



# GALENA USD 499

*-Committed to Excellence-*

## **Galena Middle School Student Handbook 2025-2026**



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Beau Sarwinski, Principal  
Noah Francis, Assistant Principal

Welcome to Galena Middle School! We are thrilled to have you as part of our middle school family. This handbook serves as your guide to navigating the exciting journey ahead, providing you with valuable information, important policies, and helpful resources. Whether you are a new student or a returning one, this handbook is designed to ensure that your experience at our school is positive, inclusive, and fulfilling.

Middle school is a time of growth, self-discovery, and exploration. It's a place where you will have the opportunity to learn, make new friends, and develop important skills that will prepare you for high school and beyond. We believe that every student has unique talents and abilities, and our goal is to provide an environment that nurtures and celebrates your individuality.

In this handbook, you will find details about our academic programs, extracurricular activities, and support services available to you. It outlines our expectations for behavior, attendance, and dress code, ensuring that our school remains a safe and respectful space for everyone. Additionally, you will find information about our core values, code of conduct, and the rights and responsibilities that come with being a member of our school community.

We encourage you to explore this handbook thoroughly, as it will be a valuable resource throughout the school year. Take the time to familiarize yourself with our policies, guidelines, and procedures, as they will help you navigate through the various aspects of school life more smoothly.

Remember, middle school is not just about academics. It's also about finding your passion, embracing new challenges, and making lasting memories. We encourage you to get involved in the diverse range of extracurricular activities available. These opportunities will not only enhance your learning experience but also help you discover new interests and develop important life skills.

As you embark on this exciting journey, we want you to know that our dedicated faculty and staff are here to support and guide you every step of the way. Don't hesitate to reach out to your teachers, counselors, administration or any other staff member if you have questions, concerns, or need assistance. We are all committed to your success and well-being.

Once again, welcome to Galena Middle School!

Beau Sarwinski, Principal  
Noah Francis, Assistant Principal

# Galena Middle School Student Handbook

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## **USD 499 Mission Statement**

**Provide a safe environment while preparing students for success.**

- **Balanced Assessment System**
  - Using Data to Inform Instruction
- **Quality Instruction**
  - High Expectations
- **Structured Literacy**
  - Read and Speak Effectively
- **Standard Alignment**
  - Standards and Resource

### Galena Middle School Staff Directory

Bailey	Ross	1436	Computer Technology
Bailey	Tara	1306	Science
Botkin	Lisa	1302	Counselor
Cruse	Danielle	1215	Art
Davis	Becky	1406	Library Para Professional
Davis	Jamie	1433	Industrial Technology
Denton	Kaylee	1408	SPED
Dinkel	Andrea	1428	Band
Downing	Lynette	1303	SEL
Eichler	Carly	1304	School Resource Officer
Francis	Noah	1402	Assistant Principal
Goode	Ellen	1607	Gifted
Martin	Jacoby	1314	English
McQuillan	Tabitha	1313	Math
Miller	Katie	1300	Secretary
Moore	Stephanie	1601	School Nurse
Moss	Diana	1310	Social Studies
Niles	Lora	1309	Math
Olsen	Kaitlyn	1608	SPED
Perry	Cory	1417	PE
Rohr	Dan	1308	Science
Sarwinski	Beau	1401/1301	Principal
Scarrow	Preston	1424	PE
Shannon	Sydney	1431	Vocal
Spencer	Amber	1305	ELA
Van Nieuwenhuyse	John	1603	Math
Williams	Mary	1311	ELA

## **Annual Notification Family Educational Rights and Privacy Act**

Under the provisions of the Family, Educational Rights, and Privacy Act (FERPA) parents and students (those who are 18 or older) are afforded various rights about educational records that are kept and maintained by the U.S.D. No. 499. Under FERPA, you are notified of those rights including

1. The right to review and inspect all your educational records except those records that are specifically exempted.
2. The right to prevent disclosure of personally identifiable information contained in your educational records to other persons with certain limited exceptions. Disclosure of information from your educational records to the persons will occur only if
3. We have your prior written consent for disclosure;
  - a. The information is considered directory information and you have not objected to the release of such information or;
  - b. Disclosure without consent if permitted by law.
4. The right to request that your educational records be amended if you believe that the records are misleading, inaccurate, or otherwise in violation of your rights. The right includes the right to request a hearing at which you may present evidence to show why the record should be changed if your request for an amendment to your records is denied in the first instance.
5. The right to file a complaint with the Family Policy and Regulations Office at the U.S. Department of Education if you believe that U.S.D. No. 499 has failed to comply with FERPA's requirements. The right to obtain a copy of U.S.D. No. 499's policies for complying with FERPA. A copy may be obtained from the Galena Board of Education

For purposes of FERPA, U.S.D. No. 499 has designated certain information contained in educational records as directory information, which may be disclosed for any purpose without your consent. The following information is considered directory information name, address, telephone number, date of birth, participation in officially recognized activities and sports, weight, and height of members of athletic teams, date of attendance, degrees, and awards received, the most recent previous school attended by the students, class designation, major field of study and photographs.

You have a right to refuse to permit the designation of any or all of the above information as directory information. If you refuse, you must file a written notification to this effect with U.S.D. No. 499 at Galena Board of Education, Galena, KS on or before the first school day. If a refusal is not filed, U.S.D. No. 499 assumes that there is no objection to the release of the directory information designated.

## **Middle School Bell Schedule**

- |             |                                                    |
|-------------|----------------------------------------------------|
| 7:20-7:55   | Students eating breakfast may enter the cafeteria. |
| 8:00-9:25   | Blocks 1 & 2                                       |
| 9:29-10:52  | Blocks 3 & 4                                       |
| 10:52-11:20 | Lunch                                              |
| 11:25-12:48 | Blocks 5 & 6                                       |
| 12:52-2:13  | Blocks 7 & 8                                       |
| 2:17-3:10   | Seminar                                            |

## **Student, Parent/Guardian(s), Teacher, and Administration Rights & Responsibilities**

### **Students Have the Right**

To attend USD #499 schools providing parent(s)/legal guardian(s) resides within the district in accordance with building assignment policies of the Board of Education.

