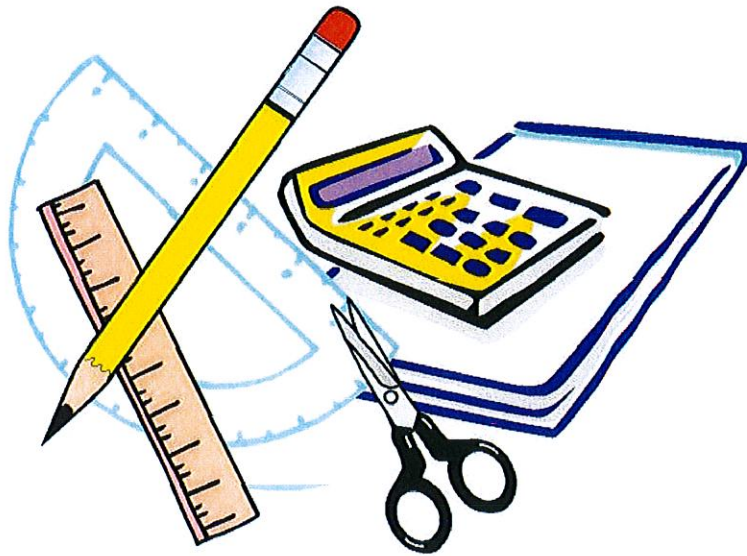


GETTYSBURG AREA SCHOOL DISTRICT



ELEMENTARY HANDBOOK 2019-2020

Dear Parents,

Welcome to the Elementary Schools of the Gettysburg Area School District.

This handbook has been developed and designed by the elementary administration as a means of communicating between the school and home. This handbook will answer many of the questions you may have about procedures, policies, regulations and rules of our elementary schools.

Close cooperation between the school and home is essential to promote the education of your child. Mutual benefits occur when there is a meaningful exchange of information between the school and home. It is recommended that contacts concerning the student, teacher, or administration be referred to the person immediately in charge of the area in which the problem arises. This first line of responsibility is vital to open communication on vital issues. It is our hope that this Handbook for Parents and Students will promote better understanding and communication.

We hope that this handbook will be helpful to you throughout the year. We will do all that we can to help your child achieve the best possible education. Your cooperation, as well as suggestions for improvement, will be welcomed and appreciated.

If there is something which is not clear or for which more information is desired, please contact the principal of your elementary school.

Sincerely,
Elementary Principals

GETTYSBURG AREA SCHOOL DISTRICT MISSION STATEMENT

The Gettysburg Area School District, in partnership with the family and community, is dedicated to excellence and committed to maximizing every student's achievement. Our purpose is to provide a safe and healthy environment in which all students can learn. We embrace our responsibility in developing a caring school community that enables all students to become active and productive members of our diverse and ever-changing global society.

INFORMATION ABOUT OUR SCHOOLS

As children enter school, parents begin to share the task of educating their children with many professionals. Understanding the role that each group plays in providing this education is critical. The key people in this structure are the Board of Education, district administrators, the principal and the teacher.

Knowing the different functions of each member of the educational team entitles parents to seek information and make informed decisions that affect the education of their children. As the only member of the team who is concerned with just one child, parents are best able to help the system meet the needs of the child.

THE SCHOOL BOARD

The Board of Education sets the general philosophy and overall policies for our school system. In general, its duties are to:

- * Set policies, rules and regulations that provide a good educational atmosphere in our schools.
- * Decide what curriculum the school district will require.
- * Provide budget for personnel, equipment and materials to assure a quality education for each student.
- * Follow state and federal laws in establishing school programs.
- * Insure that the superintendent carries out board policies.

THE SUPERINTENDENT, DISTRICT & BUILDING ADMINISTRATORS

The Superintendent of Schools and other administrators manage the day-to-day operations of our schools. They have the responsibility to:

- * Plan a curriculum and activities to meet the needs of all students in accordance with policies of the school board and incorporating the most effective practices in education.
- * Provide materials, personnel, and facilities necessary to carry out a high quality educational program.
- * Establish policies and rules of attendance and behavior that will create an atmosphere conducive to learning.
- * Make future plans based on the needs of the students and recommendations of parents and teachers.

The superintendent's office and district administrators can answer general questions that relate to

programs in more than one school. Such questions may concern age requirements, special programs for children who are gifted or who have learning disabilities, and dozens of other matters.

Questions about an individual school are best directed to the building principal. It is his/her specific duty to keep you informed about school programs, rules and staff.

In addition, the principal sees that each school's instructional program is effective and meets the curriculum requirements set by the superintendent and the local school board. The principal develops and maintains a rapport with both students and teachers and tries to solve any school-related problems that students, staff, parents or members of the community may have.

Our principals oversee the education of many children and, as a result, are not necessarily the ones best able to respond to questions about the individual learning needs of your child. Questions related to the individual learning needs of your child should be directed to the classroom teacher.

THE TEACHER

The teacher is the first contact for information about your child's progress, problems, or behavior. Contact can be made through school e-mail or by phone during available times. He or she has the information most readily at hand and sees the child on a daily basis. He or she prepares learning activities for the class and adapts them to the children's needs.

Either you or the teacher may ask for a meeting. In our schools, parent-teacher conferences are scheduled in November. However, teachers often ask for conferences throughout the school year, and we encourage you as parents to also ask for such a meeting, if you feel that one is warranted. You may expect teachers to:

- * Communicate good news about learning.
- * Notify you if there are any problems in school.
- * Maintain an orderly classroom in which learning can and does occur.
- * Deal with behavior problems fairly, reasonably and patiently.

SCHOOL VISITS

You can find out a lot about our schools by visiting the school and your child's classroom. You will have a chance to see firsthand what is going on when you serve as a volunteer, attend our Back to School Night, and the PTO meetings scheduled throughout the school year. We encourage all parents to visit our school anytime during the school year. Please call the teacher first to make sure that the time and schedule will meet everyone's needs. Children other than those enrolled, are not permitted to visit schools during school time unless accompanied by a parent. All visitors **MUST** report to the main office upon entering the school building to obtain a visitor's pass.

