

**Galena Interior Learning Academy**  
*Galena City School District*



**Residence Life Handbook**  
**2019-2020**

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## **The GILA Pursuit of Excellence**

This handbook is presented to you as a member of the Galena Interior Learning Academy Community. It is my hope that this document will be a ready reference clarifying behavioral expectations and policies that have been established to ensure each student's educational and personal growth, while also ensuring the effective functioning of our educational institution. The school administration reserves the right to change or modify the rules, regulations, and policies found within this handbook and will publish those changes as they occur.

If the function of education is to enable us to become the most that we can be, then there is no such thing as a minimum acceptable standard. I call upon you to help us in our pursuit of excellence. This Residence Life Handbook will provide you much information that you will need to know about life at GILA, but it is you, as a concerned, engaged member of this community, who can provide meaning and enjoyment to your life and time on this campus. Meet your peers and neighbors. Get involved in sports and extracurricular activities. Take advantage of opportunities presented to you, and never limit yourself. Most of all use what Galena Interior Learning Academy has to offer you to make the most out of your high school and post-secondary years.

You can succeed.

The members of the Residence Life Staff, the Faculty, and the Administration join me in offering our assistance to you. Please feel free to call upon us. The policies in this handbook were carefully designed to protect your right to be safe, supported, and successful. Should you need clarification of these expectations or rules, or should you have questions or concerns, please send them my way. I can be reached at 907-656-2112, or you can email me at [ben.blasco@galenanet.com](mailto:ben.blasco@galenanet.com).

Welcome to Galena Interior Learning Academy, and congratulations on a positive choice towards a future of wide-open possibilities.

Ben Blasco  
Director of Residence Life

## **Galena City School District Mission Statement**

Active, enthusiastic engagement that inspires learning for every student, in every content area, every day

### **Galena Interior Learning Academy Statement of Mission and Purpose**

The administration, faculty, and staff of GILA are committed to:

- maintaining and promoting excellence in preparation, performance, and attainment of vocational goals.
- promoting and fostering the involvement of family in each student’s educational experiences.
- helping each student to continue toward the achievement of his or her potentiality and a personal lifestyle founded on integrity, purpose and meaning, respect of self, others, and the community, and happiness.
- enabling each student to think, move, and interact with freedom and confidence within a secure, safe environment that is cross-cultural in content and diverse in form.
- creating in each student an intellectual curiosity about the wholeness of knowledge and a concern for the value of judgments that are critical to wise decision-making and a creative life.

### **Galena Interior Learning Academy Residence Life Vision**

Students know that they are cared for and respected by the Residence Life Staff and that their physical and emotional safety is the highest priority of the adults around them. All students share the value of keeping each other safe. Students live in a residential setting surrounded by a culturally diverse group of peers from across Alaska. They experience a variety of activities during the course of their stay. Students have opportunities to relax, have fun, make new friends, and experience new things. By living in this setting, students’ intellectual and creative curiosity grow as does their judgement and their ability to make wise decisions.

## Philosophy of a Residential Campus and Residence Life Program

Students at Galena Interior Learning Academy agree to make their school their home. The Residence Life Staff goes to great lengths to ensure that each student resident is provided with the security of community and personal boundaries, while at the same time, encouraging growth and learning to the fullest extent possible within this safety net. The rules and policies within this handbook seek largely to give parents a peace of mind that their sons and daughters are given the proper care and support they need to succeed physically, emotionally, academically, socially, and spiritually during their stay here. The expectations of the staff and students exist to foster a positive living and learning environment that benefits both the individual and the community as a whole.

There are many struggles involved in sharing space with others. Living under the rules of someone other than your parents, and simply by having formal policies established to guide your daily routine, both inside and outside of the classroom. However, the education students acquire from the social and interpersonal experiences of residential life plays a vital role in developing a well-rounded, concerned, engaged, and inquiring human beings.

The aims and goals of the school's residential nature complement the stated mission of Galena Interior Learning Academy. Thus, the objectives and mission of the Residence Life Program, like those of the overall school, focus on the individual and his or her relationship to the community in which he or she lives. To this end, the Residence Life Staff will strive to achieve the following goals:

- to provide a physical environment that is compatible with the needs of the student residents, including health and safety.
- to maintain an environment that recognizes the school's academic and Career and Technical Educational programs and places a high priority on the pursuit of academic achievement.
- to assist students in developing a positive regard for their living area as well as that for the larger Galena community.
- to promote acceptance and mutual respect among all residents by developing an awareness of one's own responsibilities and rights, as well as the rights and responsibilities of others.
- to promote an environment in which students are encouraged to develop a broader understanding, acceptance, and appreciation of those with diverse attitudes, views, and cultures, while allowing them to explore and embrace their own.
- to help residents become aware of their emotions and to develop constructive ways of expressing them.
- to provide opportunities through which one is able to develop and practice mature interpersonal relations and social skills.
- to provide opportunities for students to develop and apply effective leadership skills.
- to provide programs which supplement and complement classroom experiences and objectives.
- to promote an environment, which recognizes each individual's need for some degree of privacy.
- to acquaint students with the numerous campus and community resources through which one may obtain specialized assistance.
- to build strong, supportive relationships with each student so as to best help them to develop positive assets and a support network of protective factors for increased resiliency in life's endeavors.
- to develop an awareness in all students of their responsibilities and rights, as well as the rights and responsibilities of others.

## I. GILA Campus and Facilities

Galena Interior Learning Academy's campus is located in Galena, Alaska, in the heart of the Interior on the mighty Yukon River. Positioned on and around the former Galena Air Force Base and adjacent to the airstrip, just north of the river and northwest of town, GILA is surrounded by wilderness. The campus is continuously growing and changing, with new buildings being obtained, remodeled, or built. The many facilities available to students provide the luxuries and technology less common in typical Alaska bush communities. Likewise, the community of Galena offers a multitude of leisure and outdoor activities, community and cultural events, and valuable resources and services.

### Academic Buildings

To offer the variety of secondary and post-secondary educational and vocational programs, GILA consists of many specialized buildings designed and designated for particular programs and uses. This offers students ample space, more than adequate facilities, and the necessary tools and materials needed for their course of study and various interests. For this reason, these facilities are reserved for the appropriate activities and studies they were intended for, and particular policies and procedures may apply to each of them.

#### School Composite Building

The primary academic building, the composite building, holds six classroom areas and most of the administrative offices. The theater/auditorium is also located in this facility, where many movie showings and performances are hosted for the entire community of Galena.

#### Building 1845: Automotive Shop and Admissions Building

Adjacent to the school composite building, the Automotive Shop is home to the automotive program facilities and one classroom.

#### Aviation Hangar

Located along the airstrip, the aviation hangar houses our aviation ground school and flight school programs.

#### Cosmetology Building

Designed to accommodate a multitude of studies within the secondary and post-secondary cosmetology programs, this instructional classroom that doubles as an instructional facility and local salon.

#### GILA Gym

The GILA Gym houses all of our physical education and health science courses. It has two complete locker rooms, a gym, a weight room, two racquetball courts, and provides recreational use in the evenings and on weekends.

#### Construction Trades

This building houses all of our construction trades courses that includes AutoCad, carpentry, wood working, welding, and electricity.

#### Headquarters

Housed in the former Headquarters Building is several classrooms.

#### Sidney Huntington School

GILA and the Sidney Huntington School share students and course offerings. GILA students taking courses on the Sidney C. Huntington School campus will be transported to and from the Sidney Huntington School as their class schedules dictate. Generally, GILA students who have classes at both Sidney Huntington School and GILA will have classes at the same school either all day or part of the day, either before or after lunch. Extracurricular activities, and open gym night are also held at the Sidney Huntington School. Policies and descriptions of the Sidney Huntington School can be found in the Galena City School District Handbook.

### Ptarmigan Hall

Ptarmigan Hall is the secondary education student residence hall. Its three stories can accommodate up to 350 students and several live-in staff members, and it allows additional space for lounges, activity rooms, programming, offices, etc. The upper floors benefit from a view of the airstrip and the Yukon River and mountains behind it. Only residents, staff, parents, and approved guests are permitted on the grounds. Information specific to Ptarmigan Hall and its residents is located in section VII.



**Kkuskkuno**

Kkuskkuno is the Athabascan word for “a place to gather.” And, this building is our student union building or “SUB”. In the Kkuskkuno we have a game room with billiards, air hockey and ping pong tables, a student store/coffee shop, resale store, student kitchen, and a movie/video game room. We can also host dances, monthly open mic nights, and other social events. This building was completely renovated and re-opened February 2016.

**Iditarod Hall**

Iditarod Hall is the adult residence hall for postsecondary students residing at GILA. It houses students and staff members. The building is a self-sustaining living environment with laundry facilities. High school students are not permitted in Iditarod Hall without GILA staff supervision, and further information and policies specific to Iditarod Hall residents is located in the GILA Postsecondary Program Residence Life Handbook.

**Two Seasons Dining Hall**

The Two Seasons Dining Hall is home to a highly skilled kitchen staff who prepare three meals a day on school days and two meals a day on non-school days. Unlike regular school cafeteria food, we distinguish our facility as a dining hall due to the selection of fresh fruits, a salad bar, and desserts that accompany the entrees at every meal. The Two Seasons Dining Hall is operated under the highest food preparation and sanitation standards to offer students and staff the best in selection, taste, quality, and safety. Students are expected to maintain sanitation and cleanliness standards when in the dining hall and to behave in a way that allows others to dine peacefully and safely.

## II. Enrollment and the Housing Process

Attendance at GILA is both voluntary and selective; students must apply and be selected to enroll; the school is comprised of students from across the state of Alaska. There is no specified region from which the students are chosen. Consequently, acceptance into GILA is competitive and requires applicants to demonstrate a desire and dedication to learn, grow, and to become part of the GILA community. Applications for the secondary program can be obtained by contacting the school by calling 907-656-2053, or by accessing the GILA or the Galena City School District website.

### Application and Acceptance to GILA

GILA applicants will be interviewed by the GILA Field Representative or another staff /faculty member. An invitation to enroll will be extended to a limited number of applicants, as GILA is a residential campus with limited openings and housing space. A \$300 participation fee is required of every family in order to secure one's place in the GILA program for enrollment. Failure to submit the \$300 participation fee could result in the loss of one's place in the GILA program. Once enrolled, students are provided by the Galena City School District with:

- Round-trip airfare to and from Galena at the start and end of the school year to point of residence.
- Round-trip airfare to and from Galena for winter break to hubs in Alaska.
- Round-trip airfare to any team sports meets for team members that is a district sponsored activity.
- Housing facilities, including furniture, a private bathroom, and paid utilities.
- A full board plan, including three meals a day during the week and two on non-school days: brunch and dinner.
- Students also have the opportunity for on campus employment.

Additionally, enrollment in either program signifies a willingness to accept and follow all policies and to meet the high standards held for members of the GILA community. Selected students who accept the challenge of the academic and residence life programs at Galena Interior Learning Academy should recognize that they have been given the opportunity to experience a rich and diverse educational living experience.

### Housing Placement

Information will provide the Residence Life Staff with insights into each student's living style, hobbies, interests, beliefs, and habits. These tidbits will enable us to make the most suitable placement within the residence hall for each student resident. New students do not have a choice in their building placement, but will have an opportunity to indicate roommate preferences. New students are permitted to room with returning students if the students are familiar with one another and indicate such a preference.

Returning students may participate in a housing lottery at the start of the school year.

When students' arrival on campus, the Residence Hall Manager of Ptarmigan Hall will place students within their respective residence hall. This includes assigning roommates and room numbers. All students will have roommates. Students will be notified of their placement when they arrive at school. Students that are identified to be in a relationship can not room together.

### Room Changes

Two weeks after the beginning of the school year may move rooms and live with other students of their choice. We will also have the possible opportunity for room moves at each quarter. Outside of the beginning of the year room changes room moves are only allowed on a case by case basis after following the proper procedure. Part of the educational process of living in a residence hall, like any other community, is the development of the skills needed to compromise, mediate conflicts, and live with others successfully. Major concerns with placement must be directed towards the appropriate Resident Advisor; the Residence Hall Manager must approve room changes. The students' Resident Advisor will first evaluate roommate conflicts. Conflict mediation or other intervention measures will be taken before staff will resort to a room change. Students are not permitted to move without permission. If granted permission to move, the room must be cleaned thoroughly and students must check out of the room. The exit checklist of the room inventory form must be completed for each resident switching rooms and keys must be checked in and reissued by a hall staff. Exceptions will be made only in extreme conflict situations.

### III. Student Activities and Organizations

Extracurricular activities, athletics, student organizations, and after-school programming opportunities abound at Galena Interior Learning Academy. Participation in these activities is optional, but involvement offers experiences to complement student interests and classroom teachings, leadership positions, exercise and recreation, travel opportunities, community involvement, and healthy social engagement. Many GILA students participate in several extracurricular groups. Most activities or organizations allow students from both GILA and the Sidney Huntington School to participate, increasing students' abilities to meet new people and providing more programming options than one school could offer alone. A complete description of district extracurricular policies and eligibility rules are available in the GCSA Activities Handbook.

#### Athletics

Galena City School District offers more opportunities to participate in a variety of competitive sports teams than most other bush communities. Interested individuals serve as a member of a mixed team consisting of students from the Sidney Huntington School and GILA. Tryouts are prior to the season's start. The Galena City School District athletic program often takes teams to other villages and communities around Alaska.

#### Eligibility

To be eligible during an academic quarter for participation in interscholastic activities, a student must:

1. Have the record of a physical examination on file for the academic school year prior to participation in athletic practices.
2. Be registered in a grades 9-12 program where the student will participate.
3. Be carrying a minimum of four classes that lead to granting credit toward graduation.
4. Be in regular attendance at classes in which enrolled. Five unexcused absences make a student ineligible to continue participation on a sports team until the following quarter.
5. Have maintained a C average in the previous academic quarter. The grade of "incomplete" is not considered passing.
6. Be drug, tobacco, and alcohol free for the year. If you are caught during the year you are ineligible for 45 school days. Caught a second time removes you for the next semester as well.

