

# Galena High School

## Student Handbook

702 E. 7th  
Galena, Kansas 66739  
Telephone (620) 783-4499 Ext. 1400

### 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 and Galena High School values and rewards teaching, respects and supports individual differences among learners, and encourages the creation of learning environments where 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 for ensuring each student has the opportunity to reach their full potential, but the responsibility for reaching this goal ultimately lies with the student. We hope your learning experience is a rewarding one.

Sincerely,  
Toby VanCleave and Beau Sarwinski

### 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 High School Staff		Teaching Position
Randy	Brooks	HS Math
Ken	Cook	HS Science
Danielle	Cruse	K-12 Art
Jamie	Davis	MS/HS Shop
JC	Dawes	HS Social Studies/PE
Dagen	Worthington	HS Science
Andrea	Dinkel	MS/HS Band
Danna	Daniel	HS Tech
Stacey	Harmon	HS Credit Recovery
Ashley	Groves	HS Business
Sherry	Hayes	HS SPED
Derik	Hunt	HS History
Stephanie	Moore	School Nurse
Madison	Kirch	HS FACS
Brad	Krouse	6-12 Counselor
Matt	Meyr	MS/HS Math
Diana	Moss	MS/HS Social Studies
Sara	Osburn	Special Education
Dennis	Outt	MS/HS Science
Paige	Pate	HS Spanish
Cory	Perry	Fitness Coordinator/MS/HS PE
Beau	Sarwinski	Assistant Principal
Preston	Scarrow	HS PE
Jessica	Shank	HS ELA
Sydney	Shannon	MS/HS Choir
Zach	Shockey	HS Social Studies
Lori	Simmons	K-12 Library
Amber	Spencer	HS ELA

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

Under the provisions of the Family Educational Rights and Privacy Act (FERPA) parents and eligible students (those who are 18 or older) have rights regarding the educational records maintained by U.S.D. No. 499. In accordance with FERPA, the required notices follow:

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

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 1 of the above information as directory information. If you refuse, you must file written notification 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 will release the directory information designated.

### **High School Bell Schedule**

7:20 - 7:55	Students eating breakfast may enter the cafeteria.
8:00 - 9:22	Blocks 1 & 2
9:22 - 9:32	Break
9:32 - 10:54	Blocks 3&4
10:58 - 12:20	Blocks 5 &6
12:20 - 12:50	Lunch (All Students must be in Cafeteria, Commons, or Outside Area)
12:50 - 1:10	
12:50 - 2:12	Blocks 7 &8
2:16 - 3:10	Seminar

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

### **Students Have the Right**

To attend school USD #499 provided the parent(s)/legal guardian(s) resides within the District as set forth in Board of Education policies.

### **Students Have the Responsibility To**

maintain prompt, regular attendance except when excused by the school. To respect the pass-out slips.

To respect the rights of others.

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

To complete all assigned work. to the best of their abilities

### **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 Accountable**

For keeping accurate records.

For making clear assignments.

For notifying parents of unsatisfactory work.

For recognizing individuality of students seeking their advice and counsel.

For facilitating 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. Review the new Title IX board policies GAAC and JGEC to make sure the board has designated the counselor as the Title IX Coordinator as there are many detailed procedures for investigations etc.

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 harmful and disrespectful behavior that will not be permitted or tolerated. Bullying may involve a range of misconduct that, based on the severity, will result in corrective action and/or discipline. Behaviors that do not rise to the level of bullying, as defined below, may result in discipline consequences. Some bullying behaviors may be reported 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/High School, to provide quality education for all students, will not tolerate disruptive acts that interfere with the educational mission of the school, the safety of its students, or the damaging of property. Students enrolled in Galena High School are responsible for their actions at any time of the day, which interfere with the educational 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 educational mission and programs of the school. Student misconduct has a negative impact on the student and others. Student misbehavior consequences will be based on an 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 to protect all students and help them learn what is appropriate behavior in a public setting. The discipline code and behavior code are the minimum behavior expectations expected by the school. Following is a list of unacceptable behaviors to be avoided by students. However, additional behaviors not listed below may result in discipline depending on the seriousness of the acts and the impact on the student and others.

