

**GALENA**



**HIGH SCHOOL**

**STUDENT HANDBOOK  
2020-2021**

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## **STUDENT HANDBOOK**

This handbook has been prepared as a guide for you and your child. The rules, procedures, information and policies contained within this handbook will help you and your child become familiar with Galena High School expectations. This handbook is the direct result of a concerted effort on the part of the faculty, administration, and the Galena Board of Education. This handbook will be available through the school website. Should you desire a paper copy of the handbook please contact the high school office and one will be provided at no charge. We believe communication between home and school is vital in providing your child with a quality education. We encourage you to contact your child's teachers with any suggestions, comments or concerns. If at any time you have questions, please contact the office at 417 357-6618. We look forward, with your help to a positive and productive school year.

Parents and students are reminded that the student handbook is only a guide and cannot contain all school regulations or possible infractions regarding students at GHS, and does not limit the actions available to the Galena R-II School District. More detailed Board of Education policies are available at [www.galena.k12.mo.us](http://www.galena.k12.mo.us)

### **GALENA R-II MISSION STATEMENT**

To teach each student to stand confidently, participate fully, learn continually and contribute meaningfully to the global community.

### **PURPOSE OF GALENA HIGH SCHOOL**

The purpose of Galena High School is to provide opportunities for all to achieve their maximum potential. To accomplish this purpose, the High School will ensure all students the opportunity to develop academic, social and interpersonal skills, and create a learning environment that encourages creativity, self-reliance, self-discipline, and a positive self-image.

Galena High will work cooperatively with the students, parents, and the community to prepare our students to become critical thinkers and life-long learners as citizens in a diverse society.

### **GALENA HIGH SCHOOL OBJECTIVES**

Provide an academic program that is both rigorous and thorough.

Provide opportunities for intellectual, social, physical and civic activities.

Provide opportunities for developing leadership and cooperation.

Provide students with knowledge of the meaning and value of citizenship in our society.

Prepare students to select and make preparations for work or training to which they are most suited.

Aid students in developing proper knowledge of good health habits and their necessity.

### **DAILY CITIZENSHIP EXPECTATIONS - STUDENTS**

Students will strive to attend school every day.

Students will put forth their best effort and produce quality work.

Students will exhibit a positive and caring image.

Students will be respectful and courteous.

Students will encourage each to achieve their maximum potential.

Students will abide by the expectations set in individual classrooms and by their instructors.

### **DAILY CITIZENSHIP PROMISES – TEACHERS AND STAFF**

We will be a community of educators and professionals that care for and are dedicated to the students of Galena High School.

We will provide the tools and opportunities for learning and growth in a safe environment through the demonstration of positive character traits.

We will promote an atmosphere that encourages critical thinking, creativity, independence and a love for learning in our global society.

We will collaborate to develop innovative teaching strategies with student success as the primary focus.

We will be dedicated to continuous professional and personal improvement of ourselves and our students.

We will be committed to being effective problem solvers, communicators and positive role models.

## GENERAL INFORMATION

### 2020-2021 CALENDAR INFORMATION

|                         |  |
|-------------------------|--|
| August 25               | First Day of School                                    |
| October 23              | End of 1 <sup>st</sup> Quarter                         |
| October 26              | Parent-Teacher Conferences                             |
| November 25-27          | Thanksgiving Break                                     |
| December 21-22          | Semester Final Exams                                   |
| December 22             | End of 1 <sup>st</sup> Semester                        |
| December 23 – January 4 | Winter Break   |
| January 5               | School Resumes – Beginning of 2 <sup>nd</sup> Semester |
| March 12                | End of 3 <sup>rd</sup> Quarter                         |
| March 16-19             | Spring Break   |
| April 28                | Beginning of State Testing (MAP/EOC)                   |
| May 14                  | Class of 2021 Commencement                             |
| May 24                  | 8 <sup>th</sup> Grade Promotion                        |
| May 25-26               | Semester Final Exams                                   |
| May 27                  | End of 2 <sup>nd</sup> Semester – Last Day of School   |

End of 1<sup>st</sup> Semester – December 22<sup>nd</sup>

End of 2<sup>nd</sup> Semester – May 27<sup>th</sup>

### 2020 – 2021 BELL SCHEDULE

#### Tuesday – Thursday

|                              |                              |
|------------------------------|------------------------------|
| <b>1<sup>st</sup> bell</b>   | 7:51                         |
| <b>1<sup>st</sup> Period</b> | 7:55 – 8:54                  |
| <b>2<sup>nd</sup> Period</b> | 8:58 – 9:57                  |
| <b>3<sup>rd</sup> Period</b> | 10:01 – 11:00                |
| <b>4<sup>th</sup> Period</b> | 11:04 – 12:26                |
|                              | <b>11:00 – 11:24</b> Lunch A |
|                              | <b>12:02 – 12:26</b> Lunch B |
| <b>6<sup>th</sup> Period</b> | 12:30 – 1:29                 |
| <b>7<sup>th</sup> Period</b> | 1:33 – 2:32                  |
| <b>8<sup>th</sup> Period</b> | 2:36 – 3:32                  |

#### Friday

|   |                               |
|---|-------------------------------|
| <b>1<sup>st</sup> bell</b>              | 7:51                          |
| <b>1<sup>st</sup> Period</b>            | 7:55 – 8:48                   |
| <b>2<sup>nd</sup> Period</b>            | 8:52 – 9:45                   |
| <b>3<sup>rd</sup> Period</b>            | 9:49 – 10:42                  |
| <b>4<sup>th</sup> Period</b>            | 10:46 – 11:39                 |
| <b>5<sup>th</sup> Period (Advisory)</b> | 11:43 – 12:41                 |
|   | <b>11:43 – 12:07</b> HS Lunch |
|   | <b>12:17 – 12:41</b> JH Lunch |
| <b>6<sup>th</sup> Period</b>            | 12:45 – 1:37                  |
| <b>7<sup>th</sup> Period</b>            | 1:41 – 2:33                   |
| <b>8<sup>th</sup> Period</b>            | 2:37 – 3:32                   |

**Galena High School Directory Information**  
**P.O. Box 286 Galena, Mo 65656**  
**Phone: 417-357-6618 Fax: 417-357-8444**

|  |  |
|--|--|
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## GALENA HIGH SCHOOL ACADEMIC INFORMATION

### **GALENA HIGH SCHOOL GRADUATION REQUIREMENTS**

In order to graduate from Galena High School students are required to complete all of the following subjects and credit requirements set by the Galena R-II Board of Education:

#### Galena Required Subjects:

|                     |   |
|---------------------|---|
| Communication Arts: | 4 Credits (all students are required to take English I, English II, Communication Arts and English III)   |
| Math:               | 3 Credits (all students are required to take Algebra I OR Algebra Foundations)  |
| Science             | 3 Credits ( <i>Students may earn 1 science credit by completing 3 units from the following Agriculture classes: Ag I/ II, Greenhouse/Landscaping, Agribusiness, Plant/Animal Science, Ag Structures</i> ) |
| Social Studies:     | 3 Credits (All students are required to take US History I and American Government)  |
| Fine Art:           | 1 Credit  |
| Practical Art:      | 1 Credit  |
| Physical Education: | 1 Credit  |
| Personal Finance:   | ½ Credit  |
| Health:             | ½ Credit  |
| Electives:          | 9 Credits   |

**Total Credits Required: 26**

#### CLASSIFICATION OF STUDENTS

The classification of students in grades 9-12 will be determined by the number of units satisfactorily completed, including required courses at any given time, as follows:

|           |                         |         |                          |
|-----------|-------------------------|---------|--------------------------|
| Freshman  | 0 – 5.5 earned credits  | Juniors | 12.5 – 19 earned credits |
| Sophomore | 6.0 – 12 earned credits | Seniors | 19.5 + earned credits    |

#### GRADING POLICY

Grades for Galena High School students are based on the semester. In addition, all courses that require an End-of-Course (EOC) exam may also have that score as a part of the semester grade. Grades are designed to represent the level of mastery of each course's objectives. Beginning in the ninth grade, grade point averages and graduation credits are composed and recorded in the permanent record. Progress reports will be sent home at the midway point of every grading period (every 4.5 weeks) and grades will be updated on the parent portal by 3:45 p.m. every Tuesday during the school year.

#### GRADING SCALE

Teachers will base all grades on the following percentages of the total points possible.

|    |        |    |       |    |       |    |       |    |       |    |       |
|----|--------|----|-------|----|-------|----|-------|----|-------|----|-------|
| A  | 94-100 | B+ | 87-89 | B- | 80-82 | C  | 73-76 | D+ | 67-69 | D- | 60-62 |
| A- | 90-93  | B  | 83-86 | C+ | 77-79 | C- | 70-72 | D  | 63-66 | F  | 59-0  |

Special consideration of individual differences will be acknowledged by the classroom teacher. Special Education students will be graded according to the objectives listed on the Individual Educational Plan (IEP) in accordance with the District's Special Education Compliance Plan (Grading Policy), and will be given a regular High School Diploma at the end of course requirements.

#### CLASS RANK

The following Grading Scale will be used to determine class rank:

|    |      |    |      |    |      |    |      |    |      |    |     |
|----|------|----|------|----|------|----|------|----|------|----|-----|
| A  | 4.0  | B+ | 3.33 | B- | 2.67 | C  | 2.0  | D+ | 1.33 | D- | .67 |
| A- | 3.67 | B  | 3.0  | C+ | 2.33 | C- | 1.67 | D  | 1.0  | F  | 0   |

Dual credit, AP and Honors classes will be weighted and will use the following scale:

|    |      |    |      |    |      |    |      |    |     |    |      |
|----|------|----|------|----|------|----|------|----|-----|----|------|
| A  | 6.0  | B+ | 5.33 | B- | 4.01 | C  | 3.0  | D+ | 2.0 | D- | 1.01 |
| A- | 5.51 | B  | 4.5  | C+ | 3.5  | C- | 2.51 | D  | 1.5 | F  | 0    |

Selection of Valedictorian and Salutatorian will be based on all grades received through the eighth semester of high school. Selection of the eighth grade Valedictorian and Salutatorian will be based on grades through the first semester of the eighth grade year.

