

## **Galena Middle**

### **Student Handbook**

702 E. 7th

Galena, Kansas 66739

Telephone (620) 783-4499 Ext. 1300



### **Welcome**

Our school is a cooperative enterprise on the part of all students, staff, parents, community members and administration. The staff at Galena Middle School values and rewards teaching, respects and supports individual differences among learners, and encourages the creation of learning environments in which students can learn and excel. We have established a tradition of academic excellence, and our goal is to make our school a model, which others strive to achieve. Staff is held accountable in seeing that each student is provided the opportunity to reach his or her full potential, but the responsibility for reaching this goal ultimately lies with the student. We hope your learning experience is a rewarding one.

Sincerely,

Lisa Scarrow, Principal

### **USD 499 Mission Statement**

The Galena School district will provide a dynamic learning experience in a safe environment by challenging our students to embrace excellence, character, hard work, and knowledge as tools to prepare them for life in the 21st century.

We believe:

- Providing a safe, supportive learning and work environment is critical to student success.
- The recruitment, retention and support of a highly qualified workforce is a priority.
- Schools should develop cooperative partnerships with parents, patrons, businesses, and organizations in the community to ensure students develop the necessary skills to become productive citizens.
- High expectations promote academic achievement.
- Creativity and imagination should be recognized, respected and nurtured.
- Integration of technology allows for further enhancement of creative and organizational skills that nurture the development of technology literate individuals.

### **Galena Middle School Vision Statement**

Galena Middle School will encourage students to grow academically, take ownership of their education, behavior, and achievements to achieve life-long learning in the 21st century.

Belief Statements:

All students will:

- recognize their own and each others' academic, athletic, behavioral, and moral successes.
- participate in a strong foundation of experiences conducive to producing citizens who understand the effects of their actions.
- value and respect everyone within the school community.

<b>Middle School Staff List</b>			
Bailey	Ross	1436	Technology
Ballantyne	Tamara	1306	Math
Cook	Sally	1307	PE/Reading
Cooper	Tracy	1304	Speech
Cruse	Danielle	1215	Art
Davis	Jamie	1433	IT
Dawes	JC	1408	PE/SS
Dinkel	Andrea	1428	Band
GMS Landing		1303	
GMS Workroom XTR		1302	
Gratton	Tiffany	1305	Science/SS
Kellogg	Deann	1601	Nurse
Krouse	Brad	1403	Counselor
Lee	Rayanna	1309	Math
McBride	Penny	1300	Secretary
McQuillan	Tabitha	1313	Math
Meyr	Matt	1410	Math
Moss	Diana	1310	SS
Outt	Dennis	1308	Science
Ozbun	Sara	1409	SPED
Rohr	Dan	1314	ELA
Russell	Jodi	1606	Science
Scarrow	Lisa	1301	Principal
Scarrow	Preston	1424	PE
Shannon	Sydney	1431	Vocal
Smith	Marcia	1607	Gifted
Thompson	Kalyn	1608	SPED
Williams	Mary	1311	ELA

### **Annual Notification Family Educational Rights and Privacy Act**

Under the provisions of the Family Educational Rights and Privacy Act (FERPA) parents of students and eligible students (those who are 18 or older) are afforded various rights with regard to educational records that are kept and maintained by U.S.D. No. 499. In accordance with FERPA, you are required to be notified of those rights that include:

1. The right to review and inspect all of your educational records except those records that are specifically exempted.
2. The right to prevent disclosure of personally identifiable information contained in your educational records to other persons with certain limited exceptions. Disclosure of information from your educational records to the persons will occur only if:
  - a. We have your prior written consent for disclosure;
  - b. The information is considered directory information and you have not objected to the release of such information or;
  - c. Disclosure without consent if permitted by law.
3. The right to request that your educational records be amended if you believe that the records are misleading, inaccurate, or otherwise in violation of your rights. The right includes the right to request a hearing at which you may present evidence to show why the record should be changed if your request for an amendment to your records is denied in the first instance.
4. The right to file a complaint with the Family Policy and Regulations Office at the U.S. Department of Education if you believe that U.S.D. No. 499 has failed to comply with FERPA's requirements.
5. The right to obtain a copy of U.S.D. No. 499's policies for complying with FERPA. A copy may be obtained from: Galena Board of Education

For purposes of FERPA, U.S.D. No. 499 has designated certain information contained in educational records as directory information, which may be disclosed for any purpose without your consent. The following information is considered directory information name, address, telephone number, date and place of birth,

participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, the most recent previous school attended by the students, class designation, major field of study and photographs.

You have a right to refuse to permit the designation of any or all of the above information as directory information. If you refuse, you must file written notification to this effect with U.S.D. No. 499 at Galena Board of Education, Galena, KS on or before the first school day. If a refusal is not filed, U.S.D. No. 499 assumes that there is no objection to the release of the directory information designated.

### **Middle School Bell Schedule**

7:20 - 7:55	Students eating breakfast may enter the cafeteria.
8:00 - 9:25	Blocks 1 & 2
9:29 - 10:52	Blocks 3&4
10:52- 11:20	Lunch
11:25 - 12:48	Blocks 5 &6
12:52 - 2:13	Blocks 7 & 8
2:17 - 3:05	Seminar

### **Student Parent/Teacher Rights & Responsibilities**

#### **Students Have The Right**

To attend school USD #499 providing parent(s)/legal guardian(s) resides within the District in accordance with assignment policies of the Board of Education.

