

# Gettysburg Area Middle School Student Handbook 2024-2025



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

**Dr. Nancy Herb, Principal**  
**Mr. Matthew Lobb, Assistant Principal**

## **MISSION STATEMENT**

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

## **EQUAL OPPORTUNITY STATEMENT**

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

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

## Student Information

Name:		HR Teacher:
Locker #:		HR #:
Lock #:		
Combination:		
Laptop #:		
	<b>Username</b>	<b>Password</b>
<b>GASD Network:</b>		
Google Account:	@gasd-pa.org	
Skyward:		
<p>To utilize your GASD Dashboard please visit <a href="https://www.gettysburg.k12.pa.us/">https://www.gettysburg.k12.pa.us/</a>.          Click on the Dashboard link on the right-hand side.</p>		



To access your Google account, use firstinitiallastname##@gasd-pa.org

\*Note: ## above is the last two digits of your year of graduation

*Example: samsmith24@gasd-pa.org*

To view the full Gettysburg Area Middle School Student Handbook, please visit our webpage at: <https://www.gettysburg.k12.pa.us/Domain/9>.

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

# Gettysburg Area Middle School Warrior Pride

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

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

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

## **Be Here.**

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

## **Be Involved.**

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

## **Be Committed.**

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

## **Be Kind.**

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



## **I. ACADEMICS**

### **The School Day**

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

### **Grading**

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

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

### **Honor Roll**

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

- **Distinguished:** No core course marking period grade lower than a 94%
- **Honors:** No core course marking period grade lower than an 83%

### **Progress Reports**

Grades and assignments can be checked at any time by going to the district website <https://www.gettysburg.k12.pa.us/Domain/9> and selecting the SW (Skyward) button on the right side of the page and then selecting Family/Student Access from the pull-down menu under the Login screen. Mid-point progress reports will be sent home for families and students to check their academic progress every marking period.

### **Report Cards**

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

### **Homework**

All homework is expected to be completed and turned in on the intended due date. Students who are absent are responsible for missed homework. Students should check with their teachers on the day they return as well as Canvas and Skyward to keep up on missed assignments. Students and/families may request assignments from teachers via email.

### **Cheating**

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

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

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

### **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 equipment/materials.

### **Eisenhower Media Center**

The EMC, located on the first floor of the middle school, is open from 7:05 AM – 2:35 PM. Students are welcome to check out media materials from the EMC and are expected to practice library courtesies at all times. As long as a student does not have overdue and/or lost items from the library, they may check out as many items as they wish. Students lose check-out privileges until overdue items are returned or payment is made for lost items. No fines are charged for overdue items, only lost items.

Parents or guardians who want to restrict what books their child can check out from the library should contact their child's school librarian/media specialist for more information and to request an "Opt Out Form". This form lets the parents limit the preselected titles they do not want their child to check out, or it can be used to bar a student from checking out any materials. We would encourage parents to talk to their child's teacher, the school principal, or the librarian/media specialist before barring students from taking out any books.

## **II. ATTENDANCE**

### **Attendance** ([Board Policy #204](#))

Regular attendance is important in order to assure continuity in learning. Students are expected to attend school each day that school is in session. Absences are lawful if due to illness, death in the family, or pre-approved educational trips taken in accordance with GASD policy. Arrival after 10:00 AM constitutes a 1/2-day absence. Students must submit a note signed by their parent/guardian stating the reason for the absence within three (3) business days. Failure to submit a note within the allowed time will result in the absence being recorded as unlawful or unexcused in the student's attendance record.

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

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

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

- Illnesses covered by a parent note above 3 consecutive days and not covered by a physician's note
- Seven or more cumulative illnesses unsubstantiated by a physician's note;
- Family vacations in excess of the principal or superintendents approved number of days;
- Unlawful absences such as truancy;
- Unlawful tardiness to school;
- Absence due to missing the bus;
- Cutting class;
- 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, 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 ([Board Policy 204](#), also detailed below).

Stated below is the list of sequences, interventions, and consequences that may result from excessive unexcused absences. This list is meant to be utilized by administration and staff to guide interventions and the issuing of consequences in order to promote school attendance and a positive learning environment.

