GALENA CITY SCHOOL DISTRICT

SECONDARY AND ELEMENTARY STUDENT HANDBOOK

2026-2027 SCHOOL YEAR

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WE TAKE PRIDE IN OUR STUDENTS

OUR VISION

To provide the highest quality educational options for families, ensuring our graduates are well-educated individuals able to maneuver effectively in a dynamic world.

NAME & TITLE
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Welcome Parents, Guardians, & Students

Welcome to another school term with the Galena City School District. We are excited about the school year and are pleased to have you as a member of our school family. We are especially proud of our students, our friendly staff, and our facilities. This handbook is provided to assure the best possible academic environment, while protecting the rights, privileges, and safety of all students and staff. It is important for every student, parent, and guardian to read this information about Galena City School District, and abide by its contents.

The school has the responsibility to keep your student safe, and provide them with an exceptional education. We also commit to keeping you informed and actively engaged as an educational partner.

GCSD Mission Statement

We will provide an engaging, inspirational, and impactful learning environment for every student, in every content area, every day, through recruiting and retaining exceptional staff, actively partnering with our learning community, and serving the whole child.

Rights and Responsibilities of Parents and Students in the Education of their Students

Parents and Guardians have the right to:

1. Expect your student(s) to be educated in a safe disciplined environment that is free of profanity or bullying by any students, teachers, or staff.
2. Expect academic progress and social emotional growth from your student(s).
3. Expect the school to make learning a positive, engaging, and enlightening experience.
4. Expect communication with the school to discuss progress of, and to gain information about your student(s).
5. Request specific and detailed information related to strengths and weaknesses of your student(s).
6. See actual samples of your student's work, whether it is instructional or diagnostic.
7. Review and discuss academic alternatives with your students' teacher.
8. Expect instructional modifications for your student(s) if they have been unsuccessful in traditional learning situations, or if they are academically accelerated.
9. Be heard regarding disagreements with or questions about school policies and/or instructional strategies.
10. Expect the school to treat each student as an individual.

Responsibilities of Parents in the Education of their Students

Parents and guardians have the responsibility to:

1. Present the school with students who are disciplined and ready to learn.
2. Support your students' timely attendance.
3. Motivate your student(s) for learning.
4. Reinforce learning in the home.
5. Assist and encourage your student(s) with assigned tasks.
6. Stay actively engaged and informed in your students' education, activities, and well-being.

Responsibility of the Student in their Education

Students must assume responsibility for their educational progress. It is expected that students arrive to class on time with the necessary tools for learning, including:

1. Good attitude.
2. A willingness to learn.
3. School provided materials (fully charged computers, books, etc.).
4. Class and homework assignments completed on time.
5. Appropriate attire for classes (shoes, etc.).

GENERAL INFORMATION

Visitors

Ref. BP 1260

Galena School District welcomes visitors. We enjoy having parents in our building and encourage you to visit our school during the day. Visitors are required to sign-in at the front office.

Supervision

Supervision is limited prior to 8AM. Please communicate with the principal in advance if your student needs to be dropped off prior to 8AM. After 4pm, unless students are attending or enrolled in school-sponsored afterschool activities, or public activities/events, there is no supervision and they should not be at school.

General

SHS TELEPHONE NUMBER
907-318-6608 to enter an extension

GILA SCHOOL OFFICE
656-2053 or 656-2108 to enter an extension

GILA FAX NUMBER
656-2107

GILA RESIDENCE HALL
656-2112

SCHOOL COLORS
Blue and Gold

SCHOOL MASCOT
Hawk

School Board

Galena City School Board consists of five elected members each serving a three-year term.* The Galena City School Board also consists of student representatives (one SHS and one GILA).

**Please see the GCSD website for a listing of current members and how to contact them..*

Contact the Superintendent of GCSD Schools

Visit here to send a message to the Superintendent.

Guidance Counselor

Ref. BP 6164.2

SHS MAIN OFFICE	GILA MAIN OFFICE
907-318-6608	907-656-2053

Guidance services are available for every student in the school district. These services include assistance with educational planning, interpretation of test scores, occupational planning, study help, help with home and/or social concerns, or any questions the student may feel they would like to discuss.

The counselors are available to offer assistance to families and parents who would like to improve their parenting skills or have a need for short-term counseling, crisis interventions, or referrals to outside resources.

The counselors teach and assist high school students with information about colleges, careers, technical schools, financial aid and scholarships, as well as personal counseling.

School Bus Schedule

Contact the following individuals concerning school bus schedule questions:

SHS SCHOOL SECRETARY	GILA SCHOOL SECRETARY
907-318-6608	907-656-2053

The school bus schedule will be provided at the beginning of the school year. Any changes in the bus schedule due to weather conditions will be communicated to families via text, email and phone calls.

School Bus Rules

Ref. BP 5131.1

Alaska statutes do not mandate pupil transportation. School bus transportation is provided as a courtesy and is a privilege, not a right. If a student's conduct is such that health, safety, comfort, or well-being of others is jeopardized, on or off the bus, the privilege of riding the bus may be denied by the school district. The school bus driver will confer with the appropriate administrator (SHS or GILA Assistant Principal) to determine corrective measures in case of behavioral incidents on school transportation. Parents are responsible for damages to the school bus due to the misconduct of their students. Please review the following guidelines with your student and follow instructions. The primary concern is for the safety of all the students. Infractions will be addressed through the Code of Conduct.

Waiting for the Bus

1. Stay a safe distance from the roadway.
2. Be on time. Your school bus driver has a schedule to keep and cannot wait for you.
3. Line up at the bus stop and stay clear of the bus until it has come to a complete stop.
4. Don't push or play.
5. In the dark winter months, carry a flashlight and wear reflective tape on your clothing, if at all possible.

Riding the Bus

1. Remain seated until the bus comes to a complete stop. When leaving the bus, go around the front in a wide circle so that the driver can maintain sight of you at all times.
2. Do not hang onto any portion of the school bus from the outside, whether the bus is moving or not.
3. Exercise good manners, caution, and consideration for other people. Avoid loud talking, yelling, or anything else that may distract the driver. **No abusive language or teasing is allowed on the bus.**
4. No animals of any kind are allowed on the bus at any time unless the driver is notified first.

Medications for Students

If it is necessary for a student to take any form of medication at school, a signed form is required. The form is available at the office. All prescription medications are dispensed through the main office unless the prescription dictates that the student carries it on their person. Over-the-counter medication requires a note from home and no more than one day's dosage to be kept in a student's possession. Log entries will be noted of any medication given to students. No over the counter medications will be given during class time.

Assemblies

Each student is personally responsible for the impression made on the school as a whole during assemblies. Refined and courteous behavior must be displayed at all times. Assemblies will meet on an "as needed" basis. No food or drinks (other than water) are permitted at assemblies.

Early Dismissal/Emergency Closing/Weather Conditions

Every effort through email, phone calls, text messages or KIYU will be made to contact parents ahead of time if we have an early dismissal. School will be closed if conditions become detrimental to the welfare of students. Please watch texts, phone calls and emails for notifications regarding school closure.