### **Students Have the Responsibility To**

Maintain prompt, regular attendance except when excused by the school. Respect the rights of others.

Respect school property.

Conduct themselves in a manner that does not interfere with the educational process or the rights of others

Complete and do their best on all assigned work.

### **Parents Have the Responsibility**

To require regular attendance and advise the school of the student's absences and the reason for the absence - by phone if possible. Please request homework before 10:00 a.m. when a student is absent.

### **Teachers and Administrators Are Responsible For**

Keeping accurate records, Making clear assignments,

Notifying parents of unsatisfactory work,

Recognizing the individuality of students seeking their advice and counsel, and facilitating the learning of all students.

### **Title IX of The Education Amendments Of /E.R**

Title IX provides no person in the U.S. shall be based on sex, be excluded from participating in, be denied the benefits of, or be subjected to discrimination under the Educational Program or activity receiving financial assistance.

The school counselor has been designated by the school district to coordinate compliance with Title IX and to receive complaints.

It shall be the policy of the school district to abide by the guidelines about the following:

1. Participation in any class or activity will not be prohibited on the basis that the school district shall provide comparable courses or facilities where there are same-sex requirements for admission to the course activity, or facility.
2. Review board policies GAAC and JGEC as the August 2020 Title IX regulations have required more procedures and requirements including designating a District Title IX Coordinator who is responsible for complaints, supportive measures, and a fair process for both the complainant and the perpetrator.

### **Bullying Prevention Plan**

#### **1. Introduction:**

- a. The Galena School District has developed a plan to prevent bullying. Bullying is hurtful and disrespectful behavior that will not be permitted or tolerated. Bullying may involve a range of misconduct that, based on the nature and severity, will warrant a measured response of corrective action and/or discipline. Behaviors that do not rise to the level of bullying, as defined below, still may be subject to intervention and/or discipline under another section of the discipline plan or a discipline policy. Some bullying behaviors may require a report to local law enforcement.



2. Definition: “Bullying” means:

- a. Any intentional gesture or any intentional written, verbal, or physical act or threat that is sufficiently severe, persistent, or pervasive that creates an intimidating, threatening, or abusive educational environment for a student or staff member that a reasonable person, under the circumstances, knows or should know will have the effect of
  - i. Harming a student or staff member, whether physically or mentally;
  - ii. Damaging a student’s or staff member’s property;
  - iii. Placing a student or staff member in reasonable fear of harm to the student or staff member; or
  - iv. Placing a student or staff member in reasonable fear of damage to the student’s or staff member’s property
- b. Any form of intimidation or harassment prohibited by the board of education of the school district in policies concerning bullying adopted according to this section or subsection (e) of K.S.A. 72-8205, and amendments thereto.
- c. “School vehicle” means any school bus, school van, other school vehicles, and private vehicle used to transport students or staff members to and from school or any school-sponsored activity or event.

## Discipline Plan

Galena Middle, to provide quality education for all students, will not tolerate disruptive acts that would interfere with the operation of the school, the safety of its students, or property damage. Students enrolled are accountable for their actions in any situation that, at any time of the day, causes disruption, interferes with the rights of others, and interferes with the educational mission of the school.

A disruptive or interfering act shall be defined as, but not limited to, inciting, encouraging, promoting, or participating in activities that interfere with the educational program of the school. As such, all student misbehavior should be based on a careful assessment of the circumstances surrounding the infraction (i.e., the student’s attitude, the seriousness of the offense, and its potential effect on other students). Rules and consequences are established, not for the responsible majority, but for the irresponsible few. The school’s discipline and behavior code are general statements of the rules and expectations of the school. The following list of unacceptable behaviors provides a list of actions to be avoided but is not all-inclusive and may include additional student behaviors.

### OFFENSE DEFINITIONS AND EXPLANATIONS:

1. ASSAULT &/or BATTERY - Any mutual combat in which both parties have contributed to the conflict, either verbally or by physical action will result in disciplinary action.
2. TRUANCY - Absent from school without a parent or legal guardian and school permission.
3. DEFIANCE/DISRESPECT OF AUTHORITY - Defiance and/or disrespect can be in many forms; the teacher and administrator will decide the severity of the offense. The refusal to comply with reasonable requests and directions of school personnel will be classified as defiance. Disrespect will include any gesturing, actions, or speech interpreted as degrading or demeaning. Any physical aggression towards other students and staff or a school official will be grounds for suspension and/or expulsion
4. DRUGS, TOBACCO &/OR ALCOHOL - Students found carrying, using, selling, providing, or, under the influence of drugs, tobacco, and/or alcohol will be disciplined up to and including suspension and expulsion. We use “suspension and expulsion as under Kansas law a student can be short-term suspended for 10 days and during that time proposed for expulsion so a district may use both for the same incident depending on its seriousness.

5. WEAPONS USE/POSSESSION - Possession of any object deemed dangerous to the school population is not permitted (knives, guns, fireworks, instruments of martial arts, etc.) and if it is a “weapon” as defined by Kansas law, will result in expulsion for one calendar year.
6. THREATENING/HARASSMENT- Verbal or physical conduct, which interferes with an individual’s performance or creates an intimidating, hostile, or offensive environment. This includes comments levied as a joke or in a kidding manner and bullying.

Kansas law authorizes a one-year Driver’s License revocation/suspension for students long-term suspended from school for possessing weapons or drugs, or for behavior that could cause serious injury to others. If a student’s license has been suspended for other reasons, the year’s revocation would be added to the first suspension.

The Galena School District reserves the right to impose discipline for behavior in addition to the list provided above when the behavior endangers the welfare and/or safety of other students, faculty, or staff, causing substantial disruption to the educational mission, operation, and educational environment of the school.

