

GALENA CITY SCHOOL DISTRICT

RESIDENCE LIFE HANDBOOK

2026-2027 SCHOOL YEAR

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GCSD Vision & Values

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.

OUR VALUES

Academic excellence and innovation are promoted in all school programs and activities.

Every person is unique, valuable, and treated with dignity.

Learning is an individualized and life-long process.

Education is a collaborative community responsibility.

Overall student success is guided by rigorous standards and expectations.

Cultures and diversity are represented, respected, and valued.

District decisions are student-centered.

Effective communication is critical.

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.

Galena Interior Learning Academy Statement of Mission & Purpose

The administration, faculty, and staff of GILA are committed to:

- Maintaining and promoting excellence in preparation, performance, and attainment of vocational goals.
- Promoting and fostering the involvement of family in each student's educational experiences.
- Helping each student to continue toward the achievement of his or her potentiality and a personal lifestyle founded on integrity, purpose and meaning, respect of self, others, and the community, and happiness.
- Enabling each student to think, move, and interact with freedom and confidence within a secure, safe environment that is cross-cultural in content and diverse in form.
- Creating in each student an intellectual curiosity about the wholeness of knowledge and a concern for the value of judgments that are critical to wise decision-making and a creative life.

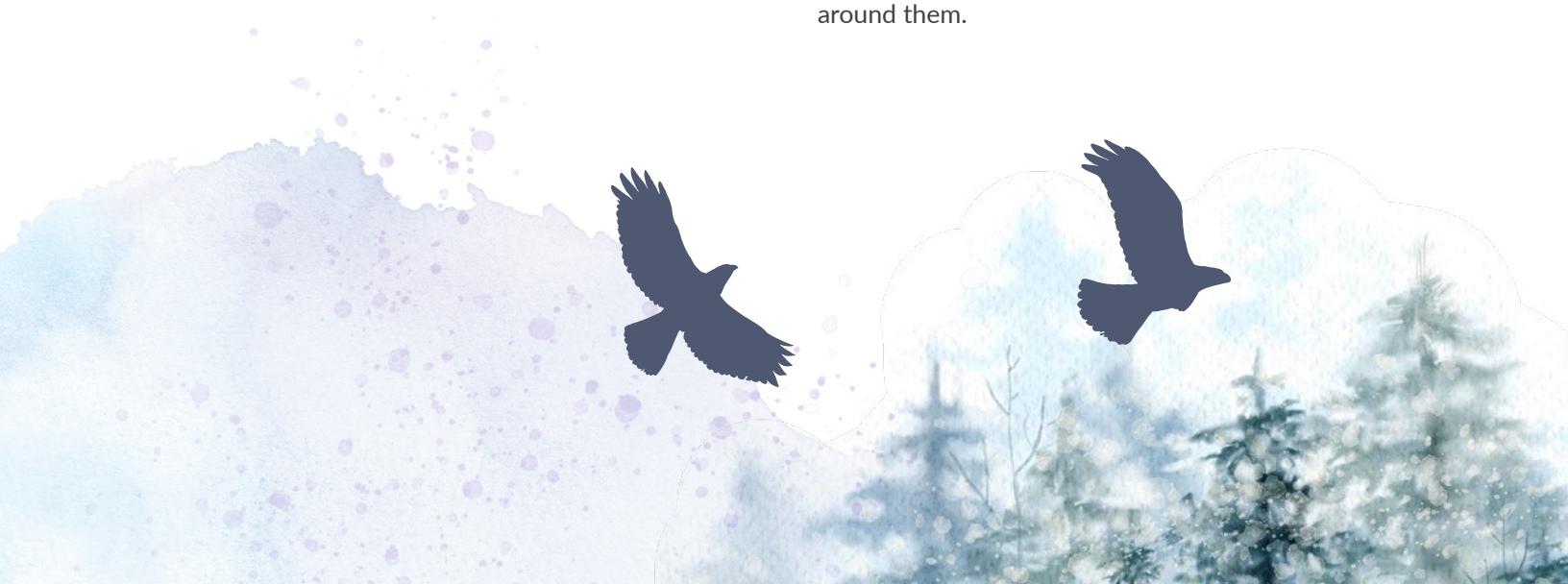
Galena Interior Learning Academy Residence Life Vision

Our vision is to create a nurturing, inclusive, and culturally respectful living environment where students, grounded in Alaska Native values, can thrive academically, socially, and personally.

We honor the teachings of respect, community, and stewardship, fostering a space where students embrace both their heritage and their potential.

By nurturing independence, responsibility, and the importance of collective well-being through a variety of activities, we empower students to grow in harmony with each other, their cultures, and the world around them.

Students know that they are cared for and respected by the Residence Life Staff and that their physical and emotional safety is the highest priority of the adults around them.



I. GILA CAMPUS & FACILITIES

Galena Interior Learning Academy's campus is located in Galena, Alaska, in the heart of the Interior on the mighty Yukon River. Positioned on and around the former Galena Air Force Base and adjacent to the airstrip, just north of the river and northwest of town, GILA is surrounded by wilderness. The campus is continuously growing and changing, with new buildings being obtained, remodeled, or built. The many facilities available to students provide the luxuries and technology less common in typical Alaska bush communities. Likewise, the community of Galena offers a multitude of leisure and outdoor activities, community and cultural events, and valuable resources and services.

Academic Buildings

To offer the variety of secondary and educational and vocational programs, GILA consists of many specialized buildings designed and designated for particular programs and uses. This offers students ample space, more than adequate facilities, and the necessary tools and materials needed for their course of study and various interests. For this reason, these facilities are reserved for the appropriate activities and studies they were intended for, and particular policies and procedures may apply to each of them.

SCHOOL COMPOSITE BUILDING

The composite building, newly remodeled in 2024, is the primary academic and administrative building. It also features a modern salon as part of the cosmetology program.

AUTOMOTIVE SHOP

Adjacent to the school composite building, the Automotive Shop is home to the automotive program facilities and one classroom.

CONSTRUCTION TRADES

This building houses all of our construction trades courses that include Carpentry and Welding.

STEM BUILDING (SCIENCE, TECHNOLOGY, ENGINEERING, AND MATH)

The Galena City Schools STEM Building was completed in December of 2020 and students began classes in the Spring Semester 2021. The STEM building was designed with seven classrooms. Three classrooms downstairs are designed with the latest IT upgrades for core curriculum classes. Four classrooms upstairs were designed to focus on the sciences, including Biology, Chemistry, Physics and Physical Science, Earth Science, Space and Flight Science, and the CTE Health Science Program. As the only two story building on our Galena campuses, the building was designed with full ADA compliance. In this space teachers work with students to create laboratory and hands-on activities that broaden our understanding of science, technology, engineering and math (with a little English and other subjects too.)

SIDNEY C. HUNTINGTON SCHOOL

GILA and the Sidney C. Huntington School (SHS) share students and course offerings. GILA students taking courses on the SHS campus will be transported to and from SHS as their class schedules dictate. Generally, GILA students who have classes at both SHS and GILA will have classes at the same school either all day or part of the day, either before or after lunch. Extracurricular activities, and open gym night are also held at SHS.

Ptarmigan Hall

Ptarmigan Hall is the secondary education student residence hall. Its three stories can accommodate up to 250 students and it allows additional space for lounges, activity rooms, and programming offices. The upper floors benefit from a view of the airstrip and the Yukon River and mountains behind it. Only residents, staff, parents, and approved guests are permitted in the building. Guests are only allowed on the first floor of Ptarmigan Hall. Information specific to Ptarmigan Hall and its residents is located in section VII.

Kkuskkuno

Kkuskkuno is the Athabascan word for "a place to gather." And, this building is our student union building or "SUB". In the Kkuskkuno we have a game room with billiards and ping pong tables, a student store/ coffee shop, student kitchen, and a movie/video game room. The SUB hosts many events throughout the year including dances, cultural activities, and major events for students and community members alike.

Iditarod Hall

Iditarod Hall houses GCSD staff. This building is off limits to students unless under direct supervision of GILA staff for an event or activity.

Two Seasons Dining Hall

The Dining Hall is home to a highly skilled kitchen staff who prepare three meals a day on school days and two meals a day on non-school days. We take pride in providing fresh, nutritious foods, including fruits, a salad bar, and desserts to accompany entrees at every meal. The Two Seasons Dining Hall is operated under the highest food preparation and sanitation standards to offer students and staff the best in selection, taste, quality, and safety. Students are expected to maintain sanitation and cleanliness standards when in the dining hall and to behave in a way that allows others to dine peacefully and safely.

GILA Gym

The GILA Gym houses all of our physical education courses. It has two complete locker rooms, a gym, a weight room, and provides recreational use in the evenings and on weekends.

II. ENROLLMENT & THE HOUSING PROCESS

Attendance at GILA is both voluntary and selective; students must apply and be selected to enroll; the school is comprised of students from across the state of Alaska. Consequently, acceptance into GILA is competitive and requires applicants to demonstrate a desire and dedication to learn, grow, and to become part of the GILA community. **Applications for the secondary program can be obtained by contacting the school by calling 907-656-2053, or by accessing the GILA or the Galena City School District website.**

Application & Acceptance to GILA

GILA applicants will be interviewed by the GILA Field Representative or another staff /faculty member. An invitation to enroll will be extended to a limited number of applicants, as GILA is a residential campus with limited openings and housing space. A $300 participation fee is required of every family in order to secure one's place in the GILA program for enrollment, this fee goes to help with the cost of enrichment activities for GILA students. Failure to submit the $300 participation fee could result in the loss of one's place in the GILA program. **Once enrolled, students are provided by the Galena City School District with:**

- Round-trip airfare to and from Galena at the start and end of the school year to point of residence.
- Round-trip airfare to and from Galena for winter break to hubs in Alaska.
- Round-trip airfare to any team sports meets for team members that is a district sponsored activity.
- Housing facilities, including furniture, a shared bathroom, and paid utilities.
- A full board plan, including three meals a day during the week and two on non-school days: brunch and dinner.
- Students also have the opportunity for on campus employment.

Additionally, enrollment signifies a willingness to accept and follow all policies and to meet the high standards held for members of the GILA community. Selected students who accept the challenge of the academic and residence life programs at GILA should recognize that they have been given the opportunity to experience a rich and diverse educational living experience.

Housing Placement

Upon arrival, students have the opportunity to indicate roommate preferences but will not be guaranteed a specific room assignment. Hallways are designated as Freshman/Sophomore and Junior/Senior hallways. Students should expect their room assignments to reflect their current grade level. Exceptions may be made for students with a sibling assigned to the other hallway.

When students arrive, the Dean of Students or Assistant Dean of Students will give students their room assignments. **All students will have roommates.** Students will be notified of their placement when they arrive at school. Students that are identified to be in a relationship can not room together.