Personal Electronic Devices

Ref. BP 5138 & AR 5128

Student use of personal electronic devices (PED's) including cell phones, smart watches, MP3 Players, etc. is not permitted during direct instructional time. Classroom use of PED's for educational purposes is only allowed under the direction and explicit permission of classroom teachers. High school (grade 9-12) students may use PED's before, after school, and during the student's lunch period. Elementary and middle school students (grade pre-K to 8) may not use PED's at any time during the period beginning 30 minutes before the instructional day and ending 30 minutes after the instructional day. Elementary and middle school students may not use PED's during their lunch period. Emergency use of PED's is allowed only with permission from building administrators who will then notify teachers. Parents will make every effort to contact the office rather than the students PED during school hours.

School Pride

Much of the spirit and reputation of a school is reflected by its appearance. We would like to continue to maintain a sense of pride in Galena schools. Please assist us in keeping the schools clean and orderly. This is *your* school. **Take pride in it!** We strongly encourage you all to participate in Spirit Week activities.

Lost & Found

Please report losses of your students' items to the office secretary or their classroom teacher. Be sure to write your students' names on their clothing and other belongings and have them check the lost-and-found daily for their missing items. Articles left in the lost-and-found will be forfeited at the end of the each semester.

School Newsletters

A school newsletter with pertinent information will be texted, emailed, or mailed home as needed, or be available on the school website or the GILA/SHS Facebook pages. Please read it carefully and file it for future reference. Other notices will be sent with your student when necessary.

ATTENDANCE

Ref. BP 5110

Absences & Excuses

The School Board believes that regular attendance plays a key role in the success a student achieves in school and later in the world of work. The Board recognizes its responsibility under the law to ensure that students attend school regularly. Parents and guardians of students age 7 to 16 are obligated to send their student to public school except as allowed by law (Compulsory Attendance Law).

Make school attendance a top priority! At the Sidney C. Huntington School if your student is sick, traveling, or tardy, call the school at (907) 318-6608 to alert the front office. At GILA when your student is checked out to you and is sick, traveling, or tardy and will not return to school on time, call the school secretary at (907) 318-6608, or send a note in advance. A telephone call or written excuse signed by a parent or guardian is required for absences or tardies. Students who know in advance they will be out of school should pick up assignments from their teachers before they leave.

School Hours

GRADES 5 - 12: M, T, Th, Fri – 8:27 AM - 3:53 PM | Weds – 9:00 AM - 3:47 PM

GRADES PREK - 4: M-Fri – 8:30 AM - 3:48 PM

Tardies

Ref. BP 5113

It is expected that each student arrive and be ready to start class on time. If there is a problem, the student is expected to let his or her classroom teacher know the reason before the bell rings.

Students who arrive to class within the first 15 minutes of the class period are considered tardy. If they arrive after 15 minutes, it will be an unexcused absence.

Note *Each tardy will count as .25 points toward their absence total for the semester. (i.e. 4 tardies equal 1 point/day of absenteeism)*

Leaving School

If it is necessary for a student to leave school, s/he must have written/verbal permission from the parent or guardian, submitted to the school office. In cases of unavoidable medical appointments, the student will bring the written excuse to the office for the class time missed and secure a pass to class.

Excused Absences

The superintendent or designated administrator may excuse student absences for health reasons, family emergencies, or other reasons the superintendent or designated administrator determines constitute good cause.

"*An absence will be excused if the parent or guardian either calls the office or sends a note explaining the absence.*" A parent/guardian will have 5 school days to notify the school for the absence to be excused.

Unexcused Absences/Truancy

GCSD is committed to keeping students in school and believes that unexcused absences and truancy are never acceptable. Unexcused absences include truancy and "parents and guardians failing to notify the office concerning the absence." Parents will be notified when the student fails to appear in the school. Truancy, is not being where you are supposed to be at any point in the school day. "*One unexcused absence counts as two (2) excused absences.*"

Certain attendance related issues are covered in our student discipline plan, the Code of Conduct.

Excessive Absence

Since attendance in school is paramount to realizing the utmost of one's education, the school district will use every effort to keep students in school. Attendance will be checked regularly and parents informed. In any event, it is expected that no student should miss ten (10) school days or accumulate more than 10 attendance points in any one semester. When a student has missed ten (10) days or accumulated more than 10 points, credit for the semester will be denied and teachers will assign a letter grade of AF(Attendance Failure).

Days missed for any of the following reasons will be counted in the 10-point rule:

1. Excused absences **(E)** count as 1 point against the 10-point rule.
2. Unexcused absences **(U)** count as two points against the 10-point rule.
3. Suspensions **(off campus)** count as 1 point per day against the 10-point rule.
4. Four tardies count as 1 point against the 10-point rule.

Waived Absences

The superintendent or designated administrator may waive student absences for extenuating circumstances. Example include the following in the box below.

The following days are not counted toward the ten days per semester:

1. Illness, which is verified by licensed medical personnel and where their recommendation is the student not attend school. Continuing medical needs (i.e., braces, therapy, etc.).
2. Medical appointments only where a medical professional provides a dated note for said appointment.
3. Death or serious illness in the student's family.
4. Subsistence activities when the students are accompanied by a parent/guardian for the duration of the outing and approved in advance by the principal.
5. Career/job training if prior approval has been obtained by principal or designee.
6. School sponsored events.
7. Waived absences at the principals' discretion.

Notification to Parents & Guardians

Ref. BP 5113

Parents and guardians will be notified by the office when their student has missed five class periods of school. A conference/phone call with the student, parents, counselor, teacher, and principal will be scheduled when the student misses seven class periods of school.

STUDENT GRADES

The School Board believes that students and parents/guardians have the right to receive course grades and feedback that represent an accurate evaluation of the student's achievement. Classroom teachers shall evaluate a student's work in relation to standards, which apply to all students at their grade level, not in relation to the work of other students in one particular class.

Grades are based on impartial, consistent observation of the quality of the student's work and his/her mastery of course content and objectives as demonstrated through assignments and formative and summative assessments, and in the case of CTE and other performance-based courses, through workplace performance.

Homework is defined as purposeful practice or completion of a task that every student is able to complete independently outside of class. Homework should reinforce principles, skills, concepts and information taught in the classroom. The basic objectives of homework are to reinforce the application of previously taught concepts, principles, and skills, extend student learning, and promote creative thinking and independent research. Students should be able to complete homework assignments independently with relatively high success rates, but they should still find the assignments challenging enough to be interesting. Regular, purposeful homework is an essential component of an instructional process that fosters academic achievement, and should be used to reinforce and extend the learning process. However, no more than 20% of the end-of-course grade should be determined by a student's completion of or performance on homework.

A **formative assessment** is defined as any task that serves to assess student growth toward mastery of the standard. Formative assessments can include specific, detailed, and constructive feedback that teachers provide on student work, such as journal entries, essays, worksheets, research papers, projects, ungraded quizzes, and lab results. Formative assessments are used to guide and drive instruction.

A **summative assessment** (or test) is defined as any evaluative task that serves as a demonstration of knowledge, proficiency, at a skill, or understanding of a concept. Summative assessments are provided at end of a unit to determine how much students have learned and may come in the form of papers, lab reports, projects, quizzes, and tests. Summative assessments can include objective or subjective tasks. Objective tasks have clear right and wrong answers, examples of which include mathematical solutions, multiple choice, true/false, and fill in the blank questions. Subjective tasks are more open-ended, do not have obvious right and wrong answers, and must be evaluated by professionals who truly understand the material. Opportunities for re-assessments (or re-takes) of summative assessments are encouraged in order for students to achieve mastery of the curriculum rather than allow students to continue without understanding or confidence. A re-assessment may be the same test, a portion of the same test, or a different assessment that measures the same, or very similar, learning outcomes.