#### Discipline Grid

##### Category #1

##### Violations Against Good Order

	First Violation	Second Violation	Third Violation	Fourth Violation
Disruptive Speech and Conduct	Detention- 1-hour	Detention- 2 hours	Saturday School	Future referrals can result in an OSS
Cafeteria Misconduct	Clean Up and/or Detention – 1-hour	Clean Up and/or Detention- 2 hours	Clean Up and Saturday School	Clean up and 2 Saturday Schools
Profanity/ Obscenity	Detention – 1-hour	Detention – 2 hours	Saturday School	2 Saturday Schools Future referrals can result in an OSS
Disruptive Dress/ Grooming	Required to change	Detention - 1 hour Required to change	Detention – 2 hours Required to change	Saturday School Required to change
Lack of Effort	Teacher assigned 30-minute detention.	Detention - 1 hour and principal contact with parent	Detention - 2 hours	Saturday School
Cell Phones/iPads and other electronic devices	Detention - 1 hour Confiscated Phone Parent Notification	Detention – 2 hours Confiscated Phone,	All further infractions: Saturday School Confiscated Phone	

##### Category #2

##### Violations Against School or School Officials

	First Violation	Second Violation	Third Violation	Fourth Violation
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Tardiness	3 <sup>rd</sup> Tardy Detention - 1 hour	4 <sup>th</sup> /5 <sup>th</sup> Tardy Detention - 2 Hours	6 <sup>th</sup> and future tardies - Saturday School	
Truancy	Detention – 2 Hours	Saturday School	2 Saturday Schools	ISS 2-5 days
Cheating	Detention - 2 hours	Saturday School	OSS 2 – 5 days	
Cut Detention	Detention - 2 hours	Saturday detention	OSS 2 – 5 days	
Cut Saturday School	ISS-2 days	ISS -3 days	ISS- 3-5 days	
Cut ISS	OSS - 3 days	OSS 5 days	OSS 5 – 10 days	
Open Defiance	OSS - 3 days	OSS - 5 days	OSS - 10 days	OSS - 10 days
Defiance/Disrespect	Detention - 2 hours	Saturday School	OSS 2 – 10 days	
Threats to School Personnel/ Students	OSS 10 days			
Assault on School Personnel	OSS 10 days Possible long-term suspension, contact law enforcement	Suspension/ expulsion, contact law enforcement		
Excessive Referrals More than 10	OSS - 3 Days	OSS - 5 days	OSS - 10 days	

## Category # 3

## Violations Against Persons

	First Violation	Second Violation	Third Violation	Fourth Violation
Scuffling-Pushing-Shoving- Name Calling	Detention – 4 hours	Saturday School	2- Saturday School	OSS – 3- 5 days
Fighting – Mutual Participation. The students who started the fight will receive 2 additional days	OSS- 3 days, Contact law enforcement	OSS - 5 days Contact law enforcement	OSS - 10 Days Contact law enforcement	If the fight injures someone, even the first offense could result in long term suspension/ expulsion
Physical Assault-One-Sided-Unprovoked	OSS 10 days, contact law enforcement	Suspension/ expulsion/ prosecution		
Physical Assault	OSS 5 days, contact law enforcement	OSS - 10 days possible long term suspension/ expulsion	Long term suspension/ expulsion	

		prosecution		
Provoked Verbal Assault/ Putting Someone in Reasonable Harm of Apprehension of Physical Harm	Saturday School	OSS - 3-5 days	OSS - 10 days	First offense may result in suspension/expulsion depending on the facts
Bullying, Intimidation, Terrorizing Teasing and Gossip	Saturday School	OSS 3 days	OSS - 5 days	OSS - 10 days
Obscene, Malicious, Or Threatening Statements	Detention - 4 hours	Saturday School	OSS - 3 days	OSS 5 – 10 days
Possession of Obscene/ Pornographic Materials	Detention - 2 hours Confiscation of material	Saturday School Confiscation of material	OSS - 2 days Confiscation of material	OSS - 3-5 days Confiscation of material
Public Displays of Affection	Warning	Detention - 1 hour	Detention - 2 hour	All further referrals will result in Saturday School
Inappropriate Behaviors: Feeling, Grabbing, Touching, Verbal Comments, Harassment, Body to Body Contact	OSS - 3 days	OSS - 5 days	OSS 10 days	
Exposure	OSS - 10 days, contact law enforcement	Referral for Long Term Suspension Contact Law Enforcement		May result in suspension/ expulsion depending on seriousness of first offense

## Category #4

## Violations Against Property

	First Violation	Second Violation	Third Violation	Fourth Violation
Littering	Warning- Clean up	Detention -1 hour Clean up	Detention - 2 hours Clean up	Saturday School Clean up
Tampering	Warning	Detention - 1 hour	Saturday School	
Trespass	Warning	OSS - 3 Days	Call law enforcement- Prosecution	
Unauthorized Marking/ Vandalism	Detention - 4 hours Clean Up & Pay Restitution	Saturday School Clean Up, Pay Restitution	OSS 2 Days Clean Up Pay Restitution	OSS 5 Days Clean Up Pay Restitution
Willful Property Damage	OSS 2 - days Pay Restitution	OSS - 5 days Pay Restitution	OSS - 10 Days Pay Restitution	
Extortion	OSS - 3 days	OSS - 10 days		
Stealing Possession of Stolen Property	Detention - 4 hours, Contact law enforcement, pay Restitution	OSS - 3 days Contact law enforcement Pay Restitution	OSS - 5 days Contact law enforcement Pay Restitution	OSS - 10 Days Contact law enforcement Ray Restitution
Gambling	Warning	Detention - 1 hour	Saturday School	OSS - 2- 5 days

