangerous weapons and instruments:** A student shall not possess, handle, transmit, or conceal any object which may cause physical injury to any person in school, on school property, or within the safe school zone. These include (but are not limited to) guns, knives, incendiary devices, firecrackers, explosives and clubs, and/or look-alikes to these items.
5. **Tobacco:** A student shall not smoke, possess, or openly display tobacco in any form within the safe school zone. The use of tobacco within 1000 feet of school property, Senate Bill 339 (effective July 20, 1988), prohibits smoking and use of tobacco or possession of tobacco by any pupils in areas under the control of school districts or at activities supervised by the school district including extracurricular activities.
6. **Alcohol use/student drug abuse:** The Board does not permit any student to possess, transmit, conceal, offer for sale, consume, show evidence of having consumed or used any alcoholic beverages, illegal drugs, prescribed drugs (unless properly authorized by the school administration), look-alike drugs or any mind-altering substance while on school grounds or facilities; at school- sponsored events; in other situations under the authority of the District or in school-owned or school- approved vehicles. Included in this prohibition are any substances

represented as a controlled substance, nonalcoholic beers, steroids, tobacco and tobacco products and drug paraphernalia. A “controlled substance” is defined as a drug, compound, mixture or substance included in Schedule I, II, III, IV, or V (Ohio Administrative Code 4729-11). Included in these schedules are narcotics such as amphetamines, depressants and hallucinogens, as well as many other types of drugs.

7. **Repeated violations:** A student shall not repeatedly fail to comply with directions of teachers, student teachers, substitute teachers, teacher aides, principal, and other authorized personnel during any time when that student is properly under the authority of school personnel.
8. **Profane or obscene language or literature:** A student while properly under the authority of school personnel shall not use obscene language, either written or verbal. This would include obscene gestures, signs, pictures, or publications.
9. A student shall not attempt to take into possession the public property or equipment of the school district or the personal property of another student, teacher, visitor, or employee of the school district nor shall student influence another student to do so.
10. Students may be subject to school discipline for any harassment, vandalism, physical or verbal abuse, or other disruptive behavior toward the school and/or school personnel during school or non- school time.
11. **Bus conduct/transportation:** The Galion City Schools only provides transportation for field trips conducted by the ROAR Program. Disruptive behavior will not be tolerated, or violators may lose their privileges.

Disciplinary Actions for Serious Misconduct

1. Suspension (including in-school suspension)

- **Suspension** - removal of a student from the school premises and all related activities for a period of time greater than 24 hours, but not more than 10 days.
- **In-school suspension** - removal of a student from the normal schedule of classes and activities , and reassignment to another special area where classwork and assignments must still be done and where daily school attendance is still required.

A. The pupil shall be informed in writing of the intended suspension and the reasons for the intended suspension.

B. The pupil shall be provided an opportunity for an informal hearing to challenge the reason for the intended suspension and to otherwise explain their actions. This informal hearing can be held immediately.

C. If a student is then suspended, within 24 hours, a letter shall be sent to the parents, guardian, or custodian stating the specific reasons for the suspension. This letter shall include a notice of their right to appeal such action to the Board of Education or to its designee, to be represented in appeal proceedings, to be granted a hearing before the Board or its designee, and to request such hearing be held in executive session.

2. Expulsion

Expulsion - the exclusion (forcing out) of a student from all school attendance and related activities for the remainder of the current semester.

The superintendent must give the student and his parent or guardian written notice of the intended expulsion and the reasons for the intended expulsion. This written notice must advise the student and his parent or guardian or other representative of their right to appear in person before the superintendent or his designee to challenge the reasons for the expulsion

and to otherwise explain the student's actions. This written notice is to state the time and the place for such a hearing, and this must not be less than three days nor more than five days after the notice is given. The superintendent may grant an extension of time; if granted, he must notify all parties of the new time and place. If the student is then expelled, within 24 hours the superintendent must notify, in writing, the parent or guardian of the student and the clerk of the Board of the action to expel and the reasons for the expulsion. This written notice must also advise them of their right to appeal to the Board of Education or its designee, the right to be represented at the appeal, and the right to request that the hearing be held in executive session.

