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Welcome to Parents, Guardians, and Students

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

GCSD Mission Statement

Active, enthusiastic, and engaging teaching that inspires learning for every student, in every content area, every day.

Rights and Responsibilities of Parents in the Education of their Children

Parents and Guardians have the right to:
1. Expect your child to be educated in a safe and disciplined environment.

2. Expect progress of your child.

3. Expect an effort on the part of the school to make learning a positive and engaging experience.

4. Meet with teachers to discuss progress of and to gain information about your child.

5. Request specific and detailed information related to the strengths and weaknesses of your child.

6. See actual samples of your child’s work, whether it is instructional or diagnostic.

7. Expect instructional modifications for your child if he or she has experienced failure in the traditional learning situation or who is academically accelerated.

8. Be heard regarding disagreements with or questions about school policies and/or instructional strategies.

9. Expect the school to treat your child as an individual.
Responsibilities

Parents and guardians have the responsibility to:
1. Present the school with a child who is disciplined and ready to learn.
2. Guarantee your child’s attendance.
4. Reinforce learning in the home.
5. Assist your child with assigned tasks.
6. Discuss academic alternatives with your child’s teacher.

The school has the responsibility to challenge your child and keep you informed.

Students must assume responsibility for their educational progress. It is expected that students arrive to class on time with the necessary learning tools for learning, including:
- Good attitude
- Strong desire to learn
- School supplies
- Class and homework assignments completed

General Information

Visitors
Ref. BP 1260

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

Supervision

There is no supervision on school grounds before 8 a.m. Children should not be dropped off or sent to school before 8 a.m. In the event of an emergency or on an occasional need for your child to arrive earlier, please make arrangements with the front office ahead of time. Students arriving before 8:00 a.m. should enter through the main entrance near the high school library and remain there until 8:00 a.m. Thank you for your cooperation.
**General**

<table>
<thead>
<tr>
<th></th>
<th>SHS Telephone Number</th>
<th>656-1205 or 656-1883 to enter an extension</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>SHS fax numbers</td>
<td>656-1368 or 656-2234</td>
</tr>
<tr>
<td></td>
<td>GILA school office</td>
<td>656-2053 or 656-2108 to enter an extension</td>
</tr>
<tr>
<td></td>
<td>GILA fax number</td>
<td>656-2107</td>
</tr>
<tr>
<td></td>
<td>GILA dorms</td>
<td>656-2112</td>
</tr>
<tr>
<td></td>
<td>School colors</td>
<td>Blue and Gold</td>
</tr>
<tr>
<td></td>
<td>School mascot</td>
<td>Hawk</td>
</tr>
</tbody>
</table>

**Retired Jerseys**

These are the current “Galena Hawks” jersey numbers that have been retired, celebrating the lives and accomplishments of these young men and women:

- Larry Malemute #25
- Harold Esmailka Jr. #35
- Joseph Hausmann #04
- Chad Burgett #21
- Jenna Buchanan #22

**School Board**

- Kim Kopp
- Karin Bodony
- Kim Wolf
- Susie Sam
- Jenny Bryant

**Guidance Counselor**

ref. BP 6164.2 (a)

<table>
<thead>
<tr>
<th></th>
<th></th>
<th>Ext.</th>
</tr>
</thead>
<tbody>
<tr>
<td>SHS</td>
<td>656-1883</td>
<td>109</td>
</tr>
<tr>
<td>GILA</td>
<td>656-2108</td>
<td>106</td>
</tr>
</tbody>
</table>

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

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

The counselors teach and assist high school students with information about colleges, careers, vocational schools, financial aid and scholarships, as well as personal counseling.
## School Bus Schedule

Contact the following concerning school bus schedule questions:
Sidney C. Huntington School 656-1205 Sharilyn Kriska
GILA 656-2053 Angie Pittsenbarger
Bus Driver Phone 717-6633 Kim Wolf

The following is the school bus schedule. Any changes in the bus schedule due to weather conditions will be announced on KIYU radio in the morning.