## Category #5

## Violations Against Public Health and Safety

	First Violation	Second Violation	Third Violation
Non-alcoholic Beer Possession and/or Use	OSS - 3 days Parent notification, Confiscation	OSS - 10 days Parent notification, Confiscation	
Tobacco/Electronic Cigarette- Use or Possession Chewing or Smoking at School or any School Sponsored Activity	OSS - 1 day Vaping/tobacco education class during an elective, contact law enforcement	OSS - 3 days Vaping/tobacco education class during an elective, contact LEO	OSS - 10 Possible long term expulsion, contact law enforcement
Possession, Use, or Intoxication at School	OSS - 5 - 10 days Possible long-term suspension, contact law enforcement		

Drugs – Distribution, Possession, Use, Under the Influence, Drug Paraphernalia at School or School Sponsored Activity	OSS 5 – 10 days Possible long-term suspension, contact law enforcement		
Weapon Possession	OSS 5 – 10 Days Long term suspension, contact law enforcement		

### Category #6

#### Special Categories

	First Violation	Second Violation	Third Violation	Fourth Violation
Inciting/ Initiating a Public Disturbance	Saturday School	OSS - 3 days	OSS 5 – 10 days	
False Report (Threat to Order)	Saturday School	OSS - 3-5 days	OSS 10 Days	
Parking Violations	Warning - move vehicle	Detention - 2 hours Move vehicle	Saturday School Move Vehicle	Loss of Parking Privileges
Careless and Imprudent Driving on School Grounds	Detention - 2 hours	Loss of on campus driving privileges for 30 days	Loss of on campus driving privileges for 60 days	Loss of driving privileges for the rest of the school year
Computer Use	Detention - 2 hours	Saturday School Loss of computer privileges for 30 days	OSS 3 – 10 days and loss of computer use for rest of the semester	
Bus Misconduct	Warning - possible loss of riding privileges	Detention - 2 hours Loss of riding privileges	Saturday School Loss of riding privileges	Loss of all riding privileges

Note: The above listing is not exclusive or all-inclusive. The principals have the discretion to interpret and modify consequences depending on the seriousness, frequency, and specific facts in each situation. all disciplinary actions may be increased depending on the severity and frequency of the offense.

### Detention Guidelines

After School Detention will meet from 3:10 pm to 4:10 pm Monday through Thursday. Students are responsible for bringing study materials with them. Sleeping, drinking, gum, candy, or refreshments are not permitted. Late students will not be allowed entrance and will be counted as absent. Students will work independently; no talking will be allowed. The supervising teacher will give students not working on an assignment, work to complete. Students assigned to detention will be allowed to participate in activities the same day only after the completion of the required time.

## **In-School Suspension (ISS) Referral Guidelines**

Teachers will submit class assignments for each subject area for students to complete in ISS. Assignments will be outcome-based and relative to the student's abilities so they can work independently. This may not be the same material covered in the regular class, but credit will be given for work completed.

If circumstances warrant, an additional curriculum related to anger management, conflict resolution, study skills, etc. may be assigned. Extra curriculum materials and resource books will be available within the ISS Area.

## **Saturday Detention**

Saturday Detention will meet every Saturday or as scheduled during the school year from 8:00 a.m. to 12:00 noon. Dates may be listed on the school calendar.

Saturday Detention Procedures:

1. Students will report at 7:55 a.m. Saturday School will end at Noon.
2. If students fail to come to Saturday School, when assigned, or are asked to leave, they will be assigned disciplinary action based on the discipline grid. Students are responsible for bringing study materials or reading suitable for school.
3. Students will be allowed two (2) restroom breaks (9:30 A.M and 11:00 A.M.)
4. No sleeping or lying on the desk.
5. Drinks, gum, candy, or refreshments are not permitted.
6. Students assigned to Saturday Detention will furnish their own means of transportation. Parents and guardians are responsible for ensuring transportation is made available.
7. Students late may be assigned an additional consequence.
8. In cases of emergency, illness, etc., a student may be rescheduled for another Saturday School with the permission of the principal.

## **Counseling Services**

Academic and personal counseling is available and will be provided as needed by a certified school counselor.

- Restorative Practices
  - After OSS is served, students will be required to speak with our building counselors.
  - Students earning an office referral for using inflammatory words tied to violence, race, or sexual orientation will be required to speak with our building counselors after consequences have been served.

## **Drug-Free School**

The unlawful possession, use, sale or distribution of illicit drugs and alcohol by students on school premises or as a part of any school activity is prohibited. This policy is required by the 1989 amendments to the Drug-Free Schools and Communities Act. P.L. 102-226, 103 St. 1928. (Cf. LDD).

### **Drug-Free School - Student Conduct**

As a condition of continued enrollment in the district, students shall abide by the terms of this policy.

Students shall not unlawfully be under the influence of, manufacture, distribute, dispense, possess, or use illicit drugs, controlled substances, tobacco, or alcoholic beverages on school district property, or at any school activity. Any student violating the terms of this policy shall be reported to the appropriate law enforcement officials, and be subject to any of the following sanctions up to and including suspension and expulsion:

1. A punishment of short-term suspension up to and including long-term suspension or expulsion.
2. Suspension from all student activities for not more than one (1) year.
3. A student placed on long-term suspension under this policy may be readmitted on a probationary status if

the student agrees to complete a drug and alcohol rehabilitation program. (Name(s) of acceptable programs are on file with the board clerk.

4. A punishment up to and including expulsion from school.
5. Suspension from participation and attendance at all school activities.

Students who are suspended or expelled under the terms of this policy will be afforded the due process rights contained in board policies and Kansas statutes, K.S.A. 72-8901, et seq. Nothing in this policy is intended to diminish the ability of the district to take other disciplinary action against the student. In the event, a student agrees to enter and complete a drug education or rehabilitation program, the cost of such program shall be the responsibility of the student and his or her parents. Drug and alcohol counseling and rehabilitation programs are available for students of the district.

