

Gettysburg Area High School

Student Handbook



2019-20

Gettysburg Area High School Student Handbook 2019-2020

GAHS Mission Statement

Gettysburg Area High School will establish an environment of respect, integrity and acceptance as our collaborative community creates opportunities to engage learners in experiences that provoke critical thought and challenge their creative intelligences.

I. ACADEMICS

ACADEMIC AWARDS / LETTERS

Gettysburg Area High School recognizes outstanding academic achievement on the part of its students through an academic letter and awards program. Students who attain a weighted GPA of 90% or greater for a full academic year (two semesters) will be eligible for an academic letter. A student will receive a pin for each successive year. In addition, students may earn academic pins for honor roll, high honor roll, attendance, Advanced Placement scores, Keystone Exam scores, NOCTI scores, and extracurricular participation and/or success. The criteria for extracurricular awards are at the discretion of the program advisers. In addition, academic recognition may also be bestowed by individual academic departments. Academic letters will be awarded to all eligible students each fall for the previous year and in the spring to graduating seniors.

ACADEMIC DISHONESTY

Academic dishonesty, or cheating, will not be tolerated. This includes copying other students' work, furnishing students work with your own work, plagiarizing another student or author's work, or using unauthorized aids in completing a test or assignment. Students found to be in violation of this rule will be disciplined along with receiving a grade of zero for the specific assignment. Students involved in clubs, athletics, or other extracurricular activities can also be disciplined in accordance with the participation guidelines.

ATHLETIC ELIGIBILITY

The Board of School Directors has adopted eligibility standards established by the Pennsylvania Interscholastic Athletic Association (PIAA). Standards include regular school attendance, insurance coverage, medical certification, full-time student status, and achievement of minimal academic standards. Grades will be checked on Friday of each week. Students who are not passing 3 out of 4.5 credits on a cumulative basis for the marking period will not be:

- * allowed to participate in athletic contests or scrimmages,
- * able to travel with their respective teams to away contests,
- * able to practice unless they are receiving tutoring or attending special study areas monitored by their coach or an assigned peer.

The coach must notify the athletic office of efforts made to improve the students' scholastic work before practice time is restored.

When beginning a new marking period, an eligibility report will not be generated until at least five school days have been completed in the marking period. If a student is failing at the end of a marking period and/or semester, they are ineligible 15 school days from the date the report card is issued. Athletes must pass six of nine credits at the conclusion of grades 9, 10, and 11 to be eligible to practice

or compete in athletics for the following year. If the athlete attends summer school and passes enough credits to meet requirements, eligibility will be granted. Please contact the athletic director if you have any questions.

CLASS RANK

In accordance with Board Policy 214, student rank shall be determined by averaging the final percentage grade (to three decimal places) in all Gettysburg Area High School courses for which graduation credit is awarded. Students will be ranked individually among their graduating class. Student rank will appear on all official transcripts. Gettysburg Area High School will recognize a Valedictorian and Salutatorian using class rank through the end of the 3rd marking period of the 12th grade year.

College level courses taken outside of the high school and taught by teachers not employed by the Gettysburg Area School District will not be included in the class rank calculations or subsequent decile placements. Independent study, test out courses, college audit, and foreign study credits will not be included in the class rank calculations. Students transferring to Gettysburg Area High School from other high schools will receive credit for work completed elsewhere. However, final grades for those courses will not be included in class rank calculations.

COMPUTER GUIDELINES

As students continue to interact with ever changing curriculum in a new and diverse way, computer literacy and the ability to engage with and manipulate information becomes increasingly important. In order to meet these needs, all high school students receive a laptop computer or Chromebook. The high school maintains the laptops and other computers for use in the classrooms and library. **Prior to gaining access to a computer account all students and their parent/guardian must complete and sign the Acceptable Use of the Internet Consent form that details all rights and obligations of computer network use.** Failure to abide by these expectations may result in loss of access and/or computer use along with a disciplinary measure.

Students are responsible for maintaining and protecting their school issued computer/equipment. Students may be charged for damage whether it is intentional or the result of negligence.

FIELD TRIPS

In order for a student to attend a field trip, he or she must meet the following eligibility criteria:

- * **Academics** - Students must have at least a 70% term grade in each of their current five (5) courses.
- * **Attendance** – Students must have fewer than 10 absences during the course prior to the trip.
- * **Form submission** - Student must hand in signed form to field trip teacher one week before the trip. If the form does not have all the signatures or if the form is not handed in, the student will not be permitted to attend the trip.

Students attending a field trip are responsible for all work missed in their absence. Many of these assignments are now available online. Students must arrange with their teacher **prior** to the trip the assignments missed and determine a reasonable due date to exceed no more than five school days from a students' return.

GRADUATION REQUIREMENTS

The Gettysburg Area School District Board of Education shall award a regular GAHS diploma to every student enrolled in the District who meets the requirements of graduation established by Board Policy 217. Requirements for graduation shall be the completion of work and studies representing the instructional programs assigned to grades 9 through 12. These requirements may differ for each graduating class. It is the responsibility of each student to understand the credit, course work, and project and proficiency requirements necessary for their particular graduating class. It is advised that students work closely with their School Counselor to meet these requirements.