#### School and District Sports Programs

Currently, the following interscholastic competitive sports programs offered to GILA students consist of the following coed activities:

- Cross Country Running
- Wrestling
- Volleyball (*girls only*)
- Basketball
- Cross Country Skiing

#### Extracurricular Activities (non-school sponsored)

- Native Youth Olympics
- Swimming
- Track & Field
- Cheerleading

#### Extracurricular Student Organizations

Aside from programs that coincide with academic objectives of the school, several extracurricular groups promote a variety of personal interests outside the classroom. Membership requirements vary, and the possibilities for clubs and after-school groups are virtually endless. These organizations generally offer student leadership and travel opportunities and enlist the continued interest and enthusiasm of each member towards the club's purpose. Such consistent, continual programming offered via student organizations allows students to invest their time and efforts toward a purpose or goal shared by peers. These long-term programming venues build long-lasting relationships and garner enthusiasm for common talents and interests amidst the student body.

#### Music & Arts

Students acquire skills to successfully sing or play musical instruments as a group with the goal to perform a variety of music for the community and other audiences.

*Advisor: Music and Arts RA*

**Culinary Arts Club**

Complementing studies in the culinary arts courses, this student organization enhances investigation of food preparation techniques, international cuisine, and dining facility management. Activities also promote team building and community involvement.

*Advisors: TBD*

**Hands and Feet*****“Students with a Vision for Selfless Community Outreach”***

The aim of Hands and Feet is to develop leadership, citizenship and community awareness in the lives of youth at GILA and to equip them to serve society both in their own neighborhoods and abroad by giving them opportunities to design and carry out activities that assist and encourage people of Galena and GILA

**Spiritual Groups**

The community of Galena has two churches, the Catholic Church and the Galena Bible Church. In addition to having the opportunity to attend Sunday morning services, students can participate in local bible study groups and an active local youth group called Young Life. Transportation to any religious activities will be provided to any student who wishes to participate.

**Hall Council**

Hall Council at GILA provides a means for students to communicate concerns and ideas about the school and residence hall, as well as to promote class and school unity and to build school pride. These students plan student body and class projects, facilitate fundraising efforts, organize student programming, and work to make positive changes for the student body within the structure of the school and hall.

*Advisor: Hall Manager*

**Establishing a Student Organization**

Students or staff wishing to establish a new student organization are expected to follow a simple process to ensure the success of the group. First, interested parties should develop an interest in the topic or focus of the intended organization, making sure there will be adequate participation in the group’s activities and goals. Next, an advisor for the group must be selected from the school faculty, residence life staff, or the administration.

When sufficient research and planning has been done towards establishing the organization and an understanding of how it should function, a detailed proposal must be submitted to the Director or the Principal. This proposal should outline the following points in detail:

1. Description and mission of the organization.
2. Logistics and membership: Who can participate? When and where will meetings be held? What basic activities and programs will the group be expected to participate in, and how often will these be held?
3. Proposed significant programs, field trips, and major activities for the group.
4. Itemized funding needs and proposed costs of sponsoring the program for the current school year, as well as anticipated maintenance costs for future school years.

Upon initial review of the proposal, the Director or Principal will meet with the advisor and discuss the organization. When the proposal is approved initially and revised, the proposal will be given to the GILA Program Director for the approval of any field trips or major programs. With the approval of the Director, the proposal may be submitted to any further administrative parties, if needed, for funding requests to be considered.

Student organizations, with the cooperation of appointed student leadership within the group, will operate under the consent of the advisor. Additionally, school-wide and community programs that these groups may conduct will follow the expectations of the school administration; these activities include dances, movies in the theater, and other large events. Specific planning documentation, communication measures, and supervisory guidelines must be observed. Student organization travel must follow guidelines outlined in the GCSA Extracurricular Activities Handbook, and student behavior on trips must follow school policies and the GILA Code of Conduct.

**Residence Life Programming**

GILA combines the expertise and experiences of the Department of Residence Life Staff to structure fun and engaging social outlets for students in their home life outside the classroom. Every day, several student programs are scheduled to entertain a variety of interests, including relaxation and social development, recreation, skill-building, appreciation of the arts, community involvement, cultural exploration, and the promotion of good health and general well-being. Primarily, they serve to allow students to interact with

peers and staff in a comfortable environment away from schoolwork. Student suggestions for daily activities and special programs are always encouraged, and often their assistance in facilitating or planning new activities is used. In addition to the everyday activities,

special weekend events are also planned. Many of these allow students to engage in local happenings and to interact with community members and teenagers from Sidney Huntington School. Other social and recreational opportunities present themselves as informal gatherings and unplanned activities on the students' floors or staff member rooms.

### **Daily Activities**

The Residence Life Staff designs several daily activities for students to select from in the evenings and on the weekends. Daily residence life programming seeks primarily to allow students to actively interact, and whenever possible, to do so outside of the residence hall. Most daily activities run from one to two hours, allowing participants to explore a variety of interests throughout the week. Some popular activities include open gym time, movies, craft projects, swimming, and basketball. Other daily programs include activities such as soccer games, going for walks, making door decorations, playing cards or video games, holiday craft projects, weightlifting, making care packages or cards to send home, karaoke, bonfires, sledding, and community service projects. Students often have the additional option to remain on their floor to study, do laundry, or socialize with friends. A Voluntary Study Hour is held every weeknight, Monday-Thursday, at the school building. Students may not be checked out during this time and will remain in their rooms or in the study lounge observing quiet hours to provide an atmosphere conducive to studying and completing homework.

### **Service Learning**

One of the objectives of residence life programming at GILA is to foster community engagement through service learning. Such projects will be organized periodically where students will not only volunteer their time and energy to assist members and agencies in the community, but occupational skills, social interaction with elders and community adults, cooperative efforts, problem solving, and work standards will be learned in the process.

### **Special Events and Community Functions**

Primarily on weekends, students are encouraged to attend any community events taking place. Such programs have included the Jamboree, potlatches, craft bazaars, the spring carnival, and others. When attending these events, particular security measures must be observed. Students may not leave the event, even to walk around outside. They are expected to abide by the same conduct expectations enforced in the residence hall and must follow instructions given by chaperoning staff members. Behavioral incidents will be punishable in the residence hall and by the school's pre-established consequence and discipline system.

Often, large social events such as dances, movies, lock-ins, and sporting tournaments will be hosted by either GILA or Sidney Huntington School. These activities may only be attended by students in good standing in the citizenship level system. Like at community events, students who attend special school events must abide by the rules of the school and the instructions of the chaperones. They may not leave the activity until it is over. For some special events where safety risks may be increased, students may be restricted to parental-only checkout.

Student groups wishing to host a social event that has an attendance open to Sidney Huntington School students or community members must follow an approval procedure. Approval forms are available from the Residence Hall Administrator or the Vice Principal. A description of the event, names of chaperones, and names of student committees for set-up and clean-up of the event must be completed and submitted to the Residence Hall Administrator by 4:00pm the Wednesday before the Friday, Saturday, or Sunday that the event is scheduled to take place.

### **Overnight Field Trips**

Occasionally opportunities to venture out of Galena by plane, boat, snowmobile, or even by foot will present themselves to students. Sports team matches, extracurricular or club field trips, camping trips, and unique activities offered by staff or community members will sometimes allow participants to be gone overnight from GILA. In the past, these have included hunting and trapping trips, student conferences in town, performances and dances in other communities, camping trips, and festivities and community functions in nearby villages. Approval of such trips must be granted by the Director of Residence Life, and then the proper written parental permission consenting to the arranged supervision and travel must be received prior to the students' departure.

## IV. Daily High School Student Schedule

The schedule for secondary students is largely based on academic time demands and the availability of residence life staff. This schedule may be modified at times to accommodate special events and holidays, but all high school residents at GILA are expected to keep track of the time and to plan their responsibilities and social plans around this community routine. Ignoring the schedule, tardiness, and being places where one is not supposed to be can lead to a Citizenship Level drop.

### *Monday — Thursday*

<b>7:45-8:30am</b>	<b>Breakfast</b>	<b>Two Seasons Dining Hall</b>
	Students must leave Ptarmigan Hall by 8:30am. Those who are continually late will have earlier bedtimes assigned and other measures taken to ensure they are able to get the proper amount of sleep and make it to school on time.	
<b>8:30-9:00am</b>	<b>Transportation to Classes</b>	
<b>9:00-3:55pm</b>	<b>Classes</b>	<b>Academic Buildings</b>
	Chore and room checks are performed in Ptarmigan Hall while students are at school. Lunch is served daily at the dining hall.	
<b>3:55-4:45pm</b>	<b>Voluntary After School (VAS)</b>	<b>Academic Building</b>
	Any Student who wishes to have extra help is welcomed to attend tutorials directed by certified teachers.	
<b>4:30-5:00pm</b>	<b>Snack</b>	<b>Two Seasons Dining Hall</b>
	All students must attend dinner.	
<b>5:00-7:00pm</b>	<b>Hot meal Service</b>	
<b>6:00-8:30</b>	<b>Activities</b>	<b>(Varies)</b>
	Residence life programming provides several social activity options to students during this time. Most evenings, students have the additional option of remaining on their floor to study, do laundry, etc.	
<b>7:00-7:30pm</b>	<b>Snack Time</b>	<b>Two Seasons Dining Hall</b>
	Students are provided with a small snack.	
<b>8:30-9:30pm</b>	<b>Academic Hour</b>	<b>Ptarmigan Hall</b>
	Students are required to do something academic related in their rooms and are not to be disturbing others during this time. Sunday - Thursday. If you have no academic work then student must be quiet and productive.(letters home, etc)	
<b>9:30pm</b>	<b>Curfew</b>	<b>Residence Floors</b>
	All students must be in the building, signed in, and up on their floors by 9:30. Any students who are checked out by community hosts are due back to the residence hall by this time as well. From 9:30 until Quiet Hours is a good time for students to complete their community chores. Level 3 students may remain on the first floor until 10:45pm.	
<b>10:00pm-8:30am</b>	<b>Quiet Hours</b>	<b>Student Rooms</b>
	Students are to be in their rooms, and the noise level of the corridors are to be greatly reduced until 8:30am the following morning. Music should be played at a volume low enough that it cannot be heard in the hall or in neighboring rooms. Level 3 students must return to their floor and may congregate in the lounges or in rooms of Level 3 students only. Level 3 students must be off of the telephone and in their own rooms by 10:30pm. Violations of Quiet Hours will lead to earlier bedtimes and further disciplinary measures as necessary.	
<b>10:30pm</b>	<b>Lights Out</b>	<b>Student Rooms</b>
	Lights, stereos, televisions, etc. must be turned off, and all students should be in bed. Only the fluorescent light over the vanity or bathroom light may be left on as a nightlight if the students prefer. Violations of Lights Out will result automatically in a day of restriction.	

***Friday***

[Same daytime schedule as Monday-Thursday]

**5:40-11:00pm Free Time, Store Runs, Activities**

Students may sign out for walks or attend one of the store runs, open to any student on the weekends. Often special events or social programs may extend beyond 10:00pm. Activities may also end before 10:00pm, giving students additional free time until curfew.

**11:00pm Curfew Residence Floors**

All students must be in the building, signed in, and up on their floors by 11:00pm, including Level 3 students. All students that are checked out are due back to the residence hall by 11:00pm on weekends.

**11:30pm Quiet Hours Student Rooms**

All students are to be in their rooms. Sleepovers must be arranged before Quiet Hours.

**12:00am Lights Out Student Rooms*****Saturday*****11:30am-12:30 Brunch Two Seasons Dining Hall**

Students may walk to the dining hall and eat brunch at their own convenience.

**12:30-2:00pm Free Time Ptarmigan Hall****2:00-4:00pm Activities (Varies)****4:00-5:00pm Free Time Ptarmigan Hall**

[Same evening schedule as Friday]

***Sunday*****10:30am Spiritual Services Local Churches**

If students wish to attend spiritual services, a van will leave at 10:45am for 11:00am services at both the Catholic and Bible churches. Churchgoers should eat lunch when they return from Church at 12:30pm

**11:30am-1:00 Brunch Two Seasons Dining Hall****12:30-2:00pm Free Time Ptarmigan Hall****2:00-4:00pm Activities (Varies)****4:00-5:00pm Free Time Ptarmigan Hall**

[Same evening schedule as Monday-Thursday]

The Director reserves the right to amend this schedule at any time during the school year if necessary. These amendments will be published and distributed to the students and staff.

## V. Student Rights, Conduct, and Discipline

GILA students are held to the highest standards; they are expected to reflect these standards by respecting themselves, others, their community, and their school. The policies in both the classroom and in the residence hall are designed to protect the well being of each person in the GILA community. Behavior threatening the positive living and learning environment fostered at GILA is taken seriously. Enrollment at GILA implies understanding and acceptance by students of the rights and expectations presented to them as residents of this school. Each student can expect opportunity to engage in an excellent education and safe living environment. Each student can also expect to abide by the rules and policies of the program (which are put in place to ensure student rights). Parents and caregivers should also have a clear understanding of the school's expectations for its students. By sending their child to Galena to attend school and live at GILA, caregivers are making a commitment to follow and support the guidelines and decisions of the faculty and staff. GILA protects the rights and interests of students and staff while accomplishing the objectives and mission of the institution.

### Basic Guaranteed Student Rights

GILA students arrive from all over the state of Alaska and periodically from the lower 48 states. One great challenge for many students is moving into an environment for nine months that has different restrictions and supervision levels than they are used to when at home. It is the school's responsibility to take necessary precautions to ensure the health and safety of each individual while attending GILA. Sometimes students may feel as if neighbors and rules encroach on personal comfort and desired lifestyles. This can be a common feeling for students adjusting to life that is different from home. Regardless of how unsatisfied we may be at any given time with a particular condition, decision, or person in our community at GILA, students can take comfort in knowing that they will always have several primary guaranteed rights as a GILA student. If at any time a student feels that one of the rights explained below has been taken away from them, they should notify the appropriate staff member. It may be necessary to file a formal grievance against a student or staff member who has violated these students rights; see *Filing Grievances* at the end of this section. Galena Interior Learning Academy assures each student:

#### **The right to an education**

GILA students have the right to be encouraged to achieve their scholastic goals and meet their full academic potential in and out of the classroom. They have the right to be held to fair academic expectations and provided with equal educational opportunities. Students have to right to adequate assistance, time, and resources to accomplish their assignments and lessons, such as with tutoring, guidance counseling, and personal attention and communication from their instructors. Additionally, students have the right to have access to an atmosphere conducive to learning, as they need it, in both the school building and in the residence hall. This includes not only the physical tools needed for their education, such as books, computer access, a desk, etc., but the solitude and distraction-free space needed for concentration. Voluntary After School, evening study hall, and quiet hours in the residence hall have been established to help guarantee each student the right to pursue their education at GILA.