GETTYSBURG AREA SCHOOL DISTRICT DIRECTORY

(717) 334-6254
Fax (717) 334-5220
ADMINISTRATIVE OFFICE
900 Biglerville Road
Gettysburg, PA 17325
www.gettysburg.k12.pa.us

Dr. Jason C. Perrin.....Superintendent
Dr. Christine S. Lay.....Assistant Superintendent
Mr. Brad N. Hunt.....Business Manager
Mr. Thomas D. Fortnum.....Director of Operations/Assistant Business Manager
TBD.....Director of Buildings and Grounds
Mr. William M. Bowling, Jr.....Coordinator of Transportation Services
Ms. Sandra A. Weikert.....Director of Food Services
Ms. Kelly L. Dewees.....Supervisor of Special Education
TBD.....Coordinator of Pupil Services
Mr. Jeffrey A. Williams.....Coordinator of Data/Network Operations
Mrs. Tamela M. McConaghy.....Human Resource Coordinator
Mrs. Bobbi Weaver.....Human Resources Administrative Assistant
Mr. Andrew Robinson.....Communications Coordinator
Mrs. Ann Baum.....Instructional Technology Director

HIGH SCHOOL (grades 9 - 12) 1130 Old Harrisburg Road Gettysburg, PA 17325

Mr. Jeremy A. Lusk.....Principal
Mrs. Kristy L. Caywood..... Assistant Principal
TBD.....Assistant Principal
Mrs. Casey L. Thurston.....Athletic Activities Director

MIDDLE SCHOOL (grades 6 - 8) 37 Lefever Street Gettysburg, PA 17325

Mrs. Nancy E. HerbPrincipal
Mr. Noah R. Stachelek.....Assistant Principal

FRANKLIN TOWNSHIP ELEMENTARY (grades K - 5) 870 Old Route 30 Cashtown, PA 17310

Dr. Shelly J. Lappi.....Principal

JAMES GETTYS ELEMENTARY (grades K - 5)
898 Biglerville Road
Gettysburg, PA 17325

Mrs. Lisa Royek.....Principal

LINCOLN ELEMENTARY (grades K - 5)
98 Lefever Street
Gettysburg, PA 17325

Dr. Matthew E. McFarland.....Principal

BOARD OF EDUCATION

Mr. Carlos E. Wampler, President	2019	Mr. Sylvan Hershey	2019
Dr. Carrie A. Soliday, Vice Pres.	2021	Mr. James A. Henderson	2019
Mr. Michael Williams	2019	Mrs. Kathleen A. Pratt	2021
Ms. Alice Broadway	2019	Dr. Alan Moyer	2019
Mr. Brad N. Hunt, Board Secretary (N.M.)		Mr. Kenneth R. Hassinger	2021
Mr. Thomas D. Fortnum, Asst. Board Sec. (N.M.)			

SCHOOL HOURS

School offices in the Gettysburg Area School District are open twelve months a year.

Elementary students arriving by bus will be admitted upon arrival. Students walking or transported by parents should plan not to arrive before 8:25 AM. While school is in session, Franklin Township, James Gettys and Lincoln Elementary children are **in attendance from 8:45 AM to 3:20 PM**. Any arrivals after 8:45 AM are considered tardy. Students arriving to school after 11:00 AM will be considered 1/2 day absent in the morning. Students leaving school before 1:00 PM and not returning will be considered 1/2 day absent in the afternoon.

Students should be able to identify their bus and the name of their bus driver as soon as possible. Buses are identified by numbers.

In going to and from the school grounds, students should carefully follow the instructions of the person directing traffic at school crossings. Walkers to school use ONLY the designated walking routes.

Because of the limited amount of loading space, parents need to become familiar with their building's dismissal procedure.

EARLY DISMISSAL/DELAYED OPENING:

School cancellations, delays in opening of school, and early dismissals due to inclement weather will be announced by the following radio and TV stations:

WGET 1320 AM/WGTY 107.7 FM - Gettysburg

WHVR 1280 AM/YCR 98 FM - Hanover

WSBA 910 AM/WARM 103 FM - York

WHP-TV 21 - Harrisburg

WGAL-TV 8 - Lancaster

WHTM-TV 27 - Harrisburg

WITF-89.5 FM - Harrisburg

Please do not call the school for this information.

Families of students in the Gettysburg Area School District will also receive a phone call, text message and/or e-mail regarding two-hour delays or early dismissals or school closings.

Delayed opening of school or school cancellation decisions will be made by the Superintendent of Schools by 5:30 AM, and the announcement will begin as soon as possible on stations as they come on the air. If a delay decision is made at 5:30 AM, and a revised decision to cancel school becomes necessary, that announcement will be made no later than 8:00 AM.

When an early dismissal decision becomes necessary, an attempt will be made to have the decision announced to stations shortly after 11:00 AM, with dismissal of students beginning at 12:00.

Parents are responsible to make any special arrangements that may be necessary for children arriving home when school dismissal times change.

CHANGES

A parent or guardian should immediately notify the school of any change in address, telephone number, employment, or sitter.

SUGGESTIONS FOR PARENTS

(What you can do to help your child learn.)

Books, magazine articles, television talk shows, speeches at parent/teacher association meetings...all at one time or another remind us that learning begins at home, and parents are a child's first and most influential teachers.

Although many educational studies state this fact, they may not tell you specific things that you, as parents, can do to help children learn. How can you help prepare a child for school? What can you do at home to give children a better start in reading? What activities support the basic skills being taught in school?

Fortunately, there are some simple activities that we know help young children to learn. For example, take them to many places...on a bus, to the grocery store, to a park, the zoo, or museum; talk with them and answer their questions (children learn new words mainly by listening and then talking); and choose games that challenge their ability to think.

