

Gettysburg Area Middle School Student Handbook 2025-2026



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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 of 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 prejudge the facts for either side. The district strives to maintain an environment where all students, staff and greater community feel safe.”

Gettysburg Area Middle School

The Warrior Way

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.

Be Here

Come to school daily, on time. Be prepared with all the necessary materials and ready to learn.

Be Involved

Ask questions. Participate in class. Join a club. Attend sporting events, drama productions, music concerts, socials.

Be Committed

Strive for academic excellence. Work your hardest. Give your best effort.

Be Kind

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

Students who display the Warrior Way may earn rewards for their commendable behaviors throughout the school year. Our goal for all our students is to model the Warrior Way.



I. ACADEMICS

Grading

Grades in middle school are printed in percentages.

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

Honor Roll

The middle school honor roll is a way to recognize and reward academic achievement.

- Distinguished Honor Roll: No course marking period grade lower than a 94%
- Honor Roll: No course marking period grade lower than an 83%

Progress Reports

Grades and assignments can be checked at any time by logging into Skyward. Families can access Skyward from the district website. Mid-point progress reports will be sent home 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.

Academic Honesty: GASD encourages students to create content with an expectation that the work has been developed on their own or that credit is given to those who did create the work.

- Students will not share personal information when online or using artificial intelligence.
- Responsible citizenship includes reviewing one's work for accuracy and using additional resources to confirm information.
- Generative AI will only be used to support learning with teacher authorization.
- If AI tools are utilized, students will communicate how AI tools are used, and include appropriate citation and/or documentation of AI contributions.
- AI-generated content or other sources cannot be claimed as their own work and is in violation of academic honesty.
- Credit will be given to authors or sources when using their information or ideas. Failure to properly cite sources of information is called plagiarism and is a form of cheating.

Maintaining academic honesty is essential, and actions such as cheating, copying other students' work, presenting someone else's work as your own, plagiarizing, or using unauthorized aids, including Artificial Intelligence (AI), in assessments and assignments are strictly prohibited and will not be tolerated.

- Students involved in clubs, athletics, or other extracurricular activities will be disciplined in accordance with the participation guidelines.
- 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.

Definitions:

Artificial Intelligence - a branch of computer science that focuses on creating systems that imitate human intelligence. This includes tasks such as understanding language, recognizing patterns, making decisions, and learning.

Generative AI - a technology that can create new content, such as images, text, or music, based on patterns it has learned from existing data.

OpenAI. (2022). ChatGPT. <https://chat.openai.com/chat>

Summer School

At Gettysburg Area Middle School, all students are expected to be committed to academic excellence as part of the Warrior Way. For 7th and 8th graders, promotion to the next grade level is based on performance in the three core tested subjects: **Math, Science, and English Language Arts (ELA)**.

- Students must **pass at least two out of the three** tested subjects in order to advance to the next grade.
- If a student **fails one** of the three subjects, they will still be promoted.
- If a student **fails two** of the three subjects, they must attend **summer school** and successfully complete **one** of the failed courses to be promoted.
- If a student **fails all three** subjects, they must attend **summer school** and successfully complete **at least two** of the three failed courses in order to move to the next grade level.

Students who meet these expectations during summer school will be promoted accordingly. The cost of summer school courses for 2026 will be \$100 per course and will be added to the student's obligations for payment.

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.

Computer Guidelines

Prior to gaining access to a computer account all students and their parent/guardian must complete and sign the Acceptable Use of the Internet Consent form that details all rights and

obligations of computer network use. Failure to abide by these expectations may result in loss of access and/or computer use along with a disciplinary action. Students are responsible for maintaining and protecting their school issued computer/equipment. Students may be charged for damage whether it is intentional or the result of negligence.

Eisenhower Media Center

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 allows parents to 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

Regular attendance is important in order to assure continuity in learning. Students are expected to attend school each day that school is in session. Absences are lawful if due to illness, death in the family, or pre-approved educational trips taken in accordance with GASD policy. Arrival after 10:30 AM constitutes a 1/2 day absence. Students participating in athletic contests must be in school no later than 8:30 AM. Students must submit a note signed by their parent/guardian stating the reason for the absence within three business days. Failure to submit a note within the allotted 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 dismissal 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).

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 citation through the local governing authorities (district magistrate).

Early Dismissal

In order to provide continuity in the educational process, we encourage appointments with doctors, dentists, etc., to be made after school hours. All early dismissals will be designated unexcused until the Doctor's note is returned. Students are expected to be in school prior to

and/or after all appointments if possible. When it is necessary for students to be dismissed from school early due to a medical appointment or other approvable reason, the student must bring a note from a parent/guardian to the main office prior to first period on the day of the appointment. Students will not be called from class until the parent arrives in the office. Parents/Guardians will be asked to sign out their student prior to leaving the school. 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 a photo ID, such as a driver's license to leave the school with the student. This includes individuals listed as an emergency contact.