Room Changes

At the beginning of each semester, room moves may occur if there is room for students to trade rooms and/or roommates. All efforts will be made for students to room with their preferred choice when arriving at GILA. Thereafter, room moves are only allowed on a case-by-case basis after following the established procedures. Part of the educational process of living in a residence hall, like any other community, is the development of the skills needed to compromise, mediate conflicts, and live with others successfully. Major concerns with placement must be directed towards the appropriate Resident Advisor; the Dean of Students must approve room changes. The students' Resident Advisor will first evaluate roommate conflicts. Conflict mediation or other intervention measures will be taken before staff will resort to a room change. Students are not permitted to move without permission. If granted permission to move, the room must be cleaned thoroughly and students must check out of the room. Keys must be checked in and reissued by the Dean of Students. Exceptions will be made only in extreme conflict situations.

III. STUDENT ACTIVITIES & ORGANIZATIONS

Extracurricular activities, athletics, student organizations, and after-school programming opportunities abound at GILA. Participation in these activities is optional, but involvement offers experiences to complement student interests and classroom teachings, leadership positions, exercise and recreation, travel opportunities, community involvement, and healthy social engagement. Many GILA students participate in several extracurricular groups. Most activities or organizations allow students from both GILA and the Sidney Huntington School to participate, increasing students' abilities to meet new people and providing more programming options than one school could offer alone. A complete description of district extracurricular policies and eligibility rules are available in the GCSD Activities Handbook.

Activities

Galena City School District (GCSD) offers many opportunities to participate in a variety of competitive teams. See the Activities Handbook for a full description of activities and participation guidelines.

Extracurricular Student Activities

In addition to school and district programs, students have the opportunity to engage in a variety of extra-curricular activities. Below is a sample of what we offer.

SPIRITUAL GROUPS

The community of Galena has two churches, the Catholic Church and the Galena Bible Church. In addition to having the opportunity to attend Sunday morning services, students can participate in local bible study groups and an active local youth group. Transportation to any religious activities will be provided to any student who wishes to participate.

YURAAQ (DANCE) GROUP

Our Yuraaq Dance Group gives students an opportunity to showcase songs and dances from their region. In turn, students get to learn song and dance from regions outside of their own, creating a community of cultural celebration and expression.

Students participating with this group have the opportunity to perform at various events and locations throughout the school year.

Establishing a Student Organization

Students or staff wishing to establish a new student organization are expected to follow a simple process to ensure the success of the group. First, interested parties should develop an interest in the topic or focus of the intended organization, making sure there will be adequate participation in the group's activities and goals. Next, an advisor for the group must be selected from the school faculty, residence life staff, or the administration.

When sufficient research and planning has been done towards establishing the organization and an understanding of how it should function, a detailed proposal must be submitted to the Principal.

This proposal should outline the following points in detail:

1. Description and mission of the organization.
2. **Logistics and Membership:** Who can participate? When and where will meetings be held? What basic activities and programs will the group be expected to participate in, and how often will these be held?
3. Proposed significant programs, field trips, and major activities for the group.
4. Itemized funding needs and proposed costs of sponsoring the program for the current school year, as well as anticipated maintenance costs for future school years.

Upon initial review of the proposal, the Principal will meet with the advisor and discuss the organization. When the proposal is approved initially and revised, the proposal will be given to the Principal for the approval of any field trips or major programs. With the approval of the Principal, the proposal may be submitted to any further administrative parties, if needed, for funding requests to be considered.

Student organizations, with the cooperation of appointed student leadership within the group, will operate under the consent of the advisor. Additionally, school-wide and community programs that these groups may conduct will follow the expectations of the school administration; these activities include dances, movies in the theater, and other large events. Specific planning documentation, communication measures, and supervisory guidelines must be observed. Student organization travel must follow guidelines outlined in the GCSD Extracurricular Activities Handbook, and student behavior on trips must follow school policies and the GILA Code of Conduct.

Residence Life Programming

Students have opportunities to engage in a wide variety of activities led by Residence Life Staff and local or visiting experts, intended to promote social skills, physical and mental well-being, and a sense of community.

DAILY ACTIVITIES

The Residence Hall hosts daily activities for students to participate in during non-school hours. Most daily activities are one to two hours long, allowing students to participate in multiple activities each day. Some daily activities include open gym time, open craft room, swimming, basketball, open music room, and watching movies in the movie lounge. Students can also go on "walk-offs" off campus, play board games, go sledding, craft, attend bonfires, and join in on community service projects. Students often have the additional option to remain on their floor to study, do laundry, or socialize with friends.

SPECIAL EVENTS AND COMMUNITY FUNCTIONS

Students are encouraged to attend any community events taking place. Such programs have included the Iditarod and Iron Dog races, potlatches, craft bazaars, the spring carnival, and others. Community activities typically offer opportunities for students to be involved through service learning, performing, or organizing.

OVERNIGHT FIELD TRIPS

GILA offers opportunities for students to travel outside Galena by plane, boat, snowmobile, or foot, with activities like sports, field trips, camping, and community events, sometimes involving overnight stays. Past trips have included hunting, student conferences, dances, and village festivals. These trips require approval from the Principal of Residence Life and written parental consent.

IV. DAILY HIGH SCHOOL STUDENT SCHEDULE

The schedule for secondary students is largely based on academic time demands and the availability of residence life staff. This schedule may be modified at times to accommodate special events and holidays, but all high school residents at GILA are expected to keep track of the time and to plan their responsibilities and social plans around this community routine. Ignoring the schedule, tardiness, and being places where one is not supposed to be can lead to a Citizenship Level drop.

MONDAY – THURSDAY SCHEDULE

7:45-8:05AM — **Breakfast** // *Two Seasons Dining Hall*

Students must leave Ptarmigan Hall by 8:05am. Those who are continually late will have earlier bedtimes assigned and other measures taken to ensure they are able to get the proper amount of sleep and make it to school on time.

8:00-8:20AM — **Transportation to Classes**

8:27-3:53PM — **Classes** // *Academic Buildings*

Chore and room checks are performed in Ptarmigan Hall while students are at school. Lunch is served daily at the dining hall.

5:00-7:00PM — **Hot Meal Service**

4:00-9:00PM — **Activities** // *(Varies)*

Residence life programming provides several social activity options to students during this time. Most evenings, students have the additional option of remaining on their floor to study, do laundry, etc. All sports practices will occur during this time.

9:00-9:30PM — **Snack Time** // *Ptarmigan Hall Lobby*

Students are provided with a small snack.

9:30PM — **Floor Time** // *Residence Floors*

All students must be in the building, signed in, and up on their floors by 9:30. Any students who are checked out by community hosts are due back to the residence hall by this time as well.

10:00PM-6:00AM — **Room Time** // *Student Rooms*

Students are to be in their rooms. Music should be played at a volume low enough that it cannot be heard in the hall or in neighboring rooms.

10:30PM — **Lights Out** // *Student Rooms*

All students are expected to be quiet and in bed.

FRIDAY SCHEDULE

Same daytime schedule as Monday – Thursday

4:00-11:00PM — **Free Time, Store Runs, Activities**

Students may sign out for walks or attend one of the store runs, open to any student on the weekends. Often special events or social programs may extend beyond 10:00pm. Activities may also end before 10:00pm, giving students additional free time until curfew.

11:00PM — **Floor Time** // *Residence Floors*

All students must be in the building, signed in, and up on their floors by 11:00pm. All students that are checked out are due back to the residence hall by 11:00pm on weekends.

11:30PM — **Room Time** // *Student Rooms*

All students are to be in their rooms. Sleepovers must be arranged before Floor Time.

12:00AM — **Lights Out** // *Student Rooms*

SATURDAY SCHEDULE

10:30-11:00AM — **Morning Activity** *(as scheduled)* // *(Varies)*

11:00-1:00PM — **Brunch** // *Dining Hall*

1:00PM-11:00PM — **Free Time and Activities** // *(Varies)*

Same evening schedule as Friday



SUNDAY SCHEDULE

10:30AM — **Spiritual Services** // *Local Churches*

If students wish to attend spiritual services, a van will leave at 10:45am for 11:00am services at both the Catholic and Bible churches. Churchgoers should eat brunch when they return from Church at 12:30pm.

11:00AM-1:00PM — **Brunch** // *Two Seasons Dining Hall*

1:00-9:30PM — **Free time and activities** // *(Varies)*

Same nighttime schedule as Monday-Thursday

The Principal reserves the right to amend this schedule at any time during the school year if necessary. These amendments will be published and distributed to the students and staff.

V. STUDENT RIGHTS, CONDUCT, & DISCIPLINE

GILA students are held to the highest standards; they are expected to reflect these standards by respecting themselves, others, their community, and their school. The policies in both the classroom and in the residence hall are designed to protect the well-being of each person in the GILA community. Behavior threatening the positive living and learning environment fostered at GILA is taken seriously. Enrollment at GILA implies understanding and acceptance by students of the rights and expectations presented to them as residents of this school. Each student can expect opportunity to engage in an excellent education and safe living environment. Each student can also expect to abide by the rules and policies of the program (which are put in place to ensure student rights). Parents and caregivers should also have a clear understanding of the school's expectations for its students. By sending their child to Galena to attend school and live at GILA, caregivers are making a commitment to follow and support the guidelines and decisions of the faculty and staff. GILA protects the rights and interests of students and staff while accomplishing the objectives and mission of the institution.

Basic Guaranteed Student Rights

GILA students arrive from all over the state of Alaska and periodically from the lower 48 states. One great challenge for many students is moving into an environment for nine months that has different restrictions and supervision levels than they are used to when at home. It is the school's responsibility to take necessary precautions to ensure the health and safety of each individual while attending GILA. Sometimes students may feel as if neighbors and rules encroach on personal comfort and desired lifestyles. This can be a common feeling for students adjusting to life that is different from home. Regardless of how unsatisfied we may be at any given time with a particular condition, decision, or person in our community at GILA, students can take comfort in knowing that they will always have several primary guaranteed rights as a GILA student. If at any time a student feels that one of the rights explained below has been taken away from them, they should notify the appropriate staff member. It may be necessary to file a formal grievance against a student or staff member who has violated these students rights; see Filing Grievances at the end of this section.

Galena Interior Learning Academy assures each student:

THE RIGHT TO AN EDUCATION

GILA students have the right to be encouraged to achieve their scholastic goals and meet their full academic potential in and out of the classroom. They have the right to be held to fair academic expectations and provided with equal educational opportunities. Students have to right to adequate assistance, time, and resources to accomplish their assignments and lessons, such as with tutoring, guidance counseling, and personal attention and communication from their instructors. Additionally, students have the right to have access to an atmosphere conducive to learning, as they need it, in both the school building and in the residence hall. This includes not only the physical tools needed for their education, such as books, computer access, a desk, etc., but the solitude and distraction-free space needed for concentration. Evening study hall, and quiet hours in the residence hall have been established to help guarantee each student the right to pursue their education at GILA.