The minimum requirements (28 credits) for graduation from GAHS are:

English	4.0	Physical Education	4.0**
Science	*	Social Studies	4.0
Math	*	Careers and Research	1.0 ***
Electives	6.0		
Practical Arts/Fine Arts/Humanities/Vocational Technical			2.0

*Students must complete three or four credits of math or science for seven credits.

**All students must take .5 each year for 4 years, which includes Freshman FACS, Safety Education, Health 11, and Personal Finance. Personal Choices for Wellness may be selected in place of Personal Finance and Physical Education for grade 12.

*** Effective with class of 2018

Proficiency on the Keystone exams (or the equivalent as determined by school administration) is required by local policy for graduation and is affirmed by the State of Pennsylvania for all students beginning with the class of 2019.

HONOR ROLL GUIDELINES

In order to be eligible for any of the Honor Rolls, a student must be a full-time student. The final course grade, on a 100-point scale, will be used for Honor Roll calculations and will be made WITHOUT the benefit of weighted quality points. Honors: GPA of 85 – 93.99%. No single course grade lower than an 83%. High Honors: GPA of 94 – 100%. No single course grade lower than a 94.

INDEPENDENT STUDIES AND INTERNSHIPS

Gettysburg Area High School offers 11th and 12th grade students the limited opportunity to schedule an independent study for elective credit. See the application form found in the Counseling Center for eligibility requirements. No more than two class periods per year (up to two credits) may be dedicated to independent study.

In addition, students may also apply for career exploration opportunities through the internship program and work study program. See the application forms found in the Counseling Center for eligibility requirements. No more than four class periods per year (maximum two per semester) may be dedicated to internships and/or work study. No internships with GAHS employees will be approved. Students seeking in an education setting must secure a position in an alternate setting.

LIBRARY/MEDIA CENTER

Library hours are 7:30 am to 3:45 pm Monday through Friday. Students are expected to be quiet and courteous at all times. The library staff is there to help and students are encouraged to ask for assistance. No food items should be brought into the Library/Media Center.

NATIONAL HONOR SOCIETY

The National Honor Society (NHS) is the nation's premier organization established to recognize outstanding high school students. More than just an honor roll, NHS serves to honor those students who have demonstrated excellence in the areas of scholarship, leadership, service, and character.

The Faculty Honor Council, in the spring semester, will invite sophomores and juniors who have a cumulative GPA of 92% or higher to apply to NHS. Candidates will fill out an evaluation packet that will allow them to highlight their service experience and leadership potential. Input is also collected from the candidate's former teachers, coaches, club advisors, and outside evaluators (chosen by the candidate), to help give the Faculty Honor Council a better impression of the candidates, scholarship, leadership, and character. The Faculty Honor Council also reviews the candidate's discipline and attendance records, looking for infractions, unexcused absences, and or excessive tardiness to school. While active discipline records, unexcused absences, and tardiness hold a few students out of NHS each year more students are turned away because of a general lack of service. The advisors of NHS encourage potential candidates to:

- Develop a record of diverse and robust volunteering experiences.
- Avoid disciplinary issues and report to school regularly and in a timely fashion.
- Join clubs and participate in activities that help develop leadership potential.
- Display good character and face adversity with a cheerful disposition.

Once inducted, members are held to the same high standards and must maintain a 92% GPA.

Members are expected to abide by the standards set out in the NHS Code of Behavior, given to all new members.

PHYSICAL EDUCATION MEDICAL EXCUSE GUIDELINES

Doctor's notes must have a beginning date, end date and include an exercise prescription. Medical excuses with exercise prescriptions must include activities that the student is able to participate in as well as specific limitations because of the injury.

PUPIL PROGRESS REPORTS

Students are issued a Pupil Progress Report (Report Card) each nine weeks (four times a year).

Classroom teachers determine all grades.

A	94% to 100%	C	75% to 80%
A-	92% to 93%	C-	73% to 74%
B+	90% to 91%	D+	71% to 72%
B	85% to 89%	D	67% to 70%
B-	83% to 84%	D-	65% to 66%
C+	81% to 82%	F	below 65%

A - Excellent: indicates outstanding achievement characterized by accuracy and thorough understanding.

B - Above Average: indicates more than the required achievement characterized by careful preparation.

C - Average: indicates that the required achievement has been obtained, but there is room for improvement.

D - Below Average: the lowest passing grade; barely meets the requirements for credit.

F - Failure: indicates achievement is that of a failing grade. No credit is given.

I - Incomplete: class work must be completed in order to gain credit. All incompletes must be satisfied within two weeks of receiving the report card (**except 4th quarter**). Failure to do so will result in an “F” for the class.

Students and parents have regular access to grades online through Skyward Family Access.

SCHOOL MATERIALS

Students are responsible for all textbooks, laptops or other materials issued to them by the school.

Teachers will record the items issued and will expect students to return the same items when collected.

Students will be required to pay for any lost, stolen, or damaged school materials/equipment.