It's easy to encourage children to read. Keep books, magazines, and newspapers around the house; take regular trips to the library; read bedtime stories and when they're ready, let them read to you; and play easy word games. Even television can help children become good readers. Many programs on public television emphasize reading readiness and reading skills. Some may be available in your area. Some of the programs also introduce basic math skills in ways that you can repeat at home; for instance, children can arrange common household objects by size, measure ingredients for recipes they like, or even play Bingo.

BASIC CURRICULUM INFORMATION

ENGLISH LANGUAGE ARTS: Student learning maps have been aligned to the PA Standards. Reading instruction is structured around the 5 Big Ideas in reading during whole group and small group instruction time. Teachers provide 90 minutes of uninterrupted reading instruction for grades 1-5, (Kindergarten students receive 60+ minutes). Core reading instruction is a priority. Students will not lose core reading instruction for interventions, assemblies, or announcements. In addition to the Student Learning Maps, the areas of reading instruction are also supplemented with the following resources: Houghton Mifflin Journeys and Wilson Foundations are our core reading program designed to meet the diverse needs of all students. Kid Writing is a program that presents a systematic approach of phonics instruction and assessment. It teaches sounds, letters, and the conventions of writing which can be systematically woven into the classroom Core instruction. Standard protocol interventions are available for Tiered Intervention groups as prescribed by the data. Specialized staff, classroom teachers and/or paraprofessionals that have benefited from professional development provide the instruction to the students. DIBELS Next (three times a year for all grades) is used as an early indicator of student performance in the area of reading. Benchmark testing (four or five times a year for grades 3-5) is used as a predictive tool for student performance on the PSSA's. DAZE (three times a year for grades 3-5) is used as a tool to measure comprehension. The Central Office Administrative Staff plans ongoing, job-embedded professional development (PD) that supports the Multi-Tier System of Support (MTSS) process. Components of Tier 1 include the Learning Focused Schools strategies with emphasis on differentiated instruction, vocabulary development and previewing of content to build students' background knowledge. Tier 2 and 3 components feature PD that trains staff of the standard protocol interventions. Parents are provided information on the MTSS framework, including an overview. We are also piloting the PA Hybrid Learning Station Rotation delivery model in each of the elementary campuses in grades 3-5. Students will benefit from direct instruction, collaborative work with their peers and independent work using digital content resources within the 90 minute ELA instructional block. Professional development will be provided for the teachers so that they are prepared to implement this instructional model with fidelity.

MATHEMATICS: The Gettysburg School District Mathematics Program, Everyday Math 4, provides for a spiraling approach in the development and maintenance of mathematics concepts and skills. The goal of the elementary mathematics program is to develop understanding and a conceptual approach to mathematics. Activities are designed to help children see patterns, relationships, and interconnections in mathematics and enable them to deal flexibly with the mathematical ideas and concepts.

SCIENCE: The Science curriculum provides hands-on activities to gain knowledge concerning physical and life science. Course content includes the study of organisms and ecosystems as well as systems and the interaction of related objects.

SOCIAL STUDIES: The Social Studies program is designed to promote feelings of self-esteem and to understand the way people live and work together. The areas of concentration include communities, transportation, communication, map skills and comparing various cultures to our own.

ART: The elementary art program provides students with the opportunity to meet creative, intellectual and technical challenges in a studio/classroom atmosphere. Through a wide variety of experiences in creating art, looking at art and living with art, the students become aware of the role of art in our lives. People make works of art, they understand art, they make judgments about art and they appreciate art. Integrated experiences with these aspects of art offer the student opportunities to creatively express ideas visually, gain knowledge and understanding of our cultural heritage, grow in the ability to make qualitative judgments about art and experience a heightened awareness of self and sensitivity to art.

COMPUTER LITERACY: Technology has been incorporated into classrooms for the enhancement of learning in the elementary grades of the Gettysburg Area School District and is utilized to assist students to learn various skills and content more effectively. For these reasons, computers are vehicles for practice and further enhancement of subject matter. The computer skills are not taught in isolation, but are integrated in appropriate subject areas with relevant software.

HEALTH: The health program is designed to enhance each student's knowledge, skills and attitudes in health. The areas of concentration include safety, nutrition, senses, wellness and human growth and development.

LIBRARY: The elementary library program provides students with the opportunity to explore their world through the eyes of others as it encourages the enjoyment and appreciation of books and reading. It helps students to help themselves by teaching and reinforcing skills on how to find and interpret information, enabling them to search out knowledge throughout their lifetime. Opportunity is provided for students to select material for curriculum related learning or for leisure reading.

MUSIC (VOCAL/INSTRUMENTAL): The curriculum of the music department has been structured in a way that facilitates the continual musical development of each student. Students have the opportunity to study in the classroom setting and to perform in band, chorus and orchestra. Through these opportunities they gain an understanding of music while developing skills in performing both as individuals and with a group.

CLASSROOM VOCAL MUSIC: All elementary students in grades kindergarten through five receive music instruction from a certified music instructor throughout the year. The curriculum emphasizes understanding of the different forms of music, music theory, creativity and participation in the form of singing, movements to music and playing classroom instruments.

INSTRUMENTAL MUSIC (BAND): The elementary band program is available for students in fourth and fifth grade. Students are scheduled from class for lessons. Students have the opportunity to perform in a beginners' band, advanced band, or small ensembles. The primary focus of the elementary program is to develop the techniques necessary to become a proficient performer on their level, to experience enjoyment in playing and participating in music, and to develop an understanding of music.

INSTRUMENTAL MUSIC (ORCHESTRA): The elementary orchestra program is available for students in fourth and fifth grade. Students are scheduled from class for lessons. Emphasis is placed upon proper left and right hand positions, pitch, identification, tone production, and rhythm. Students have the opportunity to perform in a beginning, intermediate, and advanced orchestra and small ensembles.