#### **The right to privacy and personal space**

Students have the right to the respect of their privacy and personal space by staff and other students. Residence Life staff will knock and await a response or announce their name before entering. Students are provided with a locker in their room with a lock and a key to secure their room and its contents when they are away. Students are not to enter another student's room without consent from that resident, and keys should never be lent to a neighbor. In emergency situations and when there is probable cause to suspect a policy violation or a health risk, staff reserves the right to enter rooms, unlock lockers, search clothing and book bags, etc. For the GILA room, package, and person search policy, see *Public Safety* in Section VII. If a student feels a search or invasion of privacy was unwarranted or unnecessarily invasive, he or she should report it to the Director of Residence Life immediately.

#### **The right to feel safe and supported**

Students have the right to be safe at GILA. The student to live-in Residence Life Staff ratio is the highest of all residential high schools in the state of Alaska. A Resident Advisor should be approachable and available to students, at any time of the day or night, should they need assistance. In addition, there is a front desk/security staff that monitors surveillance cameras in the student corridors throughout the night and perform regular room checks, and a full-time Residence Life Counselor available to students in the evenings. Student rooms can and should be locked when the resident is away from his or her room. Hallway lights remain on twenty-four hours a day. If for any reason a student is made to feel unsafe, he or she should notify the appropriate staff member. If another student or a staff member is making a resident feel threatened or uncomfortable, the incident(s) should be brought to a Hall Manager or the Director of Residence Life. Harassment, threats, bullying, or invasion of privacy will not be tolerated.



**The right to confidential treatment of personal information**

A student's records, grievances, incident reports, medical information, and other personal information will not be shared with other students by staff or faculty. Only the appropriate staff and administration will have privilege to any sensitive material, and information that a student confides to a staff member will not be revealed unless it endangers the well-being of that student or others.

**The right to play an active role in student affairs through:**

- The right to meet together.
- The right to participate in institutional government.
- The right to religious choice.

**The right of freedom of inquiry and expression**

Unless it infringes upon the rights of others, a student's freedom of expression and inquiry towards personal interests are encouraged and guaranteed to them. This may include speech, hobbies, art, music, etc... Students may even organize interest groups with peers who share similar ideas. Again, limits to these freedoms arise when a student's conduct or expression becomes disruptive, offensive, and inappropriate as determined by school policy.

**The right to adequate standards of law, discipline, and grievances to protect the rights of others, and just enforcement of these standards**

Students have the right to know the legal and behavioral expectations placed upon them, the disciplinary systems that are in use here, and how to communicate concerns in the enforcement of both. Students are given the school policies and procedures in writing, and can expect to have these standards upheld throughout the course of the year. Unequal or unfair enforcement of these standards should be addressed with the Director of Residence Life, the Assistant Principal, or the Principal.

**The right to be treated with respect**

Students are expected to treat each other with respect and civility. Language, words, actions, and even facial expressions should reflect this principle. As young adults, residents with a conflict are expected to seek out mature and rational ways to approach and resolve the issue. This is also true for student-staff relationships. Students are expected to always respect GILA staff members, and staff is likewise expected to respect the student residents of the school. If a staff member goes beyond professional and appropriate disciplinary measures to enforce policy, the Director should be notified soon after the incident. Severe disrespect issues may hold severe consequences for both students and staff. Conflict mediation between students, and even students and staff members, is available to those wishing to participate. Remember, one cannot demand respect until he or she is consistent in giving it to others.

**GILA Code of Conduct**

Please refer to **Appendix A** for the Galena City School District Code of Conduct (CoC) that includes the expectations for all GCSD students including GILA students.

**Due Process Procedures**

The constitutional rights of individuals assure the protection of due process of law. Therefore, the following system of constitutionality and legally sound procedures will be used in the administration of student and staff discipline and rights at Galena Interior Learning Academy. Due process includes:

1. Written notice of charges within a reasonable time.
2. A fair and impartial hearing prior to the imposition of disciplinary action, unless there is an emergency situation that seriously endangers the health and safety of the accused or others.
3. The right to have present at the hearing the student's parent or guardian, when feasible and possible, and if not, a designee chosen by the parent.
4. The right to produce witnesses on the student's behalf and to confront and examine all accusers.
5. The right to a record of hearings of disciplinary actions, including written findings and facts and conclusions.
6. The right to administrative review and appeal. Parents of a student have the right to appeal a suspension to the state board of education. Any appeal must be in writing, and must be delivered to the below address no later than thirty days after the date the school issued the suspension. Failure to appeal within that time serves as a full waiver of appeal rights.

Alaska Department of Education  
801 West 10th Street, Suite 200  
Juneau, Alaska 99801-1894

7. The right of the student to not be compelled to testify against him/herself.

8. The right to have allegations of misconduct and related information removed from the student's school record in the event that the student is found not guilty of the charges against him or her.

Students should feel free to voice, during a disciplinary hearing, any concerns relating to any denied due process procedures. Personal complaints or grievances against staff or administration regarding disciplinary hearings should be submitted in writing as soon as possible after a student feels that he or she has been unfairly treated. The formal grievance policy is located at the end of this section. Student assistance in filing a grievance against a staff member should be directed to the Residential or School Administrator.

### **Level System**

To reflect the mission statement of the GILA Residence Life program regarding the development of personal and civic responsibility in each student resident, a system consisting of three citizenship levels determines the privileges and freedoms awarded to secondary students at any given time during the school year. Advancement and regression on this system reflects the behavior, contributions, and interests of students in the Residence Hall, in the school and dining hall, and in the larger Galena community.

All students begin the school year on Level 2. The Level 2 status indicates an acceptable level of responsibility and satisfactory behavior and performance as a GILA Student. Disciplinary action more serious than a verbal warning, at the discretion of the staff, warrants the completion of an incident report detailing a student's conduct to be submitted to the Residence Life Administration. Serious infractions will be referred directly to the Director and/or the Residence Life Director. Review of this report will determine whether the incident will result in the said student being dropped one or two citizenship levels.

Advancement to Level 3 is earned through a contracted time period of good behavior, satisfactory grades, and community service efforts. Conversely, Level 1 is a probationary status that imposes many restrictions on a student who has broken school policy and disturbed and disrespected the communal atmosphere and/or the rights of peers, staff, and neighbors. Failure to regain the Level 2 status within a satisfactory time frame. The privileges and expectations of students on each level are outlined below.

#### **Level 3**

Students on Level 3 have demonstrated a sincere and conscious respect for the shared living and learning environment, making positive decisions, controlling their behavior, performing community chores consistently and thoroughly for an extended period, and willingly serving the community. These young men and women have demonstrated ability to role model citizenship for a communal living arrangement. These commendable efforts and attitudes must be continued and maintained to renew the Level 3 status for those who earn it. Promotion to Level 3 is established after a two-week contract has been completed, wherein the student has been involved in no incident reports, is passing all of his or her classes, has completed six hours of community service, and is evaluated by faculty and residence life staff as having demonstrated exemplary citizenship. Once on Level 3, the student may maintain the elevated citizenship status by completing the same contract stipulations within a thirty-day period, but with only three hours of community service required.

Level 3 students, upon completing and signing their contract, agree to uphold the highest behavioral and academic standards for themselves. Any Level 3 student may lose their L3 status when violating this contract by disturbing Quiet Hours or Study Hall, violating Lights Out, disrespecting staff or peers, falling behind in their classes, or a number of other behaviors unfitting of a model student. Level 3 students should not expect to first receive a warning about their behavior before losing their L3 status.

#### *Level 3 students may:*

- Attend religious and cultural activities, residence life programming activities, and community events.
- Be checked out by pre-approved community and staff hosts whenever mandatory activities are not in process.
- Check out a television/DVD unit for use in their room. To be able to keep the television in his or her room all week, the student must make sure that the television is played at a reasonable volume and turned off at Lights Out on weeknights.
  - Note that only Level 3 students may have media viewing devices in their rooms.
- Check out a microwave or coffee pot
- Host and attend weekend sleepovers. With other level 3 students provided sleep overs are permitted.
- Wait until 10:30pm to go up to their rooms. Curfew to be in the building is still 9:30 and Quiet Hours still begin at 10:00pm for these students. Lights Out, likewise, remains set at 10:30pm for all students. Fraternalizing in the hallways during Quiet Hours is not permitted.
- Can use the Game Room and computers till 10:30pm on week nights
- Go on unsupervised walks on and off campus during free time, as so long as students:
  - Must sign out of Ptarmigan Hall and back in upon return to campus
  - Attend all meals.
  - Do not enter houses, vehicles, or local establishments other than the grocery stores.

- May enter the homes of individuals on pre-approved community host checkout list
  - Do not ride any motor vehicle.
  - Travel in pairs or larger groups of L3 students when walking off campus.
- May use the SUB Level 3 kitchen, so long as they follow the posted rules.

**Level 2**

Level 2 students consistently fulfill all expectations and responsibilities assigned to them in the residence hall community. They demonstrate respectful behavior to all individuals' behavior and compliance with school and residence hall policies.

*Level 2 students may:*

- Attend religious and cultural activities, residence life programming activities, and community events.
- Be checked out by pre-approved community and staff hosts whenever mandatory activities are not in process.
- Host and attend weekend sleepovers. When sleepovers are permitted.
- Go on unsupervised walks on campus during free time.
- Go on unsupervised walks on and off campus during free time, as so long as students:
  - Must sign out of Ptarmigan Hall and back in upon return
  - Attend all meals.
  - Do not enter houses, vehicles, or local establishments other than the grocery stores.
  - Do not ride any motor vehicle.
  - Travel in pairs or larger groups of L2/L3 students when walking off campus.

**Level 1**

Level 1 status is assigned to students that are on restriction for breaking the GCS D Code of Conduct.

Level 1 **Floor/Hall Restriction** students must spend their restriction assignments on their floor or hall during all free time periods and programming blocks. These students may leave the floor only to attend tutorials, study hall, formal religious activities and meals.

*Level 1 Floor Restriction students may NOT:*

- Be checked out, except for community service projects with a residence life staff member approved by the Hall Manager.
- Attend any activities other than study hall. Exceptions for major cultural activities and significant student organization projects other than fundraisers may be made by the Hall Manager.

**Out of School Suspension:**

Students who have committed serious behavioral infractions may be assigned between 1-10 days of OSS. For all OSS assignments, students must leave the residence hall at the expense of the parents/guardians. While on suspension, students may not return to campus or appear at school activities. Please note that the student will remain on restrictions until the parent/guardian has made alternate housing arrangements. Additionally, students who leaving on OSS must pack and take all personal belongings with them for the duration of OSS regardless of where they are serving their suspension.

## VI. GILA Policies and Procedures

All of the policies and procedures of operation at Galena Interior Learning Academy are established to ensure the most healthy, safe, and positive living and learning environment. Specific behavioral policies are outlined below, indicating the pre-established consequences and disciplinary measures to be taken if the policies are violated. These policies apply when students are at school, in the residence halls, and at programs and community events.

### Unacceptable Behaviors

#### Noncompliance and Disrespect towards Staff

Students who deliberately defy or ignore the instructions of any staff members, including faculty, residence life staff, dining hall staff, support staff, or administrators, will be disciplined without question. Students are encouraged to comply with staff members when asked to do something, even if they do not agree with the directions, and if they wish to discuss the matter, to do it respectfully and at an appropriate time.

Disrespect of GILA staff will also not be tolerated, and the severity of disciplinary measures will correspond with the severity of the disrespectful behavior or words directed toward the staff member. Disrespect includes inappropriate, insulting, or offensive language or gestures, unnecessary sarcasm, inappropriate volume, or walking away from or ignoring a staff member who is speaking to a student.

Disrespectful behavior or noncompliance toward a staff member may result in restrictions, detention, in-school suspension, or an automatic level drop or two in the residence hall. More severe incidents may result in out-of-school suspension. A telephone call to parents may also be necessary. Students who repeatedly disrespect or fail to comply with staff members may be removed from Galena Interior Learning Academy.

#### Disrespecting Peers

Repeated disrespectful and hurtful behaviors towards peers will also result in disciplinary action. Deliberate attacks on others and violation of another individual's right to be respected do not fit the GILA community standards. Such behaviors may include, but are certainly not limited to, name calling, insults, malicious dirty looks, and disrespectful tone or attitude. Those who persist in disrespecting others will be referred to the Residence Life Counselor for counseling sessions and/or conflict mediation. Depending on the severity of incidents, other consequences may be assigned.

#### False Testimony

Students who give false testimony, or who fail to be truthful with a staff member will be disciplined as they would be for non-compliance, the severity depending on the nature and seriousness of the offense. To "lie" to someone is an obvious form of disrespect and dishonesty, and a sign of unwillingness to cooperate.

#### Harassment and Misconduct

All members of the GILA community are responsible for the maintenance of an atmosphere that fosters openness, tolerance, and diversity. To this end, GILA will do what is necessary, without compromising either constitutional free speech or the historic principle of academic freedom, maintain a climate conducive to learning, free of harassment for its students, staff, and visitors. The staff shall seek to liberate each other and students from ignorance, prejudice, and parochialism.

Spoken, written, or symbolic harassment occurs when people insult, stigmatize, or denigrate individuals or groups on the basis of race, creed, sex, religion, national origin, ethnicity, age, sexual orientation, or physical ability. Harassment may also be directed simply towards an individual whom is not in favor of the individual harassing him or her. Examples of harassing behavior are cited below. The listing is not exhaustive, but is intended to inform the campus community about behaviors which cannot be condoned and will not be tolerated.

- a. The use of racial slurs or derogatory names directed at individuals which convey hatred to contempt for persons on the basis of the attributes listed above.
- b. The creation of graffiti which conveys hatred or contempt for persons on the basis of the attributes listed above.
- c. The display of symbols or images, which are derogatory towards, or are commonly understood to convey hatred or contempt for the persons on the basis of the attributes listed above.
- d. The use of telephone, electronic mail, or paper mail (whether signed or anonymous) to convey hatred or contempt for persons on the basis of the attributes listed above.

Physical or verbal harassment, if determined to be made with the intent to maliciously, and with specific intent to intimidate or frighten another person for the reasons and attributes listed above, is behavior defined as:

- a. Physical contact with another person.
- b. Damage, destruction, or defacement of personal property of another person.
- c. Threats, by word or act, to perform an act described in subdivision (a) or (b).

Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:

- a. Submission to such conduct is made in any way a condition of an individual's employment, academic, or disciplinary standing.
- b. Such conduct interferes with an individual's work, academic performance, or creates an intimidating, hostile, or offensive environment.

Harassment of any kind must be reported immediately with appropriate documentation, including exact quotation when possible. Harassment is a serious offense and has no place in our community. Ignorance of what harassment entails and the policies for dealing with harassment is no excuse for harassing behaviors. Harassment may include such actions as approaching someone and telling them to "watch their back," hanging lewd images of scantily clad men or women where others will see them, making a joke that is derogatory toward a specific person or group of people, or initiating physical contact with someone who does not welcome it.

Misconduct, likewise, will not be tolerated by students or staff at GILA and will be dealt with severely. General misconduct is any action or language that would be considered inappropriate by the community's standards. Again, GILA is a state and federally funded school with the majority of its students under the age of 18. Prejudice or offensive remarks, obscene gestures, profane or sexually explicit comments, or any of the previously mentioned forms of harassment are all misconduct. Sexual misconduct is defined as the intentional touching of a person's intimate parts or the clothing covering the immediate area of a person's intimate parts. In this educational setting a questionable act involving staff members and/or students, whether consensual or nonconsensual, will be considered misconduct. The severity and nature of the contact may justify the act as sexual assault. The use of drugs or alcohol will not be considered a defense for any misconduct incidents.

Students should report misconduct or harassment incidents involving their peers to any staff member as soon as possible. Students should report an incident of misconduct involving a GILA staff member to the Director of Residence Life. Staff members reporting student misconduct should refer the matter to the Director of Residence Life immediately and complete a detailed incident report. Staff members reporting misconduct of GILA employees should file a formal grievance.

Misconduct/harassment issues will be disciplined to the full extent of school policy and the law. Students guilty of misconduct will be disciplined up to, and possibly including, suspension and expulsion. Additionally, local law enforcement will be consulted as necessary. If an employee is found guilty of misconduct, the district will take prompt, corrective disciplinary action up to and including dismissal. Local law enforcement will be contacted.

### **Snow and Water Assault**

Snowball or water balloon attacks, "whitewashing", or other acts in which an individual experiences physical harassment meant with no intended harm are not permitted at GILA. This behavior may be considered assault and can cause injury. Organized snowball or water fights may take place away from buildings and vehicles, but should never involve an unwilling or unsuspecting participant or victim. Additionally, snowballs, water balloons, rocks, sticks, or other objects should not be thrown at or near buildings, vehicles, or through open windows. Violation of this policy will result in an automatic level drop, and repeated infractions will bring more severe disciplinary action.

### **Hazing**

Hazing is not permitted at GILA. A form of harassment, hazing is when an individual or group of people is singled out and forced to undergo some form of demeaning, embarrassing, or belittling experience. Examples of hazing include playing pranks on new students, pinching or bullying a freshman to "initiate" him, or pulling a student into a shower and soaking her with water because it is her birthday. Hazing might also be often done as a form of initiation into a larger organization, and GILA students wishing to conduct an initiation activity are encouraged to design an activity that is more constructive for the organization and less humiliating for their peers, such as a special outing or dinner. Students found to be hazing peers may be suspended or expelled.

### **Inappropriate Display of Affection**

GILA high school students are not permitted to show any physical affection beyond holding hands and brief hugs less than or equal to four seconds in duration. A simple determinant of whether physical touch is appropriate can be remembered as "near, not on." Hands, legs, feet, heads, and any other body part should not be resting or moving on another student, making it so that couples are "next to" rather than "on" one another. Additionally, students should not be standing or sitting in inappropriate manners in relation to one another, such as on laps or between the legs of another individual, leaning up against one another, or lying together on the same

couch or bed. Inappropriate displays of affection can be thought of as any contact or behavior that a student would generally not initiate with his or her friends with which they have no sexual interest.

Repeated offenses or instances of students being found in sexually compromising situations will lead to suspension or expulsion.

### **Sneaking Out and Cohabitation**

Students found to have snuck out of the building, off campus, or into the room of a student of the opposite sex will be suspended and possibly expelled, depending on the severity of the offense. Students who pose such a threat to their own safety put the school at a great liability and will not be permitted to stay at GILA if such behavior is repeated.

### **Soliciting, Peddling, and Gambling**

To promote financial responsibility and to keep students from being the targets of unapproved solicitation and profit making, GILA does not permit soliciting, peddling, or gambling on campus. Solicitation is the visitation of an individual attempting to sell products or services, or asking for donations. Only approved student fundraising efforts may involve solicitation. Strangers or community members on campus soliciting to students should be escorted from the building and asked to speak with the Director of Residence Life about their needs. Students are not to solicit unless supervised by a staff member advisor for a club.

Peddling, or the sale of items from a non-visitor, is likewise not acceptable. Students and staff are not permitted to sell or vend items from their rooms, including beverages and snack foods. Frequent store runs and a residence hall store provide students with ample opportunities to stock up on snacking needs for the week. Students caught operating a business will be disciplined. If students wish to sell items they must get prior approval from their RA.

Gambling, or participating in an activity with the risk of personal loss, is not permitted unless it is an approved student fundraiser, such as a raffle.

### **Littering**

Littering is not permitted on campus or anywhere in the Galena Community. Littering will result in trash pickup detail, and repeated offenses will result in other disciplinary action.

## **Facility Maintenance and Security**

The following policies have been established to protect the security and condition of the campus, its buildings, and their contents. Not only are we each responsible for our private rooms and their contents, but also we must pitch in as a community to keep our residence hall, school, and campus clean and in good shape. Students who are unwilling to assume this personal and community responsibility are subject to the consequences as outlined in the GCSD Code of Conduct.

### **Key Use and Security of Personal Space and Belongings**

Keys are issued to individuals based on what facilities they have the authority to access. Loaning, borrowing, or trading keys amongst staff or students is strictly forbidden. Students may sign out a room key for the duration of their stay in Ptarmigan Hall and should keep their rooms locked when away. Signing for a key puts the holder responsible for the use and abuse of the key. Additionally, if the key is lost, that individual is responsible for the replacement cost of the key, possibly re-keying the door to which the key fits, and the replacement of the necessary number of additional keys that must also be cut to fit that door. Loss of a key should be reported to the Hall Manager responsible for facilities immediately. The fee for a lost student key is \$15.00.

Room keys are to be formally returned to the Residence Hall Manager before winter break, room changes, at the end of the school year, out-of-school suspension terms, or when the student withdraws from GILA at any time.

Staff is never to loan their key to a student. Students found with keys they are not authorized to have possession of will be automatically dropped to Level 1 and may possibly be suspended if they are found to have been using the key to access a restricted area. If students are likewise found in a facility when they are not authorized to be there, whether they found a way in or used a key, they will face similar discipline measures.

Students are strongly urged to keep their room locked whenever they are not present to prevent theft or unwanted borrowing. Even more importantly, all valuables and money should be kept in the room lockers provided to every student. Padlocks are available at no cost, and students are responsible for securing their personal belongings. Students may use one of their own padlocks if a copy of the key is given to the Hall Managers. GILA does not assume responsibility for lost or stolen personal belongings, but will assist in retrieval efforts to reasonable extents. Remember: cash is difficult to identify and claim, so keep it locked up!

**Daily Room and Community Chores**

Every student is responsible for keeping his or her room clean. On weekdays, students will be expected to clean their rooms and to perform a small community chore. A staff member inspects each room and checks to make sure that chores have been completed. Failure to complete chores may result in loss of store runs, room or floor restriction, or additional chore assignment. Students who continually refuse to maintain a clean, sanitary room or who do not contribute to community chore efforts may be asked to leave GILA. Students will earn floor daily if chores are not successfully completed daily.

**Electronic Devices**

Students are allowed to have personal electronic devices such as digital cameras, iPods, cell phones, PSP's, cell phones, etc. Students must use these items in appropriate ways so as not to infringe on the rights of others. The use of these devices is restricted during quiet hours and mandatory activities. GILA reserves the right to confiscate electronic devices should their use be disruptive to the living environment. Examples such as: use after hours; transmission or containment within of harassing or degrading messages, pictures or video; "sexting" (the transmission of sexual text messages, videos or pictures); or evidence of policy violations contained within the phone may result in confiscation. GILA will not be responsible for loss of value of service plans, prepaid minutes or contractual obligations of plan holders. Students worried about such concerns should be especially careful to use their devices only in appropriate manners. All electronics must be turned off at Lights Out without exception.

Students are allowed to have computers in their room, but must make sure that their use complies with all expectations for behavior. Whether or not they are being used for academic purposes, all computers must be turned off at lights out. Also, students who connect their computer monitors to gaming systems must be on Level 3. Using a computer monitor in this fashion equates to using it as a television, which is a privilege reserved for Level 3 students. Students may not use projectors in their rooms unless they are Level 3.

At no time are students allowed to buy or sell electronics between each other. If a student wishes to sell an electronic item, they may do so with oversight from a Hall Manager and only after receiving permission from a parent. The Hall Manager will research to make sure that the price is fair and that the item has not been reported lost or stolen. Students caught selling electronic devices without staff oversight and approval will receive discipline consequences.

Students have the option to have their electronics engraved with their name, to help protect from theft. Students who wish to do so should ask a Hall Manager. When electronic devices are not being carried with a person they should be placed in a locked cabinet or drawer within the student's room. Galena Interior Learning Academy accepts no responsibility for lost or stolen items.

**Personal Safety**

Of the utmost concern of the GILA staff is student safety and security. Many irresponsible behaviors directly put the individual or others in physical danger and will not be tolerated. An individual who proves to be one who consciously and intentionally disregards the welfare and safety of others or him/herself cannot remain at Galena Interior Learning Academy.

**Tobacco Use**

The Surgeon General of the United States has determined that tobacco usage is the largest preventable cause of illness and premature death in the country. It is associated annually with the unnecessary deaths of over 350,000 Americans. New research findings indicate that nonsmokers who are regularly exposed to tobacco smoke are also at increased risk of illness and death. Tobacco use among Alaskans is reported to be twice the national average.

Under Alaska State Law, individuals under the age of 19 are not permitted to use tobacco products. Students violating this law risk being cited by local law enforcement and fined \$25 to \$300. Violators can also expect to be assigned the following disciplinary measures:

Please Refer to the GCSA Code of Conduct

High school students may not use tobacco while attending GILA, even if they are 19 years of age. Postsecondary students and staff ages 19 and older are permitted to smoke with the understanding of the GILA smoking policy, which recognizes the need to create and maintain an environment which sustains and enhances the general health and well-being of its students, staff, visitors, and the safety of its property. For this reason, GILA strongly discourages the use of tobacco products on campus by providing as close to a tobacco-free work and academic environment as feasible. The success of this policy depends on the consideration of smokers and nonsmokers.

Smoking is not permitted in any building on the GILA campus. Additionally, smoking must not occur within 20 feet of public entrances to any facility, and smoking is not permitted in district-owned vehicles. This policy is enforced by state and/or health department officials, and violators may be subject to civil fines. Individuals observed to be violating this policy should be asked to comply. If further action is necessary the matter should be reported to the Director of Residence Life.

**Alcohol and Illegal Drug Use**

The illegal possession, use, sale, or distribution of alcohol, narcotics, or related paraphernalia on or off the GILA campus will result in severe sanctions. Any instances with illegal substance activity will be referred directly to the police.

Galena Interior Learning Academy has the legal right to test its students and staff for the use of alcohol and drugs, employing the rapid eye test, breathalyzer exams, and urine analysis. Any of these procedures can be requested by an administrator with good cause. No random testing will be conducted.

GILA high school students guilty of illegal alcohol or drug abuse, including sniffing or huffing chemicals, will be assigned, in addition to legal sanctions, the following corrective disciplinary measures:

Refer to the GCSD Code of Conduct.

**Fighting and Assault**

Physical and sexual assault are serious violations to the GILA Code of Conduct and will be treated as such. Local police will be called to handle the matter, and students responsible for assaulting another individual can expect to be suspended or expelled. School disciplinary action will be similar to the above sanctions for drug and alcohol use, and will vary in severity with the nature of the offense.

**Firearms, Weapons, and Fireworks**

The possession or handling of any firearm or weapon is prohibited. This includes fireworks, knives, bows and arrows, leatherman tools, lasers, chemical sprays, and other dangerous devices or tools that could be used as a weapon. Questionable items should be approved by a staff member before they are brought to GILA. Contraband will be confiscated, disciplinary action will be taken, and the item may be disposed of.

**Motor Vehicle Use**

Galena Interior Learning Academy has strict procedures for operating vehicles in its motor pool and for permitting student travel in or on private or recreational vehicles. These policies ensure the safety of the students and drivers, as well as the continued maintenance and availability of school vehicles.

No students are permitted to operate district vehicles, and should therefore not be found in the driver's seat. Vehicles are not to be occupied beyond their legal seating capacity. Conduct and volume within the vehicles must be appropriate and safe for the driver's concentration. Students are responsible for keeping Ptarmigan Hall passenger vehicles clean. Student abuse or neglect of these vehicles may result in individual disciplinary actions, temporary removal of the vehicle from the motor pool, or reduced or limited store runs and off-campus programming opportunities. Physical damage repair costs will be billed to the vandalizing student's parents, and the incident will be dealt with as described in the GILA vandalism policy.

All staff drivers must be approved through the GILA Administration and have copies of a valid driver's license on record in the district office in order to be placed on the district's insurance policy. High school students are only to be transported in approved passenger vehicles by an approved driver. District vehicles are only to be driven on state-approved roads. Reckless or irresponsible driving may result in loss of staff driving privileges, suspension, or dismissal. Policies regarding the use of designated staff vehicles can be found in the GILA Residence Life Staff Manual.

GILA high school students may not ride recreational vehicles owned by the school district or community members unless their parents or guardians have submitted explicit written permission to GILA. This permission form includes an itemized approval list for snowmobiles, boats, ATV's, 4-wheelers, dirt bikes, and other motor vehicles. A copy of the form is located at the end of this handbook. Operating or riding one of these vehicles without written parental permission will result in a level drop or more serious disciplinary measures.

