



GALENA USD 499

-Committed to Excellence-

Galena Middle School Staff Handbook 2026-2027



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Mission, Vision, and Belief Statements

USD 499 Mission Statement

Provide a safe environment while preparing students for success.

- Balanced Assessment System
 - Using Data to Inform Instruction
- Quality Instruction
 - High Expectations
- Structured Literacy
 - Read and Speak Effectively
- Standard Alignment
 - Standards and Resources

Galena Middle School Vision Statement

Galena Middle School will create a challenging learning environment that encourages academic growth, ownership of education, behavior, and achievements to promote lifelong learning in the 21st Century.

Galena Middle School Faculty

Middle School Staff List			
Arehart	Blake	1417	Strength and Conditioning
Bailey	Ross	1436	Technology
Bailey	Tara	1306	Science
Botkin	Lisa	1303	counselor
Cruse	Danielle	1215	Art
Davis	Jamie	1433	IT
Dinkel	Andrea	1428	Band
Downing	Lynette	1303	SEL
Francis	Noah	1300	Vice Principal
Martin	Jacoby	1314	ELA
McQuillan	Tabitha	1313	Math
Miller	Katie	1300	Secretary
Moss	Diana	1310	SS
Niles	Lora	1309	Math
Perry	Cory	1434	PE
Rohr	Dan	1308	Science
Sarwinski	Beau	1300	Principal
Scarrow	Preston	1424	PE
Shannon	Sydney	1431	Vocal
Spencer	Amber	1303	ELA
Van Nieuwenhuysse	John	1603	Math
Williams	Mary	1311	ELA

Board Meeting Agenda and Board Policy

Items that need board approval must first be cleared through the Principal's office. This includes field trips, attendance at seminars/conferences, and purchase orders/requisitions. Items must be submitted in time to reach the Central Office no later than the Wednesday **noon** preceding the Monday board meeting.

Please note: Information not found in this handbook (or in the student handbook) is covered in the USD 499 Galena Board of Education policy manual. Please consult the board policy manual to review board policies relating to employer/employee relations, benefits and compensation, and other matters not covered in this handbook.

Checking Attendance

The instructor must check attendance at the beginning of each class period including seminar. DO NOT delegate this responsibility to a student. Submit the names of all students who are either tardy or absent to the office using PowerSchool within the first 10 minutes of class. Please notify the office before dismissal time if any corrections need to be made to your attendance records. For example, if you have marked someone absent and they come in tardy, we will need to correct our records in the office.

Record of Attendance

Each teacher must keep an accurate and up-to-date daily record of the attendance of each pupil in the class record book. Tardiness' shall be designated when the student is not in the room when the bell rings.

Child Safety

USD 499 is a safe environment for students, and every employee is responsible for doing their best to keep the middle school safe. All staff must look out for and be concerned about the general welfare of all students. Any district employee who has reason to believe or suspect that a child has been injured as a result of physical, mental, or emotional abuse, neglect, or sexual abuse, shall promptly report the matter to the local Department of Children and Families (DCF) office or the local law enforcement agency if the DCF office is not open. It is recommended that the building administrator also be notified after the report is made.

District employees shall not contact the child's family or any other persons to determine the cause of the suspected abuse or neglect. It is not the responsibility of school employees to prove the child has been abused or neglected.

The 24-hour toll-free telephone number for reporting child abuse or endangerment cases to the Kansas Department of Social and Rehabilitation Services Protection Report Center is 1-800-922-5330.

Classrooms

For security purposes, teachers are responsible for locking classroom doors when they leave for the day, even if the rooms still need to be cleaned.

Evaluation and Professional Development

Certified staff members will be evaluated according to school board policy and procedures outlined in the "USD 499 Evaluation Handbook." Staff members being evaluated for the school year will sign and have on file an "Evaluation Notification" the first week of school. The USD 499 Staff Evaluation instrument is meant to be used collaboratively by administration and staff and is designed to promote professional growth. The evaluation process is designed to work in conjunction with the USD 499 Professional Development Plan.

Field and Activity Trips

Field trips or other learning activities outside of normal classroom activities, such as guest speakers, flexible scheduling, or assemblies, will need to be approved (by the administration) before their use by the classroom teacher. Field trips may be approved by the principal when reasonable education objectives can be established. Advance requests for field trips including transportation and other resource needs shall be submitted by the teacher to the principal well in advance of the activity.