PHYSICAL EDUCATION: All elementary students in grades kindergarten through five receive physical education instruction. The curriculum is designed to promote continuous learning and growth through physical activities.

SPECIAL PROGRAMS

The Gettysburg Area School District offers a continuum of services for students with special needs including Gifted Support, Learning Support, school-wide Title I, Speech and Language Support, English Language Learning (ELL) and other programs.

SCHOOL-WIDE TITLE I: Title I is a federally funded program which provides compensatory education for students in English Language Arts. The Gettysburg Area School District receives money from the federal government to establish supplemental interventions, resources and instruction. The primary goal of our program is to develop students' literacy skills, so that they may become more successful in the regular classroom.

SPEECH: The Speech and Language clinician conducts the speech and language screening. If problems are detected, further referrals for evaluations are made to the parents.

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..

ELL (English Language Learning): Students with limited or no English proficiency receive ELL services from an ELL support teacher along with their regular education. Services are provided based upon a continuum of needs and students’ development of language is progress monitored on a regular basis. The students are dismissed from the program as they increase their English proficiency and meet the exit criteria.

GIFTED EDUCATION: The philosophy of education for the Gettysburg Area School District emphasizes the development of the individual gifted student. The district strives to provide a system of education that will offer educational opportunities in accordance with the students’ academic strengths consistent with available resources. It is recognized that, among children who have been identified as academically gifted, it is important to provide a continuum of curriculum services based on the characteristics and needs of the individual. In order to develop an articulated service delivery model, the educational services for gifted students, in the form of enrichment, acceleration, or a combination of both, will be founded upon the core curriculum of the school district.

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 student’s 24th birthday. Parents, students, and certain legal entities have a right to review records and make amendments to those records. Contact the building principal for questions regarding records of students currently enrolled in that building. Questions regarding all other student records should be directed to the Assistant Superintendent’s Office. For a complete description of the procedures for collection, maintenance, retention, disclosure and access of student records, see www.gettysburg.k12.pa.us/boardpolicy.html#216.

PARENT CUSTODIAL RIGHTS

Custody is legally vested in both of the child's natural parents unless there is a specific court order limiting the rights of either parent. **It is the parent's responsibility to furnish the district with notarized copies of such court orders each year.** If no such orders are in the child's files, it will be assumed that the natural parents have joint custody and have equal access to the child's records and may both legally take the child home from school.

During the school day, visits and phone calls to the child by the non-custodial parent are prohibited.

EDUCATIONAL TRIPS AND VISITATIONS

A student will be permitted to take educational trips, not to exceed a total of ten school days during a school year, with his/her parents/guardian and receive an excused absence provided parents/guardian comply with program requirements. It is understood that the student on an educational trip is responsible for all classwork and activities missed during the days of absence.

An "Educational Trip Form" shall be completed and returned to the office no later than **seven (7) days prior** to the trip. Neglecting to gain prior approval for the educational trip will result in the recording of unlawful daily absences for those days. **Educational trips shall not be approved for the last 10 days of school and during state testing because this is a critical time during the educational process.** (An "Educational Trip Form" is located at the back of this handbook.)

GETTING ANSWERS - PROBLEM SOLVING

Problems and concerns can be solved if the matter is brought to the attention of the proper authority. In order to expedite matters the following are suggested as the most likely to provide immediate attention to the problem:

Building Principal - Scheduling, academic concerns beyond the classroom, behavior problems beyond the classroom, activities, general administrative matters, emergencies, and bus discipline problems.

Business Manager - Payment of bills and school finances.

Human Resources – Staffing and classified personnel matters.

Coordinator of Transportation Services - Problems related to bus schedules, drivers, routes or emergency procedures.

Superintendent - Use of school facilities, security services, physical plant activities and environmental concerns.

Food Service Director - Concerns related to operation of food services program.

School Nurse - Medical examinations, inoculation programs, general health problems, and health records.

Teacher - All matters pertaining to classroom situations.

Supervisor of Special Education - Special Education (including learning support and gifted services) issues involving evaluations, programs and related services for students with an exceptionality and need for specially designed instruction or accommodations.

PTO - PARENT INVOLVEMENT

Each Elementary School has a parent/teacher organization. The purpose of this organization is:

- * To enhance family life.
- * To provide opportunities for parents, teachers, staff, and administrators to interact for the betterment of education.
- * To assist in defining and meeting the needs of the school and teachers through fund raising and coordination of volunteers.
- * To provide a means for the school administration to learn of parents' concerns and ideas.

PTO fund raising projects have enabled the schools to purchase many useful items. Like any other successful organization, they need the support of all parents. Financial support is not enough. Direct involvement with activities and meetings will give you an insight into your child's school and the role that it plays in his/her health, education, and welfare. Join us now - be active in the organization. For more information on how to join, please contact your child's school.

ATTENDANCE AND EXCUSES

Students cannot be expected to progress normally in school when they are absent or tardy a great number of times. It is the parent's or guardian's responsibility to see that his/her child attends school regularly.

If the student is absent for any reason, the student must bring a written explanation from the parent/guardian stating the reason for the absence and signed by the parent. The excuse must be received by the school within three (3) school days of the absence. If a doctor treated the student, the excuse should be written by the doctor. Four (4) or more consecutive absences can be excused only with a note from the physician. Any student with ten (10) accumulated absences will be placed on a physician's note.

The written explanation will be coded on the attendance register as "unlawful". The school law

states the following reasons constitute an excused absence: (1) personal illness, (2) death in the immediate family, (3) impassable roads, (4) religious holidays which are specified by the PA Department of Education, and (5) other urgent reasons as ruled on by the principal.