<table>
<thead>
<tr>
<th>Bus Arrives</th>
<th>SHS School</th>
<th>8:09 a.m.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bus Leaves</td>
<td>GILA Dining</td>
<td>8:00 a.m., 8:30 a.m. and 8:35 a.m.</td>
</tr>
<tr>
<td></td>
<td>Antoski</td>
<td>8:04 a.m.</td>
</tr>
<tr>
<td></td>
<td>Louden Loop</td>
<td>8:00 a.m.</td>
</tr>
<tr>
<td></td>
<td>Crow Creek</td>
<td>7:55 a.m.</td>
</tr>
<tr>
<td></td>
<td>Gabe’s Drive</td>
<td>7:50 a.m.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Mid-day</th>
<th>Depart SHS</th>
<th>12:25 and 12:38</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Depart GILA</td>
<td>12:25 and 12:35</td>
</tr>
<tr>
<td></td>
<td>Arrives at SHS</td>
<td>12:35 and 12:45</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Afternoon:</th>
<th>Elementary</th>
<th>3:10 p.m.</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Depart SHS</td>
<td>4:00 p.m.</td>
</tr>
<tr>
<td></td>
<td>Depart GILA</td>
<td>4:00 p.m.</td>
</tr>
<tr>
<td></td>
<td>Arrive SHS &amp; GILA</td>
<td>4:10 p.m.</td>
</tr>
</tbody>
</table>

## School Bus Rules

ref. BP 5131.1

Alaska statutes do not mandate pupil transportation. School bus transportation is provided as a courtesy and is a privilege, not a right. If a student’s conduct is such that health, safety, comfort, or well-being of others is jeopardized, on or off the bus, the privilege of riding the bus may be denied by the school district. The school bus driver is in charge of the bus and all its passengers and has total authority and responsibility. Parents are responsible for damages to the school bus due to the misconduct of their children. Please review the following guidelines with your child and follow instructions. The primary concern is for the safety of all the children.

*(These rules are to be applied towards the assertive discipline plan on the bus.)*
Waiting for the Bus

1. Stay a safe distance from the roadway.

2. Be on time. Your school bus driver has a schedule to keep and cannot wait for you.

3. Line up at the bus stop and stay clear of the bus until it has come to a complete stop. Don’t push or play.

4. In the dark winter months, carry a flashlight and wear reflective tape on your clothing, if at all possible.

Riding the Bus

1. Remain seated until the bus comes to a complete stop. When leaving the bus, go around the front in a wide circle so that the driver can maintain sight of you at all times.

2. Do not bring food or drinks in the bus without permission of the driver. Discipline will be administered through the building administrator.

3. Do not hang onto any portion of the school bus from the outside, whether the bus is moving or not.

4. Exercise good manners, caution, and consideration for other people. Avoid loud talking, yelling, or anything else that may distract the driver. No abusive language or teasing is allowed on the bus.

5. No animals of any kind are allowed on the bus at any time unless the driver is notified first.

Consequences for not following the Above Rules

1. Warning
2. 1st check – Off the bus for one day
3. 2nd check – Off the bus for two days
4. 3rd check – Off the bus for three days and a conference with the Assistant Principal

After this process has been followed through, the student is given a clean start and the process starts again. The next time the student reaches his/her third check, they will be suspended from the bus for a week.
Consequences for Secondary Students Missing the Bus

1. Warning
2. Friday (end of the week) night detention
3. Progressive discipline will follow per Code of Conduct.

Medications for Students

If it is necessary for a student to take any form of medication at school, a signed form is required. The form is available at the office. All prescription medications are dispensed through the main office. Over-the-counter medication, including cough drops, requires a note from home and no more than one day’s dosage to be kept in a student’s possession. Log entries will be noted of any medication given to students.

Assemblies

Each student is personally responsible for the impression made on the school as a whole during assemblies. Refined and courteous behavior of students must be displayed at all times. Assemblies will meet on an “as needed” basis.

Flood Information

What you should know in the event of a flood:

1. The community shelter for New Town will be the school or the community hall.
2. Campion Road washes out at Alexander Lake at an elevation of 125 feet; barricades will be placed across the road.
3. Galena Search and Rescue will man flood watch at the pilings after the water reaches a level of 120’ above sea level.
4. The district will fuel all vehicles at the 123’ foot mark.
5. The school will stage a 44 passenger bus at SHS once the water level reaches 125’.
6. The ambulance will be stationed on the dike for emergency needs.
7. Water tanks will be stationed on the dike.
8. Water elevations and flood warnings will be announced on KIYU radio.
9. If you’re at GILA, the shelter will be the residence hall or the Alaska DOT shop.
Early Dismissal/Emergency Closing/Weather Conditions

Every effort through email, phone calls, or KIYU will be made to contact parents ahead of time if we have an early dismissal. School will be closed if conditions become detrimental to the welfare of students. Please listen to your radio for any notification regarding school closure.

Personal Electronic Devices
Ref. BP 5138 and AR 5128

Student use of personal electronic devices (PED’s) including cell phones, I-pods, etc. is not permitted during direct instructional time. Classroom use of PED’s for educational purposes is only allowed under the direction and explicit permission of classroom teachers. High school (grade 9-12) students may use PED’s before and after school and during the student’s lunch period only outside of the dining area. Elementary and middle school students (grade pre-K to 8) may not use PED’s at any time during the period beginning 30 minutes before the instructional day and ending 30 minutes after the instructional day. Elementary and middle school students may not use PED’s during their lunch period. Emergency use of PED’s is allowed.