1. Respect the place you are going to and the people who are responsible for that place.
2. Set definite times, standards, and expectations.
3. Be where the students are.
4. Students will load and unload only when the sponsor is present.
5. Students will not load the bus until the activity is over and all students are ready to board the bus with the sponsor.
6. The group requesting the bus will be responsible for any damage to the bus.
7. Be sure your request for transportation is timely and has reached the Transportation Director at least a day before the trip.

Period Between Classes

All teachers are responsible to see that students clear the corridors promptly and properly in their particular room area and attend to any misbehavior anywhere on school premises when students and teachers are present. The requirement is to stand near your doorway between classes. It should be our goal to greet each student as they enter the room.

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 tardiness will be outlined in the discipline grid; excessive tardiness along with truancy will be reported to the Department of Children and Families (DCF) and the County Attorney.

No student should be excused from school after their arrival on the grounds without a note of approval from the office. If a parent wants a student excused from class for an appointment, please refer them to the office. Students must have a pass-out slip from the office to leave the campus.

Excusing Students During a Class

Period

Once a class period begins, there should be very few passes given to students. If a student is ill, please send them to the office. Students should be in their enrolled class unless other arrangements have been made with the office.

The interval in-between classes should provide students with ample time to use the restroom. Exceptions should be considered on an individual basis. **Student time-on-task should be the focus for the entire class period.**

Teacher Arrival and Dismissal

Each teacher is required to be on campus before 7:40 a.m. and remain on campus until 3:30 p.m. Teachers who desire to leave the building before 3:30 p.m. must have permission from the building principal and fill out a leave early form. Please be in your hallway by 7:50 a.m. and

remain near your rooms until 3:15 p.m. unless you have a duty. Please lock your doors when you leave.

Use of Keys

Possession of a building key is a privilege and carries with it much responsibility. Under no circumstances should a teacher lend a building key; such a request should be referred to the office. Room, desk, and cabinet keys are furnished for each teacher. These should be kept in the possession of the teacher and not given to a student.

Parking

Faculty and students should not park south of the building. Those needing to load or unload supplies may do so but then the vehicle must be removed and parked on the north side of the building.

Mailboxes

Please empty your mailbox daily.

Fundraising Activities

All fundraising activities must be approved by the principal's office. Orders to companies must be channeled through the superintendent's office so that proper payment of invoices may be made. Please seek innovative and appropriate fundraisers.

Accidents and Injuries

Please fill out an accident report for injuries giving an accurate description of an injury immediately after an accident occurs. If one of your students, in the classroom or on the athletic field, has an accident you must complete an accident form. Submit everything to the principal's office so it can be forwarded as needed.

Purchase Orders

No purchase should be made or charged without first securing authorization for such purchases. Purchases should be submitted to the building principal through Skyward.

Substitutes for Teachers

A teacher who finds it necessary to be absent from school should notify the substitute teacher coordinator as soon as possible before a scheduled absence or on the morning of the absence.

Telephone Calls & Cellphone Policy

Do not use the school phones to make personal calls and long-distance calls can only be made using a calling card or charging the call to your personal phone. Staff members shall not use a cellular device while students are present in the classroom (or while attending a school-sponsored activity on or off school property when supervising students), unless the staff member has been assigned a device by the administration for job-related use, or the staff member is serving as an active member of a volunteer firefighting organization or volunteer emergency medical service organization. Limited use to deal with family emergencies is permitted.

Before & After School and Noon Hour Supervision

A duty roster for before and after-school supervision will be provided. Students should not enter the building before 7:20 unless there is threatening weather, or they are eating breakfast in the commons.

1. Students can enter the building at 7:20. The school breakfast program will begin between 7:20 and 7:30. Before 7:55 students should enter the building through the front door. Students should not go to a teacher's classroom without permission from the teacher.
2. Please stand outside your classroom door so you can see the hall and your room.
3. Teachers should be by the door when the bell rings with students sitting down. (You dismiss the students. Remember, it's your classroom.)

School Lunch Program

Students will eat on campus. Maintaining an atmosphere that is relaxed but orderly is the standard.