- Students that accrue three (3) unexcused absences/tardies will receive a communication informing them and their parents/guardians of their unexcused absences and the potential consequences. This email will also offer the support of a Student Attendance Improvement Conference with a representative of the school administration and other necessary staff in order to generate a Student Attendance Improvement Plan (SAIP).
- Students that accrue five (5) unexcused absences/tardies will be issued a letter of Official Notice informing them and their parents/guardians of their unexcused absences and the potential consequences. Students with five (5) unexcused absences/tardies will be required to attend a Student Attendance Improvement Conference with a representative of the school administration and other necessary staff to generate a Student Attendance Improvement Plan (SAIP).
- 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.
- 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 and/or issued a fine through the local governing authorities (district magistrate)

### **Early Dismissals**

If a parent/guardian wishes for a student to be excused before regular dismissal time, they must send a note with the student on the day of the early dismissal. **Notes can be found [here](#)**. If someone other than the adult listed under Family #1 or #2 is picking up, their name must be included in the note and they will need photo ID, such as a Driver's License to leave the school with the student. This includes individuals listed as an emergency contact. Students must turn in their notes to the main office or their homeroom teacher first thing in the morning. If a student does not have an excuse from the parent/guardian for an early dismissal, the parent/guardian **must** come into the office to sign the student out. Students will not be called from class until the parent arrives in the office. Students returning from an early dismissal must check in at the main office upon their return, with an excuse note and obtain a pass to return to class. Students NOT returning to school from an early dismissal are required to bring a note to the main office the next day.

### **Educational Trips and Visitations**

Students must obtain an Educational Field Trip form from the main office or online at <https://www.gettysburg.k12.pa.us/domain/85>. The form must be completed and returned to the main office seven (7) days prior to the planned absence for approval. Up to ten (10) days per school year may be excused by a principal. Educational trip requests will be denied during PSSA Testing and Keystone Exams. Educational trips shall not be approved for the last ten (10) school days as this is a critical time during the educational process for the teacher and student.

### **Tardiness To School**

It is understood that transportation or family emergencies may cause a student to be late to school. Time accumulated by tardiness could result in unexcused absences and disciplinary consequences. After 5 unexcused tardies, a Student Attendance Improvement Conference will be scheduled to include the student, parent(s), administrator, and other relevant school and community personnel to create/revise a student's Student Attendance Improvement Plan (SAIP). **Please Note: Students are required to have a note signed by their parent/guardian upon arriving to school tardy.**

### **Bus Transportation**

The school day begins when students step off their property to board the bus. Therefore, students are under the Student Code of Conduct and the rules and expectations of the district while going to and from school. The bus driver is responsible for students and has the right to enforce rules as necessary. The bus driver is charged with the responsibility for the orderly and safe transportation of students. Rule infractions will be reported to the building principal. Repeated offenses by the student can result in loss of bus privileges for a definite period of time. Students are to ride the bus to which they are assigned. **NO bus passes will be issued.**



### **III. STUDENT SERVICES**

#### **Counseling Center**

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

#### **Student Records** ([Board Policy #216](#))

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

#### **Student Assistance Program (SAP)**

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

#### **McKinney-Vento Homeless Act**

School Districts are required to support the 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 the 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.

#### **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 multidisciplinary 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 the Supervisor of Special Education.

### **Illnesses, Medications, Accidents and Physical Education Classes** ([Board Policy #210](#))

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

### **Breakfast and Lunch**

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

Menus are posted on the [Gettysburg Area School District's Food Services website](#).

[LunchTime](#) point-of-sale software gives you, as a parent, more control over your child's eating habits. Families may deposit advanced amounts for meals into their child's account so no money has to be sent with the child daily. This avoids lost and stolen money, or money spent on items other than meals. It also allows the serving lines to move more quickly. ***The Food Service Department does not loan cash or allow charges to students for meals.*** Families may also use our online access and payment system to deposit money on a child's account using a credit card or an ACH payment. This online system may also be used to monitor a child's account balance and transactions. **For more information, visit the GASD Food Services website at:** <https://www.gettysburg.k12.pa.us/domain/77>. Weekly emails are sent to parents/guardians with the child's meal balance. If a family is not receiving an email but wants to, call the Food Service Office. Families may at any time call the [Food Service Office at 334-6254 ext. 1204](#) or visit the Food Services website with questions about the meal programs or the free and reduced meal application process.