#### **Students Have The Responsibility To:**

Maintain prompt, regular attendance except when excused by the school.

Respect the rights of others.

Respect school property.

Conduct themselves in a manner which does not interfere with the educational process.

Do their best on all assigned work.

#### **Parents Have The Responsibility**

To require regular attendance and advise the school of the student's absences and the reason for the absence - by phone if possible. Please request homework before 10:00 a.m. when a student is absent.

#### **Teachers And Administrators Are Responsible For:**

Keeping accurate records,

Making clear assignments,

Notifying parents of unsatisfactory work,

Recognizing individuality of students seeking their advice and counsel and

Facilitating the learning of all students.

### **Title IX Of The Education Amendments Of /E.R.**

Title IX provides no person in the U.S. shall on the basis of sex, be excluded from participating in, be denied the benefits of, or be subjected to discrimination under the Educational Program or activity receiving financial assistance.

The school counselor has been designated by the school district to coordinate compliance of Title IX and to receive noncompliance complaints.

It shall be the policy of the school district to abide by the guidelines in reference to the following:

1. Participation in any class or activity will not be prohibited on the basis of sex.

2. The school district shall provide comparable courses or facilities where there are sex requirements for admission to the course activity, or facility.

## **Bullying Prevention Plan**

### **BULLYING PREVENTION PLAN**

#### **1. Introduction**

The Galena School District has developed a plan to prevent bullying. Bullying is dangerous and disrespectful behavior that will not be permitted or tolerated. Bullying may involve a range of misconduct that, based on the severity, will warrant a measured response of corrective action and/or discipline. Behaviors that do not rise to the level of bullying, as defined below, still may be subject to intervention and/or discipline under another section of the discipline plan or a discipline policy. Some bullying behaviors may require a report to local law enforcement.

#### **2. Definition**

1. **“Bullying”** means: (A) Any intentional gesture or any intentional written, verbal or physical act or threat that is sufficiently severe, persistent or pervasive that creates an intimidating, threatening, or abusive educational environment for a student or staff member that a reasonable person, under the circumstances, knows or should know will have the effect of:

- i. Harming a student or staff member, whether physically or mentally;
- ii. Damaging a student’s or staff member’s property;
- iii. Placing a student or staff member in reasonable fear of harm to the student or staff member; or
- iv. Placing a student or staff member in reasonable fear of damage to the student’s or staff member’s property

(B) any form of intimidation or harassment prohibited by the board of education of the school district in policies concerning bullying adopted pursuant to this section or subsection (e) of K.S.A. 72-8205, and amendments thereto.

- (2) “School vehicle” means any school bus, school van, other school vehicle and private vehicle used to transport students or staff members to and from school or any school-sponsored activity or event.

#### **Discipline Plan**

Galena Middle, in order to provide quality education for all students, will not tolerate disruptive acts that would interfere with the tranquility of the school, the safety of its students, or the damaging of property. Students enrolled are accountable for their actions in any situation that, at any time of the day, reflects poorly on the mission of the school.

A disruptive or interfering act shall be defined as, but not limited to, inciting, encouraging, promoting or participating in activities which interfere with the due process of the educational program of the school. As such, all student misbehavior should be based on a careful assessment of the circumstances surrounding the infraction (i.e. the student’s attitude, the seriousness of the offense, and its potential effect on other students). Rules and consequences are established, not for the responsible majority, but for the irresponsible few. The discipline code and behavior code are general statements of the rules of the school. The following list of unacceptable behaviors constitutes a more specific list of actions to be avoided by students.

## **OFFENSE DEFINITIONS AND EXPLANATIONS:**

1. ASSAULT &/or BATTERY - Any mutual combat in which both parties have contributed to the conflict, either verbally or by physical action will result in disciplinary action.
2. TRUANCY - Absent from school without parent or legal guardian **and** school permission.
3. DEFIANCE/DISRESPECT OF AUTHORITY - Defiance and/or disrespect can be in many forms; the teacher and administrator will decide the severity of the offense. The refusal to comply with school personnel instructions will be classified as defiance. Disrespect will include any gesturing, actions, or speech interpreted as degrading or demeaning. Any physical aggression toward a school official will be grounds for long-term suspension or expulsion.
4. DRUGS, TOBACCO &/OR ALCOHOL - Students found carrying, using, providing or under the influence of drugs, tobacco and/or alcohol will be disciplined and may be grounds for long-term suspension or expulsion.
5. WEAPONS USE/POSSESSION - Possession of any object deemed dangerous to the school population is not permitted (knives, guns, fireworks, instruments of martial arts, etc.).
6. THREATENING/HARRASSMENT-Verbal or physical conduct, which interferes with an individual's performance or creates an intimidating, hostile, or offensive environment. This includes comments levied as a joke or in a kidding manner.
7. Senate Bill 38-Authorizes a one-year Driver's License revocation/suspension for students long-term suspended from school for possessing weapons or drugs, or for behavior that could cause serious injury to others. If a student's license has been suspended for other reasons, the year's revocation would be added to the first suspension.

The Galena School District reserves the right to punish behavior that endangers the welfare and/or safety of other students, faculty or staff, or causes substantial disruption to good order and discipline in the schools, even though such behavior is not specified in the written student discipline offenses or provided in the information contained in this handbook. As we progress through the year it may be necessary to modify information and rules as this happen parents will be notified.