In addition to the awarding of Valedictorian and Salutatorian and in the interest of encouraging and recognizing outstanding academic achievement, *summa cum laude*, *magna cum laude* and *cum laude* graduates will be honored from each high school graduating class. Weighted GPA will be used to determine class rank and academic honors. The *summa cum laude*, *magna cum laude* and *cum laude* graduates will be identified according to the following criterion:

- The *summa cum laude* graduates will be those with a 3.90 or above grade point average as computed at the end of eight (8) semesters of high school coursework.
- The *magna cum laude* graduates will be those with a grade point average between 3.70 and 3.89 as computed at the end of eight (8) semesters of high school coursework.
- The *cum laude* graduates will be those with a grade point average between 3.50 and 3.69 as computer at the end of eight (8) semesters of high school coursework.

### **HONOR ROLL ELIGIBILITY**

Honor roll eligibility will be determined using the following value system for each semester grade a student receives on his/her grade report:

|    |      |    |      |    |      |    |      |    |      |    |     |
|----|------|----|------|----|------|----|------|----|------|----|-----|
| A  | 4.0  | B+ | 3.33 | B- | 2.67 | C  | 2.0  | D+ | 1.67 | D- | .67 |
| A- | 3.67 | B  | 3.0  | C+ | 2.33 | C- | 1.67 | D  | 1.0  | F  | 0   |

A student must maintain a 3.67 point or above average to be on the A honor roll and maintain a 3.00 point average or above to be on the A&B honor roll.

### **ACADEMIC LETTERS AND AWARDS**

An Academic Letter is awarded to students with a GPA of 3.50 for three consecutive semesters. An Academic Bar is awarded to students who have already received an academic letter and have maintained a GPA of 3.50 for two additional consecutive semesters. An Academic Star Award is awarded to students that have already received an academic letter and maintain a GPA of 3.85 for two additional semesters.

### **SCHEDULE CHANGES**

A schedule change will only be made if the change meets the academic needs of the student towards graduation. Requests for a schedule change will be made on an individual basis. Such changes will only be made after careful consideration by teachers, counselors, and administrators. *Schedule changes will only be allowed in the first three days of a semester.*

### **CAREER TECHNICAL SCHOOL**

Galena High School is affiliated with the Omar Gibson Area Career Technical School for students interested in academic vocational programs. Enrollment for this program is open to Juniors and Seniors in good standing (grades, discipline, and attendance). Information is available in the counselor's office.

- GHS students attending classes at Gibson Technical School will be transported by bus to the campus in Reeds Spring. Students MUST travel to and from Gibson in school transportation unless prior arrangements have been made with the building principal AND director of Gibson. Failure to abide by this policy will result in disciplinary action and the potential removal from Gibson Tech.

### **ACT REIMBURSEMENT**

Galena R-II High will reimburse ACT testing/workshop fees if a student accomplishes one of the following:

- Any student who scores at or above the most recent Missouri ACT average on their first attempt.
- Any student who improves upon their previous best ACT score.
- If the student has attended a school approved ACT workshop and scores above the state ACT average on their first attempt, the workshop fee will be refunded.

*Receipts and evidence of the above is required for reimbursement*

Galena High School will also provide 4 quarterly ACT workshops throughout the academic year. The workshops will be open to all 11<sup>th</sup> grade students. Other students will be able to attend the workshops on a limited basis.

### **A+ PROGRAM**

All eligible students at Galena High School, regardless of income, who meet all the criteria listed below have the opportunity to receive funding for the unpaid balance of the cost of tuition and general fees, subject to legislative appropriation, for a period of 48 months after high school graduation, to any Missouri public community college, vocational or technical school after federal post-secondary financial assistance funds have been applied. This is contingent upon the subject meeting all of the following requirements:

- Sign a written participation agreement before graduating from high school;
- Attend a designated A+ School for three consecutive years prior to high school graduation (Students who are active duty military dependents and students who are dependents of retired military personnel who relocated to Missouri within one year of the date of retirements from active duty are excused from this provision if the student attends a designated A+ school in the school year immediately preceding graduation and has met all other eligibility requirements);
- Maintain at least a 95% attendance record for 4 years of high school;
- Perform 50 hours of unpaid tutoring or mentoring for students in this district;
- Maintain a record of good citizenship and avoid the unlawful use of drugs;
- Graduate with a grade point average of 2.5 or higher on a 4.0 scale;
- Make a good faith effort to secure all available federal post-secondary financial assistance funds that do not require repayment;
- Register for Selective Service (male students)
- Qualifiers must achieve a score of Proficient or Advanced on the Algebra I, Geometry, and/or Algebra II End of Course exam- or- Receive an ACT math sub score of 17-or- receive a minimum score of 43 on the COMPASS Test in Pre-Algebra-or- e receive a score of 1 on the COMPASS Test in Algebra. The above requirements and scores are subject to change via the Missouri Department of Higher Education for the 2017 graduates and beyond.

The student financial incentive may be available for a period of up to 48 months after high school graduation for a qualifying student and cover the cost of tuition and general fees, until the receipt of an Associate's Degree or the completion of 105% of the required hours for the student's program of study. In order to maintain eligibility while attending a Missouri public community college or vocational/technical school a student must be enrolled on a full-time basis and maintain a GPA of 2.5 or higher.

### **DUAL CREDIT COURSES AND TUITION**

Galena High School will provide students with opportunities to enroll in college classes while also earning high school credits through their Dual Credit program. These courses may be offered online or in a traditional seated capacity. Tuition and other fees are set by the participating university and are not determined by Galena R-II Schools. Galena R-II Schools will pay for a maximum of **TWO** dual credit courses PER ACADEMIC YEAR for students in the 11<sup>th</sup> and 12<sup>th</sup> grades. All additional tuition and fees are the responsibility of the student and their families.

### **PROMOTION POLICIES**

Junior High students will be promoted from grade to grade at the close of the school year, providing they have satisfactorily met the requirements of that particular grade level of work in at least three of the four core subjects (Social Studies, Science, Math, and Language Arts). Students who make little or no effort to pass their classes, improve themselves educationally, or show no concern about their progress will be retained in the current grade for the coming school year upon the recommendation of the teachers, counselor and principal. Students may choose to attend summer school to recover failed coursework or credit, thereby completing necessary requirements for promotion.



## GALENA HIGH SCHOOL ATTENDANCE PROCEDURES

We believe that attendance in school is important. We believe that when a student misses school, regardless of the reason, he/she is missing something of tremendous value. We believe all students need to learn the value of developing a pattern of good attendance and punctuality. Frequent absences of students from the learning experiences disrupt the continuity of the instructional process for everyone. Any student with **5 or more** absences from a particular class is in jeopardy of losing credit for that class. There is no such thing as a completely excused absence, as all absences will affect a student's educational experience to some extent. It is strongly suggested that parents/guardians schedule family events, appointments, and other activities in conformity with the school calendar to avoid disruptions in the learning process for the students.

Any time a student is absent from school, the parent/guardian needs to provide written or verbal documentation/communication/verification in reference to the absence and present it to the main office on or before the day the student returns to school. Any student leaving school early for an appointment or other necessary reason must be signed out by an approved party at the main office. All notified absences will be considered "verified". Students will be allowed one day to make-up any learning for each verified absence.

An "**unexcused**" absence will be recorded for students who are truant, suspended or whose absence is not verified. Students will not be guaranteed additional time to make up learning activities for unexcused absences. Learning activities for unexcused absences may be made up during after-school tutoring, Saturday School, or ISS.

As a school we are obligated to monitor student attendance and report any cases we feel qualify as educational neglect, regardless of whether the absences are verified or unexcused. As a student's absences accrue, a review of the student's progress will take place by the Galena High School Success Team. Interventions such as parent conferences, mandating summer school, requiring retention, notifying the Children's Division and/or Prosecuting Attorney of Stone County will be considered.

Juniors and Seniors are permitted to take college visits during the school years. High School juniors are permitted 1 college visit per year while High School seniors are permitted 2 college visits. College visit forms are available in the High School Counselor's Office and must be completed BEFORE the visit. Forms must be signed by an authorized representative of the college and returned to the Counselor's Office. College visits will not count against attendance purposes of semester test exemption.

Students will be permitted 4 hours for completion of their Drivers Test that will not count against attendance for purposes of semester test exemption.

### STUDENT ABSENCES

When a student is absent from school:

1. Parents/guardians should contact the school before 8:30 a.m. at (417) 357-6618 on the day of the absence. A notification phone call will be made to all students marked absent if parent/guardian has not contacted the school.
2. All absences will be considered unexcused until verified by written or verbal documentation by parent/guardian. Absences will become verified following the receipt of appropriate documentation.
3. Students will be responsible for obtaining necessary work to time missed in class.
4. All make-up work should be completed within the same number of days that the student was absent except for tests and long-term assignments (2 weeks or more). These tests and assignments will be made up at the teacher's discretion.
5. Parents are encouraged to notify the office in advance of a professional appointment; medical or dental appointment; or funeral leave so that the student may have time to communicate with their teachers and thus allow for make-up work prior to the absence.
6. Students with unexcused absences may receive credit for their make-up work (except for tests and long-term assignments, which are made up at the teacher's discretion in accordance with school policy) provided they attend after-school tutoring and/or Saturday School.

## SEMESTER TEST EXEMPTION POLICY

To encourage regular school attendance of students, Galena High School students that meet identified criteria may have the option of not taking semester exams.

Criteria for Test Exemption Eligibility:

- Attendance: There will be no attendance requirement during the 2020-2021 school year
- Discipline: No ISS or OSS during the semester
- Academic: (1) Finals are required for all students enrolled in Dual Credit, AP or Weighted (honors) courses.  
(2) Students are required to take finals in all courses in which they are receiving a grade of C- or lower.
- Encumbrances/Fines: All fines, fees, and class dues MUST be paid and all materials checked out from the library returned

Students that meet the criteria for Test Exemption must complete the Test Exemption form. (Test exemption is a decision to be made by the individual student and his/her parent/guardian).

Students who are test exempt may choose to take selected finals to attempt to raise their grade. In such cases the student's grade cannot be lowered as a result of taking the semester exam(s).

All absences will count against Test Exemption EXCEPT: (not applicable for the 2020-2021 school year)

- School sponsored activities
- Pre-arranged in advance college visits or military processing (2 days per year)
- Driver's Test (4 periods with verification)
- Court appearance with verification of a subpoena (1 day per year)

To be eligible for Test Exemption, students must be enrolled throughout the duration of the semester as a FULL-TIME student. Students who are designated as homebound, enroll late, or transfer in during the semester are **not** eligible for semester Test Exemption.