### **OFFENSE DEFINITIONS AND EXPLANATIONS:**

1. ASSAULT &/or BATTERY - Any behavior in which both parties have contributed to the conflict, either verbally or by physical action will result in disciplinary action. Putting someone in fear and apprehension of harm can be an assault
2. TRUANCY - Absent from school without parent or legal guardian **and** school permission.
3. AUTOMOBILE MISUSE/CARELESS DRIVING - Students who drive must abide by the school parking regulations. Careless driving which would endanger persons or property on or about the school grounds will not be tolerated.
4. 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 or other behavior interpreted as degrading or demeaning. Any physical aggression toward a school official will be grounds for suspension and/or expulsion.
5. DRUGS, TOBACCO &/OR ALCOHOL - Students found carrying, using, selling, providing or under the influence of drugs, tobacco and/or alcohol will be disciplined and may be grounds for long-term suspension or expulsion.
6. WEAPONS USE/POSSESSION - Possession of any object deemed dangerous to the school population is not permitted (knives, guns, fireworks, instruments of martial arts, etc.).
7. THREATENING/HARASSMENT-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.
8. K.S.A. 72-6136 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 impose consequences for behavior that endangers the welfare and/or safety of other students, faculty or staff, and/ or causes substantial disruption to operation r and education mission of the school, even though such behavior is not specified addressed in the student discipline offenses or provided in this handbook. As we progress through the year it will be necessary to add information and rules. Some will need changed and some deleted. These changes will be published in daily announcements, weekly and monthly written bulletins, and published news articles. Students are required and parents encouraged to read and discuss all correspondence published by the students, teachers, and administration.

### Discipline Grid

#### Category #1 Violations Against Good Order

	First Violation	Second Violation	Third Violation	Fourth Violation
Disruptive Speech and Conduct	Detention- 1 hour	Detention - 2 hours	Saturday Detention	Future referrals can result in an OSS
Cafeteria Misconduct	Clean Up and/or Detention – 1 hour	Clean Up and or Detention 2 hours	Clean Up and Saturday Detention	Clean Up and 2 Saturday Schools
Profanity/ Obscenity	Detention – 1 hour	Detention – 2 hour	Saturday Detention	2 Saturday Schools Future referrals can result in an OSS
Disruptive Dress/ Grooming	Required to change	Required to change Detention – 1 hour	Required to change Detention -2	Required to Change Saturday School
Lack of Effort	Warning and teacher contact with parent	Detention - 1 hour and principal contact with parent	Detention 2 1-hour detentions	Saturday School
Cell Phones/iPads and other electronic devices	Confiscated Phone Parent Notification Detention 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 Detention 1 Hour	4 <sup>th</sup> /5 <sup>th</sup> Tardy Detention 2 Hours	6 <sup>th</sup> and future tardies. Saturday School	
Truancy	Detention 2Hours	Saturday School	2 Saturday Schools	OSS 3-5 Days
Cheating	Detention 2 hours	Saturday Detention	OSS 2 – 5 days	
Cut ASD	Detention - 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	Detention - 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	Detention – 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/expulsion	Long Term Suspension /expulsion	
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	Detention 4 hours	Saturday Detention	OSS 3 days	OSS 5 – 10 days
Possession of Obscene/ Pornographic Materials	Detention 2 hours Confiscation of Material	Saturday Detention Confiscation of Material	OSS 2 days Confiscation of Material	OSS 3-5 days Confiscation of Material
Public Displays of Affection	Warning	Detention 1 hour	Detention 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/expulsion Contact Law Enforcement		

Category #4 Violations Against Property

	First Violation	Second Violation	Third Violation	Fourth Violation
Littering	Warning- Clean Up	Detention 1 hour Clean Up	Detention 2 hours Clean Up	Saturday Detention Clean Up
Tampering	Warning	Detention 1 hour	Saturday Detention	
Trespass	Warning	OSS 3 Days	Call Law Enforcement- Prosecution	
Unauthorized Marking/ Vandalism	Detention 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	1 day OSS Vaping/Tobacco Education Class during an elective Contact Law Enforcement	3 Days OSS Vaping/Tobacco Education Class during an elective Contact Law Enforcement	10 Days OSS Possible long term expulsion 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/expulsion Contact Law Enforcement		
Weapon Possession	OSS 5 – 10 Days Long Term Suspension/expulsion 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	Detention 2 Hours Move Vehicle	Saturday Detention Move Vehicle	Loss of Parking Privileges
Careless and Imprudent Driving on School Grounds	Detention 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	Detention 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, they may not participate in 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 an additional three comprising (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 the 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 if approved by 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 provide students not working with 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. Any student missing their assigned after school detention may receive a Saturday school and reassignment of the after-school detention.

### **Drug Free School**

The unlawful possession, use, sale 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**

Students enrolled in the district, students shall abide by the terms of this policy. Students shall not unlawfully be under the influence of, manufacture, distribute, sell, dispense, possess, or use illicit drugs, controlled substances, 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 any or all following sanctions:

1. A 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 e. Suspension from participation and attendance at all school activities.
  - a. f. KSA 72-6136 Students who are suspended or expelled under the terms of this policy will be provided the due process rights contained in board policies and Kansas statutes, K.S.A. 72-6114 , *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 complete a drug education or rehabilitation program, the cost of such a program shall be the responsibility of the student and their parents. Available drug and alcohol counseling and rehabilitation program information will be provided to students .

### **Drug Testing**

The Galena USD 499 School District and Board of Education, to protect the health and safety of its students from illegal and/or performance-enhancing drug abuse or injuries resulting from the use of drugs, thereby setting an example for all other students of Galena USD 499, has adopted the “Substance Abuse Policy” for student participation in extracurricular and/or co-curricular activities.