THE RIGHT TO PRIVACY AND PERSONAL SPACE

Students have the right to the respect of their privacy and personal space by staff and other students. Residence Life staff will knock and await a response or announce their name before entering. Students are not to enter another student's room without consent from that resident, and keys should never be lent to a neighbor. Staff reserves the right to enter student rooms or otherwise conduct reasonable searches, if necessary, in emergency situations where the life, health, or safety of students or staff are at risk. Staff also may conduct searches of student's rooms, lockers, bags, or other containers if there is a reasonable suspicion that there is evidence of contraband in the location to be searched. If a student feels a search or invasion of privacy was unwarranted or unnecessarily invasive, he or she should report it to the Principal of Residence Life immediately.

THE RIGHT TO FEEL SAFE AND SUPPORTED

Students have the right to be safe at GILA. The student to live-in Residence Life Staff ratio is the highest of all residential high schools in the state of Alaska. A Resident Advisor should be approachable and available to students, at any time of the day or night, should they need assistance. In addition, there is a front desk/security staff that monitors surveillance cameras in the student corridors throughout the night and perform regular room checks, and a Residence Life Counselor is available to students in the evenings full time. Student rooms can and should be locked when the resident is away from his or her room. Hallway lights remain on twenty-four hours a day. If for any reason a student is made to feel unsafe, he or she should notify the appropriate staff member. If another student or a staff member is making a resident feel threatened or uncomfortable, the incident(s) should be brought to a Dean of Students or the Principal of Residence Life. Harassment, threats, bullying, or invasion of privacy will not be tolerated.

THE RIGHT TO CONFIDENTIAL TREATMENT OF PERSONAL INFORMATION

A student's records, grievances, incident reports, medical information, and other personal information will not be shared with other students by staff or faculty. Only the appropriate staff and administration will have privilege to any sensitive material, and information that a student confides to a staff member will not be revealed unless it endangers the well-being of that student or others.

THE RIGHT TO PLAY AN ACTIVE ROLE IN STUDENT AFFAIRS THROUGH:

- The right to meet together.
- The right to participate in institutional government.
- The right to religious choice.

THE RIGHT OF FREEDOM OF INQUIRY AND EXPRESSION

Unless it infringes upon the rights of others, a student's freedom of expression and inquiry towards personal interests are encouraged and guaranteed to them. This may include speech, hobbies, art, music, etc. Students may even organize interest groups with peers who share similar ideas. Again, limits to these freedoms arise when a student's conduct or expression becomes disruptive, offensive, and inappropriate as determined by school policy.

THE RIGHT TO ADEQUATE STANDARDS OF LAW, DISCIPLINE, AND GRIEVANCES TO PROTECT THE RIGHTS OF OTHERS, AND JUST ENFORCEMENT OF THESE STANDARDS

Students have the right to know the legal and behavioral expectations placed upon them, the disciplinary systems that are in use here, and how to communicate concerns in the enforcement of both. Students are given the school policies and procedures in writing, and can expect to have these standards upheld throughout the course of the year. Unequal or unfair enforcement of these standards should be addressed with the Principal of Residence Life, the Assistant Principal, or the Principal.

THE RIGHT TO BE TREATED WITH RESPECT

Students are expected to treat each other with respect and civility. Language, words, actions, and even facial expressions should reflect this principle. As young adults, residents with a conflict are expected to seek out mature and rational ways to approach and resolve the issue. This is also true for student-staff relationships. Students are expected to always respect GILA staff members, and staff is likewise expected to respect the student residents of the school. If a staff member goes beyond professional and appropriate disciplinary measures to enforce policy, the Principal should be notified soon after the incident. Severe disrespect issues may hold severe consequences for both students and staff. Conflict mediation between students, and even students and staff members, is available to those wishing to participate. Remember, one cannot demand respect until he or she is consistent in giving it to others.

GILA Code of Conduct

Please refer to **Appendix A** for the Galena City School District Code of Conduct (CoC) that includes the expectations for all GCSD students including GILA students.

All of the policies and procedures of operation at Galena Interior Learning Academy are established to ensure the most healthy, safe, and positive living and learning environment. Specific behavioral polices are outlined below, indicating the pre-established consequences and disciplinary measures to be taken if the policies are violated. These policies apply when students are at school, in the residence halls, and at programs and community events.

Unacceptable Behaviors

NONCOMPLIANCE AND DISRESPECT TOWARDS STAFF

Students play a large role in creating and maintaining a safe, orderly, and mutually respectful environment at GILA. Students are expected to follow the reasonable requests of all faculty and staff and are expected to show respect toward all faculty and staff in the school community. Disrespectful behaviors include insulting or offensive language or gestures, sarcasm, inappropriate volume, or walking away from or ignoring a staff member who is speaking to a student. Students who display disrespectful behaviors will be taught acceptable behaviors and may have disciplinary consequences.

DISRESPECTING PEERS

Repeated disrespectful and hurtful behaviors towards peers will also result in disciplinary action. Deliberate attacks on others and violation of another individual's right to be respected do not fit the GILA community standards. Such behaviors may include, but are certainly not limited to, name calling, insults, malicious dirty looks, and disrespectful tone or attitude. Those who persist in disrespecting others will be referred to the Residence Life Counselor for counseling sessions and/or conflict mediation. Depending on the severity of incidents, other consequences may be assigned.

DRUG FREE SCHOOL

Ref. BP 3513.3

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. Please see the Tobacco Free School Board policy. Students are not allowed to possess, use, distribute, or sell alcohol, tobacco products, including cigarettes, vapes or drugs, regardless of age.

FALSE TESTIMONY

Students who give false testimony, or who fail to be truthful with a staff member will be disciplined as they would be for non-compliance, the severity depending on the nature and seriousness of the offense. To "lie" to someone is an obvious form of disrespect and dishonesty, and a sign of unwillingness to cooperate.

HARASSMENT AND MISCONDUCT

All members of the GILA community are responsible for the maintenance of an atmosphere that fosters openness, tolerance, and diversity. To this end, GILA will do what is necessary, without compromising either constitutional free speech or the historic principle of academic freedom, maintain a climate conducive to learning, free of harassment for its students, staff, and visitors. The staff shall seek to liberate each other and students from ignorance, prejudice, and parochialism.

Spoken, written, or symbolic harassment occurs when people insult, stigmatize, or denigrate individuals or groups on the basis of race, creed, sex, religion, national origin, ethnicity, age, sexual orientation, or physical ability. Harassment may also be directed simply towards an individual who is not in favor of the individual harassing him or her. Examples of harassing behavior are cited below. The listing is not exhaustive, but is intended to inform the campus community about behaviors which cannot be condoned and will not be tolerated.

a. The use of racial slurs or derogatory names directed at individuals which convey hatred to contempt for persons on the basis of the attributes listed above.

b. The creation of graffiti which conveys hatred or contempt for persons on the basis of the attributes listed above.

c. The display of symbols or images, which are derogatory towards, or are commonly understood to convey hatred or contempt for the persons on the basis of the attributes listed above.

d. The use of telephone, electronic mail, or paper mail (whether signed or anonymous) to convey hatred or contempt for persons on the basis of the attributes listed above.

Physical or verbal harassment, if determined to be made with the intent to maliciously, and with specific intent to intimidate or frighten another person for the reasons and attributes listed above, is behavior defined as:

a. Physical contact with another person.

b. Damage, destruction, or defacement of personal property of another person.

c. Threats, by word or act, to perform an act described in subdivision (a) or (b).

Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:

a. Submission to such conduct is made in any way a condition of an individual's employment, academic, or disciplinary standing.

b. Such conduct interferes with an individual's work, academic performance, or creates an intimidating, hostile, or offensive environment.

Harassment of any kind must be reported immediately with appropriate documentation, including exact quotation when possible. Harassment is a serious offense and has no place in our community. Ignorance of what harassment entails and the policies for dealing with harassment is no excuse for harassing behaviors. Harassment may include such actions as approaching someone and telling them to "watch their back," hanging lewd images of scantily clad men or women where others will see them, making a joke that is derogatory toward a specific person or group of people, or initiating physical contact with someone who does not welcome it.

Misconduct, likewise, will not be tolerated by students or staff at GILA and will be dealt with severely. General misconduct is any action or language that would be considered inappropriate by the community's standards. Again, GILA is a state and federally funded school with the majority of its students under the age of 18. Prejudice or offensive remarks, obscene gestures, profane or sexually explicit comments, or any of the previously mentioned forms of harassment are all misconduct. Sexual misconduct is defined as the intentional touching of a person's intimate parts or the clothing covering the immediate area of a person's intimate parts. In this educational setting a questionable act involving staff members and/or students, whether consensual or nonconsensual, will be considered misconduct. The severity and nature of the contact may justify the act as sexual assault. The use of drugs or alcohol will not be considered a defense for any misconduct incidents.

Students should report misconduct or harassment incidents involving their peers to any staff member as soon as possible. Students should report an incident of misconduct involving a GILA staff member to the Principal of Residence Life. Staff members reporting student misconduct should refer the matter to the Principal of Residence Life immediately and complete a detailed incident report. Staff members reporting misconduct of GILA employees should file a formal grievance.

Misconduct/harassment issues will be disciplined to the full extent of school policy and the law. Students guilty of misconduct will be disciplined up to, and possibly including, suspension and expulsion. Additionally, local law enforcement will be consulted as necessary. If an employee is found guilty of misconduct, the district will take prompt, corrective disciplinary action up to and including dismissal. Local law enforcement will be contacted.

HAZING

Hazing is not permitted at GILA. A form of harassment, hazing is when an individual or group of people is singled out and forced to undergo some form of demeaning, embarrassing, or belittling experience. Examples of hazing include playing pranks on new students, pinching or bullying a freshman to "initiate" him, or pulling a student into a shower and soaking her with water because it is her birthday. Hazing might also be often done as a form of initiation into a larger organization, and GILA students wishing to conduct an initiation activity are encouraged to design an activity that is more constructive for the organization and less humiliating for their peers, such as a special outing or dinner. Students found to be hazing peers may be suspended or expelled.

INAPPROPRIATE DISPLAY OF AFFECTION

GILA high school students are not permitted to show any physical affection beyond holding hands and brief hugs less than or equal to four seconds in duration. A simple determinant of whether physical touch is appropriate can be remembered as "near, not on." Hands, legs, feet, heads, and any other body part should not be resting or moving on another student, making it so that couples are "next to" rather than "on" one another. Additionally, students should not be standing or sitting in inappropriate manners in relation to one another, such as on laps or between the legs of another individual, leaning up against one another, or lying together on the same couch or bed. Inappropriate displays of affection can be thought of as any contact or behavior that a student would generally not initiate with his or her friends with which they have no sexual interest.