Five (5) tardies for the semester to a class will eliminate the semester Test Exemption.

Semester exams will only be administered during the scheduled time. Students will not be allowed to take semester exams early unless approved by the administration with prior notification by parent/guardian. Make-up Semester Exams for verified absences will be made up at the teacher's discretion.

Semester exams will not be averaged into the student's overall grade if the student is Test Exempt.

**VERIFIED ABSENCES DO COUNT AS AN ABSENCE AGAINST SEMESTER TEST EXEMPTION!**

## ARRIVAL TO SCHOOL

- When students arrive by car in the morning, they must exit their vehicle immediately, and enter the building. No students will loiter or gather outside the building (or in the parking area) before or after school.
- Students are to report immediately to the cafeteria to eat breakfast. Students will be allowed access to the library for silent reading and study before school. Students will only be allowed into classrooms with prior permission from teachers.
- Students will not be allowed to leave the building during the school day, without permission from the office.
- Students arriving late to school must check in with the main office. Students arriving less than 16 minutes late will be considered Tardy to their 1<sup>st</sup> period class. Students arriving more than 16 minutes late to school without a verification from parent/guardian will be considered truant and subject to disciplinary action.

## AFTER SCHOOL

No students should remain on campus after 3:45 pm unless under direct supervision of a teacher. This includes students waiting for sporting events or activities. Prior arrangements must be made with the coach or director if the student intends to remain on campus. Exterior doors will be locked after 3:45 pm.

## CHECK OUT

Parents/guardians may sign out their student through the High School Office. Other family members must have signed permission of the parent, on file in the office, to remove a student from school. Students are **NOT** permitted to sign themselves out of school.

## CLOSED CAMPUS

Galena has a closed campus. Students are not to leave campus without checking out through the office. Students who ride the bus to school are considered on campus when their bus arrives at school. Students who leave campus during the school day without permission and without signing out in the office are considered truant. Students are not allowed to leave campus for lunch.

**COMPULSORY SCHOOL ATTENDANCE**

The Compulsory School Attendance law states that any parent, guardian or other person having custody or control of a child between the ages of 7 and 17, must ensure that the child is enrolled in and regularly attends public, private, parochial school, home school or a combination of schools for the full term of the school year. Subject to specific State requirements the following are exceptions: (1) a child that is determined mentally or physically incapacitated may be excused from attendance, (2) a child between 14 and 17, when excused by the Superintendent or the Court when the child has necessarily and lawfully obtained employment.

**The Galena R-II School District employs numerous educational settings to ensure the success of all students. Therefore, the District reserves the right to refuse GED consent until all District utilized avenues have been exhausted.**

# GALENA HIGH SCHOOL GENERAL PROCEDURES

## ADMISSIONS PROCEDURE

In accordance with state law, parents/guardians of students enrolling in the District for the first time must present:

- Copy of student's birth certificate
- Proof of residence
- Proof of immunizations

## ASSEMBLIES

All students will sit with their grade level for assemblies. Grade levels will be dismissed to the assembly as a whole. Assemblies in the gymnasium will be held on the bleacher-side of the gym and seating assignments will begin with the 7<sup>th</sup> grade filling in the upper-most section of the bleachers and ascending to the 12<sup>th</sup> grade at the first levels of seating. Advisory teachers will sit with their respective grade levels during the assembly for supervision.

## BACKPACKS

While backpacks are not prohibited in the classrooms, students are encouraged to store their backpacks in their lockers throughout the school day.

## CAFETERIA/COMMONS AREA

The high school cafeteria/commons area will be open to students before school, during lunch, and for scheduled events/activities. During passing periods, the cafeteria/commons will be inaccessible to students. Students will need to stay in the hallways during passing periods.

## CLASS DUES

Class dues are \$5.00 per quarter. Class dues help to fund activities such as dances, prom, senior trip and some graduation activities. If class dues are unpaid, students may not be allowed to participate in certain activities.

## CLASS ELECTION

Election of class officers will be held at the beginning of the school year. Those running for office must be eligible at the time of nominations and/or election.

## CLASS MATERIALS

Students are to take all required materials to each class in which they are enrolled. Failure to take necessary materials to may result a referral to the office and potential lunch-room detention or ISS.

## CREDIT RECOVERY

If a student is short credits at the *end of their junior year*, they may endeavor to make those credits up during credit recovery classes during the academic year. Students in grades 9-11 that need to make up credits for previously failed courses will have the option to do so after school hours or during summer school. All courses must be appropriate and approved for credit by the principal. The counselor will notify both student and parents of a lack of credit situation and assist in arranging the coursework and test monitoring if needed. Required courses may be taken through correspondence only by approval of the administration. Independent study courses will not be accepted to receive high school diploma six months beyond graduation year.

Students are to take all required materials to each class in which they are enrolled. Failure to take necessary materials to may result a referral to the office and potential lunch-room detention or ISS

## DANCES

### • Middle School

- Middle School students will be allowed two (2) dances each year, and a graduation dance.
- Students attending the dance must be enrolled in Galena Junior High, or be an approved guest.
- All guests must be of Junior High age, and approved by the principal.
- Junior high dances must end by 9:30pm and cleaned up by 10:00pm.
- All rules that apply to high school dances apply to middle school dances (refer to the following rules.)

### • Homecoming Dance

- The homecoming dance/activity is sponsored by the Galena R-II Student Council
- The homecoming dance/activity is to be held on school premises either immediately following the homecoming game or within two days of the game (Friday or Saturday night).
- Students attending the Homecoming dance must be enrolled in Galena High School (grades 9-12), or an approved outside guest not older than the age of 20. Junior high students are NOT eligible to attend.

- Attendees must be in good financial standing (Class dues/encumbrances) with the district.
  - Guests from other schools must be registered by contact information, age, grade, school attended, and/or employer information.
  - Galena High students are responsible for the behavior of their out of school guests. If problems arise, the Galena student and their escort will be ejected from the function and the Galena student will be prohibited from attending extracurricular functions for the remainder of the school year.
  - Misconduct of any type will not be tolerated, and all school rules regarding alcohol, tobacco, drugs, public display of affection, etc. will be in effect throughout the function.
  - Entry to the dance shall be allowed one time only. Once a student or guest leaves, he/she will not be allowed to return, and must leave school premises. All guests must arrive within 30 minutes of the beginning of the homecoming dance unless prior approval is granted by the principal.
  - The homecoming dance must end by 11:30p.m. and the building must be cleaned by 12:00 midnight.
  - All faculty members, Board members, and other school employees and their spouses or escorts are invited to attend the homecoming dance.
- **Junior-Senior Prom/Banquet**
    - The junior-senior prom/banquet may be held each spring either on school premises or, with proper approval, off school premises.
    - The junior class is responsible for maintaining excellent communications with sponsors and administration concerning the arrangements at all times.
    - Juniors who wish to make trips to select a site off school premises must do so only with proper administrative approval and chaperones after school hours.
    - Dress code for the prom and banquet shall be formal wear; formal evening gowns, dresses, or suits for ladies, and tuxedos, suits, or appropriate dress clothes with ties for the gentlemen. “Changing clothes” during the event will not be allowed. *The dress code will be strictly enforced and those not adhering will be dismissed from the prom.*
    - Any student not desiring to attend the dance may leave at any time after the banquet. **Any student leaving the building or specified area will not be allowed reentry and must leave the premises.** Misconduct of any kind will result in that person or persons being ejected. All school regulations apply to the event. Any misconduct on the part of a student will result in the student losing the right to attend or participate in any extracurricular activities the remainder of the school year.
    - Attendance at the junior-senior prom is restricted to Galena junior or senior class members who are in good standing and approved guests who are 20 and younger. Good standing will include class dues, fines, lunch bills and any money owed the school by the student needs to be paid in full. Junior high students are excluded from this activity.
    - Outside bands, disc jockeys, etc. must have administrative approval in advance. The function must end by 11:30 p.m. and all students must clear the grounds or premises by 12:00 a.m.
    - All junior-senior faculty members and spouses/escorts, Board members and spouses/escorts and other school employees are invited by the junior class to attend the junior-senior prom/banquet. Other special guests, as approved by the principal, may attend the junior-senior prom.

#### **DIRECTORY INFORMATION**

Directory information may be prepared for mass release (school directory, athletic programs, etc.). Parents/guardians or eligible students may indicate in writing to the office within ten days of the start of school that they do not wish the information to be published. Directory information consists of the following: Name of student, Telephone number, Name of parent or Guardian, Sex, Age, Present address, School and grade. This also includes publication of student photograph.

#### **DRILLS- FIRE, STORM, EARTHQUAKE, AND INTRUDER**

Fire, storm, earthquake, and intruder drills may be held at any time during the school year. Students will be instructed by the teacher as to the procedure to follow. Standard policies for each part of the building are established by the building Principals.

#### **ELECTRONIC DEVICES**

It is recommended that students not bring cell phones, iPods, MP3 players, portable radios, headphones, CD players, laser pens or lights, portable gaming devices, or other electronic devices to school. Electronic devices will only be allowed for specific educational purposes at teacher discretion. Teachers will have the right to require phones be turned in at the beginning of each class period and stored securely. If used improperly, these items may be confiscated and returned at the administrators’ discretion.

#### **EMERGENCY RESPONSE PLANS**

The superintendent or designee has the responsibility for developing and maintaining the district's emergency preparedness plans and emergency drill schedules. The district will supply the schools with safety equipment and train staff on emergency preparedness and violence prevention.

**FINALS**

The final two days for each semester will be designated for final examinations. A final, which will be worth 10% of the semester grade, will be given in EACH class. High School Students that have qualified for Test Exemption status and have completed the necessary forms will not be required to attend school on days of final exams.

*Failure to attend school when not qualified for Test Exemption status days will result in a zero as a final test grade.*

**FOOD, DRINKS, AND GUM**

No food, drink, candy, gum, etc., are to be consumed at any time in the classroom or in the halls. Students are allowed to bring CLEAR water bottles to their classes. **Students are not to bring open beverage containers that have been purchased outside of school into the building.** Energy drinks are not allowed on campus.