All students wanting to participate in extracurricular and/or co-curricular activities must sign the “Substance Abuse Policy Consent Form”, agree to abide by the standards, rules, and regulations set forth in the “Galena USD 499 Substance Abuse Policy.” and return it to the high school or middle school office within one week of the beginning of school and/or before participating in any meetings, practices, performances, and/or competitions whichever comes first. Additional information about the drug testing program is available \_\_\_\_\_ (location).

A list of available treatment programs along with names and addresses of contact persons for the program is on file with the board clerk. Parents or students should contact the directors of the programs to determine the cost and length of the program.

**Spring Mental Health & Wellness**  
**6610 SE Quakervale Rd, Riverton, KS**  
**66770 (620) 848-2300**  
**Open today · 8AM–8PM**

### **Transportation Policy**

The following regulations addressing 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 respectfully.. 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.
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 or shove another student.
5. Unnecessary conversation with the driver is prohibited. Do not talk loudly or distract the driver's attention. Remember your safety is in the bus driver's hands.
6. Outside of ordinary conversation, classroom conduct is to be observed.
7. Pupils must not throw wastepaper or other trash on the floor of the bus. Help keep your bus clean and sanitary..
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 the bus, pupils must observe the directions of the driver. If you cross the road, do so in front of the bus after making sure the 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. The buses may transport only the number of pupils that can be properly seated.

The district will transport kindergarten children using 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 school's rules and regulations..
2. If any student's behavior is detrimental to the safety of the students and bus, parents will be notified, and they 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 require a parent signing the student out or approval by the administration. Students will not be allowed to drive their own cars to school sponsored events. Exceptions to this may only be made by the administration.

### **Driving Privileges to Columbus Vo-Tech School**

Galena USD 499 School System requires all students enrolled in vocational studies at the Columbus Vocational School to be transported to and from that facility on school provided transportation. This requirements is based on concerns for both safety and timely attendance of students enrolled in that program.

At the same time, we recognize the desire and, in some cases, the need by students and their parents for them to drive. Parents and students needing an exception acknowledge an exception is a privilege that can be revoked if the privilege is abused. Returning to the GHS campus late, reports of reckless or careless driving, and any other behaviors, may cause loss of the privilege. A driving application from the high school office must be completed before you begin driving.

### **Cell Phones Policy**

The use of cell phones and other electronic devices is not allowed if the use is a distraction to the educational environment. The list of consequences for violating this policy is listed under the discipline grid.

### **Galena Dress Code**

No form of dress is allowed which distracts from the educational mission of the school, is disruptive and/ or adversely affects the 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, unsafe, or disruptive will be addressed on an individual basis. Examples of inappropriate dress may include but are not limited to:

1. Clothing, belts, jewelry, articles of clothing or accessories that advertise or display any type of alcoholic beverage, drugs, tobacco, illegal activities. 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 student's legs with their arms by their side 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 or under garments.
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. Clothes that are torn or cut above the fingertips. Do you mean between the new and the thigh?
9. Hats and other forms of head coverings cannot be worn inside the building. All hats, etc. should be left in lockers.
10. Bare feet (safety regulations require that all students wear shoes.)
11. Sunglasses may not be worn in the building.
12. Except for earrings, all other piercings may only be worn with a small stud.
13. Hair colors and styles must not distract from the learning environment.
14. 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 have to make up any class assignments missed while obtaining a change of clothes.

1. Depending on the grade level, the rest of the seminar will be a structured learning environment to foster student achievement and academic improvement.

### **Galena Attendance Policy**

We are pleased to have your child in the Galena Schools. We have a very talented and dedicated staff committed to helping all students be successful during their school career. We believe students are developing important skills and habits that will enable them to be successful not only in school, but throughout their lives. We know you are also committed to helping your child be successful in school, and regular attendance is the first step.

We are not asking you to send your children to school when they are too ill to be here, such as a high fever, but if it is possible students should attend school even though they may not be feeling their best. Please let your children know they can go to the office if they are not feeling well. The school nurse can check on them and help them. We will do whatever is necessary to make sure they have a good day at school!

The high school staff will help you and your child comply with the Kansas Compulsory School Attendance Law and ensure both you and the school will know their whereabouts during the school day.

### **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, or seven school days in any school year, 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 High School- 783-4499 Ext. 1400, Galena Middle School 783-4499 Ext. 1300 by 8:15 a.m. and state the reason for the absence.
2. Upon returning to school, if the parent or guardian has been in contact with the high school office, the student will not be required to bring a note from home. He or she will just secure an admit slip and report to class.
3. If the office has not been notified 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. We must have a Parent Documented Reason when a student is absent, and we cannot contact you, please send a note to the office the day your child returns. If your child returns to school without a parent documented reason for the absence, the absence will be recorded as truant, after having missed 1 block of class.