Discipline Grid

Category #1

Violations Against Good Order

	First Violation	Second Violation	Third Violation	Fourth Violation
Disruptive Speech and Conduct	ASD- 1 hour	ASD- 2 hours	Saturday Detention	Future referrals can result in an OSS
Cafeteria Misconduct	Clean Up and/or ASD – 1 hour	Clean Up and or ASD- 2 hours	Clean Up and Saturday Detention	Clean Up and 2 Saturday Schools
Profanity/ Obscenity	ASD – 1 hour	ASD – 2 hour	Saturday Detention	2 Saturday Schools Future referrals can result in an OSS
Disruptive Dress/ Grooming	Required to change	Required to change ASD – 1 hour	Required to change ASD -2	Required to Change Saturday School
Lack of Effort	Teacher assigned 30 minute detention.	ASD - 1 hour and principal contact with parent	ASD's 2 1 hour detentions	Saturday School
Cell Phones/iPads and other electronic devices	Confiscated Phone Parent Notification ASD 1 Hour	Confiscated, ASD – 2 Hours	All Further infractions- Confiscated. Saturday School	

Category #2

Violations Against School or School Officials

	First Violation	Second Violation	Third Violation	Fourth Violation
Tardiness	3 <sup>rd</sup> Tardy ASD 1 Hour	4 <sup>th</sup> /5 <sup>th</sup> Tardy ASD 2 Hours	6 <sup>th</sup> and future tardies. Saturday School	
Truancy	ASD 2Hours	Saturday School	2 Saturday Schools	OSS 3-5 Days – possible Summer School
Cheating	ASD 2 hours	Saturday Detention	OSS 2 – 5 days	
Cut ASD	ASD - 2 hours	Saturday Detention	OSS 2 – 5 Days	
Cut Saturday Detention	OSS- 2- Days	OSS 3-Days	OSS 3-5 Days	
Cut ISS	OSS 3 Days	OSS 5 days	OSS 5 – 10 days	
Open Defiance	OSS 3 days	OSS 5 days	OSS 10 days	OSS 10 days
Defiance/Disrespect	ASD - 2 hours	Saturday Detention	OSS 2 – 10 days	
Threats to School Personnel/ Students	OSS 10 days			
Assault on School Personnel	OSS 10 days Possible long term suspension Contact Law Enforcement	Suspension/ Expulsion Contact Law Enforcement		
Excessive Referrals More than 10	OSS 3 Days	OSS 5 days	OSS 10 days	

Category # 3  
Violations Against Persons

	First Violation	Second Violation	Third Violation	Fourth Violation
Scuffling-Pushing-Shoving- Name Calling	ASD – 4 hours	1 - Saturday Detentions	2- Saturday Detentions	OSS – 3- 5 days
Fighting – Mutual Participation. The students who started the fight will receive 2 additional days	OSS – 3 days Contact Law Enforcement	OSS 5 days Contact Law Enforcement	OSS 10 Days Contact Law Enforcement	
Physical Assault-One Sided-Unprovoked	OSS 10 days Contact Law Enforcement	Suspension/ Expulsion/ Prosecution		
Physical Assault	OSS 5 days Contact Law Enforcement	OSS 10 days	Long Term Suspension	
Provoked Verbal Assault/ Putting Someone In Reasonable Harm Of Apprehension Of Physical Harm	Saturday School	OSS 3-5 days	OSS 10 days	
Bullying, Intimidation, Terrorizing, Teasing, and Gossip	Saturday Detention	OSS 3 days	OSS 5 days	OSS 10 days
Obscene, Malicious, Or Threatening Statements	ASD 4 hours	Saturday Detention	OSS 3 days	OSS 5 – 10 days
Possession of Obscene/ Pornographic Materials	ASD 2 hours Confiscation of Material	Saturday Detention Confiscation of Material	OSS 2 days Confiscation of Material	OSS 3-5 days Confiscation of Material
Sexually Inappropriate Behavior/ Public Displays of Affection	Warning	ASD 1 hour	ASD 2 hour	All further referrals will result in a Saturday School
Inappropriate Behaviors: Feeling, Grabbing, Touching, Verbal Comments, Harassment, Body to Body Contact	OSS 3 days	OSS 5 days	OSS 10 days	
Exposure	OSS 10 days Contact Law Enforcement	Referral for Long Term Suspensions Contact Law Enforcement		

Category #4  
Violations Against Property

	First Violation	Second Violation	Third Violation	Fourth Violation
Littering	Warning- Clean Up	ASD 1 hour Clean Up	ASD 2 hours Clean Up	Saturday Detention Clean Up
Tampering	Warning	ASD 1 hour	Saturday Detention	
Trespass	Warning	OSS 3 Days	Call Law Enforcement- Prosecution	
Unauthorized Marking/ Vandalism	ASD 4 hours Clean Up Pay Restitution	Saturday Detention Clean Up Pay Restitution	OSS 2 Days Clean Up Pay Restitution	OSS 5 Days Clean Up Pay Restitution
Willful Property Damage	OSS 2 Days Pay Restitution	OSS 5 Days Pay Restitution	OSS 10 Days Pay Restitution	
Extortion	OSS 3 Days	OSS 10 Days		
Stealing Possession of Stolen Property	ASD 4 Hours Contact Law Enforcement Pay Restitution	OSS 3 Days Contact Law Enforcement Pay Restitution	OSS 5 Days Contact Law Enforcement Pay Restitution	OSS 10 Days Contact Law Enforcement Pay Restitution
Gambling	Warning	ASD 1 hour	Saturday Detention	2 – 5 days OSS