II. ATTENDANCE

APPOINTMENTS/EARLY DISMISSALS

In order to provide continuity in the educational process, we encourage appointments with doctors, dentists, etc., to be made for Saturday or after school hours. All early dismissals will be designated unexcused until the Doctor’s note is returned. Students are expected to be in school prior to and/or after all appointments if possible. When it is necessary for students to be dismissed from school early due to a medical appointment or other approvable reason, the student must bring a note from a parent/guardian to the main office prior to first period on the day of the appointment. Only an administrator or school nurse may dismiss a student from school. A student leaving school without obtaining appropriate permission will be subject to disciplinary action. **Upon returning to the high school, students must have the early dismissal excuse form signed by the doctor, orthodontist, or dentist, etc. including departure time from appointment.**

ARRIVAL AT SCHOOL

Upon arrival at school, students may gather on the sidewalk in front of the main entrance of the building. All students must enter the building at the main entrance near the first-floor office area. Students are permitted to enter the building at 7:05 AM. Students may gather in the cafeteria and lobby, not blocking the hallway or entrances. Once arriving in school or on school grounds, students are not permitted to leave without prior permission of their parents/guardians and the principal or an assistant principal.

ATTENDANCE

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 10:30 AM (but before 12:30 PM) constitutes a 1/2-day absence, and arrival after 12:30 PM constitutes a full day absence. Students participating in athletic contests must be in school no later than 8:30 AM. 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;
- Athletic activity early dismissals and late arrivals;
- School athletic contests and activity performances;
- Educational trips pre-approved by the principal and/or superintendent;
- Maximum of 3 pre-approved college visitations;
- 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.

- Students that accrue three (3) unexcused absences will be issued a letter informing them of their unexcused absences and the potential consequences. This letter will also offer the support of an

attendance improvement conference with a representative of the school administration and other necessary staff in order to generate an attendance improvement plan.

- Students that accrue five (5) unexcused absences will be issued a letter of Official Notice informing them of their unexcused absences and the potential consequences. Students with five (5) unexcused absences will be required to attend an attendance improvement conference with a representative of the school administration and other necessary staff to generate an attendance improvement plan.
- Students that accrue seven (7) or more unexcused absences will be issued the consequence of credit denial (defined below). Students will have to complete the necessary improvement actions detailed in “Credit Denial” (including the after-school tutoring and consecutive days without additional unexcused absences) in order to have credit reinstated. In addition, a student’s attendance improvement plan, after seven (7) total days of unexcused absences, will be rewritten, and the details of that new plan will be communicated to the student, parent, and other necessary staff.
- Students that accrue 10 or more absences, excused or unexcused, may be required to issue a doctor’s note for additional absences to be excused, regardless of reason. This information will be communicated by mail from the administration once a determination of whether or not the student will be required to issue a doctor’s note for each additional absence.
- Students that accrue 10 or more unexcused absences, in addition to the possibility of being required to submit a doctor’s note for any additional absences to be considered excused, may be referred to Children and Youth Services.
- After 12 or more unexcused absences, students may be issued a fine through the local governing authorities (district magistrate).
- Students who accumulate excessive numbers of absences may be denied the privilege of attending school functions. This may include, but is not limited to, school dances (Prom), extra-curricular activities, and the GAHS Commencement Ceremony.

CREDIT DENIAL

Credit denial, Board Policy 204.1, is defined as the loss of course credit by a student after accumulating a defined number of unlawful or unexcused absences. This policy is intended to encourage and motivate students to meet their academic responsibilities through regular attendance.

If a student’s absences from scheduled instructional time exceed seven (7) unlawful or unexcused absences or tardies in a semester, credit may be denied for the affected courses regardless of the grades earned. Credit can be denied for one course (as the result of seven class cuts) as well as for all courses taken during a semester (as the result of seven unlawful or unexcused full day absences). Class cuts will be combined with all full-day unlawful or unexcused absences.

Credit denial shall be issued by the administration, and the decision to place a student on credit denial shall be communicated in a letter sent to the parent/guardian of the student.

Once credit has been denied for one or more courses, a student has the responsibility to meet with the administration to be placed on a Credit Recovery Plan. The Reinstatement/Appeals Committee, consisting of the principal, assistant principals, counselors, and the school nurse, will seek evidence including substantial improvements in attendance, achievement, and/or behavior when evaluating whether or not to reinstate course credit. A Credit Recovery Plan shall include the following actions:

- A meeting with administration to initiate a Credit Recovery Plan
- Attendance at a mandatory minimum of 4 after-school tutoring sessions
- Attendance at school for a minimum length of 30 calendar days without the accrual of an additional unexcused absence

Students who are entering a new school year and are already on credit denial for unexcused absences during their prior year (moving from 10th to 11th grade while still on credit denial, for example), must complete a Credit Recovery Plan in order to be taken off credit denial for the prior year's unexcused absences.

Courses for which credit has been denied (and not been reinstated due to completion of a Credit Recovery Plan) will be included on the student's permanent record and transcript in the Counseling Center. All courses for which credit has been denied will not be included in computations for grade point average, quality points, class rank, and honor roll.

