

2011-2012
GALENA HIGH SCHOOL
"The Grizzlies"

www.galenahigh.com

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Administrative Team

Thomas Brown – Principal
David Murdock – Assistant Principal – Junior House
David Huffmire – Assistant Principal – Senior House
Silvia Marin – Assistant Principal – Sophomore House
Michele Parks – Dean of Students
Teresa Burrows – Athletic Director/Freshman House

Counselors

Marisa Dunne
Tracy Melcher
Jay Stuart

Office Staff

Patti Henning, Principal's Secretary
Laurie Diggs, Registrar
Megan Svare, Bookkeeper
Kay Horner, Attendance Secretary
Hilary Cheek, Athletic Secretary
Dana Leslie, Clinical Aide
Lura Raifaisen, Discipline Secretary
Juana Rising, Spanish Translator

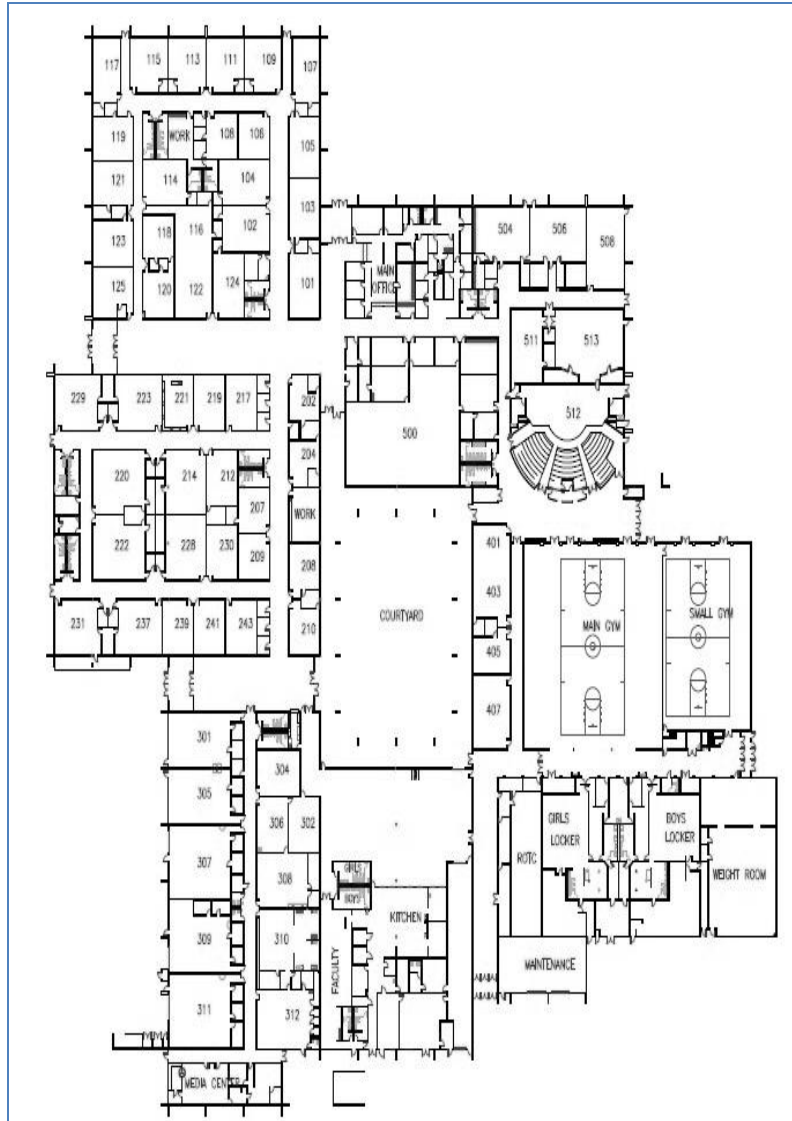
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2011-2012 School Calendar

August 29	First Day of School
September 5	Labor Day
September 10	ACT Test
October 1	SAT Test
October 12	PSAT
October 2	ACT Test
October 27	End Grading Period
October 28	Nevada Day
November 1-4	HSPE
November 5	SAT Test
November 11	Veterans Day
November 24-25	Thanksgiving Break
December 3	SAT Test
December 10	ACT Test
December 26- January 6	Winter Break
January 9	Classes Resume
January 16	Martin Luther King Day
January 18-20	Finals
January 20	End of 1 st Semester
January 28	SAT Test
February 11	ACT Test
February 20	Presidents 'Day
March 6-9	HSPE
March 10	SAT Test
March 23	End Grading Period
April 9-13	Spring Break
April 14	ACT Test
April 16	Class Resumes
April 30 – May 2	HSPE Retest
May 5	SAT Test
May 7-18	AP Exams
May 28	Memorial Day
June 2	SAT Test
June 4-6	Semester Finals
June 6	Last Day of School
June 9	ACT Test
June 7, 8 and 11	Contingency Days

GALENA HIGH SCHOOL MAP



NOTICE TO NON-ENGLISH SPEAKING PERSONS

You have the right to an English interpreter at no cost to you to ensure meaningful access to programs and activities. If you would like more information about interpretation and/or translation services or would like to request an interpreter, please ask your school principal, or call the District's central office (775)-325-2077

**AVISO A LAS PERSONAS QUE NO HABLAN INGLÉS
(Spanish)**

Tiene el derecho a un intérprete a no costo para usted para asegurar un acceso a nuestros programas y actividades. Si desea más información acerca de nuestros servicios de interpretación y traducción o desea un intérprete, por favor pregunte a la directora de su escuela o llame a la oficina central del distrito escolar al 775-325-2077.

**PAUNAWA SA MGA HINDI MAKAPAGSALITA OR
MAKA-UNAWA NG INGLES
(Tagalog)**

Kayo ay may karapatan na bigyan ng taga-salin sa wikang Pilipino upang maunawaan at maintindihan ang mga libreng programa at iba/et ibang gawain sa inyong paaralan. Ito ay libreng paglilingkod sa inyo.

Kung ibig ninyong malaman kung paano magkaroon ng tulong sa pag-intindi or pagsalin sa wikang Pilipino ng mga programa --- maari ba, magtanong kayo sa punong-guro ng paaralan o kaya tumawag sa telepono ng tanggapan / opisina ng purok (775) 325-2077.

(Chinese)

英語能力有限的家長請留意：

校區為有需要的家長提供免費傳譯員，使您能有效地認識校區所提供的課程及活動。如需要更多的資料或傳譯員服務，您可向所屬學校的校長查詢。亦可致電校區辦公室 (775) 325-2077



GALENA HIGH SCHOOL MISSION STATEMENT

Galena High School will challenge students to accomplish their academic and career skills. Galena High School will challenge students to develop academic and career skills for post high school options.

Beliefs

- **Student learning** is the chief **priority** for the school.
- Students **need to be challenged** in order to be **problem solvers**.
- Students **learn in different ways** and should be provided with a **variety of instructional techniques** in a **supportive learning environment**.
- Schools educate students to become **self-directed and responsible citizens**.
- Staff, students, parents, and the community **share the responsibility for the success** of the school as a community of learners.
- Students will **graduate career/college ready**.