Category #5  
Violations Against Public Health and Safety

	First Violation	Second Violation	Third Violation
Non-alcoholic Beer Possession and/or Use	OSS 3 Days Parent Notification Confiscation	OSS 10 Days Parent Notification Confiscation	
Tobacco/Electronic Cigarette- Use or Possession Chewing or Smoking at School or any School Sponsored Activity	OSS 5-10 Days Possible Long Term Suspension Contact Law Enforcement		
Possession, Use or Intoxication at School	OSS 5 - 10 Days Possible long Term Suspension Contact Law Enforcement		
Drugs – Distribution, Possession, Use, Under the Influence, Drug Paraphernalia at School or School Sponsored Activity	OSS 5 – 10 Days Possible Long Term Suspension Contact Law Enforcement		
Weapon Possession	OSS 5 – 10 Days Long Term Suspension Contact Law Enforcement		



Category #6  
Special Categories

	First Violation	Second Violation	Third Violation	Fourth Violation
Inciting/ Initiating a Public Disturbance	Saturday Detention	OSS 3 Days	OSS 5 – 10 Days	
False Report (Threat to Order)	Saturday School	OSS 3-5 Days	OSS 10 Days	
Parking Violations	Warning Move Vehicle	ASD 2 Hours Move Vehicle	Saturday Detention Move Vehicle	Loss of Parking Privileges
Careless and Imprudent Driving on School Grounds	ASD 2 Hours	Loss of on Campus Driving Privileges for 30 Days	Loss of Driving Privileges for 60 Days	Loss of Driving Privileges for Rest of the School Year
Computer Use	ASD 2 Hours	Saturday School Loss of Computer Privileges for 30 days	OSS 3 – 10 Days and Loss of Computer Use for Rest of the Semester	
Bus Misconduct	Warning/ Possible Loss of Riding Privileges	ASD 2 Hours Loss of Riding Privileges	Saturday Detention/ Loss of Riding Privileges	Loss of All Riding Privileges

Note: THE ABOVE LISTING IS NOT EXCLUSIVE OR ALL INCLUSIVE. THE PRINCIPALS HAVE THE DISCRETION TO INTERPRET AND TO MODIFY CONSEQUENCES WHENEVER EXTENUATING CIRCUMSTANCES ARE PRESENT OR AS THEY SEE FIT. ALL DISCIPLINARY ACTIONS MAY BE INCREASED OR DECREASED IN DIRECT RELATIONSHIP TO THE SEVERITY OF THE OFFENSE.

## **In-School Suspension (ISS) Referral Guidelines**

\*\*\*\*\* If a student is assigned to ISS he/she may not participate or attend any after school activity, including practice for extracurricular activities unless approved by the administration. A list of those students in ISS will be given to each principal so he/she can notify coaches or sponsors of after school events. (Ex. ball games, school play, practices, open house, etc.)

Teachers will submit class assignments for each subject area for students to complete while in ISS. Assignments will be outcome based and relative to the student's abilities so they can work independently. This may not be the same material covered in the regular class, but credit will be given for work completed.

If circumstances warrant, additional curriculum related to anger management, conflict resolution, study skills, etc. may be assigned. Extra curriculum materials and resource books will be available within the ISS classroom.

### **Saturday Detention**

Saturday Detention will meet every other Saturday as scheduled during the school year from 8:00 a.m. to 12:00 noon. Dates may be listed on the school calendar.

Saturday Detention Procedures:

1. Students will report to the Elementary Library (Mrs. LaTurner) at 7:55 a.m.
2. Saturday School will end at 12:00 Noon.
3. If students fail to come when assigned or are asked to leave they will be assigned three (2) days of OSS and reassignment of the Saturday school. If they miss two (2) consecutive Saturday schools they may be assigned an out of school suspension and reassignment of the Saturday school.
4. Students are responsible to bring study materials or reading suitable for school.
5. Students will be allowed two (2) restroom breaks (9:30 A.M and 11:00 A.M.)
6. No sleeping or lying on desk.
7. Drinks, gum, candy, or refreshments are not permitted.
8. Students assigned to Saturday Detention will furnish their own means of transportation. Parents or guardians will hold the responsibility for ensuring that transportation is made available.
9. Students late may be assigned an additional punishment.
10. In cases of emergency, illness, etc., a student may be rescheduled for another Saturday Detention with the permission of the Principal.

### **AFTER SCHOOL DETENTION**

After school detention will meet from 3:15 pm to 4:15 pm Monday through Thursday. Students are responsible for study materials. Sleeping, drinking, gum, candy or refreshments are not permitted. Students that are late will not be allowed entrance and will be counted as absent. Students will work independently, no talking will be allowed. The supervising teacher will give students not working an assignment. Students may be given credit for work completed. Students assigned to ASD will be allowed to participate in activities the same day only after the completion of required time. A student that misses an assigned after school detention may receive a Saturday school and reassignment of the after school detention.

### **Drug Free School**

The unlawful possession, use, or distribution of illicit drugs and alcohol by students on school premises or as a part of any school activity is prohibited. This policy is required by the 1989 amendments to the Drug Free Schools and Communities Act. P.L. 102-226, 103 St. 1928. (Cf. LDD).

