

# Gettysburg Area Middle School Student Handbook 2022-2023



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Gettysburg, PA 17325  
(717) 334-6254, ext. 35160 [www.gettysburg.k12.pa.us](http://www.gettysburg.k12.pa.us)

**Dr. Nancy Herb, Principal**  
**Mr. Logan Belinda, Assistant Principal**


## **MISSION STATEMENT**

The Gettysburg Area Middle School, recognizing the uniqueness of the middle level student and working in partnership with the family and community, provides an educational environment in which each student is encouraged and expected to achieve his/her full potential as an emerging responsible citizen.

## **EQUAL OPPORTUNITY STATEMENT**

The Gettysburg Area School District declares itself to be an equal rights and opportunities school district. As an equal rights and opportunities school district, it will not discriminate in its admission or access to, or treatment or employment in, its programs and activities against individuals or groups because of sex, color, age, race, handicap/disability, religion, national or ethnic origin, or any other legally protected classification.

“The District does not discriminate in any manner, including Title IX sexual harassment, in any District education program or activity. The District has established Title IX personnel to promptly respond to concerns and reports of sexual harassment and assault. All investigations into reports of sexual harassment and assault will be impartial, free of bias and conflicts, and will not prejudice the facts for either side. The District strives to maintain an environment where all students, staff, and greater community feel safe.”

Name:		HR Teacher:
locker #:		HR #:
lock #:		
combination:		
Laptop #:		
	<b>username</b>	<b>password</b>
<b>GASD Network</b>		
Google Account	@gasd-pa.org	
Skyward		
<p>To utilize your GASD Dashboard please visit <a href="http://www.gasd-pa.org">www.gasd-pa.org</a> and click on the</p> <p style="text-align: center;">          Dashboard link on the right hand side.       </p>		

To access your Google account, use firstinitiallastname##@gasd-pa.org  
 \*Note: ## above is year of graduation

	Classroom	Cafeteria	Hallway/Restroom	Bus	School Events	Arrival/Dismissal
Positive Attitude	<ul style="list-style-type: none"> <li>Give your best effort</li> <li>Be prepared</li> <li>Participate in each activity</li> </ul>	<ul style="list-style-type: none"> <li>Be prepared</li> <li>Arrive on time</li> <li>Wait patiently</li> </ul>	<ul style="list-style-type: none"> <li>Be friendly</li> <li>Be prepared with a signed agenda</li> </ul>	<ul style="list-style-type: none"> <li>Sit patiently</li> <li>Be friendly</li> </ul>	<ul style="list-style-type: none"> <li>Be a good host</li> <li>Show school pride</li> </ul>	<ul style="list-style-type: none"> <li>Wait patiently for bus/bell</li> <li>Be friendly</li> </ul>
Respect (self, others and property)	<ul style="list-style-type: none"> <li>Use kind words</li> <li>Listen when others are speaking</li> <li>Keep hands, feet and all objects to self</li> <li>Use materials responsibly</li> <li>Stand for the Pledge of Allegiance</li> </ul>	<ul style="list-style-type: none"> <li>Use good manners</li> <li>Use inside voices</li> <li>Keep hands, feet and all objects to self</li> <li>Keep table area clean</li> </ul>	<ul style="list-style-type: none"> <li>Use inside voices</li> <li>Keep hands, feet and all objects to self</li> <li>Trash is thrown away in can</li> <li>Hallways and bathrooms remain graffiti-free</li> </ul>	<ul style="list-style-type: none"> <li>Use inside voices</li> <li>Keep hands, feet and all objects to self</li> <li>Keep seat and area clean</li> </ul>	<ul style="list-style-type: none"> <li>Stand for National Anthem with hats off</li> <li>Show appreciation at appropriate times</li> <li>Keep hands, feet and all objects to self</li> </ul>	<ul style="list-style-type: none"> <li>Keep hands, feet and all objects to self</li> <li>Keep area clean and graffiti-free</li> </ul>
Integrity (display good character)	<ul style="list-style-type: none"> <li>Complete your own work</li> <li>Accept responsibility for your actions</li> <li>On task</li> <li>Be a good role model</li> <li>Be courteous to substitutes and visitors</li> <li>Recycle</li> </ul>	<ul style="list-style-type: none"> <li>Recycle</li> <li>Engage in appropriate conversations</li> <li>Be a good role model</li> </ul>	<ul style="list-style-type: none"> <li>Engage in appropriate conversations</li> <li>Be a good role model</li> <li>Go directly to your assigned location</li> </ul>	<ul style="list-style-type: none"> <li>Engage in appropriate conversations</li> <li>Be a good role model</li> <li>Be courteous to the driver and others</li> </ul>	<ul style="list-style-type: none"> <li>Show good sportsmanship</li> <li>Be a good role model</li> <li>Be courteous</li> </ul>	<ul style="list-style-type: none"> <li>Go directly to your assigned location</li> <li>Engage in appropriate conversations</li> <li>Be a good role model</li> <li>Be courteous and use appropriate language</li> </ul>
Decision Making (AUP)	<ul style="list-style-type: none"> <li>Make safe choices</li> <li>Follow directions</li> <li>Complete your assignments on time</li> <li>Follow Acceptable Use Policy (AUP)</li> </ul>	<ul style="list-style-type: none"> <li>Walk at all times</li> <li>Follow directions</li> <li>Stay seated until given permission</li> </ul>	<ul style="list-style-type: none"> <li>Make safe choices</li> <li>Walk at all times</li> <li>Stay to the right</li> </ul>	<ul style="list-style-type: none"> <li>Follow bus rules</li> <li>Make safe choices</li> </ul>	<ul style="list-style-type: none"> <li>Follow school rules</li> <li>Make safe choices</li> </ul>	<ul style="list-style-type: none"> <li>Follow arrival/ dismissal rules</li> <li>Make safe choices</li> <li>Follow cell phone use/electronic device policy</li> <li>Walk at all times</li> </ul>
Empathy	<ul style="list-style-type: none"> <li>Be considerate of others and the learning environment</li> <li>Be helpful and include others</li> <li>Be an upstander</li> <li>Show kindness</li> <li>Accept differences</li> </ul>	<ul style="list-style-type: none"> <li>Invite others to sit at your table</li> <li>Be helpful and include others</li> <li>Be an upstander</li> <li>Show kindness</li> </ul>	<ul style="list-style-type: none"> <li>Be considerate of others and the learning environment</li> <li>Be helpful</li> <li>Be an upstander</li> <li>Show kindness</li> </ul>	<ul style="list-style-type: none"> <li>Be considerate of others</li> <li>Be helpful</li> <li>Be an upstander</li> <li>Show kindness</li> </ul>	<ul style="list-style-type: none"> <li>Be considerate of others</li> <li>Be helpful</li> <li>Be an upstander</li> </ul>	<ul style="list-style-type: none"> <li>Be considerate of others' space and locker time</li> <li>Be helpful</li> <li>Be an upstander</li> </ul>