3. Emergency removal

Emergency removal - the removal of a student from curricular or extracurricular activities or from the school premises because the student's presence poses a continuing danger to persons or property, or an ongoing threat of disrupting the academic process. A teacher may remove a student from curricular or extracurricular activities only.

1. If a teacher makes an emergency removal for 24 hours or more, the reasons must be submitted to the principal or his designee in writing as soon as is practicable, but not later than the end of the day.
2. The superintendent or principal may remove the student from the premises, either during a curricular or extracurricular activity.
3. An informal hearing must be held within 72 hours after the removal is ordered and the person who ordered the removal must be present.
4. Written notice of this hearing, along with the reason for the removal and any intended disciplinary action, must be given to the student as soon as is practicable. The other procedures to be followed are the same as for a suspension.

In all cases of normal disciplinary procedures where a student is removed from a curricular or extracurricular activity for less than 24 hours, and where the student is not subject to further suspension or expulsion, the due process requirement of Sections 3313.66 and 3313.661 does not apply.

Student Discipline Code of Conduct

Positive Behavior Interventions and Supports (PBIS) Overview

Positive behavior support is an application of a behaviorally-based systems approach to enhance the capacity of schools, families, and communities to design effective environments that improve the fit or link between research-validated practices and the environments in which teaching and learning occurs. Attention is focused on creating and sustaining primary (school-wide), secondary (targeted group or simple individual plans), and tertiary (individual) systems of support that improve lifestyle results (personal, health, social, family, work, recreation) for all children and youth by making problem behavior less effective, efficient, and relevant, and desired behavior more functional.

Discipline Policy

The program's discipline policy is an extension of the established school rules and regulations. Our guiding philosophy is that children need clear limits set in ways that do not negatively influence their self-esteem. In the after school program, these expectations are specifically outlined in a Children's Rights and Responsibility code. Limits are set to protect each child from hurting him/herself and

others. The goal is for each child to become a problem solver and conflict resolver. Constructive, developmentally-appropriate child guidance and management techniques will be used at all times, and shall include such measures as redirection, separation from problem situations, talking with the child about the situation, and praise for appropriate behavior.

See ODE SACC rule 09-Discipline 10-Policies and Procedures:

Children's Rights and Responsibilities (see below) have been established and are posted at each site. Discipline problems will be handled through redirection, conflict resolution or other non-threatening manners. On those rare occasions when further discipline is necessary, the following steps will be taken:

- a. Parents will be asked to discuss Children's Rights and Responsibilities with child
- b. Staff /Child conference
- c. Staff/Parent/Child Conference
- d. Staff/Coordinator/Parent/Child Conference

A child at step "d" will be considered on warning. A child on warning may lose privileges or have appropriate consequences implemented.

A child at step "d" may be suspended for one day or removed from the program. Dismissal from the program may also occur in some cases of extreme behavior.

Children's Rights:

Every child in the program has the RIGHT:

- To be happy and treated with kindness.
- To be treated fairly.
- To be safe.
- To hear and be heard and have their opinions and desires considered.
- To participate in all activities.

Children's Responsibilities:

- To honor others and their feelings. This means they will not laugh at or ignore the other people in the program.
- To treat others fairly. They will treat other people like they expect to be treated.
- To keep others safe. This means that they will not hit, kick, push, pinch or shove anyone.
- To listen when others are speaking and speak respectfully to others.
- To participate in activities and encourage others to participate with them.

PBIS at ROAR Schools

The main focus of Positive Behavioral Interventions and Supports (PBIS) is to provide a clear system for all expected behaviors at our schools. While many faculty and students may have assumptions of what is expected behavior, we cannot assume that everyone's beliefs are similar. Through PBIS, we

will work to create and maintain a productive, safe environment in which ALL school community members have clear expectations and understandings of their role in the educational process.