### **Drug Free School - Student Conduct**

As a condition of continued enrollment in the district, students shall abide by the terms of this policy. Students shall not unlawfully be under the influence of, manufacture, distribute, dispense, possess or use illicit drugs, controlled substances, tobacco, or alcoholic beverages on school district property, or at any school

activity. Any student violating the terms of this policy shall be reported to the appropriate law enforcement officials, and be subject to the following sanctions:

1. First Offense. A first time violator shall be subject to the following sanctions:

- a. A punishment of short-term suspension up to and including long term suspension or expulsion.
- b. Suspension from all student activities for a period of not more than one (1) year.
- c. A student placed on long-term suspension under this policy may be readmitted on a probationary status if the student agrees to complete a drug and alcohol rehabilitation program. (Name(s) of acceptable programs are on file with the board clerk.)

Second and Subsequent Offenses. A student who violates the terms of this policy for the second time, and any subsequent violations, shall be subject to the following sanctions:

- a. A punishment up to and including expulsion from school.
- b. Suspension from participation and attendance at all school activities.
- c. Senate Bill 38

Students who are suspended or expelled under the terms of this policy will be afforded the due process rights contained in board policies and Kansas statutes, K.S.A. 72-8901, et seq. Nothing in this policy is intended to diminish the ability of the district to take other disciplinary action against the student in accordance with other policies governing student discipline. In the event a student agrees to enter into and complete a drug education or rehabilitation program, the cost of such program shall be the responsibility of the student and his or her parents. Drug and alcohol counseling and rehabilitation programs are available for students of the district.

### **Transportation Policy**

The following regulations pertaining to bus transportation and pupil behavior have been adopted by the board of education of Galena Unified School District No. 499:

#### **Instructions to Pupils and Drivers**

1. The driver is in charge of the pupils on the bus. Pupils must obey the driver promptly and cheerfully. Pupils refusing to obey the bus driver will be referred to the building principal for disciplinary action.
2. The driver may assign a seat to each student; each student must be provided a seat. Students in less desirable seats may move to a second assigned seat for added comfort after the passenger load is lightened if permission is first obtained from the driver and if the bus is not in motion. Students must remain seated on the bus except when boarding or exiting. The driver may change assigned seats at his discretion.
3. Pupils must be on time; the bus cannot wait for those who are tardy. Pupils must walk on far left side of road facing traffic when going to bus stop.
4. Pupils must never stand in the roadway while waiting for the bus. All pupils must wait for the bus off the traveled portion of the road. Students should wait in an orderly manner and never push a fellow student.
5. Unnecessary conversation with the driver is prohibited. Do not talk loud or distract the driver's attention. Remember your safety is in his hands.
6. Outside of ordinary conversation, classroom conduct is to be observed.
7. Pupils must not throw waste paper or other rubbish on the floor of the bus. Help keep your bus clean and sanitary at all times.
8. Pupils must not at any time extend arms or heads out of bus windows.
9. Pupils must not try to get on or off the bus or move about within the bus while it is in motion.
10. When leaving bus, pupils must observe directions of driver. If you cross the road, do so in front of the bus after making sure highway is clear.
11. Any damage to the bus is to be reported at once to the driver.
12. STUDENTS RIDING A BUS DURING STORMY SEASON ARE ADVISED TO LISTEN TO THEIR HOME RADIO FOR STORM WARNINGS AND NOT ATTEMPT TO REACH SCHOOL WHEN SO FOREWARNED.

FOOTNOTE: Parents are advised that bus transportation is limited to pupils residing on regular bus routes. Priority for seating will be given to pupils residing the longest distance from the attendance center. Therefore, in cold weather it may become necessary for parents residing in some parts of the city limits to make other

provisions for transportation. In other words, the buses may transport only the number of pupils that can be properly seated.

The district will transport kindergarten children if the children meet the same criteria as other students who are transported.

### **Guidelines For Extracurricular Trips**

1. Any student riding a bus to and from the activity is subject to the rules and regulations of the school.
2. If any student's behavior is detrimental to the safety of the bus, parents will be notified, and he/she may not be allowed to ride the bus again.
3. Any student who rides a bus to a school-sponsored event **MUST** ride the bus on their return trip. Exceptions to this are a parent signing the student out or authorization by the administration.

### **Galena Dress Code**

No form of dress will be permitted which distracts from the educational process of the school or adversely affects health and safety of students. All clothing must be in good taste and worn the way it was designed to be worn. Appropriate personal grooming is conducive to a desired learning environment. Any practice judged distracting or disruptive will be dealt with on an individual basis. Examples of inappropriate dress include:

1. Clothing, belts, jewelry, articles of clothing or accessories that advertise or display any type of alcoholic beverage, drugs, tobacco, improper language, sex, vulgarity, or double-meaning slogans. (examples are: hooters t-shirts, playboy bunny emblem on various items.
2. Clothing, worn as outer garments, that does not cover the legs down to their fingertips. First violation will result in a warning and/or the student may be required to change clothes. Second violation will result in loss of privilege to wear shorts.
3. Mesh or any form of see through clothing.
4. Clothing that exposes a bare midriff .
5. Clothing designed with a narrow or strapless shoulder of less than (2) two inches.
6. Undergarments worn as outer garments. (Traditional undergarments designed to be worn as outer garments will not be permitted, i.e. men's boxer shorts.)
7. Clothes that are excessively tight and excessively loose.
8. Hats and other forms of head coverings cannot be worn inside the building. All hats, etc. should be left in lockers.
9. Bare feet (safety regulations require that all students wear shoes.)
10. Sunglasses may not be worn in the building.
11. Except for earrings, all other piercings may only be worn with a small stud.
12. No PJ's or House shoes may be worn to school.