It is important for students to learn and practice tests and test-taking skills. However, grades should reflect learning of content. Reassessment opportunities are expected to be more limited in advanced placement and college preparatory courses.

Workplace performance is defined as performance of tasks during the instructional period, which demonstrates a student's attainment of technical skill proficiencies and application of their skills and knowledge. Industry-approved technical skill assessments based on industry standards should be used where appropriate. Workplace performance may contribute at least 40% of the end-of-course grade for CTE and other performance-based courses, but cannot be factored into the final grade of core classes (English, math, science, social studies, and other non-performance-based courses).

Grading K-12

Ref. BP 5121

The following grading scale will be used throughout our schools to provide a consistent form of learning evaluation:

Numerical Grade	Standard Grade Points	Letter Grade
90-100	4.0	A
80-89	3.0	B
70-79	2.0	C
60-69	1.0	D
Less than 60	0	F
Incomplete*	0	I

Numerical Grade	Weighted Grade Points	Letter Grade
90-100	5.0	A
80-89	4.0	B
70-79	3.0	C
60-69	2.0	D

A student's official transcript reflects both a weighted and unweighted cumulative GPA and Class Rank. A student may have a different class rank with a weighted and unweighted GPA. An additional 1.0 quality point will be awarded to students in approved weighted grade courses who earn grades of A, B, C or D.

A student may retake a specific course to replace a grade of F on the transcript. The grade earned in the retake of the course will be the final grade on the transcript.

Approved weighted grade courses are AP (Advanced Placement) courses and approved college courses, 100 level or above, where a student is awarded dual credit. An approved college course of 3 college credits or more in a semester will be awarded as a 1.0 semester credit on a high school transcript.

College Courses: Students may take courses at the college level and receive dual credit (both high school credit and college-level credit simultaneously). The District can support the payment of these courses under a few parameters: 1.) a student is unable to access a course on our schedule due to scheduling conflicts; 2.) a student needs an advanced course we do not offer. Students and parents must work with and through our school counselor prior to registering for these courses.

**Incomplete indicates that course requirements are not yet completed by the students within the standard grading period. An "I" must be replaced with a passing grade within the following semester in which it was given, or it will remain permanently on the student's record.*

Grading Pre-K

A – Almost Always **E – Emerging** **N – Needs Attention**

Honor Roll

Honor roll will be determined at the end of each quarter.
The following grading scale will be used for honor roll:

— Honor roll: **3.5 – 4.0 or higher GPA**

Perfect Attendance

Perfect attendance will be determined on a semester basis with the following criteria:

— The student has no absences and fewer than 4 tardies for all classes.

Grading & Reporting Procedures

Ref. BP 5124

Communication between a student's parents or guardians and their teachers is an integral component of any successful educational process. Teachers are expected to communicate successes, and concerns to their students' parents and guardians on a consistent basis. Guardians and students are strongly encouraged to utilize Power School and contact information on the web site, to be aware of progress. In addition, before a teacher gives a student a grade of "F" or "D", either at report card time or mid-quarter reports, or if a student is working below his or her expected capability, the teacher must contact the parents or guardians.

Progress reports will be mailed home at midpoint of each quarter. Report cards will be sent home at the end of each quarter as indicated in the school calendar. Parent/teacher conferences will be held at the end of the first and third quarter. If report cards are not picked up, they will be mailed home.

Students who are failing more than one class will be placed on academic probation and may lose the ability to live at the dorms if they are a GILA student. Students on academic probation may not participate in events at school or dorms until they are no longer on academic probation.

Valedictorian & Salutatorian

Each year, valedictorian and salutatorian will be announced prior to graduation. Cumulative GPA will be determined by computing an average of the semester grades beginning in the 9th grade. It will be calculated to the second decimal place, if needed.

In order to be considered for SHS valedictorian and salutatorian honors and GILA valedictorian and salutatorian honors, a student must have:

- Enrolled only in SHS high school and only at GILA during the final, four full semesters in which the student earned credits.[1]
- Enrolled in at least four SHS/GILA credit-generating courses each of the four semesters.
- A minimum of a cumulative 3.5 grade point average (GPA).
- Earned only A's, B's, and C's throughout high school.

The student who has earned the highest cumulative GPA based on high school credits will be designated the valedictorian. The student who has earned the second highest cumulative GPA based on high school credits will be designated the salutatorian. In the rare case of a tie, the students will be named co-valedictorians or co-salutatorians.

These are individual school based honors (not district-wide honors), recognizing the highest academic performance of students attending SHS and GILA.

[1]If a senior otherwise meets the requirements of valedictorian or salutatorian of his/her graduating class, but has been enrolled in another credit-bearing class at any time during his/her final, four full semesters, that student will be eligible to be co-valedictorian or co-salutatorian with a student who has only been enrolled in the school from which s/he is graduating. This type of co-valedictorian honor and co-salutatorian honor will only be offered in years when a dual-enrolled student qualifies. In the case of an unforeseen emergency (infectious disease pandemic, natural disaster, etc.) that alters course availability and/or student access to courses, the four SHS/GILA class per semester requirement for dual-enrolled students will be waived. This applies only to the semesters affected by the emergency.

HIGH SCHOOL GRADUATION REQUIREMENTS

Ref. BP 6146.1

Students first enrolling in Sidney C. Huntington School or Galena Interior Learning Academy as a **freshman or sophomore student:**

Language Arts	4 credits
Science	4 credits
Social Studies *(.5 credit AK History)*	3 credits
Mathematics *(Required)*	4 credits
Computer Science	.5 credits
PE/Health *(.5 PE and .5 Health)*	2 credits
Life Skills	1 credit
Electives	6.5 credits
TOTAL	**25 Credits**

Students first enrolling in Sidney C. Huntington School or Galena Interior Learning Academy as a **junior or senior** will be dealt with on an individual basis; however, they **must at least meet the state minimum requirement of 21 credits and be enrolled in at least 5 credit-generating courses each semester.**

Language Arts	4 credits
Science	2 credits
Social Studies *(.5 credit required in AK History)*	3 credits
Mathematics	3 credits
PE/Health *(.5 PE and .5 Health)*	1 credits
Electives	8 credits
TOTAL	**21 credits**

Students who complete a District and Alaska Schools Activities Association (ASAA) sanctioned athletic activity may receive a ¼ credit towards the district's PE graduation requirement. Students must complete the entire season of the athletic activity to receive a ¼ credit. Students can only receive up to 1 PE credit towards their high school graduation requirements under this policy. Quarter credit will not be given for other classes; however, transfer grades of ¼ credit will be accepted.

Students who enroll in GCSD programs their junior or senior year, after attending high school in another district, are required to earn 21 credits regardless of previous enrollment in GCSD.

Petition for Early Graduation

A petition for early graduation must include the following:

1. Student letter requesting approval for early graduation, submitted to the school principal.
2. Parent/guardian letter of support for early graduation, submitted to the school principal.
3. School counselor letter of support confirming that the student is on track to complete all district requirements for graduation by the requested graduation date, submitted to the school principal.
4. School principal written notification to the superintendent of steps 1-3 completion and of early graduation approval, contingent on the student completing all district requirements for graduation by the requested graduation date.
5. School principal's monthly board report informs the school board of the expected early graduation.

