

**Galena High School Student/Parent Handbook**



**Adopted by the Board of Education: June 28<sup>th</sup>, 2023**

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## Mission C-110-S

The mission of the Galena R-II School District is: to teach each student to stand confidently, participate fully, learn continually and contribute meaningfully to the global community. The Board has a long-range plan for the governance of the District that is guided by the District's mission, priorities, goals and objectives. The strategic plan will be developed and amended under the direction of the Board and with input from key District stakeholders.

## School Board Members G-100-S

Rick Farley - President  
Jeremiah Doak - Vice President  
Angela Foster - Secretary  
Mechelee Lebow - Treasurer  
Jimmie Faucett  
BJ Sartin  
Kent Stephens

The role of the District's Board is to govern the community's public schools by making the major decisions for the District as a whole. The Board collectively makes these decisions and individual Board members do not have the power to speak or act for the Board. The Board as a whole, by working with the Superintendent to make decisions that will best serve the District's students, will govern the community's schools. Accordingly, complaints or concerns made to Board members will be referred to the appropriate District point of contact for resolution.

## School building information and contact information

Galena High School  
PO Box 286  
Galena, MO 65656  
(417) 357-6618

## 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.

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

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## Welcome Letter

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. 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).

### Academic Calendar I-100-S

District calendar: [https://www.galena.k12.mo.us/calendar/district\\_calendar](https://www.galena.k12.mo.us/calendar/district_calendar).

High School Calendar: [https://www.galena.k12.mo.us/calendar/high\\_school\\_calendar](https://www.galena.k12.mo.us/calendar/high_school_calendar).

August 22	First Day of School
October 20	End of 1 <sup>st</sup> Quarter
October 23-24	Parent-Teacher Conferences
November 23-25	Thanksgiving Break
December 19-20	Semester Final Exams
December 20	End of 1 <sup>st</sup> Semester
January 4	School Resumes – Beginning of 2 <sup>nd</sup> Semester
March 8	End of 3 <sup>rd</sup> Quarter
March 12-15	Spring Break
April 23	Beginning of State Testing (MAP/EOC)
May 10	Class of 2024 Commencement (7:00 pm)
May 21	8 <sup>th</sup> Grade Promotion
May 22	Semester Final Exams
May 23	End of 2 <sup>nd</sup> Semester – Last Day of School

### Attendance and Absence Procedures S-115-S

#### *Expectations for Attendance*

Attendance is essential for learning. By law, all children must attend school from the age of 7 until the age of 17. Parents/guardians are accountable for the attendance of their child. The District will inform parents/guardians of their student's absence and support families when attendance becomes a concern. It is the responsibility of the student to make up work due to an absence. Students who wish to participate in school-

sponsored activities must attend school the entire day on which the activity occurs, unless the principal has pre-approved the absence based upon special circumstances. The administration makes the final determination regarding whether an absence is excused or unexcused.

### *Procedures for Reporting an Absence*

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 unverified until verified by written or verbal documentation by parent/guardian. Absences will become verified following the receipt of appropriate documentation.
3. 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.

### *Late Arrival/Tardiness*

A late arrival or tardy occurs when a student arrives after the expected class period has begun, as determined by the District. The District will count tardiness as an absence.

### 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 3rd tardy will be assigned Lunch Room Detention (LRD). If the 3rd tardy occurs BEFORE lunch, LRD will be assigned THAT day. If the 3rd 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

### *Truancy*

Truancy is when the student is absent from school without permission of the parents/guardians or school official. Truancy includes, but is not limited to, skipped classes, falsely informing the school about the reason(s) for the absence, or absences

that have not been pre-arranged and pre-approved as excused. The District may assign disciplinary measures for truancy. Students who are truant will not be guaranteed additional time to make up work. Learning activities for truancy may be made up during after-school tutoring, Saturday School, or ISS.

### *Excessive Absences*

Excessive absences will result in written notice from the principal to the parents/guardians. The principal may request a parent/guardian conference to discuss attendance concerns and a collaborative plan may be developed to remove barriers to attendance. Letters are sent home at 5, 10, and 15 days of absence per semester. When attendance remains problematic, the school may contact the appropriate agencies and/or authorities for assistance, including the County Prosecutor and/or Juvenile Office.

### *Makeup Work*

Students will be responsible for obtaining necessary work to time missed in class. 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.

Learning activities for unverified absences may be made up during after-school tutoring, Saturday School, or ISS.

### 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: Maximum of 16 periods missed for the semester of which no more than 4 can be within 1 class;
- Discipline: No, ISS or OSS during the semester;
- Academic:
  - Finals are required for all students enrolled in Dual Credit, AP or weighted (honors) courses.
- 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:

- School sponsored activities;
- Pre-arranged in advance college visits or military processing (2 days per year);
- Driver's Test (4 periods with verification); or
- 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 enroll late, or transfer in during the semester are not eligible for semester Test Exemption.

Six (6) 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!

### Dress Code S-180-S

The purpose of a dress code is to contribute to a safe, healthy environment that protects students and maintains a focus on learning. The dress code included in this handbook provides guidance to students and parents as to what constitutes appropriate attire for school and school activities. District administrators have the discretion to determine whether a garment or manner of dress not specifically described below is appropriate attire for school and school activities and/or causes a disruption to the educational environment. Administrators have the authority to take action to address dress code matters as they arise. The following District guidelines should be observed:

#### *Dress Code Expectations and Prohibitions*

Shirts and shoes must be worn. Clothing should be properly fitted (not overly restrictive or loose). Coverage of the body is expected. Therefore, the following garments are not permitted:

1. House shoes or slippers;
2. See-through garments;
3. Tops that are backless, strapless, low-cut, bare-midriff, have overly-large arm openings; or spaghetti straps;
4. Clothing that does not cover undergarments when a student is sitting or standing;
5. Undergarments worn as outer wear;
6. Clothing with profane, obscene, or otherwise inappropriate language;
7. Clothing with words, symbols or images that promote illegal, sexual, or violent behavior;
8. Clothing with advertisements or promotion of alcohol, tobacco, or drugs;
9. Language or symbols that promote gangs;
10. Hooded sweatshirts worn up;
11. Sunglasses;
12. Face paint;
13. Overly-dramatic make-up;
14. Other wear that restricts the line of sight of a student's face and/or facial recognition may not be worn (although exceptions will be made by the principal for head coverings that have religious significance, are worn for medical reasons, or are for a specific, school-sponsored event);
15. Blankets carried or worn as coats or wraps while in the building;
16. Heavy or loose chains, or straps that create a safety risk.
17. Clothing or fabric worn as a cape;
18. Bedroom clothing or pajamas unless it is a theme day

#### *Additional Dress Code Information*

Courses and/or class activities that require observance of specific safety requirements may require adjustments of a student's clothing, accessories, or hair style for the duration of the class (e.g., hair pulled back and/or hair nets for culinary classes or other safety wear, etc.). Other dress code requirements may be articulated for students participating in certain extracurricular activities.

Violations of the District dress code will be addressed with remedial actions and/or consequences.

#### Food Service Program F-285-S

##### *Breakfast*

Reduced Price Breakfast \$.30

Full Price Breakfast \$1.80  
Adult Breakfast \$1.90  
Breakfast A La Carte Items:  
Milk \$.40  
Juice \$.40  
Fruit \$.50  
Bagel \$.50  
Cereal \$.50  
Side Item \$.75  
Entrée \$1.00

*Lunch*

Reduced Price Lunch \$.40  
Full Price Lunch \$2.45  
Adult Lunch \$3.45  
Lunch A La Carte Items:  
Milk \$.40  
Main Entrée or Teacher Salad \$1.50  
Side Item \$.75  
Large Drink \$1.25  
Fruit \$.50  
Salad Bar \$1.75

*Free and Reduced Lunch Application*

Galena R-II School District offers breakfast, lunch, and milk programs for the students. The application is located on the District website and it can also be filled out via the Parent Portal.

*Adult Visitors for Lunch*

Visitors during lunch must meet with the student in the office. The school has a designated area for adult visitors to eat with their student during the lunch period.

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.

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.

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.

Students that throw food, litter tables, fail to dispose of food or trays, or fails to follow lunchroom procedures may be subject to discipline.

#### Allergy Prevention and Response S-145-S

The District is required to ensure students with allergies are safe at school through planned prevention and response to a student's allergic reaction. For purposes of District policy and related procedures, an allergic reaction occurs when the immune system overreacts to a typically harmless substance and may be mild to life-threatening. Allergy prevention and response protocols apply to all school locations, including nonacademic, school-sponsored activities and transportation provided by the District. The Board authorizes the Superintendent or designee to develop and implement procedures to protect the health and well-being of students with significant allergies.