GALENA HIGH SCHOOL
2011 - 2012 BELL SCHEDULE
MONDAY THROUGH FRIDAY ROTATING SCHEDULE

G WEEK

Zero Period	7:00 - 7:52am
Enrichment	8:00 - 8:30am
Block 1& 4	8:30 - 10:10am
Break	10:10 -10:25am
Block 2 & 5	10:25 -12:10pm
Lunch	12:10 -12:40pm
Passing	12:40 - 12:45pm
Block 3 & 6	12:45 - 2:30pm
7 th period	2:50 - 3:45pm

EARLY RELEASE WEDNESDAY

Zero Period	7:00 - 7:52am
Block 1 & 4	8:00 - 9:40am
Break	9:40 - 9:50am
Block 2 & 5	9:50 - 11:30am
Lunch	11:30 - 12:00pm
Passing	12:00 - 12:05
Block 3 & 6	12:05 - 1:45pm
7 th period	1:55 - 2:55pm

H WEEK

Zero Period	7:00 - 7:52am
Block 1& 4	8:00 - 9:45am
Break	9:45 - 10:00am
Enrichment	10:00 - 10:30am
Block 2 & 5	10:30 - 12:10pm
Lunch	12:10 - 12:40pm
Passing	12:40 - 12:45pm
Block 3 & 6	12:45 - 2:30pm
7 th period	2:50 - 3:45pm

Test Day 3 Hour Delay

(No Zero Period)

Block 1 or 4	11:00 - 11:55 am
Block 2 or 5	12:00 - 12:55 pm
Lunch	12:55 - 1:25 pm
Passing	1:25 - 1:30 pm
Block 3 or 6	1:30 - 2:30 pm
7 th period	2:50 - 3:45 pm

S WEEK

Zero Period	7:00 - 7:52 am
Block 1 & 4	8:00 - 9:45 am
Break	9:45 - 10:00 am
Block 2 & 5	10:00 - 11:45 am
Lunch	11:45 - 12:15 pm
Passing	12:15 - 12:20pm
Enrichment	12:20 - 12:50pm
Block 3 & 6	12:50 - 2:30 pm
7 th period	2:50 - 3:45 pm

ASSEMBLY

Zero Period	7:00 - 7:52 am
Block 1 or 4	8:00 - 9:40 am
Assembly	9:45 - 10:30 am
Block 2 or 5	10:35 - 12:15 pm
Lunch	12:15 - 12:45 pm
Passing	12:45 - 12:50 pm
Block 3 or 6	12:50 - 2:30 pm
7 th period	2:50 - 3:45 pm

Snow Day 1 Hour Delayed Start
(No Zero Period)

Block 1 or 4	9:00 - 10:25 am
Break	10:25 -10:40 am
Period 2 or 5	10:40- 12:15 pm
Lunch	12:15-12:45 pm
Passing	12:45-12:50pm
Block 3 or 6	12:50 - 2:30 pm
7 th period	2:50 - 3:45 pm

Snow Day - 2 Hour Delayed Start
(No Zero Period)

Block 1 or 4	10:00 - 11:15 am
Break	11:20 - 11:20 am
Block 2 or 5	11:20 - 12:35 pm
Lunch	12:35 - 1:05 pm
Passing	1:05 - 1:10 pm
Block 3 or 6	1:10 - 2:30 pm
7 th period	2:50 - 3:45 pm

DAILY ENRICHMENT CLASS

The purpose of Enrichment time is to provide students time to be more successful. Enrichment time is not teacher-centered instruction time. During Enrichment students will have the opportunity to work individually to:

- Make up Quizzes
- Make up Work
- Do Homework
- Conference with teacher
- Library Computer time (if arranged)
- Read
- Accomplish school wide goals that are teacher driven.

Enrichment period will help cut down school interruptions of class time: Announcements, Voting, Miracle Minute, Freshman Transition, etc. will always occur during Enrichment time.

Guidelines

1. Enrichment time is provided for students to work on academics from any class.
2. It is the student's responsibility to bring in work to do. If a student doesn't have academic work, they must bring in appropriate reading material.
3. Attendance is part of the assigned block period for that week. (For example, G Block Enrichment, 8:00 – 8:30, is part of 1* and 4* attendance).
4. Enrichment periods are not held on days with assemblies, Delayed Starts, Wednesdays, or Testing Schedules; therefore, minimal instructional time will be lost.
5. Students may leave Enrichment for academic assistance with another teacher if they have arranged for a pass **PRIOR** to Enrichment period.
6. Teachers may request to work with a student during Enrichment through a school pass **PRIOR** to the Enrichment period.

When arrangements have been made, students may only move to another class during Enrichment the first five and the last five minutes of the Enrichment period (to limit hall traffic).

ACADEMICS

ACADEMIC INTEGRITY POLICY

The academic standards of Galena High School are designed to promote a quality education through honesty, ownership, and self-respect in all aspects of schoolwork. The pursuit of Academic Integrity involves all members of the Galena High School Community in the learning process. Cheating impedes this fundamental process and compromises the integrity of students, teachers, administrators, parents, and the educational institution itself.

Cheating means gaining unfair advantage by using unauthorized information; to act dishonestly; practice fraud; or fraudulently acquire or use another's property or

words.

Some examples of cheating are:

- COPYING someone else's homework, class work, or test answers
- COPYING printed work of another person from books, magazines or the Internet without using proper citation of the source of the information.

This type of cheating is called plagiarism. Plagiarism is cheating.

- ALLOWING someone else to copy your work or test answers
- USING any kind of unauthorized device, study aid, or cheat sheet
- POSSESSING or VIEWING a copy of an exam beforehand
- SHARING test information with students who have not taken the test
- CHANGING your answers or someone else's when correcting in class

- **Be Responsible. Make Wise Choices.**

If you are unsure ask your teacher for guidance.

Before consequences are issued, a complete referral with all the facts must be sent to the Grizzly Den.

FIRST OFFENSE WITHIN A SEMESTER

- Mandatory Individual conference prior to referral between student and teacher
- A mandatory phone call to the parents by the teacher
- Students will earn a zero on the assignment with no possibility of make-up work to replace the grade
- Citizenship grade will be lowered at least one full grade for the offense
- Extracurricular activities such as clubs can ask for notification
- Reflection Activity

SECOND OFFENSE WITHIN A SEMESTER

- A mandatory phone call to the parents by the teacher
- Students will earn a zero on the assignment with no possibility of make-up work to replace the grade
- Citizenship grade will be lowered two full grades for the offense
- Mandatory parent conference with all involved parties (counselor, teacher, student, parent) (Administrator upon request)
- Extracurricular activities such as clubs can ask for notification
- Referral to the Grizzly Den will result in a one day suspension

THIRD OFFENSE WITHIN A SEMESTER

- A mandatory phone call to the parents by the teacher
- Students will earn a zero on the assignment with no possibility of make-up work to replace the grade
- Citizenship grade will be lowered two full grades for the offense
- Extracurricular activities such as clubs can ask for notification
- Referral to the Grizzly Den will result in a two day suspension

ACADEMIC INTERVENTION

A student may be referred to Academic Intervention (AI) by his or her teacher, counselor or an Administrator. This time will allow students to make up any missing assignments in their core classes and turn them in for some credit. Academic Intervention may be mandatory for any Freshman failing a core class.

Some students meet with an assigned tutor during this time as well. Students who failed more than two of their core classes during the previous quarter are assigned to a National Honor Society student tutor and meet with the tutor in the library at least twice a week during enrichment. During this time, students receive extra help with their assignments and needed assistance with comprehension of material they find difficult. It is our hope that with the extra help and time many of these students will successfully complete their classes.

ACHIEVEMENT AND RECOGNITION **ACADEMIC LETTER PROGRAM**

The Galena High School Academic Letter Program is designed to award and recognize students who have achieved excellence in academics through the preceding school year at Galena High School. It is also designed to serve as an incentive to encourage students to do well in school and pursue a rigorous curriculum! The letters are given out at the beginning of each student's sophomore, junior, and senior years based on their weighted cumulative GPA. The following formula will be used for calculating weighted GPA's. The unweighted overall GPA will be figured using a 4.0 grading scale; minuses dropped. Then for each semester of an honors course that a student passes, .025 will be added to the unweighted overall GPA, producing the weighted overall GPA. The list of designated honors courses (which includes all Advanced Placement courses) recognized for honors diploma program will be utilized in this weighting formula. Eligibility to receive such awards and recognition is indicated below:

Sophomore Year (Based on 1 st two semesters)	3.90 GPA or higher
Junior Year (Based on 1 st four semesters)	3.90 GPA or higher
Senior Year (Based on 1 st six semesters)	3.90 GPA or higher
2 nd Sem of Senior Year (Based on 1 st seven sems)	3.90 GPA or higher

The presentation of letters and awards depends upon the number of times the student has qualified for the Academic Letter Program. The total possible number of times a student can be in the program is four, and is dependent upon how long the student has attended Galena High School and the weighted, cumulative GPA he/she has accumulated, as indicated below:

1 st Award	An Academic Letter and a Certificate
2 nd Award	A 2 nd Year Pin and a Certificate
3 rd Award	A 3 rd Year Pin and a Certificate
4 th Award	A 4 th Year Pin, a Medal, and a Certificate

There will be an awards ceremony each fall to honor the qualified students and to distribute the letters and awards. A letter of notification will be sent to students (and their parents) higher through seven semester of course work will receive the award during the Senior Awards Night in the spring semester, who qualify to attend each ceremony. Seniors earning an academic letter by maintaining a 3.90 GPA.