EDUCATIONAL TRIPS AND VISITATIONS

Students will be permitted to take educational trips, not to exceed a total of ten (10) school days during a school year.

Trips in the last 10 days of school are highly discouraged and will only be excused for special circumstances with administrative approval. Parents and guardians must comply with the following program requirements:

- An Educational Trip form must be completed and submitted to the principal 10-days prior to the trip for approval. If the form is not submitted, the days absent will be recorded as unexcused. Forms may be obtained at the school office or on the district website.
- Students are responsible for completion of all work and activities missed during the absence and should work with their teacher to determine a reasonable due date to exceed no more than five (5) school days from a students' return. Many of these assignments are available online.
- Educational trips will not be approved for the last ten days of school.
- Students may be approved for up to three (3) College Visits. The Educational Trip form should also be used for College Visits. Students should provide documentation from the college/university (admissions office) upon return in order to excuse the absence.

TARDY TO SCHOOL

A student arriving late to school must sign in at the main office. There the student should present a dated note signed by a parent/guardian explaining the reason for his/her lateness. Only tardiness due to illness, medical appointments, or a family emergency will be considered excused. Tardiness for medical appointments will require a dated physician's note to excuse. Students with excessive absences (10 or more) who are required to submit a doctor's note for each unexcused absence must also provide a doctor's note when tardy to school or they will be issued an unexcused tardy.

Failure to bring an acceptable note upon arrival will result in an unexcused tardy. Each student will be allowed one unexcused tardy per semester before a consequence will occur. Consequences for multiple unexcused instances of being tardy can be a lunch detention, an after-school detention, the loss of parking privileges, credit denial, and/or in-school suspension may be assigned for excessive unexcused tardiness. The progressive escalation of these consequences is detailed below. Student athletes must report to school by 8:30 AM in order to participate in practice or games. A student athlete's excuse must be considered excused or lawful in order to participate.

- Students will not receive a consequence for their first unexcused tardy per semester.
- Students will receive a lunch detention for accruing between two (2) and six (6) unexcused tardies.
- Students who accrue seven (7) unexcused tardies during any semester will be placed on credit denial for the affected courses and have to complete a Credit Recovery Plan (see Credit Denial above for details).
- Students who accrue 10 unexcused tardies will be required to submit a doctor's note for each additional tardy or have that tardy be recorded as unexcused. In addition, students who accrue 10 or more unexcused tardies will be issued an after-school detention for each additional tardy. After-school detentions that are not served will result in in-school suspension.

III. STUDENT CONDUCT

THREATS

The Gettysburg Area School District board has adopted Board Policy 218.2 Terroristic Threats/Acts that addresses issues compromising the safety of students and staff. For this purpose, a bomb threat is considered a threat to the safety and welfare of District students, staff and community. Any such threat is a serious offense and can lead to permanent expulsion from school.

CODE OF STUDENT DISCIPLINE AND RESPONSIBILITIES

The purpose of the Student Handbook is to give students and their parents/guardians an understanding of the general rules and guidelines for receiving an education in our schools. Students and parents/guardians should be aware that this document is reviewed annually. Changes made after Board approval will generally supersede the provisions found in the handbook. In a case of conflict between a Board Policy and the provisions of this handbook, the Board Policy most recently adopted will prevail. The handbook is not a contract between the school and parents/guardians or students.

The Board of Education acknowledges that student conduct is closely related to learning. An effective educational program requires a safe and orderly school environment. The efficacy of the educational program is in part, reflected in the behavior of students and employees. It is the responsibility of all associated with the school - students, parents, and staff to promote good discipline and preserve the quality of our educational environment. All efforts to promote proper discipline must evolve from a code, which clearly states the expectations placed upon students, defines unacceptable behaviors, and provides for appropriate disciplinary consequences commensurate with the students' actions including

but not limited to detention, in-school suspension, out of school suspension, and expulsion (Board Policy 233). Finally, we believe that an effective student discipline code (Board Policy 218) must adhere to the following:

- Recognize the inherent qualities of each individual;
- Promote self-discipline and prevention;
- Concern itself with the welfare of the individual as well as that of the school community as a whole
- Foster a close relationship among parents, students, and staff.

The building principal shall have the authority and flexibility to assign discipline to students, subject to the policies, rules and regulations of the district and to the student's due process right to notice, hearing, and appeal. The discipline measures listed in the Student Code of Conduct/ Student Handbook is guidelines. The principal/administrator will have the authority and flexibility to impose discipline based on the situation, age, grade and maturity of the student and the impact on the student victim(s), if appropriate. (SC 1317, 1318)

DETENTION (After School / Lunch)

Students will be assigned lunch or after school detention for minor infractions of the school discipline code.

- Lunch detentions will be served during the students 30-minute lunch period in the designated lunch detention classroom. Students purchasing lunch from the school cafeteria must report to the front of the lunch line with their detention pass prior to reporting to the classroom. When serving a lunch detention, students may eat their lunch and/or read quietly.
- After school detention will be from 2:45 PM until 3:45 PM on the designated day. Students serving detention after school should bring homework with them for the duration of that time.