Any written explanations not falling under the “excused” guidelines above or not received within three school days will be coded as “unlawful”. **Upon the accumulation of three (3) “unlawful” days of absence, the school shall issue written notice to the parent/guardian of his/her failure to comply with school attendance policies.** A “first notice” warning letter of said “unlawful” absences will be sent. Each occurrence of any “unlawful” absences of .5 days or more following the “first notice” letter could result in penalties/ fines imposed by the Magisterial District Judge in addition to any impending consequences set forth by district policy.

Religious Holidays: If you are a member of a religious group that celebrates days other than Thanksgiving, Christmas, and Easter, and find it necessary to have the children absent from school – **please notify the principal in advance of the absence.** Such days will be regarded as legal absences and schoolwork will be made up.

Appointments: Appointments with doctors, dentists, etc. should be made for Saturdays or times other than during school hours. Arrangements can be made when parents request that these appointments be made during school hours. The school is always willing to cooperate in cases of emergencies; however, school attendance regulations will apply.

CHILD ABUSE

Any employee of the Gettysburg Area School District who suspects that a child has been physically or sexually injured or abused is required by law to report the incident. Once a suspected abuse is reported, the Adams County Children and Youth Services agency will investigate the report.

PUPIL ACCIDENT INSURANCE

A special accident policy is made available to all pupils at a nominal fee. This insurance policy covers accidents occurring:

- A. at school, whether in the building or on school grounds
- B. en route to school or on the way home
- C. on a school-sponsored trip
- D. while participating in any school-sponsored activity other than interscholastic sports, marching band and cheerleading.

The school’s insurance policy covers students during involvement in interscholastic sports, marching band and cheerleading. All other coverage is the responsibility of the parent. Information concerning this insurance will be sent home with each pupil during the first week of school.

SCHOOL POLICIES

Policy #237: ELECTRONIC DEVICES

Students are not permitted to have their cell phones or any other electronic devices turned on in school. All electronics must be turned off during the school day and kept in students' book bags. Phones that are silenced and/or on vibrate are not considered turned off. If the cell phone/electronic device rings, vibrates or is being used by a student during school hours, the student will receive a discipline referral and the cell phone and/or electronic device will be confiscated and held in the office until a parent/guardian picks it up. Repeat offenders will be required to keep their cell phones/electronic devices in the office during the school day.

Policy #815: ACCEPTABLE USE OF INTERNET

Guidelines for Acceptable Use

- * Access to the network and to the information technology environment within the Gettysburg Area School District Network is a privilege and must be treated as such by all users of the network and its associated systems.
- * The Gettysburg Area School District Network will be used for the purposes of research, education, and school-related business and operations.
- * Any system that requires password access or for which the district requires an account, such as the internet, will be used only by the authorized user. Account owners are responsible for all activity under the account.
- * The resources of the Gettysburg Area School District Network are limited. All users must exercise prudence in the shared use of this resource.

Unacceptable Use

The Gettysburg Area School District has the right to take disciplinary action, remove computer and networking privileges, and/or take legal action characterized as unacceptable or unethical uses include, but are not limited to, the activities as follows:

- * Unauthorized use of and/or copying of software are illegal. The user may not violate institutional or third-party copyright, license agreements, or other contracts.
- * The user will not interfere with or disrupt other network users, services or equipment.

Disruptions include, but are to be limited to:

- attempting to disrupt the computer system deliberately or destroy data by spreading computer viruses or by any other means
- distributing unsolicited advertising or overwhelming the system by distributing quantities of information, i.e., "chain letters," "greeting cards," "network games," or "broadcasting" messages
- using the internet to go beyond authorized access or as unauthorized entry into any other resource accessible via the network
- attempting to log on to another user's account or to access another user's files
- compromising the integrity of the Gettysburg Area School District Network by the use of "hacking" software
- installing unauthorized software for use on the Gettysburg Area School District

Network computers

- * The user will not attempt to gain access to or communicate passwords belonging to other users.
- * A user will not use or knowingly allow others to use any part of the Gettysburg Area School District Network to involve in or support illegal activities, harassment, vandalism, or inappropriate or obscene purposes.
 - Illegal activities are defined as a violation of district policy, local, state, and/or federal laws including, but not limited to:
 - * devising or executing any scheme to defraud or to obtain money, property, services, or other things of value by false pretenses, promises, or representation
 - * any illegal act, such as arranging for a drug sale or the purchase of alcohol
 - * engaging in criminal gang activity
 - Harassment is defined as slurs, comments, jokes, innuendoes, unwelcome compliments, cartoons, pranks, and/or other verbal conduct which has the effect of creating an intimidating, offensive environment, interferes with an individual's work or performance, and/or interferes with school operations.
 - Vandalism is defined as any attempt to harm or destroy an operating system, application software, or data.
 - Inappropriate use shall be defined as a violation of the purpose and goal of the network.
 - Obscene activities shall be defined as a violation of generally accepted social standards for use of a publicly owned and operated communication system.
- * The network may not be used to access inappropriate materials including, but not limited to submission, publication, or display of any defamatory, inaccurate, racially offensive, abusive, obscene, profane, sexually oriented, or threatening materials or messages either publicly or privately.
- * The user will not destroy, alter, dismantle, disfigure, prevent rightful access to, or otherwise interfere with the integrity of computer-based information and/or information resources whether on stand-alone or networked computers.
- * Invasion of the privacy of individuals or entities is forbidden.
- * The network may not be used for commercial or political activity except in a limited capacity as a part of a classroom assignment.

Policy #916: SCHOOL VOLUNTEERS

You must obtain clearances to be a volunteer.

Guidelines: Volunteers shall be required to:

- Complete a volunteer disclosure sheet and Emergency Information Sheet..
- Obtain current (less than one (1) year old) PA State Police Criminal Record Clearance.
- Obtain current (less than one (1) year old) PA Child Abuse History Clearance.
- Obtain a current FBI Criminal History Clearance, or if a PA resident for the previous 10 years, sign an affidavit confirming PA residency and confirming that they are not disqualified from service by reasons of criminal history.

- Obtain a Tuberculosis Test.
- Clearances are good for five (5) years.