School Pride

Much of the spirit and reputation of a school is reflected by its appearance. We would like to continue to maintain a sense of pride in Galena schools. Please assist us in keeping the schools clean and orderly. This is your school. Take pride in it.

Lost and Found

Please report losses of your children’s items to the office secretary or their classroom teacher. Be sure to write your children’s names on their coats and tennis shoes. Have them check the lost-and-found daily for missing items.

School Informational Bulletin

A school informational bulletin with pertinent information will be mailed or emailed home, as needed or be available on the school website or the GILA Facebook page. Please read it carefully and file it for future reference. Other notices will be sent with your child when necessary.

Attendance Policies
Ref. BP 5110

Make school attendance a top priority! At the Sidney C. Huntington School if your child is sick or tardy, call Sharilyn Criska at 656-1205 to let her know or send a note. At GILA when your child is checked out to you and is sick or tardy and will not return to school on time, call Angie Pittsenbarger at 656-2053 to let her know, or send a note in advance. A telephone call or written excuse signed by a parent or guardian is required for absences or tardies. Students who know in advance they will be out of school should pick up a pre-planned absent form for assignments while they are gone.
The school is obligated by law to attempt to contact parents or guardians of a student who is absent if we do not receive a call the day of the absence. An unexcused absence is truancy.

**School Hours**

<table>
<thead>
<tr>
<th>Startup song</th>
<th>8:55 a.m.</th>
</tr>
</thead>
<tbody>
<tr>
<td>High School</td>
<td>9:00 a.m. – 3:55 p.m.</td>
</tr>
<tr>
<td>Middle School and Elementary</td>
<td>8:30 a.m. – 3:00 p.m.</td>
</tr>
<tr>
<td>Preschool – 3/4-year olds</td>
<td>12:30 p.m. – 3:00 p.m.</td>
</tr>
</tbody>
</table>

**Tardies**

Ref. BP 5113 (b)

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

Students who arrive to class within the first 15 minutes of the class period are considered tardy. If they arrive after 15 minutes, it will be an excused absence. Arriving to class past 30 minutes will result in an unexcused absence unless you are at your school of enrollment within the first 30 minutes of school. You will be assessed an excused absence or tardy depending on what time you arrived.

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

**Leaving School**

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

**Absences and Excuses**

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

**Excused Absences**

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

“An absence will be excused if the parent or guardian either calls the office or sends a note explaining the absence.” A parent/guardian will have 5 school days to notify the school for the absence to be excused.
Unexcused Absences/Truancy

The board is committed to keeping students in school. The board believes that unexcused absences and truancy are never acceptable. Unexcused absences include truancy and “parents and guardians failing to notify the office concerning the absence.” Parents will be notified when the student fails to appear in the school. “One unexcused absence counts as two (2) excused absences.”

Excessive Absence

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

<table>
<thead>
<tr>
<th>Days missed for any of the following reasons will be counted in the ten-day rule:</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Excused absences \ EA \ counts minus one day against the 10-day rule</td>
</tr>
<tr>
<td>2. Unexcused absences \ UA \ counts minus two days against the 10-day rule</td>
</tr>
<tr>
<td>3. Suspensions (off campus) \ counts minus one day against the 10-day rule</td>
</tr>
</tbody>
</table>

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

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

Notification to Parents and Guardians
Ref. BP 5113 (b)

Parents and guardians will be notified by the office when their student has missed five class periods of school. A conference/phone call with the student, parents, counselor, and principal will be scheduled when the student misses seven class periods of school. If a student exceeds the ten (10) class period rule, the parents/guardians will be required to sign a form stating what the student will do during that period of school. Parents should contact the office for those schooling options.

Student Grades

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

Grades should be based on impartial, consistent observation of the quality of the student's
work and his/her mastery of course content and objectives as demonstrated through
homework and formative and summative assessments, and in the case of CTE and other
performance-based courses, through workplace performance. The student's behavior and
effort may be reported in separate evaluations, not in his/her academic grade. Lack of
participation is a discipline (non-compliance) issue and will be addressed as part of the
Code of Conduct.