#### *Building-Wide and Classroom Approaches*

##### *Snacks*

Snacks served during the school day or in after-school care or enrichment programs will make a positive contribution to children's diets and health, with an emphasis on serving fruits and vegetables as the primary snacks and water as the primary beverage. Schools will assess if and when to offer snacks based on timing of school meals, children's nutritional needs, children's ages, and other considerations. The district will encourage the parents to send healthy food or drink choices. No homemade goods will be accepted as snacks due to food allergy emergencies. All items shall be properly labeled with a list of ingredients.

##### *Celebrations.*

Schools should limit celebrations that involve food during the school day to no more than three parties per year (per federal guidelines). Parents will be encouraged to send healthy food and drink options. No homemade goods will be

allowed. All food items have to come with a proper label listing ingredients and nutrition value due to severe food allergy students.

Parents/guardians should provide, at the time of enrollment, information on any allergies the student may have. The school nurse may request written permission from the parents/guardians to communicate with a student's health care provider as needed. Staff members are trained annually on risk reduction strategies, symptom recognition, and response procedures. All schools in the district should be equipped with medication to be administered in the event of a severe allergic reaction or asthma emergency. The emergency medication and physician's orders for such medication shall be kept in a locked location but easily accessible to qualified designated personal. These medications include Epi-Pen and albuterol.

The District will provide age-appropriate education for students, consistent with state learning standards, including potential causes of allergic reactions, information on avoiding allergens, symptoms of allergic reactions, and simple steps a student can take to keep classmates safe.

All processed foods, including food sold in vending machines, are labeled with a complete list of ingredients on each individual package. Ingredient lists will be created for all food provided through the District's nutrition program, including before- and after-school programs, which are available upon request. This also applies to items sold as part of concessions, fundraisers, and classroom activities.

#### *Individual Approaches*

The District will evaluate and determine whether a student's allergies rises to the level of a disability that require accommodations through the provisions of an Individual Education Plan (IEP) or Section 504 Plan (504). For those students who have allergies that do not rise to the level of disability, a designated team may develop an Individual Health Plan (IHP) and/or Emergency Action Plan (EAP). Staff who have a need to know about a student's allergies and plan will be informed and trained, and all staff members will follow any IEP, 504 Plan, IHP, and/or EAP.

A student's health information and individualized plan will be kept confidential and not shared with those who do not have a need to know unless authorized by the parent/guardian or as allowed by the Family Educational Rights and Privacy

Act (FERPA). The District will communicate and collaborate at least annually with parents/guardians regarding the student's allergies, medications, restrictions/precautions, emergency contacts and any other relevant information to keep the student safe.

### Health Services S-215-S

Health services are provided under the direction of a school nurse. The school nurse for your student's building may provide services in other buildings as well. Although the nurse may be not physically present at all times in a specific building, the nurse is always on call and there are trained employees in the building to provide first aid, dispense medication, and support the needs presented in the health office.

### *Illnesses/Injuries*

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.

### *Health Screenings*

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.

### *Health Office*

If you have any questions, please contact Julie Hagler, School Nurse, haglerj@galena.k12.mo.us.

### Administration of Medication S-135-S

All medication is kept in the health office and no medication will be dispensed without written parental permission, including over-the-counter medication. Many medications can be given at home before or after school. When this is not possible, medication should be brought directly to the health office and must be accompanied by the following information:

*Non-Prescription Medication* – A written note from the parent/guardian with the student's name, reason for the medication, the time the medication is to be given, the dosage prescribed, and the number of days the medication is to be

administered at school. These medications include, but are not limited to, allergy medication, decongestants, cough syrup, ibuprofen (Advil), acetaminophen (Tylenol), cough drops, or other.

*Prescription Medication* – Prescription medication must be sent to school in the original prescription container. The prescription label will serve as the written permission from the physician. If the doctor has given samples of medication, then a written note from the physician is necessary and should include the name of the student, the medication, and the dosage prescribed. The nurse may need to clarify prescription orders with the provider.

When a student has a health condition which needs accommodation or may necessitate emergency care, it is important that the school nurse be informed. Examples of a health condition that would need to be shared with the school nurse include severe allergies, asthma, diabetes, hearing loss, seizure disorder, etc. This would include situations when a physician recommends a student assume responsibility for self-medication. The nurse may request a release of information from the student's health care provider and the information may be shared with necessary District staff members on a need to know basis. Please contact the school nurse.

#### Communicable Diseases F-245-S

Parents/guardians must notify the District if their student has a communicable disease. Parents/guardians will be required to provide written approval from the student's treating physician in order for their student to attend school. The District reserves the right to prevent student attendance until clarification or implementation of precautionary measures are in place. Parents/guardians are required to notify the District if they are enrolling or have a student attending school who is HIV positive.

Medical information of students is highly confidential, and the District will take necessary steps to protect the medical information of students and ensure that such information is released only to those with a need-to-know and/or individuals and entities who are required by law to be notified of certain health and medical information.

Students with a communicable disease who exhibit behaviors that increase the chances of their condition being spread to other individuals, may be subject to remedial action in accordance with the discipline code, and state and federal law.

#### *Immunizations and Vaccinations*

It is unlawful for any student to attend school unless the student has been immunized according to Missouri School Immunization Law or unless a signed statement of medical or religious exemption is on file at the school, which is described in all enrollment information. Parents/guardians should bring immunization records at the time of enrollment and obtain additional immunizations as required by state law.

### Student Insurance S-140-S

The District recommends student accident insurance for the protection of a student and parents/guardians. It is the responsibility of the parents/guardians to arrange insurance coverage as the District does not assume financial responsibility for student injuries. The District does, however, make an optional student accident group plan available for students, for which a carrier is named and rates established annually. Families and/or students must deal directly with the insurance carrier to obtain information about available coverage and policies. The insurance forms are distributed at registration or sent home at the beginning of school. If you desire to have your child take the insurance, you must sign the proper forms; return them to the school along with the insurance fee. The school, in turn, gives the forms and fees to the insurance company.

Students participating in interscholastic athletics are required to have insurance coverage. This may be in the form of either family coverage or the coverage offered through the District. Missouri State High School Activities Association (MSHSAA), requires that a student be covered through insurance before being allowed to practice or compete for a school team. The student will not be allowed to participate in interscholastic practices or competitions until proof of insurance is provided.

The District also provides information about MO HealthNet for Kids (MHK), Missouri's Medicaid program, to qualifying families who enroll students in the District. Parents who complete an application for free and reduced-priced meals (FRL), and who indicate on the application form a child does not have insurance, will be notified by the District that the MHK program is available. Forms for MHK may be accessed at: <https://dese.mo.gov/media/pdf/attachment-1-does-your-child-need-health-care-coverage> or <https://dssmanuals.mo.gov/wp-content/uploads/2020/09/IM-1SSL-Fillable-Secured-6-24-21.pdf>.

### Student Records S-125-S

#### *Access to and Release of Student Information*

All parents/guardians may inspect and review their student's education records, seek amendments, consent to disclosures and file complaints regarding the records as



allowed by law. The parents'/guardians' rights relating to the education records transfer to the student once the student becomes an eligible student; however, parents/guardians maintain some rights to inspect student records even after a student turns 18. The District allows access to records to either parent, regardless of divorce, custody or visitation rights, unless the District is provided with legal documents that the parent's rights to inspect records have been modified.

### *Directory Information*

Directory information is information about a student that generally is not considered harmful or an invasion of privacy if disclosed without the consent of a parent or eligible student. The District will designate the types of information included in directory information and may release this information without obtaining consent from a parent or eligible student unless a parent or eligible student notifies the District in writing. Parents and eligible students will be notified annually of the information the District has designated as directory information and the process for notifying the District if they do not want the information released. Parents/guardians or eligible students may indicate in writing to the office within ten days of the start of the school year that they do not wish the information to be released. Even if parents or eligible students notify the District in writing that they do not want directory information disclosed, the District may still disclose the information if required or allowed by law. For example, the District may require students to disclose their names, District email addresses in classes in which they are enrolled, or students may be required to wear or display a student identification card that exhibits information designated as directory information. The District designates the following items as directory information:

*General Directory Information:* The following personally identifiable information about a student may be disclosed by the District without first obtaining written consent from a parent or eligible student: Student's name; date of birth; parents' names; grade level; enrollment status (e.g., full-time or part-time); participation in District-sponsored or District-recognized activities and sports; weight and height of members of athletic teams; dates of attendance; degrees, honors and awards received; artwork or course work displayed by the District; schools or school Districts previously attended; and photographs, videotapes, digital images and recorded sound unless such records would be considered harmful or an invasion of privacy.

*Limited Directory Information:* In addition to general directory information, a student's address, telephone number and email address; and the parents'

addresses, telephone numbers and email addresses may be disclosed to: school officials with a legitimate educational interest; governmental entities including, but not limited to, law enforcement, the juvenile office and the Children's Division (CD) of the Department of Social Services. The email address of high school students may be shared with booster clubs or parent organizations recognized by the Board of Education.

#### *Military and Higher Education Access*

The District will disclose the names, addresses and telephone numbers of secondary school students to military recruiters or institutions of higher education as required by law. However, if a parent or a secondary school student who is at least 18 submits a written request, the District will not release the information without first obtaining written consent from the parent of the student/eligible student.