UNDERCLASS AWARDS NIGHT

Each May, Galena High School recognizes excellence in academics through a special awards presentation. The following procedures are followed in selecting recipients:

- Individual faculty members/departments set their own criteria for honoring students.
- Recipients will receive a Galena High School award certificate as well as any individual award the teacher chooses to present.

GATEWAY COURSE OF STUDY

The "Gateway Course of Study" is designed to provide all students with the skills they need to be successful after graduation from high school, especially in math and science. Research shows that whether students leave high school and enter the workplace, the military, or a college or university the skills they need are the same.

Every high school student is encouraged to challenge him or herself by taking the most rigorous and intellectually challenging course of study available. The Gateway Curriculum is a series of classes in math and science in which all students will be automatically enrolled. This course of study includes three years of science, four years of math, including Algebra 3-4 and six classes in the senior year (total 22.5 credits). Although the Gateway Curriculum does not change graduation requirements, it does strongly encourage students to make the most of the free public education offered to them in their high school years and to prepare themselves for success after high school.

Even though every high school graduate will not continue formal education past high school, every student can and should be prepared to do so. Entrance requirements and expectations at the University of Nevada, Reno, Truckee Meadows Community College, the Millennium Scholarship program, and other post-secondary institutions and programs are increasing. Employers also expect a greater skill level for those they consider hiring. The Gateway Curriculum helps students meet those requirements and expectations.

The courses in which students are enrolled during the freshman and sophomore years will not change. In their junior year students will automatically be enrolled in a third year of science; the specific course will depend on the student's ability level and interests. In their senior year students will automatically be enrolled in a fourth year of math; the specific math course will be the next level in the math sequence, with several choices available after completion of Algebra 3-4. Students are required to take six classes in the first three years of high school. With the implementation of the Gateway Curriculum, most students would also take six classes in the senior year.

The Gateway Curriculum is intended to give students options, not take them away. Students whose interests lie in the arts, military science (ROTC), world languages, trade and technical fields, or physical education, for example, will still have ample opportunity to take elective courses in those areas. No student should be limiting his or her options in any part of the high school experience. The Gateway Curriculum is a "gateway to choice" for all students.

Students and parents who choose not to take advantage of the increased opportunity provided by this course of study may sign an "informed consent" form opting out of all or part of the Gateway Curriculum.

STANDARD DIPLOMA /GRADUATION REQUIREMENTS

According to Administrative Regulation 5127.2 (Revised), in order for a student to complete high school successfully and be awarded a standard high school diploma from a Washoe County School District high school, the student must accumulate a total of **twenty-two and one-half (22.5) credits**. Of those 22.5 credits, 16 are required and 6.5 are elective credits. In addition, each student must pass all sections of the Nevada High School Proficiency Examination (NHSPE).

High school graduation requirements and college entrance requirements are different; therefore, college-bound students will want to acquire more than the minimum credits and more than the basic requirements. Students who are college-bound should confer with the counselor late in the freshman year of high school to make sure they are fulfilling the requirements for admission to the college or university of their choice.

English	4 credits
Mathematics	3 credits
Science	2 credits
World History/World Geography	1 credit
American History	1 credit
American Government	1 credit
Arts/Humanities	1 credit
PE/ROTC	2 credits
Health/ROTC	½ credit
Computer Literacy	½ credit
REQUIRED TOTAL	16 credits
ELECTIVE TOTAL	6.5 credits
GRADUATION TOTAL	22 ½ credits

**In addition to the minimum 22.5 credits earned, all students must receive a passing grade on the Nevada State High School Proficiency Test in reading, mathematics, science, and writing as specified by NRS 389.105.

Any student not meeting graduation requirements by the end of his/her fourth high school year may: (1) contract to complete requirements by end of the summer following graduation of his/her class, or (2) re-enroll, with permission, at Galena as a fifth-year student, or (3) select an alternative means of obtaining a diploma such as a GED or adult diploma from Washoe High School.

Advanced and Honors Diploma

Consult Course Offering Book, which is available on Galena's web page at www.galenahigh.com

PLEASE NOTE: Effective for the 2011 - 2012 school year, the Gateway Curriculum requirement of a fourth year of mathematics will be used as criteria for an Honors Diploma. The weighting for all Advanced Placement courses will increase from .025 to .050 per semester. The weighted GPA will be used in determination of Millennium eligibility.

GRADING

Students will be graded for academic achievement, citizenship and participation in class. These grades will be expressed in letter form:

A	Superior
B	Above Average
C	Average
D	Below Average
F	Failure
I	Incomplete

Incomplete is a temporary grade and must be made up three school weeks after the grades have been issued. Failure to make up incompletes may result in a failing semester grade.

REPORT CARDS

Report cards are issued on a nine-week basis. Report cards are customarily issued one week after the end of the nine-week period. They are issued to the student for grading periods one, two, and three, but are mailed home following the fourth grading period.

TRANSCRIPTS

All transcripts for admission to colleges and universities will be provided through Docufide Secure Transcript. Docufide is a convenient, secure, online service at a cost of only \$5.00 per transcript. Docufide verifies the arrival of each transcript at the college or university of the student's choice. Transcripts for scholarship purposes will still be hand-processed by the registrar at no cost to the student. For more information, go to www.docufide.com.

ATTENDANCE ***BOT-P035***

The emphasis of the attendance policy is on the importance of keeping students in school based on *NRS 392.122 and providing access to the curriculum. The policy is on the WCSD website at www.washoe.k12.nv.us in its entirety. The policy requires 90% attendance in each class, each semester in order for a student to receive credit. Due to Galena High School's block schedule, a student cannot have more than four (4) absences in any class (unverified, domestic and truancy).

After the first five (5) allowed circumstance absences a semester, any succeeding circumstance absence will be coded as a domestic absence and will count against the 90% attendance requirement.

Students may have five (5) circumstance absences per semester.

Examples of *circumstance absences* are:

- Religious
- Legal
- Bereavement
- Pre-arranged
- Family business

- Personal business
- Emergencies

The definition of *domestic absences* is absences within a parent’s control. Examples of these absences are:

- Overslept and stayed home entire day
- Missed the bus and stayed home entire day
- Stayed home to baby-sit siblings
- Car trouble kept the student from attending school
- Circumstances which exceed 5 days and/or any circumstances where make-up work is not made up

Pre-arranged Absences

Must be requested at least two school days in advance of the absence and should be requested earlier than two days in advance if the absence is for an extended period of time. Note: pre-arranged absences are coded as a circumstance and students are allowed five per semester.

Parents must call or provide a written note to the school’s attendance office regarding the student’s absence within three (3) days of the student’s return to school. Notes or calls received after the third day will **not** excuse the absence. **The absence will remain unverified and will count against the 90% attendance requirement.**

Tardy Policy and Consequences:

The first four tardies in a semester are “*free*” tardies. The fifth and sixth tardy requires the attendance office to assign a Reflection Activity for each tardy (if missed 2 Reflection Activities). The seventh and eighth tardy will receive a one-hour School Beautification or Focused Intervention assignment for each tardy (if missed 2 hours School Beautification or Focused Intervention). The ninth and tenth tardy will receive a two-hour School Beautification or Focused Intervention assignment for each tardy (if missed suspension). At the eleventh and twelfth tardy and for each additional tardy from that day forward will result in a suspension. After five suspensions the student will be considered a habitual discipline problem and put out on an Emergency Suspension that could lead into permanent removal from Galena.

ATHLETICS

ELIGIBILITY

To be eligible to participate in athletics or spirit team (which includes cheer, song, stunt and the school mascot), it will be necessary for a student to meet the following qualifications:

- A student must be currently enrolled in at least **four** classes, earning a minimum of 2 units of credit from previous semester.
- A student must have maintained a minimum 2.0 GPA in academics the previous semester using a 4.0 grading system.
- Students who fail to attain a 2.0 GPA in academics the previous semester will be declared ineligible for the first nine-week grading period.
- Students who receive a failing grade in academics at the three week check will be put on probation for one week. On the Friday

of that probationary week, if there is still a failing grade, that student will be declared ineligible the following Monday through Saturday.

Please refer to the athletic packet for detailed eligibility requirements.