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

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

A summative assessment (or test) is defined as any evaluative task that serves as a
demonstration of knowledge, proficiency, at a skill, or understanding of a concept.
Summative assessments are provided at end of a unit to determine how much students
have learned and may come in the form of papers, homework problems, lab reports,
projects, quizzes, and tests. Summative assessments can include objective or subjective
tasks. Objective tasks have clear right and wrong answers, examples of which include
mathematical solutions, multiple choice, true/false, and fill in the blank questions.
Subjective tasks are more open-ended, do not have obvious right and wrong answers, and
must be evaluated by professionals who truly understand the material.

Opportunities for re-assessments (or re-takes) of summative assessments are encouraged
in order for students to achieve mastery of the curriculum rather than allow students to
continue without understanding or confidence. A re-assessment may be the same test, a
portion of the same test, or a different assessment that measures the same, or very similar,
learning outcomes.
It is important for students to learn and practice with “high stakes” tests and “test-taking”
itsself is a process; however, grades should reflect learning of content more than success
in “test-taking” factors. Re-assessment opportunities are expected to be more limited in advanced placement and college preparatory courses.

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

**Grading 3rd – 12th**

ref. BP 5121

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

<table>
<thead>
<tr>
<th>Score Range</th>
<th>GPA</th>
<th>Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>93-100</td>
<td>4.0</td>
<td>A</td>
</tr>
<tr>
<td>90-92</td>
<td>3.75</td>
<td>A-</td>
</tr>
<tr>
<td>87-89</td>
<td>3.5</td>
<td>B+</td>
</tr>
<tr>
<td>83-86</td>
<td>3.0</td>
<td>B</td>
</tr>
<tr>
<td>80-82</td>
<td>2.75</td>
<td>B-</td>
</tr>
<tr>
<td>77-79</td>
<td>2.5</td>
<td>C+</td>
</tr>
<tr>
<td>73-76</td>
<td>2.0</td>
<td>C</td>
</tr>
<tr>
<td>70-72</td>
<td>1.75</td>
<td>C-</td>
</tr>
<tr>
<td>67-69</td>
<td>1.5</td>
<td>D+</td>
</tr>
<tr>
<td>63-66</td>
<td>1.0</td>
<td>D</td>
</tr>
<tr>
<td>60-62</td>
<td>.75</td>
<td>D-</td>
</tr>
</tbody>
</table>

**Kindergarten through Second Grade**

Kindergarten through second grade will use the following:

O - Outstanding  
S - Satisfactory  
N - Needs Improvement

**Pre-School**

A – Almost Always  
E – Emerging  
N – Needs Attention
Honor Roll

The following grading scale will be used for Honor Roll:

| Honor Roll | 3.00 – 4.0 |

Perfect Attendance

Perfect attendance will be awarded on a quarterly basis with the following criteria:

- The student has no unexcused or excused absences
- The student has less than 4 cumulative tardies for all classes

Valedictorian and Salutatorian

The valedictorian and salutatorian must have a grade point average of at least 3.00. Each year, Valedictorian and Salutatorian positions will be announced one week prior to graduation. The cumulative GPA will be determined by computing an average of the semester grades only.

Grading and Reporting Procedures

Ref. BP 5124

Before a teacher gives a student a grade of “F” or “D”, either at report card time or mid-quarter reports, or if a student is working below his or her expected capability, the teacher must contact the parents or guardians by telephone or email if at all possible.

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

High School Graduation Requirements

Ref. BP 6146.1 (a)

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

<table>
<thead>
<tr>
<th>Subject</th>
<th>Units of Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>English</td>
<td>4 credits</td>
</tr>
<tr>
<td>Science</td>
<td>4 credits</td>
</tr>
<tr>
<td>Social Studies</td>
<td>3 credits (.5 credit required in AK History)</td>
</tr>
<tr>
<td>Mathematics</td>
<td>4 credits</td>
</tr>
<tr>
<td>Computer Science</td>
<td>.5 credit</td>
</tr>
<tr>
<td>PE/Health</td>
<td>2 credits</td>
</tr>
<tr>
<td>Life Skills</td>
<td>1 credit</td>
</tr>
<tr>
<td>Electives</td>
<td>7.5 credits</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>26 Credits</strong></td>
</tr>
</tbody>
</table>
Students first enrolling in Sidney C. Huntington School or Galena Interior Learning Academy as a junior or senior will be dealt with on an individual basis; however, they must at least meet the state minimum requirement of 21 credits and be enrolled in at least 7 credit generating courses each semester.