High school students are also not permitted to get into/onto any privately owned vehicle unless the driver has formally checked them out from Ptarmigan Hall. A student wishing to be permitted to drive a host's privately owned vehicle with the host in the passenger seat must first ensure that the host has been approved by an administrator as a driving chaperone and that GILA has received the following documentation:

- Valid Alaska Driver's License or learner's permit of the student
- Valid Alaska Driver's License of the host
- Written permission from parent expressing consent to allow student to drive with the host as an escort

For more details, refer to Section X: *Student Checkout and Travel*.



## VII. General Regulations of Ptarmigan Hall

The operational procedures and regulations for Ptarmigan Hall apply to all students in the GILA secondary education program. Twelve resident staff members and six support staff members serve to enforce these regulations and to protect the safety and rights of the residents of the building. Most minor violations of these regulations are handled through the citizenship level system, and major offenses will be dealt with on a case-by-case basis.

### Use and Abuse of School Property

Many furnishings, household items, and recreational goods are made available to residents of Ptarmigan Hall. Students are held accountable for the condition of these items if they choose to use them. Damages and abuse to the building and its furnishings caused by a student are billed to his or her parents. Students may also lose the privilege of using items or facilities they do not properly take care of.

#### Building Facilities

**Lounges:** Both the boys and girls floors have a television lounge for student use, as well as the game room on the first floor. Lounges are closed at Quiet Hours when students must go to their rooms. "The Sub" is a coed lounge and recreational area. It closes before curfew each night, when students must sign into Ptarmigan Hall for the night.

**Laundry Rooms:** There is a laundry room on each floor. Students are responsible for their own laundry soap and laundry costs. The boys' and the girls' floor laundry rooms each have four sets of vending washing machines and dryers. Laundry rooms close at Quiet Hours. Laundry rooms are closed from 10:30pm until 5am on school nights. Students are not permitted to use the washer and dryer on the first floor without staff permission.

**Activities Room:** The activity room is for programs and activities planned by the staff. Students are not to be in the activity room without supervision.

**Music Room:** This room is located outside of the hall. It is a two room facility that percussion instruments can be played on one side and other instruments on other side. We do have a small variety of musical instruments and we are still developing the program trying to get more instruments. No student may be in music room without the supervision of staff member.

**Lobby:** The first floor lobby is a workplace for the front desk operators. While students who are on Level 2 or 3 are permitted to socialize in the lobby during free time, noise and crowding may make it difficult to answer phone calls and to monitor the door. Students may be asked by a staff member to return to the residence floors and are expected to comply.

#### Student Rooms and Inventory

Each student room contains a bathroom and a closet that can be secured with padlocks. Additionally, each room is furnished with a trash can, lamps, and a shower curtain. Each student is allotted a twin bed, a nightstand, a bedside lamp, a dresser, a desk, and a desk chair. Additional miscellaneous furniture that may be found in student rooms may include sitting chairs, end tables, and entertainment units. Students are provided with toilet paper, trash bags, light bulbs, and access to vacuum cleaners and cleaning supplies as they are needed. Every student room has a refrigerator in it.

#### Room Check-in and Checkout

Whenever a student moves into a room, including when a student has just made a room change, he or she must complete a Room Inventory Form (RIF), which has already been filled out by the supervising Resident Advisor. This document lists each area and furnishing of the room, as well as the condition of each at the time the student assumes occupancy. The student checks over the staff member's observations and signs the form, expressing their agreement with the evaluation of the room's condition. Keys are assigned by a Hall Manager. Lost keys cost \$15 dollars for the first and \$50 for each additional key. A \$5 key deposit is required.

When the student moves out of the room, even for a room change within the building, the RA will complete the second column of the RIF, and any excessive damages that occurred from the time the student moved into the room will be billed to the parents. Keys are to be returned to the Hall Manager. Upon departure, students will need to undergo a formal checkout policy, which consists of completing a detailed room-cleaning checklist. Rooms that are not signed off by an RA or that have not been cleaned properly may result in a \$75.00 fee being applied to the student's account. Students who leave the GILA program without properly checking out (i.e. not properly cleaning the room, packing and shipping all personal belongs, etc.) will be subject to a \$100.00 fee that must be paid directly to Galena Interior Learning Academy prior to any shipping of student belongings. All student belongings that are mailed by the Galena Interior Learning Academy are sent through either the United States Postal Services or air freight.

**Linen Checkout**

A limited number of pillows, sheets, blankets, comforters, and towels are available for students to sign out. Students are urged to bring their own towels and linens for use during their stay at GILA. Like with the Room Inventory Form, a Linen Checkout Agreement will be completed by the student and supervising Resident Advisor noting the description and condition of the articles which the student would like to borrow for their stay in Ptarmigan Hall. School linens are expected to be cleaned regularly by the borrowing student. Comforters should be used with sheets on the bed, and kept unsanitary conditions of these items will result in students losing use of the item(s) or being charged for them. Replacement costs for articles returned with damages other than reasonable wear and tear will be billed to the student or parents.

**Fire Code Safety**

In order to comply with building fire codes and to observe prudent safety precautions, GILA will enforce the following fire code regulations:

1. No electrical heat-producing appliances other than hair curlers, hair dryers, and hot pots are permitted in student rooms. Coffeemakers and irons may be kept if they are equipped with an automatic shut-off device. Space heaters, toasters, and toaster ovens are some of the appliances that are not permitted in Ptarmigan Hall. Microwaves may be kept in staff rooms or in common areas for students to share. Unauthorized appliances will be confiscated and held until the owner can take them home.
2. Open flames and flame-producing devices are not permitted in student rooms. Incense, kerosene lamps, matches, lighters, candles, and similar items will be confiscated. Candles in jars and tins can be lit only in staff member rooms but cannot be left unattended.
3. Smoke detectors, safety signs, fire extinguishers, alarms, emergency evacuation routes, and wiring systems are not to be covered, blocked, or tampered with. Tampering with these devices may lead to criminal charges.
4. Fire doors and all other doors with closing mechanisms are to be kept closed at all times except in the event of an emergency.
5. Nothing is allowed to block, even partially, any means of exit. There is to be nothing placed in hallways or in front of doors or windows.
6. Flammable holiday decorations such as real Christmas trees, wreaths of pine boughs, and untreated bunting are not permitted in the residence halls.
7. Prompt and complete evacuation of campus buildings or facilities is mandatory when a fire alarm is sounded or when so directed by a GILA staff member. Individuals who fail to comply with this provision will be subject to disciplinary action and a \$50.00 fine. It is against state law not to participate in an emergency evacuation, including drills.

**Emergency Evacuation**

Emergency and crisis response plans can be found in the Galena City School District Crisis Response Management Manual. Evacuation plans are located in every room and by every exit in both residence halls. The student Fire Evacuation plan for the residence halls is simply to proceed immediately and calmly to the nearest stairwell and exit, and to follow staff out to one of the meeting places, established a safe distance from the building.

**Decorating and Personalizing Rooms**

Students and staff members are encouraged to personalize their living space by rearranging furniture, hanging posters, and displaying photos of family and friends. However, nails and hooks are not to be used in walls or ceilings. Paint cannot be applied to walls, fixtures, or furniture within the rooms. Additionally, decorating efforts should not violate the above fire codes.

**Refrigerators and Televisions**

Terms of use for GILA owned televisions by Level 3 students can be found in *Citizenship Level System* in Section V. Students may not bring their own refrigerators to Ptarmigan Hall without the express, written consent of the Director prior to the arrival of the refrigerator. Any refrigerator that is found not to have Director of Residence Life's approval will be confiscated. Every student room is supplied with a refrigerator. However, personal televisions or other viewing devices can be kept in student rooms if the student is on level 3 unless they violate Quiet Hours. If a student's privately owned television or other viewing device violates Quiet Hours or is found on after Lights Out, the television or other viewing device will be kept by the staff until weekends, when it will be brought to the student's room. Students who are tardy for class may also have their TVs or other viewing device stored until weekends. Only Level 3 students can have TVs or other viewing device in their rooms.

**Pets**

Students are only permitted to keep freshwater fish.

**Bicycle Use**

GILA owns and maintains several road and mountain bikes that can be used by students. Only Level 3 students may take bicycles off of campus. Bicycles must be treated with care and respect, should not be left lying around, and must be returned to the storage shed when not in use. Those who abuse this policy will lose their privilege to take out a school bike.

## Community Rights and Responsibilities

In addition to the individual student rights, the rights of the community within Ptarmigan Hall must be observed to maintain a positive living and learning environment for every resident. Only the maturity and consideration of each student towards his and her neighbors can assure that everyone's rights are preserved.

### Bill of Rights for Roommates

Many rights and expectations for a student of the communal living environment in Ptarmigan Hall apply to his or her shared living space with a roommate, and applies to the expected level of respect from neighbors for the entire community as well. Basic rights of a roommate include:

1. The right to read, study, and sleep free from undue interference in one's room. Unreasonable noise and other distractions from a roommate and guests inhibit the exercise of this right.
2. The right to expect privacy and the respect of one's personal belongings.
3. The right to a clean environment in which to live.
4. The right to free access to one's room and facilities without pressure from a roommate or neighbor.
5. The right to host guests during the appropriate hours with the expectation that guests are to respect the rights of the host's roommate and other hall residents.
6. The right for redress of grievances and complaints. Residence Hall staff members are available for assistance in settling conflicts.
7. The right to be free from fear of intimidation, physical and/or emotional harm, including harassment, pranks, or belittling talk.
8. The right to expect reasonable cooperation and sharing in the use of shared telephones, televisions, washers and dryers, and computers.
9. The right to confidential, approachable, and available counsel and assistance from the student's assigned Resident Advisor, as well as Residence Hall Managers and Dean of Students.

### Telephone Use

Each of the residential floors in Ptarmigan Hall has two telephones available for student use, as well as three phones on the first floor. Long-distance calls require a calling card to be used, which students are responsible for purchasing. Self-governance and consideration amongst students is expected for telephone use on each floor, and calls should be limited to 30 minutes as a general community standard. Students are responsible for controlling their language when on the telephone; profanities or disrespectful words towards peers or staff should not be audible to the remainder of the community. While it is important for phone calls to be comfortable and private, subjecting other students and staff members to offensive conduct and language may lead to disciplinary action.

Calls cannot be made or received after Quiet Hours, 10:00pm on weeknights and 11:30pm on weekends. At Quiet Hours, students will be asked to terminate their calls. Parent/guardian calls may be permitted to conclude casually, but students should be prepared for staff to verify that it is a parent on the line, and calls should be completed as soon as possible. GILA asks for the cooperation of parents in this matter, requesting that all calls be finished by Quiet Hours. Level 3 students may remain on the telephone an additional 30 minutes Sunday through Thursday nights. Violation of the telephone policy will result in loss of phone privileges or a level drop. Emergency calls will always be forwarded to the appropriate students, and if additional privacy is needed, students may ask to use a staff member's telephone.

### Privacy and the Right of Staff Entry

Personal privacy is a right that all students and staff are expected to respect for each other. Students and staff are expected to knock and to be given permission to enter before doing so. No person should enter another person's room in their absence. However, students who are being disciplined, whose health or safety may be in jeopardy, or who are thought to be guilty of wrongdoing in their room can expect staff members to enter their room. Staff will knock first, and if not invited in will announce who they are and that they are keying into the room. Students should also expect that their room and personal belongings may be searched by staff members if there is reason to believe they have broken school policy and have dangerous or illegal items in their possession. Two staff members will always be present for room searches.

Similarly, students must respect the privacy of the staff members residing in Ptarmigan Hall. Students may not enter a staff person's room unless invited in, and should remain conscious of when a staff member is off duty. Courtesy is greatly appreciated, and if a staff member is not working, then students are asked to address the question or concern to another staff member who can assist them. The first floor and its residents must be respected as well. Students are not to be in the guest corridor at any time without Residence Hall Staff approval or if their parent is staying there.

**Quiet Hours and Noise Management**

Unnecessary, unreasonable noise and disruptions have no place in the residence hall, and reasonable noise and music must end at Quiet Hours. Quiet Hours run from 10:00pm to 8:30am Sunday through Thursday evenings, and from midnight to 9:00am on weekend nights. During Quiet Hours all student room doors must be closed and guitars and other instruments can no longer be played. Music, televisions, and voices should be at a volume that cannot be heard by other residents. A staff member will address any noise that can be heard more than one door away.

Even outside of Quiet Hours, Ptarmigan Hall enforces “Courtesy Hours” for the remainder of the day. During Courtesy Hours, the noise level does not necessarily have to be at the same level it is during Quiet Hours; however students are encouraged to be respectful of the fellow floor mates with regard to noise. If asked to reduce the noise level during Courtesy Hours, students are expected to comply. Extremely loud music and noise is disruptive and unnecessary. Amplifiers are *not* allowed in student rooms as they generally disturb neighbors so easily. Students who violate Quiet Hours or 24-hour Courtesy Hours will first be given warnings and then have their stereo power cord or the entire unit removed from their room for a week. Those who repeatedly disrupt the building with excessive volume or crude lyrics will lose their stereo privileges for the remainder of the year.

**Inappropriate Images, Lyrics, and Gestures**

Clothing, posters, or other images that portray offensive or inappropriate scenes or messages may not be displayed or worn openly at GILA. Public display of such offensive material may be considered harassment. These images include nude or scantily clad people, alcohol, drug, or tobacco material, topics of a sexual nature, and other material deemed inappropriate by a staff member. Students should expect that these items be confiscated or destroyed, and discipline sanctions may follow.

Lyrics to music and movie dialogue that has inappropriate language or content should not be audible to others, and should be restricted to rooms with closed doors. Staff members who hear such profanity or vulgarities reserve the right to confiscate..

**Sleepovers**

Students wishing to host a sleepover should first attain the consent of their roommate as a courtesy. Level 2 and 3 students may host and attend sleepovers in one another’s room on nights that do not precede a school day. All students wishing to participate in sleepovers must be in the room where the sleepover will take place with all personal belongings that will be needed for the duration of the night. Students are not permitted to leave sleepovers for anything without the approval of floor staff unless there is an emergency. Sleepovers in student rooms may accommodate up to four students and must be approved by the host’s RA before Quiet Hours begin. RAs may grant special permission for sleepovers for up to six students in the multipurpose lounges on both residential floors. If at any time a sleepover group violates Quiet Hours or causes a disturbance, the students will be sent back to their rooms for the night. Violation of sleepover policies will result in the loss of sleepover privileges for a minimum of one week.