ATHLETIC PARTICIPATION IN COLLEGE (NCAA

ELIGIBILITY) If you think you might be interested in college sports, you should know that the NCAA (National Collegiate Athletic Association) has very strict requirements you must fulfill in high school in order to participate in Division I or Division II intercollegiate athletics. The NCAA Initial-Eligibility Clearinghouse must determine your initial eligibility status. Interested student should consult the most current NCAA Clearinghouse Guide. Obtaining the necessary information is the responsibility of the student athlete and their parent/guardian and should begin upon their enrollment in high school. For more details and guidance, talk with your counselor and your coach. To contact the NCAA write to P.O. Box 6222, Indianapolis, Indiana 46206-6222 or (317) 917-6222. The Clearinghouse numbers is (877) 262-1492 or go to the web address at www.ncaa.org.

PHYSICAL EXAMINATIONS

The Nevada Interscholastic Activities Association requires that students participating in extracurricular activities have a physical every two years during their high school career. Physicals may be performed by medical doctors, doctors of osteopathic medicine, advanced practitioners of nursing (APN's) and physician's assistants. It is recommended by Galena High School that student/athletes receive an annual physical.

The Washoe County School District requires that students complete a **yearly** athletic packet that includes a health questionnaire. These packets are available in the main office and must be submitted for clearance prior to trying out for any sport.

SPORTS OFFERED AT GALENA

FALL

Football	Cross Country (boys and girls)
Girls Golf	Soccer (boys and girls)
Tennis (boys and girls)	Volleyball
Water Polo (district team)	

WINTER

Basketball (boys and girls)	Rifle (boys and girls)
Wrestling	Ski (boys and girls)

SPRING

Baseball	Softball
Track (boys and girls)	Swim (boys and girls)
Boys Golf	Diving (boys and girls)

2011 - 2012

SPORTS LEAGUE SCHEDULE

www.highschoolsports.net or www.galenahigh.com

COUNSELING AND GUIDANCE

The Counseling and Guidance Department at Galena High School offers many services to its students, parents and teachers. These services include:

- Individual planning for the future through career and college exploration
- Testing
- Goal setting and the development of a four-year academic plan
- Personal counseling

Group and individual counseling sessions are available that address a variety of issues ranging from adjusting to adolescent development stages, understanding relationships at home and school, and to setting realistic goals for the future.

The counseling department sees student information as a high priority. A bulletin board in the reception area at the department will be kept current with information pertinent to students. Daily announcements will include counseling/guidance information, and the student's assigned counselor is always available with needed information. It is the student's responsibility to check these resources frequently.

Counseling and support are available to students and/or families facing emergency situations. Community resource information and referrals are available from our office. Parents may arrange conferences with the counselor and/or teachers by calling for an appointment.

Parent and teacher involvement is seen as a vital component in the counseling/guidance program at Galena. Parents are encouraged to contact their student's counselor through the Galena High Website (E-mail) or by phone.

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CLUBS

Clubs available at the time of publishing are:

Academic Olympics	Book Club
Bowling	Club Latino
Color Guard	Drill Team
Earth Club	FBLA
Glee Club	Helping Hand
International Club	Invisible Children Club
Key Club	Lacrosse
Ping Pong	Recycling Club
Republicans Club	Sled Club
Speech and Debate	Student Government
Thespians	Winter Drumline
Young Life	

DEPOSITS/FEES

Students in Washoe County public high schools are expected to provide their own pencils and/or pens, paper, and notebooks. Some classes require students to have one folder or notebook in which to keep papers and materials for that one class. Students who cannot afford required items may contact the bookkeeper.

ACTIVITY FEE **\$25**

An activity fee is required each year for students to participate in co-curricular activities (band, choir, speech/debate, etc) and extra-curricular activities (athletics, student leadership, clubs, etc). Paid activity fees also offer the following privileges.

1. Free entry to all home athletic events
2. Reduced rate to all away athletic events.

ATHLETIC IMPACT FEE **\$5**

Required for all student athletes.

ATHLETIC TRANSPORTATION FEE **\$25**

Transportation fee is required for students to participate in athletics

BOOK DEPOSIT **\$20**

The Washoe County School Board requires all students attending a Washoe County high school pay a \$20.00 book deposit. The book deposit carries over each year of attendance at Galena High School. If the student has accumulated fines during the school year, the book deposit is not in effect for the ensuing school year until books and materials are returned or fines are paid. The book deposit is refundable after the student withdraws or graduates. Book deposits do not transfer from one school to another. Financial arrangements can be made if necessary with the bookkeeper. ID cards are issued once a book deposit or a waiver is secured. Teachers cannot issue books without the student having a valid ID card.

CAFETERIA/LUNCH **VARIES**

Lunch fees vary. Free/reduced lunch applications are available in the school office or in the cafeteria.

CLASS OR LAB FEES **VARIES**

Many courses require a lab/materials/workbook fee. Please refer to the Galena Course offering catalog for details. All lab/material/workbook fees are used to help defray the cost of supplies and materials or workbooks given to or used by students in their own projects or assignments.

NOTE: For class or lab fees listed as “varies” please refer to the Galena High School Course Information Catalog for additional information.

ENGLISH VOCABULARY WORKBOOK **\$15**

Required for all freshman, sophomore and junior English classes.

IDENTIFICATION CARD **\$5**

Students are required to carry their Galena High School identification card at all times while on campus or at school functions. Lost or stolen cards will be replaced at a cost of \$5.

PARKING PERMIT **\$5**

Any student wishing to park his/her car on the Galena High School lot will be required to register the vehicle in the Discipline Office and purchase a parking permit.

PE UNIFORMS (SHORTS AND T-SHIRT) **\$15**

PE Uniforms are required for all Physical Education classes.

PE SWEAT PANTS **\$15**

Optional for all physical education classes.

PLANNERS **\$5**

A school planner is required for all students.

SCHOOLS TO CAREERS **\$5**

This fee is required for all 9th graders and new students.

MENICUCCI INSURANCE **\$19 and UP**

Applications are available in the office.

YEARBOOK **\$75**

Yearbook price includes CD.

Health and Safety

ACCIDENTS AND ILLNESS

Students feeling ill during the school day should report to the clinic. If the student's illness requires leaving campus, a parent/guardian will be contacted and a street pass issued. Students should not leave campus without following this procedure. If your student is vomiting, has a fever or diarrhea before coming to school, please keep him/her home for the day until symptom free for a 24-hour period.

Students who are injured at school are responsible for reporting the accident to a teacher, administrator, school police or the clinical aide. First Aid will be provided in the health clinic. If warranted, the student's parent, guardian, or other responsible adult will be notified.

Any medication requiring assistance, including over the counter medications such as aspirin, must be accompanied by a signed Consent for Medication form, and must comply with the school district's medication policy. The consent form and medication policy are available on request from the clinical aide or nurse. It is Nevada state law (NRS 392.435) that all students are in compliance with their required immunizations. Any student that is out of compliance with the Immunization Law will be excluded from all school attendance until the necessary immunizations are received. Exclusion notices will be sent by mail, with a copy of the student's immunization records, and the date of exclusion. If the student and parent neglect to show proof of compliance after being notified the student will be put out on suspension until they are in compliance.

LIBRARY

All students are eligible for library privileges and are welcome during the school day from 7:30 to 3:45 p.m. Books can be checked out with a student ID and are due in three weeks. Internet access and databases are accessible on computer stations with a signed Internet Use Agreement on file in the office and a student ID. Computer use is limited to school-related business.

The library maintains a website at:

<http://www.washoe.k12.nv.us/galena/library.html>. On this page, and on the Library's Resources page, are the library's On-line Catalog, Databases, E-books, Search Engine portal, Nevada Career Information

System, Nevada Young Reader's Award, links to newspaper websites, and a list of the magazines the library subscribes to. Off-campus access to databases is available with usernames and passwords, which are handed out on bookmarks from the library during business hours. Students are held responsible for materials they borrow from the library and overdue items are subject to 15 cents a day fine. We use the following four-step policy on overdue books:

1. Students are notified by the Automated Phone System (three times on consecutive Saturdays)
2. Reflection Activity is assigned by the Library
3. School Beautification is assigned by the Grizz Den
4. Suspension is assigned by the Grizz Den

RULES AND REGULATIONS **BOT-P039**

CONDUCT POLICY

It is expected that all students of the Washoe County School District will conduct themselves in a proper and exemplary manner. The Superintendent, administrative staff, principals, and teachers are expected to develop general rules of conduct for the welfare and safety of all students

Laws, rules and regulations are made in order to protect our rights and freedoms as individuals. All of us need to realize that in order to enjoy privileges in our society, we need to also accept the responsibilities and duties that are ours. All Galena students are expected to respect school rules, policies, and the law as well as respect the rights of others.