<table>
<thead>
<tr>
<th>Subject</th>
<th>Units of Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>Language Arts</td>
<td>4 credits</td>
</tr>
<tr>
<td>Social Studies</td>
<td>3 credits (see *Note: below)</td>
</tr>
<tr>
<td>Mathematics</td>
<td>2 credits – For students graduating from high school <strong>on or before June 30, 2017</strong></td>
</tr>
<tr>
<td>Mathematics</td>
<td>3 credits – For students graduating from high school <strong>on or after July 1, 2017</strong></td>
</tr>
<tr>
<td>Science</td>
<td>2 credits</td>
</tr>
<tr>
<td>PE/Health</td>
<td>1 credit</td>
</tr>
<tr>
<td>Electives</td>
<td>9 credits (8 if graduating <strong>on or after July 1, 2017</strong>)</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>21 credits</strong></td>
</tr>
</tbody>
</table>

**Rationale:**

1. Students are required to take four years of math, science, and English and three years of social studies to best prepare them for the state-mandated testing.

2. Transfer students will be reviewed on an individual basis; however, they will be required to meet at least the state minimum of 21 credits.

3. Careers will be integrated into all courses taught.

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

**Petition for Early Graduation:**

Students who wish to petition for early graduation must:

1. Have met the district’s graduation requirements by the end of the first semester of the student’s senior year.

2. Submit a written letter of proposal to the school board, asking permission for early dismissal.

3. Submit to the school board a letter of support from his or her school counselor to validate the student has completed all district requirements for graduation.
When the preceding steps have been completed, the school board may grant early graduation status at its discretion.

**School Rules**

**Code of Conduct**

Ref. BP 5131 (a)

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

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

**School Rules**

General school rules are developed to assure each student a safe, secure, and predictable school environment. General school rules cover all areas other than the classroom.

In this school,

- we treat everyone with dignity and respect
- we arrive to school on time and prepared to work
- we do not bring or use alcohol, tobacco, drugs, or dangerous weapons.
  - Any student found with a gun or dangerous weapon will be suspended from school for a minimum of one year. **This applies to all grades.** Ref. BP 5131.6
- inappropriate displays of affection (IDA’s) to include kissing, close continued body contact or actions sexual in nature are not permitted
Principal’s Discipline Plan: K-12
Ref. BP 5144 (a)

Students will be expected to treat everyone with dignity and respect. Students will be expected to comply with all school rules. Students will be expected to comply with the teacher’s classroom rules.

Teachers are required to write, post, and instruct their students concerning their classroom rules. A copy of the teacher’s plan will be given to the principal within the first two weeks of school. Teachers are required to use progressive discipline. Teachers must provide communication as to student violations and corrective measures.

Students violate the conduct of behavior when their behavior interferes with the learning of other students, themselves or the teacher’s ability to teach.

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

Ref. BP 5131.41 (a)

Consequences: Grades 7-12

Code of Conduct
Progressive discipline will be utilized for all student conduct situations. Reverse progression may take place after the 3rd offense, based on administrative discretion, in an effort to make a plan to change behavior. Failure to comply with conduct or coaching/counseling stipulations may result in a suspension up to ten days. The student’s behavior may give us good reason to skip all steps, and the student may be suspended from school for up to ten days and/or recommended for expulsion. 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.

Key Terms:

| Coaching: a one on one conversation between an adult and a student to develop ideas to change a student’s behavior | Counseling: a one-on-one conversation between a counselor and a student to work through challenges affecting student behavior |
| OSS: Out of school suspension (off campus at parent expense) Arrangements for payment of any outstanding GCSD bills must be made before the student may return from OSS. |

Minor Infractions

<p>| Student Action/Choice | Non-compliance to staff direction to include classroom rules |
| Sleeping in class |  |</p>
<table>
<thead>
<tr>
<th>Offense</th>
<th>Consequence</th>
<th>Communication</th>
<th>Counseling/Coaching</th>
</tr>
</thead>
<tbody>
<tr>
<td>Verbal Warning</td>
<td>Verbal Warning</td>
<td>Write log entry</td>
<td>Person giving verbal warning provides immediate coaching</td>
</tr>
<tr>
<td>2nd Offense</td>
<td>GILA 1 unit of detention 1 day of floor restriction</td>
<td></td>
<td>Admin giving the consequence is the preferred coach</td>
</tr>
<tr>
<td></td>
<td>SHS 1 Unit of detention</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Cell phone/electronics loss: 1st Warning, 2nd 1 day, 3rd 1 week(call home), 4th 1 week(call home, 5th moves to Major</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Conduct log entry</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Contact parents for tobacco offense</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3rd Offense</td>
<td>GILA 2 Units of detention 2 days floor restriction</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>SHS 2 units of detention</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Cell phone/electronics loss: 1st Warning, 2nd 1 day, 3rd 1 week(call home), 4th 1 week(call home, 5th moves to Major</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Conduct log entry</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4th Offense</td>
<td>GILA 3 Units of detention 3 days floor restriction</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>SHS 3 units of detention</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Cell phone/electronics loss: 1st Warning, 2nd 1 day, 3rd 1 week(call home), 4th 1 week(call home, 5th moves to Major</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Conduct log entry</td>
<td></td>
<td></td>
</tr>
<tr>
<td>5th Offense</td>
<td>Moves to major infractions persistent non-compliance to staff direction or disrespectful/inappropriate language/behavior</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Major Infractions**