#### *Release*

Parents or guardians may designate additional adult(s) to have access to their student's records by requesting a Family Educational Rights and Privacy Act (FERPA) release form by contacting the building principal.

#### *Notice*

Parents/Guardians and/or eligible students have the right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202

#### Personnel Records E-190-S

The District is required to inform you that, according to the Every Student Succeeds Act of 2015 (Public Law 114-95), upon your request, the District is required to provide you in a timely manner, the following information:

- Whether your student's teacher has met State qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.
- Whether your student's teacher is teaching under emergency or other provisional statute through which State qualification or licensing criteria have been waived.

- Whether your student’s teacher is teaching in the field of discipline of the certification of the teacher.
- Whether your student is provided services by paraprofessionals and if so, their qualifications.

In addition to the information that parents may request, a building receiving Title I.A funds must provide to each individual parent:

- Information on the level of achievement and academic growth of your student, if applicable and available, on each of the State academic assessments required under Title I.A.
- Timely notice that your student has been assigned, or have taught for 4 or more consecutive weeks by, a teacher who has not met applicable State certification or licensure requirements at the grade level and subject area in which the teacher has been assigned.

#### Visitor Procedures C-155-S

For student purposes, all visitors MUST use the main entrance, report to the office, obtain an ID badge, and sign in and out upon arrival and departure. No one will be allowed to enter the hallways or classrooms without permission from the office and without a visitor’s pass. If you need to pick up your child before the end of the school day, come to the office and your child will be called to the office.

Visitors conducting proper business must provide photo identification and be approved through the office.

#### Transportation Services F-260-S

Transportation to and from school is provided for most students by the school district. Riding the school bus is a privilege and can be taken away if abused. Students are expected to follow the bus rules as any other set of rules. The safety of all depends on the students’ cooperation. If problems arise, contact the principal or transportation supervisor. The District administration is responsible for recommending bus routes for approval to the Board of Education.

#### **Changing Usual Bus Transportation**

If a student is to go to a place other than their home in the afternoon, he/she must have a signed note from the parent. **If we do not receive a written note in the OFFICE from the parent/guardian, the student will be placed on their usual bus and sent home.** If an emergency occurs during the day requiring your child to go somewhere different, you may **fax your request** to the school (417) 357-8807 ***before***

3:00 p.m. **Students at the elementary are to give notes to their teacher, not the bus driver.** The office will get the note back to the child to give to the driver in the afternoon.

- **Any student staying for a special activity after school, who is not to ride the bus home, must have a note from parent/guardian.**

### Bus Discipline

It is to be remembered that driving a bus is a large responsibility. It takes the cooperation of everyone on a bus to ensure maximum safety. The administration supports bus drivers on matters that involve the general safety of our bus students. Students reported to the building principal for misconduct are jeopardizing their privileges of transportation to and from school.

\*Disciplinary action to be taken for minor to moderate misconduct on the school bus will be as follows:

- **FIRST OFFENSE**—Bus driver and student meeting, with explanation of offense to the student. A report of such meeting shall be filed with the respective building principal. The principal shall notify parents with a misconduct report, which is to be filled out by the driver. This form should be signed and returned to school.
- **ADDITIONAL OFFENSES**—May result in a conference with parent, suspension from the bus for a period of time determined by the administration, or complete revocation of bus riding privileges.

**\*It is up to the administration if a student needs additional days of suspension based on the severity of the offense while riding on the school bus.**

Students are reminded that they are under school supervision from the time they board the bus in the morning until they step off the bus in the afternoon. They are under all school rules while riding the bus.

Students suspended from riding the bus **are not suspended from school.** The parent must provide transportation to and from school.

Some student behavior may be so severe that an immediate suspension is warranted.

### **General Bus Rules**

The bus driver is in complete charge of the bus and the students are expected to comply with his/her requests at all times. Drivers are authorized to assign seats at their discretion.

- Obey the driver
- Sit with back against seat back
- Sit with your bottom on the seat's bottom
- Sit in assigned seat and do not switch seats
- Candy, food, and drinks are not allowed to be consumed on school buses because of the possibility of choking
- Talk quietly
- Stay seated until the bus is stopped
- No hitting, pushing, slapping, tripping, etc.
- No profanity or unacceptable language
- No unfriendly gestures or gang signs
- Keep head and hands inside the bus
- No pencils, scissors, or any other sharp object out on the bus
- No open glue, fingernail polish, or strong smelling materials open on the bus
- Do not be destructive by writing on or cutting bus seats. The student or the parent/guardian will be responsible for paying for any destruction
- Objects are not to be thrown from the bus windows
- No harassment of any kind, intimidation or threat of other students

### **Changing Usual Bus Transportation**

If a student is to go to a place other than their home in the afternoon, he/she must have a signed note from the parent. **If we do not receive a written note in the OFFICE from the parent/guardian, the student will be placed on their usual bus and sent home.** If an emergency occurs during the day requiring your child to go somewhere different, you may **fax your request** to the school (417) 357-8807 ***before*** 3:00 p.m. ***Students at the elementary are to give notes to their teacher, not the bus driver.*** The office will get the note back to the child to give to the driver in the afternoon.

### **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 informs the Principal or Coach in person that their student will not be returning on the bus and sign their student out accordingly. Additionally, the student must be signed out of the sponsor's care.

## Student Discipline S-170-S

### *Student Code of Conduct*

The District believes students deserve the right to participate and learn in a safe environment which allows teachers to focus on instruction that accelerates achievement. To ensure that school is a quality atmosphere for all students at all times, the code of conduct and discipline policies outline consequences for misconduct that occurs at school, during a school activity whether on- or off-campus, on District transportation, or misconduct that involves the use of District technology. All District personnel are responsible to supervise and hold students accountable for violations of discipline rules.

Failure to obey standards of conduct may result in, yet is not limited to, verbal warning, community service, confiscation of property, principal/student conference, parent contact, loss of credit, grade reduction, course failure, removal from extracurricular activities, revocation of privileges including transportation, parking and technology privileges, lunch room detention, in- or out-of-school suspension, expulsion, and report to law enforcement. For offenses involving academic integrity, the student may also be subject to a loss of credit for work, a grade reduction, and/or course failure. The Board authorizes the immediate removal of a student who poses a threat to self or others as determined by the principal, Superintendent, or the Board.

Any student who is suspended for any serious violation of the District's Student Discipline policy shall not be allowed while suspended to be within 1,000 feet of any school property or any activity of the District, regardless of where the activity takes place, unless:

1. Such student is under the direct supervision of the student's parent, legal guardian, or custodian and the Superintendent or the Superintendent's designee has authorized the student to be on school property;
2. Such student is under the direct supervision of another adult designated by the student's parent, legal guardian, or custodian, in advance, in writing, to the principal of the school which suspended the student and the Superintendent or the Superintendent's designee has authorized the student to be on school property;
3. Such student is enrolled in and attending an alternative school that is located within one thousand feet of a public school in the District where such student attended school; or
4. Such student resides within one thousand feet of any public school in the District where such student attended school in which case such student

may be on the property of his or her residence without direct adult supervision.

If a student engages in an act of violence, a school administrator will report the information to teachers and other District employees who are responsible for the student's education or otherwise interact with the student on a professional basis while acting within the scope of their assigned duties. Additionally, school administrators will report to the appropriate law enforcement agencies any crimes as required by law.

Corporal punishment is strictly prohibited as a method of discipline. Reasonable force may be used, when necessary, for the protection of a student or others and property. The District limits the use of seclusion or restraint to situations or conditions in which there is imminent danger of physical harm to self or others.

Students with disabilities will be disciplined in compliance with state and federal laws per the Individuals with Disabilities Act (IDEA), Section 504 of the Rehabilitation Plan, and any regulations and state and local compliance plans, which includes due process rights as afforded to all students. Additionally, a student's Individual Education Plan (IEP), including any portion that is related to past or potentially future violent behavior, will be provided to appropriate staff members with a need to know.

Information regarding a student's misconduct and discipline is confidential and only shared with those who have a need to know. Teachers and other authorized District personnel shall not be civilly liable when acting in conformity with District policies, including the discipline policy, or when reporting acts of school violence to a supervisor or other person as mandated by law.

The District discipline policy and procedures will be provided to every student at the beginning of each year, be published on the District website, and made available in the office of the Superintendent during normal business hours.

This code applies to all misbehavior committed by a student on District property, at any school-sponsored activity or event whether on- or off-campus, and District transportation. Additionally, the District may use its authority to address behavior that occurs off-campus if it interferes with the operation of the school or endangers the safety of students or staff.

#### *Standards of Conduct and Consequences*

No document can identify every possible offense that could potentially result in disciplinary action. This code identifies most offenses constituting a failure to obey the

standards of conduct set by the Board. However, when circumstances warrant, the principal, Superintendent, and/or Board may impose consequences for misconduct not specifically outlined in this document.