Repeated offenses or instances of students being found in sexually compromising situations will lead to suspension or expulsion.

SNEAKING OUT AND COHABITATION

Students found to have snuck out of the building, off campus, or into the room of a student of the opposite sex will be suspended and possibly expelled, depending on the severity of the offense. Students who pose such a threat to their own safety put the school at a great liability and will not be permitted to stay at GILA if such behavior is repeated.

SOLICITING, PEDDLING, AND GAMBLING

To promote financial responsibility and to keep students from being the targets of unapproved solicitation and profit making, GILA does not permit soliciting, peddling, or gambling on campus. Solicitation is the visitation of an individual attempting to sell products or services, or asking for donations. Only approved student fundraising efforts may involve solicitation. Strangers or community members on campus soliciting to students should be escorted from the building and asked to speak with the Principal of Residence Life about their needs. Students are not to solicit unless supervised by a staff member advisor for a club.

Peddling, or the sale of items from a non-visitor, is likewise not acceptable. Students and staff are not permitted to sell or vend items from their rooms, including beverages and snack foods. Frequent store runs and a residence hall store provide students with ample opportunities to stock up on snacking needs for the week. Students caught operating a business will be disciplined. If students wish to sell items they must get prior approval from their RA.

Gambling, or participating in an activity with the risk of personal loss, is not permitted unless it is an approved student fundraiser, such as a raffle.

LITTERING

Littering is not permitted on campus or anywhere in the Galena Community. Littering will result in trash pickup detail, and repeated offenses will result in other disciplinary action.

Due Process Procedures

The constitutional rights of individuals assure the protection of due process of law. Therefore, the following system of constitutionality and legally sound procedures will be used in the administration of student and staff discipline and rights at Galena Interior Learning Academy.

Investigation & Hearing

Ref. BP 5131.41

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

Students should feel free to voice, during a disciplinary hearing, any concerns relating to any denied due process procedures. Personal complaints or grievances against staff or administration regarding disciplinary hearings should be submitted in writing as soon as possible after a student feels that he or she has been unfairly treated. The formal grievance policy is located at the end of this section. Student assistance in filing a grievance against a staff member should be directed to the Residential or School Administrator.

FLOOR RESTRICTIONS

Students who have committed infractions may be assigned Floor Restrictions, meaning they must stay on their floor in the residence hall once, rather than have the privilege of activities and campus freedom.

OUT OF SCHOOL SUSPENSION

Students who have committed serious behavioral infractions may be assigned between 1-10 days of OSS. For all OSS assignments, students must leave the residence hall at the expense of the parents/guardians. While on suspension, students may not return to campus or appear at school activities. Please note that the student will remain on restrictions until the parent/guardian has made alternate housing arrangements. Additionally, students who are leaving on OSS must pack all personal belongings with them for the duration of OSS regardless of where they are serving their suspension.

Above & Beyond Program

The Above and Beyond program recognizes students who excel in leadership, academics, behavior, health and wellness, and community service.

Students who are accepted into the program enjoy special perks while living in the dorms, following an application process. Benefits include access to the e-sports lounge, weekly gift cards for the student store, walk-offs during unscheduled times, access to the SUB kitchen, and more.

To remain in the program, students must maintain strong grades and continue demonstrating leadership and mentorship with their peers.



VI. GENERAL REGULATIONS OF PTARMIGAN HALL

Facility Maintenance & Security

The following policies have been established to protect the security and condition of the campus, its buildings, and their contents. Not only are we each responsible for our private rooms and their contents, but also we must pitch in as a community to keep our residence hall, school, and campus clean and in good shape.

KEY USE AND SECURITY OF PERSONAL SPACE AND BELONGINGS

Keys are issued to individuals based on what facilities they have the authority to access. Loaning, borrowing, or trading keys amongst staff or students is strictly forbidden. Students may sign out a room key for the duration of their stay in Ptarmigan Hall and should keep their rooms locked when away. **Signing for a key puts the holder responsible for the use and abuse of the key.** Additionally, if the key is lost, that individual is responsible for the replacement cost of the key, possibly re-keying the door to which the key fits, and the replacement of the necessary number of additional keys that must also be cut to fit that door. Loss of a key should be reported to the Dean of Students responsible for facilities immediately. The fee for a lost student key is $10.00.

Room keys are to be formally returned to the Dean of Students before winter break, room changes, at the end of the school year, out-of-school suspension terms, or when the student withdraws from GILA at any time.

Staff members are never to loan their key to a student. Students found with keys they are not authorized to have possession of may be suspended if they are found to have been using the key to access a restricted area. If students are likewise found in a facility when they are not authorized to be there, whether they found a way in or used a key, they will face similar discipline measures.

Students are strongly urged to keep their room locked whenever they are not present to prevent theft or unwanted borrowing. GILA does not assume responsibility for lost or stolen personal belongings, but will assist in retrieval efforts to reasonable extents.

ROOM AND CAMPUS CLEANING

As a GILA student, you are expected to help maintain a clean campus and living environment. Every Wednesday after school, students will return to their respective floors and are responsible for cleaning their rooms and common areas. Resident Assistants (RAs) will inspect the rooms and floors to sign off on completed cleaning tasks.

Additionally, students participate in campus cleaning every other Saturday from 4:00pm to 5:00pm. Students on the 2nd floor will clean during week one, and students on the 3rd floor will clean on week two resulting in a cleaning rotation.

Failure to participate in scheduled cleaning may result in floor restrictions or additional chores.

ELECTRONIC DEVICES

Students are allowed to have personal electronic devices such as digital cameras, iPods, cell phones, personal gaming devices, etc. Students must use these items in appropriate ways so as not to infringe on the rights of others. The use of these devices is restricted during quiet hours and mandatory activities. GILA reserves the right to confiscate electronic devices should their use be disruptive to the living environment. Examples such as: use after hours; transmission or containment within of harassing or degrading messages, pictures or video; “sexting” (the transmission of sexual text messages, videos or pictures); or evidence of policy violations contained within the phone may result in confiscation. GILA will not be responsible for loss of value of service plans, prepaid minutes or contractual obligations of plan holders. Students worried about such concerns should be especially careful to use their devices only in appropriate manners. In cases of suspected illegal activity, cell phones may be given to the police.

Students are allowed to have computers in their room, but must make sure that their use complies with all expectations for behavior. Whether or not they are being used for academic purposes, all computers must be turned off at lights out.

At no time are students allowed to buy or sell electronics. If a student wishes to sell an electronic item, they may do so with oversight from the Residence Life Principal and only after receiving permission from a parent. The Residence Life Principal will research to make sure that the price is fair and that the item has not been reported lost or stolen.

When electronic devices are not being carried with a person they should be placed in a locked cabinet or drawer within the student's room. Galena Interior Learning Academy accepts no responsibility for lost or stolen items.

Personal Safety

Of the utmost concern of the GILA staff is student safety and security. Many irresponsible behaviors directly put the individual or others in physical danger and will not be tolerated. An individual who proves to be one who consciously and intentionally disregards the welfare and safety of others or him/herself cannot remain at Galena Interior Learning Academy.

TOBACCO/E-CIGARETTE/VAPE USE

Under Alaska State Law, individuals under the age of 19 are not permitted to use tobacco products. Students violating this law risk being cited by local law enforcement and fined $25 to $300. Violators can also expect to be assigned the following disciplinary measures: please refer to the GCSD Code of Conduct.

High school students may not use tobacco in any form while attending GILA, even if they are 19 years of age. Smoking/vaping is not permitted in any building on the GILA campus. Additionally, smoking/vaping must not occur within 20 feet of public entrances to any facility, and smoking/vaping is not permitted in district-owned vehicles. This policy is enforced by state and/or health department officials, and violators may be subject to civil fines. Individuals observed to be violating this policy should be asked to comply. If further action is necessary, the matter should be reported to the Residence Life Principal.

ALCOHOL AND ILLEGAL DRUG USE

The illegal possession, use, sale, or distribution of alcohol, narcotics, or marijuana, in any form, or any related paraphernalia, on or off the GILA campus will result in severe sanctions. Any instances with illegal substance activity will be referred directly to the police.

Galena Interior Learning Academy has the legal right to test its students and staff for the use of alcohol and drugs, employing the rapid eye test, breathalyzer exams, and urine analysis. Any of these procedures can be requested by an administrator with good cause. No random testing will be conducted.

GILA high school students guilty of illegal alcohol or drug abuse, including sniffing or huffing chemicals, will be assigned, in addition to legal sanctions, the following corrective disciplinary measures: *please refer to the GCSD Code of Conduct*.

CAFFEINE AND ENERGY PRODUCTS

To support student health and safety, GILA prohibits student possession, use, sale, distribution, or sharing of highly concentrated caffeine and energy products. This includes caffeine or "energy" pouches, energy drinks, energy shots, and similar stimulant products. These items are considered contraband and are not permitted anywhere on GILA premises, including dormitory buildings, academic buildings, other school facilities, vehicles, or school grounds. Coffee and other carbonated beverages known commonly as "soda" are permitted on campus. Prohibited items may be confiscated, and students may be subject to disciplinary action in accordance with the GCSD Code of Conduct.

FIGHTING AND ASSAULT

Physical and sexual assault are serious violations to the GILA Code of Conduct and will be treated as such. Local police will be called to handle the matter, and students responsible for assaulting another individual can expect to be suspended or expelled.

FIREARMS, WEAPONS, AND FIREWORKS

The possession or handling of any firearm or weapon is prohibited. This includes fireworks, knives, bows and arrows, leatherman tools, lasers, chemical sprays, and other dangerous devices or tools that could be used as a weapon. Questionable items should be approved by a staff member before they are brought to GILA. Contraband will be confiscated, disciplinary action will be taken, and the item may be disposed of.

MOTOR VEHICLE USE

Galena Interior Learning Academy has strict procedures for operating vehicles in its motor pool and for permitting student travel in or on private or recreational vehicles. These policies ensure the safety of the students and drivers, as well as the continued maintenance and availability of school vehicles.

No students are permitted to operate district vehicles, and should therefore not be found in the driver's seat. Vehicles are not to be occupied beyond their legal seating capacity. Conduct and volume within the vehicles must be appropriate and safe for the driver's concentration. Students are responsible for keeping Ptarmigan Hall passenger vehicles clean. Student abuse or neglect of these vehicles may result in individual disciplinary actions, temporary removal of the vehicle from the motor pool, or reduced or limited store runs and off-campus programming opportunities. Physical damage repair costs will be billed to the vandalizing student's parents, and the incident will be dealt with as described in the GILA vandalism policy.

All staff drivers must be approved through the GILA Administration and have copies of a valid driver's license on record in the district office in order to be placed on the district's insurance policy. High school students are only to be transported in approved passenger vehicles by an approved driver. District vehicles are only to be driven on state-approved roads. Reckless or irresponsible driving may result in loss of staff driving privileges, suspension, or dismissal. Policies regarding the use of designated staff vehicles can be found in the GILA Residence Life Staff Manual.