4. Students must never leave campus unless they have cleared it through the office. If the student does not secure a leave slip, the student may receive a zero for the day's class work and face truancy consequences. This does not apply to students on a field trip or other school activities under the supervision of a teacher. The teacher will have already submitted a list of names to the office at least two days prior to the field trip..
5. The principal reserves the right to determine whether the absence is excused or unexcused, and if the student will be allowed to make-up work missed in after school detention and/or Saturday school for credit.

**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 in truancy consequences and an additional day of ISS. An additional day of ISS will be assigned at the end of the school year for each day missed. Underclassmen will serve these days after other students have been dismissed for the summer. Seniors will serve these days during senior privilege week. Seniors will be allowed to graduate but the diploma will be withheld until the time is made up.

**Loss of Credit**

The Board of Education, administration, and faculty members of Galena High School believe students are also responsible for their education. Students must satisfy two criteria to be awarded credit for meeting graduation requirements:

1. Students must maintain a passing grade as established by district curriculum requirements..
2. Students must meet the attendance policy requirements by the USD 499 Board of Education.

**Attendance Policy Requirements**

In addition to the specific academic requirements in each class, an attendance rate of 90% must be maintained. Parents, your child may achieve a 90% attendance by missing no more than five (5) times from each block per semester. Upon reaching the following limits in a semester the following will occur:

Galena Schools

1. Third (3) absence-Parent will receive a letter and/or phone call.
2. Sixth (6) absence-Parents will receive a registered letter notifying them of grade concerns.. The county attorney may be contacted. Students/Parents may request a hearing with the faculty review committee.

Vo-Tech, The Learning Center, and LCS Absences:

1. Sixth (6) absence-Parent will receive a letter or phone call.
2. Seventh (7) Resource Attendance Officer will contact parents.
3. Tenth (10) absence-Parent will receive a letter notifying them of potential class failure..
2. Eleventh (11) absence-Parents will receive a registered letter notifying them of class failure.. The county attorney may be contacted.

Students will receive the grade earned for class work upon completion of the first criteria. When the student has met both criteria, credit will be received and recorded along with their grade on their official high school transcript.

Transfer grades will be evaluated, and credits awarded based on 1/2-unit increments. Students failing a semester of a required course must repeat that semester before graduation from Galena High School.

Any student who has not attended 90% of the semester will be subject to a review committee. The Review Committee will take into consideration the following:

1. School sponsored trips, events, and activities, as in the regular policy, will not be counted as days absent.
2. Illness of a student, which required hospitalization or home confinement, providing a physician verifies the illness and subsequent hospitalization or home confinement, and whether the assignments can be made up.

3. Appointment with health care providers, funeral-death in family and family emergencies, and whether, if possible, prior arrangements were made as soon as the student knew absences would be necessary.
4. The following absences will NOT be counted against a student's attendance: Subpoenaed court appearances or hospitalization.

### **Faculty Review Committee**

If a student misses the maximum number of days due to extenuating circumstances they feel are beyond their control, the student and their parents may request (in writing) a waiver hearing with the faculty review committee. The committee will consist of up to five (5) high school faculty members. The committee shall include ; either the principal or the assistant principal, the high school counselor, and other staff members. The District Attendance Officer is also considered an ex-officio member. Usually that is the building principal.

The high school assistant principal must receive a request for a hearing within ten (10) days of the students' parents' receipt of the attendance letter. Failure to request a hearing within ten days will result in the student waiving their right to a hearing. All hearings will take place at the end of each semester.

### **Tardiness**

If a student is not in the classroom when the tardy bell rings, they will be 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 also be reported to the Department of Children and Families (DCF) and the County Attorney.

### **Make-up Policy**

Procedures for students to make-up classroom work missed due to an excused absence are as follows:

1. Regular attendance is vital for a successful school experience. Punctual and regular attendance is necessary , for proper training of the student and to avoid disrupting the learning of other students.
2. If a student must be absent, upon returning to school they have an equal number of school days as missed to make-up classroom work missed.
3. If a student fails to make up the missed work within the allotted time, they will receive a zero for the classroom work missed.
4. It is the student's responsibility to ask the teacher of the class missed and obtain, complete, and turn in any and all make-up classroom work.
5. 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**

K.S.A. 72-6265 . states as follows:

(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. 2017 Supp. 72-6262. 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. 2017 Supp. 72-6262 , 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. 2017 Supp. 72-6262 , and

3. Inform the parent or guardian upon request therefor.

(b) The provisions of K.S.A. 2017 Supp. 72-3120 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 may 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 listed on the school. Emergency procedure form 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 friend's phone, etc., if you do not have a phone.

### **Medication Policy**

A parent form 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 immediately notify the school of any changes with your child's prescription.. Note: This policy also includes inhalers for asthma or ailments.

### **Health Concerns**

In order to provide a healthy educational environment for students and staff, , 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 . KDHE has changed their guidelines and allow students to return after they have received the first treatment. A parent must be present at school when the student is rechecked for head lice.

### **Restroom Passes**

Limitations on time allowed and the 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 lockers are under the control and ownership of the school district. School officials shall have the right to search students' lockers on reasonable suspicion of a threat to health and safety of other students or if there is reasonable suspicion that something of an illegal nature may be hidden there.