The following rules and regulations will provide students and their parents with specific information that will help each student to make decisions about their conduct. These rules apply on the Galena campus, any WCSD activity, District property and certain situations off campus

Administrative Disciplinary Action

The action taken will be determined by administration from the discipline office and/or school police and will depend on a number of factors including, but not limited to; state law, school district regulations, the nature of the offense, and the student's disciplinary record.

Assault and Battery

An attack on another student or on a staff member will be considered assault and battery. Immediate suspension and possible expulsion will result.

Assemblies

Student behavior and courtesy to speakers and performers at all assemblies have traditionally been exceptional, and our Student Body and School have received many compliments and accolades. **All students are required to attend assemblies**, unless otherwise excused or directed by the administration. Students who fail to attend an assembly, without a valid excuse from the office, or whose behavior at

an assembly is inappropriate, are subject to disciplinary action and may lose the privilege of attending future assemblies and will be placed in a study hall during assembly times.

Behavior

Students are responsible and accountable for their behavior. Students are expected to respond to staff in a respectful manner. Students who throw objects, cut in lines, litter, destroy property or tamper with school property will face a consequence.

Any student removed from an athletic event may not be allowed to return at home or away events until the next athletic season.

Behavior in Class- Classroom Progressive Discipline Plan

Students are expected to behave in class without disrupting the learning of others. It is the responsibility of every student to know the rules and regulations of Galena High School and the school district as listed in the student handbook. Students who disrupt the learning of others and fail to abide by the rules are subject to the due process listed below.

Consequences

1st Offense - The teacher will warn the student and the incident will be recorded on the referral form. The student is then asked to sign the referral.

2nd Offense - The teacher will meet with the student to discuss the incident. The teacher will then call the parent/guardian to inform them of the incident. The student is then asked to sign the referral form.

3rd Offense – The student is assigned a consequence for the incident. The teacher will call the parent/guardian and the student is asked to sign the referral form. Student may be sent to the Grizzly Den.

4th Offense – The teacher will fill out the referral form and send the student to the Grizzly Den. The teacher will call the Grizzly Den if the student needs to be escorted. The Grizzly Den will then assign the consequence and notify the parent/guardian.

If the student refuses to sign the referral form the teacher will write in the student signature space “student refuses to sign”.

The student is reminded that incidents of behavior problems can lead to removal from the class and loss of credit.

Bullying

Discrimination and Harassment/Sexual Harassment:

a. Notice of this policy and procedure shall be posted in prominent locations in all District buildings and shall include information about how to obtain these materials.

b. The District prohibits the discrimination, harassment, or sexual harassment of any person on the basis of actual or perceived race, color, national origin, sex (including non-conformity to gender stereotypes), sexual orientation, age, disability and/or religious preference by any individual and/or any employee or student on District property, while on District business, or at any school sponsored event, regardless of location.

c. The District prohibits retaliation against any person who has made a report of alleged discrimination, harassment or sexual harassment; or against any employee or student who has testified, assisted, or participated in the investigation of a report. Such retaliation is a violation of law and will lead to disciplinary or other appropriate action against the offender.

d. The District will provide regular training regarding harassment, sexual harassment, and intimidation to all employees. Similar training will be given to all students that have, at the sole discretion of the District, attained a suitable age or grade level.

e. The District prohibits bullying including cyber bullying and provides students, parents, and teachers with resources, mechanisms for reporting, and training to ensure a safe and respectful environment conducive to learning

Bus Procedures-WCSD

Bus transportation is provided by Washoe County School District for students living in the Galena High School attendance areas. **Use of this transportation is a privilege.** Because of the large number of students riding each bus, safety precautions are of vital importance. The bus driver is responsible for student safety and welfare while students travel to and from school. It is, therefore, necessary for all students to follow the rules established and announced by their school bus driver. Failure on the part of the student to do so can result in temporary or permanent suspension of bus privileges. In such cases, the transportation to and from school becomes the responsibility of the student's parent. Students must show their ID cards when boarding the bus. It is suggested that questions or comments regarding school bus transportation be directed to that department at 851-7084.

Bus Citations

Students who choose not to obey the rules may receive the following consequences:

1st Citation -The bus driver discusses the infraction with student and depending on the severity of the infraction, driver may issue a citation which will result in suspension from the bus up to 3 days Parent/Guardian will be contacted.

2nd Citation-Driver issues school bus citation which will be given to the school administrator. Conference will be held with parent-driver- official from transportation. Suspension from the bus is up to 10 days.

3rd Citation-All of the requirements from a second citation will be implemented and student will be suspended from the bus for 9 weeks.

Severe Citation-Below is a list of inappropriate behaviors that will result in immediate suspension of transportation privileges.

1. Physical harm or threat to another person.
2. Fighting
3. Weapons
4. Smoking or the use of drugs.
5. Constant refusal to obey the bus driver.
6. Total disruption of the bus.
7. Harassing and/or bullying.

It should be noted that any violation of school, bus or

district rules can result in additional consequences.

Computer Usage (By Students)

Students must carry their Student ID card at all times. It is required for using the network computer and must indicate Internet access, which verifies that a parental approval form was received. Computer usage is a privilege, not a right, and is for curriculum use only (no personal use: e-mail, chat rooms, games, etc.). Students that misuse this privilege will not be allowed to use any computer on campus for the remainder of the semester.

Students who manipulate the Washoe County School District/Galena High School computer network will be subject to consequences.

Computer Violations

Students are not allowed to be on district computers unless authorized by the teacher or librarian. All work must be part of the classroom curriculum assigned by the teacher.

Consequences:

1st Offense- Student is assigned two hours School Beautification loss of school computer privileges for five school days and subject to pay for the fixing of the system.

2nd Offense- Student is assigned suspension; lose school computer privileges for the semester and subject to pay for repairs and the fixing of the system

3rd Offense- Student is assigned suspension; lose computer privileges for the year and subject to pay for repairs and the fixing of the system

Controlled Substance

Students found in possession of a controlled substance, in possession of paraphernalia, under the influence of a controlled substance or have the intent to sell a controlled substance will be suspended or referred to WCSD Student Services on and Emergency Suspension from school and may also face criminal charges. These suspensions are cumulative from the seventh grade through the end of the student's high school years.

Consequences:

1st Offense- The student is suspended for ten days with seven days waived if the student and parent/guardian attend four consecutive District Substance Abuse classes.

2nd Offense -The student is suspended for ten days with five days waived if the student receives a verbal chemical assessment at the expense of the parent/guardian. This assessment should be done during the five days suspension, written proof of the assessment must be returned to the Grizzly Den. The student and parent/guardian must attend eight consecutive alcohol/drug related programs approved by the district. Written proof must be presented to the Grizzly Den office staff weekly.

3rd Offense- The student will automatically receive a ten day suspension from school. The student will be on emergency suspension; this initial suspension shall not exceed ten school days, and is for the

purpose of investigation, review, and determination of final action to be undertaken in this matter.

The privilege of attending dances/proms will be affected by any substance abuse violation or violence towards another student or staff. A minimum of ten hours of School Beautification and all assigned VIP/SIP classes must be finished three days prior to dance/prom in order to attend.

Dances

Dances are open only to Galena High School students in good standing. Only Galena High School juniors/seniors and guests may attend the Junior/Senior Prom. Students must pay all fees owed to the school by 2:30 the Thursday prior to the dance before attending prom.

If a student wishes to invite a guest not from Galena, a guest pass must be obtained from the main office and approved by the Assistant Principal for the guest to attend. Students and/or guests with previous behavior concerns will be denied the opportunity to attend any dance.

Note: Students should receive approval prior to incurring any expenses which may not be refunded should the guest not be approved.