A student absent from school on an assigned date must serve that detention on the day of his or her return to school or another time designated by the administrator. It is the student's responsibility to meet these expectations.

School staff will not assume the responsibility of reminding students of their detentions. Failure to report for assigned detention will result in additional disciplinary action. Teachers reserve the right to assign lunch detention for infractions of classroom expectations. A teacher will give one day's notice to students assigned a detention. Failure to report for a teacher detention will result in assignment to office detention in addition to the teacher detention.

DRUG AND ALCOHOL POLICY

Alcohol or drugs are not permitted in the school, on school grounds, or at school activities. For additional information on the Drug and Alcohol Board Policy 227, refer to the Gettysburg Area School District website. Students found in violation of this policy will be reported to local law enforcement authorities and will receive penalties outlined in the policy.

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 GAHS and GAMS.

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.

END OF YEAR DISCIPLINE

Students who earn discipline obligations during the last few weeks of school, may with special permission from the administration, serve this time in the main office prior to June 30. Every effort will be made to have the student meet these obligations before school ends. Failure to complete a disciplinary assignment may result in in-school suspension assigned for the first few days of school the next school term. Students who have unserved suspension time remaining at the end of school year will continue the suspension into the next school year. Parents will be notified by mail if their son/daughter owes a discipline or obligation and/or fails to serve by June 30.

GUIDELINES FOR STUDENT CONDUCT

- Good attendance habits are required. Students should attend school each day and arrive on time for all classes. Any student returning from an absence must bring a note signed by a parent or guardian on the day of his or her return.
- Tardiness for any class or when arriving at school or returning from lunch is not acceptable. Students requiring early dismissal from school for medical appointments must bring a note from home no later than the morning of the appointment.
- Students have the right to express themselves unless the expression materially and substantially interferes with the educational process, threatens serious harm to the school or community, encourages unlawful activity or interferes with another individual's rights.
- Students are required to wear appropriate clothing. Our philosophy of student dress indicates that students should refrain from wearing any clothing that is excessively revealing, advertises alcohol or illegal drugs, is offensive to others, or contains sexual innuendo. Clothing or accessories adorned with the rebel flag are prohibited.
- The use of cellular telephones, laptops and other electronic devices are permitted for educational purposes under the supervision of professional staff. Inappropriate use of cellular telephones, laptops and other electronic devices, for verbal and text communication purposes during the school day, in district buildings, on district property and while students are engaged in, school-sponsored activities will result in disciplinary action. (Board Policy 237)
- Talking on a cell phone or similar device in the hallways is prohibited. Texting is allowed as long as it does not interfere with students arriving to class on time.
- It is important for our staff to be able to communicate effectively at all times with our students in the hallways and during passing periods. Students who listen to music on their devices in the hallways are permitted to use one earbud. Listening to music in the classrooms is subject to classroom teacher rules.
- All food and beverages are to be consumed in the cafeteria. Students are prohibited from eating in the learning commons areas and the library. Food and beverage in the classrooms are subject to classroom teacher rules; consumption of food/beverage will not be tolerated if disruptive to the learning environment.
- Student driving is subject to the provisions of the student driving guidelines published in this handbook.
- Students should behave as young adults at all times. There is no running, shouting, or other disruptive activity allowed in the halls, classrooms, or cafeteria. The public display of affection

(i.e. inappropriate touching, kissing) is also prohibited.

- The use of profanity, abusive language and physical violence will not be tolerated. Engaging in such behavior will result in disciplinary action and possible police referral.
- Students are responsible for the clean-up of their areas. This includes both their work area in classrooms, labs, learning commons, and tables in the cafeteria.
- Students should treat textbooks, laptops, equipment and supplies with respect and follow safety rules discussed by their teachers.
- Students should move to each class deliberately and without unnecessary loitering in the halls. Five minutes is allotted between classes. This is adequate time for class changes, but it does not provide time for socializing.
- Restrooms are not to be used as common meeting rooms for students. In addition, only one student is permitted in a restroom stall at one time.

HARASSMENT/BULLYING

It is the policy of this school district that all students and employees should enjoy a learning environment free from bullying, harassment, and sexual harassment. It is a violation of Board Policy 148 for any student to harass 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. Board Policy 249 prohibits bullying and/or cyber bullying. Any act of this nature should be reported immediately to his/her teacher, counselor or school administrator. Any student who violates these policies shall be subject to appropriate disciplinary action and may be referred to the School Resource Officer (SRO) or other law enforcement authorities. Any student who perpetrates an act of sexual harassment, bullying or cyber bullying is subject to removal from classes and/or schedule change.