# Gettysburg Area Middle School

## Warrior Pride

***Be Here. Be Involved. Be Committed. Be Kind.***

At Gettysburg Area Middle School, the administration, faculty, and staff work hard to provide a positive environment where good character is modeled, expected, recognized and most importantly, where all students feel safe and welcome.

**GAMS Warrior PRIDE** includes teaching lessons on the importance of having a **Positive Attitude**, being **Respectful**, demonstrating **Integrity**, good **Decision Making**, and showing **Empathy**. Students participate in classroom lessons and discussions on these and other topics that contribute to their social and emotional learning. Learning to respect each other's differences helps students to grow more tolerant and knowledgeable of our diverse society. Students who contribute to the safety and well-being of the middle school earn rewards for their commendable behaviors. Our goal for this school year is to have all students display Warrior Pride.

### **Be Here.**

*Come to school daily, ready to learn. Make sure you have all of your supplies.  
Finish your homework. Study.*

### **Be Involved.**

*Join a club or an activity. Attend athletic events. Attend the productions of Mask and Wig. Join Student Council. Can't find a club or an activity that seems interesting? Create one!*

### **Be Committed.**

*Demonstrate Warrior Pride in your actions, the way you speak, and the way you treat others.  
Commit to being a Warrior!*

### **Be Kind.**

*Treat others with kindness, respect, and compassion. Display empathy. Treat others how you would like to be treated.*



## ***ACADEMICS***

### The School Day

Doors will open at the middle school at 7:05 AM. Students will not be permitted to enter the building before that time. Upon entry to the school, students should report directly to their homeroom or the cafeteria for breakfast. All students must report to homeroom by **7:25 AM**.

### Grading

Grades in the middle school are printed in percentages. Their equivalency to letter grades is shown below:

100 – 92%	A	Excellent
91 – 83%	B	Above Average
82 – 74%	C	Average
73 – 65%	D	Below Average
Below 65%	F	Failing

### Honor Roll

The middle school honor roll is a way to recognize and reward academic achievement. There are two honor roll levels:

**Distinguished:** No core course marking period grade lower than a 94%

**Honors:** No core course marking period grade lower than an 83%

### Progress Reports

Grades and assignments can be checked any time by going to the district website <http://www.gasd-pa.org> and selecting the SW (Skyward) button on the right side of the page and then selecting Family/Student Access from the pull-down menu under the Login screen. Mid-point progress reports will be sent home for families and students to check academic progress every marking period.