Guest Pass Criteria:

- **Only one guest per Galena student.**
Potential guests must be 20 years old or younger (the day of the event).
Middle school students will not be allowed to attend.
The deadline for submission of a guest pass is **2:30pm the Wednesday prior to the dance.** Students failing to submit a guest pass in a timely fashion will be denied acceptance of the guest.
- **The Application/Contract must be read and signed by the guest, the student, and the student's parents, and an administrator of the guest's current school. This contract indicates that the Galena student's parent acknowledges that their student will be held accountable for the actions of the guest.**
- **The guest and sponsor must arrive together with the guest pass and photo ID. They also must leave the dance together.**
- **The Galena High School administration reserves the right to deny any guest pass application. If the guest has had any incidents of substance abuse, fighting or inciting a fight he/she will be denied the privilege of attending as a guest to any Galena dance/prom.**

All rules pertaining to student behavior must be observed at all student functions. Students wishing to attend a dance must present his/her **student ID card** to gain admission. Students not having an ID card may not be allowed to enter. Students who arrive after 9:00 P.M. to a dance/prom **may not** be allowed to enter. **No** liquid containers of any type will be allowed at the dance. No bags or backpacks are allowed at the dance and all purses will be searched. All students and guests to any dance may be asked to perform a preliminary breath test (PBT).

Students who are currently on a suspension will **not** be allowed to attend a dance/prom at Galena High School.

Galena High School and the Washoe County School District take incidents of violence, drugs, and/or alcohol very seriously. The privileges of attending dances/proms will be revoked from students who violate school rules regarding violence, drugs, and/or alcohol.

Students that have their dance/prom privilege revoked may work ten-School Beautification hours after school in order to reinstate this privilege. This is only an option for a student's first offense. Students who wish to take advantage of this option must meet with the Discipline Office. School Beautification hours must be completed at Galena to the satisfaction of the Grizzly Den before the privilege of going to dances/proms will be reinstated. The deadline to complete School Beautification is 5:00 the Thursday prior to the dance. Students failing to finish School Beautification in a timely fashion will be denied entrance to the dance.

Debris/Littering

Students found leaving or throwing debris will be assigned the following consequences:

- 1st Offense** - Student will be assigned one-hour School Beautification (after school).
- 2nd Offense** - Student will be assigned two-hour School Beautification (after school).
- 3rd Offense** - Student will be placed on suspension.

Reflection Activity Rules

1. Reflection Activity Study Hall is conducted ten minutes after the lunch bell.
2. Students will be in their seats and ready to work.
3. Students do not have time to buy their lunch and must bring something from home. Students are allowed to eat in Reflection Activity.
4. Students should bring study materials to Reflection Activity.
5. There will be no talking. Disruptive students will be asked to leave and will not receive credit for attendance. Students will be assigned additional days.
6. Students who fail to attend assigned will be assigned 2 additional days. Further missed Reflection Activities may result in suspension. Upon returning to school any Reflection Activity days not served will need to be made up.

Designer Drug/Tobacco/Nicotine Products

All students and student/athletes at Galena will face consequences as laid out by the Galena High School and Washoe County School District Substance Abuse Policies, and the NIAA drug and alcohol policy for the possession and/or use of designer drugs, e-cigarettes, tobacco products, or any other products that when used produce a reaction that is similar to an illegal drug or tobacco product or if the product is used to deliver

nicotine without the user having a prescription from a doctor.

Since there is no way to keep up with the ever-growing production and names of these substances, the Galena administration reserves the right to levy consequences for the use of other substances if it is determined that the substance is meant to serve as a vehicle for giving the user a reaction that is similar to an illegal drug or tobacco product or if the product is used to deliver nicotine without the user having a prescription from a doctor.

Disruption of School (NRS 392.910)

To disrupt the school environment is **against the rules and law**. Violators can be suspended and may face criminal charges.

Dress Code (SEC-P5302)

The United States Supreme Court rendered a decision in 2000 that school administrators can establish policies prohibiting conduct, which materially and substantially interferes with the educational process. This includes, but is not limited to, inappropriate clothing or attire. The Court noted that it is a highly appropriate function of public school education to prohibit offensive language or clothing in public discourse. The First Amendment does not prevent schools from establishing guidelines to prevent the undermining of their basic educational mission.

The primary responsibility for dress and grooming rests solely with our students and their parents and/or legal guardians. However, the school district does reserve the right to establish a comprehensive dress code with limitations for students which addresses what clothing they may wear and how they may wear that clothing. School authorities have the professional responsibility and legal sanction to enforce student dress requirements, and within this authority, the right to request that students change their attire to conform to the Washoe County School District High School Dress Code. The following requirements are not intended to silence expressive conduct, but instead, constitute an attempt to maintain a productive, safe, learning environment.

As specified in Washoe County School District administrative regulations, “the dress or grooming of all students must not present potential health or safety problems or cause distractions.” Specific prohibitions or limitations include, but are not limited to, the following:

Condition and Wear of Clothing

- Nothing that distracts or poses a safety hazard
- No holes, rips, or tears that reveal the body
- No tight-fitting leg coverings of any kind or any revealing clothing
- No body paint

Safety

- No clothing that can pose a potential health or safety problem
- No gloves inside the building; no single glove at any time
- No jewelry or chains that can cause injury

- No hanging chains
- No metal spiked or metal studded accessories

Tops/Skirts/Dresses

- Tops must cover the upper and middle torso at all times.
- Skirts must cover the lower torso with no skin showing between top and skirt
- Skirts, dresses and shirtdresses must be at least mid-thigh in length; no mini-skirts
- No exposed undergarments
- No halter, tank or tube tops; no transparent, half, or muscle shirts
- No exposed shoulders
- No low cut necklines, exposed cleavage, or spaghetti straps
- No pajamas, lounge wear, or bath robes
- Inappropriate tops may not be covered with sheer shirts, sweatshirts or jackets

Pants/Shorts

- Must cover lower torso with no skin showing between top and pants/shorts
- No exposed undergarments
- No sagging pants or shorts
- No single rolled up pant leg
- No exposed buttocks
- Belt buckle monograms must be appropriate
- No hanging or extended belt lengths
- No unfastened overalls
- No cut-offs
- Shorts must be hemmed and at least mid-thigh in length
- No mini-shorts; no spandex shorts

Head Coverings

- No head coverings or sunglasses worn in the building or courtyard during school hours
- Exceptions are made for religious or medical reasons
- No bandanas (all colors), do-rags (all colors), hairnets, surgical/shower caps, or hair picks at any time on campus or at any school-sponsored event

Footwear

- Proper footwear at all times
- No house slippers

Language / Illustrations on Clothing

- Proper footwear at all times
- No obscene, vulgar, profane, or derogatory language or illustrations on clothing
- No sexual overtones, or anything that promotes weapons alcohol, drugs, tobacco, gang membership, or violence
- Nothing that may be deemed a safety issue

Gang Attire

All items that have been identified as gang-related by local law enforcement agencies and WCSD school police are prohibited. These may include but are not limited to:

- No dangling belts
- No chains
- No unfastened overalls
- No sagging pants/shorts

- No single rolled up pant leg
- No hairnets, bandanas, or do-rags (all colors)
- No blue or red shoelaces on footwear at any time; other colors may be deemed inappropriate as necessary to protect student safety on campus
- No altered insignias or graffiti
- No jewelry or belt buckles symbolizing any gangs
- No graffiti in or on personal belongings symbolizing any identified gang

Consequences

At the beginning of the 2011 - 2012 school year if a student violates the dress code she/he will be given a warning by school staff. Dress code violations remain in place for the **entire** school calendar year. Student will notify parent or guardian of the warning. The student must correct the clothing violation at that time, prior to returning to his/her class schedule. Refusal to change clothes will constitute insubordination. After the first five school days of the 2011 - 2012 school year, the warning system will be terminated and the following sequential and progressive discipline plan will be followed:

First Offense

1. Parent notified
2. Student must change clothing
3. Student assigned Reflection Activity
4. Student warned of consequences for second violation
5. Consequence/conference entered in student discipline documentation

Second Offense

1. Parent notified
2. Student must change clothing
3. School Beautification, Focused Intervention or Suspension
4. Student warned of consequence for third offense
5. Consequence/conference entered in student discipline documentation

Third Offense

1. Parent notified
2. Student must change clothing
3. Out-of-school suspension assigned
4. Warned that any further violations will result in multiple days of suspension
5. Consequence/conference entered in student discipline documentation

Electronics (BOT-P039)

All electronic devices (the following list is not all inclusive) are not to be used during instructional time:

- CD Players, MP3 players, IPODS, Phones, Game Boy, Cameras, Laser Pointers, Calculators, etc...