**Community Chores, Room Checks, Incentive Pay, Student Employment**

The cleaning and upkeep of a healthy, presentable living environment is the shared responsibility of all Ptarmigan Hall residents. All students are welcomed to sign-up for community chores. These chores may consist of tasks such as vacuuming a corridor, sanitizing areas, or emptying trash cans. Chores are signed up for weekly, and are posted every Friday in time for Sunday’s chore time.

Additionally, students must consistently keep their rooms cleaned to a satisfactory condition on weekdays. Fire codes and sanitation requirements require that student living areas are maintained in a clean and orderly fashion.

Room and chore checks will be performed every weekday while students are at school. Failure to pass either room or chore checks automatically assignment of Level 1 restriction.

Students have the opportunity to earn chore money weekly simply by completing their brief community chores. Student incentive pay will be distributed at a regular time every week. There is opportunity to earn bonus monies if student passes all of assigned chores.

Student employment opportunities. There are several on campus jobs to apply for, Student Store, Dining Hall, Gym attendant, Cage, and others. To apply please go to the district web page and apply for student employment. All students may apply. Students must maintain good grades (A, B, C)s in all classes.

**Communication Boards**

Students have the responsibility to read communication boards in the lobby and on their floors for announcements, chore assignments, programs and activities, and changes in their daily schedule. There are places for students to post their own announcements to the Ptarmigan Hall community as well.

## Public Safety

Again, the primary concern of the staff at Galena Interior Learning Academy is to ensure the safety and well-being of its students. Several policies have been established to promote a safe environment within Ptarmigan Hall and to protect the health and security of the community as a whole. First and foremost, no unauthorized visitors are permitted in the building. This includes community members, Galena City High School students, post-secondary GILA students, or guests other than parents. All guests and visitors must check-in in the lobby with the Front Desk Operator. Adults coming to check out a student must wait in the lobby for the student to get ready and to meet them at the front door.

### Health & Safety Concern Items

The following items, which violate fire codes and/or jeopardize the health of students and staff, are not permitted in student possession or in the living areas of the residence hall:

- Knives (other than dinner knives) or other blades—this include art knives with blades larger than ½ inch
- Firearms or weapons
- Toasters or toaster ovens, or any cooking devices other than hotpots or electric kettles
- Any products that have open heating coils
- Halogen lamps
- Candles, incense, lighters, matches, and other flame-producing devices
- Drugs, tobacco, or alcohol
- Pornography
- Medications
- Space heaters and other heat producing items other than irons or coffeemakers with automatic shut-off timers
- Aerosol cleaning cans or spray paint
- Any type of vaping or vaporizers

These items will be confiscated, and possession and/or use will lead to the appropriate legal and disciplinary actions. When in doubt please ask for verification.

### Person, Package, and Room Searches

Random searches will not be conducted, and student privacy is maintained whenever possible. However, when there has been a theft or reason to believe health & safety items may be in a student's possession, his or her pockets and book bag will be searched, as well as his or her room, if necessary. All packages that arrive for students must be opened in the mailroom by a staff member. And, when necessary, floor searches of all student rooms may be conducted. These searches are extremely thorough, are authorized by the Director of Residence Life, and will always require that two staff members will be present in a student room at all times during the search.

Students wishing to send boxes home, especially before leaving GILA for the year or for good, must have their boxes inspected and signed off by a staff member. This helps prevent the unnecessary loss of school books or materials, library materials, linens, personal belongings of other students that may have been borrowed or stolen, etc.

After returning from out-of-town travel, students will have a bag and person search to help prevent from HSCs, especially drugs, tobacco, and alcohol, from being brought into our residence halls. Occasionally after major events in town with many visitors and increased safety risks, all students will be searched when getting off the bus before entering Ptarmigan Hall.

### Sick Student Policy

A student who feels ill should inform a staff member. For over-the-counter medication or to stay home from school, the student must have a temperature above 99.9 degrees Fahrenheit or display noticeable illness or injury. These conditions will also be necessary for a health clinic appointment to be made.

A student who decides (or is sent) to stay home from school will be required to stay in a designated wellness room on the first floor for the entire day, so as to get rest and to refrain from contaminating his or her neighbors. Everything a student may need during the day should be brought down to the wellness room, including bedding and toiletries. The student cannot eat meals in the dining hall, but will have food brought to them by a staff member. Students who have spent the day in the wellness room may not return to their room upstairs until room curfew; this is 10:00pm on weeknights and 11:30pm on weekends. Students must also wait downstairs until a staff member has checked them out of the wellness room, making sure that the student has properly cleaned and disinfected the room for the next user. Sick students will be checked in on regularly. Sick students who refuse to enter the wellness room when asked to do so under the advice of Residence Hall Staff or local medical professionals will be subject to Out-of-School Suspension. This drastic measure must be taken in order to reduce the potential of epidemics or outbreaks of illnesses within the GILA community.

**Administering Medication**

Students are not permitted to keep prescription or any over-the-counter medications in their possession. The only exception is birth control medications, which must be registered with a Hall Manager but then can be kept in the student's room in a secure place. All other medications must be turned over to a Hall Manager or the front desk staff as soon as they are given at the clinic, or as soon as they arrive in the mail or in the luggage of a returning student. When a student is due to take his or her medication, he or she must go to the front desk to have the administration of the medication logged and monitored by the Managers. Students are responsible for having parents refill prescriptions, and new prescriptions and refill bottles must be given to the Hall Manager as they are received. If a student chooses to purchase over-the-counter medication in the stores, a staff member should be notified before the item is purchased, and the staff member can write the student's name on the bottle or package. All medications are stored in a locked cabinet at the front desk. Students found with drugs in their possession will be disciplined accordingly. Students who refuse to take prescribed medicines will have parents/guardians and medical professionals contacted and may be subject to suspension or expulsion.

**Signing In and Out of the Residence Hall**

For security and accountability reasons, especially so that staff can find students if there is an emergency, all students must sign in and out of the residence hall, noting the time and destination of their ventures from the building. Students, as soon as they first leave the school building in the afternoon, must check into the residence hall, and if they wish to go somewhere after school in their free time before dinner they must sign out. Students who are not in the residence hall by 4:00pm and who have not signed out will be assumed to be at Voluntary After School in the school building. Students who continually fail to sign in and out, or who are found to be in a location other than where they signed out to go, will be first reminded and then dropped a citizenship level.

**Restricted Areas and Unsupervised Walks**

There are some areas of base and town that students are not permitted to go. Only Level 3 students may venture off the GILA campus, but must do so in groups of two or more. Campus consists of the area within the fenced portion of the base. Level 2 students who go for unsupervised walks are expected to stay within these boundaries. Students are also restricted from beyond the GILA High School building. They are also to keep out of smaller fenced areas within the base. No students may wander down to the airports or go within the fence surrounding the airstrip, and as a reminder, these areas are beyond the fenced campus area.

Level 3 students who choose to leave campus on unsupervised walks or bike rides may not go onto the airstrip side of the dike. They may not go into any private residence (except for people on their check out list) or business other than the two approved grocery stores that are on GILA store run routes. Students are not permitted to get into/onto any privately owned vehicles, including snowmobiles or other recreational vehicles, not even to accept rides back to campus.

**Window Screen Removal**

The window screens in student rooms and lounges are not to be removed. Students are not to hang out of their windows or to throw or drop things from their window. Additionally, when windows are open, students are to control the noise and music that comes from their room. Stereos cannot be placed in windowsills and music should not be blasted so that it can be heard by our neighbors or from the dining hall. Screen removal is a \$75 fine and a letter and bill will be sent home to parents.

Also note that conversation out windows/between windows is not permitted.

**Personal Hygiene**

Though it may seem like a personal health issue, hygiene affects the entire community and the rights of others. Offensive odors or appearances may offend neighbors or make them feel uncomfortable in their own living or learning environment. Additionally, every resident has a responsibility to keep themselves and their living area clean so that unnecessary germs and bacteria are not spread throughout the community.

Each room is equipped with a shower and a sink, and as a general rule of thumb, students should shower daily. Laundry facilities are available on each floor, and clothing should be washed regularly. Galena Interior Learning Academy provides opportunities for students to have funding to wash their clothing and to buy detergent, soap, shampoo, and deodorant regularly. Students who fail to maintain these community health and cleanliness standards will be approached by staff members who will provide guidance in these matters.

Additionally, the furnishings and borrowed linens must be used by many students, and we want to make sure they last for many years. To protect the mattresses from body oils and bacteria growth from sweat and dirt, all mattresses must have a sheet on them, pillows must have pillowcases, and sheets should be used under comforters. All should be washed regularly. This will help to prevent students from wearing germs from all of those who have come before them as well!

### **Guest and Visitor Services**

Several rooms and a lounge for overnight visitors to GILA or the Galena City School District are available upon request provided space is allowed. Parents are always welcome. Additionally, these rooms host programmers, performers, visiting administrators and faculty, and special guests who serve the students of the district in some capacity.

Reservations for these rooms must be made by a school district administrator and booked through the Residence hall front desk. Availability is primarily on a first-come, first-served basis. GILA cannot guarantee a room to anyone without prior reservations. Several community bed and breakfasts can accommodate visitors to town. Questions regarding meals in the GILA dining hall can be directed to the Director of Dining Services.

State regulations prevent adults (other than state-approved and checked staff) from having unsupervised access to the direct living area of students. This is strictly a safety measure. For this reason, parents and guests of students may not sleep on the student floors, but will be provided with a guest room. The student may stay in the guest room with his or her parent. Parents will be permitted to visit their child's room during daytime hours before evening curfew once staff on duty is notified of their presence.

#### **Checking In**

After reservations have been confirmed, guests must simply sign in at the front desk of Ptarmigan Hall. Transportation from the airport should be arranged prior to guest arrival in Galena. Similarly, guest transportation for the duration of the visit must be arranged prior to guest arrival in Galena. Rooms can be locked and secured. Ask a staff person to open it. Guests can be reached at Ptarmigan Hall at 907-656-2112.

#### **Responsibilities of Guests**

Guests are asked to notify the front-desk operator in advance of meals they will be eating in the GILA dining hall so that we can confirm meal numbers with Food Services. We ask our guests to throw out their trash when they leave and to leave all dirty towels on the bathroom floor. This courtesy is helpful for cleaning and keeps the room from smelling. Laundry facilities are available on the first floor. The cost is \$1.00 per washer or dryer load and detergent is available for purchase at the front desk.

Any disturbances or guest needs should be directed to the front desk.

## VIII. Student Services

The following arrangements and services have been established to meet the regular daily needs of all students, both secondary and post-secondary. Questions regarding other student needs should be addressed to any staff member, who will refer the issue to the correct source of assistance.

### Transportation and Store Runs

Galena Interior Learning Academy has a motor pool to serve the transportation needs of the students. Currently, GILA has 11-15-passenger vehicles, and access to two full-sized school buses to transport students to sports practices, community events, clinic appointments, and the airport. Additionally, store runs are made periodically in the evening and sometimes on the weekend, providing students with transportation to the local businesses for snacks, movies, and necessities. Remember that store runs may be revoked from those students who continue to fail room and chore checks. Store runs are a privilege.

### Student Store

Ptarmigan Hall residents have access to a student store in the student union. This operation will be supervised and maintained by student workers and will provide students with basic necessities and snacks, such as toiletries, laundry detergent, popcorn, cup 'o noodle soups, beverages and much, much more.

### Student Employment

All students may seek employment during their time at GILA to earn spending cash and to pay their bills. Employment opportunities are available off campus and within the school. The dining hall and Ptarmigan Hall can employ Student Assistants. Those who seek off-campus employment must maintain L3 status to be unsupervised by school staff when away from campus. Such students' transportation will be provided by GILA to and from employment.

### Academic Support

Outside of the classroom, students have excellent opportunities to gain guidance and assistance from their instructors. The small student to faculty ratio at GILA means that each student receives a great deal of personal attention. Additionally, secondary students may attend after-school tutorials with teachers present to help them. These sessions are mandatory if the student is failing any of his or her classes. Secondary students are also given the opportunity to attend an evening study hall staffed by the residence life staff.

The Academic Counselor for GILA can help to arrange personal tutors from the staff and student body. This staff person is also available to offer guidance in the exploration and pursuit of long-term career and education goals. Substance abuse sessions and other educational services are also provided.

### Counseling and Personal Support

In addition to having residence life staff members available and approachable to students for casual meetings, the Residence Life Counselor is available to students in the evenings. Personal counseling, group sessions, conflict mediation, and educational programming are all provided by this professional. The Residence Life Counselor's office is located in Ptarmigan Hall, and set open door hours allow students to informally and confidentially drop in.

Galena City School District works closely with Community Mental Health Services to provide many support services for GILA staff and students. Student health, well-being, and happiness are of great concern to the staff, and special, individualized assistance can be arranged as needed to help students succeed at GILA. Parents are encouraged to communicate their concerns and questions regarding their children to the Residence Life Counselor.

### Dining Services

The Two Seasons Dining Hall is home to a caring and skilled kitchen staff who prepare three meals a day on school days and two meals a day on non-school days. It is our belief that if we always carry a great selection of fresh & dried fruits, a salad bar, and desserts along with carefully prepared entrees that we can bring good health, comfort and hominess to our students. The Two Seasons Dining Hall is operated under the highest food preparation and sanitation standards to offer students and staff the best in selection, taste, quality, and safety. Students are expected to maintain sanitation and cleanliness standards when in the dining hall. We promote good nutrition equals great learning. Good food equal happy students.



**Health Services**

The school and residence halls are equipped with up-to-date first aid kits, and staff are trained in minor health care and emergency procedures. Medications are administered with great supervision and control. Appointments are made at the Galena Health Clinic as needed, which has a very qualified and attentive staff of health care professionals. Serious cases may require that a student is sent to the hospital in Fairbanks, escorted by a member of the residence life staff if a minor.

**Mail**

Each student is assigned a mailbox in their residence hall lobby where all of their mail will be delivered. Mail is delivered every workday. Ptarmigan Hall residents may place outgoing mail in a designated bin, and it will be transported to the post office. Students are responsible for their own postage costs.

**Lost and Found**

A lost and found is maintained at the school building and at each residence hall. Staff will assist students who feel they have lost a personal belonging. Students are asked to fill out a missing item form and turn it in to a Residence Life Staff member.