### Report Cards

Report cards are issued to the students approximately 10 days after the end of the marking period. Quarter 4 report cards are available on Skyward.

### Homework

All homework is expected to be completed and turned in when it is due. Students who are absent are responsible for missed homework. Students should check with their teachers on the day they return and also check Canvas and Skyward to keep up missed assignments. Requests for homework assignments should be made to the Counseling Center ext. 3-5168 by 8:00 AM on the day the student is absent from school. Assignments will be available by 3:00 PM.

### Cheating

Cheating occurs when a student submits an answer that is not the result of that student's effort. Examples include:

- Copying or allowing others to copy work
- Taking information from other sources and not giving credit to where it was found (plagiarism)
- Signaling another student during an exam
- Submitting work under another student's name

If a teacher suspects cheating, the teacher will call the student's family and alert family to the situation. The teacher may allow the student to redo an assignment, give reduced credit, or give a zero to any student involved in a cheating situation.

### Textbooks

Each student is assigned numbered books in certain classes and is responsible for the care of these books. Loss, destruction, or damage of these books will result in payment to the school. The office has a list of replacement costs for all textbooks.

### Eisenhower Media Center

The EMC, located on the first floor of the middle school, is open from 7:05 AM – 2:35 PM. Students are welcome to check out media materials from the EMC and expected to practice library courtesies at all times.

As long as student do not have overdue and/or lost items from the library, they may check out as many items as they wish. Students lose check-out privileges until overdue items are returned or payment is made for lost items. No fines are charged for overdue items, only lost items.

## ***ATTENDANCE***

### Early Dismissals

If your parents/guardians wish you to be excused before regular dismissal time, they must send a note with you on the day you wish the early dismissal. **Notes are available online (see above).** You are to take this note before school begins to the main office where you will be given a pass. The pass must be shown to the teacher whose class you are leaving. If you do not have an excuse from your parent/guardian for an early dismissal, your parent/guardian must come in to sign you out. Students will not be called from class until the parent arrives in the office. Students returning from an early dismissal must check in at the main office upon their return, with their early dismissal pass. Students NOT returning to school from an early dismissal are required to bring a note to the main office the next day.

### Educational Trips

You must obtain an Educational Field Trip form from the main office or online at [www.gasd-pa.org](http://www.gasd-pa.org). You need to have the form filled out and returned to that office seven (7) days before the planned absence. Up to ten (10) days per school year may be excused by a principal. Educational trip requests will be denied during PSSA Testing and Keystone Exams. Educational trips shall not be approved for the last ten (10) school days because this is a critical time during the educational process for the teacher and student.

### Attendance (Board Policy #204)

Regular attendance is important in order to assure continuity in learning. Students are expected to attend school each day that school is in session. Absences are lawful if due to illness, death in the family, or pre-approved educational trips taken in accordance with GASD policy. Arrival after 10:00 AM constitutes a 1/2-day absence. Students participating in athletic contests must be in school no later than 8:30 AM with an excused reason. When returning to school after an absence, students must bring a note within three days signed by their parent/guardian stating the reason for the absence. Failure to bring a note within that time will result in the recording of an unlawful absence on the student's attendance record.

Students will have three days in which to submit notes for their absence. If notes are not submitted to the school within three school days of the absence, the student's absence will be deemed unlawful or unexcused.

#### The following absences are defined as lawful or **excused**:

- The first three (3) approved parent note illness-related days;
- Field trips;
- School athletic activity early dismissals and late arrivals;
- School athletic contests and activity performances;
- Educational trips pre-approved by the principal and/or superintendent;
- Out-of-school suspension;
- State approved absences, required court appearances, death in the immediate family, quarantine, impassable roads, and religious observations;
- All doctor verified illnesses.

#### The following absences are defined as unlawful or **unexcused**:

- Illnesses covered by a parent note above 3 consecutive days and not covered by a physician's note
- Seven or more cumulative illnesses unsubstantiated by a physician's note;
- Family vacations in excess of principal or superintendent approved number of days;
- Unlawful absences such as truancy;
- Unlawful tardiness to school;
- Absence due to missing the bus;
- Class cutting;
- Absences not verified in writing by parents within three school days of the absence;
- Absences due to non-school activities while school is in session.

Excessive absences (10 or more) may result in the requirement of a doctor's note for absences, an attendance improvement conference, discipline consequences, and/or a citation for truancy, if under the compulsory education age, as detailed below. Students that miss four (4) or more consecutive days will be required to submit a doctor's note for their absences. Additionally, it is possible that students will not earn credit for work missed during an illegal absence (District Policy 204, also detailed below).

Stated below is the list of sequences, interventions and consequences that can result from excessive unexcused absences. This list is meant to be utilized by administration and staff to

guide our interventions and the issuing of consequences in order to promote school attendance and a positive learning environment.