Any decision concerning questionable dress will be made by the administration.

### **Note**

Consequences for violating the dress code will be determined by following the category #1 of the students' disciplinary grid. The student will receive an absence for any class missed while obtaining a change of clothes.

### **Seminar**

Students will earn daily points in Seminar for the following:

- 2- Student has library book
- 2- Student has missing assignment slip or does not have any missing assignments
- 4- Actively engaged ( yes=4, mostly = 2, not =0)

Classroom Teachers (NOT during Seminar) -

1. Will need to give time at the end of each class period to allow students time to fill out missing assignment slip so they can complete work during seminar.
2. Assign 30 minute detention for the following day IF student DOES NOT turn in missing assignment that you gave them a missing assignment slip for the next class period.
  - A. Detention will be with teacher (no lunch detentions will be assigned by classroom teachers)
  - B. Assignment is to be made up during detention. Grade will be taken on whatever is accomplished
  - C. Repeat offenders- contact with parent, AST recommended or made mandatory, extracurricular activities may be suspended.
  - D. Severe - 1 hr ASD, Saturday school, SIT plan will be developed, candidate for Summer School

### **Kansas Compulsory School Attendance Law**

Every parent or person acting as parent in the state of Kansas, who has control over or charge of any child who has reached the age of seven years and is under the age of 18 years, shall require such child to attend continuously each school year.

Any child who is under the age of seven years, but who is enrolled in school, is subject to the compulsory attendance requirements.

Whenever a child is required by law to attend school and is enrolled in school, and the child is inexcusably absent there-from on either three consecutive school days or five or more school days in any semester, the child shall be considered to be not attending school as required by law.

Each board of education shall designate one or more employees who shall report to the secretary of social and rehabilitation services, or a designee thereof, all cases of children who are less than 13 years of age and are not attending school as required by law, and to the appropriate county or district attorney, or a designee thereof, all cases of children who are 13 or more years of age but less than 18 years of age and are not attending school as required by law.

A child is inexcusably absent from school if the child is absent there-from all or a significant part of a school day without a valid excuse acceptable to the school employee designated by the board of education to have responsibility for the school attendance of such child.

### **ABSENCES**

1. On the day the student is absent, a parent/guardian needs to call the school secretary or school administrator, Galena Middle School 783-4499 Ext. 1300 by 8:15 a.m. and state the reason for the absence.
2. If the office has not been notified by you that your child will be absent that day, for the safety of your child, the office will attempt to contact you by phone, a visit to your house, or by contacting one of your emergency references listed on the enrollment form.
3. Students must never leave campus without first clearing through the office.
4. The principal reserves the right to make a determination if the absence is excused or unexcused, and if the student will be allowed to make-up worked missed in after school detention and/or Saturday school for credit.
5. Suspensions: When a student is suspended for 10 days or less, that student may make up work for credit when returning to school.

### **Organized Skip Days from both the parent/legal guardian and the school.**

1. Truancy is defined as being absent from school without permission.
2. USD 499 does not sanction organized skip days. Choosing to participate in an organized skip day will result not only in truancy consequences but an additional day of ISS. An additional day of ISS will be assigned at the end of the school year for each day missed.

## **Tardiness**

If a student is not in the classroom when the tardy bell rings he/she will be considered tardy. The teacher will admit the student after recording the tardy. Punishments for excessive tardies will be outlined in the discipline grid; excessive tardiness will be reported to Social Rehabilitation Services (SRS) and the County Attorney.

## **Make-up Policy**

1. Procedure for students to make-up classroom work missed due to an excused absence.
2. Regular attendance is vital for a successful school experience. Punctual and regular attendance is necessary in a well-ordered school, both for proper training of the student and to avoid disruption of classroom procedure.
3. If a student must be absent, upon returning to school he/she will be given an equal number of school days to make-up classroom work missed.
4. If a student fails to make up the missed work within the allotted time, he/she will receive a zero for classroom work missed.

**It is the student's responsibility** to go to the teacher of the class in question and obtain, complete, and turn in any and all make-up classroom work.

If a student is absent on a school related trip, the student must obtain the assignment before leaving on the trip and the work will be due as assigned.

## **STUDENT HEALTH**

Section 2, K.S.A. 72-511 is hereby amended to read as follows: 72-5211a.

(a) The school board of every school affected by this act may exclude from school attendance, or by policy adopted by any such school board authorized any certificated employee or committee of certificated employees to exclude from school attendance, any pupil who has not complied with the requirements of K.S.A. 72-5209. A pupil shall be subject to exclusion from school attendance under this section until such time as the pupil shall have complied with the requirements of K.S.A. 72-5209, as amended.

The policy shall include provisions for written notice to be given to the parent or guardian of the involved pupil. The notice shall:

1. Indicate the reason for the exclusion from school attendance.
2. State that the pupil shall continue to be excluded until the pupil has complied with the requirements of K.S.A. 72-5209, and
3. Inform the parent or guardian upon request therefore.

(b) The provisions of K.S.A. 72-111 do not apply to any pupil while subject to exclusion from school attendance under the provisions of this section.

## **Immunizations**

All students are to have immunization records on file. These records must be complete. If not, students will be excluded from school as regulated and established by the state of Kansas. If your child's immunizations are not up to date this should be taken care of as soon as possible. If your child has received additional shots during the summer, please send this information to the office.