HAZING

Hazing is defined as any activity that recklessly or intentionally endangers the mental health, physical health, or safety of a student for the purpose of initiation or membership in, or affiliation with, any organization recognized by the Board of School Directors. Incidents of alleged hazing must be brought to the attention of the principal who will then investigate. If the investigation results in a substantiated finding of hazing, the principal shall recommend appropriate disciplinary action in accordance with the Code of Conduct. The student could also be subject to disciplinary action by the coach or activity sponsor and be subject to a law enforcement referral. Please contact the principal if you have any questions. (Board Policy 247)

LOCKERS/SEARCHES/SEIZURE

The GASD retains control over student lockers. Lockers are school property loaned to students for use by them for legitimate purposes only. As per Board Policy 226, school authorities retain the right to search all lockers without 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. **Students are not permitted to share lockers. Lockers will be issued only to students who request the use of a locker.**

SCHOOL BUSES

The school day begins when students step off their property to board the bus. Therefore, they are under the rules and expectations of the District while going to and from school. The driver, according to school law, has the right to enforce rules as necessary and is charged with the responsibility for orderly and

safe transportation of students. Infractions of safety rules will be reported to the building principal in writing with a copy sent to parents/guardians. Repeated offenses by students can result in loss of bus privileges for a definite period of time.

Students are required to be standing at the bus stop when the bus arrives. Therefore, students should plan to be there in advance of the scheduled pick-up time. Upon arrival to school, students must depart their buses in front of the high school and remain on the sidewalk near the entrance.

STUDENT DRESS GUIDELINES

Students are expected to wear clothing that is neither distracting nor detrimental to the educational process. Student dress should be neat, clean, and worn in its intended manner. Therefore, the following include clothes that may **not** be worn by students during the hours of school operation:

- Endangers Health or Safety - excessively torn clothing, loose clothing or dangling accessories that may become caught.
- Is excessively revealing - may refer to that which exposes undergarments and/or the midriff area of the student. The minimum acceptable length for shorts and skirts is at the fingertips when arms are fully extended down the side of the body. Strapless shirts, side-less tanks, and spaghetti straps are prohibited.
- Is directly or has a symbol on it that is considered offensive regarding race, religion, sexual orientation, disability, age, national origin, or advocates/promotes sexual activity or violence
- Refers to drugs and/or alcohol
- Suggests a double meaning or innuendo regarding sex, or inappropriate language
- Headwear (including all hair accessories, hats, hoods, bandannas, etc.) that is not being used for tying hair back, keeping it up on the head, or for religious practices.

Students found wearing inappropriate attire by a staff member will be asked to cover or remove the particular item immediately.

Administration will exercise final discretion on judging each infraction.

CAFETERIA/LUNCHES/BREAKFAST

Students must consume all food and drink in the cafeteria during their assigned lunch period. Students may either bring their lunch from home or purchase lunch items from the cafeteria. No food may be purchased or ordered for delivery from outside parties. In addition, students may not leave campus to purchase any items and bring them back to school. Students will keep their respective areas neat and clean so that those following them can enjoy sanitary conditions. This district also participates in the free/reduced lunch program. Information is distributed at the beginning of the school year. For more information, contact the food services department in the high school.

All students should report to the cafeteria during their scheduled lunch. After eating, students with a pass may report to the library and **seniors with a Senior Pass may utilize the learning commons areas**. Students roaming hallways or in unauthorized areas will face disciplinary consequences.

TOBACCO USE/POSSESSION

The possession or use of tobacco in any form is prohibited in the school building, grounds, vehicles or while participating in a school sponsored function. Students found in violation of Board Policy 227

will be subject to disciplinary action as well as prosecution and subsequent fines through the local magistrate's office.

WEAPONS

The Gettysburg Area School District has adopted Board Policy 218A citing the need to control the presence of weapons on school grounds. For this purpose, a weapon includes, but is not limited to, any firearm, knife, razor, dagger, cutting instrument, or tool, air rifle, air pistol, archery items, nunchaku ninja device, blackjack, metal knuckles, club, chain or any other instrument or implement capable of inflicting bodily injury. Possession or use of a weapon on school grounds is a serious offense and can lead to permanent expulsion from school.

IV. STUDENT SERVICES

SPECIAL EDUCATION

The Gettysburg Area School District in conjunction with the Lincoln Intermediate Unit #12 and other contracted agencies, provides services for students determined through an evaluation to be exceptional and in need of “specially designed instruction”. The need for special education services is based upon data gathered by a multi-disciplinary team and reviewed by the team, including the parents. Parents play a vital role in the screening and evaluation process, as well as the development of an individualized education program for their child. A range of educational placements and support is available to meet the individual needs of each student including support in the regular education classroom, support in a small group or resource room, special education classes in the typical school or full-time special education classes outside of the regular school. Types of support include gifted, learning support, life skills support, autistic support, speech and language support, emotional support, vision and hearing support and others. Some special education classes are located in neighboring school districts. For answers to specific questions regarding these special education programs, please contact your child’s building principal or Kelly Dewees, Supervisor of Special Education.

COUNSELING CENTER

The purpose of the Counseling Center is to assist students as they move through their school years. While the services offered by the counselors include the traditional vocational, academic, and course selection assistance, they also include counseling focused on problems that individual students might be experiencing. Students are encouraged to see the counselors whenever they encounter difficulty. The Counseling Center also maintains a career resource center for students interested in researching career and educational choices. Materials include books, catalogs, and internet resources for conducting an information search.