When a student has been absent for three (3) days during the current school year without lawful excuse, district staff shall provide notice to the person in parental relation who resides in the same household as the student within ten (10) school days of the student's third unexcused absence. The notice will include the offer of a School Attendance Improvement Conference. The purpose of the SAIP is to examine the student's absences and reasons for the absences in an effort to improve attendance with or without additional services.

The following individuals shall be invited to the SAIP:

1. The student
2. The student's person in parental relation
3. Other individuals identified by the person in parental relation who may be a resource
4. Appropriate school personnel
5. Recommended service providers

When a student under fifteen (15) years of age is habitually truant, district staff:

1. Shall refer the student to:
  - a. A school-based or community-based attendance improvement program; or
  - b. The local children and youth agency.
2. May file a citation in the office of the appropriate judge against the person in parental relation who resides in the same household as the student.

Students who accrue ten (10) or more excused or unexcused absences may be required to issue a doctor's note for additional absences to be excused, regardless of the reason. This information will communicate by mail from the main office.

#### Tardiness to school

It is understood that transportation or family emergencies may cause a student to be late to school. Time accumulated by tardiness could result in unexcused absences. **Please Note: Students are required to have a note signed by their parent/guardian upon arriving to school tardy.**

#### Bus Transportation

Your school day begins when you step off your property to board the bus. Therefore, you are under the Student Code of Conduct and the rules and expectations of the district while going to and from school. Your driver is responsible for you and has the right to enforce rules as necessary. The bus driver is charged with the responsibility for the orderly and safe transportation of students. Rule infractions will be reported to the building principal. Repeated offenses by the student can result in loss of bus privileges for a definite period of time. You are to ride the bus to which you are assigned.



## ***STUDENT SERVICES***

### Counseling Center

Counseling services are available for every student in the school. If you wish to visit a school counselor, you should contact the secretary in the Counseling Center to arrange for an appointment. School counselors are here to help you with scheduling, doing better in classes, understanding feelings, discovering interests and abilities, setting priorities, adjusting to the school, preparing for the future, dealing with problems and friends, and other areas of concern. If you are withdrawing from school for any reason, your parent/guardian should contact the Counseling Center at ext.5168 prior to your last day of attendance.

### Student Records (Board Policy #216)

The district maintains academic, health, behavioral, and other miscellaneous records on each student. Parents and certain legal entities have a right to review records and make amendments to those records. Contact the Counseling Center for questions regarding records of students currently enrolled in that building. Questions regarding all other student records should be addressed at the Administration Building. For a complete description of records compiled and information regarding storage, access, and amendments to those records, see Board Policy #216 on the district web site.

### Student Assistance Program (SAP)

Student Assistance Program (SAP) is available for any student experiencing difficulty in coping with the many pressures of adolescent life. Referrals may be made by students themselves, other students, parents, or staff members. Students can seek assistance about SAP from teachers, counselors, or administrators. Students referred to SAP for specific concerns will receive direction on possible alternatives or solutions to problems. All correspondence and information relating to SAP is strictly confidential.

### McKinney-Vento Homeless Act

School Districts are required to support education of homeless youth under the McKinney-Vento Homeless Assistance Act. Homeless children and youth definition: Section 725(2) of the McKinney-Vento Act defines “homeless children and youths” as individuals who lack a fixed, regular, and adequate nighttime residence.

The term includes children and youths who are:

- Sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason (sometimes referred to as doubled-up”);
- living in motels, hotels, trailer parks, or camping grounds due to lack of alternative adequate accommodations;
- living in emergency or transitional shelters; or
- abandoned in hospitals;
- Children and youths who have a primary nighttime residence that is a public or private place not designed for, or ordinarily used as, a regular sleeping accommodation for human beings;

- Children and youths who are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings; and
- Migratory children who qualify as homeless because they are living in circumstances described above.

If you are experiencing Homelessness or know someone who is, please call GASD's Homeless Liaison at:  
(717) 334-6254, ext. 1207.

### Illnesses, Medications, Accidents and Physical Education Classes

If a student becomes ill during the school day, he/she is to obtain a pass from his/her teacher and report to the Nurse's Office. If there is a need, parents will be contacted. Students are not to call or text parents to request to be picked up. All medication is to be administered by the school nurse (**See Board Policy #210 on the district web site**). It must be given to the nurse immediately upon arrival at school, along with a completed medication form signed by the doctor and with complete instructions, i.e.: dosage, times per day, name of medication, physician's name and reason for medication. All medications must be in the original container. Accidents or injuries on school grounds or at school events must be reported immediately to the person in charge and to the school nurse. If you cannot participate in physical education class, you must give an excuse to the nurse in the morning. The excuse should state the reasons and be signed by your doctor.