## **IV. MISCELLANEOUS**

### **Fees and Obligations**

The following fees are collected from all middle school students/families:

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

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

### **Backpacks and Bookbags**

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

### **Water Bottles**

Students are permitted to carry water bottles with a closed, spill proof lid, with them during the school day. Bottles must only contain water.

### **Courtyard**

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

### **Photo/Media Permission Statement**

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

### **Hall Passes and Hallway Expectations**

Students are expected to get permission from a staff member before leaving a classroom or school area for any reason. Students are not permitted in the halls during class periods, at any time without appropriate permission from a teacher or staff member. When walking in the halls and stairwells, students are expected to stay to the right and proceed in a quiet and orderly manner.

### **Sporting Events**

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

### **Extracurricular Eligibility**

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

### **Lockers**

Students will be permitted to go to their lockers before school, before lunch, and at the end of the day. Students may stop at their lockers on the way to and from physical education classes. To protect personal items, the dial on the lock should be turned after closing the door. The lock should not be left on the last number so that it can be easily opened without using the combination; possessions may not be secure. **Remember, if an item cannot be easily replaced, it is best to leave that item at home. We cannot be responsible for lost or stolen items from student lockers. Students are not permitted to share lockers.**

### **Emergency Evacuations/Fire drills**

Emergency evacuations/fire drills are held at regular intervals as required by law and are an important safety precaution. Students must follow instructions given by the teacher in charge of the class. Because

of the importance of being able to hear directions during a drill or actual fire, students should not talk or make any noise. A quiet, orderly, evacuation promotes the safety of everyone involved.

## V. STUDENT CONDUCT

### Student Code of Conduct ([Board Policy #218](#))

This section is intended to serve as the guideline for discipline in the middle school. 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.

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

### Level 1

Actions that impede orderly classroom procedures or interfere with the orderly operation of the school.

Some examples, but not necessarily limited to:

- Violation of individual classroom procedures
- Deliberate classroom disruptions
- Public displays of affection
- Lying/dishonesty
- Misuse of instructional materials
- Loitering/in hall without signed pass
- Disrespectful, insubordinate, or defiant response to any adult
- Tardiness (class/classes, a school day)
- Profanity/offensive language, gesture, or other offensive forms of communication
- Horseplay or any deliberate act that may endanger the health or safety of another person (i.e., running in the halls, pushing, shoving, tripping, throwing objects)
- Destruction of school or personal property
- Failure to follow directions of a teacher, administrator, or other person of authority
- Gambling
- Inappropriate use of school equipment
- Out of assigned area

### **Discipline**

Tier I Interventions

### Level II

Actions that are frequent or serious enough to disrupt the learning climate of the school and could endanger the health or safety of those in school.

Some examples, but not necessarily limited to:

- Repeated violations of **Level I offense**
- Disrespectful or defiant response to adult/Insubordination
- Forgery
- Academic dishonesty
- Lying
- Misuse or inappropriate use of GASD computers or computer network
- Cutting class, skipping school
- Violation of cell phone policy

- Intimidating students or teachers
- Unauthorized leaving of a building
- Act of stealing, possession, or sale of stolen property
- Violating any safety procedures
- Disruptive behavior during assemblies
- Disruptive behavior for substitutes or staff covering classes
- Misbehavior at school sponsored events

### **Discipline**

Tier II and Tier III interventions

#### **Level III**

Actions directed against persons or property but limited to the degree that they endangered the health and/or safety of others.