## IX. Student Checkout and Travel

Student engagement in the community and a break from the residence hall are encouraged whenever possible. Many students are invited out of the residence halls for entertainment, for meals, and for community service by faculty, district employees, and community members. However, for secondary students, many strict guidelines have been established to ensure the safety and accountability for each student who is entrusted into the care of anyone beyond the trained GILA staff.

### Secondary Student Checkout Policy

Students may be formally checked out of Ptarmigan Hall by authorized community and school district hosts. Additionally, this authorized host must complete a detailed check out agreement each time he or she signs a student out of the building, outlining all terms and expectations of the student's leave from campus. Regular student checkout does not permit overnight visits, and students are expected to be returned to Ptarmigan Hall by their curfew time.

### Parental Consent and Authorized Hosts

Unless parents express explicit instructions forbidding a staff member from checking out their child, all faculty, residence life staff, and administrators of the Galena City School District may check out GILA students. Each of these individuals is a trained education professional and has been checked for criminal records.

All other community hosts who can check out a student must be first approved by the parents or guardians of the student, in writing, and must then be authorized by the GILA Administration. Even relatives other than the legal guardians of the student should be authorized in writing by the parent to gain permission to remove a student from the residence hall. At the start of the school year, parents will be sent a copy of the checkout policy and a form enabling them to list all community members in Galena to whom they give consent to check out their child. This form is to be signed and returned to GILA by mail or by fax, and is included at the end of this handbook. Emailed and telephoned permission statements will not be accepted. Each student is permitted to have 6 people on his or her check out list. These people can be changed at any time with the Director of Residence Life.

By granting permission for community hosts to check out their son or daughter, parents are releasing Galena Interior Learning Academy from all liability from the period that the student is checked out to approved individuals. GILA reserves the right to restrict any community adult from checking out students if s/he violates the checkout policy and jeopardize the well-being and safety of the student. It is GILA policy that in general, female students may only be checked out by a female host and male students may only be checked out by a male host except with written permission from the Director of Residence Life and the Principal of Boarding School Operations.

### Host and Student Responsibilities and Restrictions

All hosts who check out a GILA student from Ptarmigan Hall are assuming responsibility for that student's health and safety. The following policies and restrictions must be upheld and observed while the student is under the supervision of a community host. Any adult host who proves to be negligent to these responsibilities may lose the privilege to check out students, or may even be charged with contributing to the delinquency of a minor. To check out a student, the host must report to the front desk in the Ptarmigan Hall lobby. A formal agreement stating the following guidelines for checkout must be signed every time the host checks out a student.

1. The host must be at least 21 years of age, and be authorized in writing by both the student's parents, and the Director of Residence Life.
2. Students must be checked in by curfew, no later than 8:30pm on school nights and no later than 11:00pm on Fridays and Saturdays.
3. No one community host can check out more than six GILA students at one time.
4. Students must be formally signed out and signed in again at the Ptarmigan Hall front desk by the host.
5. Students must remain in the company of their host the entire time they are checked out. Therefore, individuals may not check out students if they do not supervise them in their home or at community events until they are returned to Ptarmigan Hall.
6. Students may only ride in or on vehicles in the presence of the host.
7. Students may only ride on or operate snowmobiles, 4-wheelers, or other recreational vehicles with the written consent of their parent or guardian on file in the residence hall, and must be accompanied by the host at all times if they are to do so.
8. Students may at no time be in the presence of alcohol or any other illegal substances.
9. Level 1 student may not be checked out. only to a parent or guardian
10. Student conduct and behavior during checkout visits must be consistent with the policies and regulations of Galena Interior Learning Academy.

Special requests for checkout conditions that do not meet these conditions must be directed directly to the Director of Residence Life. Again, all community hosts will be held accountable and liable for student behavior, health, and safety while the student is entrusted to their care.

**Community Service Checkout**

Students are given many opportunities to assist community members and to practice volunteerism. Occasionally, community patrons will call the school with requests for student workers or volunteers. If the party requesting service is not an authorized host, then a staff member will accompany any students who wish to offer their assistance. The residence hall team facilitates any service learning efforts in the community.

**Overnight Checkout/Travel**

Special permission may be granted by the GILA Administration for students to stay overnight with immediate family members. These arrangements must be made in advance by the parents, and will still require written consent and a liability release to be submitted to GILA. All of the above checkout policies apply.

**Unaccompanied Student Travel**

In the event that a student must travel unaccompanied by plane from Galena, a Travel Permission form must be completed and returned to the GILA Administration at least 24 hours prior to the student's departure. Approval of such travel usually is made when the student will be met only by a parent or close family member when they arrive at their destination. This form is located at the end of this handbook. Detailed travel arrangements must be included. Transportation to and from the airport will be provided. No student will be allowed leave campus for unaccompanied travel without having a completed travel permission form prior to the student's departure.

## X. Organizational Structures and Personnel

The staff at Galena Interior Learning Academy cooperatively works to maintain an overall environment that is positive, safe, healthy, and conducive for learning and personal growth. Many educational experiences, projects, and programming efforts stretch beyond the traditional boundaries of the classroom into the after-school lives of the students. Teachers and other staff members even check out students and invite them into their homes.

Students at GILA receive more personal attention than at any other boarding school in the state of Alaska; the low student to staff ratio allows for students to gain more assistance and guidance in their studies, extracurricular interests, and personal endeavors. All staff are meticulously trained and held to the highest performance standards. Each staff member at GILA, from the classroom to the residence hall to the dining hall, serves to ensure the success and accountability for each student by the most effective means possible.

### Galena City School District Personnel

#### Galena City School District Higher Administration

Superintendent

Jim Merriner

Assistant Superintendent

Greg Culbert

## Telephone Directory

### Galena City Schools

Galena Interior Learning Academy 656-2053  
 School Fax 656-2107  
 School Direct Dial (with staff extensions) 656-2108

Ptarmigan Hall 656-2112  
 Ptarmigan Hall Fax 656-2398  
 Director of Residence Life 656-2213

Dining Hall 656-2053  
 Cosmetology Shop 656-2305  
 Sidney Huntington School (District Office) 656-1205  
 Swimming Pool 656-2242

### Community of Galena

Police 656-2177  
 Alaska State Troopers 656-1233 or 1-800-811-0911  
 City Offices 656-1301  
 Health Clinic 656-1366  
 Emergency Medical 656-1266  
 Mental Health 656-1617  
 Post Office 656-1262  
 KIYU Radio Station 656-1488  
 Community Hall 656-2134  
 Louden Tribal Council 656-1711  
 Tanana Chiefs Conference, Inc. 656-1326  
 Galena Bible Church 656-1629  
 St. John Berchman's Catholic Church 656-1240  
 Sweetsir's, Inc. 656-1223  
 Galena Liquor Store 656-1246  
 Yukon Inn (Bar) 656-1285

### Airlines

RAVN Flying Service 656-1875  
 Wrights Air 474-0502  
 Everts Air Cargo 1-866-242-0009

# Student Checkout Host Approval Form

This is written permission for my child, \_\_\_\_\_ to be released and checked out from GILA’s Ptarmigan Hall by the following community members, relatives and other authorized persons. I understand that in general, female students may only be checked out by a female host and male students may only be checked out by a male host except with written permission from the Director of Residence Life and the Principal of Boarding School Operations.

I authorize GCSD Employees to check out my student (please check)

I authorize approved community hosts to check out my student (please check)

Additional people that may check my student out are:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

As the parent/guardian of the above student, I release GILA and GCSD from any liability from the time he/she is released to one of the above authorized persons until the time he/she is formally checked into the residence hall. I consent to allowing Residence Life Staff Members to serve as authorized persons for my son/daughter as well. I assume full responsibility for my son/daughters safety during this time.

I understand that overnight checkout is typically not permitted, but can be arranged with immediate family members (at least 21 Years of age) with special written permission from the legal guardian on a case by case basis.

I am aware the student conduct and behavior must be consistent with the policies and regulations of GILA and that violation of this policy will lead to disciplinary action.

Should any question arise you can reach me at: \_\_\_\_\_  
Phone Number

\_\_\_\_\_  
Legal Guardian Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Legal Guardian Printed Name

**Both parent and GILA Official signatures must be complete prior to a student leaving the GILA Campus.**

\_\_\_\_\_  
Signature of GILA Official

\_\_\_\_\_  
Date

**Please return this form to GILA by fax 907-656-4589, 907-656-2398 or email [enrollment@galenanet.com](mailto:enrollment@galenanet.com).**  
Your child will not be released until this document is on file in our office and has been approved by a GILA Official.

**Galena Interior Learning Academy**  
*Galena City School District*

**Checkout Host Registration 2019-2020**

All hosts who check out a GILA student from Ptarmigan Hall are assuming responsibility for that student's health and safety. The following policies and restrictions must be upheld and observed while the student is under the supervision of a community host. Any adult host who proves to be negligent to these responsibilities may lose the privilege to check out students, or may even be charged with contributing to the delinquency of a minor. To check out a student, the host must report to the front desk of Ptarmigan Hall lobby. To be on file as an approved checkout host, the adult must go over the checkout policies upon their initial checkout of a GILA student each year and initial by each policy. From then on, a formal agreement stating the following guidelines for checkout must again be signed every time the host checks out a student. GILA administration reserves the right to refuse any community member the privilege to check out GILA students with just reason.

(Initial in box)	<b>1. The host must be at least 21 years of age and be authorized in writing by both the student's parents/guardians and the Ptarmigan Hall Management.</b> I understand that in general, female students may only be checked out by a female host and male students may only be checked out by a male host except with written permission from the Director of Residence Life and the Principal of Boarding School Operations
	<b>2. Students must be checked in by curfew, no later than 8:30pm on school nights and no later than 11:00pm on non school nights.</b>
	<b>3. Students must be formally signed out and signed in again at the Ptarmigan Hall front desk by the host. Host must bring student back to the front desk upon return.</b>
	<b>4. Students must remain in the company of their host the entire time they are checked out. Therefore, individuals may not check out students if they do not supervise them in their home or at community events until they are returned to Ptarmigan Hall.</b>
	<b>5. Students may only ride in or on vehicles in the presence and supervision of the host.</b>
	<b>6. Students may only ride or operate snowmobiles, 4-wheelers, boats, or other recreational vehicles with the written consent of their parents or guardian on file in the residence hall, and must be accompanied by the host at all times if they are to do so.</b>
	<b>7. Students may at no time be in the presence of alcohol or tobacco use, and drugs.</b>
	<b>8. Level 1 students may only be checked out by a Residence Life Staff member for an approved community service/volunteerism activity.</b>
	<b>9. Student conduct and behavior during checkout visits must be consistent with the policies of GILA.</b>

**Ptarmigan Hall 656-2112      Director of Residence Life      656-2213(office), 656-8174(cell)**

Special request for checkout conditions that do not meet these conditions must be directed directly to the Director of Residence Life. Again, all community hosts will be held accountable and liable for student behavior, health, and safety while the student is entrusted to their care.

**Host agreement: I have received the GILA Student Checkout Policy verbally and in writing and understand that failure to maintain proper supervision of this student may result in the loss of my privilege to check out GILA students in the future, or even charges of contributing to the delinquency of a minor. I commit to contact Ptarmigan Hall immediately if I need assistance with the student or to alert them to a behavioral or health issue.**

## Permission Form for Student Use of Recreational Vehicles and for Participation in Recreational Activities

I give my child \_\_\_\_\_, permission to ride the below recreational vehicles, and participate in the below recreational activities when attending an organized school program or when checked out by Galena City School District residence life staff or faculty, or the community hosts I have authorized in writing. In signing this legal document, I understand that I am accepting full responsibility for any injuries that may occur to my son or daughter when he or she is formally checked out of the GILA residence hall. I therefore understand fully that the Galena City School District is in no way liable for my child when operating recreational vehicles, or participating in recreational activities for a school-sponsored activity or when checked out upon receipt of this signed permission form by the Galena Interior Learning Academy administration.

**I give permission for my child to ride or operate the following recreational vehicles under the supervision of their hosts or a Galena City School District staff member: (Check all that apply)**

- \_\_\_\_\_ Snowmobiles
- \_\_\_\_\_ ATVs or 4-wheelers
- \_\_\_\_\_ Dirt bikes or Mopeds
- \_\_\_\_\_ Boats
- \_\_\_\_\_ Cars/Trucks (only applicable for students with their Permit or License, or who are in the Drivers Ed program)

**I give permission for my child to participate in the following recreational activities under the supervision of their hosts or a Galena City School District staff member: (Check all that apply)**

- \_\_\_\_\_ Camping
- \_\_\_\_\_ Using Firearms for Hunting and/or Target Shooting
- \_\_\_\_\_ Trapping
- \_\_\_\_\_ Other (please specify) \_\_\_\_\_

\_\_\_\_\_  
Legal Guardian Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Legal Guardian Printed Name



GALENA INTERIOR LEARNING ACADEMY
Travel Voucher

Permission is given for \_\_\_\_\_ to travel
(Son or daughter's name)

To \_\_\_\_\_ on the following dates.

Departure (date and time) \_\_\_\_\_

Return (date and time) \_\_\_\_\_

Additional information you may want to consider before arranging this travel request:

This trip is;

- \_\_\_ IS School related
\_\_\_ IS NOT School related
\_\_\_ Is for medical reason
\_\_\_ Is cultural activity
\_\_\_ Other

\*\*\*\*\*

Airline: Departure \_\_\_\_\_

Return to Galena \_\_\_\_\_

Special Arrangements/Instructions \_\_\_\_\_

Please read and complete the following information.

As the parent and legal guardian of \_\_\_\_\_, I release Galena Interior Learning Academy and Galena City School District from any liability from the time departure on \_\_\_\_\_ until return to Galena on \_\_\_\_\_. I assume full and total responsibility for my son/daughter's safety during this time.

Should any questions arise, I can be reached at \_\_\_\_\_.

Please return this form to Galena Interior Learning Academy by FAX (907) 656-2398. You child will not be released for travel until this document has been signed and is on file in our office. We are asking for 24 hour advance notice to ensure travel coordination. Thank you for your time and consideration is helping us insure the safety and well-being of your child.

Signature of Parent/Guardian

Date

Call Galena Interior Learning Academy at (907) 656-2112, to confirm receipt of this document. The signature of a GILA official is the final step in completion of this release.

Signature of GILA Official

Galena Interior Learning Academy
Galena City School District

Please return this completed form by mail or fax to Galena Interior Learning Academy.