## **Emergency Information**

Any special physical problems that exist for a student should be reported to the school. Emergency procedure sheets will be provided to parents, to be filled out on the day of enrollment. This information identifies what is to be done for your child in case of injury or illness. A phone number must be listed so a parent can be reached

in case of emergency. The phone number may be a work phone, a neighbor or friends phone, etc., if you do not have a phone.

### **Medication Policy**

A form for the parent requesting the school's cooperation in the supervision of medication must be filled out before school personnel will be able to dispense medication. Any medication that is brought to the school must be in the original container with the original label. Please notify the school of any changes with your child's prescription immediately. Note: This policy includes inhalers for asthma or ailments.

In order to maintain maximum health protection to other students, as well as the teachers, we ask that you keep your child home if they have an elevated temperature. Any student with a communicable disease must stay at home during the duration of their illness. Students with head lice may be sent home. Students will be permitted to return to school only after they have been treated with a medicated shampoo and are totally nit free (note: this could be the same day in some cases). A parent must be present at school when the student is rechecked for head lice. Students who accumulate more than one day of absences because of head lice or nits, will be considered unexcused.

### **Eighth Grade Trip**

Eighth grade students who wish to participate on the 8th Grade Trip are required to either participate in the fund raiser or pay their own way. Eligibility to participate will be based on academic standards, attendance, and behavior; therefore, all students must earn their way. No eighth grader is extended the right to attend. Students who exhibit any of the following during their eighth grade year will be subject to losing his/her eligibility to join their classmates on the eighth trip:

1. Students who have been suspended from school (OSS) more than once (one incident) in their 8th grade year.
2. Students who fail one or more core classes on a yearly basis or 2 or more core classes on a semester basis
3. Students who have less than satisfactory attendance in 8th grade year
4. Students who receive 25 or more discipline points during their 8th grade year. Points are assigned as:
  - a. After School Detention – 1 point each assignment
  - b. Saturday Detention – 5 points each assignment
  - c. In School Suspension – 5 points each assignment
  - d. Out of School Suspension – 15 points each assignment

Note: Any student that has lost their trip will not be required to attend school on the day of the trip. Students are not to come to the location of the trip. Student money that was fundraised will be forfeited but any money the student/student's parents paid out of pocket toward the trip will be reimbursed.

### **Rest Room Passes**

Limitations on time allowed and privilege to go to the restroom will be at the teacher's discretion. The school emphasizes time on task and expects students to remain in the classroom during class time. Visits to the restroom and other personal business should be taken care of between classes. Teachers will allow exceptions at their discretion. All students must have a teacher issued pass to leave the classroom.

### **Student Lockers**

School officials shall have the right to search students' lockers on suspicion of a threat to health and safety of other students. This right becomes a duty when suspicion arises that something of an illegal nature may be hidden there. Students are to put their backpacks in their locker at the beginning of the day and keep them there throughout the day. Students are not permitted to carry backpacks from class to class.

Combinations for lockers are not to be shared. Locks are not to be tricked for security reasons. Do not share lockers. Responsibility for the maintenance of the locker rests with the student. Locker malfunctions are to be reported immediately.

### **Points To Remember In The Library**

The library is the center of learning for the school. Students are expected to follow all library rules and respect the materials available for their use. Procedures for visiting the library are:

1. Students should enter the library in a quiet and respectful manner. Reference books are to be used in the library. They can be checked out after school and must be returned before school starts the next day.
2. Magazines can be read in the library, but they must be returned to the stand. Magazines used for research can be checked out for one day unless special arrangements are made. Readers' Guide is available.
3. Books checked out for a two-week period can be renewed after that. The librarian will collect overdue books.
4. Students with overdue library material will not be allowed to check out additional materials until the overdue ones are turned in.
5. Students with overdue library materials will receive a 30-minute detention (to be served in the library) for each 30 days overdue until the materials are returned. Grade cards will also be held until such time as the materials are returned.
6. Students should get what they need as quickly and as quietly as possible and then return to their class or a table in the library. Students being disruptive in the library will be required to return immediately to their class and may lose library privileges for an extended period of time.
7. Books being returned should be placed on the desk. The person who checked the book out last according to the computer is the person responsible for the care and return of the book.
8. Students need to be productive while in the library. Students will not be allowed to congregate and visit in the library.

### **Gym/Playing Fields/Weight Room**

Students may not be in the gym, on the playing fields, the weight room or locker rooms without supervision.

### **Students In the Building**

Students may not be in the building before 7:20 a.m. except those riding the early buses or eating in the cafeteria. All students are to go directly upstairs to the middle school hallway and remain there.

### **Food And Drink Items**

These are confined to the commons and cafeteria only. Please do not take food to your locker or your classroom. All food/drink brought out of the commons/cafeteria will be confiscated.

### **School Lunch Program**

Lunch payments should be made in advance or paid at the time the meal is purchased. If lunches must be charged, we ask that you do not charge more than \$20.00. At this point, students will need to pay for meals or bring a sack lunch. Periodic reminders of charges owed will be sent home.

### **Closed Campus**

Once students arrive on campus they will be required to stay until dismissal time at 3:05 pm, unless parents /guardians check them out through the middle school office. Areas where students are allowed to be during lunch will be designated.