Refer to the school website at www.gettysburg.k12.pa.us for ALL policies.

INTEGRATED PEST MANAGEMENT

The Gettysburg Area School District uses Integrated Pest Management (IPM) to manage insects, rodent, and weeds. IPM focuses on making school buildings and grounds unfavorable habitat for these pests. In accordance with Act 35 and Act 36 of 2002, the District has adopted an IPM Policy and an IPM Plan. The plan requires using pesticides as the last resort and application can only be made by licensed applicators. Areas to be treated will be posted 72 hours prior to treatment and 48 hours following. Records documenting pest management activities will be maintained. Parents or guardians must annually request in writing if they wish to be notified prior to the application of pesticides.

SCHOOL RULES

SCHOOL ATTIRE: Please follow these rules – no hats worn inside the buildings, hoods must be down upon entering the buildings, no shoes without a strap around the heel, no spaghetti strap shirts, no mid-drifts (belly) showing, and all skirts, dresses or shorts should be an appropriate length.

MEDICATIONS: Written instructions must be provided by the physician for prescription medications and must be brought to school in its original container. The instructions shall indicate the name of the medicine, the dosage, the time intervals, duration of treatment, and any other pertinent information. All medications, including over the counter drugs, are to be stored and taken in the nurse's office; at no time is a student allowed to take any medication on his/her own or keep it in their desk, pocket or bookbag. **Please contact the school nurse regarding use of inhalers.**

SKATEBOARDS, ROLLERBLADES, & SCOOTERS: Due to the potential liability of injury to the student and/or damage to school property, the use of skateboards, rollerblades, and scooters on school property is strictly prohibited.

CAFETERIA: Your encouragement to your child to use proper lunchroom behavior is sincerely appreciated. A few examples are: stay seated while eating, clean up your area before taking your tray to the kitchen, absolutely no throwing of food, no yelling, etc.

PLAYGROUND: Rules for proper playground safety are to be obeyed. Students are encouraged to play and enjoy themselves, but need to keep in mind the safety and welfare of others. Our playgrounds are monitored by a playground supervisor who is delegated authority by the principal.

VOLUNTEERS: If you or someone you know would like to volunteer to help in any of our schools, please contact the office for further information on how to do this. Volunteers are always welcome. **Please refer to the recent board adopted policy concerning volunteers.**

USE OF VIDEO SURVEILLANCE CAMERAS: The Board recognizes the need to provide a safe and orderly learning environment for students and staff and to protect district property and equipment. The proper use of video surveillance cameras can be a tool toward achieving those ends. The administration, under the direction of the Superintendent, shall coordinate the placement and use of video surveillance systems; the use of video cameras for surveillance by others is not permitted unless authorized. Generally placement is appropriate to monitor activity in hallways, common areas, cafeteria, gymnasium, parking lot, grounds and buses, but is not appropriate for bathrooms and changing areas. (Reference policies #816 and #816A)

BUS CONDUCT: The driver is in full charge of the students and bus. The driver's relationship with the students should be on the same basis as that of the teacher in the classroom. **Bus transportation for the students is not a right, but a privilege, conditioned upon courteous behavior and compliance with established rules.**

Any student needing to ride a different bus home other than their assigned bus **must** bring in a signed note from home. If a student wants to go home with another student, we need a note from **both** homes. The school office will then issue a bus pass for the student to give the bus driver.

Surveillance cameras (both video and audio) may be in school vehicles.

It shall be the duty of the driver to report to the principal, in writing, the names of any students who persist in violating the rules and regulations. The principal may find it necessary to temporarily withhold the privilege of riding the bus for those students who fail to cooperate.

1. All school district rules and policies apply on the bus and at bus stops.
2. Students must follow all directions from the bus driver.
3. Keep the aisle clear at all times; books, bookbags, etc. should be held in your lap. Keep your head, arms, legs and feet out of the aisle.
4. Students must be on time at the designated bus stops.
5. Students must not wait in the traffic lanes while waiting for the bus.
6. Students will report to the bus driver any damage occurring to the bus.
7. Students must follow the instructions of the driver when entering or leaving the bus, and when they cross the road or highway. The crossing should be made approximately 10 feet in front of the bus in full view of the driver.
8. Students desiring to leave the bus at any other stop than their designated bus stop must

inform their teacher and principal, and present the driver with a bus pass issued by the school office.

9. Students will be courteous to the driver, fellow pupils and the general public. Any conduct other than this will be considered improper.
10. Only those students who are granted bus privileges will be allowed to ride the bus to and from school.

NO FIGHTING RULE: The Gettysburg Area School District will maintain a safe and orderly learning environment. Fighting cannot and will not be tolerated. Students who engage in fighting, instigate a fight, or engage in any act of violence, while in school, on school property, or on the school bus will be punished in accordance with the school discipline policy. In addition, students who engage in fighting, instigate a fight, or engage in any act of violence, may be charged with violating the penal laws of Pennsylvania. Charges of harassment, disorderly conduct, simple assault, aggravated assault, and/or other appropriate charges may be filed with the Magisterial District Judge (or court) in cases which involve any of the following condition: (1) a weapon or other potentially dangerous instrument is used in a fight or through an act of violence; (2) bodily injury is inflicted on another person in a fight or through an act of violence; (3) the fighting or violent behavior is chronic as evidenced by a second or subsequent offense in the same school year or a history of inappropriate aggressive behavior.

Students must make every effort to avoid fighting. When confronted and challenged to fight, a student should seek help from the nearest adult authority or peer mediator. Students actively engaged in fighting or who attempt to inflict bodily injury will be disciplined and charged appropriately regardless of who started the fight.

Students in the Gettysburg School District are guaranteed their civil rights and held accountable for their civil responsibilities. Students are expected to abide by the rules of our schools and the laws of our land. When disciplinary infractions are committed which also represent a criminal offense, law enforcement authorities may be asked to intervene.