SCHEDULE CHANGES

Since scheduling of students and classes is a cumbersome, time-consuming task, once student schedules are distributed, they can only be changed for the following reasons. They are: 1) academic misplacement; 2) change to a more difficult course from a less difficult course; 3) addition of a course to meet graduation requirements; 4) missing a prerequisite. In order to change a schedule, the student should complete the necessary form and discuss the change with his or her school counselor and teachers involved. An administrator must approve the schedule change. No change is complete until approved by all those above and notice is given. Course change requests will only be honored for

extenuating circumstances.

SCHOOL HEALTH SERVICES

The school nurse is available for students needing medical assistance. Emergency care will be administered to students who become ill or have an accident during school hours. In case of major illness or accident, the following policy will be followed:

- Parents will be called for instructions;
- In the event that a parent/guardian cannot be contacted, the student will be taken to the nearest hospital and if necessary, 911 will be called. In all cases, the welfare of the pupil will be the first consideration.
- Treatment of minors in the emergency room is given without consent of parent or guardian only in life-threatening situations. All expenses incurred are the responsibility of the parent/guardian.

Prescribed or over-the-counter medications taken during school hours must be registered with the school nurse who will monitor the administration of all medicines. Parent/guardian permission is required in order for students to take medicines during school hours. **A procedure for administration of medication at school form** must be signed by parent/guardian and the prescribing physician. Students requiring assistance from the school nurse must first report to their assigned class and secure permission to see the nurse. In addition, when arriving at the nurse's office, students must sign in with the nurse to assure proper attendance recording. Failure to do this may result in a class cut for the student. At no time should the students be in the nurse's office without proper permission. Parents/guardians are encouraged to advise the nurse of all medications a student may be taking both at home or school.

EPINEPHRINE OPT-OUT

The Pennsylvania Public School Code, Section 1414.2(g) allows parents/guardians to request an exemption to the administration of an epinephrine auto-injector for their student. In order to request this exemption, contact the school nurse to make an appointment to discuss this decision, review and sign the opt-out form.”

Parents/guardians wishing to choose this option should meet with the school nurse to discuss their decision and then review and sign the opt-out form in the presence of the school nurse.

STUDENT ASSISTANCE PROGRAM

The Student Assistance Program (SAP) is available for any student experiencing difficulty in coping with the many pressures of adolescent life including alcohol, tobacco, other drugs, and mental health. The primary goal of the Student Assistance Program is to help students overcome these barriers in order that students may achieve, remain in school, and advance. Students themselves, other students, parents or staff members can make referrals. All correspondence and information relating to SAP is strictly confidential.

Student Assistance Program (SAP) referral forms can be found in the library, the nurses office, and the counseling center. Students may also return anonymous referral forms to these same locations, where locked drop boxes are accessible. SAP referral forms are also available on the high school webpage under forms. Referrals may be returned directly to an SAP team member (or counselor), including electronically. In the event of an emergency (threat of physical harm to self or others), please contact a

school counselor or administrator immediately.

STUDENT PARKING GUIDELINES

Parking Permits

1. Students must complete the on-line registration (link found on GAHS webpage under parking).
2. A fee of \$40.00 may be paid on-line OR when the permit is issued in the school office (**good for all year**).
3. Pick up your parking permit from the budget secretary in the first-floor office.
4. Verify the information on your application.
5. Agree to abide by the parking regulations.
6. Students must show their current driver's license and insurance card to receive a permit.

Special Parking Notices

1. Students must remain in good academic standing to maintain parking privileges.
2. Students with excessive absences and/or tardiness to school may lose their parking privileges.
3. A student may potentially lose his/her driving privilege for any disciplinary offense.

School authorities retain the right, under special circumstances, to search all vehicles without 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.

Parking Regulations

1. Parking permits are assigned to the student applicant and his/her vehicles only. Permits must be displayed while on school property. Permits are not transferable to another student. Violations of this regulation may result in the loss of parking privileges for both students.
2. Park **ONLY** in the lots specified for student parking and in designated parking spaces.
3. Upon arrival in the parking lot, students must leave their vehicle and report to the high school building. Students are not permitted to loiter in the parking lots. Students are not permitted to leave the school building and enter their vehicles during the school day. A building administrator may grant special permission. Students must depart from the parking lot after dismissal or after school activities.
4. Any student who leaves the campus in a vehicle without permission may lose his/her parking privilege temporarily or permanently in addition to other disciplinary action.
5. Obey the posted 15 MPH speed limit on school property.
6. Unsafe acts in the driveways or parking lots may result in tickets or potentially the revocation of parking privileges.
7. School authorities will issue tickets to persons violating the parking regulations adopted by the Board of Education. Parking without a valid permit will result in a \$20 fine; all other offenses will result in a \$10 fine for each offense. Payments can be made in the GAHS first floor office with the budget secretary. Nonpayment can result in **vehicle immobilization (wheel lock) and an additional fine or towing of the vehicle at the owner's expense**, holding of student records and exclusion from graduation exercises (or other school events).