### *District Policy for Discipline*

#### *Definitions*

*Acts of violence or violent behavior* - The exertion of physical force with the intent to do serious physical injury while on school property, including District-transportation and school activities.

*Corporal Punishment* – The intentional infliction of physical punishment, usually in the form of spanking, as a method of student discipline.

*Lunch Room Detention* – A form of student discipline that requires students to monitor and restrict student activity during the lunch period.

*Expulsion* – A form of student discipline which removes and excludes a student from school for an indefinite period of time. Students who are expelled are entitled to due process rights.

*In-school suspension* – A form of student discipline which consists of removing the student from normal classes during the day and assigning the student to an in-school suspension program or class for a specified period of time.

*Need to know* – A requirement to report acts of school violence to school personnel who are directly responsible for a student’s education and who otherwise interact with the student on a professional basis while acting within the scope of their assigned duties.

*Out-of-school suspension* – A form of student discipline which removes and excludes a student from school for a defined period of time. Students who are suspended are entitled to due process rights.

*Physical Restraint* – The use of person-to-person physical contact that immobilizes or reduces the ability of a student to move the student’s torso, arms, legs, or head freely. It does not include briefly comforting or calming a student, holding a student’s hand to transport the student for safety purposes, physical escort,



intervening in a fight, or using an assistive or protective device prescribed by an appropriately trained professional or professional team.

*Restitution* – The requirement of a student to return or pay for stolen goods or damaged property.

*Seclusion* – This is the involuntary confinement of a student alone in a room or area that the student is physically prevented from leaving and that complies with the building code in effect in the school district. Seclusion does not include a timeout, in-school suspension, detention, or other appropriate disciplinary measures. Seclusion is limited to situations or conditions in which there is imminent danger of physical harm to self or others.

*Serious violation of the District’s Student Discipline Policy* – Any act of violence or violent behavior, any drug-related activity, any offense listed in [Section 160.261.2, RSMo](#), or any other violation of the District’s Student Discipline Policy resulting in the suspension of a student for more than 10 school days.

<b>Prohibited Conduct</b>	<b>Definition</b>
Academic Dishonesty	Any type of cheating that occurs in relation to an academic exercise or assignment. It may include plagiarism, fabrication of information or citations, cheating, falsification of work or excuses for work, disrupting or destroying another person’s work, failure to contribute to a team project, or other misconduct related to academic work.
Arson	Starting or attempting to start a fire or causing or attempting to cause an explosion.
Assault, First or Second Degree	Knowingly causing or attempting to cause serious physical injury or death to another person, recklessly causing serious physical injury to another person, or any other act that constitutes criminal assault in the first or second degree.
Assault, Third or Fourth Degree	Using physical force, such as hitting, striking or pushing, to cause or attempt to cause physical injury; placing another person in apprehension of immediate physical injury; recklessly engaging in conduct that creates a

	grave risk of death or serious physical injury; causing physical contact with another person knowing the other person will regard the contact as offensive or provocative; or any other act that constitutes criminal assault in the third or fourth degree.
Automobile/Vehicle Misuse	Discourteous or unsafe driving on or around District 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 District property.
Bullying and Cyberbullying	Intimidation, unwanted aggressive behavior or harassment (including criminal harassment under the Safe Schools Act), 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; or substantially disrupts the orderly operation of the school. Bullying may consist of physical actions, including gestures, or oral communication, cyberbullying, electronic or written communication, and any threat of retaliation for reporting of such acts. "Cyberbullying" means bullying through 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. Students will not be disciplined for speech in situations where the speech is protected by law.
Bus or Transportation Misconduct	Any misconduct committed by a student on transportation provided by or through the District.
Dishonesty	Any act of lying, whether verbal or written, including forgery.

Disrespectful or Disruptive Conduct or Speech	Conduct that interferes with an orderly education process such as disobedience or defiance to an adult’s direction, use of vulgar or offensive language or graphics, any rude language or gesture directed toward another person. Discriminatory or harassing conduct may be addressed under the District’s policy regarding this conduct.
Drugs/Alcohol/Tobacco/E-Cigarettes	The use, sale, transfer, distribution, possession, or being under the influence of unauthorized prescription drugs, alcohol, narcotic substances, unauthorized inhalants, controlled substances, illegal drugs, or counterfeit substances on any District property, vehicles, or at District-sponsored events.
Extortion	Threatening or intimidating any person for the purpose of obtaining money or anything of value.
False Alarms or Reports	Intentionally tampering with alarm equipment for the purpose of setting off an alarm, making false reports for the purpose of scaring or disrupting the school environment.
Fighting	A conflict: verbal, physical, or both, between two or more people.
Weapons and Firearms	<p>A) Possession or use of a firearm as defined in <a href="#">18 U.S.C. § 921</a> or any instrument or device defined in <a href="#">§ 571.010, RSMo</a>, or any instrument or device defined as a dangerous weapon in <a href="#">18 U.S.C. § 930(g)(2)</a>.</p> <p>B) Other weapons are prohibited. Other weapons are defined as a device readily capable of lethal use, or device designed to mimic a weapon. Other weapons include, mace spray, any knife, regardless of blade length; and items customarily used, or which can be used, to inflict injury upon another person or property.</p>

Fireworks or Incendiary Devices	Possessing, displaying, or using fireworks, matches, lighters, or other devices to start fires or other unsanctioned actions. This does not include educational activities designed and supervised by District employees.
Gambling	Betting something of value upon the outcome of a contest, event, assignment, or game of chance.
Harassment, including Sexual Harassment	Conduct that annoys, threatens, intimidates another person based on gender, race, color, religion, sex, national origin, ancestry, disability or any other characteristic protected by law. Harassment, including sexual harassment, is unwanted and unwelcomed conduct that causes another person extreme unease or fear. Examples include, but are not limited to, derogatory comments or slurs, lewd propositions, blocking movement, offensive touching, or offensive posters or graphics.
Hazing	The imposition of strenuous, humiliating, and/or dangerous tasks as part of an initiation, admission, or affiliation to a group, even when all parties willingly participate.
Nuisance Items	Displaying or using items that create distractions and could be lost, stolen, or broken such as toys, collectible items, or other possessions not approved for educational purposes.
Property Damage or Loss of School Property	Damage to or loss of school property such as, but not limited to, books, electronic devices, calculators, uniforms, equipment, or facilities, etc.
Public Display of Affection	Physical intimacy in view of others that is inappropriate for an educational setting, such as but not limited to, kissing, groping, fondling, cuddling.
Sexting and/or Possession of Sexually Explicit, Vulgar or Violent Material	Possessing, displaying, or generating sexually explicit, vulgar, or violent material, such as but not limited to, pornography, nudity, violence or explicit death or injury.

	Students will not be disciplined for speech in situations where it is permissible by law. This restriction does not apply to curricular material vetted and approved by District employees for educational purposes.
Sexual Activity	Consensual acts of sex or consensual simulations of sex including, but not limited to, intercourse or oral or manual stimulation.
Tardiness or Truancy	A student arriving after the class period has begun is marked tardy. Truancy is when a student is absent from school without permission from the parents/guardians or school official. Truancy includes, but is not limited to skipping classes, falsifying the reason for an absence, or absences that have not been pre-arranged and pre-approved as excused.
Technology Misconduct	Gaining or attempting to gain unauthorized access to or interfering with a technology system or information, using any type of electronic device without permission, or recording audio or visual information without express permission for educational purposes and as allowed by District rules, or using technology in a manner inconsistent with the terms of the Technology Usage Agreement. This includes cell phone misuse.
Theft	Taking or attempting to take the property of others without consent or knowingly taking possession of stolen property.
Threats or Verbal Assault	Verbal, written, graphics, or gestures in a convincing manner that causes another person to fear for the safety of themselves or property.
Unauthorized Entry	Entering a District facility, office, locker or other area that is locked or assisting someone to enter District property who is not authorized or through an unauthorized entrance.

Vandalism	Deliberate destruction of or damage to property belonging to the District, employees, or students.
Violation of Imposed Disciplinary Consequences	The failure to comply with the discipline consequences assigned. This includes appearing on District property or at a school-sponsored event while serving a suspension or expulsion.

**Bullying, Hazing, and Cyberbullying S-185-S**

The District strictly prohibits bullying, including hazing, and cyberbullying on school grounds, at any school function, or on District transportation.

*Definitions*

*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; or substantially disrupts the orderly operation of the school. Bullying may consist of physical actions, including gestures, or oral, cyberbullying, electronic, or written communication, and any threat of retaliation for reporting such acts.

*Cyberbullying* – Bullying as defined above through the transmission of a communication including, but not limited to a telephone, wireless telephone, or other wireless communication device, computer, or pager. The District has jurisdiction to prohibit cyberbullying that originates on a school campus, or at a District activity if the communication was made using District technological resources, if there is sufficient nexus to the educational environment, or if the electronic communication was made on the school’s campus or at a District activity using the student’s own person technological resource.