**FOOD SERVICES**

Students who acquire more than \$15.00 of charges to their account will be provided an alternative choice of food, or they may pay cash for their meal. Money may be deposited in the cafeteria during meals or in the office before or after school. Students must take a minimum of 3 items during breakfast

**FUND RAISING**

The principal must approve all fund raising programs by students or school related groups. There will be a master calendar of all events will be maintained by the high school office staff.

**HALL PASSES**

Any student out of a classroom MUST have a hall pass with them and it MUST be signed by their current classroom teacher. Failure to have a proper pass will result in discipline referral for being out of assigned area and appropriate disciplinary actions will be taken.

**LOCKERS**

Students will be assigned a locker. Lockers are to be kept clean and orderly at all times. No displays of any kind are to be on locker doors unless authorized by the administration and doors should be kept closed during classes. Students should not keep money or valuables in an unlocked locker. Lockers will be inspected periodically.

**LUNCH**

Galena High School is a closed campus during lunch - All students are required to remain in the building during lunch. All students must eat lunch in the cafeteria. No food or drinks, except clear water bottles, shall be allowed outside of the cafeteria.

**MEDICATION**

When it becomes necessary for a student to take medication during school hours, the medication should be given on written order from a licensed doctor. When a student brings his/her own medication to school, it must be in a well-labeled prescription container. All medication must be taken to the office where it will be stored in a secure area and distributed. The Galena R-II School District is not allowed to prescribe or distribute medication of any type.

**MEETINGS**

Club, Organization, and Activity meetings may only be held before school, after school, or during lunch, and must be scheduled and approved by the principal or designee at least two days in advance. Class meetings will be scheduled periodically throughout the year during Advisory/Strategies.

**SCHOOL CLOSING INFORMATION**

Galena R-II Schools will participate in the Springfield Broadcast Council School Closing Program. If it is determined to close school because of severe weather, that information is given to the school closing program officials and it is then relayed to the various radio and TV stations in our area. Additionally, parents will be notified of any school closing by telephone through the School Messenger Program (please make sure all contact information is current).

**SELLING/SOLICITATION**

Selling is defined as the sale of items not approved by the school principal. Solicitation is defined as requesting a member of the school community to purchase goods or services or distributing flyers without the approval of the school principal.

### SEVERE ILLNESS/INJURY AT SCHOOL

The principal and the staff have the duty to render first aid assistance to injured or ill students. Such students will be sent home only after confirming a parent/guardian is at the home. Medical assistance will be contacted in the case of severe injury or illness. Each student must have emergency contact information on file in the office.

### STUDENT DRESS GUIDELINES

**Galena High School has established Student Dress Guidelines to inform students and parents of appropriate clothing and accessory items to maximize the educational process and minimize distractions. A student's clothing, apparel and/or accessories are not to jeopardize anyone's health or safety, nor cause a disruption to the teaching/learning process. The following guidelines will apply:**

- No halter-tops, tube tops, tank tops, midriffs, shirts with bare sides, or see-through blouses/shirts. No clothing with straps that allow undergarments to be displayed are allowed. No incomplete clothing may be worn.
- Clothing that is considered underclothing (boxer shorts, bras, sports bras), must be completely covered.
- All pants will be worn at the waist. Boxers and underwear should not be visible. Clothing with holes above the knees will not be permitted.
- Any clothing or accessory with unacceptable slogans, offensive, obscene, vulgar, profane, rude, suggestive or otherwise inappropriate writing, alcohol, drug or tobacco related pictures or slogans are not allowed. Flags are not considered clothing and should not be worn as such at school.
- Clothing that would be considered offensive to any nationality, ethnic group, or gender will not be permitted
- All students must wear shoes, boots or other types of appropriate footwear. Slippers and house shoes will not be permitted.
- Face-painting or writing on the skin will not be permitted. Costumes are not to be worn to school (with the exception of certain school-sponsored activities).
- Chains/dog collars/spikes of any kind and/or gang related clothing or any other apparel that could cause injury to others will not be permitted.

Violators of the above guidelines will be asked to seek appropriate attire immediately. **Repeated violations of the guidelines will be considered an act of insubordination.** Teachers of specific classes where safety and health is a factor may require students to adjust hair, clothing, or both, according to class requirements.

### STUDENT ID CARDS

All Galena High School students will be issued ID cards and will be responsible for maintaining those cards throughout the school year. Cards will be used for identification, breakfast/lunch payment as well as check-out from the library. Students must have their ID's to enter dances or other activities. ID's are also necessary to take advantage of Privilege Time during Advisory. Replacement of lost cards will be \$5.00 per card.

### TARDY SWEEPS

A warning bell will ring one minute before the final tardy bell to remind students that they need to get to class quickly. When the final tardy bell rings, all teachers will shut their doors and no student will be allowed in. All teachers with conference period and all available administrators will sweep all students not in class to the main office. Students will not be allowed back to their class without a tardy pass from the office. All tardies will be monitored by the office. Students receiving their 3<sup>rd</sup> tardy will be assigned Lunch Room Detention (LRD). If the 3<sup>rd</sup> tardy occurs BEFORE lunch, LRD will be assigned THAT day. If the 3<sup>rd</sup> tardy occurs AFTER lunch, the LRD will be assigned for the next school day. Subsequent disciplinary actions will be taken in accordance with school policy.

### TEXTBOOKS

Textbooks and other materials are furnished by Galena R-II School District. Textbooks that are abused beyond normal use will require payment to the school for their damage or replacement. Payment shall be assessed by the principal or by a designated person, in accordance with the price of the book. Materials used in take-home projects in curricular areas will be furnished by the student. If students fail to return any material that has been checked out to them, or return the materials in unsatisfactory condition, they will be required to pay for the damage repair or the item replacement.

### TRANSFERS

Parents of children who are leaving the school district should notify the school office in advance to the transfer. All library books and texts must be returned before the records are transferred to another school. The Galena R-2 School District will transfer student records, including discipline records, to another school district where students are seeking to enroll.

### VENDING MACHINES

Snack and vending machines are available for student use **BUT ALL ITEMS PURCHASED MUST BE CONSUMED IN THE CAFETERIA.** Cans are to be placed in designated canisters for recycling. All beverages except clear water bottles are to remain in the cafeteria.

### VISITORS

- Visitors conducting proper business must provide photo identification and be approved through the office. Visitors **MUST** obtain an ID badge from the office.
- Visitors during lunch must visit with the student in the office.

## **DISCIPLINE GUIDELINES**

The basic, fundamental rule at Galena High School is that **No student will interfere with the learning, health, safety, general welfare, or property of another.**

The School Administration will be firm, fair and consistent in dealing with student discipline issues. Administrators reserve the right in certain cases to defer initial discipline steps and proceed to more severe disciplinary action. All policies outlined are enforced during school hours, before and after school, and at ALL school activities, both home and away. Galena R-II Schools discipline policies are also extended to activities away from the school building or outside of school hours if the incident creates a disruption to the school or causes a detrimental effect on school activities, students or employees.

The following are some, but not all, of the methods used as Galena High School regarding the discipline of students. These discipline measures may be used by the administration in an effort to change inappropriate behavior.

### **LUNCH-ROOM DETENTION (LRD)**

- Students assigned Lunch-Room Detention will eat their lunch away from remainder of classmates during their assigned lunch shift. Any disciplinary action involving LRD that occurs BEFORE lunch will be immediately served that day. Any action AFTER lunch has been served will be carried out the next day school is in session.
- LRD will take place on the stage in the cafeteria/commons areas and will be under the supervision of the ISS instructor, principal, or other designee.
- All students assigned LRD will complete an LRD self-evaluation and parent/guardian information form BEFORE being dismissed from LRD regardless of the number of days assigned.

### **IN-SCHOOL SUSPENSION (ISS)**

- Students must work at all times on appropriate subject matter. Students assigned to ISS will report to the office at 7:51 a.m. Assignments will be collected by the office, and should be completed daily. They will be returned to classroom teacher for full academic credit at the end of the day.
- Textbooks, paper, and pencil must be with the student when he/she arrives at the office. Students will NOT be allowed to use lockers from 7:55 a.m. to 3:32 p.m.
- Students will avoid talking or communicating in any way (verbally or non-verbally) with other students while in ISS, lunch, hallways, and restrooms.
- Students will receive only one warning in ISS for violating a rule. Any rules violations after a warning will result in a discipline notice and additional ISS or OSS days.
- Students are not eligible to attend extra-curricular activities while serving ISS. **Students will become eligible for activities once they have completed their NEXT academic day following a suspension.**
- Students not fulfilling their ISS due to absence or misbehavior may be assigned OSS for an equal or greater number of days than were the original number of ISS days assigned.
- All students assigned ISS will complete an ISS self-evaluation and parent/guardian information form BEFORE being dismissed from ISS regardless of the number of days assigned.



## **OUT OF SCHOOL SUSPENSION (OSS)**

School district administration may remove a student from his present school setting due to violation of school rules and regulations, conduct which materially or substantially disrupts the rights of others to an education, or conduct which endangers the student, other students, or the property of the school. This action will be taken in accordance with due process policy, and with due regard for the welfare of both the individual and the school. School attendance may be temporarily denied to individuals by the administrative act of summary suspension, and during events or offenses that require administrative investigation. Students assigned OSS will not be permitted on school grounds throughout the entirety of their suspension.

The student's parent/guardian will be notified of the suspension action taken by the administration. Such notice may be oral or in writing. Students receiving an out-of-school suspension (OSS) may receive up to 100% credit for any work missed during the OSS by attending Tuesday/Thursday tutoring OR Saturday school. **Students may not attend or participate in any school-sponsored activities from the time OSS is assigned, until the completion of the NEXT academic day following completion of the OSS.**

## **DEPRIVATION OF PRIVILEGES**

Extracurricular activities are special privileges offered to enhance the student's overall learning experience. Other benefits, such as driving to school, riding buses to and from home are also privileges, not rights. Any or all of these privileges may be revoked. Action taken and results are recorded in the administrative log.

## **EXPULSION**

The Board of Education may originate suspension or expulsion proceedings on its own motion for pupil conduct which is deemed prejudicial to good order and discipline in the schools, or which tends to impair the morale or good conduct of the pupils. Only the School Board has the authority to expel a student from school. The Board's Policy Manual outlines the procedures for conducting an expulsion hearing with the right of an expulsion candidate.