SCHOOL RULES

Code of Conduct

Ref. BP 5131

All students have the right to receive an education in an environment that is conducive to a positive learning experience and where there are clear rules and expectations. General behavioral expectations for the members of our community fit into four main standards. These ideals are based on the belief that everyone here is expected to be a productive, considerate member of the GCSD community. **At Galena City School District, all students are expected to:**

1. Work with staff and community to develop skills and habits that demonstrate growth related to self-respect, the respect of others, the environment, and property.
2. Refrain from any action that negatively affects the physical, emotional, or social health of themselves or others.
3. Demonstrate accountability toward academic success by regularly using the support systems made available.
4. Adhere to all local, state, and federal laws as related to substance use, attendance, harassment, theft, possession of weapons, etc.
5. Avoid behaviors that negatively affect themselves, other students, or the teacher's ability to teach.

School Rules

General school rules are developed to assure each student a safe, secure, and predictable school environment.

In this school:

1. We treat everyone with dignity and respect.
2. We arrive to school on time and prepared to work.
3. We do not bring or use alcohol, tobacco, drugs, or dangerous weapons.
   - Any student found with a firearm or dangerous weapon in school buildings, on school grounds, or district approved transportation, or at any school related activity, without written permission from the superintendent or administrative designee, shall be recommended to the board for expulsion for not less than one calendar year. This applies to all grades. **Ref. BP 5131.6**
4. Inappropriate displays of affection to include kissing, close continued body contact, or actions sexual in nature are not permitted.
5. Teachers are required to write, post, and instruct their students concerning their classroom rules. A copy of the teacher's plan will be given to the principal within the first two weeks of school.Teachers must utilize their in-classroom progressive discipline plan prior to referring the student to administration with regard to the administration's adjudication process associated with the Code of Conduct. Teachers, and/or building administrators, must provide communication to the student as to their violation and corrective measures. Administration will adjudicate violations of the Code of Conduct referred to them by school staff.

PRINCIPAL'S DISCIPLINE PLAN: K-12

Ref. BP 5144

CONSEQUENCES: PRE-K TO 4TH GRADE

First Offense: Verbal warning

Second Offense: Call to parents; write a student behavior contract

Third Offense: Meeting with parent with possible out of school suspension

Severe Violations – Pre-K to 4th grade

The student will be sent to the principal and will not return to the classroom until a conference between the teacher and principal is held when a severe violation occurs. Consequences may vary with the severity of the student's action. This could include missing recess, staying after school, and in-or-out of school suspension.

Investigation & Hearing

Ref. BP 5131.41
The principal or designee will conduct a thorough investigation and give the student an informal due process hearing.

CONSEQUENCES: 5TH TO 12TH GRADE

Code of Conduct

Progressive discipline will be utilized for all student conduct situations. Failure to comply with conduct or coaching/counseling stipulations may result in a suspension. However, school administration may skip progressive steps depending on the severity of the infraction. Behavior that threatens the safety and wellbeing of the student or other students, or has a significant adverse effect upon the living/learning environment of the residence hall may, at the GILA principal's discretion, result in removal from housing. Within the following guidelines, administration reserves the right to interpret and act upon each situation on an individual basis, within the guidelines of the code, in order to best meet the needs of the student and the school.

See Code of Conduct in Appendix A for disciplinary responses for specific infractions.

Restorative Justice Practices

In an attempt to best meet the needs of our students, the school, and the community; restorative justice practices can be utilized with the agreement of both the adjudicating administrator and the student. This typically includes, but is not limited to, hours of community service in lieu of detention and/or days on floor. Community service cannot be substituted for days of out-of-school suspension. The adjudicating administrator will set a timetable by which the community service must be completed or it will revert to the traditional consequences with possibly additional consequences for failure to complete the agreed upon restorative actions.

Out-of-School Suspension (OSS)

Students who have committed major behavioral infractions may be assigned between 1-9 days of OSS. For all OSS assignments, GILA students must leave the residence hall to find an alternate housing arrangement at the parents/guardians expense, regardless of their financial standing at the time of the suspension. The student will remain on restrictions while the parent/guardian makes alternate housing arrangements. GILA students who receive 10 or more consecutive days on floor restriction may be assigned OSS at the discretion of the administrator. While on suspension, students may not return to school property.

Out-of-School Suspension

Ref. BP 5144 & BP 5144.1

Students will be expected to complete assigned class work while assigned out-of-school suspension. All assignments must be completed in a timely manner (2 days for each day of OSS, until work is caught up) following the out-of-school suspension placement and will be graded for full credit. Work not made up with in "timely manner" will not receive credit.

Academic Integity

Ref. BP 5131.9

Our schools shall provide environments that encourage honesty. Students must know that their teachers will not ignore or condone cheating and that anyone discovered cheating will be dealt with by the classroom teacher and assistant principal/principal.

Academic integrity includes doing one's one work and appropriately citing sources when necessary. Any breeches of academic integrity, including the unauthorized use of AI will be logged and progressive discipline will be applied. For a first incident, the teacher will meet with the student to address the problematic areas and will notify the caregiver of the concern. The student will be required to remedy the areas of concern and resubmit the assignment for feedback only. No grade will be given. Repeated incidents by the same student will have escalating behavioral consequences.

EXTRACURRICULAR ACTIVITIES

Ref. BP 6145.2 / Activities Handbook

If a student receives a suspension during their season, they will miss the next event/competition. Further suspensions will result in progressive events missed consistent with the number of suspensions.

See Activities Handbook for detailed description of above policy.

Sportsmanship

Ref. BP 6145.21

The School Board expects athletes, coaches, and spectators to demonstrate good sportsmanship during all athletic competition. District staff and parents/guardians have a duty to promote an environment of good sportsmanship by serving as models of fair play and proper conduct.

ASAA Sportsmanship Creed, "*ASAA rules provide for fair play and good sportsmanship among everyone involved. All participants and coaches are expected to exhibit the highest level of respect for their opponents and the officials. We also expect fans will eagerly support their favorite team by applauding fair play while refraining from negative words and behaviors.*
Be Loud...Be Proud...But Be Positive!"

BEHAVIOR EXPECTATIONS

Ref. BP 5132

School Dress Code

A student's choice of school clothing should not interfere with the educational process. If a student's clothing is what the district considers inappropriate, we will talk to the student about alternatives. Parents, guardians, or dorm staff will be notified before a student is sent home for inappropriate dress. (8:00 a.m.-4:00 p.m.) **Items that are deemed inappropriate may include but not limited to:**

1. Short shorts, skirts, dresses, and holes in distressed apparel-must be at or below the middle finger with arms straight down your side
2. Overly revealing clothing
3. Inappropriate remarks or symbols on clothing
4. Visible underwear
5. Sunglasses
6. Hoods and hats may not be worn in class.

Any item of clothing or accessories that condones advertises or promotes sexual connotations, drugs, alcohol, or gang activity is not acceptable and will not be allowed in our schools. The school dress code applies throughout all school activities and trips.

Closed Campus Policy

Ref. BP 5112.5

The school campus is closed for grades Pre-K through 8th.