### **Student Random Drug Testing**

The Galena USD 499 School District and Board of Education, to protect the health and safety of its students from illegal and/or performance-enhancing drug abuse or injuries resulting from the use of drugs, thereby setting an example for all other students of Galena USD 499, has adopted the “Substance Abuse Policy” for student participation in extracurricular and/or co-curricular activities.

All students wanting to participate in extracurricular and/or co-curricular activities must sign the “Substance Abuse Policy Consent Form”, agree to abide by the standards, rules, and regulations set forth in the “Galena USD 499 Substance Abuse Policy,” and return it to the high school or middle school office within one week of the beginning of school and/or before participating in any meetings, practices, performances, and/or competitions whichever comes first. Additional information about the drug testing program is available at the building office.

A list of available treatment programs along with names and addresses of contact persons for the program is on file with the board clerk. Parents or students should contact the directors of the programs to determine the cost and length of the program.

### **Transportation Policy**

The following regulations about bus transportation and pupil behavior have been adopted by the board of education of Galena Unified School District No. 499:

#### **Instructions to Pupils and Drivers**

1. The driver is in charge of the pupils on the bus. Pupils must obey the driver.. Pupils refusing to obey the bus driver will be referred to the building principal for disciplinary action.
2. The driver may assign a seat to each student; each student must be provided a seat. Students in less desirable seats may move to a second assigned seat for added comfort after the passenger load is lightened if permission is first obtained from the driver and if the bus is not in motion. Students must remain seated on the bus except when boarding or exiting. The driver may change assigned seats..
3. Pupils must be on time; the bus cannot wait for those who are tardy. Pupils must walk on the far-left side of the road facing traffic when going to the bus stop.
4. Pupils must never stand in the roadway while waiting for the bus. All pupils must wait for the bus off the traveled portion of the road. Students should wait in an orderly manner and never push a fellow student.
5. Unnecessary conversation with the driver is prohibited. Do not talk loudly or distract the driver’s attention. Remember your safety is in the driver’s hands.
6. Outside of ordinary conversation, classroom conduct is to be observed.
7. Pupils must not throw paper or other objects on the floor of the bus, out the windows, or at other students. Help keep your bus clean and sanitary at all times.
8. Pupils must not at any time extend arms or heads out of bus windows.
9. Pupils must not try to get on or off the bus or move about within the bus while it is in motion.



10. When leaving the bus, pupils must observe the directions of the driver. If you cross the road, do so in front of the bus after making sure the highway is clear.
11. Any damage to the bus is to be reported at once to the driver.

**STUDENTS RIDING A BUS DURING STORMY SEASON ARE ADVISED TO LISTEN TO THEIR HOME RADIO FOR STORM WARNINGS AND NOT ATTEMPT TO REACH SCHOOL WHEN SO FOREWARNED.**

FOOTNOTE: Parents are advised that bus transportation is limited to pupils residing on regular bus routes. Priority for seating will be given to pupils residing the longest distance from the attendance center. Therefore, in cold weather, it may become necessary for parents residing in some parts of the city limits to make other provisions for transportation. The buses may transport only the number of pupils that can be properly seated.

### **Guidelines for Extracurricular Trips**

1. Any student riding a bus to and from the activity is subject to the rules and regulations of the school.
2. If any student's behavior is detrimental to the safety of others and the bus driver, parents will be notified, and disciplinary consequences may be imposed including being excluded from the bus.
3. Any student who rides a bus to a school-sponsored event **MUST** ride the bus on their return trip. Exceptions to this include a parent signing the student out or authorization by the teacher, coach, or administration.

### **End-of-the-Year Field Trip**

Students who wish to participate in the end-of-the-year field trip are required to either participate in the fundraiser (8th grade only) or pay their own way. Students must be in good standing at the time of the planned trip to be able to attend.

Note: Any student who chooses not to participate will be required to attend school on the day of the trip. Student money that was fundraised will be forfeited but any money paid out of pocket toward the trip will be reimbursed.

### **Dress Code**

No form of dress will be permitted that disrupts the educational process of the school or adversely affects the health and safety of students. All clothing must be in good taste and worn the way it was designed to be worn.

Appropriate personal grooming is conducive to the desired learning environment. Any practice judged disruptive will be dealt with on an individual basis. Examples of inappropriate dress include: the legal test is "disruption", and the burden of proof is on the administrator.

1. Clothing, belts, jewelry, articles of clothing, or accessories that advertise or display any type of alcoholic beverage, drugs, tobacco, improper language, sex, vulgarity, or double-meaning slogans. (Examples are Hooters t-shirts, playboy bunny emblem, and political slurs)
2. Shorts, dresses, and/or skirts that do not cover the legs down to their fingertips. Spandex, tight cotton "soffe" or "Spanx" shorts are not to be worn alone.
3. Mesh or any form of see-through clothing.
4. Clothing that exposes a bare midriff.
5. Clothing is designed with a narrow or strapless shoulder of less than (2) two inches.
6. Undergarments worn as outer garments. (Example: men's boxer shorts)
7. Clothes that are excessively tight or excessively loose.
8. Hats and any other forms of head coverings cannot be worn inside the building. All hats and head coverings should be removed when entering the building and left in lockers.
9. Bare feet (safety regulations require that all students wear shoes.)
10. Sunglasses may not be worn in the building.
11. Except for earrings, all other piercings may only be worn with a small stud.

12. No pajamas or house shoes may be worn to school.

Any decision concerning questionable dress will be made by the administration.

Note  
Consequences for violating the dress code will be determined by following category #1 of the student's disciplinary grid. The student will receive an absence for any class missed while obtaining a change of clothes.