### **Care of Books**

The cost of textbooks is increasing, and it is each student's responsibility to take care of his or her own books. Even if someone else tears your book up, YOU are responsible for it.



Avoid putting pencils or pens in your books; it will only break the book's spine.  
DO NOT throw your books around or shove them into your locker carelessly.  
DO NOT write in them or mark them up in any way.  
Students may be charged for lost, damaged or stolen books.

### **Extracurricular Activity Eligibility**

Before a student athlete is permitted to report for practice in an extracurricular activity, he/she must have a physical examination or health review documented.

Students who are engaged in extracurricular activities must be in school the day of the activity or be excused by the principal if they are to take part in that activity or event. A student must have passed five classes of the previous semester to be eligible to participate in athletics during the current semester.

Exception: In case of illness in the family, a family emergency, a funeral, or an appointment with health care provider, the student will be eligible to participate in the activity if that student notifies the principal in advance. This rule also includes practice.

### **Insurance and Injuries**

Galena USD #499 provides a SUPPLEMENTARY insurance for all of our students. However, this is a backup system to kick in only when the insurance of the parent or guardian will not provide coverage. Students that do not have insurance or the insurance company of the student will not pay are then helped with medical bills if, and only if, the correct documentation has been done. If you are injured in an activity or during a class period your teacher must obtain the proper forms from the office and copies of these must be filled out entirely and placed on file. The originals are then taken with the student to the health care provider. Once treatment has been given, the documents must be returned to the office to be returned to the school's insurance company. Failure to follow the above procedure may result in the insurance company refusing to pay any of the medical bills.

Who is Covered-A student is covered while practicing for, competing in, or traveling to and from as representative of the school and under the direct supervision of a full time school employee, in any interschool activities conducted under the regulations and jurisdiction of the school and the state high school association.

### **Security Clause**

Visitors are asked to report to the principal's office upon entering the building. When exiting the building, please be sure the door is latched behind you. Your cooperation is needed and appreciated. Thanks!

## **Student Grade K-8 Electronic Access Permission Form**

### **Galena Unified School District 499**

The Galena Unified School District 499 Board of Education is pleased to offer students and patrons of the District access to the District's computer network for electronic mail and web access. To gain access to e-mail and the Internet, all students under the age of 18 must obtain parental permission and must sign and return this form to the building's office.

Access to e-mail and the Internet will enable students to explore thousands of libraries, databases, and bulletin boards while exchanging messages with Internet users throughout the world. Families should be warned that some material accessible via the Internet may contain items that are illegal, defamatory, inaccurate or potentially offensive to some people. While our intent is to make Internet access available to further educational goals and objectives, students may find ways to access other materials as well. All internet access in District is filtered in accordance to state and federal guidelines and we believe that the benefits to students from access to the Internet, in the form of information resources and opportunities for collaboration, exceed any disadvantages.

Ultimately, parents and guardians of minors are responsible for setting and conveying the standards their children should follow when using media and information sources. To that end, the Galena Unified School District 499 supports and respects each family's right to decide whether or not to apply for access for their child.

### **Internet and E-Mail Rules**

Students are responsible for appropriate online behavior just as they are responsible for appropriate behavior in the classroom or hallways. Communications online are often public in nature. General school rules for behavior and communications apply.

The network is provided for students to conduct research and communicate with others. Access to the network services is given to students who agree to act in a considerate and responsible manner. Parent permission is required. Access is a privilege - not a right. Access entails responsibility.

It is presumed that users will comply with district standards and will honor the agreements they have signed. Beyond the clarification of such standards, the district is not responsible for restricting, monitoring, or controlling the communications of individuals utilizing the network.

Users should not expect that files stored on district servers will always be private. Within reason, freedom of speech and access to information will be honored. During school, teachers will guide students toward appropriate material. The following are not permitted:

- Sending or displaying offensive messages or pictures
- Using obscene language
- Harassing, bullying, insulting or attacking others
- Vandalism or sabotage of computers, computer systems or computer networks
- Violating copyright laws
- Using another's password
- Trespassing in another's folders, work or files
- Intentionally wasting limited resources
- Employing the network for commercial purposes.

Violations may result in the loss of access as well as other disciplinary or legal action.

- As a user of the Galena Unified School District 499 technology resources, I hereby agree to comply with the above stated rules - communicating over the network in a reliable fashion while honoring all relevant laws and restrictions.

Student Signature \_\_\_\_\_

- As the parent or legal guardian of the minor student signing above, I grant permission for my son or daughter to access the networked computer services such as electronic mail and the Internet. I understand that individuals and families may be held liable for violations. I understand that some material on the Internet may be objectionable, but I accept responsibility for guidance of Internet use - setting and conveying standards for my son or daughter to follow when selecting, sharing, or exploring information and media.

Parent Signature \_\_\_\_\_ Date \_\_\_\_\_

Name of Student \_\_\_\_\_ Grade \_\_\_\_\_

**Electronic Devices**

Electronic devices such as video game devices, ipods, cell phones, and personal computers are classroom disruptions and prime targets for theft. The administrators and staff reserve the right to confiscate any electronic device. Middle School Students may use personal electronic devices before school, at lunch and after school.

Students are reminded that school rules and policies apply to all electronic devices. USD 499 is not responsible for any lost, stolen, or damaged electronic devices. To avoid consequences for cell phone violations students whom need to contact parents during school hours should use phones that are available in the school office.

Should parents need to contact students during school hours they should contact the school office at 620.783.4499 ext 1300.