Behavioral Expectations:

The behavioral expectations are taught to all students in the building, and are taught in real contexts. Teaching appropriate behavior involves much more than simply telling students what behaviors they should avoid. Specific behavioral examples are:

Honorable

Engaged

Responsible

Orderly and Safe

Each learning environment has specific expectations for students to ensure a safe and orderly operation of that environment. Individual classroom expectations and/or rules will be consistent with the PBIS philosophy for the building.

Building Policies

Each of the behaviors described below may subject the student to disciplinary action including, but not limited to, detention, in-school discipline, suspension and/or expulsion from school. Furthermore, any disorderly conduct acts committed at school, school related events or functions, and or related to the school may be reported to law enforcement officials. Any criminal acts committed at school, school related events or functions, and/or related to the school will be reported to law enforcement officials. The school Code of Conduct will apply and certain criminal acts may result in permanent exclusion from school.

Rule 1 – Insubordination

Minor – Student engages in brief or low-intensity failure to respond to adults (Handled by Teacher)

Major – Student refuses to follow all reasonable directives asked of him/her by staff member (Office Referral).

A student shall not fail to comply with directions of teachers, student teachers, substitute teachers, guidance counselors, teacher aides, administration, or other authorized school personnel during any period of time when the student is under the authority of school personnel. Refusal to identify one's self is considered insubordination.

Rule 2 - Disruption of School and/or Class

Minor – Student engages in brief or low-intensity, but inappropriate disruption (Handled by Teacher)

Major – Student engages in behavior that causes interruption to class, activity, and/or the school day. (Office Referral). Examples include, but not limited to sustained loud talking, yelling/screaming, making noise with objects, horseplay, sustained out of seat behavior, intimidation, violence, school pranks, bomb threats, and/ or any other type of act which induces panic or disrupts the academic process of any part of a school district's classes and/ or programs.

Rule 3 - Misconduct Off School Grounds

Misconduct by a student that occurs off of school property but is connected to activities, incidents, and or individuals that are employed with the district or serves the district in an official capacity (ex: board of education member) will not be tolerated and disciplinary action may result. Misconduct is defined as any violation of the Student Discipline Code.

Rule 4 - Fighting /Assault

A student shall not cause or attempt to cause physical injury or behave in such a way that could cause physical injury to another person while under the jurisdiction of the school. Included in this rule would be the unauthorized touching of another individual.

Rule 5 - Physical Contact and/or Aggression

Minor – Student engages in non-serious, but inappropriate physical contact (Handled by Teacher)

Major – Student engages in serious physical contact which could result in injury. These actions include, but are not limited to hitting, slapping, choking, kicking, scratching, punching, pulling hair, using an object to strike someone, etc (Office Referral).

Rule 6 - Failure to Serve and/or Refusing to Accept Consequences

When a student refuses to accept the usual discipline for an infraction refusal can result in a higher level assigned consequence. This includes failure to accept discipline by missing detentions or other assigned disciplinary actions and not working constructively during detentions or In School Suspensions.

Rule 7 - Aiding or abetting violation of school rules

If a student assists another student in violating any school rule, they will be disciplined. Students are expected to resist peer pressure and exercise sound decision-making regarding their behavior.

Rule 8 - Negative Interactions (Harassment, Bullying, Intimidation, Cyber-bullying, etc.)

Negative interactive behavior – such as Harassment, intimidation, bullying, threatening, etc - by any student towards any student or staff in the Marion City School District is strictly prohibited, and such conduct may result in disciplinary action, including suspension and/ or expulsion from school. “Harassment, intimidation or bullying” means any written, verbal, graphic, or physical act including electronically transmitted acts—i.e., Internet, cell phone, personal digital assistant (PDA), or wireless hand-held device, either overt or covert, by a student or group of students toward other students/ school personnel with the intent to harass, intimidate, injure, threaten, ridicule, or humiliate. This includes violence within a dating relationship as per ORC 3313.666. Such behaviors are prohibited on or immediately adjacent to school grounds, at any school-sponsored activity, on school-provided transportation, or at any official school bus stop that:

Bullying: is defined as a person willfully and repeatedly exercising power or control over another with hostile or malicious intent. Bullying can be physical, verbal (oral or written), electronically transmitted, psychological (e.g., emotional abuse), through attacks on the property of another, or a combination of any of these. Bullying will be evaluated in an ABC manner. This is defined as whether or not bullying is aggressive in nature, whether there is an imbalance of power and whether or not this is continuous (ongoing with no end). Examples include, but are not limited to: hitting, kicking, spitting, pushing, pulling, taking and/or damaging personal belongings or extorting money, blocking or impeding student movement, unwelcome physical contact, taunting, malicious teasing, name

calling, threatening, spreading rumors, manipulating social relationships, engaging in social exclusion, and intimidation.