Galena Interior Learning Academy
P.O. Box 359
Galena, Alaska 99741

**Galena Interior Learning Academy**  
*Galena City School District*

**Parental Consent for Student Participation in School Improvement Surveys**

\_\_\_\_\_ I give permission for my child, \_\_\_\_\_, to participate in anonymous surveys administered by Galena Interior Learning Academy during the course of the 2019-20 academic school year. I understand that some of these surveys may inquire into personal or family matters of the student that are not matter of public record, though my child's identity will not be reported.

I also understand that I may request a copy of any survey to be administered to my child two weeks prior to the survey date, and that I may provide written notification to the school principal that I withdraw my consent at any time.

\_\_\_\_\_ I deny permission for my child, \_\_\_\_\_, to participate in anonymous surveys administered by Galena Interior Learning Academy during the course of the 2019-20 academic school year.

Please return this completed form by mail or fax to Galena Interior Learning Academy.

**Galena Interior Learning Academy**  
**P.O. Box 359**  
**Galena, Alaska 99741**  
**Fax: 907-656-2107**

**Student Room Checkout**

*Post this checklist on the door*

Room Number: \_\_\_\_\_

Resident(s): \_\_\_\_\_

- \_\_\_ All personal belongings removed from room and closets
- \_\_\_ Boxes to be stored must be addressed and taped for shipping
- \_\_\_ Refrigerators cleaned, dried, and turned in to RA in locked storage
- \_\_\_ GILA televisions and remotes turned in to RA in locked storage
- \_\_\_ All furniture present, neatly arranged, and wiped clean
- \_\_\_ Drawers emptied and wiped out
- \_\_\_ Lamps cleaned and unplugged with bulbs in place
- \_\_\_ Room vacuumed
- \_\_\_ Walls and windowsills wiped clean
- \_\_\_ Windows cleaned
- \_\_\_ All posters and paper removed from walls; no staples, tacks, or tape
- \_\_\_ Doors cleaned; all tape removed
- \_\_\_ Vanity area and sink completely wiped down
- \_\_\_ Vanity drawers and medicine cabinet emptied and wiped clean
- \_\_\_ Bathroom floor mopped
- \_\_\_ Toilet cleaned, inside and out
- \_\_\_ Shower stall wiped clean
- \_\_\_ Linen check-in form completed for borrowed items: (missing or damaged items will result in a fine sent to parents)
- \_\_\_ Comforters, Pillows, Sheets, Towels
- \_\_\_ All returned items washed and folded
- \_\_\_ Room inventory form completed by RA, damages and incidentals recorded (damages and missing items will result in fine sent to parents)
- \_\_\_ Borrowed items from staff, other students, craft room, etc. returned.

\_\_\_\_\_  
 RA or FM signature \_\_\_\_\_  
Date

- \_\_\_ Padlocks returned to RA
- \_\_\_ Keys turned in (missing keys will result in fine sent to parents)

\_\_\_\_\_  
 Hall Manager signature \_\_\_\_\_  
Date

**Galena Interior Learning Academy**  
*Galena City School District*

**Receipt of Residence Life Handbook Form**

**Student Name (printed):** \_\_\_\_\_

**STUDENT:**

I have received and read the Galena Interior Learning Academy 2019-20 Residence Life Handbook and understand the policies and regulations established for attendance at GILA. I am familiar with my rights and responsibilities as a student and a member of the GILA community. I agree to uphold the GILA Code of Conduct and to abide by the school and residence hall policies.

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

\_\_\_\_\_  
Date

**PARENT/GUARDIAN:**

I have received and read the Galena Interior Learning Academy 2019-20 Residence Life Handbook and understand the policies and regulations established for attendance at GILA. I am familiar with the rights and responsibilities of my son or daughter during their stay. I agree to support the policies and staff of the institution and the Galena City School District and will play an active role in my child's scholastic and residence life endeavors during his/her time at Galena Interior Learning Academy. I give permission for the Director to sign permission slips for my son/daughter.

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

Please return this completed form by mail or fax to Galena Interior Learning Academy prior to when the above student arrives on campus.

**Galena Interior Learning Academy**  
**P.O. Box 359**  
**Galena, Alaska 99741**  
**Fax: 907-656-2107**

## Appendix A

**Code of Conduct** (updated 5/2019)

Progressive discipline will be utilized for all student conduct situations. Reverse progression may take place after the 3<sup>rd</sup> offense, based on administrative discretion, in an effort to make a plan to change behavior. Failure to comply with conduct or coaching/counseling stipulations may result in a suspension up to ten days. The student's behavior may give us good reason to skip all steps, and the student may be suspended from school for up to ten days and/or be recommended for expulsion. Behavior that threatens the safety and wellbeing of the student or other students, or has a significant adverse effect upon the living/learning environment of the Residence Hall may, at the GILA Principal's discretion, result in removal from housing. **Within the following guidelines, administration reserves the right to interpret and act upon each situation on an individual basis, within the guidelines of the code, in order to best meet the needs of the student and the school.**

**Key Terms:**

Coaching: a one on one conversation between an adult and a student to develop ideas to change a student's behavior	Counseling: a one-on-one conversation between a counselor and a student to work through challenges affecting student behavior
Review Team: Will consist of admin and counselors and a teacher (if possible) from GILA, SHS and Residence Life to make a recommendation to site administration. Referral to review team can be made at any time in response to student behavior. This process is put in place to help students be successful in school.	OSS: Out of school suspension (off campus at parent expense) Arrangements for payment of any outstanding GCSD bills must be made before the student may return from OSS.
Detention: Detention will be held after school at each site from 4:00 - 4:45. Students will serve detention at the school where they finish their day. Detention will embrace a restorative mindset.	

Student Action/Choice			
Sleeping in class		Non-compliance to staff direction to include classroom rules	
Electronics Non-Compliance		Minor IDA (Please refer to "School Rules")	
Littering		Possession of minor contraband (GILA students only), please refer to Res. Hall Handbook	
Personal use or possession of tobacco			
Academic Non-compliance		Inappropriate/disrespectful behavior/language/false statements	
Entering a restricted area		Not being where you are supposed to be when you are supposed to be there/bus missing (this clears at semester for bus only)	
What Happens:			
Offense	Consequence	Communication	Counseling/Coaching
Verbal Warning	Verbal Warning	Write log entry ( <i>Contact parent/guardian for 1<sup>st</sup> tobacco violation</i> )	Person giving verbal warning provides immediate coaching

2 <sup>nd</sup> Offense	Res Life 1 day of floor restriction	School 1 Unit of detention	Parent/Guardian, School/ Res Hall admin, Res Hall management team, counseling- coaching team notified  Conduct log entry	Admin giving the consequence is the preferred coach  <i>Strongly consider a team meeting including all relevant parties such as educators, guardian approved community members, counselors and staff. This applies to all additional offenses.</i>
3 <sup>rd</sup> Offense	Res Life 2 days floor restriction	School 2 units of detention	Parents, School/ Res Hall admin, Res Hall management team, counseling/ coaching team notified  Conduct log entry	Session(s) with admin or counseling staff to make a plan to change behavior  Sessions if warranted  Conduct log entry
4 <sup>th</sup> Offense	Res Life 3 days floor restriction	School 3 units of detention	Parents, School/ Res Hall admin, Res Hall management team, counseling/ coaching team notified  Conduct log entry	Session(s) with admin or counseling staff to make a plan to change behavior  Sessions if warranted  Conduct log entry
5 <sup>th</sup> Offense	<b>Moves to major infractions persistent non-compliance to staff direction or disrespectful/inappropriate language/behavior. Referral to Review Team.</b>			

**Student Action/Choice**

Students may be referred to a Review Team at any time

Disrespectful/Inappropriate language/ behavior/false statements/cheating		AWOL/Truancy	
Body Modification/Art			
Persistent non-compliance to staff direction			
What Happens:			
Offense	Consequence		Counseling/Coaching
1 <sup>st</sup> Offense	Res Life 3-4 days of floor restriction	School 3 units of detention (SHS & GILA)	Parents, School/ Res Hall admin, Res Hall management team, counseling/coaching team notified  Conduct log entry  Check in w/ admin or counselor to define steps to change behavior  Mandatory sessions with counselor/coach (counselor for AWOL)  Conduct log entry
2 <sup>nd</sup> Offense	Res Life 5 days of floor restriction	School 4 units of detention (SHS & GILA)	Parents, School/ Res Hall admin, Res Hall management team, counseling/coaching team notified  Contact parent/guardian  Conduct log entry  Session(s) w/ admin or counselor to create plan/contract to change behavior  Mandatory sessions with counselor/coach (counselor for AWOL)  <i>Strongly consider a team meeting including all relevant parties such as educators, parent approved community members, counselors and staff. This applies</i>

				<i>to all additional offenses.</i> Conduct log entry
3 <sup>rd</sup> Offense	Res Life 5 days of OSS	School Referral to Review Team (SHS & GILA)	Parents, School/ Res Hall admin, Res Hall management team, counseling/coaching team notified  Conduct log entry  Potential recommendation for removal from school housing for GILA students.	Session(s) w/ admin or counselor upon return to follow up on plan/contract to change behavior  Team meeting upon return w/ 2 admin, student, and parent; review plan/contract  Mandatory sessions with set goals  Conduct log entry
<b>Student Action/Choice</b>				
Theft (less than \$50)			Vandalism/property damage	
<b>What Happens:</b>				
Offense	Consequence		Communication	Counseling/Coaching
1 <sup>st</sup> Offense	Res Life 3 days of floor restriction Restitution	School 3 units of detention Restitution (SHS & GILA)	Parent/Guardian, Referral to police, parents, School/Res Hall admin, Res Hall management team, counseling/coaching team notified  Conduct log entry	Check in with admin or counselor to define next steps to change behavior  Mandatory session  Conduct log entry
2 <sup>nd</sup> Offense	Res Life 5 days of floor Restitution	School 4 units of detention Restitution (SHS & GILA)	Referral to police, parents, School/Res Hall admin, Res Hall management team, counseling/coaching team notified  Contact parent/guardian  Conduct log entry	Session(s) with admin or counselor to create plan/contract to change behavior  Mandatory sessions with counselor/coach  <i>Strongly consider a team meeting including all relevant parties such as educators, parent approved community members, counselors and staff. This applies to all additional offenses.</i>  Conduct log entry
3 <sup>rd</sup> Offense	Res Life 5 days of OSS Restitution	School Referral to the Review Team (SHS & GILA)	Referral to police, parents, School/Res Hall admin, Res Hall management team, counseling/coaching team notified  Potential recommendation for removal from school housing for GILA students.  Conduct log entry	Session(s) with admin or counselor upon return to follow up on plan/contract to change behavior  Team meeting upon return with 2 admin, student, and parent; review plan/contract  Conduct log entry

**Student Action/Choice (ALL OFFENSES BELOW ARE CUMULATIVE OVER HIGH SCHOOL CAREER AT GCSD)**

While students are waiting for the results of the Review Team meeting, GILA students may be restricted to floor.

Drugs/Paraphernalia

Alcohol

Fighting

Theft more than \$50

Sexual behavior

Bullying/Harassment/Hazing towards other students

**\*Drug test (Saliva), if denial after due process finds reasonable suspicion**

Not making bed check

**What Happens:**

Offense	Consequence		Communication	Counseling/Coaching
1 <sup>st</sup> Offense	Res Life Referral to Review Team 7 days of floor restriction Extracurricular competition revoked 30 days	School Referral to Review Team 3 days of OSS loss of next event in season. If ASAA violation, must adhere to minimum penalties as they are cumulative and progressive. (SHS & GILA)	Referral to police, parents, School/Res Hall admin, Res Hall management team, counseling/coaching team notified  Conduct log entry	Check in w/ admin or counselor to define steps to change behavior  <i>Strongly consider a team meeting including all relevant parties such as educators, parent approved community members, counselors and staff. This applies to all additional offenses.</i>  Mandatory individual session Mandatory group sessions  Conduct log entry
2 <sup>nd</sup> Offense	Res Life Referral to Review Team 5 days of OSS	School Referral to Review Team 5 days of OSS loss of next 2 events in season. If ASAA violation, must adhere to minimum penalties as they are cumulative and progressive. (SHS & GILA)	Referral to police, parents, School/Res Hall admin, Res Hall management team, counseling/coaching team notified  Conduct log entry	Session(s) w/ admin or counselor to create plan/contract to change behavior  Team meeting upon return with 2 admin, student, and parent; review plan/contract  Mandatory individual session Mandatory group sessions  Conduct log entry
3 <sup>rd</sup> Offense	Res Life Referral to Review Team 10 days of OSS	School Referral to Review Team 10 days of OSS loss of next 3 events in season. If ASAA violation, must adhere to minimum penalties as they are cumulative and progressive. (SHS & GILA)	Referral to police, parents, School/Res Hall admin, Res Hall management team, counseling/coaching team notified  Conduct log entry	Session(s) w/ admin or counselor upon return to follow up on plan/contract to change behavior  Team meeting upon return with 2 admin, student, and parent; review plan/contract  Continue counseling/coaching with set goals  Referral to mental Health  Conduct log entry

**Student Action/Choice**

Selling/distributing drugs and/or alcohol



What Happens:				
Offense	Consequence		Communication	Counseling/Coaching
1 <sup>st</sup> Offense	Res Life Referral to Review Team Removal from school provided housing (and 10 days OSS if transitioning to SHS, loss of next event in season).	School Referral to Review Team 10 days OSS, loss of next event in season.	Referral to police, parents, School/Res Hall management team, counseling/coaching team notified  Conduct log entry	Check in w/admin or counselor to define steps to change behavior  <i>Strongly consider a team meeting including all relevant parties such as educators, parent approved community members, counselors and staff. This applies to all additional offenses.</i>
	If ASAA violation, must adhere to minimum penalties as they are cumulative and progressive. (SHS & GILA)			Mandatory individual session Mandatory group session  Conduct log entry
2 <sup>nd</sup> Offense	Res Life Referral to Review Team N/A	School Referral to Review Team Recommended for expulsion	Referral to police, parents, School/Res Hall management team, counseling/coaching team notified  Conduct log entry	Check in w/admin or counselor to define steps to change behavior  Mandatory individual session Mandatory group session
	If ASAA violation, must adhere to minimum penalties as they are cumulative and progressive. (SHS & GILA)			Conduct log entry