Locking of Classroom

To prevent damage or loss of school and personal property instructors must lock classroom doors during noontime and anytime you leave the building.

Leaving the Classroom

Do not leave your room without adequate student supervision. If it is necessary to leave the class, see that a staff member covers for you.

Transportation Requests

All requests for transportation must first be approved through the principal's office. We will clear it with the district calendar and submit the request to Ms. Thompson.

Change in Enrollment

Except for new students and changes that need to be made as initiated by the staff, student schedules are set.

Assemblies

All teachers are expected to attend assemblies and sit among the students.

Assistance of Disabled Students

In an evacuation, each teacher will be responsible for assisting any disabled student they supervise to the nearest accessible exit or safe refuge area. Each building administrator will be responsible for assisting any disabled visitor to the nearest accessible exit or safe refuge area.

Calendar

The official school calendar will be kept in the office. This calendar is subject to change. Anything placed on the calendar must be approved. State, district, and conference activities will have priority followed by the school instructional calendar. Everything else will be placed on the calendar on a first-come basis. Students will not be forced to make a choice. If sponsors cannot work out a conflict, then the principal will determine the student's participation. The semester

calendar must be approved by the administration.

Room Cleanliness

Teachers are responsible for keeping their classrooms in order. Proper organization is essential. Tops of desks should be kept clean and neat. Do not allow students to mark on their desks. Set the expectation that students should clean up after themselves.

Janitorial/Maintenance Request Form

Please complete your request for maintenance or janitorial needs on the proper form.

Grade Scale: Middle School

Grade	Description	Grade Pts	Alt. Grade Pts	Counts in GPA	Added Value	Grad Credit	Teacher Scale	Cut-off Percent	Grade Value
<u>A</u>	A	4.000	0.000	Yes			Yes	92.5	0
<u>A-</u>	A-	4.000	0.000	Yes			Yes	89.5	0
<u>B+</u>	B+	3.000	0.000	Yes			Yes	86.5	0
<u>B</u>	B	3.000	0.000	Yes			Yes	82.5	0
<u>B-</u>	B-	3.000	0.000	Yes			Yes	79.5	0
<u>C+</u>	C+	2.000	0.000	Yes			Yes	76.5	0
<u>C</u>	C	2.000	0.000	Yes			Yes	72.5	0
<u>C-</u>	C-	2.000	0.000	Yes			Yes	69.5	0
<u>D+</u>	D+	1.000	0.000	Yes			Yes	66.5	0
<u>D</u>	D	1.000	0.000	Yes			Yes	62.5	0
<u>D-</u>	D-	1.000	0.000	Yes			Yes	59.5	0
I	incomplete	0.000	0.000				Yes	0	0
<u>F</u>	F	0.000	0.000	Yes			Yes	0	0
<u>S</u>	S	0.000	0.000					0	0
<u>S-</u>	s-	0.000	0.000					0	0
<u>S+</u>	S+	0.000	0.000					0	0

Faculty Meetings

Faculty meetings will be held, when necessary.

Nurse

If a student becomes ill in your classroom they should be sent to the office. The student will then be permitted to see the nurse. In an emergency, call the office or send for help.

Book Rental Program

We will have a complete book rental program in effect. This is a costly program and all staff

members are responsible for supervising students in the proper use of books. Please report any unnecessary marking or defacing of books to the office.

Care of Equipment

The Board of Education strives to secure all of the equipment that we can. Your assistance in supervising the proper use of all equipment will be greatly appreciated. Defacing lockers, desktops, computers, and educational equipment is of particular concern

Grade Books

Use the following guidelines:

1. We are fully computerized, and all grades should be completed on PowerSchool.
2. When you enter grades each day, save your work early and often, this will help you avoid losing your grades.
3. Follow all directions provided quarterly as you prepare your grades.
4. Update grades a minimum of once a week.

Food and Drink in the Classroom

Teachers should not eat or drink in the classroom while students are present unless it is in a cup or bottle with a lid.

Scheduled Classroom Visits

Every attempt will be made to adhere to an agreed-upon schedule. If a conflict arises, the visit will need to be rescheduled as near the original as possible.

Lesson Plans

Lesson plans are required. You must be prepared every day. These plans are subject to review at any time. The minimum requirement will be as follows.