Cell phones and other electronic devices are not to be used in the building during instructional time. Technology violations remain in place for the entire school calendar year. The school progressive discipline plan will be followed.

1st Offense - The device will be confiscated and returned at the end of the day. Reflection Activity will be assigned and parents called.

2nd Offense - The device will be confiscated and Focused Intervention or School Beautification is assigned. Parents contacted and required to pick up electronic device within ten school days.

3rd Offense- The device will be confiscated and the parents contacted and required to pick up electronic device within ten school days. Suspension will be issued.

Fighting

Students involved in a fight will be subject to the disciplinary policies laid out by the WCSD. Students may also be subject to criminal consequences.

1st Offense- The student is suspended for ten days with up to seven days waived if he/she attends the district Violence Intervention Program.

2nd Offense- The student is suspended for ten days with up to five days waived if they attend the district second Violence Intervention Program. If a student has past discipline issues an Administrator may place the student on an Emergency Suspension, which can result in permanent removal from Galena High School and all other Washoe County Schools

3rd Offense-The student is placed an Emergency Suspension for up to ten days. The student re-enrolls in the district Violence Intervention Program and receives counseling or psychological evaluation by a district staff psychologist.

- **The police can cite and/or arrest students that are involved in a fight or for inciting a fight.**
- **The privilege of attending dances/proms will be affected by any fighting/inciting violations throughout the entire calendar year.**
- **These suspensions remain in effect through the end of the school calendar year.**

Forgery

The act of copying or falsifying documents or signatures to deceive.

1st Offense- the student will receive one-day suspension or 6 hours School Beautification.

2nd Offense- and there after the student will be suspended.

Guests

Student guests and non-student visitors are **not** allowed on campus during regular school hours at any time, including nutrition breaks, and lunchtime. This rule is in place to insure and maintain the safety, security, and liability insurance that have been established for our school. Parents are invited to visit our school or campus at any time,

but are requested to check in at the school's Main Office, when arriving on campus. All visitors must wear a visible visitor's pass. If there is an official reason for a non-student or visitor to be on campus or in the building during the regular school day, it is mandatory that he/she checks in and registers in the Main Office with a school administrator. Unauthorized persons will be asked to leave the school premises by school staff and subject to trespass.

Harassment/Sexual Harassment/Discrimination (WCSD 5144.21)

Any student or parent/guardian who has a question or concern or would like a copy of the District's Administrative Regulation and information forms for filing a complaint based on discrimination, harassment or retaliation should contact an administrator at the school or the WCSD Legal Division. Notice of this policy and regulation shall be posted in prominent locations in all district buildings, including information on how to receive copies. Notices shall also be included in student handbooks given annually to families. Notices will be updated annually with the names, locations and numbers of contact persons throughout the school district.

The Washoe County School District is committed to a discrimination- and harassment-free, working and learning environment. Discrimination and harassment adversely affect morale and productivity and interfere with students' ability to learn. The district prohibits discrimination and harassment of any person on the basis of that person's actual or perceived race, color, national origin, sex (including non-conformity to gender stereotypes), sexual orientation, age, disability and/or religious preference. The district will not tolerate harassing behavior including sexually harassing behavior between members of the same or opposite sex. The school district also prohibits harassment of individuals who are believed to have a relationship with persons who are protected on the basis of actual or perceived race, color, national origin, sex (including non-conformity to gender stereotypes), sexual orientation, age, disability, and/or religious preference. Such behavior is just cause for disciplinary action. The district will act promptly on reports, (including informal reports), complaints, and grievances of discrimination, harassment/sexual harassment, or retaliation, that come to the attention of the district. School district staff who witness behavior that appears to violate this policy will take such measures promptly to stop such behavior, and if necessary separate the persons involved to protect the target of harassment; and further will report such apparent violations to the Legal Division.

The district prohibits retaliation against any person who has made a report of alleged discrimination, harassment or sexual harassment or against any employee or student who has testified, or assisted, or participated in the investigation of a report. Such retaliation is itself a violation of law and will lead to disciplinary or other appropriate action against the offender.

It is the policy of this school district to provide regular education about harassment and sexual harassment and intimidation to all students who have attained a suitable age or grade level, as determined in the school district's sole discretion. It is also the policy of this school district to

provide regular training to staff regarding the prevention of and proper response to harassment, sexual harassment and intimidation of students. Such staff training shall be regularly scheduled in the school district's discretion in a manner calculated to reach all staff commencing with the 2011 - 2012 school year, with periodic updates as needed, and with regularly scheduled training sessions conducted at least every other year.

This policy applies to discrimination, harassment and sexual harassment by an individual and/or any employee or student on district property, while on district business, or at any school-sponsored event regardless of location.

Hallways

Students are to move through the hallways on the right side. Students are not to stand or sit blocking the hallway traffic.

Horseplay

Horseplay is prohibited. Horseplay can result in a school disturbance and consequences may be issued. If a student or employee is injured because of horseplay, it may constitute a battery.

Identification Cards

All students are required to have an ID card on his/her person every school day and all school events. Cards can be purchased for a \$5.00 fee. This card is to be in the student's possession at **ALL** times while they are on school grounds or at a school function. Lost, damaged or broken cards must be replaced immediately for a fee of \$5.00. **Failure to have an ID while on campus will result in a Reflection Activity, School Beautification, Focused Intervention or Suspension.**

Inappropriate Language

No obscene, vulgar, abusive, or derogatory language is to be used on school campus or at any school activity.

First Offense

1. Parent notified
2. Student assigned Reflection Activity
3. Student warned of consequences for second violation
4. Consequence/conference entered in student discipline documentation

Second Offense

1. Parent notified
2. Student assigned 1 hour School Beautification or Focused Intervention
3. Student warned of consequence for third offense
4. Consequence/conference entered in student discipline documentation

Third Offense

1. Parent notified
2. Student assigned out-of-school suspension
3. Warned that any further violations will result in multiple days of suspension

4. Consequence/conference entered in student discipline documentation.

Profanity directed at a teacher or staff member is an automatic two-day suspension.

Insubordination

Although there are various degrees of insubordination some things are concrete.

Students who fail to respond to a staff member's instructions.

1. Student will be placed on assigned Reflection Activity for the first offense. Any continuation of similar insubordination may result in suspension.

Students who fail to respond to a staff member's instructions and the use of profanity is involved, but not directed at staff.

1. Students will be suspended for one day for second offense.

Students who fail to respond to a staff member's instructions and respond towards them with any type of profanity.

1. Students will be suspended for a minimum of two days for third offense.

Staff members may request a parent conference on any insubordination offenses.

Lockers

A student may request one locker in the corridor for books and outer clothing and one locker in the gym area for gym clothes. Book lockers are assigned through the office. Gym lockers are issued through the physical education department at no cost. Students are **not** to share lockers. Students who damage or alter a locker in any way, causing repair, will be required to pay for such repairs. School Police and /or Administration have the right to search any locker. See **Searches of Students** for further information.

Lost and Found

Lost items found on campus should be turned in to the Grizz Den. The owner may claim them by properly identifying the lost item. Any item **not claimed within 30 days** will be disposed. All students are strongly encouraged to leave valuable and expensive items at home.

Messages

Messages or personal articles to students from parents or guardians are delivered through the office. **ONLY emergency messages** from a parent or guardian will be hand delivered to the classroom.

Parking/Driving/Violations

Cars parked on campus must be properly registered in the Discipline Office (Grizzly Den). There is a \$5 charge to obtain a parking permit to register each vehicle for each year.

Specific parking spaces are not assigned; students are required to park in **paved** designated areas, within the lines, and one vehicle to a space. Student and general parking lots are located in front of the school. The back parking outside of the ROTC and Vocational wings is for **faculty parking only**. Students may park in the faculty parking lot after 2:30 p.m. Visitor parking is clearly marked and is reserved only for visitors. All red zones are fire lanes and are reserved for emergency vehicles

only. Any vehicle parked in the fire lanes will be cited. Designated bus areas are also restricted areas.

As a matter of safety and security, students are asked not to loiter in or around the parking lot during the school day. Please keep your car locked and valuables hidden from view. The lots are patrolled daily by our school police.