## **Seminar**

Students will earn daily points in Seminar for the following:

2pts- Student has a library book

2pts- Student has missing assignment slip or does not have any missing assignments

4pts- Actively engaged (yes=4, mostly = 2, not =0)

Before seminar classroom teachers will:

1. Will need to give time at the end of each class period to allow students time to fill out missing assignment slip so they can complete work during seminar.
2. Assign 30-minute detention for the following day if the student DOES NOT turn in the missing assignment that you gave them a missing assignment slip for the next class period.
  - a. Detention will be with the teacher (no lunch detentions will be assigned by classroom teachers)
  - b. The assignment is to be made up during detention. The grade will be assessed on what is accomplished
  - c. Repeat offenders- contact with a parent, AST recommended or made mandatory, extracurricular activities may be suspended.
  - d. Severe - 1 hr. DETENTION, Saturday school, SIT plan will be developed, candidate for Summer School.

## **Kansas Compulsory School Attendance Law - Truancy**

Every parent or person acting as a parent in the state of Kansas, who has control over or in charge of any child who has reached the age of seven years and is under the age of 18 years, shall require such child to attend continuously each school year. Any child who is under the age of seven years, but who is enrolled in school, is subject to the compulsory attendance requirements. Whenever a child is required by law to attend school and is enrolled in school, and the child is inexcusably absent there-from either three consecutive school days or five or more school days in any semester, and seven in a school year the child shall be considered to be not attending school as required by law.

Each board of education shall designate one or more employees who shall report to the Department of Children and Families (DCF), or a designee thereof, all cases of children who are less than 13 years of age and are not attending school as required by law, and to the appropriate county or district attorney, or a designee thereof, all cases of children who are 13 or more years of age but less than 18 years of age and are not attending school as required by law.

A child is inexcusably absent from school if the child is absent there-from all or a significant part of a school day without a valid excuse acceptable to the school employee designated by the board of education to have responsibility for the school attendance of such child.

## **Absences From School**

1. On the day the student is absent, a parent/guardian needs to call the school secretary or school administrator, Galena Middle School 783-4499 Ext. 1300 by 8:15 a.m. and state the reason for the absence.
2. If the office has not been notified that your child will be absent that day, for the safety of your child, the

office will attempt to contact you by phone, a visit to your house, or by contacting one of your emergency references listed on the enrollment form.

3. Students must never leave campus without first checking out through the office.
4. The principal reserves the right to determine if an absence is excused or unexcused and if the student will be allowed to make up work in school or after-school and/or in Saturday school for credit.
5. Suspensions: When a student is suspended for 10 days or less, that student may make up work for credit when returning to school.

### **Organized Skip Days**

Organized skip days will be handled the same regardless of who the skip day was organized by; The student(s) or their parent/legal guardian.

1. Truancy is defined as being absent from school without permission.
2. USD 499 does not sanction organized skip days. Choosing to participate in an organized skip day will result not only in truancy consequences but an additional day of ISS. An additional day of ISS will be assigned at the end of the school year for each day missed.

### **Tardiness**

If a student is not in the classroom when the tardy bell rings, he/she will be considered tardy. The teacher will admit the student after recording the tardy. Punishments for excessive tardies will be outlined in the discipline grid; excessive tardiness will be reported to the Department of Children and Families (DCF) (SRS) and the County Attorney.

### **Make-up Policy**

Procedure for students to make up classroom work missed due to an excused absence.

1. Regular attendance is vital for a successful school experience. Punctual and regular attendance is necessary for a well-ordered school, both for proper training of the student and to avoid disruption of classroom procedure.
2. If a student must be absent, upon returning to school they will be given an equal number of school days as missed to make up the classroom work missed.
3. If a student fails to make up the missed work within the allotted time, s/he will receive a zero for classroom work missed.

It is the student's responsibility to go to the teacher of the class in question and obtain, complete, and turn in all make-up classroom work. If a student is absent on a school-related trip, the student must obtain the assignment before leaving on the trip and the work will be due as assigned.

### **Student Health**

Section 2, K.S.A. 72-6265 reads as follows:

(a) The school board of every school affected by this act may exclude from school attendance, or by policy adopted by any such school board authorize any certificated employee or committee of certificated employees to exclude from school attendance, any pupil who has not complied with the requirements of K.S.A. 72-6262. A pupil shall be subject to exclusion from school attendance under this section until such time as the pupil shall have complied with the requirements of K.S.A. 72-6262, as amended.

The policy shall include provisions for written notice to be given to the parent or guardian of the involved pupil. The notice shall:

1. Indicate the reason for the exclusion from school attendance.
2. State that the pupil shall continue to be excluded until the pupil has complied with the requirements of K.S.A. 72-6262, and inform the parent or guardian that a hearing shall be afforded the parent or guardian upon request, therefore.

(b) The provisions of K.S.A. 72-3120 do not apply to any pupil while subject to exclusion from school attendance under the provisions of this section.

### **Immunizations**

All students are to have immunization records on file. These records must be complete. If not, students will be excluded from school as regulated and established by the state of Kansas. If your child's immunizations are not up to date this should be taken care of as soon as possible. If your child has received additional shots during the summer, please send this information to the office. Since schools are in the business of education, we do not recommend that students be excluded unless there is a breakout of the contagious disease in which case they can be excluded until the period of contagiousness has expired. KSA 72-6265

### **Head Lice**

Students who have head lice, nits, or live bugs will be excluded from attending school to be treated at home. Students may not return to school until they are free of both live bugs and nits. Students will be permitted to return to school only after they have been treated with a medicated shampoo and are nit-free (nit-free could be the same day in some cases). Students who accumulate more than one day of absences because of head lice or nits will be considered unexcused. Upon return to school, students will need to see the health nurse before they will be allowed go to classes

### **Emergency Information**

Any special physical problems that exist for a student should be reported to the school. Emergency procedure sheets will be provided to parents, to be filled out on the day of enrollment. This information identifies what is to be done for your child in case of injury or illness. A phone number or email address must be listed so a parent can be reached in case of an emergency. The phone number or email address may be a work phone, a neighbor's or friend's phone, etc. if you do not have a phone.