1. Your daily indicator(s) will be posted in your room and called to the attention of students each period of instruction.
2. Substitute teacher lesson plans are critical and must be in place before an absence.
3. Lesson plans must be written to gainfully engage all students.

Eligibility for Interscholastic Activities

When checking the eligibility of any student for an interscholastic activity, please refer to the following scholarship rule, in the handbook of the Kansas High School Activities Association. "The student shall have an average of passing grades in at least five (5) subjects of unit weight from the beginning of the semester to the close of the week immediately preceding the activity in which he participates." The student must also have a parent-signed "Substance Abuse Consent Form" agreeing to abide by the rules of the "Substance Abuse Policy."

Discipline

1. Principals are here to help you. Sending a student to the principal is a serious step and teachers are expected to implement behavior modification strategies before referring a student to the principal. exercised your classroom discipline code.
2. The principal's major responsibility concerning student discipline is to create a safe and orderly environment conducive to learning and the teacher's responsibility is to create a safe and orderly environment in your classroom. In addition, the principal can be

helpful on an individual basis by helping a teacher with classroom discipline strategies, counseling students, arranging to discipline a student, arranging a conference with a teacher, parents, etc. Please feel free to discuss your discipline concerns with the principal before they become serious behavior concerns. Always inform the parents and principal when sending a student to the office. Nothing is more disconcerting to a student to find that a full report of the behaviors has preceded him and that the principal and his parents are already aware of the behavior. *The minimum requirement for a referral is a phone call home*

3. If a situation demands that you immediately remove a student from class, send them to the office, but be sure to notify the office while the student is on their way. The principal needs to know why the student has been removed from the class.

Emergency Plans

Be aware of our crisis plans and what your role is. It takes every one of us, doing our utmost, to provide a safe environment for students in a crisis.

Be Who You Say You Are

Students are expected to be on time, be prepared, dress appropriately, respect each other, plan their future, participate, and do their best. Please be positive role models regarding these expectations.

GAOA Drug-Free Workplace

The Board believes maintaining a drug-free workplace is important in establishing an appropriate learning environment for all students. The unlawful manufacture, distribution, sale, dispensing, possession, or use of a controlled substance is prohibited in the district.

As a condition of employment in the district, employees shall abide by these terms.

Employees shall not unlawfully manufacture, distribute, dispense, sell, possess, or use controlled substances in the workplace. Any employee who is convicted under a criminal drug statute for a violation occurring at the workplace must notify the Superintendent of the conviction within five days after the conviction.

Within 30 days after the notice of conviction is received, the school district will take appropriate action with the employee. Such action may include but is not limited to the initiation of termination proceedings, suspension, placement on probationary status, or other disciplinary action. Alternatively, or in addition to any action short of termination, the employee may be required to participate satisfactorily in an approved drug abuse assistance or rehabilitation program as a condition of continued employment. The employee shall bear the cost of participation in such a program.

Each employee shall be given a copy of this policy. This policy is intended to implement the requirements of the federal regulations promulgated under the Drug-free Workplace Act of 1988, 34 CFR Part 85, Subpart F. It is not intended to supplant or otherwise diminish disciplinary personnel actions which may be taken under existing board policies or the negotiated agreement.

Drug-Free Schools

The unlawful possession, use, sale, or distribution of illicit drugs and alcohol by school

employees 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. 101-226.

Employee Conduct

As a condition of continued employment in the district, all employees shall abide by the terms of this policy. Employees shall not unlawfully manufacture, distribute, dispense, possess, sell, or use illicit drugs, controlled substances, or alcoholic beverages on district property or at any school activity. Compliance with the terms of this policy shall be reported to the appropriate law enforcement officers. Additionally, an employee who violates the terms of this policy shall be subject to any or all the following sanctions up to and including termination depending on the seriousness of the violation.

Short-term suspension with pay;

Short-term suspension without pay;

Long-term suspension without pay;

Required participation in a drug and alcohol education, treatment, counseling, or rehabilitation program; and/or

Termination or dismissal from employment.

Nothing in this policy is intended to diminish the right of the district to take any other disciplinary action, which is provided for in district policies or the negotiated agreement.