### Breakfast and Lunch

The school district participates in the National School Breakfast and National School Lunch Programs. Breakfast and lunch are offered to all students each day at reasonable prices. In accordance with these programs, free and reduced meals will be provided to eligible students pending approval of a meal application. Meal applications are online. You **must re-apply** each school year. Only one application per household is required. You may also apply for free or reduced meals using COMPASS at [www.compass.state.pa.us](http://www.compass.state.pa.us). This may be done any time throughout the school year. If you were denied earlier in the year, but now have a decrease in household income, increase in family size, become unemployed or begin receiving Food Stamps or TANF, you may now be eligible. Your free or reduced benefits are carried over to the new school year for the first 30 days.

Menus are posted on the Gettysburg Area School District's website. Menus are also available in the main office.

*LunchTime* point of sale software gives you, as a parent, more control over your child's eating habits. You may deposit advanced amounts for meals into your child's account so no money has to be sent with your child daily. This prohibits lost and stolen money, or money spent on items other than meals. It also allows the serving lines to move more quickly. ***The Food Service Department does not loan cash or allow charges to students for meals.*** You may also use our online access and payment system to deposit money on your child's account using a credit card or an ACH payment. This online system can also be used to monitor your child's account balance and transactions. **To create an account, go to [www.gasd-pa.org](http://www.gasd-pa.org) and click on Food Services under the quick links.** Weekly emails are sent to parents to provide you with your

child's meal balance. If you are not receiving an email but want to, call the Food Service Office. You may at any time call the Food Service Office at 334-6254 ext. 1204 with any question you may have about the meal programs or the free and reduced meal application process. You may also visit the Food Services website for more information.

## ***STUDENT CONDUCT***

### Student Code of Conduct

This section is intended to serve as the guideline for discipline in the middle school (**See Board Policy #218 on the district web site**).

Students in the Gettysburg Area School District have rights and responsibilities, just as private citizens have in a democratic society (**See Board Policy #235 on the district web site**). Students share this responsibility with their parents, the school administration, faculty and other school staff to create a climate that is conducive to wholesome learning and living. Effective discipline and an orderly learning environment result from the mutual understanding of the rights and responsibilities of everyone working and learning in school. Students will be disciplined and consequences will be implemented if they infringe upon the rights of others to learn, fail to follow the Student Code of Conduct, or threaten to disrupt the safe, orderly learning environment.

The opportunity for students to attend and participate in special events outside the regular classroom setting is a privilege. In order to attend/participate, students must be in good behavior standing. Students are not permitted to attend if one or more of the following conditions apply:

- If a student has accumulated 8 office discipline referrals for the current school year
- If a student has 2 office discipline referrals within 30 days of the event or activity
- If a student has 1 or more office discipline referral(s) that resulted in an ISS/OSS within 30 days of the event or activity

**\*\*The administration reserves the right to use discretion in any situation\***

### Detention

Detentions may be assigned by individual teachers (after-school or lunch time) or by the administration. After school detentions vary in time and can be held from as early as 2:35 PM to as late as 3:50 PM. Students must arrive on time, work the entire time, and leave only when dismissed by the person in charge. You must make arrangements for transportation home unless the school is able to provide bussing. Twenty-four (24) hours' notice will be given for after-school detentions unless waived by the student/parent. Teacher assigned detentions are served with the teacher in his/her classroom or in a reserved area with administration preapproval.

### Suspension

Suspension exists when a student is temporarily removed from class or school but is still expected to complete work being assigned in class.

**ISS** - Students who are suspended in-school are not allowed to participate in any school function for that day or longer depending on the violation. Extra time in ISS may be assigned for failure to complete assignments or misbehavior. Community service hours and/or working with the custodial staff may be included as part of a student's day while serving ISS.

**OSS** - Students who are suspended out-of-school are still expected to complete assignments, however, they are not allowed on school district property to get those assignments. For that reason, students suspended out-of-school are expected to take home their books and their parents are expected to check Canvas regularly for assignments. Students on out-of-school suspension are not allowed on school property during the suspension and they are also not allowed to participate in school activities until the suspension is completed. A meeting with parents, student, and administration may be requested upon the student's return to school.

### Student Dress

Students should wear attire that does not interfere with the health or safety of any student and does not contribute to a hostile or intimidating environment for any student.