STUDENT RECORDS

In the educational interests of the students, the District is required to collect and maintain academic, health, behavioral, and other appropriate records on each student. Those records are kept with the district for 100 years after the students 24th birthday. Parents, students and certain legal entities have a right to review records and make amendments to those records. Contact building principal for questions regarding records of students currently enrolled in the building. Questions regarding all other student records should be directed to Assistant Superintendent's Office. For a complete description of the procedures for collection, maintenance, retention, disclosure and access of student records, see Board Policy 216.

V. MISCELLANEOUS

DANCES

Only students in grades 9 through 12 in this district will be allowed to attend school dances, including Prom. Each student is allowed one guest who must be approved prior to the dance. These rules also apply to the junior/senior prom held each year. Students are responsible for the conduct of their guests. Additional rules include:

- * Any evidence of drug or alcohol use will be turned over to the police, and students will be disciplined per the student discipline code.
- * Occupying cars while they are parked in the parking lot is not allowed.
- * Anyone leaving the building will not be allowed to return to the dance.

ATTENDANCE AT SCHOOL EVENTS

The Gettysburg Area School District Administration reserves the right to prohibit students and adults demonstrating chronic inappropriate behaviors from attending any future athletic events. See Board Policy 904.

- The student, parent or guardian will be notified in writing of the length and terms of the prohibition from the Athletic Department.
- Students are subject to all school rules and policies, including dress code and language, while attending athletic events. Shirts may not be removed. Body paint is prohibited.
- Anyone removed from an athletic event must leave the facility.
- Students may not leave and re-enter athletic events.
- Anyone appearing to be under the influence will not be allowed admittance to athletic events.
- Absent students/ISS/OSS are not permitted to the day's athletic events.

GUIDELINES FOR STADIUM ONLY

- Students are not permitted to bring bags, backpacks or purses - all subject to search.
- All non-high school students (Grades K-8) must be accompanied by an adult (post-graduate) to enter ANY event at Warrior Stadium.
- Students deemed to be acting in an unsafe or inappropriate manner will receive a verbal warning from a district staff member. Should such actions continue, the student will be asked to leave the event along with the accompanying adult and minors that adult is responsible for.
- No food or drinks besides water are allowed on the stadium infield.
- High School students (Grades 9-12) must present their student ID for admittance into Warrior

Stadium, once issued.

EMERGENCY EVACUATIONS

Emergency evacuation drills will be conducted periodically. Students are to follow specific instructions of their teachers in an emergency evacuation of the building. Students must proceed calmly and quietly to the proper location outside the building. These drills may occur during class or changing of class or the lunch period.

IMPORTANT FORMS/INFORMATION

All high school students and parents must review and complete several important forms. These forms include an emergency data, a photo/video release, the acceptable use policy, and student handbook acknowledgement. These forms are required to be completed online via Family Access. Families may request assistance with electronic access from the school or make a request to the office for a paper copy.

LEARNING COMMONS

The learning commons areas throughout the building are available spaces for both collaborative and independent student work. Students must be respectful, work quietly, and clean up after themselves.

SEARCH BY DRUG DETECTION DOGS

The Board of School Directors has authorized district administrators to use drug detection dogs for preventing the presence of drugs on school premises. School officials must possess a reasonable suspicion that a crime or violation of school regulations is being committed before such a search is initiated. The search will be conducted during school hours and may be either announced or unannounced. The dogs will be limited to locker areas, the parking lot, and other areas where the administration has reason to believe drugs may be hidden. (Board Policy 226.1)

SENIOR PASS

Seniors who qualify may apply for a Senior Pass. Criteria include a minimum GPA of 85%, no more than three (3) unexcused absences and/or tardies to school, an outstanding disciplinary record, and approval from their grade level principal. Students must have their Senior Pass with them when making use of this pass. During lunchtime, students with a Senior Pass may enter the lunch line first. After lunch, those with a Senior Pass may utilize the learning commons areas. A Senior Pass will admit a student free of charge to an in-district athletic contest. Students holding a Senior Pass may also be dismissed early from ARC on Fridays if not requested by a teacher (parent permission slip must be signed in advance of using this privilege). Any abuse of these privileges will result in a suspension of all Senior Pass privileges. A second offense will result in permanent revocation of all Senior Pass privileges.

VISITORS

All visitors must have a valid ID and report to the main office upon entering the school building for a visitor's pass. Students who want to bring a visitor to school must receive prior approval from an administrator before an individual will be permitted to visit for the school day. This request must be received at least three days before the visit.

VIDEO SURVEILLANCE CAMERAS

The Gettysburg Area School District may utilize information gathered from video surveillance as evidence in disciplinary action and/or criminal prosecution. This includes on district transportation, in

district buildings, and on school grounds. (Board Policy 816). The Gettysburg Area School District may utilize information gathered from audio surveillance on district transportation as evidence in disciplinary action and/or criminal prosecution. (Board Policy 816)

McKINNEY-VENTO HOMELESS ACT INFORMATION

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.