STUDENT CODE OF CONDUCT FOR ELEMENTARY STUDENTS:

To Parents - Throughout most of this section we will be talking directly with the students, explaining to them their rights and responsibilities with respect to their behavior in school. However, we feel that it is important for you to read these rules carefully and become familiar with them. We strongly believe that there is a vital connection between student behavior and the learning that takes place in a school. Further, we believe that without parents' full support, it is difficult for us to maintain an atmosphere in the school that is conducive to learning.

If you have any questions about what is written in this section, or if you have any questions about how your son or daughter is dealt with in a disciplinary matter, feel free to contact the school principal. He or she will be happy to answer your questions.

To Students - Our purpose in writing the Student Code of Conduct is to make clear how you should behave in school. Common sense tells you that in order for you to learn, other students must behave in a proper manner. The same is true for your behavior when others are trying to learn. Schools need to be safe and orderly so students and teachers can work together.

Follow the Five School Rules –

1. Follow directions at all times.
2. Keep hands, feet and all objects to yourself.
3. Respect yourself and others.
4. Always walk in school.
5. Do your best work.

Level I

Misbehavior that impedes orderly classroom procedures, disrupts the learning, or interferes with the operation of the school will not be tolerated. Teachers, staff, and principal will use the following system when determining a response to student misconduct. The teacher is the first level of authority in regards to discipline in the elementary schools. The teacher handles most discipline problems at this level. The teacher is expected to use one or more optional disciplinary responses before a student is referred to the office. In case of repetitive misbehavior, the teacher will confer with the principal.

Violations may include but are not limited to:

Failure to follow school rules, failure to complete assignments, disruptive behavior, offensive language and gestures, harassment and bullying, unsafe behavior, destruction of school property, inappropriate dress, failure to follow directions, inappropriate bus behavior, bullying (as defined by guidance counselors)

Consequences include but may not be limited to:

Verbal reprimand, teacher-student conference, teacher initiated parent phone call/conference, behavior contract, temporary restriction of school activities, temporary suspension of bus privileges, clean up school property, loss of recess

Level II

Misbehavior that frequently disrupts the learning environment of the school and/or inappropriate behavior that is perceived to be directed against a person(s) or property possibly endangering the health or safety of those in school will not be tolerated. All disciplinary options/consequences in Level II may require the involvement of an administrator as well as the teacher.

Violations in Level II may include but are not limited to:

More serious offense of Level I offenses, disrespect or defiant response to adults, cheating, lying, throwing or shooting an object, violating safety procedures, unauthorized leaving of building, forgery, unauthorized sale or distribution of items

Consequences include but may not be limited to:

Any Level I consequence, detention, in-school suspension, referral to outside agency, counseling,

alternative education referral/placement, temporary out of school suspension

Level III

Acts which result, or may result, in violence to another’s person or property or which pose a direct threat to the safety or well-being of others in the school will not be tolerated. These violations are more serious because their consequences may have a lasting effect on the individual or may pose a threat to the health and safety of others in the school. All disciplinary options/consequences in Level III will require the involvement of an administrator as well as the teacher and possibly the School Resource Officer.

Violations in Level III may include but are not limited to:

More serious offense of Level I and II offenses, deliberate pushing, shoving, or tripping of another, fighting, harassment, threats, or continual bullying, persistent and willful violation of school rules, possession or sale of stolen property, possession of a weapon as per policy 218A, assault or assault and battery against an adult or student, possession of or under the influence of alcohol or drugs as per policy 227, extortion, stealing, indecent exposure, terroristic threats or acts as per policy 218.2 and all other board policies pertaining to student conduct. (*See below)

Consequences include but may not be limited to:

Any Level II consequence, temporary removal from classroom, expulsion, restitution of property and damages, prosecution by outside agencies, other school board action resulting in appropriate placement

***School Board Policies Pertaining to Student Conduct:**

Policies Parents Must Know

The following Gettysburg Area School District policies are important for students and parents/guardians to know and understand. Each building has a handbook that explains the policies and asks parents/guardians to review and sign a paper that states that they understand their responsibilities and the students’ responsibilities. These policies include:

Drugs and Alcohol	Weapons
Tobacco Use	Special Education
Title 1	Attendance
Student Records	Grading Part 1 and Part 2
Graduation Requirements	Discipline
Use of Medications	Electronic Devices

Harassment	Terroristic Threats
Gifted Education	Bullying and Cyber Bullying
Student Rights/Responsibilities	Suspension & Expulsion
New Food Service Policy	

These policies, as well as many other helpful and informative policies, are available on the school district website www.gettysburg.k12.pa.us. They can be found by clicking the “School Board” tab, then “Board Policies”. If you are unable to access the web, please contact your school’s office for a copy.

Code of Conduct

Students in Gettysburg Area Schools are expected to maintain a high level of good behavior. In an attempt to define the expectations held for our students, a committee of teachers, administrators and school board members has prepared a document entitled “Student Responsibilities.” You and your child should familiarize yourselves with this policy, as it will be enforced immediately.