- Tops (shirt, blouse, sweater, sweatshirt) should extend to the waistline. No spaghetti straps, tube tops, muscle shirts, or tank tops are permitted.
- Clothing that endangers health or safety is prohibited. No chains are permitted, except those designed as jewelry.
- Clothing with symbols, messages, slogans, and/or pictures displaying or suggesting the use of tobacco, weapons, alcohol, drugs, obscene or inappropriate language, double meaning, sexual innuendos, lewd or illegal behavior, promotes or suggests bullying, teasing, sexual activity or violence, or which is derogatory or offensive to any person/group for reasons of race, religion, disability, age, gender, national origin, or sexual orientation in violation of civil rights laws prohibiting harassment or discrimination is not permitted.
- Hats and hoods are prohibited.

Students who do not abide the with provisions of the dress code can be expected to be counseled by teachers, counselors, or administrators to resolve any issues.

### Physical Education Dress

All students are required to wear clothes that are appropriate for physical activity. Seventh and eighth grade students must wear a T-shirt, gym shorts or pants, socks and sneakers. Sixth grade students should wear a comfortable shirt, pants or shorts that expand (no zippered pants) and contain no sharp metal (rivets, studs, etc.), and sneakers with socks.

### Lunch Behavior

Students may sit where they want in the cafeteria but are expected to remain seated unless leaving with permission. Students who are consistently up and out of their seat without permission will be assigned a special table location.

- All students are expected to use good table manners, be considerate of each other, and to follow the cafeteria expectations posted in the cafeteria.
- Students must raise their hands and get permission to get out of their seats for any reason.
- Students may go to their lockers before or after lunch, depending on their team assignment. Students are not permitted in the locker area during lunch. Students are to be in the cafeteria on time.
- Cafeteria supervisors will dismiss students to proceed to the lunch lines. Students are asked to form and keep an orderly single file line.
- Students are to return lunch trays and silverware to the proper area, clean up all trash and leave the tables and the floor neat and clean.
- Students may use only the restrooms closest to the cafeteria and do so after they receive permission from a cafeteria supervisor.
- No open food or drink is to be taken from the cafeteria at any time.
- Courtyard: Weather permitting, students will be allowed to go outside after they are finished eating. If a cafeteria supervisor takes the students outside, students may do so after cleaning their eating area and seeking permission by raising his/her hand. Permission must be given by a cafeteria supervisor. Students may come back inside before lunch is over; however, once a student returns to the cafeteria, he/she must remain there until lunch is over.
- Students may leave the lunchroom to go to another classroom only with previous written permission from another teacher. The cafeteria-supervising teacher must also sign this permission slip and/or student's agenda book.
- Students who do not follow the cafeteria expectations will be given a new assigned seat, be removed from the lunch area, and/or disciplined.

### ***MISCELLANEOUS***

#### Fees and Obligations

You will have the following fees during your middle school years:

- 6<sup>th</sup>, 7<sup>th</sup> & 8<sup>th</sup> Grade Unified Arts Fee
- 8<sup>th</sup> Grade Hershey Park Science Trip
- Items such as lost, stolen or damaged books, locks, computers, etc.
- Computer maintenance fee

Failure to pay fees may result in denial of entry into certain extra-curricular events or retention of final report cards. Obligation notices will be sent via email at the beginning and end of the year and at the end of each marking period.

#### Backpacks and Book bags

Students are expected to leave backpacks in their locker and carry needed class supplies.

### Water Bottles

Students are permitted to carry water bottles with them during the school day, however bottles must only contain water.

### Courtyard

The courtyard is for your enjoyment and must be cared for accordingly. Students are to walk only on the pavement areas. Students are not permitted to take short cuts through the courtyard and are not permitted to be in the courtyard without the supervision of a teacher.

### Photo/Media Permission Statement

In an effort to keep the residents of the Gettysburg Area School District up-to-date on school events, media representatives are invited into our schools to photograph special programs or events. Media representatives must register at the main office of each building upon their arrival and are always escorted to a designated area from which they can take photos for publication. District personnel will also take photos of classroom activities and/or individual students from time to time for either release to the local media or use in district media. Identification of students is limited to name, school and grade. Permission to photograph for dispersal to the media, either individually or as part of a group, is assumed, unless you indicate otherwise in writing.

### Hall Passes and Hallway Expectations

**This agenda book is the student's hall pass and must be carried with him/her at all times.**

If you need to leave class for any reason, please get the proper initialed permission in the back of this book. You are not permitted in the halls during class periods, at any time, without this agenda book signed by a teacher or staff member. When walking in the halls and in the stairwells, students are expected to stay to the right, at all times.

### Sporting Events

All spectators and athletes represent our school district and community. Good sportsmanship is essential at all athletic and extra-curricular events. Decisions of the officials should be accepted without question. Any inappropriate conduct will not be tolerated. Anyone not demonstrating proper behavior will be removed from the event immediately and may have their athletic attendance privileges revoked.