<table>
<thead>
<tr>
<th>Student Action/Choice</th>
</tr>
</thead>
<tbody>
<tr>
<td>Disrespectful/Inappropriate language/ behavior/false statements/cheating</td>
</tr>
<tr>
<td>Bullying/Harassment/Hazing towards other students</td>
</tr>
<tr>
<td>Body Modification/Art</td>
</tr>
<tr>
<td>AWOL/Truancy</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Offense</th>
<th>Consequence</th>
<th>Communication</th>
<th>Counseling/Coaching</th>
</tr>
</thead>
<tbody>
<tr>
<td>1st Offense</td>
<td>GILA 3-4 days of floor restriction</td>
<td>Parents, School/Res Hall admin, Res Hall management team, counseling/coaching team notified</td>
<td>Check in w/ admin or counselor to define steps to change behavior</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Conduct log entry</td>
<td>Mandatory sessions with counselor/coach (counselor for bullying/harassment, AWOL)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Conduct log entry</td>
<td>Conduct log entry</td>
</tr>
</tbody>
</table>
### Student Action/Choice

<table>
<thead>
<tr>
<th>Offense</th>
<th>Consequence</th>
<th>Communication</th>
<th>Counseling/Coaching</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>1st Offense</strong>&lt;br&gt;GILA 3 days of floor restriction&lt;br&gt;Restitution</td>
<td>SHS 1-3 days of OSS Restitution loss of next event in season (SHS &amp; GILA)</td>
<td>Referral to police, parents, School/Res Hall admin, Res Hall management team, counseling/coaching team notified</td>
<td>Check in with admin or counselor to define next steps to change behavior&lt;br&gt;Mandatory session&lt;br&gt;Conduct log entry</td>
</tr>
<tr>
<td><strong>2nd Offense</strong>&lt;br&gt;GILA 5 days of floor restriction&lt;br&gt;Restitution</td>
<td>SHS 3 days of OSS Restitution loss of next 2 events in season (SHS &amp; GILA)</td>
<td>Referral to police, parents, School/Res Hall admin, Res Hall management team, counseling/coaching team notified</td>
<td>Session(s) with admin or counselor to create plan/contract to change behavior&lt;br&gt;Mandatory sessions with counselor/coach&lt;br&gt;Conduct log entry</td>
</tr>
<tr>
<td><strong>3rd Offense</strong>&lt;br&gt;GILA 5 days of OSS Restitution</td>
<td>SHS 5 days of OSS Restitution loss of next 3 events in season (SHS &amp; GILA)</td>
<td>Referral to police, parents, School/Res Hall admin, Res Hall management team, counseling/coaching team notified</td>
<td>Session(s) with admin or counselor upon return to follow up on plan/contract to change behavior&lt;br&gt;Team meeting upon return with 2 admin, student, and parent; review plan/contract&lt;br&gt;Mandatory sessions with set goals&lt;br&gt;Conduct log entry</td>
</tr>
</tbody>
</table>

### Student Action/Choice

<table>
<thead>
<tr>
<th>Action/Choice</th>
<th>What Happens:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Theft (less than $50)</td>
<td>Vandalism/property damage</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Offense</th>
<th>Consequence</th>
<th>Communication</th>
<th>Counseling/Coaching</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>1st Offense</strong>&lt;br&gt;GILA 3 days of floor restriction&lt;br&gt;Restitution</td>
<td>SHS 1-3 days of OSS Restitution loss of next event in season (SHS &amp; GILA)</td>
<td>Referral to police, parents, School/Res Hall admin, Res Hall management team, counseling/coaching team notified</td>
<td>Check in with admin or counselor to define next steps to change behavior&lt;br&gt;Mandatory session&lt;br&gt;Conduct log entry</td>
</tr>
<tr>
<td><strong>2nd Offense</strong>&lt;br&gt;GILA 5 days of floor restriction&lt;br&gt;Restitution</td>
<td>SHS 3 days of OSS Restitution loss of next 2 events in season (SHS &amp; GILA)</td>
<td>Referral to police, parents, School/Res Hall admin, Res Hall management team, counseling/coaching team notified</td>
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</tr>
<tr>
<td><strong>3rd Offense</strong>&lt;br&gt;GILA 5 days of OSS Restitution</td>
<td>SHS 5 days of OSS Restitution loss of next 3 events in season (SHS &amp; GILA)</td>
<td>Referral to police, parents, School/Res Hall admin, Res Hall management team, counseling/coaching team notified</td>
<td>Session(s) with admin or counselor upon return to follow up on plan/contract to change behavior&lt;br&gt;Team meeting upon return with 2 admin, student, and parent; review plan/contract&lt;br&gt;Mandatory sessions with set goals&lt;br&gt;Conduct log entry</td>
</tr>
</tbody>
</table>