The School Board establishes a "closed campus" at district schools other than 9-12 grade students who are attending classes at the SHS campus being permitted to visit local businesses that serve or sell food in New Town Galena before school or during lunch. The requirement to keep students on campus is part of the Board's efforts to maintain a safe school climate. Once students arrive at school, they must remain on campus until the end of the school day unless they have brought written authorization from their parents/guardians and received permission from school authorities to leave for a specific purpose. Students who leave campus without such authorization shall be classified as truant and subject to disciplinary action.

Use of Personal Motorized Vehicles

Driving a vehicle of any kind to school is a privilege. Students may drive a vehicle, ATV or snowmachine to school, with permission and approval from both parents and school administration, and under the following circumstances:

1. Parent/guardian should submit a written permission prior to the utilization of a personal vehicle, ATV or snowmachine to attend school.
2. If you drive a vehicle that would require an AK license plate or insurance in a road community (car, truck, van, large motorcycle, or in an enclosed cab), you must be licensed in accordance with state law (16 years of age, with AK Driver's License).
3. You may provide transportation for yourself only (NO GILA students), and only for approved riders (students whose parents have also signed this agreement).
4. You must park in the designated student parking area at both campuses (GILA gym; SHS back gate).
5. Misuse of your driving privilege such as careless, unsafe, or reckless driving may result in disciplinary actions, police involvement in serious cases, and/or the revocation of your driving privileges.
6. Students must abide by City of Galena Municipal Code 10.08 Protective Helmets, "it is unlawful for any person (and their passenger) who is under the age of 18 to operate an open motorized vehicle within city limits, on public property, or on private property which is open to public travel, unless that person (and their passenger) is wearing a properly fitted and properly fastened protective helmet."

School Lunchroom

Students are expected to observe the following rules in the school lunchroom:

1. Line up in an orderly manner and talk softly during lunch; do not yell.
2. Follow instructions during lunch and assist the lunchroom monitor in keeping the area clean.
3. Eat lunchroom food in the designated area.
4. Clean the eating area when lunch is finished.
5. Put away trays, silverware, drinking glasses, and trash when lunch is finished.
6. All meals are eaten in cafeteria and commons at SHS.

Food & Drinks in Class

Food and drinks in class may only be consumed with the express permission of the classroom teacher. Energy drinks such as Red Bull, Monster, Celsius, etc. are considered contraband and may not be in students' possession at any time.

Bullying

Ref. BP 5131.43

Bullying is a form of harassment and intimidation that disrupts a student's ability to learn and a school's ability to educate. Students are prohibited from engaging in any form of bullying while on school property, on school buses, or at school-sponsored activities or functions. Students who engage in an act of bullying are subject to appropriate disciplinary action, up to and including suspension or expulsion.

Bullying Defined

Bullying is the repeated intimidation of others by inflicting or threatening physical, verbal, written, electronic, or emotional abuse, or damage to another's property. Bullying may include, but is not limited to, conduct such as physical abuse, damage or theft of another's property, social exclusion from activities, verbal taunts, name-calling, rumors, innuendoes, drawings, jokes, gestures, pranks, and put-downs relating to real or perceived differences, including another's culture, race, ethnicity, gender, sexual orientation, religion, body size, physical appearance, clothing, personality, age, socioeconomic status, ability or disability, or other distinguishing characteristics.

Sexual Harassment or Hazing

Ref. BP 5145.5 & BP 5145.7

Sexual harassment (unwanted physical contact or unwanted language, language that creates a threatening environment) is against the law. Hazing of another student is against the law. Hazing occurs when a group or individual expects initiates and/or members to participate in any activity that degrades, abuses, or endangers them.

Drug Free School

Ref. BP 3513.3, BP 4020 & BP 5131.6

The Galena City School District is a "Drug-Free School" and adheres to federal program guidelines that stipulate any student involvement with illicit drugs, tobacco, or alcohol requires the intervention of legal authorities. Because the use of alcohol and other drugs adversely affects a student's ability to achieve academic success, is physically and emotionally harmful, and has serious social and legal consequences, the School Board intends to keep district schools free of alcohol and prohibited drugs.

Alcohol, marijuana, and other controlled substances are prohibited for use or possession by students. Specifically, the Board prohibits the actual or attempted sale, distribution, use, or possession by a student of alcohol, prohibited drugs or inhalants, drug paraphernalia, substances that are designed to look or act like prohibited drugs or alcohol, or substances purported to be prohibited drugs or alcohol. Prohibited drugs are defined as:

Drugs that are illegal if possessed by those under 21, under any local, state, or federal law; or any drug that can be legally obtained but which has been obtained through illegal means.

Alternatives to illegal drugs such as designer or synthetic drugs, whether or not prohibited by law, which are purported to, designed to, or which do impair, restrict, or alter normal cognitive function when absorbed, ingested, injected, or inhaled.

Prescription drugs that are not legally obtained or prescribed, are not being used for the prescribed purpose, are being used in excess of the prescribed amount, are being used by other than the person to whom prescribed, or are being sold, traded or distributed.

Recognizing that keeping schools free of alcohol and other drugs is a concern common to the district and community, the School Board supports cooperation among schools, parents/guardians, law enforcement and other appropriate community organizations involved in preventing alcohol and drug abuse.

Drug & Alcohol Policy

1. Galena City School District has the legal right to test students for the use of alcohol or drugs, including the rapid eye test, breathalyzer test, and saliva testing. A staff member based on good cause can request any of these three procedures. No random testing will be conducted.
2. The refusal by any student to submit to testing for drugs and alcohol use will be considered an admission of such use, with disciplinary procedures to follow based upon such assumed use.
3. The distribution of alcohol or illegal drugs includes provisions of such substances to other students under any circumstances, on or off campus, including sale, gift, or exchange for other considerations. Any student deemed as a distributor or with intent to be a distributor will face consequences.
4. Galena City School District follows the board approved Code of Conduct.
5. Students who use tobacco, nicotine, and marijuana products (cigarettes, cigars, snuff, chew, vaping, etc. in school buildings, on school property, or while participating in school-sponsored activities shall be subject to all disciplinary outcomes outlined in the parent-student and activities handbooks.

TITLE IX: EQUAL OPPORTUNITY

In complying with Title IX of the Educational Amendments of 1972, Galena City School District wishes to notify students and parents that we do not discriminate on the basis of sex in educational activities programs. If any person has any questions or complaints concerning Title IX, please feel free to come to the principal's office to discuss the matter.

GCSD complies with Interscholastic Activities regulation 4 AAC 06.115 (D) which "ensures fairness, safety, and equal opportunity for female students in high school athletics by providing, in consideration of responses to a school survey under 4 AAC 06.520, that if a separate high school athletics team is established for female students, participation shall be limited to females who were assigned female at birth; in this subparagraph, "athletics" means competitive or contact sports, as determined by the Alaska School Activities Association (ASAA)."

STUDENT GRIEVANCE POLICY

Any student or parent that believes they have been discriminated against for any reason can institute the following grievance policy:

Step 1: Informal discussion with the school employee directly involved.

Step 2: Formal grievance in writing to building administrator.

Step 3: Formal grievance in writing to superintendent or designee if Steps 1 and 2 are not satisfactory.

STUDENT ACTIVITIES

Student Council

Student council serves as a democratic forum for all students in the school. Through it, every student can voice his or her concerns and ideas. As a member of the student council, it is your responsibility to represent the views of your classmates at each meeting. Student council provides students with the opportunity to learn about the democratic process and leadership. Student council is dependent upon student interest and a school sponsor.