### Extracurricular Eligibility

Participation in extracurricular clubs and organizations and athletic teams is a privilege, not a right. Thus, there are rules of conduct, minimum attendance, and academic guidelines necessary to participate. For athletic programs, additional information is available in the district calendar distributed at the beginning of the school year. Before joining any team, club or activity, students and parents will be asked to sign a participation form that indicates they understand all the guidelines. When a student receives an ISS or OSS as a disciplinary consequence, the student is not permitted to participate in extracurricular activities during the days of serving ISS or OSS. Additionally, the administration reserves the right to determine whether or not the student will continue to participate in the extracurricular activity.

### Lockers

Students will be permitted to go to their lockers before school, before lunch, and at the end of the day. Students may stop at their lockers on the way to and from physical education classes. To keep your items, secure in your locker, be sure to turn the dial after you close the door. Do not leave your lock on the last number so that you can easily open the door without using the combination; your possessions may not be secure. **Remember, if you cannot easily replace an item, it is best to leave that item at home. We cannot be responsible for lost or stolen items from your locker.**

### Emergency Evacuations/Fire drills

Emergency evacuations/fire drills are held at regular intervals as required by law and are an important safety precaution. Follow instructions given by the teacher in charge of your class. Because of the importance of being able to hear directions during a drill or actual fire, you should not talk or make any noise. A quiet, orderly, evacuation promotes the safety of everyone involved.

### ***SCHOOL BOARD POLICIES***

Infractions involving School Board Policies are subject to more severe disciplinary consequences at the discretion of the building administration.

### Harassment (School Board Policy #148)

It is the policy of this school district that all students should enjoy a learning environment free from all forms of discrimination, including sexual harassment. Board policy (See Board Policy #148 on the district web site) prohibits any student from harassing another student through conduct or communications of a sexual nature including requests for sexual favors or inappropriate verbal or physical conduct of a sexual nature. Students experiencing harassment should report such immediately to their teacher, counselor or school administrator with the understanding that such a complaint will not affect future grades or assignments. A substantiated charge against a student shall subject that student to disciplinary action which may include suspension or expulsion.

### Terroristic Threats or Acts (Board Policy #218.2)

The Gettysburg Area School District has adopted policy citing the need for an immediate and effective response to a situation involving a terrorist threat or act (See Board Policy #218.2 on the district web site). It is a violation of this policy to threaten to commit violence, to cause evacuation of a building, or to cause serious public inconvenience in reckless disregard of the risk of causing such terror or inconvenience. A terrorist act shall mean an offense against property or involving danger to another person. If a student is in violation of this policy, he or she may be suspended immediately and reported to law enforcement officials, and shall be subject to random searches upon returning to school. The student may also be recommended to the school board for expulsion.

### Tobacco Use or Possession (Board Policy #222)

The possession or use of tobacco in any form is prohibited in the school building, grounds and vehicles or while participating in school-sponsored functions (See Board Policy #222 on the

district web site). The school board defines tobacco as use and/or possession of a lighted, unlighted cigarette, cigar, pipe; other smoking product, smokeless tobacco in any form and any device giving the appearance of a tobacco product, such as electronic or vapor cigarettes. Students in violation of this policy will be subject to disciplinary action and prosecution and subsequent fines through the local magistrate.

#### Searches (Board Policy #226)

The Gettysburg Area School District retains control over student lockers. Lockers are school property loaned to students for use by them for legitimate purposes only. School authorities retain the right to search all lockers without prior warning and without the consent of the student or his/her parents or guardian, and to seize any illegal materials found therein. Such materials may be used as evidence against the student in disciplinary or legal proceedings.

**NOTE:** Food left in lockers overnight can become a health hazard. Lockers will be routinely searched in the evenings for food. Any food found overnight in the lockers will be discarded.

#### Drug and Alcohol (Board Policy #227)

Alcohol or controlled substances (drugs) of any kind are not permitted in the school, on school grounds, or at school activities. The school board defines a controlled substance as:

- Controlled substances prohibited by federal and state law
- Alcoholic beverages
- Anabolic steroids
- Look-alike drugs
- Prescription or patent drug and non-prescription (over-the-counter) medications, except those for which permission for use in school has been granted pursuant to Board policy and such drugs and supplements are used as prescribed
- Any volatile solvents or inhalants, such as, but not limited to, glue and aerosol products, and any other substance used in a manner other than their intended purpose
- Drug paraphernalia
- Substances that when ingested cause a physiological effect that is similar to the effect of a controlled substance as defined by state or federal law, such as but not limited to herbal incense or other products containing synthetic cannabinoids

#### Electronic Devices (Board Policy #237)

Student should have an educational environment free from unnecessary disruptions and distractions. Therefore, electronic devices including cellphones, smartwatches, smartphones, personal laptops or tablets, electronic gaming devices, e-readers, and earbuds/headphones are prohibited from being used in locker rooms, bathrooms, and other changing areas.