Combinations for lockers are not to be shared. Do not share the combination to your locker. The responsibility for the care and maintenance of the locker rests with the student.

Locker malfunctions are to be reported immediately.

### Points To Remember in The Library Behavior Expectations

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

1. Students should enter the library in a quiet and respectful manner. The librarian will check with students to see if a teacher has signed their planner. Students must have a planner signed by a teacher to be in the library.
2. 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.  
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.. ~~The librarian will collect overdue books. Students with overdue library material will not be allowed to check out additional materials until the overdue ones are returned.~~  
~~Students with overdue library materials will receive a 30-minute detention (to be served in the library) for each 30 days overdue until the material(s) are returned. Grade cards will also be held until such time as the materials are returned.~~
4. 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.
4. Books being returned should be placed on the desk. The person whose name is in the computer last is responsible for the book. Proper care should be taken of all library material.
5. 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, or the weight room during the school day without supervision.

### Students In 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 use the office door only and then go directly to the commons and remain there.

### 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. Areas where students are allowed to be during lunch will be designated.

### **\*\*Sec. PP 173 B.O.E. Policy (Prom and Sr. Trip)**

A student must be a junior or Senior at the beginning of the second semester to attend prom. Freshmen and sophomores may attend if a qualifying junior or senior invites them. All other people must be approved by the Principal and/or Assistant Principal.

A student must be a senior in order to go on the Senior Trip but may only participate in one Senior Trip. Students are allowed a maximum of one senior trip, one prom as a junior, and one prom as a senior.

## Qualified Admissions Kansas Residents

Five of the six state universities in Kansas, including Emporia State University, Fort Hays State University, Kansas State University, Pittsburg State University, and Wichita State University, use the standards below to review applicants for undergraduate admission. The University of Kansas has different admission standards, and visit [admissions.ku.edu](http://admissions.ku.edu) for more information. Standards are set by the Kansas Board of Regents.

### ACCREDITED HIGH SCHOOL

If you are a Kansas resident who will graduate from an accredited high school during the 2015-2016 academic year or later, you can guarantee admission to five of the state's universities by completing the Qualified Admissions or Kansas Scholars curriculum with a 2.0 GPA and by meeting one of the following requirements:

- ACT score of at least 21; OR
- SAT score of at least 980; OR
- Graduate in the top 1/3rd of your class.

If you enroll in college courses while you are in high school, it is also required that you achieve a 2.0 GPA or higher in those courses.

### QUALIFIED ADMISSIONS PRE-COLLEGE CURRICULUM

**Kansas Course Codes** are used to identify courses that fulfill Qualified Admissions curriculum requirements. A complete list of courses is available at the Kansas Board of Regents website: [kansasregents.org/qualified admissions](http://kansasregents.org/qualified%20admissions). Additionally, your high school counselor has a list of courses at your high school that fulfill these requirements.

**One unit is equivalent to one year, or two semesters.** Dual enrollment, concurrent enrollment, and online courses may be used to fulfill the Qualified Admissions curriculum requirements. All courses must appear on your high school transcript, and courses completed in middle school or junior high do not fulfill the Qualified Admissions Math requirements.

#### English

4 approved units,

½ unit may be

Speech

#### Math

Must complete either:

*Option A* - 3 approved units

and meet the ACT college

readiness math benchmark

of 22. *Option B* - 4 approved

units, one of which must be

taken in the graduating year

#### Social Science

3 approved units

#### Natural Science

3 approved units,

one of which must be

a full unit of Chemistry

or Physics

#### Electives

3 approved units

TO BE CLASSIFIED AS A KANSAS STATE SCHOLAR THIS CURRICULUM MUST BE FOLLOWED

## Graduation Requirements

Four (4) Units of

English:

English I, II and III plus

Concurrent Credit English (Dual Credit) or English IV

Three (3) Units of Social Science:

World History, American

History, and Concurrent Credit Government (Dual Credit) or Government

Three (3) Units of Science

Three (3) Units of Math

One (1) Unit of PE/Health

One (1) Unit of Fine Arts

One (1) Unit of Computer Science

One (1) Unit of Vocational Arts

Elective Credits

Total Credits Required                      28

### Honors Curriculum

In February of 1997 the Galena USD 499 Board of Education approved the establishment of an “Honors Curriculum” for Galena High School Students.

English                      4 credits

Math                         3 credits (Algebra I, Geometry, Algebra II)

Social Studies             3 credits (World History, American History, and

Government) Science 3 credits

Physical Ed/Health 1 credit

Computer Science 1 credit

Vocational Arts            1 credit

Plus 4 additional units of credit in the areas of foreign language, English, social science, math beyond Algebra II, science, computer science, or advanced vocational arts. (Advanced vocational classes are any classes above the basic class after the basic class has been taken.

## GPA

Cumulative 3.0 GPA on a 4.0 scale as calculated after the first semester of the student's graduating year.