### **Medication Policy**

A form for parents requesting the school's cooperation in the supervision of medication must be filled out before school personnel will be able to dispense medication. Any medication that is brought to the school must be in the original container with the original label. Please notify the school of any changes to your child's prescription immediately. Note: This policy includes inhalers for asthma or other health issues.

To maintain maximum health protection for other students, as well as the teachers, we ask that you keep your child home if they have an elevated temperature. Any student with a communicable disease must stay at home during the duration of their illness. Students with head lice may be sent home. Restroom Passes  
Limitations on time allowed and privileges to go to the restroom will be at the teacher's discretion. The school emphasizes time on task and expects students to remain in the classroom during class time. Visits to the restroom and other personal business should be taken care of between classes. Teachers will allow exceptions at their discretion. Teachers are still responsible for supervising the student if they leave their room for errands and restroom breaks.

### **Student Lockers**

School lockers are the property of the school and are under the control of the building administrator. School officials shall have the right to search students' lockers at any time and students have no expectation of privacy in the contents of their locker. Students are to put their backpacks in their lockers at the beginning of the day and keep them there throughout the day. Students are not permitted to carry backpacks from class to class. Combinations for lockers are not to be shared. Locks are not to be tricked for security reasons. Do not share lockers. Responsibility for the maintenance of the locker rests with the student. Locker malfunctions are to be

reported immediately.

### **School Library**

The library is the center of learning for the school. Students are expected to follow all library rules and respect the materials available for their use. Procedures for visiting the library are:

1. Students should enter the library quietly and respectfully. Reference books are to be used in the library. They can be checked out after school and must be returned before school starts the next day.
2. Magazines can be read in the library, but they must be returned to the stand. Magazines used for research can be checked out for one day unless special arrangements are made. The readers' guide is available.
3. Books checked out for two weeks can be renewed after that.
4. The librarian will collect overdue books.
5. Students should get what they need as quickly and as quietly as possible and then return to their class or a table in the library. Students being disruptive in the library will be required to return immediately to their class and may lose library privileges for an extended period.
6. Books being returned should be placed on the desk. The person who checked the book out last according to the computer is the person responsible for the care and return of the book.
7. Students need to be productive while in the library. Students will not be allowed to congregate and visit the library.

### **Gym, Playing Fields, and Weight Room**

Students may not be in the gym, on the playing fields, in the weight room, or in locker rooms without supervision.

### **Students in the Building**

Students may not be in the building before 7:20 a.m. except those riding the early buses or eating in the cafeteria. All students are to go directly upstairs to the middle school hallway and remain there.

### **Food and Drink Items**

These are confined to the commons and cafeteria only. Please do not take food to your locker or your classroom. All food/drink brought out of the commons/cafeteria will be confiscated.

### **School Lunch Program**

Lunch payments should be made in advance or paid at the time the meal is purchased. If lunches must be charged, we ask that you do not charge more than \$20.00. At this point, students will need to pay for meals or bring a sack lunch. Periodic reminders of charges owed will be sent home.

### **Closed Campus**

Once students arrive on campus they will be required to stay until dismissal time at 3:05 pm unless parents/guardians check them out through the middle school office. Areas, where students are allowed to be during lunch, will be designated.

### **Care of Instructional Materials**

The cost of all instructional materials is increasing, and it is each student's responsibility to take care of their books, iPads, and all other school materials. Even if someone else tears your book up, YOU are responsible for it. Avoid putting pencils or pens in your books; it will only break the book's spine. DO NOT throw your books around or shove them into your locker carelessly.

DO NOT write in them or mark them up in any way. Students may be charged for lost, damaged, or stolen books.

## **Extracurricular Activity Eligibility**

Before a student-athlete is permitted to report for practice in an extracurricular activity, they must have a physical examination or health review documented.

Students who are engaged in extracurricular activities must be in school the day of the activity or be excused by the principal if they are to take part in that activity or event. A student must have passed five classes of the previous semester to be eligible to participate in athletics during the current semester.

Exception: In case of illness in the family, a family emergency, a funeral, or an appointment with a health care provider, the student will be eligible to participate in the activity if that student notifies the principal in advance. This rule also includes practice.

## **Insurance and Injuries**

Galena USD #499 provides supplemental insurance for all our students. However, this is a backup system to kick in only when the insurance of the parent or guardian will not provide coverage. Students that do not have insurance or the insurance company of the student will not pay are then helped with medical bills if, and only if, the correct documentation has been done. If you are injured in an activity or during a class period, your teachers must obtain the proper forms from the office, and copies of these must be filled out entirely and placed on file. The originals are then taken with the student to the healthcare provider. Once treatment has been given, the documents must be filed by the student's parent(s) or guardian(s). Failure to follow the above procedure may result in the insurance company refusing to pay any of the medical bills.

A student is covered while practicing for, competing in, or traveling to and from as a representative of the school and under the direct supervision of a full-time school employee, in any interschool activities conducted under the regulations and jurisdiction of the school and the state high school association.

## **Security Clause**

Visitors are asked to report to the principal's office upon entering the building. When exiting the building, please be sure the door is latched behind you. Your cooperation is needed and appreciated. Thanks!

## **Student Grade K-8 Electronic Access Permission Form**

Galena Unified School District 499

The Galena Unified School District 499 Board of Education is pleased to offer students and patrons of the district access to the district's computer network for electronic mail and web access. To gain access to e-mail and the Internet, all students under the age of 18 must obtain parental permission and must sign and return this form to the building's office.

Access to e-mail and the Internet will enable students to explore thousands of libraries, databases, and bulletin boards while exchanging messages with Internet users throughout the world. Families should be warned that some material accessible via the Internet may contain items that are illegal, defamatory, inaccurate, or potentially offensive to some people. While we intend to make Internet access available to further educational goals and objectives, students may find ways to access other materials as well. All internet access in the district is filtered in accordance with state and federal guidelines and we believe that the benefits to students from access to the Internet, in the form of information resources and opportunities for collaboration, exceed any disadvantages. Ultimately, parents and guardians of minors are responsible for setting and conveying the standards their children should follow when using media and information sources. To that end, the Galena Unified School District 499 supports and respects each family's right to decide whether to apply for access for their child.