Students are prohibited from the use of personal electronic devices to take photographs, or to record audio or video at any time during the school day or at any school-sponsored events unless authorized in writing by a school administrator for educational purposes. Incidents of this nature will be subject to more severe disciplinary consequences and may include involvement of law enforcement.



Between the hours of 7:05 AM – 2:35 PM, students are not permitted to have electronic devices turned on. All electronic devices must be turned off and stored in lockers during the school day. If an electronic device vibrates or is being used by a student during the school day the device will be confiscated and taken to the office. After the first infraction, the student may pick up the device at the end of the school day. Repeat offenders will be required to have a parent/guardian pick up the device from the main office. Additional consequences may be assigned at the discretion of building administration.

**\*\*Please note:** Parents and/or other family members should not call/text students during the school day as it is a violation of school board policy. There is a phone in the guidance office designated for students to use with permission when they need to contact their families. Additionally, if a family member needs a message to be given to a student they should contact the main office.

#### Bullying/Cyberbullying (Board Policy #249)

Bullying means an intentional electronic, written, verbal or physical act or series of acts directed at another student or students, which occurs in a school setting that is severe, persistent or pervasive and has the effect of doing any of the following:

- Substantial interference with a student's education
- Creation of a threatening environment
- Substantial disruption of the orderly operation of the school

**Bullying** consists of a pattern of repeated harmful behaviors by a person with more physical or social power toward a less powerful person. This may include a wide variety of behaviors, with deliberate intent to hurt, embarrass, or humiliate the other person. Forms of bullying include:

1. **Physical**, the most commonly known form; includes hitting, kicking, spitting, pushing and taking personal belongings.
2. **Verbal** includes taunting, malicious teasing, name-calling, and making threats.
3. **Psychological or relational** involves spreading rumors, manipulating social relationships and engaging in social exclusion or intimidation.
4. **Cyberbullying** is an intentional electronic act of verbal and psychological bullying that occurs through email, instant messaging, and/or personal profiles and social media sites.

**Cyberbullying** includes, but is not limited to, the following misuses of technology: harassing, teasing, intimidating, threatening, or terrorizing another student, teacher or employee of the district by sending or posting inappropriate or derogatory e-mail messages, instant messages, text messages, digital pictures or images, or web site postings (including blogs). All forms of cyberbullying are unacceptable and, to the extent that such actions are disruptive of the educational process of the district, offenders shall be the subject of appropriate discipline.

#### Responsible Use of Electronic Resources E-Mail, and the GASD Network (Board Policy #815)

The Gettysburg Area School District supports the use of technology resources to facilitate teaching and learning, to provide access to information, to aid in research and collaboration, to

foster the educational mission of the district, and to carry out the legitimate business and operation of the district.

The use of the district's technology resources is for appropriate school-related educational and operational purposes. Use for educational purposes is defined as use that is consistent with the curriculum adopted by the district as well as the varied instructional needs, learning styles, abilities, and developmental levels of students.

District technology resources are assigned to an individual user for his/her use. Despite being allocated to a particular user, the technology resources remain the property of the district and maybe revoked, suspended, or inspected at any time to ensure compliance with this and other district policies. Users do not have an expectation of privacy in any district provided technology resources or any of its contents. Please see Board Policy #815 for a specific list of general prohibitions of district technology resources.

Violation of this policy may result in the temporary or permanent revocation of the user's right to access district technology resources. Additionally, students may be subject to other forms of disciplinary actions for violations of this policy and/or local, state, and/or federal law.

#### Use of Video Surveillance Cameras (Board Policy #816)

The Gettysburg Area School District may utilize information gathered from video surveillance and use as evidence in disciplinary action and/or criminal prosecution.

This includes on district transportation, in district buildings, and on school grounds.

Video and Audio Surveillance on School Transportation (Board Policy #816.2) The Gettysburg Area School District may utilize information gathered from audio and/or video surveillance on district transportation and use as evidence in disciplinary action and/or criminal prosecution.

#### Naloxone (Board Policy #852)

The Gettysburg Area School District recognizes that opioid overdose is a major public health problem. Overdose involves students of all ages, ethnicities, and demographic and economic characteristics, and involves both illicit opioids such as heroin and, increasingly, prescription opioid analgesics such as oxycodone, hydrocodone, fentanyl, and methadone. Therefore, the district will stock and maintain **naloxone**, a drug to reverse the effects of an opioid related overdose, at both the high school and middle school.

To encourage overdose reporting, students who report possible overdoses in the school setting and qualify for immunity from criminal prosecution will not be subject to school discipline procedures.

Students who are under the influence of a controlled substance are subject to the disciplinary action and the provisions of Policy 227.