Student Council Guidelines:

1. All students can become a member of the student council.
2. Representatives are elected by each class to act and vote for students at student council meetings.
3. Every student council has officers; usually, a president, vice president, secretary, and treasurer. These positions are elected by the whole school.
4. A teacher or other member of the school staff serves as school sponsor.
5. The principal or designee is always a member of the student council. They are the final authority and have the ultimate responsibility for the school.

Field Trips

Written permission from parents and guardians is required before a student can participate in school-sponsored field trips. Parents will be notified in advance of all travel related field trips. All school rules apply when students participate in field trips.

Student Travel

Ref. BP 6153

The following policy applies to all student activities involving travel: Students who choose not to attend an activity once the reservations have been made will be responsible for all expenses incurred, unless otherwise agreed upon by the school administrator. In addition, if it becomes necessary to send a student home (back to Galena) due to inappropriate behavior, the parents will pay for all expenses.

Eligibility Requirements for Interscholastic Activities

Ref. BP 6145.2 *Activities Handbook*

The superintendent or administrative designee may exempt from eligibility requirements extracurricular activities or programs that are offered primarily for the student's academic or educational achievement.

In order for the student to be eligible to participate in interscholastic activities, a student must meet the eligibility requirements established by the Alaska School Activities Association, (A copy of the requirements is on site with AD). In addition, the student must also maintain at least an overall 2.5 GPA and no "F's" for that mid-quarter. If student fails to maintain an overall, 2.5 and no "F's" then the student is ineligible the next mid-quarter/quarter marking period.

A student must maintain eligibility in situations where an interscholastic activity continues over more than one quarter grading period. Suspensions from school will directly affect the student's ability to participate in a game or competition for a period of time. See the Activities Handbook.

Students transferring into the Galena City School District for the first time must have a passing grade in five courses and must meet the requirements of the preceding two paragraphs by the end of the next mid-quarter eligibility period after entering the Galena City School District as a student.

The superintendent or administrative designee may revoke a student's eligibility for participation in activities when a student's poor citizenship is serious enough to warrant loss of this privilege.

SHS STUDENTS VISITING GILA CAMPUS

SHS high school students are welcome and encouraged to visit GILA campus and participate in the daily events and activities. The following guidelines and policies are to ensure the health and safety of all our students and need to be observed at all times by students visiting GILA campus. Please see the Guest Behavioral Contract at the end of the handbook for visitors.

Guidelines:

1. SHS student guests must check in at the front desk, sign the visitor log and receive a visitor pass. All Guests must sign an SHS Guest Behavior Contract to be kept in the Visitor Log on their first visit. The contract is good for the rest of the year.
2. Visitors will stay in areas directly under staff supervision.
3. Visitors will park in front of Ptarmigan Hall.
4. While visiting campus all SHS students must comply with all rules and regulations outlined in the SHS Guest Behavior Contract.
5. SHS student guests may not go onto the residence hall floors or past the common areas on the first floor.
6. While on GILA campus, SHS students agree to follow any directives given by GILA dorm staff.
7. Anyone found in violation of these guidelines and expectations may lose the privilege of visiting GILA campus as a guest after school hours.

NOTICE OF STUDENT DIRECTORY INFORMATION

Ref BP 5125.1 & E 5125.1

The Galena City School District has adopted a policy designed to provide parents and students the full protection of their rights under the Family Educational Rights and Privacy Act of 1974 also known as FERPA. A copy of the school district's policy is available for review in the office of the principal of all of our schools.

FERPA, with certain exceptions, requires your written consent prior to disclosure of personally identifiable information from your child's education records. However, the District may disclose appropriately designated "directory information" without written consent, unless you have advised the District to the contrary in accordance with District procedures. The primary purpose of directory information is to allow the District to include this type of information from your child's education records in certain school publications.

Examples include:

- A playbill, showing your student's role in a drama production.
- The annual yearbook.
- Honor roll or other recognition lists.
- Graduation programs.
- Sports activity sheets such as for wrestling, showing weight and height of team members.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local school districts receiving federal education funding to provide military recruiters, upon request, with three directory information categories – names, addresses and telephone listings – unless parents have advised the school district that they do not want their student's information disclosed without their prior written consent[1].

The District has designated the following information as directory information:

Note *A school district may, but does not have to, include all the information listed below.*

- Student's name
- Address
- Telephone listing
- Electronic mail address
- Photograph
- Date and place of birth
- Major field of study
- Dates of attendance
- Enrollment status
- Grade level
- Participation in officially recognized activities and sports
- Weight and height of members of athletic teams
- Degrees, honors, and awards received
- The most recent educational agency or institution attended
- Student ID number, user ID, or other unique personal identifier used to communicate in electronic systems that cannot be used to access education records without a PIN, password, etc. (A student's SSN, in whole or in part, cannot be used for this purpose)

You have the right to refuse the designation of any or all of the categories of personally identifiable information as directory information with respect to your student at any time as requested. If you object to disclosure of some or all of this information, please complete and return the slip (Appendix B) in the back of this handbook.

If you have no objection to the use of student information, you do not need to take any action.

[1]**These laws are:** Section 9528 of the Elementary and Secondary Education Act (20 U.S.C. § 7908), as amended, and 10 U.S.C. § 503(c), as amended

SCHOOL FACILITIES

Telephone

Students will not be permitted to leave class to make phone calls without permission from their teacher. All telephone calls should be made before school, at lunchtime, or after school. Instruction will be interrupted only if it is an emergency.

Library

The primary purpose of the library is for student research, class preparation, and reading. The teacher should accompany classes of students during class time. Individual students may be sent to the library with the permission of their teachers. Library materials may be checked out and renewed unless materials are overdue.

Students are expected to:

1. Be respectful of library property.
2. Maintain an atmosphere that allows others to study.
3. Check out all materials that leave the library. This includes books, magazines, AV equipment, encyclopedias, scissors, etc.
4. Stay away from the librarian's desk and computer.

Student Lockers

Ref. BP 5145.12 Search and Seizure

Lockers are issued to students through the office. Students are responsible for keeping their assigned locker clean inside and outside. Lockers will not be shared unless approved through the office. Any malfunction should be reported to the office. Food and pop will not be consumed at lockers. Remember that lockers are the property of the school. **Locker use is a privilege that must be respected.**

Use of School Facilities

The school should only be used for approved school or community functions. Students should not be in a school facility if not involved in an approved school or community function.

Approval to use a school facility can be sought through the process and paperwork found in BP 1330.

INTERNET & TECHNOLOGY USE POLICY

Ref. BP 6164.4

As telecommunications, local area networks, and wide area networks have become a normal method of doing business in our schools and the skills of accessing and manipulating information become requirements for work and communications in the workplaces in which our students will be employed, we realize and endorse the need and the right of students to access networks, information systems, and the Internet.

However, with all privileges come responsibilities. With the power of information networks and the Internet come possibilities and opportunities for abuse. The dynamic and changing characteristics of the Internet and telecommunications networks make it impossible to predict what information students may access. Just as the purchase, availability, and use of medical materials does not indicate endorsement of their contents by the district, neither does making electronic information access available to students imply endorsement of any and all content, which may be available and accessible via electronic means.