### Honors Credit

Students will have the opportunity to earn an extra .5 on their GPA by electing to enter into an honors contract in certain junior or senior level courses, taking a concurrent credit class, or taking a class that is labeled as an honors class.

C.C. Classes- Government, English IV, Advance Biology, and College Algebra

Honors Contract Classes- English III, English IV, American History,

Government Honors Classes- Calculus, Physics, Chemistry II

This option is available for the class of 2013 and beyond

### Class Ranking

#### **Students Transferring from Non-Accredited Schools**

Students' grades from non-accredited schools will not be included when calculating their grade point averages. These students will also not be included in the class ranks because standards of non-accredited schools cannot be accurately compared to the standards of Galena High School. Students will be allowed to qualify for the Honors Curriculum if they have taken the appropriate classes and passed them. The administration will write a letter explaining the circumstances, so that students of the grade can present this information to post-secondary schools who require class rank and grade point average as part of their scholarship process.

\*The valedictorian and salutatorian of each graduating class must complete the honors curriculum.

\*All honors graduates will graduate under the honors curriculum guidelines.

\*Both college bound, and vocationally bound students are included in this new standard.

\*Students must attend Galena High School during their last four semesters of high school to qualify for valedictorian and salutatorian.

\*Valedictorian, Salutatorian, and Honors Graduates will be calculated during the fourth quarter at the time that progress reports are issued.

### Honor Roll

Galena High School will recognize and publish honor rolls the first and second semester. The two types of honor rolls and their requirements are:

Honor Roll of Excellence.....3.67 - 4.00 GPA

Superior Honor Roll.....3.00 - 3.66 GPA

\*Any grade of 'F' will disqualify a student from being on either honor roll.

### Final Examinations Testing Procedure for High School

Grades will be averaged as follows:

1. 9-week daily work grade
2. 9-week averages of all grades
3. 1 and 2 will determine grade for the first quarter
4. 2nd 9-week daily work grade
5. 2nd 9-week average of all grades
6. 4 and 5 will determine the grade for the 2nd quarter
7. The percentage of score earned for the first (1) and second (2) nine week grading period will be averaged to determine the semester grade.
8. The daily work grades and daily test grades will represent 90% of the final grade and the 18-week test grades will represent 10% in determining the semester grade. Is this followed by all teachers?

This procedure shall be used for both semesters of the school year

## **2nd Semester Finals Exemptions**

- 9th: Grade:
  - Spring MAP RIT Scores in the 80th% tile or higher (Reading (236) and Math (250) (combined RIT 480)
- 10th Grade:
  - KAP Math and Reading scores totaling 5 or higher
  - *If KAP is not back then: Spring MAP RIT Scores in the 80th% tile or higher (Reading (236) and Math (250) (combined RIT 480)*
- 11<sup>th</sup> Grade:
  - ACT composite score 21 or higher
  - ACT WorkKeys Scaled Score 80 or higher, (Level 5 or higher)
  - KAP Science 3 or higher
- 9th - 12th:
  - All A's for the semester

### **Test Taking Procedure**

Comprehensive semester tests will be given over a 2–3-day period during the 18 week of each grading

#### **District Assessment**

Galena 499 School District complies with Kansas State Department of Education assessment requirements. At designated grade levels students will complete reading screenings, assessments of academic learning, career interest surveys and surveys of social emotional learning.

### **Summer/Virtual School**

The Board of Education will permit the transfer of a maximum of three units of credit from an accredited high school offering summer or evening courses, or correspondence course credit from State Colleges or Universities toward meeting the 28 units required for graduation from Galena High School.

A high school diploma will be awarded to the student following board approval upon the completion and recording of all required subjects on the official high school transcript.

### **Care of Books**

The cost of textbooks is increasing, and each student is responsible to take care of their 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.

### **Student Parking**

A parking area has been designated for High School students driving cars; all students shall park on the Athletic Center parking lot.

1. Students will park inside lines.
2. Any student's car parked in a no parking zone will be towed away.
3. The speed limit in the parking lot is 10MPH - Reckless driving may result in the loss of driving on school property privileges.

## **Galena High School Extra-Curricular Activities**

Art Club  
 Bulldog  
 Buddies  
 Cheerleaders  
 Dance Team  
 Family Career and Community Leaders of America  
 (FCCLA)  
 Fellowship of Christian Students (FCS)  
 Letterman Club  
 National Honor Society (NHS)  
 One Act  
 Scholars Bowl  
 School Play  
 Spanish Club  
 Student Council (STUCO)

### **Selection Process for Prom Queen and King**

1. Names of all senior girls and boys are placed on the ballot. Any senior that has previously won homecoming is not eligible for prom king and queen. Any senior not attending prom is not listed on the ballot.
2. The ballots are passed out to each member of the senior class.
3. The senior class members vote for 3 girls and 3 boys by marking the ballots as directed.
4. The girl and boy receiving the most votes are elected Prom Queen and King.
5. The Prom Queen and King are announced at Promenade.
6. The procedure is conducted by the junior class sponsor.