Students are responsible for appropriate online behavior just as they are responsible for appropriate behavior in the classroom or hallways. Communications online are often public in nature. General school rules for behavior and communication apply.

The network is provided for students to conduct research and communicate with others. Access to the network services is given to students who agree to act in a considerate and responsible manner. Parent permission is required. Access is a privilege - not a right. Access entails responsibility.

It is presumed that users will comply with district standards and will honor the agreements they have signed. Beyond the clarification of such standards, the district is not responsible for restricting, monitoring, or controlling the communications of individuals utilizing the network.

Users should not expect that files stored on district servers will always be private. Within reason, freedom of speech and access to information will be honored. During school, teachers will guide students toward appropriate material. The following are not permitted:

- Sending or displaying offensive messages or pictures
- Using obscene language
- Harassing, bullying, insulting, or attacking others
- Vandalism or sabotage of computers, computer systems, or computer networks
- Violating copyright laws
- Using another's password
- Trespassing in another's folders, work, or files
- Intentionally wasting limited resources
- Employing the network for commercial purposes.

Violations may result in the loss of access as well as other disciplinary or legal action.

- As a user of the Galena Unified School District 499 technology resources, I hereby agree to comply with the above-stated rules - communicating over the network in a reliable fashion while honoring all relevant laws and restrictions.

Student Signature \_\_\_\_\_

- As the parent or legal guardian of the minor student signing above, I grant permission for my son or daughter to access the networked computer services such as electronic mail and the Internet. I understand that individuals and families may be held responsible for any violations. I understand that some material on the Internet may be objectionable, but I accept responsibility for the guidance of Internet use up to and including setting and conveying standards for my son or daughter to follow when selecting, sharing, or exploring information and media.

Parent Signature \_\_\_\_\_ Date \_\_\_\_\_

Name of Student \_\_\_\_\_ Grade \_\_\_\_\_

## **Electronic Devices**

Electronic devices such as video game devices, iPods, cell phones, smartwatches, and personal computers are classroom disruptions and prime targets for theft. The administrators and staff reserve the right to confiscate any electronic device.

Cellphones and smartwatches are to be powered off and stored in student lockers, during instructional time.

1. Students shall not send, share, view, or possess pictures, text messages, e-mails, or other material depicting sexually explicit conduct, in electronic or any other form, on a cell phone or other electronic device, while the student is on school grounds, at school-sponsored events, or on school buses or vehicles provided by the district.
2. Unauthorized taking of pictures or video using an electronic device is prohibited at all times during school hours. This includes but is not limited to, classrooms, locker rooms, restrooms, and other locations where one can expect privacy.
3. Students who use an electronic device to take pictures or video students during school for any reason will be subject to the school conduct policy.

Students are reminded that school rules and policies apply to all electronic devices. USD 499 is not responsible for any lost, stolen, or damaged electronic devices. To avoid consequences for cell phone violations students who need to contact parents during school hours should use phones that are available in the school office.

Should parents need to contact students during school hours they should contact the school office at 620.783.4499 ext. 1300

### **Galena Middle School Zeros Aren't Permitted (ZAP) Program**

This program is designed to provide motivation and support for students to complete assignments on time and meet their academic responsibilities. The ZAP program is designed to provide additional time as well as a homework recovery place to complete assignments left undone.

Parental involvement is vital to student success and the success of this program. It is recommended that parents discuss school work with their child and monitor student grades regularly through the PowerSchool Parent Portal. Login information may be obtained from the middle school secretary.

1. When a student's assignment is incomplete for a class, the student will receive a ZAP notice from their teacher. The student will be required to turn in the completed assignment to the ZAP box located in the middle school office by 8:00 a.m. the following day. The student will receive full credit.
  - a. The teacher who assigned the student's ZAP notice will notify the parents that the student received a ZAP notice, and that the work must be turned in by 8:00 am the following day or the student will move to the second ZAP step.
  - b. Teachers will report all students who are ZAP'd on the ZAP Google doc to ensure the teacher supervising ZAP the following day has the information.
2. If the assignment is not turned in by 8:00 a.m. the next morning, the student will be assigned a mandatory ZAP session after school that day (3:10-4:10, Monday-Thursday).
  - a. The student will report to ZAP every day until the work is completed.
  - b. When the assignment is completed, it will be accepted for full credit.
  - c. It is the student's responsibility to arrange transportation for that day.
3. If a student fails to report to a ZAP session, the student will be assigned Saturday detention.

The purpose of ZAP is many:

1. ZAP is not a disciplinary measure. Students will not receive discipline points for being assigned to ZAP unless they fail to report, refuse to attend, and/or earn a Saturday detention.
2. ZAP gives students a second chance to learn and practice the curricular standards being taught to them in class.
3. To earn credit on assignments they may have lost, forgotten to turn in, or failed to do.



4. To increase responsibility with students while building pride in their school performance.

A pattern of failing to turn in assignments may be a sign of a more serious concern. Students may need to attend after-school tutoring and learn good study habits or organizational skills. Or, there may be an indication that a student needs even more structured support which may warrant a meeting with your child's teachers, or the student improvement team to determine appropriate interventions. We at Galena Middle School believe that every student can be successful and when we partner with parents and students to communicate that failure is not an option, we believe that the student will meet the expectations and develop good habits resulting in self-responsibility and pride in a job well done. Our shared commitment to student expectations and good work habits will serve them well in their future school career as well as in life.

Zap rules and procedures may be modified to benefit student success at any time during the school year.

### **District Assessment**

Galena 499 School District complies with Kansas State Department of Education assessment requirements. At designated grade levels students will complete reading screenings, assessments of academic learning, career interest surveys, and surveys of social-emotional learning.