The Internet and technology use policy of the GCSD has at its core two fundamental principles:

1. With all responsibilities comes the responsibility to act in a legal, ethical, and responsible manner.
2. Responsible use of the Internet and technology is a behavioral and disciplinary issue, not a technological one.

Students and parents will be required to read and sign an Internet access agreement with the school district before Internet access will be provided to students.

Network Services refers to services and information accessed over the Local Area Network (LAN) of each school, as well as over Wide Area Networks (WANs), which includes Internet access and access via telecommunications networks and protocols.

Technology Tools refers to computer hardware and software components, and those devices controlled by them or created by them. This includes, but is not limited to still and digital cameras and video cameras.

Network Users refers to students, staff, and others given access to the network services and technology tools of the GCSD.

GALENA CITY SCHOOL DISTRICT CONDITIONS OF COMPUTER USE

This contract states the conditions for use of the computers and the penalties for violating those conditions. Those who do not sign this permit will not be allowed to use the computers at Galena City School District.

Privileges, Responsibilities, & Definition of Unacceptable Use

PRIVILEGES:

1. Use of the computers at Galena City School District.
2. Use of the Galena City School District's access to the Internet.
3. Use of the Galena City School District's servers.
4. Use of the Galena City School District's e-mail services.

RESPONSIBILITIES:

1. Using the computers properly.
2. Reporting improper use of the computers.
3. Respecting the restrictions placed on computer usage.
4. Behaving in such manner as to be treated as a responsible computer user.

UNACCEPTABLE USES OF NETWORK SERVICES AND TECHNOLOGY TOOLS:

1. Damaging or disrupting equipment or system performance.
2. Corrupting or damaging the data of another user.
3. Wasting resources such as paper through unnecessary or excessive printing, storage space, or access time.
4. Participating in "hacking" by gaining access to unauthorized network areas, management systems, information, and/or files.
5. Allowing access to another student with your login name and password.
6. The use of Proxy and or anonymizer services and software are not allowed.

CONDITIONS

This contract states the conditions for use of the computers and the penalties for violating those conditions. Those who do not sign this permit will not be allowed to use the computers at Galena City School District.

1. Respect the Equipment

The computers issued to the students by the Galena City School District are meant for educational purposes during the school day and other appropriate uses as defined by the dorm staff or your parents during the evening hours at the dorm or at home.

2. Respect the Software

Galena City School District computers have approved software installed for purposes related to the nature of your assigned work. It is installed for work purposes. No software is to be added or deleted. No students are to access system files (preferences, system font, etc.).

The computers at Galena City School District are primarily workstations. As such, they will have the software necessary to do the assigned work on them. If other software is installed on the machines, it may cause system conflicts or license violations.

3. The Internet is a Tool

Entry to the Internet is provided through the computers at Galena City School District and is to be used to find information and graphics relating to schoolwork. Access is not to be abused. Per Federal law, all Internet traffic is filtered, logged, and monitored.

4. Mail Privileges

Galena City School District will provide email access for students. Federal law mandates that e-mail is the property of the organization (Galena City School District).

5. Printing

It is required to complete all drafts of work before printing final copies on paper. All attempts to protect papers must be observed. Excessive printing and printing for personal needs rather than schoolwork is prohibited.

6. The Golden Rule Applies

Erasing files in the areas of people forgetful enough to leave them open when they leave that computer, or trusting enough to leave the room with their area still open, is not to be done. People's files are their own, and if you come across a machine with someone else's file open on it, put it away. If you wouldn't like long hours of your own work erased, don't erase the work of others. **Do unto others as you would have done to you. Revenge is not acceptable.**

7. Restrictions

Restrictions are placed on the computer by many entities, including the federal government, the school district, the administration and teachers at Galena City School District. One of those restrictions is this contract. **These restrictions are to be respected, and the severest consequences can result from violating them.**

The restrictions placed on the use of the computers and the Internet is governed at Galena City School District by items not only in the policies of the Galena City School District, but items in the United States federal code and regulations made by the state of Alaska. They exist to prevent the public (who provide the funding, and thus have some control of the function of the school) from requiring that the computers be removed from the schools.

GALENA CITYSCHOOL DISTRICT'S COMPUTER SYSTEM WILL BE ORGANIZED AS FOLLOWS:

1. Computer System Administrators

The system administrators will be at the top of the system; that person will have the ultimate authority and responsibility for the system in cooperation with the Galena City School District teachers and staff. Any problems that cannot be resolved in any other fashion will be brought to the system administrator. The system administrator will also approve any additions to the computers.

2. The Student Users

All students in the Galena City School District who have signed the contract for computer use and are not being disciplined for computer abuse are in this category. They will be allowed to use the computer workstations set up for the student body at the Galena City School District. If they have not been removed from the computers for disciplinary reasons, they may have one. E-mail accounts will be available to this group, in agreement with the Galena City School District's policies on the subject.

3. The Student Non-Users

This last group involves those who did not sign the "conditions for computer use" contract, and those who have been penalized by being disallowed computer use, must have special permission or constant supervision by a teacher or staff member to use Galena City School District's computers. They will have no access to the file server.

4. Personal Computers in the School

The Galena City School District does not allow personal devices on its network. Exception can be made with the approval of the Superintendent or a person designated by the Superintendent.

PENALTIES & CONSEQUENCES

If the conditions stated above are not met, penalties will be incurred. By signing this document, you agree to any penalties incurred by your own actions.

The system administrator or other appropriate individuals will forward the discipline referrals to the school administration. Penalties allotted in this fashion are independent of other penalties incurred by the individual.

1. Disallowed Computer Use

For all general computer related offenses mentioned in this contract, the offending individual will be removed as a user and member of groups on the Galena City School District file server. They may retrieve their personal and school related files from the server, so long as the files are unrelated to the offense, at the Galena City School District system teacher's discretion.

2. Suspension

For serious offenses, the offender may be suspended from school in agreement with the Galena City School District suspension. This boundary of punishment is reserved for students with multiple offenses, or those guilty of extreme ravage of the system; taking commercial software registered to the Galena City School District for personal use, physically damaging computers owned by the Galena City School District, attempting to damage the files on the Internet or any network server in the Galena City School District.

MEDIA RELEASE

Galena City School District periodically photographs and films school and community activities and events. The following media release will allow Galena City School District to use your student's photograph or film for these purposes. The Handbook Acknowledgement at the end of this handbook contains your ability to consent to this media release policy.

Consent is hereby given to Galena City School District its officers, employees, agents, chapters, assignees, licensees, and cooperating entities to use my student's name, picture or portrait, likeness, writings or biographical information, and/or audiotape or videotape recordings and sound or silent motion pictures of my student in any media for editorial, educational, promotional and advertising purposes, for the solicitation of contributions, grants, and for any other purposes in furtherance of the purposes and objectives of the Galena City School District. This release and consent shall be binding upon my student's heirs, executors, administrators, assigns, and all legal guardians of my student.

Levels of Interventions and Disciplinary Responses

Parent contact and PowerSchool Log entry required for each discipline response below

INTERVENTION & RESPONSES

LEVEL 1

These interventions often involve support staff, both school-based, and within the broader community, and aim to engage the student's inappropriate or disruptive behavior.

May be appropriate when student has no prior incidents and interventions have not been put in place.