If it is agreed that an employee shall enter and complete a drug education or rehabilitation program, the cost of such program shall be the responsibility of the employee of the district. A list of available programs along with the names and addresses of a contact person for the program is on file with the board clerk.

Employees are responsible for contacting the directors of the programs to determine the cost and length of the program, and for enrolling in the programs.

A copy of this policy and a list of available drug and alcohol counseling programs shall be provided to all employees.

“Our traditional role remains the same, i.e., to provide our students with the basic skills and information needed. Our new role, in addition to our traditional role, is to produce students capable of higher-level thinking skills, communication skills, and social skills.”

--- Kagan

Emergency Procedures

Intruder on Campus/Lock Down Procedures

The best emergency procedure is to prevent emergency situations before they escalate into a major problem. To do this, the following steps should be taken:

1. Be observant- Notice what is going on around the building and campus.
2. Greet and offer help to any visitor. (Please direct all visitors to the office)
3. Be visible. (Stand at your door in the hallway between classes)
4. Be alert at all times to potentially dangerous situations.

In the event, an intruder is in the building or on the campus:

1. Contact the office either via e-mail, note, or phone call. An acknowledgment will be sent to the teachers.
2. If the office determines an emergency exists, a message will be sent over the intercom: Follow the ALICE Training Procedures

Alcohol and Drug Abuse Resource Directory

Mount Carmel Medical Center Chemical Dependency Treatment Center Centennial and Rouse
Pittsburg, Kansas 66762
(620) 724-6281

Southeast Kansas Regional Prevention Center SEK Education Service Center
Post Office Box 189 Girard, Kansas 66743
(620) 724-6281

Spring River Mental Health and Wellness Center 6610 SE Quakerville Rd.
Riverton, Kansas 66770
(620) 848-2300

Freeman Hospital Care Unit 1102 West 32nd
Joplin, Missouri 64801
(417) 782-8800

Supervision Schedule

The middle school supervision schedule will include the hallway. People on duty should use the following schedule for supervision.

Before School:	7:40 a.m. – 8:00 a.m.
Lunch:	10:52-11:20
After School:	3:05 p.m. – 3:15 p.m.

Commons Area

The Administration will handle lunchroom supervision in the commons and cafeteria, except when coverage is needed. In addition to the assigned supervision schedule, staff members are responsible for supervision in their immediate area between class changes. (Please be where the students are.

Please focus on your supervisory duties, as it only takes one second, one child, and one incident for us to become liable for an accident. Please be on duty during your prescribed times. Assume ownership in your school and enforce proper student behavior even when you are not officially on duty.

Galena Unified School District 499 Staff 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 and is 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 or objectionable to recipients 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, subscriptions, and on-line services must be pre-approved by the district.
10. All non-school provided devices will not be allowed on the Galena USD 499 primary network. Non-school provided devices can access the Galena Guest network. Devices that are non-school issued that are connected to the District's primary network, will be blacklisted from all 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 managing the storage, backup, and retrieval of their data.

Software

15. Users are responsible to take precautions to prevent viruses and malware on Galena USD 499's equipment that they use.
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 or apps on district digital resources.

E-Mail

18. E-mail is provided for the purpose of exchanging information consistent with the

mission of Galena USD 499.

19. The District e-mail 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 e-mail 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 use by District staff must be used to promote the exchange of information to further education and research and is consistent with the mission of Galena USD 499. Private and/or direct two-way communications between students and faculty and staff via non-board of education approved social media is prohibited by state law. Please refer to Kansas HB 2299 for additional social media requirements and expectations.

Bring Your Own Device (BYOD): The Galena USD 499 School District feels that it is essential that the District provides any and all 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 we as a District do not encourage employees to bring personal technology devices to school for prolonged use on the District's primary network. In the event of special circumstances in which an employee needs access to the District's primary network, please consult with the District Technology Director or District Network Administrator. Outside entities that require 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 and personal software will not be allowed on district devices.

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.

Data Security: The district assumes no responsibility or liability if data stored on district equipment is 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 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 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 such as pornography, illicit material, dangerous topics, or any material not congruent with the mission of Galena USD 499 will result in the loss of on-line privileges and may result in criminal prosecution.

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.

You must agree to these terms and conditions in order to access District digital and network resources. By providing digital consent you are agreeing to these terms and conditions.