*Anti-bullying Coordinator* – The Superintendent will ensure an individual at each school is designated to serve as the anti-bullying coordinator. All anti-bullying coordinators will be teacher-level or above and a list of coordinators will be kept on file at the District administration office and updated annually. Additionally, a District anti-bullying coordinator will be designated. The building anti-bullying coordinator is: the building principal and can be reached at 417-357-6618, [bakerb@galena.k12.mo.us](mailto:bakerb@galena.k12.mo.us).

*School Day* – A day on the District calendar when students are required to attend school.

*Reporting Bullying or Cyberbullying*

District employees are required to report any instance of bullying of which the employee has firsthand knowledge. Any employee, substitute, or volunteer who witnesses an incident of bullying must report the incident to the building anti-bullying coordinator within two (2) school days of witnessing the incident. If the anti-bullying coordinator is unavailable or is the subject of the report, the employee should contact the District's Compliance Officer. In addition, all District employees, substitutes, or volunteers must direct all persons seeking to report an incident of bullying to the building anti-bullying coordinator.

Any individual making a verbal report of bullying will be asked to submit a written complaint to the anti-bullying coordinator. If the person refuses or is unable to submit a written complaint, the anti-bullying coordinator will summarize the verbal complaint in writing.

When an anti-bullying coordinator is informed about a possible bullying or cyberbullying incident, verbal, written, or otherwise, the District will conduct a prompt, impartial, and thorough investigation to determine whether misconduct, including unlawful conduct, occurred. The District will implement interim measures as necessary. When it is determined that bullying or cyberbullying occurred, the District will take appropriate action for violations of District expectations and rules.

*Investigation*

Within two (2) school days of receipt of a report of bullying or cyberbullying, the anti-bullying coordinator or designee will initiate an investigation of the incident. The school principal may appoint other school staff to assist with the investigation. The investigation will be completed within ten (10) school days from the date of the written report unless good cause exists to extend the investigation. A copy of the written report of the investigation and results will be sent to the District anti-bullying coordinator and included in the files of the victim and the alleged or actual perpetrator of bullying or cyberbullying. All reports are confidential in accordance with law and District rules.

*Retaliation*

The District prohibits reprisal or retaliation against any person who reports an act of bullying or cyberbullying, testifies, or participates in any manner with an investigation

proceeding, or hearing. The District will take appropriate remedial action for any student, teacher, administrator, or other school personnel who retaliates.

#### *Consequences of Bullying, Cyberbullying, or Retaliation*

When the District receives a report of bullying, cyberbullying, or retaliation, interim measures to protect the victim(s) will be taken. If an investigation determines that bullying, cyberbullying, or retaliation occurred, the District will act to end the bullying, cyberbullying or retaliation.

Students who are determined to have participated in bullying, cyberbullying, or retaliation will be disciplined in accordance with the District discipline policy. Consequences may include, but are not limited to, loss of privileges, detention, in- or out-of-school suspension, expulsion, and referral to law enforcement. Any determination of consequences will consider factors such as the age of the student(s), developmental level of the student(s), degree of harm, severity of behavior, disciplinary history, and other educationally relevant factors.

District employees and substitutes who violate this policy will be disciplined, up to and including termination. Volunteers, visitors, patrons, or others who violate this policy may be prohibited from District property or activities, or other remedial action.

#### *Public Notice*

The District will:

1. Provide information and appropriate training to District staff who have significant contact with students regarding the policy.
2. Provide education and information to students regarding bullying, including information regarding the District policy prohibiting bullying, the harmful effects of bullying, and applicable initiatives to address bullying, including student peer-to-peer initiatives to provide accountability and policy enforcement for those found to have engaged in bullying, cyberbullying, and/or retaliation against any person who reports an act of bullying.
3. Instruct school counselors, school and licensed social workers, mental health professionals, and school psychologists to educate students who are victims of bullying on techniques for overcoming bullying's negative effects. Techniques will include, but are not limited to, cultivating the student's self-worth and self-esteem; teaching the student to defend



himself/herself assertively and effectively; helping the student develop social skills; and/or encouraging the student to develop an internal locus of control.

4. Implement programs and other initiatives to address and respond to bullying in a manner that does not stigmatize the victim and makes resources or referrals available to victims of bullying.

Complaints alleging unlawful discrimination, harassment, or retaliation in violation of District policy will be referred for investigation to the District Compliance Officer.

### *Report Form*

Complaint forms can be found in the principal or counselor's office.

#### Complaints or Concerns C-120-S

Effective communication helps avoid and resolve many complaints, concerns, misunderstandings and disagreements. Individuals who have a complaint or concern should discuss their concerns with the school personnel involved in the issue at hand in an effort to resolve problems. This step will usually involve communicating directly with the person or persons with whom the complainant has a concern. This step may be skipped when the complainant in good faith believes that speaking directly to the person would subject the complainant to discrimination, harassment or retaliation.

This step may also be skipped if the complainant in good faith believes that any law or a District policy or written rule has been violated. The District has adopted specific procedures for investigation and resolution for complaints or concerns as required by specific and varying laws that are applicable to the District. The District's Compliance Officer should be contacted with any complaints or concerns that any law or District written rule has been violated, including but not limited to, laws relating to: civil rights, including discrimination, harassment, and retaliation; special education matters including the IEP and 504 processes and services; federal programs and related services; bullying; and The Family Educational Rights and Privacy Act, including student records and confidentiality.

When communicating directly with the school personnel involved in the issue does not resolve matters satisfactorily, or if it is appropriate to skip the first step as described above, a complainant should consult with the District's Compliance Officer who will direct the complainant to the appropriate process for resolution of the complaint. The District designates the following individual to act as the District's Compliance Officer:

Name: Special Education Director  
Phone #: 417-357-6027  
Email Address: sartins@galena.k12.mo.us

In the event the District's Compliance Officer is unavailable or is the subject of a report that would otherwise be made to the Compliance Officer, reports should instead be directed to the alternative Compliance Officer:

Name: Elementary Principal  
Phone #: 417-357-6027

Email Address: [bakers@galena.k12.mo.us](mailto:bakers@galena.k12.mo.us)

All complaints of violation of any law or a District policy or written rule will be promptly investigated by the District, and appropriate action will be taken. Complainants are strongly encouraged to provide their concerns in writing.

Equal Opportunity and Prohibition against Harassment, Discrimination, and Retaliation C-130-S

The District is committed to providing equal opportunity in all areas of admission, recruiting, hiring, employment, retention, promotion, contracted services, and access to programs, services, activities, and facilities. The District strictly prohibits any unlawful discrimination or harassment against any person because of race, color, religion, disability, age, sex, gender, national origin, or any other characteristic protected by law. The District also prohibits retaliatory action, harassment, or discrimination against individuals who make complaints of, report, or otherwise participate in the investigation of any such unlawful discrimination, harassment, or retaliation. The District is an equal opportunity employer.

Anyone who believes that they have been discriminated, harassed, and/or retaliated against in violation of this policy should report the alleged discrimination, harassment and/or retaliation to the District's Compliance Officer. The District designates the following individual to act as the District's Compliance Officer:

Name: Special Education Director  
Phone #: 417-357-6027  
Email: [sartins@galena.k12.mo.us](mailto:sartins@galena.k12.mo.us)

In the event the Compliance Officer is unavailable or is the subject of a report that would otherwise be made to the Compliance Officer, reports should instead be directed to the alternative Compliance Officer:

Name: Elementary Principal  
Phone #: 417-357-6027  
Email: [bakers@galena.k12.mo.us](mailto:bakers@galena.k12.mo.us)

All employees, students, and visitors who have witnessed any incident or behavior that could constitute discrimination, harassment, or retaliation under this policy must immediately report such incident or behavior to the District's Compliance Officer for investigation.

All complaints of violation of this policy will be promptly investigated by the District, and appropriate action will be taken.

Title IX C-131-S

The District does not discriminate on the basis of sex in the education program or activity that it operates and is required by Title IX not to discriminate in such a manner. The requirement not to discriminate in the education program or activity extends to admissions and employment. Inquiries about the application of Title IX to the District may be referred to the Title IX Coordinator or Assistant Secretary for Civil Rights of the Department of Education, or both.

The District designates the following individual to serve as the District's Title IX Coordinator:

Name or Title: Special Education Director  
Address: 30925 State Highway 413, Galena, Missouri 65656  
Email Address: [sartins@galena.k12.mo.us](mailto:sartins@galena.k12.mo.us)  
Phone #: 417-357-6027

Any person may report sex discrimination, including sexual harassment (whether or not the person reporting is the person alleged to be the victim of conduct that could constitute sex discrimination or sexual harassment), in person, by mail, by telephone, or by electronic mail, using the contact information listed for the Title IX Coordinator, or by any other means that results in the Title IX Coordinator receiving the person's verbal or written report. Such a report may be made at any time (including during non-business hours) by using the telephone number or electronic mail address, or by mail to the office address, listed for the Title IX Coordinator.