Cyberbullying: is the use of information and communication technologies such as e-mail, cell phone, instant messaging, defamatory personal websites, and defamatory online personal polling websites, to support deliberate, repeated, and hostile behavior by an individual or group that is intended to harm others. The district may intervene when cyber bullying is within the scope of its authority. Examples include, but are not limited to: posting slurs or rumors on a website or blog; sending e-mail or instant messages that are mean, threatening or so numerous as to drive up the victim's cell phone bill; using a camera phone to take and send embarrassing photographs of students; and posting misleading or fake photographs of students on web sites.

Harassment: includes, but is not limited to, any act which subjects an individual or group to unwanted, abusive behavior of a nonverbal, verbal, written or physical nature on the basis of age, race, religion, color, national origin, marital status or disability, sexual orientation, physical characteristic, cultural background, socioeconomic status or geographic location.

Intimidation: includes, but is not limited to, any threat or act intended to tamper, substantially damage or interfere with another's property, cause substantial inconvenience, subject another to offensive physical contact or inflict serious physical injury on the basis of race, color, religion, national origin or sexual orientation.

Such behaviors are prohibited on or immediately adjacent to school grounds, at any school-sponsored activity, on school-provided transportation, or at any official school bus stop that:

- A.** Causes mental or physical harm to another student/ school personnel, including placing an individual in reasonable fear of physical harm and/ or in fear of damaging a student's personal property; and
- B.** Is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for another student/ school personnel.
- C.** Bullying, harassment, or intimidation that takes place outside of school and materially or substantially disrupts the educational environment and discipline of the school (meaning-the effects of which show up at school).

Rule 9 - Extortion

Extortion is the use of threat, intimidation, force, or deception to take, or receive something from someone else. Extortion is against the law.

Rule 10 - Hazing

Hazing by any individual, school group, club, or team is not permitted. This includes any form of initiation that causes or creates a risk of causing mental or physical harm, no matter how willing the participant may be. Hazing activities are prohibited at any time in school facilities, on school property, and/or off school property but connected to activities or incidents that have occurred on school property. This ban on hazing is a "twelve month" ban, meaning events that occur during typically non-school times (summer trips, camps, events) are included.

Rule 11 - Falsification of school work, identification, forgery

Forgery of any kind is not permitted. Forgery of hall/bus passes and excuses as well as false I.D.'s are forms of lying and are not acceptable and may result in disciplinary action. Plagiarism and cheating are also forms of falsification and may subject the student to academic penalties as well as disciplinary action.

Rule 12 - False Alarms and/or Reports

A false emergency alarm, report, or fabricating incorrect information of any kind to school officials is strictly prohibited. Such actions can endanger the safety of those responding to the alarm/report, the citizens of the community, and the persons in the building. False alarms and/or reports may result in the notification of law enforcement officials in addition to disciplinary action – which may include and is not limited to - expulsion.

Rule 13 - Electronic Device Violation

Teachers may allow the use of electronic devices, for instructional purposes, within their classroom.. If a device is visible or gives off an audible signal, the entire device (cell phone, battery, ear phones, etc.) will be confiscated and sent to the Site Coordinator where the following guidelines will be observed:

1st Offense – Student warning and pick up

2nd Offense – Parent pick up & consequence assigned

3rd Offense & Beyond - Students with repeated violations will receive progressive disciplinary consequences. Devices may remain in school custody until the end of the school year, and then released to parents at that time.