## **DISCIPLINE OFFENSES AND CONSEQUENCES**

### **ARSON- Starting a fire or causing an explosion.**

|                |   |                     |   |
|----------------|---|---------------------|---|
| First Offense: | 1-180 days OSS<br>Expulsion<br>Notification of Law Enforcement<br>Documentation in Student Record | Subsequent Offense: | 1-180 days OSS<br>Expulsion<br>Notification of Law Enforcement<br>Documentation in Student Record |
|----------------|---|---------------------|---|

### **ASSAULT AND BATTERY- Hitting, striking, and/or attempting to cause injury to another person; intentionally placing a person in reasonable apprehension of imminent physical injury.**

|                |   |                     |   |
|----------------|---|---------------------|---|
| First Offense: | 1-180 days OSS<br>Expulsion<br>Notification of Law Enforcement<br>Documentation in Student Record | Subsequent Offense: | 1-180 days OSS<br>Expulsion<br>Notification of Law Enforcement<br>Documentation in Student Record |
|----------------|---|---------------------|---|

### **ASSAULT- Attempting to kill or cause serious injury to another person.**

First Offense: Expulsion; Notification of Law Enforcement; Documentation in Student Record

### **ASSAULT OF STAFF MEMBER- Hitting, striking and/or attempting to cause injury to a staff member.**

|                |   |                     |   |
|----------------|---|---------------------|---|
| First Offense: | 1-180 days OSS<br>Expulsion<br>Notification of Law Enforcement<br>Documentation in Student Record | Subsequent Offense: | 1-180 days OSS<br>Expulsion<br>Notification of Law Enforcement<br>Documentation in Student Record |
|----------------|---|---------------------|---|

### **AUTOMOBILE/VEHICLE MISUSE- Non-courteous or unsafe driving on or around school property, unregistered parking, failure to move vehicle at the request of school officials, failure to follow directions given by school officials, or failure to follow established rules for parking or driving on school property.**

|                |  |                     |  |
|----------------|--|---------------------|--|
| First Offense: | Suspension/Revocation Driving Privileges<br>1 day ISS to 10 days OSS | Subsequent Offense: | Suspension/Revocation Driving Privileges<br>1 day ISS to 10 days OSS |
|----------------|--|---------------------|--|

### **BEHAVIOR AT SCHOOL ACTIVITIES- Misconduct at any school-related event or function.**

|                |            |                          |
|----------------|------------|--------------------------|
| First Offense: | Conference | 1 day ISS to 10 days OSS |
|----------------|------------|--------------------------|

Subsequent Offense: 1 day ISS to 180 days OSS

Suspension from all Activities

**BULLYING** - Intimidation, unwanted aggressive behavior, or harassment that is repetitive or is substantially likely to be repeated and causes a reasonable student to fear for his or her physical safety or property; Substantially interferes with the educational performance, opportunities, or benefits of any student without exception

|                |  |                     |   |
|----------------|--|---------------------|---|
| First Offense: | Conference<br>1 day ISS to 180 days OSS<br>Expulsion | Subsequent Offense: | 1 day ISS to 180 days OSS<br>Expulsion<br>Notification of Law Enforcement |
|----------------|--|---------------------|---|

**BUS OR TRANSPORTATION MISCONDUCT**- Any offense committed by a student using transportation provided by or through the district shall be punished in the same manner as if the offense had been committed at the school. In addition, transportation privileges may be suspended or revoked. Bus drivers should be treated the same as a classroom teacher.

**CELL PHONES AND ELECTRONIC DEVICES**- The inappropriate use of cell phones, radios, CD players, MP3 players, video games, etc., in the building from 7:51 am to 3:32 pm is prohibited.

|                          |  |                          |   |
|--------------------------|--|--------------------------|---|
| First Offense:           | Warning & Teacher Confiscation of Device             | 3 <sup>rd</sup> Offense: | 3 days ISS  |
| 2 <sup>nd</sup> Offense: | 1 day LRD/LOP<br>Device picked up by parent/guardian | Subsequent Offense:      | Device picked up by parent/guardian<br>2 days OSS |

***\*\*Failure to surrender phone will be treated as an act of insubordination\*\****

**CHEATING**- Using, submitting, or attempting to obtain data or answers dishonestly, by deceit, plagiarism or by means other than those authorized by the teacher.

|                          |  |                     |   |
|--------------------------|--|---------------------|---|
| First Offense:           | Loss of Credit for Assignment<br>Conference to 1 day ISS | Subsequent Offense: | Loss of Credit for Assignment<br>2 days OSS |
| 2 <sup>nd</sup> Offense: | Loss of Credit for Assignment<br>3 days ISS              |                     |   |

**CLASSROOM PERFORMANCE VIOLATION**- Failure to complete classroom or homework assignments, class activities, required work, etc., and poor classroom performance.

|                          |                                       |                          |                            |
|--------------------------|---------------------------------------|--------------------------|----------------------------|
| First Offense:           | Teacher contacts the parent/guardian. | 3 <sup>rd</sup> Offense: | Parent/teacher conference. |
| 2 <sup>nd</sup> Offense: | Teacher contacts the parent/guardian. | Subsequent Offense:      | Referral to the office     |

**CYBER-BULLYING** - the transmission of a communication including, but not limited to, a message, text, sound, or image by means of an electronic device including, but not limited to, a telephone, wireless telephone, or other wireless communication device, computer, or pager.

|                |  |                     |   |
|----------------|--|---------------------|---|
| First Offense: | Conference<br>1 Day ISS to 180 Days OSS<br>Expulsion | Subsequent Offense: | 1 day ISS to 180 days OSS<br>Expulsion<br>Notification of Law Enforcement |
|----------------|--|---------------------|---|

**DISHONESTY**- Any verbal or written act of lying, including forgery.

|                |  |                     |  |
|----------------|--|---------------------|--|
| First Offense: | Nullification of Document<br>1 day ISS | Subsequent Offense: | Nullification of Document<br>3 days ISS to 10 days OSS |
|----------------|--|---------------------|--|

**DAMAGING OR DEFACING PROPERTY**- Destruction or damage to school, student, public, or private property.

|                |   |                     |  |
|----------------|---|---------------------|--|
| First Offense: | Restitution<br>1 day ISS to 180 days OSS<br>Expulsion<br>Notification of Law Enforcement<br>Documentation in Student Record | Subsequent Offense: | Restitution<br>1-180 days OSS<br>Expulsion<br>Notification of Law Enforcement<br>Documentation in Student Record |
|----------------|---|---------------------|--|

**DISRESPECT**- Any action or behavior that shows a lack of respect toward a teacher or staff member.

|                |   |                     |  |
|----------------|---|---------------------|--|
| First Offense: | Conference<br>1-3 days LRD to 10 days OSS | Subsequent Offense: | 1-3 days ISS to 180 days OSS<br>Expulsion<br>Documentation in Student Record |
|----------------|---|---------------------|--|

**DISRUPTIVE SPEECH OR CONDUCT**- Verbal, written, or physical conduct that disrupts the learning environment, or school activities and functions.

|                |  |                     |  |
|----------------|--|---------------------|--|
| First Offense: | Conference<br>1-3 Days LRD to 5 days OSS | Subsequent Offense: | Conference<br>1 day ISS to 10 days OSS |
|----------------|--|---------------------|--|

**DEMEANING OR DISPARAGING LANGUAGE-** The verbal, written, physical, or symbolic use of words or actions to harass or injure another person. This includes, but is not limited to threats of violence, defamation of a person's race, religion, gender, sexual orientation, or ethnic origin.

|                |  |                     |   |
|----------------|--|---------------------|---|
| First Offense: | 2 days ISS to 180 days OSS<br>Notification of Law Enforcement<br>Documentation in Student Record | Subsequent Offense: | 1-180 days OSS<br>Expulsion<br>Notification of Law Enforcement<br>Documentation in Student Record |
|----------------|--|---------------------|---|

**DRUGS, NARCOTICS, ALCOHOL**

**Possession, sale, purchase or distribution of any over-the-counter drug, herbal preparation, or imitation drug.**

|                |               |                     |                             |
|----------------|---------------|---------------------|-----------------------------|
| First Offense: | 1-10 days OSS | Subsequent Offense: | 1-180 days OSS or Expulsion |
|----------------|---------------|---------------------|-----------------------------|

**Possession of unauthorized prescription drugs, alcohol, narcotic substance, unauthorized inhalants, counterfeit drugs, imitation controlled substances, or drug-related paraphernalia. Attendance while under the influence.**

|                |   |  |  |
|----------------|---|--|--|
| First Offense: | 10-180 days OSS<br>Expulsion<br>Notification of Law Enforcement |  | Expulsion<br>Notification of Law Enforcement |
|----------------|---|--|--|

|                     |                 |
|---------------------|-----------------|
| Subsequent Offense: | 10-180 days OSS |
|---------------------|-----------------|

**Sale, purchase, or distribution of any prescription drug, alcohol, narcotic substance, unauthorized inhalants, counterfeit drugs, imitation controlled substances, or drug-related paraphernalia, including controlled substances and illegal drugs.**

|                |   |                     |   |
|----------------|---|---------------------|---|
| First Offense: | 10-180 days OSS<br>Expulsion<br>Notification of Law Enforcement | Subsequent Offense: | 10-180 days OSS<br>Expulsion<br>Notification of Law Enforcement |
|----------------|---|---------------------|---|

**EXTORTION-** Threatening or intimidating a person for the purpose of obtaining money or anything of meaningful value.

|                |  |                     |  |
|----------------|--|---------------------|--|
| First Offense: | Conference/LOP<br>1 day ISS to 10 days OSS | Subsequent Offense: | 1 day ISS to 180 days OSS<br>Expulsion |
|----------------|--|---------------------|--|

**FALSE ALARMS-** Tampering with emergency equipment, setting off false alarms, making false reports.

|                |   |                     |   |
|----------------|---|---------------------|---|
| First Offense: | Restitution/LOP<br>1 day ISS to 180 days OSS<br>Expulsion<br>Notification of Law Enforcement<br>Documentation in Student Record | Subsequent Offense: | Restitution<br>1 day ISS to 180 days OSS<br>Expulsion<br>Notification of Law Enforcement<br>Documentation in Student Record |
|----------------|---|---------------------|---|

**FIGHTING-** Mutual combat in which both parties have contributed (physically, verbally, or otherwise).

|                          |   |                     |  |
|--------------------------|---|---------------------|--|
| First Offense:           | 3-7 days OSS<br>Documentation in Student Record<br>Notification of Law Enforcement  | Subsequent Offense: | 10-180 days OSS<br>Expulsion<br>Documentation in Student Record<br>Notification of Law Enforcement |
| 2 <sup>nd</sup> Offense: | 3-10 days OSS<br>Documentation in Student Record<br>Notification of Law Enforcement |                     |  |