The posted speed limit on public roads around Galena is **15 mph** during school hours. Maximum speed limit in the school parking lot is **10 mph** during school hours and all school events. Police officers and administration may issue citations and/or revoke parking privileges for those who exceed the speed limit, drive carelessly or otherwise violate driving/parking regulations in addition to any school penalty.

Violations of any of the above will result in a citation, Reflection Activity, suspension and /or loss of parking privileges.

Consequences:

1st Offense- The student will be issued a minimum of one Reflection Activity.

2nd Offense- The student will be issued a minimum of one Focused Intervention or School Beautification.

3rd Offense- The student will be issued a one-day suspension and loss of parking privileges on campus for the remainder of the semester.

Vehicles parked illegally at red/yellow curbs, fire lanes, bus lanes or handicap parking spaces can be subject to a police citation.

Passes

All teachers and offices are equipped with lanyards for their students to use for hall passes. **Student must have an ID to use classroom hall pass.** Students who misuse the pass i.e. not going to requested area, going to the vending machines and being gone for an excessive amount of time will be assigned a Reflection Activity and could lose their pass privilege.

Personal Property - Liability

All students are responsible for any instruments, books, equipment or other items that they have on campus, whether they are owned by the students or have been entrusted to the students by the Washoe County School District or others. Please be aware that the Washoe County School District and Galena High School are not an agent for any student and are not responsible for any loss, theft, or damage to any such items, whether in the student's possession or stored/left on campus or other school property. It is strongly recommended that students not carry more than \$5.00 in cash. Any payments that need to be made should be made with a check.

Possession and/or use of weapons (NRS 202.265)

Possession and/or use of a dangerous weapon (PDW) will result in immediate suspension from school and possible expulsion. A PDW is not limited to the following: knife, paintball gun or airsoft gun.

School Police

Galena High School has been assigned school police officers by the Washoe County School District. These officers are on campus to provide for the proper safety and welfare of students, personnel, and property of the Washoe County School District. **These officers are sworn law enforcement Peace Officers of the State of Nevada in and for the County of Washoe.** They have the same police powers as those held by a city policeman or a county sheriff's deputy.

At school or at any school activity, if students are approached by a school police officer, they should cooperate to the fullest with the officer. Failure to do so could mean that the student will face disciplinary action from Galena High School and, in addition, could be subject to citation or arrest by the officer for interfering with or delaying him/her from doing his/her proper duty. Students must produce their school I.D. whenever requested to do so by authorized school personnel.

Searches of Students (SSDA-P110)

The primary function of the public schools is education.

In order to serve this function, the schools must maintain discipline and order and must provide students with physical safety and security.

School officials and teachers act in *loco parentis* to the students during the time students are under their supervision.

To provide an orderly and safe school environment, the school must control the behavior of students and prevent the introduction by students of harmful, damaging, unlawful or deleterious items onto the school premises. The law, therefore, permits school authorities to search students, their personal possessions and their desks and lockers under appropriate circumstances.

A decision to search a student, his/her possessions, or any school property or area assigned to him/her for his/her individual use shall be made in accordance with the following guidelines:

1. Student's Rights and Responsibilities

The student has a right of privacy in his/her person, his/her personal belongings and effects and his/her personal automobile parked on school grounds; but that right is limited by the needs of all students for a safe, calm and orderly school environment.

Students shall not carry or conceal or bring onto the school premises any material that is prohibited by law or published school district rules, regulations or policies or any material that will detract from the maintenance of a calm, orderly and safe school environment.

2. Searches

A teacher, administrator or other school employee designated by an administrator may search the person of any student, the personal effects in the student's possession, or the student's automobile parked on school grounds, under any of the following circumstances:

- a. The search is made in connection with a lawful arrest.
- b. The search is made with the voluntary consent of the

- student.
- c. The search is conducted on the reasonable suspicion that the student is engaged in an activity which violates a law or published school district rule, regulation or policy or that the student is carrying, concealing or sequestering material the possession of which is prohibited by law or by published school district rule, regulation or policy.

If the search is made with the consent of the student, there should be a witness to the obtaining of the consent and to the search.

The teacher, administrator, or other designated school employee making the search shall be of the same sex as the student searched, unless the need for an immediate search requires a search by a teacher, administrator or school employee of the other sex. When the search is made by someone of a different sex than the student searched, there should be a witness to the search.

The search of a desk or locker assigned to a student may be done at any time pursuant to either of the following rules:

- a. The search is made to maintain discipline and protect the students from the introduction into the school of offensive or undesirable materials, or
- b. The search is made on the reasonable suspicion that the student is engaged in an activity which violates a law or a published school district rule, regulation or policy or that the student is using the school property in the form of a locker or desk for illegal or wrongful purposes or to sequester material the possession of which is prohibited by law or by published school district rule, regulation or policy.

In all other cases, a search warrant should be obtained before a search is conducted.

New Jersey vs. T.L.O. 46945325 (1985) allows school staff and administrator to search students, students belongings, bags and vehicles.

3. Reasonable Suspicion

In those cases requiring a reasonable suspicion as the basis for the search, the school official or employee authorizing the search shall have a reasonable suspicion that the fruits or implements of a crime or unlawful act will be found, or that a weapon or other material the possession of which is prohibited by law or by school district rules, regulations or policies will be found. A reasonable suspicion is a subjective, good faith, history and record in the school, the reliability of the information giving rise to the suspicion and the seriousness and prevalence of the problem in the school. The required "reasonable suspicion" must be based on facts relating to a particular student whose person, belongings, automobile, desk or locker is to be searched and such suspicion must arise immediately prior to the proposed search.

4. Limitations on Right of Privacy: Lockers and Desks

The student does not have the exclusive right to possession of the

locker or desk to which he or she is assigned and the school reserves the right to conduct searches of lockers and desks as outlined in Section 2 above. Each student shall accept and use the assigned locker or desk on such basis.

5. Canine Sniff

The school district may conduct canine searches of school hallways, lockers, classrooms, buildings, parking lots, and other school property through the use of a canine unit. A canine unit consists of a qualified handler, and a dog specially trained to detect illegal or prohibited substances, weapons or bombs.

If a teacher, administrator, other school official, employee, school police, or security personnel, have a reasonable suspicion to believe that a student or students have in his/her/their possession a weapon or a controlled substance or material which is prohibited by law or school district rules, regulations and policies, a search may be conducted by the canine unit on campus. Such a search of a student may only be conducted on reasonable suspicion, described above in paragraph 3.

6. Role of Law Enforcement Agencies

School personnel should call for assistance from the School Police Department when there is reason to believe the situation is dangerous. If a search by school personnel results in the discovery of materials the possession of which is prohibited by law, the district's School Police Department shall be notified and the materials shall be turned over to them.

Skating

Leave skateboards, scooters, motorized scooters, grinding shoes, roller-skates and roller blades at home.

Suspensions Expectations

Student loses the privilege to attend any Galena High School dance/prom or activity during the suspension time. Student may earn back the privilege to attend Galena High School dances/proms by completing ten hours of School Beautification instructed by administrator/supervisor. Student is trespassed from all WCSD schools until end of suspension.

Theft

Any student caught stealing or attempting to steal will be subject to the appropriate consequences by School Police and the Grizzly Den.

Tobacco Products

The possession or use of tobacco, cigarettes, chewing tobacco, etc. is prohibited on school grounds, within the line of sight of the campus or at school sponsored activities and athletic events to include time spent on any form of WCSD transportation. The **only** exception to the line of site is the Northwest corner on Grizzly Way and Butch Cassidy.

Consequences:

1st Offense- The student will be assigned Reflection Activity.

2nd Offense and there after the student will be suspended.
Each offense the parents will be contacted.

Use of Telephones

Students are not to use the office phone for personal calls except in emergency situations and with staff permission.

Vandalism and Property Damage

Students who destroy or vandalize school property will be required to pay for losses or damages. Permanent markers are not allowed on campus. If a student willfully destroys school property (to include lockers) consequences will result to include possible suspension and/or expulsion. School Police will be notified. If a student should happen to damage something by accident, he/she should report it to a teacher or the office immediately in order to avoid the above consequences.

School Beautification Expectations

The Washoe County School District permits the use of School Beautification as a disciplinary option at the high school level. School Beautification is one of the options the administration may use for inappropriate behavior.

1. You must be on time.
2. You will be instructed what to do by an administrator/supervisor.
3. Failure to complete the assigned work successfully will lead to no hours credited and may lead to out of the school suspension.