Explanation of the Types of Consequences & Punishments:

- A. Detention - At some point we may require you to come to school early or to stay after school. We will notify your parent or guardian before we require you to stay and we will explain to you the reasons why.
- B. Denial of Privilege - In certain situations because of something you have done, we may not allow you to participate in extra-curricular activities or to have other privileges that you would normally have. If we do deny you a privilege, we will notify your parents.
- C. Restitution - If you steal, damage, or destroy property that is not yours, we will require you to either replace it, pay for it, or work for a period of time equal to its value.
- D. Denial of Transportation - **Riding the school bus is a privilege.** If you misbehave on a school bus, we may decide not to allow you to ride on the bus for a certain period of time. If we do this, we will notify your parent or guardian, who will be responsible for providing your transportation to and from school.
- E. Exclusion From Class - If a teacher instructs you to leave class, you must report to the main office. After the principal speaks to you and the teacher, he or she will decide what consequences are appropriate.
- F. Suspension - If you violate certain school rules, we may suspend you. There are two kinds of suspension:
 - 1. Temporary Suspension - Exclusion from school for a period up to three days
 - 2. Full Suspension - Exclusion from school for a period up to ten days. Suspension from

school is a very serious matter. Before we make a decision to suspend you, we will explain to you the nature of your offense, and we will give you a chance to explain your side of the story. Then, if we decide to suspend you, we will do the following:

- a) We will attempt to call your parent or guardian to explain why you are being suspended and to arrange with them for your transportation home.
- b) We will write to your parent or guardian to explain why you have been suspended.
- c) We will arrange a conference with your parent or guardian for the purpose of your re-admittance to school.
- d) We will write a summary of that conference and place it in your cumulative folder. We will send a copy of that summary to the Superintendent and to your parent or guardian.

It will be your responsibility upon returning to school to make up tests and work that you have missed.

G. Alternative Education Placement - Students who misbehave frequently and/or commit a serious violation of school policy can be assigned to this program. The purpose of the alternative education classroom is to teach students appropriate behaviors as well as academic skills.

H. Expulsion - Expulsion is the exclusion of a student from school by the Board of School Directors for a period of time to be determined by the Board. Because it is such a serious matter, we must do the following if we are considering expulsion:

1. A hearing before the Board of School Directors will be scheduled as soon as possible.
2. With respect to that meeting you and your parents or guardian must be given:
 - a) Reasonable notice of the place and time of the meeting.
 - b) A written explanation of why we are considering expulsion.
 - c) The name of the person who made the complaint against you.
 - d) The opportunity to hear all witnesses who are testifying against you.
 - e) The opportunity to question the witness.
 - f) The opportunity to present your side of the story.
 - g) The right to be represented by a lawyer or other counsel.

Corporal Punishment - Corporal punishment is defined as "punishing a student for an offense with a paddle or open hand on the buttocks." Although Pennsylvania law allows for corporal punishment, the Gettysburg Area School District does not permit such punishment for students by any of its employees.

Reassuring, restrictive or otherwise reasonable types of physical contact are not considered corporal punishment.

Reasonable force used by teachers and school authorities to quell a disturbance or to obtain possession of weapons or other dangerous items, or for the purpose of self-defense; or for the protection of persons or property is not considered corporal punishment.

Trespassing - We feel very strongly that the Gettysburg Area Schools belong to the community.

Parents and other citizens of the community should be welcome to visit at their convenience. For the protection of our students, however, we must require all visitors to our schools report to the main office upon arrival. There they will be instructed to sign in and then given a “visitor badge” which they must wear at all times during the visit and then return to the office to sign out when leaving.

As for students, unless you have specific permission, you may not be in any school building but your own during or after school hours. Also, you may not be in any school building or on school property if you have been suspended or expelled from school, or if a principal or assistant principal has told you to leave school property.

Students are never allowed to be on any school building roof for any reason. This situation is always a safety hazard and will be considered a trespassing violation and possibly vandalism.

All students are asked to adhere to these school rules in order for them to enjoy their school activities and experiences, and for everyone to be able to learn and work in a safe and orderly environment.

REPORT CARDS

All Kindergarten through fifth grade students will receive a mid-year and an end of the year evaluation. All grades are determined by the classroom teacher and information about the grading systems are available in each building. Grades are important, but a student’s attitudes, interests, likes, dislikes, participation, and cooperation should receive priority and be emphasized in discussions with your child.

HOMEBOUND INSTRUCTION

Homebound instruction will be provided when an illness or disabling injury requires extensive absence from school. Instruction can begin following receipt of approval –from the attending physician. Tutoring time allotted by the Department of Education is five hours per week. Contact the building principal for further information

SCHOOL LUNCHES

Breakfast and Lunch is available in the cafeteria every day for your child to purchase. School meals are designed to provide adequate calories and key nutrients for specific age groups. Milk in a variety of flavors, 100% juice, and bottled water is available for purchase. Copies of the menus are sent home with your child each month.

Each cafeteria has an electronic point of sale cashier system. Every student has their own account and PIN number to access their account. Parents are asked to please send in advance payment to apply to your child’s account. All breakfast, lunch and drink purchases would be debited from the account. Make your check payable to GASD Food Service and put it in an envelope marked

with your child's name and teacher. Negative balances are not acceptable. A notification letter will be sent home when your child's balance is low.

The Gettysburg Area School District participates in the Free and Reduced Meal Program. **Beginning July 1 of each new school year**, you may apply for free or reduced price school meals online using the Internet at www.compass.state.pa.us. **Only one application per household is required.** You may apply for free or reduced meals any time through the school year. If you applied at the beginning of the school year and were denied, 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. If you receive a letter before school begins stating that you are directly certified for free meals, you do not need to complete an application.

If your child has food allergies, please ask the school nurse or a member of the food service staff for a form to be completed by a physician. This form must be on file in the food service department and updated each year before any food substitution can be made for any of the meal components.

Please call the Food Service Office at 334-6254 ext. 1204 with any questions you may have concerning the Food Service Program.

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 RESIDENCY REQUIREMENTS

Students must reside in the Gettysburg Area School District to be eligible to attend school in the district. Questions on this requirement should be directed to the building principal. The district is to be notified immediately of any change in residency.

Homeless 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.

EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER

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’s commitment to nondiscrimination extends to students, employees, prospective employees and the community. This policy is placed here in accordance with state and federal laws, including Title VI of the Civil Rights Act of 1964, Title IX of the Educational Amendments of 1972, Section 503 and Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1992, as well as federal and state executive orders.

Inquiries regarding nondiscrimination/equal opportunity may be addressed to the Assistant Superintendent, Gettysburg Area School District, 900 Biglerville Road, Gettysburg, PA 17325-8007, (717) 334-6254.