**FIREWORKS-** Possession or use of anything manufactured, processed, or packaged for exploding, emitting sparks, or combustion.

|                |                          |                     |  |
|----------------|--------------------------|---------------------|--|
| First Offense: | 1 day ISS to 10 days OSS | Subsequent Offense: | 1 day ISS to 180 days OSS<br>Expulsion |
|----------------|--------------------------|---------------------|--|

**FOOD AND DRINK VIOLATION-** Possession of drinks that were not purchased at school, unauthorized possession of food or drink in the hallway, classroom, bus, or other facilities.

|                |  |                     |                                       |
|----------------|--|---------------------|---------------------------------------|
| First Offense: | Conference and 1 day LRD<br>1-3 days ISS | Subsequent Offense: | Conference<br>1 day ISS to 3 days OSS |
|----------------|--|---------------------|---------------------------------------|

**GANG SYMBOLS OR ACTIVITY-** The Galena School Board prohibits the presence of gang activity or symbols on school premises, in school vehicles, or at school activities. Any doo-rags, bandanas, apparel, chains, jewelry, accessories, trademark, arrangement of clothing, manner of grooming, or other attribute that denotes a reference or membership to a gang or drug use is forbidden.

|                |   |                     |   |
|----------------|---|---------------------|---|
| First Offense: | Conference<br>1 day ISS to 10 days OSS<br>Notification of Law Enforcement | Subsequent Offense: | 1 day ISS to 180 days OSS<br>Expulsion<br>Notification of Law Enforcement |
|----------------|---|---------------------|---|



First Offense: Conference  
1 day ISS to 180 days OSS  
Monetary Restitution  
Notification of Law Enforcement  
Documentation in Student Record

Subsequent Offense: Conference  
1 day ISS to 180 days OSS  
Monetary Restitution  
Notification of Law Enforcement  
Documentation in Student Record

**THEFT- Theft, attempted theft, or possession of stolen property.**

First Offense: Conference/LOP  
1 day ISS to 180 days OSS  
Monetary Restitution  
Notification of Law Enforcement  
Documentation in Student Record

Subsequent Offense: 1 day ISS to 180 days OSS  
Monetary Restitution  
Expulsion  
Notification of Law Enforcement  
Documentation in Student Record

**THREATS OR VERBAL ASSAULT- Verbal, written, or pictorial language or gestures that create fear of physical injury or property damage.**

First Offense: Conference  
1 day ISS to 180 days OSS  
Expulsion

Subsequent Offense: 1 day ISS to 180 days OSS  
Expulsion

**TOBACCO- Possession or use of any tobacco products on school grounds, school transportation, or at any other school activity. Possession of electronic cigarettes (E-Vapor) will be classified as a tobacco offense.**

First Offense: 3 days ISS to 3 days OSS

Subsequent Offense: 3 days ISS to 10 days OSS

**TRUANCY- Absence from school without the knowledge and consent of parent/guardian, school administration, and/or absence from a class or school without the permission of school officials.**

First Offense: 1 day ISS/LOP  
2<sup>nd</sup> Offense: 2 days ISS

Subsequent Offense: 3 days ISS to 10 days OSS

**UNACCEPTABLE MISCELLANEOUS MATERIALS-The possession or use of any object that could be a distraction to the educational environment, including but not limited to fidget spinners, rubber bands, lighters, matches, bb's, shells, bullets, pocket knives, novelty items, etc.**

First Offense: Conference/LOP  
1 day ISS to 180 days OSS  
Expulsion

Subsequent Offense: 1 day ISS to 180 days OSS  
Expulsion

**VAPING/E-CIGARETTES- Possession or use of any vaping/E-cigarette products/paraphernalia on school grounds, school transportation, or at any other school activity.**

First Offense: 3 days ISS to 3 days OSS

Subsequent Offense: 10 days OSS

**WEAPONS- The possession or use of any weapons on school grounds, buses, or at school activities is strictly prohibited.**

In accordance with federal and state law, any student who brings or possesses a firearm as defined in 18 U.S.C. 921 on school property or to any school activity will be suspended from school for at least one (1) calendar year or expelled and will be referred to the appropriate legal authorities. The suspension or expulsion may be modified on a case-by-case basis upon recommendation by the superintendent to the board of education. Students who use or possess other weapons defined in this policy will be subject to suspension and/or expulsion from school and may be referred to the appropriate legal authorities. The term weapon is defined to mean one of more of the following:

1. *A firearm as defined in 18 U.S.C. 921*
2. *Any device, including a blackjack, concealable firearm, firearm, firearm silencer, explosive weapon, gas gun, knife, knuckles, machine gun, projectile weapon, rifle, shotgun, spring gun or switchblade knife.*
3. *Any instrument or device customarily used for attack or defense against an opponent, adversary or victim; or any instrument or device used to inflict physical injury or harm to another person.*

**Possession or use of any instrument or device, other than those defined in 18 U.S.C.'921, 18 U.S.C. ' 930 (g)(2) or 571.010, RSMo, which is customarily used for attack or defense against another person, any instrument or device used to inflict physical injury to another person.**

First Offense: 1-180 days OSS  
Expulsion  
Notification to Law Enforcement  
Documentation in Student Record.

Subsequent Offense: 1-180 days OSS  
Expulsion  
Notification to Law Enforcement  
Documentation in Student Record

**Possession or use of a firearm as defined in 18 U.S.C. ‘ 921 or any instrument or device defined in ‘571.010, RSMo., or any instrument or device defined as a dangerous weapon in 18 U.S.C. ‘ 930(g)(2).**

First Offense: 180 days OSS

Subsequent offense: Expulsion

Expulsion (unless modified by Board)

Notification to Law Enforcement

***This policy shall not be construed to prohibit the board from allowing a Civil War re-enactor to carry a Civil War era weapon on school property for educational purposes so long as the firearm is unloaded.***

## TRANSPORTATION INFORMATION

### TRANSPORTATION (BUS)

Bus routes will be determined by the transportation director. It is the policy of our local Board of Education to provide safe buses, each bus having liability insurance, a competent driver, and routes established for economy, time required for routes, size of load and road conditions.

The Galena R-II School Board will not approve bus service for students who live less than ½ mile from present bus routes, with the following exceptions:

- Any student in grades K, 1, 2, and 3, that are not accompanied by a student in grades 4 through 12.
- Any E.M.R. student that is not accompanied by any students in grades 4 through 12.
- Any physically handicapped students.

This policy will be followed if there is a road that may be navigated.

Proper behavior is a necessity to insure safe operation of the bus. Students are to remain seated, facing forward and refrain from loud/boisterous talking. All other school guidelines apply equally to those riding the bus. Behavior that is inappropriate will result in the possibility of losing bus riding privileges for a determined period of time. Bus drivers have the option of assigning seats to all or part of their student riders.

Galena R-II District may utilize audio and video recording equipment on district transportation.

Students are not to switch buses without authorization.

### BUS RULES

- The bus driver is in complete charge of the bus and students are expected to comply with his/her request at all times.
- Drivers are authorized to assign seats at their discretion.
- Students are permitted to talk quietly, but the use of profanity will not be allowed.
- Students are not to eat or drink on the bus, including chewing gum.
- Students are to remain seated while the bus is moving.
- Objects are not to be thrown from the bus windows.
- Students who damage the bus will be held financially responsible.
- Striking matches, lighting cigarette lighters, or using tobacco products of any kind is not permitted on the bus.
- Students are not to bring glass, flammable material, or other dangerous items on the bus.
- Students are not to push, shove, or fight on the bus.
- Students are to board and exit the bus at the same stop daily.

### **Major Bus Offenses**

The following offenses are considered to be major and any student violating them will automatically receive 3 to 10 days suspension from the bus or more as determined by administration:

- Fighting--defined as throwing punches.
- Striking matches or lighting cigarette lighters.
- Bringing glass, flammable material or other dangerous items, such as guns and knives, on the bus.
- Being in possession of any alcohol or tobacco product on the bus.
- Throwing objects out the window.
- Damaging any part of the bus.
- Failure to remain in a seat.

Major offenses will be handled at the discretion of the principal. **A minimum of 3 days suspension will be administered for a major offense.** Maximum disciplinary action for any major violation will be suspension from riding the bus for the remainder of the school year. Additionally, ISS or OSS may be assigned. The school bus is a part of the school and all school rules and regulations that have to do with a student's conduct in the school also apply to student conduct on the bus.

### **Career-Technical School Transportation**

Career-Tech students report to GHS and are transported by bus to the Reeds Spring Campus to attend Vo-Tech School. Students must travel to and from in school transportation, unless prior approval is granted by the administration. Students that drive to Vo-Tech without administrative authorization will be subject to disciplinary action.

### **Extracurricular/Field Trip Transportation**

Galena R-II District provides bus transportation for all qualified students to and from school and to extracurricular functions. Students who ride the bus to extracurricular functions, including field trips, are to return on the bus unless the parent/guardian or grandparent informs the Principal or Coach in person that their student will not be returning on the bus. Additionally, the student must be signed out of the sponsor's care.

**TRANSPORTATION (PRIVATE) AND PARKING:**

- Students wishing to drive to and from school shall sign the proper form in the Principal's office. All students will be assigned a parking tag that will need to be displayed through the front window in order to park on campus. Students that have not completed the necessary paperwork will not be permitted to drive their vehicles on school campus.
- All student vehicles must be parked in the designated parking lot on the east side of the building. Vehicles parked on the North, South, and West side of the building will be considered in violation, and will be towed.
- Students may not park in the area west and south of the Agriculture Building.
- Students who drive vehicles to school shall be properly licensed as an operator by the state of Missouri, and the vehicle must be properly licensed by the state of Missouri. Proof of license, registration, and insurance must be on file in the office.
- Upon arrival or at conclusion of the school day, the vehicle is to be operated in a safe and responsible manner.
- The vehicle shall remain parked in a location on the school grounds designated by the Principal.
- All vehicles shall be properly parked and in such a manner as not to create a hazard to other vehicles.
- All students that drive to school and have properly completed paperwork in the main office will be dismissed from school at the 1<sup>st</sup> bus bell. Students are to NOT exit the parking lot while the busses are in transit.