All employees, students, and visitors who have witnessed, heard about, or received a report about any incident or behavior that could constitute sexual harassment under this policy must immediately report such incident or behavior to the District's Title IX Coordinator for investigation. If the allegations are against the District's Title IX Coordinator, it must be immediately reported to the Superintendent, unless the Superintendent is also the Title IX Coordinator, then to the President of the Board of Education.

All complaints of violation of this policy will be promptly investigated by the District, and appropriate action will be taken.

#### Student Searches S-175-S

Desks, lockers, and other District property provided for student use are subject to periodic and random inspections without notice.

Student property may be searched based upon reasonable suspicion of a violation of school rules or law and an examination facts, credible information, or reasonable inferences based upon the facts and circumstances. Searches will be conducted in the presence of an adult witness.

Students are allowed the privilege of parking on school premises. The District has the authority to monitor vehicles and the parking lots of its campuses. The interior of a student's vehicle may be searched if the administration has reasonable suspicion that the search will reveal evidence that the student has or is violating school rules and/or the law.

Law enforcement will be contacted if a search produces a controlled substance, drug paraphernalia, weapons, stolen goods, or evidence of a crime.

#### Student Alcohol/Drug Abuse S-195-S

The District takes measures to foster a safe and drug-free learning environment that supports student engagement and development. Therefore, educational programs are provided to help students cultivate healthy lifestyles and age-appropriate drug awareness. All use, sale, transfer, distribution, possession, or being under the influence of unauthorized prescription drugs, alcohol, narcotic

substances, unauthorized inhalants, controlled substances, illegal drugs, or counterfeit substances on any District property, vehicles, or at District-sponsored events is strictly prohibited. Suspected or known violations of the District policy should be immediately reported to a school authorities. Any incidents that violate this policy are subject to disciplinary action and notification to law enforcement. Any confiscated substances will be turned over to law enforcement.

In cases where it is necessary for a student to take prescription or over-the-counter medications during the school day, the medication must be documented by the nurse's office in accordance with written label directions and parental permission in compliance with District rules. (*See the Handbook's section on Administration of Medication for more information.*)

Any drug/alcohol offense may result in one or more of the following: Administrator/Student conference, detention, in-school suspension, 1-180 days out-of-school suspension or expulsion, restitution if appropriate, loss of privileges including, but not limited to: confiscation of the contraband item, loss of parking privileges, loss of technology privileges, and referral to law enforcement. (*See the Handbook's section on Student Discipline for more information.*)

#### Weapons in School S-200-S

The District strictly prohibits unauthorized possession or use of weapons on District property, at District-sponsored activities, either on- or off-campus, and District transportation. Weapons will be confiscated and reported to law enforcement authorities.

Examples of prohibited weapons may include, but are not limited to, blackjack, concealable firearm, explosive weapon, firearm, firearm silencer, gas gun, knife, machine gun, knuckles, projectile weapon, rifle, shotgun, spring gun, switchblade or any knife, mace spray, or any other items customarily used, or which can be used, to inflict injury upon another person or property.

By law, a student who brings a weapon prohibited by law on school property will be expelled or suspended from school for at least one calendar year and referred to law enforcement. The expulsion or

suspension may be modified on a case-by-case basis upon the recommendation of the Superintendent to the Board. Other provisions of the discipline code related to the offense may be applied in addition to the consequences required by law. Students with disabilities who violate this policy will be reviewed under the provisions of the Individuals with Disabilities Act (IDEA) and/or Section 504 of the Rehabilitation Act.

### Instruction

#### *A+ Program S-130-S*

#### *A+ Program Description*

The District is a proud participant of the Missouri A+ Program. As a designated school, the District graduates are eligible for the A+ designation, which qualifies them to receive A+ monies from the state to be used for tuition to any public community college or public vocational technical school in Missouri. Several four-year colleges and universities accept A+ credentials and funding as well. Some private, career/technical schools are also A+ eligible. In addition, more four-year institutions are offering incentives for students who meet the A+ criteria.

#### *A+ Program Requirements*

To participate in the A+ program, a student must meet all requirements. The student must be a U.S. citizen or permanent resident and have attended an A+ designated high school for two (2) consecutive years prior to graduation. The student must graduate with a non-weighted GPA of at least 2.5 on a 4.0 scale and have maintained at least a 95% attendance record in grades 9-12. In addition, the student must have performed 50 hours of unpaid mentoring and/or tutoring at a District school under District supervision coordinated through the A+ office. Up to 25% (12.5 hours) may include job shadowing prior to graduation. Good citizenship and the avoidance of unlawful use of alcohol and drugs is required. A score of proficient or advanced on the Algebra I end of course exam or a higher level DESE approved end-of-course mathematics exam must be achieved. Finally, the student must apply for non-payback scholarships by completing a FAFSA (free application for federal student aid) form.

More information about the A+ program may be accessed through on the District website [https://hs.galena.k12.mo.us/academics/a\\_program](https://hs.galena.k12.mo.us/academics/a_program) or the high school counselor, Dior Toynton, [toyntond@galena.k12.mo.us](mailto:toyntond@galena.k12.mo.us), 417-357-6618, ext. 110.

#### *Assessment Program I-195-S*

All students will participate in the required, statewide screening and assessment program or an alternative assessment as determined by a student's Individual Education Plan (IEP). The District will comply with all assessment requirements for students with disabilities. The District has a written assessment plan, which is updated and posted annually on the District's website. The assessment plan can be found on the District's website:

[https://www.galena.k12.mo.us/for\\_parents/assessment\\_information](https://www.galena.k12.mo.us/for_parents/assessment_information).

#### *Teaching About Human Sexuality I-120-S*

Students will be provided instruction regarding human sexuality that is appropriate for students' age and gender. Students in 6th grade through 12th grade will be provided training regarding sexual abuse that is trauma-informed and developmentally appropriate. District Policy provides information about the requirements related to content. Parents/guardians have the right to remove their student from any part of human sexuality instruction or sexual abuse training. All curriculum materials used in the District's human sexuality instruction and sexual abuse training are available for review prior to its use in instruction.

#### *Grading and Reporting System*

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
- Sophomore: 6.0-12 earned credits
- Junior: 12.-19 earned credits
- Senior: 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	B	B	C	D	D
9	+	-	7	+	-
4	8	8	3	6	6
-	7	0	-	7	0
1	-	-	7	-	-
0	8	8	6	6	6
0	9	2		9	2
A	B	C	C	D	F
-	8	+	-	6	5
9	3	7	7	3	9
0	-	7	0	-	-
-	8	-	-	6	0
9	6	7	7	6	
3		9	2		

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.

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	B	3	B	2	C	2	D	1	D	.
	.	+	.	-	.		.	+	.	-	6
	0		3		6		0		6		7
			3		7				7		
A	3	B	3	C	2	C	1	D	1	F	0
-	.		.	+	.	-	.		.		
	6		0		3		6		0		
	7				3		7				

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.

*Graduation Requirements I-190-S*

EARLY GRADUATION

Students who wish to graduate early will be required to meet with a school counselor and submit written notification to the principal. The school counselor will notify the student's parents or guardians of the student's decision if the student is a dependent. The student will receive a diploma if the student has met the Galena R-II School District's graduation requirements.

The student who chooses early graduation will be allowed to participate in the spring graduation ceremonies but will be considered alumni for all other activities.

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 and English III)
Math: take Algebra I)	3 Credits (all students are required to take Algebra I)
Science:	3 Credits (all students are required to complete Biology 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.

Social Studies:	3 Credits (All students are required to take American Government)
Fine Art:	1 Credit
Practical Art:	1 Credit
Physical Education:	1 Credit
Personal Finance:	1/2 Credit
Health:	1/2 Credit
Electives:	9 Credits
Total Credits Required:	26 Credits

### 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	5	B	4	C	3	C	2	D	1	F	0
-	.		.	+	.	-	.		.		
	5		5		5		5		5		
	1						1				

Selection of Valedictorian and Salutatorian will be based on all grades received through the eighth semester of high school. Weighted GPA will be used to determine class rank and academic honors.

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. 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 computed at the end of eight (8) semesters of high school coursework.

*Students Eligible for Services under the IDEA*

Students eligible for services under the Individuals with Disabilities Education Act (IDEA) who will have completed four years of high school at the end of a school year may participate in the graduation ceremony and all related activities of the student's graduating class if:

1. The student's Individualized Education Program (IEP) prescribes special education, transition planning, transition services or related services beyond the student's four years of high school, and

2. The student's IEP team determines the student is making progress toward the completion of the IEP and that participation in the graduation ceremony is appropriate.

The student and the student's parent/guardian will be provided written notice of this policy at the annual IEP meeting prior to or during the student's fourth year of high school.

*Section 504 I-125-S*

The District is required to undertake measures to identify and locate every qualified disabled person residing in the District who is not receiving a public education; and take appropriate steps to notify disabled persons and their parent or guardians of the District's duty.