### **Galena High School Selection of Football and Basketball Homecoming Queen & King**

There will be one boy and one girl homecoming candidate from each grade. Each grade will select their own candidates. Candidates can only be nominated once per year. When a candidate is crowned King or Queen, he or she cannot be nominated again for any sport. The entire student population or all high school students will vote on the final 8 candidates.

### **Foreign Exchange Students**

We encourage foreign exchange students to participate in all school activities. However, foreign exchange students will not be eligible to compete for Valedictorian, Salutatorian, Homecoming Queen, or Prom Queen.

### **Extracurricular Activity Eligibility**

Before a student athlete is permitted to report for practice in an extracurricular activity, they must submit a physical examination or health review and a completed permission form furnished by the school, and a signed "Substance Abuse Consent Form" agreeing to abide by the rules of the Substance Abuse Policy. These forms require the student to receive parental or guardian permission.

Students engaged in extracurricular activities must attend school the day of the activity to take part in that activity or event or be excused by the principal. 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 SUPPLEMENTARY insurance for all 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 student's insurance company will not pay, are then helped with medical bills if, the correct documentation has been completed and the insurance policy covers the incident.. If you are injured in an activity or during a class period, your teacher must obtain the office form and return the completed form to the office. The student must provide the original to their health care provider. Once medical treatment has been provided, the documents must be returned to the office and forwarded 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 school as a representative of the school and under the direct supervision of a full-time school employee, in any inter school 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!

### **Graduating Early**

Students requesting to graduate at semester of their senior year must:

- Inform the High School Principal of their intent in writing, using the early graduation form, prior to May 1<sup>st</sup> of their junior year.
- Provide the school with a plan of action for the second semester including academic and employment plans to be submitted prior to May 1<sup>st</sup> of their junior year.
- Schedule a meeting with the High School Principal that will include both the student and parents to discuss the plan of action and the student's responsibilities prior to the last day of school of their junior year.
- If the student does not meet the requirements during the 1<sup>st</sup> semester of their senior year to allow for early graduation, they will be placed in 2<sup>nd</sup> semester English IV and 2<sup>nd</sup> semester Government for the second semester.
- Students who choose to graduate early will forfeit the opportunity to attend prom and the senior trip. These students may attend prom only if they are invited by a current GHS junior or senior. They will be considered an outside guest and must be signed up and approved by the GHS administration. They must also pay for their prom ticket.
- Students who choose to graduate early will forfeit all opportunities to earn academic recognition such as graduating with honors as well as their final class ranking.

## **Galena High School Work Study Program**

The work study program will be available to senior students to allow them to work part time jobs and maintain academic requirements. Students wishing to participate in this program must be on track with graduation requirements and credits as listed in the student handbook. Students can pick up an application for the work study program in the high school office.

### **Care and Maintenance of iPad**

#### **Galena Unified Schools 499 1:1 iPad Initiative**

- The iPad must remain in a protective case/cover at all times. The student will receive an automatic detention if the iPad is not in a protective cover. (Special circumstances will be taken into consideration)

#### **School Expectations**

- If an iPad is in for repair, depending on the cause of the damage and duration of repair, a loaner will be provided by the school until the device has been repaired.

#### **Personal Data, Files, Information**

- Apps deployed using "Redeemable Codes" paid for by the District, will become the property of the student upon installation. The personal model of deployment requires the District to "gift" ownership of the paid apps when using "Redeemable Codes." The student will maintain ownership of the app, even post-graduation. In the event of damage to the student iPad, the apps can be restored via iTunes. Some apps may be distributed using a "Managed Distribution." When apps are distributed using a "Managed Distribution" the apps will remain the property of the District. The codes for these apps can be reclaimed and redistributed by the District.

#### **Damage, Repair, Missing and Stolen**

- If an iPad is damaged, the student will be responsible for the fees associated with repair. Detailed repair records will be kept for each device. The fees for repair will be based on the following incident guidelines depending on the nature of the damage and required repairs:

1st incident:   \$50.00

2nd incident:  
\$100.00

3rd incident:   Full repair cost

Student usage will be closely examined after the 2nd incident, which may result in temporary loss of access. **The student will not be able to take the iPad home until all repair fees have been paid.** (No changes have been made to this section, but we will provide a stronger enforcement of the "no outside school use" of iPad for the 2014-2015 school year) review text in parentheses and take any additional action needed.

## **Galena Unified School District 499 Student Grade 9-12 Acceptable Use Policy**

### **Network**

1. The purpose of the Galena USD 499 primary computer network is to promote the exchange of information to further education and research consistent with the mission of Galena USD 499.
2. The network is not for private or commercial business use, political or religious purposes.
3. Any use of the network for illegal activity is prohibited.