GILA high school students may not ride recreational vehicles owned by the school district or community members unless their parents or guardians have submitted explicit written permission to GILA. This permission form includes an itemized approval list for snowmobiles, boats, ATV's, 4-wheelers, dirt bikes, and other motor vehicles. **A copy of the form is located at the end of this handbook.** Operating or riding one of these vehicles without written parental permission will result in a level drop or more serious disciplinary measures.

High school students are also not permitted to get into/onto any privately owned vehicle unless the driver has formally checked them out from Ptarmigan Hall. **A student wishing to be permitted to drive a host's privately owned vehicle with the host in the passenger seat must first ensure that the host has been approved by an administrator as a driving chaperone and that GILA has received the following documentation:**

- Valid Alaska Driver's License or learner's permit of the student
- Valid Alaska Driver's License of the host
- Written permission from parent expressing consent to allow student to drive with the host as an escort

For more details, refer to Section IX: *Student Checkout and Travel.*

Use & Abuse of School Property

Many furnishings, household items, and recreational goods are made available to residents of Ptarmigan Hall. Students are held accountable for the condition of these items if they choose to use them.

BUILDING FACILITIES

LOUNGES: Both the boys and girls floors have a television lounge for student use, as well as the game room on the first floor. Lounges are closed at Room Time when students must go to their rooms. The Student Union Building, or "SUB," is a coed lounge and recreational area. It closes before Floor Time each night, when students must sign into Ptarmigan Hall for the night.

LAUNDRY ROOMS: There is a laundry room on each floor. Students are responsible for their own laundry soap. The boys' and the girls' floor laundry rooms each have four sets of washing machines and dryers. Students are not permitted to use the washer and dryer on the first floor without staff permission.

MUSIC ROOM: The music room is a separate building with a variety of musical instruments, including violins, guitars, horns, drums, and keyboards. Students may check out instruments and use the room with staff supervision.

LOBBY: The lobby, located on the first floor, is the main information hub in Ptarmigan Hall and is staffed 24 hours a day.

ROOM CHECK-IN AND CHECKOUT

Whenever a student moves into a room, including when a student has just made a room change, he or she must complete a Room Inventory Form (RIF), which has already been filled out by the supervising Resident Advisor. This document lists each area and furnishing of the room, as well as the condition of each at the time the student assumes occupancy. The student checks over the staff member's observations and signs the form, expressing their agreement with the evaluation of the room's condition. Keys are assigned by the Dean of Students or Assistant Dean of Students.

When the student moves out of the room, even for a room change within the building, the RA will complete the second column of the RIF, and any excessive damages that occurred from the time the student moved into the room will be billed to the parents. Keys are to be returned to the Dean of Students or Assistant Dean of Students. Upon departure, students will need to undergo a formal checkout, which consists of completing a detailed room-cleaning checklist. Rooms that are not signed off by an RA or that have not been cleaned properly may result in a $75.00 cleaning fee.

STUDENT ROOMS AND INVENTORY

Each student suite is equipped with a bathroom and a closet that can be secured with a padlock. Rooms are furnished with a trash can, lamps, and a shower curtain. Students are provided with a twin bed, nightstand, bedside lamp, dresser, desk, and desk chair. Additional furniture may include sitting chairs, end tables, and entertainment units.

Students are supplied with toilet paper, trash bags, light bulbs, and access to vacuum cleaners and cleaning supplies as needed. Each room also includes a refrigerator.

LINEN CHECKOUT

A limited number of pillows, sheets, blankets, comforters, and towels are available for students to sign out. **Students are urged to bring their own towels and linens for use during their stay at GILA.** School linens are expected to be cleaned regularly by the borrowing student. Comforters should be used with a bottom sheet on the bed. Replacement costs for articles returned with damages other than reasonable wear and tear will be billed to the student or parents.

FIRE CODE SAFETY

In order to comply with building fire codes and to observe prudent safety precautions, GILA will enforce the following fire code regulations:

1. No electrical heat-producing appliances other than hair curlers, hair dryers, and hot pots are permitted in student rooms. Coffeemakers and irons may be kept if they are equipped with an automatic shut-off device. Space heaters, toasters, toaster ovens and microwaves are some of the appliances that are not permitted in Ptarmigan Hall. Unauthorized appliances will be confiscated and held until the owner can take them home.
2. Open flames and flame-producing devices are not permitted in student rooms. Incense, kerosene lamps, matches, lighters, candles, and similar items will be confiscated.
3. Smoke detectors, safety signs, fire extinguishers, alarms, emergency evacuation routes, and wiring systems are not to be covered, blocked, or tampered with. Tampering with these devices may lead to criminal charges.
4. Fire doors and all other doors with closing mechanisms are to be kept closed at all times except in the event of an emergency.
5. Nothing is allowed to block, even partially, any means of exit. There is to be nothing placed in hallways or in front of doors or windows.
6. Flammable holiday decorations such as real Christmas trees and wreaths of pine boughs are not permitted in the residence halls.
7. Prompt and complete evacuation of campus buildings or facilities is mandatory when a fire alarm is sounded or when so directed by a GILA staff member. Individuals who fail to comply with this provision will be subject to disciplinary action. It is against state law not to participate in emergency evacuations, including drills.

EMERGENCY EVACUATION

Emergency and crisis response plans can be found in the Galena City School District Crisis Response Management Manual. Evacuation plans are located in every room and by every exit in both residence halls. **The student Fire Evacuation plan for the residence halls is simply to proceed immediately and calmly to the nearest stairwell and exit, and to follow staff out to one of the meeting places, established a safe distance from the building.**

DECORATING AND PERSONALIZING ROOMS

Students and staff members are encouraged to personalize their living space by rearranging furniture, hanging posters, and displaying photos of family and friends. However, nails and hooks are not to be used in walls or ceilings. Poster putty is available. Paint cannot be applied to walls, fixtures, or furniture within the rooms. Additionally, decorating efforts should not violate the above fire codes.

REFRIGERATORS AND TELEVISIONS

Every student room is supplied with a refrigerator. Students may not bring their own refrigerators to Ptarmigan Hall without the express, written consent of the Principal prior to the arrival of the refrigerator. Any refrigerator that is found not to have the Dorm Principal's approval will be confiscated.

Personal televisions or other viewing devices can be kept in student rooms if permission has been received by the Residential Life Principal.

PETS

Students are permitted to keep freshwater fish. No other pets are allowed. Please see Board Policy BP 6117.

SCHOOL INTERNET

Students will be provided the ability to sign onto a school WIFI for phones and computers. Sunday to Thursday evenings, this WIFI service will end at 10:00pm. Friday and Saturday nights, the WIFI service will end at 12:00am.

Community Rights & Responsibilities

In addition to the individual student rights, the rights of the community within Ptarmigan Hall must be observed to maintain a positive living and learning environment for every resident. Only the maturity and consideration of each student towards his and her neighbors can assure that everyone's rights are preserved.

BILL OF RIGHTS FOR ROOMMATES

Students are expected to uphold rights and responsibilities in their shared living space with roommates, showing respect for both neighbors and the broader community. **Basic rights of a roommate include:**

1. The right to read, study, and sleep free from undue interference in one's room. Unreasonable noise and other distractions from a roommate and guests inhibit the exercise of this right.
2. The right to expect privacy and the respect of one's personal belongings.
3. The right to a clean environment in which to live.
4. The right to free access to one's room and facilities without pressure from a roommate or neighbor.
5. The right to host guests during the appropriate hours with the expectation that guests are to respect the rights of the host's roommate and other hall residents.
6. The right to seek resolution of grievances and complaints. Resident Advisors (RAs) are available for assistance in settling conflicts.
7. The right to be free from fear of intimidation, physical and/or emotional harm, including harassment, pranks, or belittling talk.
8. The right to expect reasonable cooperation and sharing in the use of shared telephones, televisions, washers and dryers.
9. The right to safe, confidential, approachable, and available counsel and assistance from the student's assigned Resident Advisor, as well as the Assistant Dean of Students, Dean of Students, and Dorm Principal.

TELEPHONE USE

Calls cannot be made or received after Room Time, 10:00pm on weeknights and 11:30pm on weekends. At Room Time, students will be asked to terminate their calls. Parent/guardian calls may be permitted to conclude casually, but students should be prepared for staff to verify that it is a parent on the line, and calls should be completed as soon as possible. **GILA asks for the cooperation of parents in this matter, requesting that all calls be finished by Room Time.** Repeated violations of the telephone policy may result in students being required to turn in their devices before bed. Emergency calls will always be forwarded to the appropriate students, and if additional privacy is needed, students may ask to use a staff member's telephone.

PRIVACY AND THE RIGHT OF STAFF ENTRY

Personal privacy is a right that all students and staff are expected to respect for each other. Students and staff are expected to knock and to be given permission to enter before doing so. Students should never enter another student's room in their absence. Students who are under disciplinary review, whose health or safety may be at risk, or who are suspected of engaging in misconduct within their room should expect staff members to enter the room for necessary intervention.

WELLNESS CHECKS

For the safety of all students, staff perform hourly wellness checks. The staff member will knock, announce their presence, and enter the room. After lights out, staff will continue wellness checks hourly as quietly as possible to avoid disturbing students.

NOISE MANAGEMENT

Maintaining a quiet and considerate environment for all students is essential in the dorms. Students are expected to respect the rights of others by minimizing noise and being mindful of the shared living spaces. Students should be mindful of their noise levels at all times. Music, televisions, and voices should be at a volume that cannot be heard by other residents. A staff member will address any noise that can be heard more than one door away.

DRESS CODE

A student's choice of clothing in common areas of the community should be appropriate for an educational setting. If a student's clothing is considered inappropriate. Staff will talk to the student about alternatives, and consequences will follow the Code of Conduct. **Items that are inappropriate may include but not limited to:**

1. Short shorts, skirts, dresses, and holes in distressed apparel – that is above the middle finger with arms straight down your side
2. See-through tops
3. Bare backs
4. Inappropriate remarks or symbols on clothing
5. Tube tops
6. Bare midriffs
7. Halter tops/ spaghetti straps
8. Visible underwear
9. Sunglasses
10. Low cut shirts

Any item of clothing or accessory that condones, advertises, or promotes sexual connotations, drugs, alcohol, or gang activity is not acceptable and will not be allowed in our schools or any living spaces.

INAPPROPRIATE IMAGES, LYRICS, AND GESTURES

Clothing, posters, or other images that portray offensive or inappropriate scenes or messages may not be displayed or worn openly at GILA. Public display of such offensive material may be considered harassment. These images include nude or scantily clad people, alcohol-, drug-, or tobacco-related material, topics of a sexual nature, and other material deemed inappropriate by a staff member. Students should expect that these items be confiscated or destroyed, and discipline sanctions may follow. Lyrics to music and movie dialogue that has inappropriate language or content should not be audible to others, and should be restricted to rooms with closed doors. Staff members who hear such profanity or vulgarities reserve the right to confiscate.