Rule 14 - Sexting

A student shall not create, receive, exchange, send or possess a photograph, video, or other material showing a minor or adult in the state of nudity (i.e. displaying areas of the body that would normally be covered when wearing a swimsuit) regardless of whether any child pornography laws are violated in any form including but not limited the use of electronic devices to do so. Furthermore, law enforcement authorities may be contacted and sexting may be reported as suspected child abuse or neglect.

Rule 15 - Possession/Use of Weapons and/or Dangerous Instruments/Objects

A student shall not possess, handle, transmit or conceal any weapon or instrument capable of harming another person, such as guns, knives, ice picks, switchblades, brass knuckles, etc. Included in the prohibitions would be the use of chemicals and gases, look alike items, explosives, incendiary devices, fireworks, smoke bombs, etc. Included would be the plans and/or instructions on how to build or use such items, or making plans to target specific students, teachers, or other school staff. (ex: Making a hit list). In addition, the use of any object that is used to threaten, harm, or harass another may be considered a weapon. This includes but is not limited to items such as padlocks, pens, pencils, laser pointers, jewelry, and so on.

Rule 16 - Knowledge of Dangerous Weapons or Threats of Violence

Students, staff members, and visitors are entitled to function in a safe school environment. Therefore, students are required to report knowledge of dangerous weapons or threats of violence to

a teacher, counselor, and/or building administrator. Failure to report such knowledge may subject the student to discipline.

Rule 17 - Theft:

A student shall not cause or attempt to take into possession any property or object(s) owned or in the possession or care of others while in the control and custody of the school or in the course of a school-related activity. This would include – but is not limited to - the public property or equipment of the school district or the personal property of another student, teacher, visitor, or employee of the school district.

Rule 18 - Tampering, Damaging, and/or Destruction of Property

A student shall not cause or attempt to cause damage to or tamper with property or equipment owned by the school, another student, visitor, employee, or official of the school. Ohio revised code allows school districts to hold parents responsible for up to \$10,000.00 damage caused by the irresponsible act of a student.

Rule 19 - Misconduct Against District Representative: Assault, Threats, and/or Property Damage

Physical assault of a person associated with the District, which may or may not cause injury, will not be tolerated. Any statement or non-contact action directed toward a person associated with the District will be considered a threat and possible harassment. Any other misconduct – regardless of where it takes place - such as vandalism, destruction of property, etc is forbidden and may result in charges being filed with the police and possible disciplinary action which may include, but not limited to, suspension and/or expulsion.

Rule 20 - Disrespect, Defiance, and/or Non-Compliance

Minor – Student engages in brief or low-intensity failure to respond to adults (Handled by Teacher)

Major – Student engages in talking back and/or delivers socially rude interactions (Office Referral). Such actions may include, but are not limited to, inappropriate language, gestures, written notes, or mocking the staff member.

Rule 21 – Truancy and/or Skipping Class

Willfully absent or truant from school / class without the knowledge or consent of the parent and school, or absent from school when there is an attempt to evade the School Attendance Law, or excessive absences.

Rule 22 - Leaving school building, property, or assigned area Students who leave a designated area prior to specified dismissal time without official permission such as a classroom, assembly, lunch, etc will be subject to disciplinary action.

Rule 23 - Being present in restricted areas

Students are expected to leave the building and grounds at the end of the school. Unless a student is in a supervised after school activity, he/she should not be in the building after dismissal. Loitering on the grounds or wandering the halls after school hours may result in disciplinary action. In addition, students are not to be in areas in which they do not have permission to be in - which include but not limited to - locker rooms when not changing for a Phys. Ed. Class, any maintenance closet, specified hallways or restrooms, teacher's desks or closets, staff workrooms, etc.

Rule 24 - Tobacco

Smoking, tobacco use, and possession of tobacco are prohibited by the Board of Education policy. The use of tobacco products is a danger to a student's health and to the health of others. The school prohibits the possession, consumption, purchase or attempt to purchase, and/or use tobacco products in school, on school grounds, on school buses, and at any interscholastic competition, extracurricular event, or other school-sponsored event – whether that event is a home or away event. Tobacco products include, but are not limited to lighters, matches, cigarettes, cigars, pipe tobacco, chewing tobacco, snuff or any other matter or substance that contains tobacco. Smoking clove cigarettes is also prohibited.