The District will provide free appropriate public education (FAPE) to each qualified disabled person in the District's jurisdiction regardless of the nature or severity of the person's disability. For purposes of Section 504 of the Rehabilitation Act of 1973, the provision of an appropriate education is the provision of regular or special and related aids and services that are designed to meet individual educational needs of disabled persons as adequately as the needs of nondisabled persons are met and are based on adherence to procedures that satisfy the requirements of the Section 504 federal regulations.

The District has developed a 504 Procedures Manual for the implementation of federal regulations for Section 504 of the Rehabilitation Act, Subpart D. This Procedures Manual may be reviewed in the office of the Section 504 Coordinator, Galena R-II School District, PO Box 286, Galena, Missouri 65656, 417-357-6027. Alternative times are available by request.

This notice will be provided in native languages as appropriate.

*Special Education I-125-S*

The District is required to locate, evaluate, and identify children with disabilities who are under the jurisdiction of the District, regardless of the severity of the disability, including children attending private schools, children who live outside the District but are attending a

private school within the District, highly mobile children, such as migrant and homeless children, children who are wards of the state, and children who are suspected of having a disability and in need of special education even though they are advancing from grade to grade. The 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, intellectual disability, 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 District assures that it will provide information and referral services necessary to assist the State of Missouri in the implementation of early intervention services for infants and toddlers eligible for the Missouri First Steps program.

The District assures that personally identifiable information collected, used, or maintained by the District 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 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 Tuesday – Friday (8:00 am – 3:30 pm) on days school is in session in the office of the Superintendent, Galena R-II School District, PO Box 286, Galena, Missouri 65656, 417-357-6027, [humbled@galena.k12.mo.us](mailto:humbled@galena.k12.mo.us). Alternative times are available by request.

This notice will be provided in native languages as appropriate.

#### *Virtual/Online Courses I-160-S*

The District offers online classes for students for acceleration, credit recovery, and options for students who need flexible schedules. The courses are taught by Missouri teachers, are aligned with the Missouri State Learning Standards, and follow the same semester calendar as face-to-face classes. The requirements for the enrollment and approval process are outlined in District Policy. Students whose educational interests are best served through on-line options may take up to six credits per semester.

For more information regarding online courses, consult the secondary course catalog and/or speak with your school counselor. Additional information about resources and processes may be accessed on the District's website at <https://www.galena.k12.mo.us/cms/one.aspx?portalId=1551252&pageId=1594120> and District Policy.

#### Technology F-265-S

##### *Technology Guidelines*

All personal electronic devices (PEDs) including cell phones, iPods, MP3 players, portable radios, headphones, CD players, laser pens or lights, portable gaming devices, or other electronic devices are not permitted during instructional time. All PEDs must be TURNED OFF and STORED during instructional hours or will be confiscated by school personnel and turned in to the main office. Any PED confiscated will not be returned to student until the end of the school day. PEDs confiscated multiple times will be stored in office until parent/guardian comes to office to take the device and students may be subject to additional disciplinary consequences.

##### *Technology Devices and Acceptable Use Policy*

The District maintains an environment that promotes ethical and responsible conduct in all online network activities by employees and students. All authorized users are expected to acknowledge and comply with the rules and policies of technology usage and the District network.

### *Technology Devices*

Students and parents will receive additional information regarding District-issued Chromebooks.

### *Acceptable Use*

All use of District devices and Internet usage must support educational purposes consistent with the District mission. Network accounts must be accessed only by the authorized user of the assigned account without an expectation of privacy from the District. Employee and student subscriptions to mailing lists and bulletin boards require prior approval by the system administrator. All online activity will be respectful and align with the code of conduct, discipline, and other related policies of the District. All technology of students will be monitored in compliance with the Children's Internet Protection Act (CIPA).

### *Unacceptable Use*

Any use of the network for commercial, for-profit, political purposes or advertisement is prohibited. Excessive use of the network for personal business may be cause for disciplinary action. No use of the network may be used to disrupt the use of the network by others or to destroy, modify, or abuse the system in any manner. District resources may not be used to download software or other files unrelated to its mission. Use of the network to access or process pornographic, dangerous, or inappropriate files as determined by the administrator is prohibited. The network may not be used to download, duplicate, or distribute copyrighted materials. The network shall not be used for any unlawful purposes. Use of profanity, harassing, or other offensive or discriminatory language is prohibited. Students are prohibited from disabling the District's monitoring software in any way. If students disable the software at any time, discipline may result. Additionally, when students using



District-issued technology are engaging in classwork, including exams, disable the District’s monitoring software, students may be discipline for academic dishonesty or technology misconduct, regardless of the purpose the student provides for disabling the software.

#### *User Agreements*

Parents and, when age-appropriate, students are required to review and sign User Agreements in order to access District technology. (See User Agreement form in this handbook.)

#### *Safety and Cybersecurity*

The District monitors the online activities of students and operates a technology protection measure (“filtering/blocking device”) on the network and/or all computers with Internet access, as required by law. The filtering/blocking device will attempt to protect against access to visual depictions that are obscene or harmful to minors or are child pornography, as required by law. Filters/blocking devices are not foolproof, and the District cannot guarantee that users will never be able to access offensive materials using District equipment. Evading or disabling, or attempting to evade or disable, a filtering/blocking device installed by the District is prohibited. The District uses a program called Securly to monitor student activity on District networks and devices. All school-issued devices are monitored by the School District while students are in attendance. School-issued devices MUST be accessible to the authorized monitoring software or students may be subject to disciplinary action according to the handbook and/or may lose access to chrome books.

#### Building Information

##### *Identification Cards/Badges*

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. Replacement of lost cards will be \$5.00 per card.

*Missouri State High School Activities Association (MSHSAA)  
Activities*

The District complies with all MSHSAA guidelines. The most up-to-date version of the MSHSAA handbook is located at <https://www.mshsaa.org/resources/pdf/Official%20Handbook.pdf>.

## 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 guidelines.

## ACADEMIC REQUIREMENTS

1. Students must be enrolled full-time to be eligible for activities.
2. Students must maintain at least a C average (2.0 cumulative GPA) in the classroom.
3. Students must have earned a 2.0 GPA on a 4.0 scale during the previous grading period/semester.
4. 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.
5. 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.
6. Students must have earned a minimum of 3.0 credits during the previous semester.
7. Students that qualify may attend summer school to earn a credit toward eligibility in a subject area required for graduation.
8. All 7th grade students entering Galena Middle School for the first time are eligible during their first semester.
9. All 9th grade students entering Galena High School for the first time are eligible during their first semester.

10. 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 Sponsored Extra-curricular Activities and Clubs I-210-S*

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.

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 Cancellations and/or Early Dismissal*

School will be closed when weather conditions are such that buses are unable to run safely. A broadcast will be made utilizing the District's automated calling system to notify students and parents/guardians. Announcements will also be made on local radio and television stations, as well as the District's social media pages. Please do not call the administration or radio/TV stations for this information.

At times, school may dismiss early during the day. In the event such a closing should occur, a broadcast will be made and media notified. Information should be given to your child as to what s/he should do if this situation arises. Please keep a watch on the weather, especially in the winter months. If the school needs to send your student to another destination or phone someone to pick her/him, please have this information on file in the office. Time is short in emergency situations and every effort will be made to keep students safe.

*Arrival and Dismissal Procedures S-165-S*

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 1st 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.

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. Students will not be admitted to the building after 3:45 p.m.

*Class Schedules/Bell Schedules*  
2023 – 2024 BELL SCHEDULE

1st bell	7:51
1st Period	7:55 – 8:50
2nd Period	8:54 – 9:49
3rd Period	9:53 – 10:48
4th Period	10:52 – 11:47
5 <sup>th</sup> Period (PL)	11:47 – 12:35
Lunch A	11:50 – 12:13
Lunch B	12:13 – 12:35
6th Period	12:39 – 1:34
7th Period	1:38 – 2:33
8th Period	2:37 – 3:32

### *Deliveries*

Deliveries for students must be dropped off at the building office and the forgotten item will be taken by building staff to the student's classroom.

### *Parties/Celebrations*

#### DANCES

- Middle School
  - o Middle School students may be allowed two (2) dances each year, and a graduation dance.
  - o Students attending a dance must be enrolled in Galena Junior High.
  - o Junior High dances must end by 9:30pm and cleaned up by 10:00pm.
  - o All rules that apply to high school dances apply to middle school dances (refer to the following rules.)
  
- Homecoming Dance
  - o The homecoming dance/activity is sponsored by the Galena R-II Student Council
  - o 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).
  - o 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.
  - o Attendees must be in good financial standing (Class dues/encumbrances) with the district.
  - o Guests from other schools must be registered by contact information, age, grade, school attended, and/or employer information.
  - o 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.
  - o 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.