# EXTRACURRICULAR AND ATHLETIC ACTIVITIES

## INTRODUCTION

This handbook is provided to the student athletes to help them understand and meet the goals and objectives of Galena athletic programs. Any questions about a particular activity should be directed towards the coach/sponsor of the sport. This handbook is a general guideline and should be used as such. Each individual coach/sponsor will have the authority to establish his/her own expectations, guidelines and rules per individual program. It should always be remembered that extracurricular activities should function for the student body, as part of the total curriculum. It should be remembered that interscholastic sports are extracurricular and are not a substitute for a strong academic program. Additionally, participation in extracurricular activities is a privilege, not a right.

## PHILOSOPHY

The Board of Education believes that individual students shall have opportunities to grow physically and intellectually through experience in self-discipline and contribution to a team effort made possible through competitive interscholastic athletics. An interscholastic athletic program shall be conducted in the school district to further the development of students as competitors and spectators through friendly interscholastic contests. Due to the nature of society, an individual must understand the need for rules, laws, and regulations in allowing our citizens freedom to remain secure. The coaches/sponsors instill in the athletes the understanding that self-discipline is a necessary quality in the development of a citizen's character and work habits. It should be stressed that good observance of training rules must come from within the athlete. The rules cannot be forced upon the player by the coach. If an individual of the Galena athletic program is caught by a coach, administrator, faculty member, or law official breaking these rules, the coach will be forced to discipline the player in the best interest of the team, school, and the individual involved.

## PURPOSE

The purpose of the athletic program is to provide experiences that enable the student to achieve established educational objectives. Outlined below are some of the desirable educational goals to be achieved through participation in athletics.

### GALENA HIGH SCHOOL STUDENT ELIGIBILITY STANDARDS

**Students choosing to participate in a school activity must meet the eligibility standards set forth by the Missouri State High School Activities Association (MSHSAA) in addition to the following local school policy guidelines.**

## ACADEMIC REQUIREMENTS

1. Students must maintain at least a C average (2.0 cumulative GPA) in the classroom.
2. Students must have earned a 2.0 GPA on a 4.0 scale during the previous grading period/semester.
3. If a student receives an "F" or their GPA is below 2.0 at the end of any quarter he/she will be placed on academic probation for the next two weeks. During this time the student will be expected to attend and participate in all activities associated with the sport/activity. If the student is no longer receiving an "F" at the end of the two-week period they will be completely reinstated. If the grade remains an "F", they will be ineligible for the remainder of the quarter. They will be required to abide by all team rules, attend all contests, sit with the team in dress clothes, but may not participate in contest events.
4. Students must attend a minimum of 4 class periods to be eligible to participate in practice or contest events held that day, unless approved by the administration prior to the event.
5. Students must have earned a minimum of 3.0 credits during the previous semester.
6. Students that qualify may attend summer school to earn a credit toward eligibility in a subject area required for graduation.
7. All 7<sup>th</sup> grade students entering Galena Middle School for the first time are eligible during their first semester.
8. All 9<sup>th</sup> grade students entering Galena High School for the first time are eligible during their first semester.
9. Special education students must be making standard progress at their level of ability to be eligible. The student's grade is to be determined jointly by the special education teacher and the regular classroom teacher.

## CITIZENSHIP STANDARDS

Students who represent themselves and the school in school activities should exemplify good citizenship. Students are expected to work in a cooperative effort with those involved in an activity. They should obey all school rules and regulations. Students, who do not, will be removed from the activity. Athletes will receive a team contract and citizenship form for each sport in which they participate. Athletes and parents will be required to sign and return contract and forms prior to participation in the sport.

1. Students, while under the auspices of school domain, who are guilty of the use or misuse, possession, distribution, transfer and/or sale of tobacco, alcohol, narcotic, or noxious substances, prescription drugs, counterfeit drugs, drug paraphernalia, depressants, stimulants, or hallucinogens of any type shall be ruled ineligible to represent the school in any extracurricular activities for at least a semester.
2. A student who is guilty of a law violation will not be considered a creditable citizen. The student will be subject to a penalty/suspension, immediately following the infraction, in proportion to the degree of the offense. This penalty will be

determined by the coach/sponsor, athletic director, and building principal. Additionally, according to MSHSAA By-Law 212 a student will not be considered eligible until all matters have been concluded within the legal system and all fines and/or penalties have been satisfied.

**SPECIFIC RULES FOR EACH ACTIVITY**

Each coach, director, or sponsor will have specific rules and expectations for an activity. Because of club by-laws, constitutions, physical conditioning or training, safety procedures, tryouts, and practices, it is necessary for coaches, directors, or sponsors to design specific regulations to accommodate the variables in each activity. Players and parents will be made aware of these rules and procedures at a pre-season meeting held by the Coach of that particular sport and the Athletic Director. Attendance is expected.

# DISTRICT POLICIES AND NOTIFICATIONS

## ADA REQUIREMENTS-PUBLIC NOTICE

The Galena R-II School District does not discriminate on the basis of disability in admission to, access to, or operation of its programs, services or activities. The Galena School district does not discriminate on the basis of disability in its hiring or employment practices.

This notice is provided as required by Title II of the Americans with Disabilities Act of 1990.

Questions, concerns, complaints, or requests for additional information regarding the ADA may be forwarded to the Galena School District's designated ADA Compliance: **Section 504 Coordinator, Galena R-II School District, PO Box 286, Galena, MO 65656 417-357-6027**

Days/Hours Available Monday through Friday 8:00 AM to 3:30 PM

Individuals who need auxiliary aids for effective communication in programs and services of the Galena R-II School District are invited to make their needs and preferences known to the ADA Compliance Coordinator.

## FOOD SERVICES APPLICATION AND ELIGIBILITY NOTIFICATION

The U.S. Department of Agriculture prohibits discrimination against its customers, employees and applicants for employment on the bases of race, color, national origin, age, disability, sex, gender identity, religion, reprisal, and where applicable, political beliefs, marital status, familial or parental status, sexual orientation, or all or part of an individual's income is derived from any public assistance program, or protected genetic information in employment or in any program or activity conducted or funded by the Department.

If you wish to file a Civil Rights program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, found at [http://www.ascr.usda.gov/complaint\\_filing\\_cust.html](http://www.ascr.usda.gov/complaint_filing_cust.html) or any USDA office, or call (866) 632-9992 to request the form. You may also write a letter containing all of the information requested in the form. Send your completed complaint form or letter to us by mail at U.S. Department of Agriculture, Director, Office of Adjudication, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410, by fax (202) 690-7442 or email at [program.intake@usda.gov](mailto:program.intake@usda.gov)

## AUDIO AND VISUAL RECORDING

The Galena R-2 School District prohibits the use of video or audio recording equipment on district property or at district activities by outside entities without permission from the superintendent or designee unless otherwise authorized by law. This prohibition shall not apply to:

- Performances or activities to which the general public is invited such as athletic competitions, concerts and plays.
- Recording of staff for the sole purpose of professional training or development.
- Open meetings of the Galena R-2 School District Board of Education or committees appointed by or at the direction of the Board.
- Outside entities, including student-initiated groups, using or renting district facilities in accordance with Board policies and established administrative procedures.

The district may make audio or visual recordings to provide security, to maintain order, for professional staff development use or for other purposes related to furthering the education mission of the district. This may include the use of video equipment in school buildings and on district transportation. No recording equipment will be placed in areas of the building where the occupant would have a reasonable expectation of privacy, such as restroom facilities or locker rooms. Recordings by or on behalf of district personnel that include students will be considered student records and will be maintained in accordance with the Family Educational Rights and Privacy Act (FERPA) and other applicable laws.

The Galena R-2 School District prohibits the use of video or audio recording equipment on district property or at district activities by students except:

- If required by a school-sponsored class or activity.
- At performances or activities to which the general public is invited such as athletic competitions, concerts and plays.
- At open meetings of the Board of Education or committees appointed by or at the direction of the Board.
- As otherwise permitted by the building principal.

## COMPUTER USER PRIVACY

A user does not have a legal expectation of privacy in the user's electronic communications or other activities involving the district's technology resources, including e-mail and access to the internet or network drives. By using the district's network and technology resources, all users are consenting to having their electronic communications and all other use monitored by the district. A user ID with e-mail access will only be provided to authorized users on condition that the user consents to interception of or access to all communications accessed, sent, received or stored using district technology.

Electronic communications, downloaded material and all data stored on the district's technology resources, including files deleted from a user's account, may be intercepted, accessed or searched by district administrators or designees at any time in the regular course of business to protect users and district equipment. Any such search, access or interception will be reasonable in inception and scope and shall comply with all applicable laws.

Students may be suspended or expelled for violating the district's technology policies and procedures. Any attempted violation of the district's technology policies or procedures, regardless of the success or failure of the attempt, may result in the same discipline or suspension of privileges as that of an actual violation.

#### **CONTAGIOUS DISEASE AND HEALTH CHECK**

No pupil shall attend the public schools of this district while affected with any contagious or infectious diseases, or while liable to transmit such disease after having been exposed to it. (The Principal, teachers, and Board of Education shall have the power to require any child to be examined by a nurse or doctor. PLS MO Article 167.191)

- All pupils shall be subject to inspection by a nurse, dentist, or doctor whenever such inspection is deemed necessary. Pupils will occasionally be given screening tests for defects in vision, hearing, speech and dental check-ups. Parents will receive written notice of any defects that interfere or tend to interfere with the child's progress in school.

#### **ENROLLMENT QUALIFICATIONS**

Galena R-II School District is a non-tuition accepting district.

Only children of residents of the Galena R-II School District shall be entitled to attend. The following shall be considered as resident students:

- Children whose parents live within the school district.
- Children legally adopted by residents of the school district.
- Children whose custody has been awarded by a court of competent jurisdiction to resident adults. According to Board Policy JECA: A "power of attorney" document alone is insufficient to satisfy the "court-appointed legal guardian" requirement.
- Emancipated students who are residents of the district.
- Children of employees of the Galena R-II School District.

#### **FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)**

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."

Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.

- Parents or eligible students have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.
- Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):
  - School officials with legitimate educational interest;
  - Other schools to which a student is transferring;
  - Specified officials for audit or evaluation purposes;
  - Appropriate parties in connection with financial aid to a student;
  - Organizations conducting certain studies for or on behalf of the school;
  - Accrediting organizations;
  - To comply with a judicial order or lawfully issued subpoena;
  - Appropriate officials in cases of health and safety emergencies; and
  - State and local authorities, within a juvenile justice system, pursuant to specific State law.

Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify parents and eligible students annually of their rights under FERPA. The actual means of notification (special letter, inclusion in a PTA bulletin, student handbook, or newspaper article) is left to the discretion of each school.

### **INDIVIDUALS WITH DISABILITIES EDUCATION ACT-PUBLIC NOTICE**

All responsible public agencies are required to locate, evaluate, and identify children with disabilities who are under the jurisdiction of the agency, regardless of the severity of the disability, including children attending private schools, highly mobile children, such as migrant and homeless children, and children who are suspected of having a disability.

The Galena R-II school district assures that it will provide a free, appropriate public education (FAPE) to all eligible children with disabilities between the ages of 3 and 21 under its jurisdiction. Disabilities include autism, deaf/blindness, emotional disorders, hearing impairment and deafness, mental retardation, multiple disabilities, orthopedic impairment, other health impairments, specific learning disabilities, speech or language impairment, traumatic brain injury, visual impairment/blindness and young child with a developmental delay.

The Galena R-II school district assures that it will provide information and referral services necessary to assist the State in the implementation of early intervention services for infants and toddlers eligible for the Missouri First Steps Program.

The Galena R-II school district assures that personally identifiable information collected, used, or maintained by the agency for the purposes of identification, evaluation, placement or provision of FAPE of children with disabilities may be inspected and/or reviewed by their parents/guardians. Parents/guardians may request amendment to the educational record if the parent/guardian believes the record is inaccurate, misleading, or violates the privacy or other rights of their child. Parents have the right to file complaints with the U.S. Department of Education or the Missouri Department of Elementary and Secondary Education concerning alleged failures by the district to meet the requirements of the Family Educational Rights and Privacy Act (FERPA).

The Galena R-II school district has developed a Local Compliance Plan for the implementation of State Regulations for the Individuals with Disabilities Education Act (IDEA). This plan contains the agency's policies and procedures regarding storage, disclosure to third parties, retention and destruction of personally identifiable information and the agency's assurances that services are provided in compliance with the General Education provision Act (GEPA). This plan may be reviewed during regular school hours (8a.m. - 4p.m.) on days school is in session, in the Office of the Superintendent of Schools.

Local school districts in the State of Missouri are required to conduct an annual census of all children with disabilities or suspected disabilities from birth to age twenty-one (21) that reside in the district. This census must be compiled by December 1 of each year. This information is treated as confidential and must include: name of the child; parent/legal guardian's name/address; birth date and age of the child; the child's disability; and the services provided to the child. If you have a child with a disability or know of a child with a disability who is not attending the public school, please contact Coordinator of Special Education at 417-357-6027.

This notice will be provided in native languages as appropriate.

### **PROHIBITION AGAINST DISCRIMINATION**

The Galena R-II School District Board of Education is committed to maintaining a workplace and educational environment that is free from illegal discrimination or harassment in admission or access to, or treatment or employment in, its programs, activities and facilities. Discrimination or harassment against employees, students or others on the basis of race, color, religion, sex, national origin, ancestry, disability, age or any other characteristic protected by law is strictly prohibited in accordance with law. The Galena R-II School District is an equal opportunity employer. Students, employees and others will not be disciplined for speech in circumstances where it is protected by law.

### **PROTECTION OF PUPIL RIGHTS AMENDMENT (PPRA)**

The Protection of Pupil Rights Amendment (PPRA) (20 U.S.C. § 1232h; 34 CFR Part 98) applies to programs that receive funding from the U.S. Department of Education (ED). PPRA is intended to protect the rights of parents and students in two ways:

- It seeks to ensure that schools and contractors make instructional materials available for inspection by parents if those materials will be used in connection with an ED-funded survey, analysis, or evaluation in which their children participate; and
- It seeks to ensure that schools and contractors obtain written parental consent before minor students are required to participate in any ED-funded survey, analysis, or evaluation that reveals information concerning:
  1. Political affiliations;
  2. Mental and psychological problems potentially embarrassing to the student and his/her family;
  3. Sex behavior and attitudes;
  4. Illegal, anti-social, self-incriminating and demeaning behavior;
  5. Critical appraisals of other individuals with whom respondents have close family relationships;
  6. Legally recognized privileged or analogous relationships, such as those of lawyers, physicians, and ministers; or
  7. Income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program).

Parents or students who believe their rights under PPRA may have been violated may file a complaint with ED by writing the Family Policy Compliance Office. Complaints must contain specific allegations of fact giving reasonable cause to believe that a violation of PPRA occurred.

## **SEARCHES (MSBA POLICY JFG)**

### **Locker Search Notice**

School lockers, desks, and other district property are provided for the convenience of the students and, as such, are subject to the periodic inspection without notice.

### **Student Property**

Student property may be searched based on reasonable suspicion of a violation of district rules, policy or law. Reasonable suspicion must be based on facts known to the administration, credible information or reasonable inference drawn from such facts or information. Searches of student property shall be limited in scope based on the original justification of the search. The privacy and dignity of students shall be respected. Searches shall be carried out in the presence of adult witnesses and not in front of other students, unless exigent circumstances exist.

### **Student Search**

The administration will contact law enforcement officials to perform a search if the administration reasonably suspects that a student is concealing controlled substances, drug paraphernalia, weapons, stolen goods or evidence of a crime beneath his or her clothing and the student refuses to surrender such items.

Law enforcement officials may be contacted for assistance in performing a search in any case in which a student refuses to allow a search or in which the search cannot safely be conducted.

### **Vehicle Search**

It is a privilege, not a right, to park on school grounds. The school retains the authority to conduct routine patrols of any vehicle parked on school grounds.

The interior of a student's automobile on school premises may be searched if the school authority has reasonable suspicion to believe that such a search will produce evidence that the student has violated or is violating either the law or district policy.

## **SEX EDUCATION NOTICE**

The Galena R-2 School District is required to notify the parent/guardian of each student enrolled in the district of the basic content of the district's human sexuality instruction to be provided to the student and of the parent's/guardian's right to remove the student from any part of the district's human sexuality instruction. The district is required to make all curriculum materials used in the district's human sexuality instruction available for public inspection as a public record prior to the use of such materials in actual instruction.

## **STUDENT RECORDS**

Student Education Records are defined as records that are directly related to a student and are maintained by the Galena R-II Schools. It does not include personal use. Every effort is made to keep information placed in the Student Education Record factual and objective.

### **Student Education Records are Accessible to:**

- School Officials
- Parents and or legal guardians of students who are dependent upon their parents as defined by Internal Revenue Code.
- Officials of schools in which the student seeks or intends to enroll.
- Other agencies, institutions, or individuals upon receipt of written release from parent, guardian or eligible student.
- Other state and federal offices and agencies as prescribed in the law.

## **STUDENT RIGHTS**

Students have the right to freedom of expression providing its exercise does not interfere with the orderly conduct of classes or infringe upon the rights of others during school hours.

Students have the right to "due process" in all matters of discipline regarding suspension and expulsion. All final decisions rest with the Galena R-II Board of Education in the appeal of administrative decisions.

Students have the right to present petitions to the administration. The administration reserves the right to prohibit the collection of signatures during class time or at times, which may inhibit the orderly process of the school day. Petitions must be free of obscenities, libelous statements, personal attacks and within the bounds of responsible conduct.

Students have the right to express their views in student publications and student editors must be aware that they are responsible for their publication's content and may be subject to lawsuits for printing libelous material. The school authorities may restrict the time and place for distribution of publications so as not to interrupt the regular school process.

Students have the right of privacy concerning their academic and personal records maintained by the school.

## **TEACHER QUALIFICATIONS**

In accordance with federal law, the district shall release to parents, upon request, information regarding the professional qualifications and degrees of teachers and the qualifications of paraprofessionals.

## GALENA R-II WELLNESS POLICY

Whereas, children need access to healthful foods and opportunities to be physically active in order to grow, learn, and thrive;

Whereas, good health fosters student attendance and education;

Whereas, obesity rates have doubled in children and tripled in adolescents over the last two decades, and physical inactivity and excessive calorie intake are the predominant causes of obesity;

Whereas, heart disease, cancer, stroke, and diabetes are responsible for two-thirds of deaths in the United States, and major risk factors for those diseases, including unhealthy eating habits, physical inactivity, and obesity, often are established in childhood;

Whereas, 33% of high school students do not participate in sufficient vigorous physical activity and 72% of high school students do not attend daily physical education classes;

Whereas, only 2% of children (2 to 19 years) eat a healthy diet consistent with the five main recommendations from the Food Guide Pyramid;

Whereas, nationally, the items most commonly sold from school vending machines, school stores, and snack bars include low-nutrition foods and beverages, such as soda, sports drinks, imitation fruit juices, chips, candy, cookies, and snack cakes;

Whereas, school districts around the country are facing significant fiscal and scheduling constraints; and

Whereas, community participation is essential to the development and implementation of successful school wellness policies;

Thus, the Galena R-II School District is committed to providing school environments that promote and protect children's health, well-being, and ability to learn by supporting healthy eating and physical activity. Therefore, it is the policy of the Galena R-II School District that:

- The school district will engage students, parents, teachers, food service professionals, health professionals, and other interested community members in developing, implementing, monitoring, and reviewing district-wide nutrition and physical activity policies.
- All students in grades K-12 will have opportunities, support, and encouragement to be physically active on a regular basis.
- Foods and beverages sold or served at school will meet the nutrition recommendations of the *U.S. Dietary Guidelines for Americans*.
- Qualified child nutrition professionals will provide students with access to a variety of affordable, nutritious, and appealing foods that meet the health and nutrition needs of students; will accommodate the religious, ethnic, and cultural diversity of the student body in meal planning; and will provide clean, safe, and pleasant settings and adequate time for students to eat.
- To the maximum extent practicable, all schools in our district will participate in available federal school meal programs (including the School Breakfast Program, National School Lunch Program [including after-school snacks], Summer Food Service Program, Fruit and Vegetable Snack Program, and Child and Adult Care Food Program [including suppers]).
- Schools will provide nutrition education and physical education to foster lifelong habits of healthy eating and physical activity, and will establish linkages between health education and school meal programs, and with related community services.