Rule 25 - Use/Possession of Drugs/Alcohol

Use or possession of drugs and/or drug paraphernalia is prohibited. Board of Education policy does not permit use of alcoholic beverages, or drugs on school grounds, or at any school function. This would also include any attempt to buy, sell, or receive drugs with or without actual possession.

Counterfeit Drugs

Counterfeit controlled substance” is defined in the following ways:

- A. Any drug, drug container or label that bears a trademark, trade name, or other identifying mark used without the owner of the rights to such trademark's authorization.
- B. Any unmarked or unlabeled substance that is manufactured, processed, packed or distributed by a person other than the person with legal rights to manufacture, process, pack or distribute it.
- C. Any substance that is represented to be a controlled substance but is not a controlled substance or is a different substance.
- D. Any substance other than a controlled substance that one would reasonably believe to be a controlled substance because of its similarity in shape, size and color, labeling, packaging, distribution, or the price for which it is sold or offered for sale.

Rule 26 - Gambling

Engaging in any form of gambling. This includes but is not limited to: playing cards, flipping or matching coins, rolling dice or any other form of gambling for anything of value.

Rule 27 - Public Display of Affection

Affection between students (boy & girl – boy & boy – girl & girl) is personal and not meant for public display. This includes touching, petting, kissing, or any other contact that may be considered sexual in nature. Students who engage in unacceptable public displays of affection in the school or on school property are subject to intervention by staff and, if necessary, disciplinary action.

Rule 28 - Zero tolerance Gang Policy

The Galion City Schools recognizes that a school must create a safe environment in which learning can take place. The presence of gangs within a school disrupts that environment by threatening the safety of the school building and causing disruption to the academic process.

A gang is any identifiable group or club which exists without the sponsorship of the school or sponsorship of any recognized adult community or civic organization and which has no acceptable social goals. As a result of these beliefs, the Galion City Schools hereby forbids all gangs and gang

activities from school buildings and school property at all times. A student shall not: participate in gang-related activities; appear with or wear gang identifications such as attire, colors or clothing; designate boundary or turf; participate in hazing, initiation, or recruiting activities; or deface property with gang graffiti.

Rule 29 - Technology and/or Internet Violation

Any violation of the student acceptable use policy, or other technology policies found in this handbook which concern usage, downloading pornography, accessing inappropriate or forbidden websites, attempting to access inappropriate or forbidden websites, hacking, cyber-bullying, or other examples of inappropriate usage may be cause for suspension or expulsion from school, depending upon the severity and / or the extent of the ramifications of such offenses.

Rule 30 - Social Media (Facebook, Twitter, etc)

Student issues that begin outside of school via texting or social media, but present themselves within the school setting will be handled through the appropriate discipline procedures. Instances will be handled on a case-by-case basis. In addition, students are not permitted to post updates or communicate via social networking sites at any time during the school day. Anyone found making posts to social networking sites during school hours will be subject to disciplinary actions.

FERPA - Family Educational Rights and Privacy Act

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education. FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."

Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.

Parents or eligible students have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.

Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):

- School officials with legitimate educational interest;
- Other schools to which a student is transferring;
- Specified officials for audit or evaluation purposes;
- Appropriate parties in connection with financial aid to a student;
- Organizations conducting certain studies for or on behalf of the school;
- Accrediting organizations;

- To comply with a judicial order or lawfully issued subpoena;
- Appropriate officials in cases of health and safety emergencies; and
- State and local authorities, within a juvenile justice system, pursuant to specific State law.

Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify parents and eligible students annually of their rights under FERPA. The actual means of notification (special letter, inclusion in a PTA bulletin, student handbook, or newspaper article) is left to the discretion of each school.

For additional information or technical assistance, you may call (202) 260-3887 (voice). Individuals who use TDD may call the Federal Information Relay Service at 1-800-877-8339.

Or you may contact us at the following address:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, D.C. 20202-5920