SLEEPOVERS

Students wishing to host a sleepover should first obtain the consent of their roommate as a courtesy. All students wishing to participate in sleepovers must be in the room where the sleepover will take place with all personal belongings that will be needed for the duration of the night. Students are not permitted to leave sleepovers for anything without the approval of floor staff unless there is an emergency. Sleepovers in student rooms may accommodate up to four students and must be approved by staff. RAs may grant special permission for sleepovers for up to six students in the multipurpose lounges on both residential floors. If at any time a sleepover group causes a disturbance, the students will be sent back to their rooms for the night.

CAMPUS CLEANLINESS

The cleaning and upkeep of a healthy, presentable living environment is the shared responsibility of all Ptarmigan Hall residents. Students should expect scheduled cleaning times for both room cleaning and the cleaning of common areas. Cleaning tasks may include sweeping, mopping, vacuuming, sanitizing surfaces, etc. Fire codes and sanitation requirements require that student living areas are maintained in a clean and orderly fashion.

STUDENT EMPLOYMENT OPPORTUNITIES

There are several campus jobs to apply for including Student Store, Dining Hall, and Gym attendant. **To apply please go to the district web page and apply for student employment.** All students may apply. Students must maintain good grades (A, B, or C)s in all classes.

NOTE BOARD

Students are expected to check the note board at the front desk daily for any notes left for them by staff.

STORAGE AND SHIPPING OF PERSONAL BELONGINGS

At winter break and at the end of the school year, students are responsible for taking all personal belongings home or arranging for them to be shipped. Students are provided with boxes and tape as needed and may be transported to the post office to mail items home. Any belongings left behind may be shipped to the student's parent or guardian at their expense. Shipping costs must be paid within 90 days of the student leaving GILA. Items remaining after 90 days may be donated or disposed of. Students may ship items to school at GILA: Attn: (Student Name), PO Box 70, Galena, Alaska, 99741.

Public Safety

The primary concern of the staff at Galena Interior Learning Academy is to ensure the safety and well-being of its students. Several policies have been established to promote a safe environment within Ptarmigan Hall and to protect the health and security of the community as a whole. **First and foremost, no unauthorized visitors are permitted on campus.** Community members, Galena City High School students, or guests are permitted in common areas on the first floor of Ptarmigan Hall. All guests and visitors must check-in in the lobby with the Front Desk Operator. Adults coming to check out a student must wait in the lobby for the student to get ready and to meet them at the front door. Adults checking out a student must be on the District approved volunteer list.

HEALTH & SAFETY CONCERN ITEMS

The following items, which violate fire codes and/or jeopardize the health of students and staff, are not permitted in student possession or in the living areas of the residence hall:

- Knives (other than dinner knives) or other blades—this include art knives with blades larger than ½ inch
- Firearms or weapons
- Toasters or toaster ovens, or any cooking devices other than hotpots or electric kettles
- Any products that have open heating coils
- Halogen lamps
- Candles, incense, lighters, matches, and other flame-producing devices
- Drugs, tobacco, or alcohol, iqmiq
- Pornography
- Medications (including over the counter medications, vitamins, and supplements)
- Space heaters and other heat producing items other than irons or coffeemakers with automatic shut-off timers
- Aerosol cleaning cans or spray paint
- Any type of vaping or vaporizers
- Caffeine or "energy" pouches, energy drinks, energy shots, and similar stimulant products

These items will be confiscated, and possession and/or use will lead to the appropriate legal and disciplinary actions.

When in doubt please ask for verification.

PERSON, PACKAGE, AND ROOM SEARCHES

Staff reserves the right to enter student rooms or otherwise conduct reasonable searches, if necessary, in emergency situations where the life, health, or safety of students or staff are at risk. Staff also may conduct searches of student's rooms, lockers, bags, or other containers if there is a reasonable suspicion that there is evidence of contraband in the location to be searched. Two staff members will be present in a student room at all times during the search.

All packages that arrive for students must be opened in the mailroom by a staff member. Students wishing to send boxes home, especially before leaving GILA for the year or for good, must have their boxes inspected and signed off by a staff member. This helps prevent the unnecessary loss of school books or materials, library materials, linens, personal belongings of other students that may have been borrowed or stolen, etc.

STUDENT ILLNESS POLICY

A student who feels ill should inform the medical staff. For over-the-counter medication or to stay home from school, the student must have a temperature above 99.9 degrees Fahrenheit or display noticeable illness or injury. These conditions will also be necessary for a health clinic appointment to be made.

A student who decides (or is sent) to stay home from school will be required to stay in a designated wellness room on the first floor for the entire day, so as to get rest and to refrain from contaminating his or her neighbors. Everything a student may need during the day should be brought down to the wellness room, including bedding and toiletries. The student cannot eat meals in the dining hall, but will have food brought to them by medical staff. Students who have spent the day in the wellness room may not return to their room upstairs until Room Time; this is 10:00pm on weeknights and 11:30pm on weekends. Students must also wait downstairs until a medical staff member has checked them out of the wellness room, making sure that the student has properly cleaned and disinfected the room for the next user. Sick students will be checked in on regularly. Sick students who refuse to enter the wellness room when asked to do so under the advice of Residence Hall Staff or local medical professionals will be subject to Out-of-School Suspension. This drastic measure must be taken in order to reduce the potential of epidemics or outbreaks of illnesses within the GILA community.

ADMINISTERING MEDICATION

Students are not permitted to keep prescription or any over-the-counter medications in their possession. The only exceptions are birth control medications, prescribed asthma rescue inhalers, and epinephrine delivery devices, which must be registered with the medical room but then can be kept in the student's room in a secure place. All other medications must be turned over to medical staff as soon as they are given at the clinic, or as soon as they arrive in the mail or in the luggage of a returning student. When a student is due to take their medicine, they must go to the medical room to have medical staff administer and log that medication was given. Students are responsible for having parents refill prescriptions, and new prescriptions and refill bottles must be given to the Hall Manager as they are received. If a student chooses to purchase over-the-counter medication in the stores, a staff member should be notified before the item is purchased, and the staff member can write the student's name on the bottle or package. All medications are stored in the medical room located on the first floor of Ptarmigan Hall.

SIGNING IN AND OUT OF THE RESIDENCE HALL

For security and accountability reasons, especially so that staff can find students if there is an emergency, all students must sign in and out of the residence hall, noting the time and destination of their ventures from the building. Students, as soon as they first leave the school building in the afternoon, must check into the residence hall, and if they wish to go somewhere after school in their free time before dinner they must sign out. Students who continually fail to sign in and out, or who are found to be in a location other than where they signed out to go, will receive consequences according to the Code of Conduct.

RESTRICTED AREAS AND OFF CAMPUS WALKS

There are some areas of base and town that students are not permitted to go. Students should remain within campus boundaries at all times unless going for an approved walk off campus during scheduled walk-off times. Out of bounds areas of campus include Iditarod Hall, behind Ptarmigan Hall, behind the gym, and past the Composite building. Students should familiarize themselves with the campus map.

Students who choose to go on a walk-off must go with at least one other student and check out at the front

desk before leaving. They may walk around town on the main roads and are allowed to go into businesses such as the store or coffee shop. Students are not permitted to get into any privately owned vehicles including snowmachines or other recreational vehicles, not even to accept rides to campus.

WINDOW SCREEN REMOVAL

The window screens in student rooms and lounges are not to be removed. Students are not to hang out of their windows or to throw or drop things from their window. Additionally, when windows are open, students are to control the noise and music that comes from their room. Stereos cannot be placed in windowsills and music should not be blasted so that it can be heard by our neighbors or from the dining hall. **Screen removal is a $75 fine and a letter and bill will be sent home to parents.**

Also note that conversation out windows/between windows is not permitted.

PERSONAL HYGIENE

Though it may seem like a personal health issue, hygiene affects the entire community and the rights of others. Offensive odors or appearances may offend neighbors or make them feel uncomfortable in their own living or learning environment. Additionally, every resident has a responsibility to keep themselves and their living area clean so that unnecessary germs and bacteria are not spread throughout the community.

Each room is equipped with a shower and a sink, and as a general rule of thumb, students should shower daily. Laundry facilities are available on each floor, and clothing should be washed regularly. Galena Interior Learning Academy may provide support to students to wash their clothing and to buy detergent, soap, shampoo, and deodorant regularly. Students who fail to maintain these community health and cleanliness standards will be approached by staff members who will provide guidance in these matters.

All mattresses must have a sheet on them, pillows must have pillowcases, and sheets should be used under comforters. All should be washed regularly.

Guest & Visitor Services

Several rooms and a lounge for overnight visitors to GILA or the Galena City School District are available upon request provided space is allowed. Parents are always welcome. Additionally, these rooms host programmers, performers, visiting administrators and faculty, and special guests who serve the students of the district in some capacity.

Requests for room reservations must be put in with an administrator. Availability is primarily on a first-come, first-served basis. GILA cannot guarantee a room to anyone without prior reservations. Several community bed and breakfasts can accommodate visitors to town. Questions regarding meals in the GILA dining hall can be directed to the Dorm Principal.

State regulations prevent adults (other than state-approved and checked staff) from having unsupervised access to the direct living area of students. This is strictly a safety measure. For this reason, parents and guests are not permitted past the first floor of Ptarmigan Hall and may not visit their student's room during their visit.

CHECKING IN

After reservations have been confirmed, guests must simply sign in at the front desk of Ptarmigan Hall. Transportation from the airport should be arranged prior to guest arrival in Galena. Similarly, guest transportation for the duration of the visit must be arranged prior to guest arrival in Galena. **Guests can be reached at Ptarmigan Hall at 907-318-6697.**

RESPONSIBILITIES OF GUESTS

Guests are asked to notify the front-desk operator in advance of meals they will be eating in the GILA dining hall so that we can confirm meal numbers with Food Services. We ask our guests to throw out their trash when they leave. Laundry facilities are available on the first floor.

Any concerns or guest needs should be directed to the front desk.

VIII. STUDENT SERVICES

The following arrangements and services have been established to meet the regular daily needs of all students, both secondary. Questions regarding other student needs should be brought to any staff member, who may refer the issue to the correct source of assistance if necessary.

Transportation & Store Runs

Galena Interior Learning Academy has a motor pool to serve the transportation needs of the students. Currently, GILA has 11-15-passenger vehicles, and access to two full-sized school buses to transport students to sports practices, community events, clinic appointments, and the airport. Additionally, store runs are made periodically in the evening and sometimes on the weekend, providing students with transportation to the local businesses for snacks, movies, and necessities.