4. Use of the network to access obscene, pornographic, or dangerous material is prohibited.
5. Sending material likely to be offensive, objectionable or harassing/bullying is prohibited.
6. Using programs that harass other network users or infiltrate a computing system and/or damage the software is prohibited.
7. Users will make the most efficient use of network resources to minimize interference with others.
8. Any use of the network that accesses outside resources must conform to their "Acceptable Use Policy."
9. Subscriptions to Listservs, bulletin boards and on-line services must be pre-approved by the district.
10. All personal electronic devices such as, but not limited to, phones, iPods, personal iPads, Android devices, MP3 Players, tablets, and any other non-school provided devices will not be allowed on the Galena USD 499 primary network. These non-school provided devices can access the Galena Guest network. In the event that said devices are found on the District's primary network, the device will be blacklisted (?) prohibited from all, including the guest, network access.

### **Security**

11. Users will respect the rights and property of others and will not improperly access, misappropriate or misuse the files, data, or information of others.
12. Users may not share their account with anyone or leave the account open or unattended.
13. Users will keep all accounts and passwords confidential and not accessible to others.
14. Users are responsible for making back-up copies of important documents.

### **Software**

15. Users are responsible to take precautions to prevent viruses on their own equipment and Galena USD 499's equipment.
16. The illegal installation of copyrighted software or files for use on district computers is prohibited.
17. The District Technology Staff is to install or approve the installation of any software on district computers.
18. Students over the age of 13 will be responsible for creating and maintaining a personal iTunes account. This iTunes account must be tied to a personal, non-school provided email address. Students over the age of 13 will be responsible for managing, maintaining, and installing apps. Students under the age of 13 are not eligible for an iTunes account and will use institutional iTunes accounts that are managed and maintained by the District.

### **E-Mail**

18. District Email will be provided for students in grades 9-12 for the purpose of exchanging information consistent with the mission of Galena USD 499.
19. The District email shall not be used for private or commercial offerings of products or services for sale or to solicit products or services.
20. E-mail shall not be used for political or religious purposes.
21. E-mail messages are subject to the district's review at any time.
22. The District e-mail is not intended for personal use. Any and all transactions conducted via the District's Domain name can be subjected to review for a legal inquiry.
23. In the event of misuse of email for any reason, the District reserves the right to lock the user's account until the issue of misuse has been resolved.

**Social Media:** Any and all social media used by the District's students and employees must be used to promote the exchange of information to further education and research, be consistent with the mission of Galena USD 499 and follow all District policies. Due to legal risks, the District discourages the use of social media for personal communication between faculty and staff and recommends employees retain copies of all communications with students.

**Bring Your Own Device (BYOD):** The Galena USD 499 School District believes it is essential the District provides the necessary technology to support the mission of the District. Due to ever present on-line security issues, viruses, malware, and a wide array of software licensing and compatibility issues, the District does not encourage students to bring personal technology devices to school for prolonged use on the District's primary network. In the event of special circumstances if a student needs access the District's primary network, please consult with the District Technology Director or District Network Administrator. Outside entities requiring access to the internet are free to use the District's Guest Network.

**District Software Compliance:** The Director of Technology and Network Administrator will be responsible for purchasing, allocating, and installing all District owned software.

**Privately Owned Software:** Software owned by District individuals may be brought into the District under the following conditions:

- The user can prove ownership.
- The user adheres to the licensing agreement for that software.
- The user has registered software with the software company.
- The user has registered the software with the District Technology Staff and has received permission to use the software on districts' equipment.

**Copyrighted Software:** Users of software shall abide by the software licensing agreement provided by the software publishers. Without notice, any equipment on the district's property may be audited for compliance. Software piracy, the illegal use or possession of copyrighted software, is strictly prohibited and students and employees are responsible for any claims and costs associated with any and all copyright violation demands or claims.

**Property Rights:** The district has the right to specify who uses its equipment and the information contained therein, under what circumstances, and to what purpose. Equipment purchased by the district belongs solely to the district and neither employees, volunteers, nor students in the district have ownership rights to any equipment loaned to them by the district. Equipment is available on a "check out" basis over breaks and weekends. The appropriate equipment loan form must be approved prior to taking equipment home.

**Data Security:** The district assumes no responsibility or liability if documents stored on district equipment are lost or damaged.

**False Entry/Alteration:** No student, volunteer, or district employee shall make any false entry or alteration of any document, either paper or electronic, or equipment used in connection with the operation of any school within the district nor shall any student open or alter official school documents or private documents, either paper or electronic.

**Enforcements:** The district shall rigorously uphold any laws pertaining to the use of technological equipment and the information contained on them and/or generated by its use. Anyone found to be violating such laws shall be subject to suit for civil damages as well as prosecuted by the district to the full extent of the law.

**On-Line Services:** Any abuse of on-line services including but not limited to pornography, illicit material, dangerous topics, threats, harassment, bullying or any material not congruent with the mission of Galena USD 499 will result in the loss of on-line privileges and be reported to law enforcement.

**Policy Administration:** Interpretation, application, and modification of this Acceptable Use Policy is within the sole discretion of Galena USD 499. Any questions or issues regarding this policy should be directed to Galena USD 499 administration.