Some examples, but not necessarily limited to:

- Repeated violations of **Level II offense**
- Fighting\*
- Threats to others\*
- Harassment\*
- Possession, use, or sale of tobacco and vaping products (Policy #222) \*
- Misuse or inappropriate use of GASD computers or computer network\*
- Stealing/moving/transferring of possession of stolen property\*
- Minor Vandalism
- Tampering with alarm equipment
- Recording or photographing another person without their consent.
- Persistent and willful violation of school rules

### **Discipline**

Tier II and Tier III interventions

#### **Level IV**

Actions which resulted in violence to another person or property or which posed a direct threat to the safety of the individual or school.

Some examples, but not necessarily limited to:

- Repeated violations of **Level III offense**
- Violation of the Bullying/Cyberbullying Policy (Policy #249)
- Violation of the Weapons Policy (Policy #218A)
- Violation of the Drug and Alcohol Policy (Policy #227)
- Terrorism or making a terroristic threat (Policy #218.2)
- Violation of the Harassment Policy (Policy #148)
- Assault or assault and battery
- Major vandalism
- Extortion
- Arson
- Indecent exposure
- Act of stealing, possession, or sale of stolen property
- Use of smoke bombs, cherry bombs, or fireworks of any kind; possession or detonation of an incendiary or explosive material or device

### **Discipline**

Tier II and Tier III interventions

Disciplinary consequences outlined in the GASD School Board Policy and/or Administrative Guidelines

\* Indicates that the behavior or act might be classified in more than one level, depending upon the seriousness of the incident.

\*\* All Disciplinary Options/Responses above Level I require the involvement of an administrator as well as the referring teacher.

## VI. BEHAVIOR MANAGEMENT PLAN

The GAMS Behavior Management Plan maintains three primary goals; establish and reinforce school-wide expectations for behavior, provide appropriate interventions to address behavioral concerns, and ensure the orderly operation of the school building. We utilize a multi-tiered approach in order to meet the academic, social, and behavioral needs of students.

### Tier I

- Define and teach school-wide norms for positive behavior (WarriorPride)
  - Align classroom expectations, procedures, and routines with school-wide norms
  - Acknowledge and encourage appropriate behavior
    - Positive note home
    - PRIDE Award
    - Student of the Term Award
  - Positive Parent Contact
  - Establish connections and relationships with students
- Teacher Intervention
    - Warnings
    - Student Conference
    - Parent contact
      - Teacher informs parent of the behavior and its impact on learning
    - Teacher lunch detention
    - Removal from class

### Tier II

- Student Assistance Plan (SAP)
  - One on one counseling
  - Small group counseling
  - Adult mentorship
  - Unified pre-corrections
    - Plan of implementation determined at team meeting
  - Access to tutoring and/or other academic supports
  - Informal Behavior Plan developed with family, student, school staff
- Team Intervention
    - Parent conference with team
    - After-school detention
    - Team meeting with administration
  - Detention
    - Lunch detention
    - After school detention

### Tier III

- Referral to School Counselor for regularly scheduled meetings
- Functional Behavior Assessment (FBA) and Positive Behavior Support Plan (PBSP)
- ESS Referral
- School based, outpatient, or inpatient RTFs
- Office Referral
  - OSS, ISS
  - Parent Conference
- Informal hearings
- Formal hearings
- SRO involvement
- Psychological Evaluations
  - 504
  - IEP
- Threat Assessment

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

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

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

### **Detention**

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

### **Suspension**

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

- **ISS** - Students who are suspended in school are not allowed to participate in any school function for that day or longer depending on the violation. Extra time in ISS may be assigned for failure to complete assignments or misbehavior. Community service hours and/or working with the custodial staff may be included as part of a student's day while serving ISS.
- **OSS** - Students who are suspended out-of-school are still expected to complete assignments; however, they are not allowed on school district property to get those assignments. For that reason, students assigned out-of-school suspension are expected to take their books/Chromebooks home and they and/or their parents/guardians are expected to check

Canvas regularly for assignments. Students assigned out-of-school suspension are not allowed on school property during the suspension and they are also not allowed to participate in school activities until the suspension is completed. A meeting with the parent/guardian, student, and administration may be requested upon the student's return to school.