Student Store

Ptarmigan Hall residents have access to a student store in the SUB. This operation is supervised and maintained by student workers and provides students with basic necessities and snacks, such as toiletries, laundry detergent, popcorn, instant soups, beverages and much, much more. The Student Store now accepts credit and debit cards.

Student Employment

All students may seek employment during their time at GILA to earn spending cash and to pay their bills. Employment opportunities are available off campus and within the school. Those who seek off-campus employment must maintain Above and Beyond Program status to be unsupervised by school staff when away from campus. Such students' transportation will be provided by GILA to and from employment.

Academic Support

Outside of the classroom, students have excellent opportunities to gain guidance and assistance from their instructors. The small student to faculty ratio at GILA means that each student receives a great deal of personal attention. Additionally, secondary students may attend after-school tutorials with teachers present to help them. Secondary students are also given the opportunity to attend an evening study hall staffed by teachers in the after school program.

The Academic Counselor for GILA can help to arrange personal tutors from the staff and student body. The counselor is also available to offer guidance in the exploration and pursuit of long-term career and education goals, substance abuse counseling, and other educational services are also provided.

Counseling & Personal Support

Students have access to a variety of support and counseling resources within the residence hall. In addition to having residence life staff members available and approachable to students at any time, the Residence Life Counselor is available to students in the evenings. Personal counseling, group sessions, conflict mediation, and educational programming are all provided by this professional. The Residence Life Counselor's office is located in Ptarmigan Hall, and set open door hours allow students to informally and confidentially drop in. An Emotional Support Resident Advisor is available to provide guidance and assistance for all students.

In addition to on-site support, virtual counselors are also available as part of the dormitory's comprehensive support team. These counselors offer a range of services at no cost to students, including EMDR therapy, substance abuse counseling, and other forms of emotional and mental health support. Appointments with virtual counselors can be scheduled directly through any Residence Life Staff.

Students are encouraged to utilize these resources as needed to ensure their well-being and mental health.

Galena City School District works closely with Community Mental Health Services to provide many support services for GILA staff and students. Student health, well-being, and happiness are of great concern to the staff, and special, individualized assistance can be arranged as needed to help students succeed at GILA. Parents are encouraged to communicate their concerns and questions regarding their children to the Residence Life Counselor.

Dining Services

The Two Seasons Dining Hall is home to a caring and skilled kitchen staff who prepare three meals a day on school days and two meals a day on non-school days. It is our belief that if we always carry a great selection of fresh & dried fruits, a salad bar, and desserts along with carefully prepared entrees that we can bring good health, comfort and hominess to our students. The Two Seasons Dining Hall is operated under the highest food preparation and sanitation standards to offer students and staff the best in selection, taste, quality, and safety. Students are expected to maintain sanitation and cleanliness standards when in the dining hall. **We promote good nutrition equals great learning. Good food equals happy students.**

Health Services

The school and residence halls are equipped with up-to-date first aid kits, and staff are trained in minor health care and emergency procedures. Medications are administered with great supervision and control. **Appointments are made at the Galena Health Clinic as needed, which has a very qualified and attentive staff of health care professionals.** Serious cases may require that a student is sent to the hospital in Fairbanks, escorted by a member of the residence life staff.

Mail

Each student is assigned a mailbox in Ptarmigan Hall hall lobby where all of their mail will be delivered. Mail is delivered every workday. Ptarmigan Hall residents may place outgoing mail in a designated bin, and it will be transported to the post office. Students are responsible for their own postage costs.

Lost & Found

A lost and found is maintained at school buildings and at the residence hall. Staff will assist students who feel they have lost a personal belonging. Students are asked to fill out a missing item form and turn it in to a Residence Life Staff member.

IX. STUDENT CHECKOUT & TRAVEL

Student engagement in the community is encouraged whenever possible. Many students are invited out of the residence halls for entertainment, for meals, and for community service by faculty, district employees, and approved community members. Many strict guidelines have been established to ensure the safety and accountability for each student who is entrusted into the care of anyone beyond the trained GILA staff.

Student Checkout Policy

Students may be formally checked out of Ptarmigan Hall by authorized community and school district hosts. Community hosts must agree to a background check and complete necessary trainings prior to checking out students. Regular student checkout does not permit overnight visits, and students are expected to be returned to Ptarmigan Hall by their curfew time.

PARENTAL CONSENT AND AUTHORIZED HOSTS

By granting permission for approved community hosts to check out their son or daughter, parents are releasing Galena Interior Learning Academy from all liability from the period that the student is checked out to approved individuals. GILA reserves the right to restrict any community adult from checking out students if s/he violates the checkout policy and/or jeopardizes the well-being and safety of the student. It is GILA policy that in general, female students may only be checked out by a female host and male students may only be checked out by a male host except with written permission from the Principal of Residence Life.

HOST AND STUDENT RESPONSIBILITIES AND RESTRICTIONS

All hosts who check out a GILA student from Ptarmigan Hall are assuming responsibility for that student's health and safety. The following policies and restrictions must be upheld and observed while the student is under the supervision of an approved community host. Any adult host who proves to be negligent to these responsibilities lose the privilege to check out students, or may even be charged with contributing to the delinquency of a minor. To check out a student, the host must report to the front desk in the Ptarmigan Hall lobby. The following guidelines for checkout must be signed annually upon the approved host's first checkout.

1. The host must be at least 21 years of age, and be an approved volunteer and authorized in writing by the student's parent or guardian.
2. Students must be checked in by curfew, no later than 9:30pm on school nights and no later than 11:00pm on Fridays and Saturdays.
3. Students must be formally signed out and signed in again at the Ptarmigan Hall front desk by the host.
4. Students must remain in the company of their host for the duration of their check-out. Hosts are responsible for supervising their students both within their home and in the community. Students must be returned to Ptarmigan Hall under the supervision of their host.
5. Students may only ride in or on vehicles in the presence of the host.
6. Students may only ride on or operate snowmobiles, 4-wheelers, or other recreational vehicles with the written consent of their parent or guardian on file in the residence hall, and must be accompanied by the host at all times.
7. Students may at no time be in the presence of alcohol or any other illegal substances.
8. Students on floor restriction may not be checked out, except to a parent or guardian.
9. Student conduct and behavior during checkout visits must be consistent with the policies and regulations of Galena Interior Learning Academy.

Special requests for checkout conditions that differ from those above must be directed to the Residence Life Principal. All approved community hosts will be held accountable and liable for student behavior, health, and safety while the student is entrusted to their care.

COMMUNITY SERVICE CHECKOUT

Students are given many opportunities to assist community members and to practice volunteerism. Occasionally, community patrons will call the school with requests for student workers or volunteers. If the party requesting service is not an authorized host, then a staff member will accompany any students who wish to offer their assistance. The residence hall team facilitates any service learning efforts in the community.

OVERNIGHT TRAVEL – WITHIN GALENA

Special permission may be granted by the GILA Administration for students to stay overnight with immediate family members in Galena. **These arrangements must be made at least 24 hours in advance by the parents or guardians and will require the completion of a Travel Authorization Form. All of the above checkout policies apply.**

TRAVEL OUT OF GALENA

Approval of such travel usually is made when the student will be met only by a parent or close family member when they arrive at their destination. This form is located at the end of this handbook. Detailed travel arrangements must be included. Transportation to and from the airport will be provided. No student will be allowed leave campus for unaccompanied travel without having a completed travel permission form prior to the student's departure.

X. ORGANIZATIONAL STRUCTURES & PERSONNEL

The staff at Galena Interior Learning Academy cooperatively works to maintain an overall environment that is positive, safe, healthy, and conducive for learning and personal growth. Many educational experiences, projects, and programming efforts stretch beyond the traditional boundaries of the classroom into the after-school lives of the students. Teachers and other staff members even check out students and invite them into their homes.

Students at GILA receive more personal attention than at any other boarding school in the state of Alaska; the low student to staff ratio allows for students to gain more assistance and guidance in their studies, extracurricular interests, and personal endeavors. All staff are meticulously trained and held to the highest performance standards. Each staff member at GILA, from the classroom to the residence hall to the dining hall, serves to ensure the success and accountability for each student by the most effective means possible.

Galena City School District Personnel

Superintendent
Dr. Jason Johnson
jason.johnson@galenanet.com

Assistant Superintendent
Lisa Shelby
lisa.shelby@galenanet.com

Galena Interior Learning Academy Principal
Peter Burnside
peter.burnside@galenanet.com

Residence Life Principal
Elizabeth Hawley
elizabeth.hawley@galenanet.com

XI. Telephone Directory

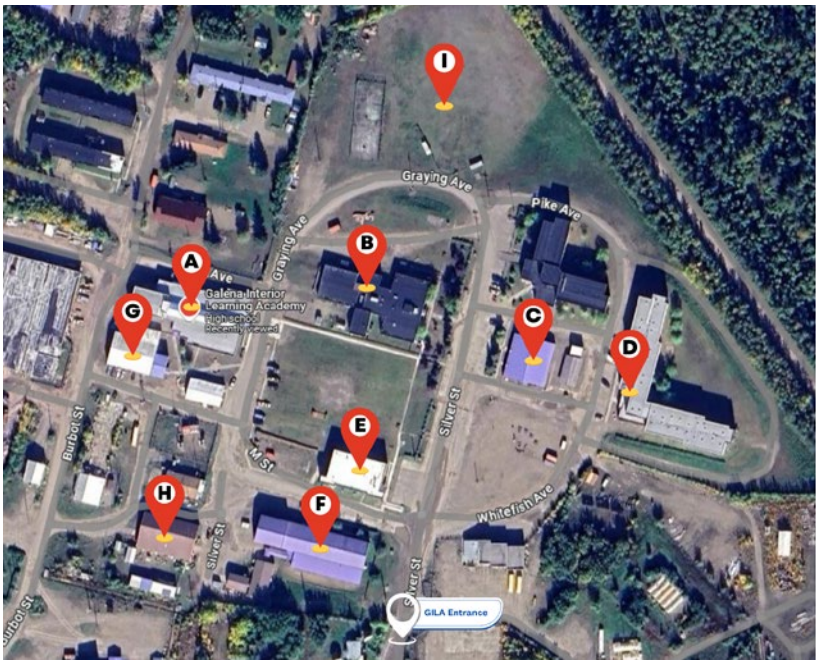
Please dial **907** for all local calls

GALENA CITY SCHOOLS	
Galena Interior Learning Academy	656-2053
Ptarmigan Hall / GILA Residence Life	318-6697
Sidney Huntington School (District Office)	318-6608

COMMUNITY OF GALENA			
Fire	656-1301	KIYU Radio Station	656-1488
Police	656-7225, 911	Louden Tribal Council	656-1711
Alaska State Troopers	451-5100	Galena Bible Church	656-1629
City Offices	656-1301	St. John Berchman's Catholic Church	656-1245
Health Clinic	656-1366	Sweetsir's, Inc.	656-1223
Emergency After-Hours Medical	656-1266	AC Store	656-1246
Post Office	656-1262	Coffee Shop	656-2505

AIRLINES	
Wrights Air	474-0502, Local 656-2589
Everts Air	450-2350

XII. GILA Campus Map



A Composite
B Two Seasons Dining Hall
C Student Union Building (SUB)
D Ptarmigan Hall
E STEM
F GILA Gym
G Automotive
H Welding & Woodshop
I Basketball courts & Baseball Field

GILA Library: Composite Building
Front Office: Composite Building
Med Room: Ptarmigan Hall
Principal: Composite Building

GILA OFFICE PHONE: (907) 656-2053
PTARMIGAN HALL PHONE: (907) 318-6697

STUDENT CHECKOUT HOST APPROVAL FORM

This is written permission for my child, _____to be released and checked out from GILA's Ptarmigan Hall by the following community members, relatives and other authorized persons who are on the District approved volunteer list. I understand that in general, female students may only be checked out by a female host and male students may only be checked out by a male host except with written permission from the Residence Life Principal.