### Student Action/Choice

<table>
<thead>
<tr>
<th>Action/Choice</th>
<th>What Happens:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Drugs/Paraphernalia</td>
<td>Alcohol</td>
</tr>
<tr>
<td>Fighting</td>
<td>Theft more than $50</td>
</tr>
<tr>
<td>Sexual behavior</td>
<td>Possessions with intent to sell</td>
</tr>
</tbody>
</table>
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. While on suspension, students may not return to campus or appear at school activities.

Consequences: PreK-6

First Offense: Verbal warning.

Second Offense: Staying after school or class. Call to parents; write a student behavior contract.

Third Offense: Meeting with parent with possible out of school suspension.
Severe Violations – PreK-6

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

Out-of-School Suspension
Ref. 5144 (b) / 5144.1 (a)

Students will be expected to complete assigned class work while assigned out-of-school suspension. All assignments will be due immediately following the out-of-school suspension placement and will be graded for full credit.

Academic Honesty
Ref. 5131.9

Each school shall provide an environment that encourages honesty. Students must know that their teachers will not ignore or condone cheating and that anyone discovered cheating will be dealt with by the classroom teacher and assistant principal/principal.

Extracurricular Activities
Ref. BP 6145.2 (a) / Activities Handbook

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

Students who use and/or possess alcohol or drugs will be subject to suspension from participation in extracurricular activities for 30 calendar days. See Activities Handbook for detailed description of above policy.

Sportsmanship
Ref. BP 6145.21

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

School Dress Code
Ref. BP 5132

A student’s choice of school clothing should not interfere with the educational process. If a student’s clothing is what the district considers inappropriate, we will talk to the child about alternatives. Parents will be notified before a child is sent home for inappropriate dress. Hats and hoods are a distraction and not allowed to be worn inside the building during the school day.
unless instructed by a staff member for health and safety reasons. (8:00 a.m.-4:00 p.m.) Items that distract may include but not limited to:

1. Short shorts, skirts, and dresses—must be at or below 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. Hats and hoods
9. Visible underwear
10. Sunglasses
11. Low cut shirts

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

**Closed Campus Policy**

Ref. BP 5112.5

The school campus is closed for grades pre-K through 8th. Students in grades 9 through 12 are to remain on campus at noon unless they have a signed parent/guardian permission slip on file with the office. The administration may revoke the privilege to leave the campus.

**Use of personal motorized vehicles**

Travel to SHS or GILA will be allowed under the following circumstances:

- A signed parental permission slip prior to any use of personal vehicle
- If you drive a vehicle that would require an AK license plate or insurance (car, truck, van, large motorcycle, or in an enclosed cab) if you were in a road community you must be licensed in accordance with state law (16 years of age)
- You will be able to provide transportation for yourself only, no passengers.
- You must park in the designated area at both campuses.
- Careless, unsafe, or reckless driving will result in disciplinary actions or police involvement in serious cases.

**School Lunchroom**

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

1. Line up in an orderly manner and talk softly during lunch; do not yell.
2. Follow instructions during lunch and assist the lunchroom monitor in keeping the area clean.
3. Eating lunchroom food in the designated area.
4. Cleaning the eating area when lunch is finished
5. Putting away trays, silverware, drinking glasses and trash when lunch is finished
**Bullying**  
Ref. BP 5131.43(a)  

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

**Bullying Defined**

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

**Sexual Harassment or Hazing**  
Ref. BP 5145.5 (a) / 5145.7  

Sexual harassment (unwanted physical or unwanted language) is against the law. Hazing of another student is against the law. Hazing is defined as the initiation process involving harassment.

**Drug Free School**

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.

**Title IX**

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

**Student Grievance Policy**

Any student or parent that believes they have been discriminated against for any reason can institute the following grievance policy:
Step 1: Informal discussion with the school employee directly involved.
Step 2: Formal grievance in writing to principal.
Step 3: Formal grievance in writing to superintendent if Steps 1 and 2 are not satisfactory.