- Warning/teaching of expectation
- Apology letter
- Community service
- *Early to floor
- Reflective or research essay
- Referral to school counselor
- Mandatory after school tutoring
- *Floor restriction 1-7 days
- Detention 1-3 hours

INTENSIVE SUPPORT INTERVENTIONS & RESPONSES
–REVIEW BOARD MEETING RECOMMENDED–

LEVEL 2

Supports have been put in place to address behavior but the behavior has continued to negatively impact the learning of the student and others

- Behavior contract
- Mandatory counseling
- Behavioral health referral
- Suspension 1-5 days
- *Floor restriction 7-10 days
- Restitution
- Loss of privileges (May include turning in phone or other electronic device to school administration)

REMOVAL FROM SCHOOL
– REVIEW BOARD MEETING RECOMMENDED –

LEVEL 3

These interventions involve the removal of a student from the school environment because of the severity of the behavior. These interventions focus on maintaining the safety of the school community and ending self-destructive and dangerous behavior.

- Suspension 5-10 days
- Expulsion
- *Loss of dorm privileges

**Dorm consequences only*

CODE OF CONDUCT - APPENDIX A

Behavior	Definition	Level
MINOR – *ITEMS RESET AT END OF SCHOOL YEAR*		
Non compliance	Sleeping in class, classroom disruption, inappropriate or disrespectful behavior/language, academic dishonesty, dress code violation, cell phone or headphone use, violation of school/dorm rules, minor inappropriate displays of affection, entering restricted area.	1
Theft <$50	Theft of cash or items valued under $50.	1
AWOL/truancy/bus missing	Excessive tardies (more than 4), more than 15 minutes late to class, missing bus.	1
Body modification *(permanent)*	Piercings, tattoos, etc. on school grounds, regardless of parent permission.	1 - 2 *depending on severity*
Vandalism/property damage	Intentional damage or defacement of another person's or school property.	2
Persistent non compliance	More than 3 write ups in any minor category within a rolling 3 week period.	2
Physical aggression	Posturing, shoving, pushing, threatening or aggressive language or gestures directed toward another student.	2-3 *and mandatory behavior plan*
MAJOR – *CUMULATIVE OVER HIGH SCHOOL CAREER AT GCSD*		
Drug Test *(dorms only)*	If reasonable suspicion of drug use, a drug test will be conducted, even if student denies use.	2 *plus referral to behavioral health/counseling*
Tobacco *(chew, cig, e-cig, vape)*/alcohol or drugs/paraphernalia/vaping	Possession and/or use. If ASSA violation, TAD guidelines must be adhered to.	2 *plus referral to behavioral health/counseling*
Fighting	Severe or premeditated.	2-3 *plus referral to behavioral health/counseling*
Sexual behavior	Consensual sexual activity, sexual harassment, sexual assault, sexting.	2 - 3 *depending on severity*
Theft >$50	Theft of cash or items valued over $50	2 - 3 *depending on severity*
Bullying/harassment/hazing toward other students, including cyberbullying	A severe and/or pervasive intentional, unwelcome act that inflicts physical and/or psychological distress in a manner that interferes with the other student's educational experience or disrupts the educational environment.	2 - 3 *depending on severity plus mandatory behavior plan*
Absent during wellnes check *(dorms only)*	For the safety of all students, staff perform hourly wellness checks. The staff member will knock, announce presence, and enter the room to ensure a student is present and safe.	2 - 3 *depending on severity*
Major non compliance	More than 10 write ups in any minor category or 3 write ups in any major category within a semester.	3
Selling/distributing drugs, alcohol, or vapes	If through investigation a student is found selling or distributing illegal drugs or substances	3 *and police report*

SHS STUDENT GUEST BEHAVIOR CONTRACT FOR GILA CAMPUS

Please take the time to read through the behavior expectations listed below and familiarize yourself with school policies before signing. If the expectations are not met or school guidelines broken, the offending student will be asked to leave campus immediately and a report will be sent to the administration.

SHS students may drive themselves to campus but may not give GILA students rides in personal vehicles, ATV's or snow machines. We will not provide transportation to or from the dorms while visiting campus.

Guidelines:

1. Drugs, alcohol, and tobacco are not permitted on GILA Campus. Students who appear to be intoxicated or or under the influence of drugs will not be allowed as guests on campus and any student found using these substances will be asked to leave immediately.
2. We reserve the right to search any student for contraband at any time, with cause.
3. Offensive language will not be tolerated.
4. Destruction of property will not be tolerated and any student willfully damaging property will be asked to leave immediately and will be financially responsible for any damage they may cause.
5. Inappropriate displays of affection (anything other than holding hands or hugging for 4 seconds) will not be tolerated.
6. All other school guidelines will be followed. Non-compliance will result in the corresponding school discipline.
7. While on GILA campus, guests agree to follow any directives given by GILA dorm staff.
8. Guests are not permitted to be on either floor of the residence hall or in any student rooms on the first floor of Ptarmigan Hall.
9. Guests should park in front of Ptarmigan Hall.
10. Guests need to remain in areas that are under direct staff supervision.

I,_____ , have read and understand the guidelines above. I am fully aware that if I do not follow these guidelines, I will be asked to leave campus and school administrators will be contacted regarding my behavior. I may also lose the privilege of coming to GILA campus as a guest in the future.

Student Signature: _____ **Date:** _____

Parent/Guardian Contact Number: _____

HANDBOOK ACKNOWLEDGEMENT

Please fill out this packet in its entirety. When finished, please return it to the school.
If you have multiple children you may list them all in the box below and turn in one form.

STUDENT LAST NAME	FIRST NAME

NAMES OF ADDITIONAL CHILDREN

Initial each of the following statements after you have read and understand them completely.

_____ **1.** I have received a copy of the GCSD Handbook.

_____ **2.** I understand and have talked to my student(s) about the rules and guidelines expected for all SHS students as stated in the GCSD Student Handbook. We agree to check the handbook for updates on a yearly basis.

_____ **3.** I have read the Internet and Technology Use Policy and the Galena City School District Conditions of Computer Use, both found in the GCSD Student Handbook. I understand that this document is legal and binding agreement between the student and the Galena City School District. All conditions are non-negotiable.

_____ **4.** I have read the Media Release found in the GCSD Student Handbook. I hereby give consent to Galena City School District, its officers, employees, agents, chapters, assignees, licensees, and cooperating entities to use my student's name, picture or portrait, likeness, writings or biographical information, and/or audiotape or videotape recordings and sound or silent motion pictures of my student in any media for editorial, educational, promotional and advertising purposes, for the solicitation of contributions, grants, and for any other purposes in furtherance of the purposes and objectives of the Galena City School District. This release and consent shall be binding upon my student's heirs, executors, administrators, assigns, and all legal guardians of my student.

_____ **5.** To participate in academic and educational related school field trips that may occur during the **2026-2027 school year,** these initials cover the current school year. If I should change my mind or wish to exempt my student from a field trip, I will do so by communicating with my student's teacher or administrator.

As a parent/guardian of a child enrolled in Sidney Huntington School, I have the same rights to access the Galena City School District appeal process as the students in the district's other programs. I certify that the information included on and with this form is true and correct and that I have read and understand all questions, statement, and expectations herein.

◯ I acknowledge the GCSD Drug Free Schools policies.

Legal/guardian Signature: _____ **Date** _____

GALENA CITY SCHOOL DISTRICT

SECONDARY AND ELEMENTARY STUDENT HANDBOOK

2026-2027 SCHOOL YEAR