◯ **I authorize GCSD Employees to check out my student (please check)**

◯ **I authorize approved community hosts to check out my student (please check)**

◯ **Additional people (must be on District approved volunter list) that may check my student out are:**

_____

_____

_____

As the parent/guardian of the above student, I release GILA and GCSD from any liability from the time he/she is released to one of the above authorized persons until the time he/she is formally checked into the residence hall. I consent to allowing Residence Life Staff Members to serve as authorized persons for my son/daughter as well. I assume full responsibility for my son/daughters safety during this time.

I understand that overnight checkout is typically not permitted, but can be arranged with immediate family members (at least 21 Years of age) with special written permission from the legal guardian on a case by case basis.

I am aware the student conduct and behavior must be consistent with the policies and regulations of GILA and that violation of this policy will lead to disciplinary action. Should any question arise you can reach me at: _____

_____ Legal Guardian Signature

Phone Number

_____ Legal Guardian Printed Name

_____ Date

Both parent and GILA Official signatures must be complete prior to a student leaving the GILA Campus.

_____ Signature of GILA Official

_____ Date

Please return this form to GILA by email to enrollment@gcsdk12.org.
Your child will not be released until this document is on file in our office and has been approved by a GILA Official.

PERMISSION FORM
FOR STUDENT USE OF RECREATIONAL VEHICLES & FOR PARTICIPATION IN RECREATIONAL ACTIVITIES

I give my child, _____permission to ride the recreational vehicles selected below, and participate in the recreational activities selected below when attending an organized school program or when checked out by Galena City School District residence life staff or faculty, or the community hosts I have authorized in writing. In signing this legal document, I understand that I am accepting full responsibility for any injuries that may occur to my son or daughter when he or she is formally checked out of the GILA residence hall. I therefore understand fully that the Galena City School District is in no way liable for my child when my child is operating recreational vehicles, or participating in recreational activities for a school-sponsored activity or when checked out upon receipt of this signed permission form by the Galena Interior Learning Academy administration.

I give permission for my child to ride or operate the following recreational vehicles under the supervision of their hosts or a Galena City School District staff member: Check all that apply)

- ◯ Snowmobiles
- ◯ ATVs or 4-wheelers
- ◯ Dirt bikes or mopeds
- ◯ Boats
- ◯ Cars/trucks (only applicable for students with their permit or license, or who are in the Drivers Ed program)

I give permission for my child to participate in the following recreational activities under the supervision of their hosts or a Galena City School District staff member: (Check all that apply)

- ◯ Camping
- ◯ Using firearms for hunting and/or target shooting
- ◯ Trapping
- ◯ Other (please specify) _____

_____
Legal Guardian Signature

_____
Legal Guardian Printed Name

_____
Date

OVERNIGHT CHECK-OUT FORM

PLEASE READ AND COMPLETE THE FOLLOWING INFORMATION:

As the parent/legal guardian of _____, I release Galena Interior Learning Academy and Galena City School District from any liability from the time departure from the Residence Hall until return to the Residence Hall. I assume full and total responsibility for my son/daughter's safety during this time.

Should any questions arise, I can be reached at: _____

Please return this form to Galena Interior Learning Academy – Ptarmigan Hall by email to GILALognotes@gcsdk12.org (if you do not receive a response to your email please call Ptarmigan Hall front desk at (907) 318-6697). Your child not be released for overnight check-out until this document has been signed and is on file in our office. We require a 24 hour advance notice to ensure coordination. Thank you for your time and consideration helping us ensure the safety and wellbeing of your child.

_____ _____

Legal Guardian Signature | Relationship

_____ _____

Legal Guardian Printed Name | Date

Please call Galena Interior Learning Academy – Ptarmigan Hall at (907) 318-6697 to confirm receipt of this document. The signature of a GILA official is the final step in completion of this release.

_____ _____

Signature of GILA Official | Date

TRAVEL AUTHORIZATION FORM

Permission is given for: _____ **to travel to:** _____

ON THE FOLLOWING DATES:

Departure Date: _____ **Time:** _____

Return Date: _____ **Time:** _____

Airline: _____

This trip is:

◯ School-related ◯ **NOT** school-related

◯ Medical/Dental Appointment **– Date:** _____ **Time:** _____ ◯ AM ◯ PM

◯ Parent/legal guardian gives permission to fly unaccompanied as a minor with Medicaid

◯ Student is staying in Galena with a community member – *please provide name and contact information below*

◯ Travel should **NOT** affect academic performance – *if you are not sure please call us*

◯ Student is withdrawing and **NOT RETURNING**: *has completed the official GILA withdrawal form*

Special Arrangements/Instructions: _____

PLEASE READ AND COMPLETE THE FOLLOWING INFORMATION:

As the parent/legal guardian of _____, I release Galena Interior LearningAcademy and Galena City School District from any liability from the time departure until return to Galenaarrival date listed above. I assume full and total responsibility for my son/daughter's safety during thistime.

Should any questions arise, I can be reached at: _____.

Please return this form to Galena Interior Learning Academy – Ptarmigan Hall by email to GILALognotes@gcsdk12.org. Your child not be released for travel until this document has been signed and is on file in our office. We require a 24 hour advance to ensure travel coordination. Thank you for your time andconsideration helping us ensure the safety and wellbeing of your child.

_____ _____

Parent/Legal Guardian Signature | Relationship

_____ _____

Parent/Legal Guardian Printed Name | Date

Please call Galena Interior Learning Academy – Ptarmigan Hall at (907) 318-6697 to confirm receipt of this document. The signature of a GILA official is the final step in completion of this release.

_____ _____

Signature of GILA Official | Date

PARENTAL CONSENT
FOR STUDENT PARTICIPATION IN SCHOOL SURVEYS

PLEASE SELECT YOUR PREFERENCE:

◯ I give permission for my child, _____, to participate in anonymous surveys administered by Galena Interior Learning Academy during the course of the academic school year. I understand that some of these surveys may inquire into personal or family matters of the student that are not a matter of public record, and that my child's identity will not be reported.

I also understand that I may request a copy of any survey to be administered to my child two weeks prior to the survey date, and that I may provide written notification to the school principal that I withdraw my consent at any time.

◯ I deny permission for my child, _____, to participate in anonymous surveys administered by Galena Interior Learning Academy during the course of the academic school year.

Please return this completed form by

mail **(P.O. Box 70 / Galena, Alaska 99741)** or email **GILALognotes@gcsdk12.org**

to Galena Interior Learning Academy.

STUDENT ROOM CHECKOUT

POST THIS CHECKLIST ON THE DOOR

ROOM NUMBER: _____

Resident(s): _____ _____

- ◯ All personal belongings removed from room and closets
- ◯ Boxes to be stored must be addressed and taped for shipping
- ◯ Refrigerators cleaned and defrosted
- ◯ GILA televisions and remotes turned in to RA in locked storage
- ◯ All furniture present, neatly arranged, and wiped clean
- ◯ Drawers emptied and wiped out
- ◯ Lamps cleaned and unplugged with bulbs in place
- ◯ Floors swept and mopped
- ◯ Walls and windowsills wiped clean
- ◯ Windows cleaned
- ◯ All posters and paper removed from walls; no staples, tacks, or tape
- ◯ Doors cleaned; all tape removed
- ◯ Vanity area and sink completely wiped down
- ◯ Vanity drawers and medicine cabinet emptied and wiped clean
- ◯ Bathroom floor mopped
- ◯ Toilet cleaned, inside and out
- ◯ Shower stall wiped clean
- ◯ Residence Hall linens washed and returned to linen closet
- ◯ Room inventory form completed by RA, damages and incidentals recorded
- ◯ Borrowed items from staff, other students, craft room, etc. returned.

_____ _____

Resident Advisor Signature | Date

◯ Padlocks returned to RA ◯ Keys turned in

_____ _____

Residence Hall Principal/ Dean of Students | Date

RECEIPT OF RESIDENCE LIFE HANDBOOK

Student Name (printed): _____

STUDENT:

I have received and read the Galena Interior Learning Academy Residence Life Handbook and understand the policies and regulations established for attendance at GILA. I am familiar with my rights and responsibilities as a student and a member of the GILA community. I agree to uphold the GILA Code of Conduct and to abide by the school and residence hall policies.

_____ _____

Student Signature Date

PARENT/GUARDIAN:

I have received and read the Galena Interior Learning Academy Residence Life Handbook and understand the policies and regulations established for attendance at GILA. I am familiar with the rights and responsibilities of my son or daughter during their stay. I agree to support the policies and staff of the institution and the Galena City School District and will play an active role in my child's scholastic and residence life endeavors during his/her time at Galena Interior Learning Academy. I give permission for the Residence Life Principal to sign permission slips for my son/daughter.

_____ _____

Parent/Legal Guardian Printed Name Date

Please return this completed form by

mail **(P.O. Box 70 / Galena, Alaska 99741)** or email **GILALognotes@gcsdk12.org**

to Galena Interior Learning Academy.

XIV. CODE OF CONDUCT - APPENDIX A

Behavior infractions are generally seen as an opportunity for learning, and consequences are intended to help students reflect and learn from their actions. 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.**



CODE OF CONDUCT - APPENDIX A

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

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 use, violation of school/dorm rules, minor inappropriate displays of affection, entering restricted area, consuming caffeine or "energy" pouches, energy drinks, energy shots, and similar stimulant products.	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 *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 *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 wellness 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*

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 1-10 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 campus or appear at school activities.*

All Major Offenses DO NOT go away at the beginning of each year. These offenses will accumulate throughout the time you are enrolled at The Galena City School District.

GALENA CITY SCHOOL DISTRICT

RESIDENCE LIFE HANDBOOK

2026-2027 SCHOOL YEAR