**Student Activities**

**Student Council**

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

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

**Student of the Month**

Teachers from both the high school, middle school and elementary school will be responsible for choosing the students of the month. All staff may select candidates. The teachers or counselor may display recognition of the student of the month. Selection should be based upon both academic and social criteria.

**Field Trips**

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

**Student Travel**

Ref. BP 6153

The following policy applies to all student activities involving travel: Students who choose not to attend an activity once the reservations have been made will be responsible for all expenses incurred, unless otherwise agreed upon by the school administrator. In addition, if it becomes necessary to send a student home (back to Galena) due to inappropriate behavior, the parents will pay for all expenses. In addition, the student must also maintain at least an overall “C” (2.0 GPA) and no D’s or F’s” for all classes that quarter and meet weekly eligibility to be eligible for student travel.
Eligibility Requirements for Interscholastic Activities/Activities Handbook
Ref. BP 6145.2

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

In order for the student to be eligible to participate in interscholastic activities, a student must meet the eligibility requirements established by the Alaska School Activities Association, (A copy of the requirements is on site with AD). In addition, the student must also maintain at least an overall “C” (2.0 GPA) and no D’s or F’s for all classes for that quarter. If the student fails to maintain at least an overall C (2.0) and no D’s or F’s for all classes, then the student shall be ineligible the entire following quarter. On Thursday or the day before an activity at 4:00 p.m. or at the end of the last class period, all reports, tests, etc., are due for grading purposes.

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

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

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

SHS Students Visiting GILA Campus

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

Guidelines:
- SHS student guests must check in at the front desk, sign the visitor log and receive a visitor pass. All Guests must sign an SHS Guest Behavior Contract to be kept in the Visitor Log on their first visit. The contract is good for the rest of the year.
- While visiting campus all SHS students must comply with all rules and regulations outlined in the SHS Guest Behavior Contract.
- SHS student guests may not go onto the residence hall floors or past the common areas on the first floor.
• While on GILA campus SHS students agree to follow any directives given by GILA dorm staff.
• Anyone found in violation of these guidelines and expectations may lose the privilege of visiting GILA campus as a guest after school hours.
SHS Student Guest Behavior Contract for GILA Campus
Please take the time to read through the behavior expectations listed below and familiarize yourself with school policies before signing. If the expectations are not met or school guidelines broken, the offending student will be asked to leave campus immediately and a report will be sent to the administration.

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

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

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

___________________________  __________
Student Signature     Date

___________________________
Parent/Guardian Contact Number
School Facilities

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

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

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

Student Lockers
Ref. BP 5145.12 (a) Search and Seizure

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

Internet and Technology Use Policy
Ref. BP 6164.4 (a)

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

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

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

1. With all responsibilities comes the responsibility to act in a legal, ethical, and responsible manner.

2. Responsible use of the Internet and technology is a behavioral and disciplinary issue, not a technological one.

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

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

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

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

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Galena City School District

Conditions of Computer Use

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

Privileges, Responsibilities, and Definition of Unacceptable Use

Privileges:

- Use of the computers at Galena City School District
- Use of the Galena City School District’s access to the Internet
- Use of the Galena City School District’s servers
- Use of the Galena City School District’s e-mail services
Responsibilities:

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

Unacceptable uses of network services and technology tools:

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

Conditions

1. Respect the equipment.

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

2. Respect the software.

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

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

3. The Internet is a tool.

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

4. Mail privileges.

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

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

6. The golden rule applies.

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

7. Restrictions.

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

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

Galena City School District’s computer system will be organized as follows:


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

2. The student users.

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

3. The student non-users.

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

4. Personal computers in the school.

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

Penalties and Consequences

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

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

1. Disallowed computer use.

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

2. Suspension.

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

Conditions of Agreement

The undersigned understands that this document is a legal and binding agreement between the student and the Galena City School District. All conditions are non-negotiable.

________________________________    _________________________
Student          Date

_______________________________    _________________________
Parent          Date
**Media Release Form**

Galena City School District periodically photographs and films school and community activities and events. The following consent form allows Galena City School District to use your child's photograph or film for these purposes.

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

__________________________________  _________________________  
Signature of Program Participant   Date

**FIELD TRIP PERMISSION FORM**

I, hereby, give permission for my child: (ENTER YOUR CHILD'S NAME)  

To participate in academic and educational related school field trips that may occur during the 2016-2017 school year this signed form cover the current school year. If I should change my mind or wish to exempt my child from a field trip, I will do so by communicating with my child’s teacher or administrator.

Parent/Guardian signature:_______________________________ Date:______________

Special Note: Please return this slip to the teacher or office as soon as possible. Thank you.