- o 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.
  - o The homecoming dance must end by 11:30p.m. and the building must be cleaned by 12:00 midnight.
  - o 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
    - o The junior-senior prom/banquet may be held each spring either on school premises or, with proper approval, off school premises.
    - o The junior class is responsible for maintaining excellent communications with sponsors and administration concerning the arrangements at all times.
    - o 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.
    - o Dress code for the prom and banquet shall be formal wear; “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.
    - o 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.
    - o 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.
    - o 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.
    - o 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.

### *Lockers*

Each student is assigned a hallway 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.

### *Student 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 1st bus bell. Students are to NOT exit the parking lot while the busses are in transit.
- The District has the authority to monitor vehicles and the parking lots of its campuses. The interior of a student's vehicle may be searched if the administration has reasonable suspicion that the search will reveal evidence that the student has or is violating school rules and/or the law.

## District Policy Information

### *English Language Learners I-150-S*

The District provides programs and support for students in order to provide equal educational opportunities for students with limited English proficiency (LEP).

Free language interpreting and translation is available for parents/guardians and students who require it. If you require an interpreter, please inform your student's teacher or school, and the District will arrange for an interpreter to assist at no cost to you. If we do not have an interpreter for your language, we will work to find someone who can help.

Information on District programs such as Gifted Education, AP classes, Special Education, extracurricular activities, and others can be found on the District website. The website features the ability to translate information into more than 100 languages. All District enrollment forms are available in both English and Spanish.

For more information about the programs for students with LEP or assistance for families, please contact:

Name of Coordinator: Special Education Director

Address of Office: 30925 State Highway 413, Galena, Missouri 65656

Phone #: 417-357-6027

Email: sartins@galena.k12.mo.us

### *Physical Examinations and Screenings S-146-S*

The District will generally obtain parental consent before administering a physical examination or screening on a student. However, the District may forgo obtaining parental consent if there is a health or safety concern or by court order.

Parents and guardians will be provided an opportunity to opt out of any nonemergency, invasive physical examination or screening of their student.

This policy does not apply to any physical examination or screening that is permitted or required by state law, including physical examinations or screenings that are permitted without parent notification.

### *Surveying, Analyzing, and Evaluating Students S-150-S*

The District has developed District Policies regarding the rights of a parent/guardian to:

- Inspect all instructional materials.

- Inspect and provide prior written consent for a student to participate in certain student surveys.
- Be informed of and provide prior written consent for physical examinations or screenings that the school or agency may administer to a student.
- Be informed of the District’s collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information (or otherwise providing that information to others for that purpose), including arrangements to protect student privacy that are provided by the agency in the event of such collection, disclosure, or use.

If a parent/guardian would like to request the review of any of the above materials, please contact Building P.

All District policies can be located at: <https://egs.edcounsel.law/galena-r-ii-school-district-policies/>

*School Nutritional Program F-290-S*

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, religious creed, disability, age, political beliefs, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotope, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the [USDA Program Discrimination Complaint Form](#), (AD-3027) found online at: [How to File a Complaint](#), and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

Mail: U.S. Department of Agriculture

Office of the Assistant Secretary for Civil Rights  
1400 Independence Avenue, SW  
Washington, D.C. 20250-9410;  
Fax: (202) 690-7442; or  
Email: [program.intake@usda.gov](mailto:program.intake@usda.gov)

This institution is an equal opportunity provider.

#### *Student Transfers S-120-S*

The District will enroll students in the school associated with the attendance area in which the student resides. The Superintendent or designee may consider exceptions to this policy under the following conditions:

1. Students who are homeless or in foster care may attend their school of origin if it is in the student's best interest. The District may assign District students with disabilities (served under the provisions of an Individual Education Plan (IEP) or Section 504 Plan (504)) to a school outside the student's attendance area as determined by the IEP or 504 team. In special circumstances, and at the mutual discretion of the participating school Districts, Districts may contract for necessary services for students with disabilities.
2. The District will consider students placed into programs by the Missouri Department of Mental Health (DMH), the Department of Social Services (DSS), or by a court order a resident of the District in which the program is housed. The District will allow a student to attend another school within the District if that student is enrolled in a persistently dangerous school or becomes a victim of a violent criminal offense on school property as mandated by state regulations.

#### *Tobacco-Free Policy C-150-S*

To promote the health of all individuals, the District prohibits all employees, students and patrons from smoking or using tobacco products, electronic cigarettes or imitation tobacco or cigarette products in all District facilities, on District transportation, on all District grounds at all times and at any District-sponsored event or activity while off campus.

#### *Firearms and Weapons F-235-S*

Possession of weapons, including concealed weapons, on District property, on District transportation or at any District function or activity sponsored by the District unless the

visitor is an authorized law enforcement official or is specifically authorized by the Board.

### Signature and Form Requirements

- *Photo/Video/Audio Release Form*
- *Email Consent/Permission Form*
- *Technology Usage Agreement Form*
- *Student/Parent Handbook Acknowledgement Form*

Throughout the school year, there may be times that the District staff, the media, or other organizations, with the approval of the school principal, may take photographs of students, audio/videotape students, or interview students for school-related stories in a manner that would individually identify a specific student. These images or interviews may appear in District publications, District-approved social media sites, in the news, or other organizations' publications.

I, Parent/Guardian of (please print) \_\_\_\_\_, provide to my child's school and to the District permission to use my child's photographs, image, and/or recordings for the purposes mentioned above. I understand and agree that the District may use these photos and/or videotaped images in subsequent school years unless I revoke this authorization by notifying the school principal in writing. Further, I consent that such photographs, images, recordings are the property of the school for District use clear of any claim on my part. I therefore agree to allow my child to be photographed, audio/videotaped, or interviewed by the news media or other organization for school related stories or articles.

Parent/Guardian Signature:

\_\_\_\_\_

Parent/Guardian Name (please print):

\_\_\_\_\_

Date:

\_\_\_\_\_

\*Students 18 years of age or older may sign this release form for themselves.

The faculty of the District strives to communicate and work together with the parents and guardians of our students. Email is one tool that promotes convenient, two-way communication between families and teachers. Though the District network is secure, we cannot guarantee that an email sent from the District server will remain secure once it leaves our system. When teachers or administrators receive email from outside sources, the identity of the person cannot always be easily discerned.

Therefore, permission must be granted by the parent/guardian to allow teachers or administrators to use email for a communication. To remain compliant with the Family Educational Rights and Privacy Act (FERPA), email will not be used to send grading, attendance, discipline information of students, or other personally identifiable information without permission to do so. The District also encourages parents to access the District’s parent portal, a secure measure, to check your child’s school information and progress.

I, Parent/Guardian of (please print) \_\_\_\_\_, provide to my child’s school and to the District permission to email academic, attendance, discipline, or other personally identifiable information to the email address(es) listed below. I understand that by giving this permission, there is no guarantee that the information will be fully secure and do not hold the District liable for any inappropriate release of student information that may violate the FERPA regulations as a result of any email communication. Should your email address change, please contact the District.

Name of Student (please print:)

\_\_\_\_\_

Email Address(es):

\_\_\_\_\_

Parent/Guardian Signature

\_\_\_\_\_

Parent/Guardian Name (please print):

\_\_\_\_\_

Date:

\_\_\_\_\_



*Student Technology Usage Agreement*

I have read, understand, and agree to the Technology Acceptable Use Policy when using electronic devices owned, leased, or operated by the District *or* while accessing the District Wi-Fi/Internet, even if using a personal device. Should I violate the policy, my access privileges may be revoked. I also understand that any violation of the policy is prohibited and may result in disciplinary or legal action.

Student Signature:

\_\_\_\_\_

Student Name (please print):

\_\_\_\_\_

Student ID: \_\_\_\_\_ Grade: \_\_\_\_\_ Date: \_\_\_\_\_

*Parent Technology Usage Agreement Permission Form*

As the parent/guardian, I have read, understand, and agree to the Technology Acceptable Use Policy when my student(s) or family are using electronic devices owned, leased, or operated by the District *or* while accessing the District Wi-Fi/Internet, even if using a personal device. Should my student(s) violate the policy, access privileges may be revoked. I also understand that any violation of the policy is prohibited and may result in disciplinary or legal consequences. I further understand that the District has taken steps to control access to the Internet, but cannot guarantee that all controversial information will be inaccessible to student users. I agree not to hold the District responsible for materials acquired on the network and accept responsibility when my student(s) uses District technology outside the school setting. I give permission for my student(s) to use District technology and network resources, including the Internet.

Parent/Guardian Signature:

\_\_\_\_\_

Parent/Guardian Name (please print):

\_\_\_\_\_

Date: \_\_\_\_\_

\*Students 18 years of age or older may sign this release form for themselves.

I acknowledge that I have received and reviewed the 2022-2023 Student/Parent Handbook. I understand the policies and guidelines of the District and that violations of these policies and guidelines may result in disciplinary action.

Parent/Guardian Signature

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Parent/Guardian Name (please print):

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Date: \_\_\_\_\_

\*Students 18 years of age or older may sign this release form for themselves.