### **Student Dress**

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

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

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

### **Physical Education Dress**

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

### **Lunch Behavior**

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

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



## VII. SCHOOL BOARD POLICIES

### **Infractions**

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

### **Harassment** ([Board Policy #148](#))

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

### **Weapons** ([Board Policy #218. A](#))

The Gettysburg Area School District prohibits the possession of weapons on school grounds. For this purpose, a weapon includes, but is not limited to, any knife, cutting instrument, cutting tool, nunchaku, firearm, shotgun, rifle, replica of a weapon, and/or any other tool, instrument or implement capable of inflicting serious bodily injury. Possession or use of a weapon on school grounds is a serious offense and can lead to permanent expulsion from school. A student is in possession of a weapon when the weapon is found on the person of the student, in the student's locker, under the student's control while on school property, on the property being used by the school, at any school function or activity, at any school event held away from the school, or while the student is coming to or from school. A substantiated charge against a student shall subject that student to disciplinary action which may include suspension, expulsion, and/or referral to the School Resource Officer (SRO).

### **Terroristic Threats or Acts** ([Board Policy #218.2](#))

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

### **Tobacco Use or Possession** ([Board Policy #222](#))

The possession or use of tobacco in any form is prohibited in the school building, grounds and vehicles or while participating in school-sponsored functions. The school board defines tobacco as the use and/or possession of a lighted, unlighted cigarette, cigar, pipe; other smoking product, smokeless tobacco in any form and any device giving the appearance of a tobacco product, such as electronic or vapor cigarettes. Students in violation of this policy will be subject to disciplinary action and/or prosecution and subsequent fines through the local magistrate.

### **Searches** ([Board Policy #226](#))

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

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

#### **Drug and Alcohol** ([Board Policy #227](#))

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

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

Students found in violation of policy may be referred to the School Resource Officer (SRO) and be subject to appropriate discipline as outlined in the policy which may include suspension or expulsion.

#### **Electronic Devices** ([Board Policy #237](#))

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

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

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

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

#### **Bullying/Cyberbullying** ([Board Policy #249](#))

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

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

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

1. **Physical**, the most commonly known form; includes hitting, kicking, spitting, pushing and taking personal belongings.
2. **Verbal** includes taunting, malicious teasing, name-calling, and making threats.
3. **Psychological or relational** involves spreading rumors, manipulating social relationships and engaging in social exclusion or intimidation.
4. **Cyberbullying** is an intentional electronic act of verbal and psychological bullying that occurs through email, instant messaging, and/or personal profiles and social media sites. Cyberbullying includes, but is not limited to, harassing, teasing, intimidating, threatening, or terrorizing another student, teacher or employee of the district by sending or posting inappropriate or derogatory e-mail messages, instant messages, text messages, digital pictures or images, or web site postings (including blogs).

All forms of bullying/cyberbullying are unacceptable and, to the extent that such actions are disruptive of the educational process of the district, offenders shall be subject to appropriate disciplinary action and/or referral to the School Resource Officer (SRO).

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

The Gettysburg Area School District supports the use of technology resources to facilitate teaching and learning, provide access to information, aid in research and collaboration, foster the educational mission of the district, and carry out the legitimate business and operation of the district.

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

District technology resources are assigned to an individual user for his/her use. Despite being allocated to a particular user, the technology resources remain the property of the district and may be revoked, suspended, or inspected at any time to ensure compliance with this and other district policies. Users do not have an expectation of privacy in any district-provided technology resources or any of its contents. Please see Board Policy #815 for a specific list of general prohibitions of district technology resources. Violation of this policy may result in the temporary or permanent revocation of the user's right to access district technology resources. Additionally, students may be subject to other forms of disciplinary actions for violations of this policy and/or local, state, and/or federal law.

#### **Use of Video Surveillance Cameras** ([Board Policy #816](#))

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

#### **Video and Audio Surveillance on School Transportation** ([Board Policy #816.2](#))

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

#### **Naloxone** ([Board Policy #852](#))

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

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

Students who are under the influence of a controlled substance are subject to disciplinary action and the provisions of [Board Policy 227](#).