Only an administrator or school nurse may dismiss a student from school. If your student is not feeling well they should go to the school nurse.

Tardy to School

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

Failure to bring an acceptable note upon arrival will result in an unexcused tardy. Each student will be allowed two unexcused tardies per semester before a consequence will occur. Consequences for multiple unexcused instances of being tardy may be a lunch detention or an after-school detention. The progressive escalation of these consequences is detailed below. Student athletes must report to school by 8:30 AM in order to participate in practice or games. A student athlete's excuse must be considered excused or lawful in order to participate.

- A student will not receive a consequence for their first two (2) unexcused tardies per quarter.
- Students will receive a lunch detention for accruing between three (3) and nine (9) unexcused tardies.
- Students will receive an after school detention for any unexcused tardies over ten (10) for the quarter. Excessive unexcused tardies may result in a Student Attendance Improvement Conference with the student, parents, the school counselor and/or school administration.

Educational Trips

Students will be permitted to take educational trips, not to exceed a total of ten (10) school days during a school year. Educational trip requests will be denied during PSSA testing or Keystone exams. Trips in the last 10 days of school are highly discouraged and will only be excused for special circumstances with administrative approval. Parents and guardians must comply with the following program requirements.

- An Educational Trip form must be completed and submitted to the principal seven (7) days prior to the trip for approval. If the form is not submitted, the days absent will be

recorded as unexcused. Forms may be obtained from the school office or online through Skyward.

- Students are responsible for completion of all work and activities missed during the absence and should work with their teacher to determine a reasonable due date to exceed no more than five (5) school days from a students' return. Many of these assignments are available online.

III. STUDENT SERVICES

Counseling Center

Counseling services are available for every student. 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 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. Questions regarding all other student records should be addressed to 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.

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 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.

School Health Services

The school nurse is available for students needing medical assistance. 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. Leaving the school without the permission of the school nurse, administrator or school counselor will be considered unexcused.

Prescribed or over-the-counter medications taken during school hours must be registered with the school nurse who will monitor the administration of all medicines. Parent/guardian permission is required in order for students to take medicines during school hours. **A Procedure for Administration of Medication at School Form** must be signed by parent/guardian and the prescribing physician. Parents/guardians are encouraged to advise the nurse of all medications a student may be taking both at home or school.

If a student cannot participate in a physical education class, they must provide an excuse to the nurse in the morning. The excuse should state the reason for exemption and be signed by the doctor.

Student Assistance Program (SAP)

The Student Assistance Program (SAP) is available for any student experiencing difficulty in coping with the many pressures of adolescent life including alcohol, tobacco, other drugs, and mental health. The primary goal of the Student Assistance Program is to help students overcome these barriers in order that students may achieve, remain in school, and advance. Students themselves, other students, parents or staff members can make referrals. All correspondence and information relating to SAP is strictly confidential. In the event of an emergency (threat of physical harm to self or others), please contact a school counselor, administrator, or call 911 immediately, as school emails and phone lines are not monitored 24/7.

School Lunch Program

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 apply anytime 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.

School breakfast and lunch menus are posted online on the GASD Food Services website.

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 for 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.

IV. MISCELLANEOUS

Fees and Obligations

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

- Computer Maintenance Fee
- Unified Arts Fee
- Items such as lost, stolen or damaged books, locks, computers, etc.

Failure to pay fees may result in denial of entry into certain extracurricular events or activities. Obligation notices will be sent via email at the beginning of each school year. Balances can be checked anytime via Skyward Family Access.

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

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 and

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.

School Athletic Events

All spectators and athletes represent our school district and community. Good sportsmanship is essential to all athletic and extracurricular 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.

Guidelines for Warrior Stadium

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

Extracurricular Eligibility

Participation in extracurricular clubs, 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 the guidelines. When a student receives ISS or OSS as a disciplinary consequence, the student is not permitted to participate in extracurricular activities during the days of suspension. 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 at designated times throughout the school day. Backpacks are to remain in lockers throughout the school day. 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. It is the students responsibility to keep their locker secured. **Remember, if an item cannot be easily replaced, it is best to leave that item at home. The school is not responsible for lost or stolen items from student lockers.** Students are not permitted to share lockers.

Emergency Evacuations

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

V. STUDENT CONDUCT

Code of Student Discipline and Responsibilities

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

The Board of Education acknowledges that student conduct is closely related to learning. An effective educational program requires a safe and orderly school environment. The efficacy of the educational program is in part, reflected in the behavior of students and employees. It is the responsibility of all associated with the school - students, parents, and staff to promote good discipline and preserve the quality of our educational environment. All efforts to promote proper discipline must evolve from a code, which clearly states the expectations placed upon students, defines acceptable behaviors, and provides appropriate disciplinary consequences commensurate with the students' actions including but not limited to detention, in-school suspension, out of school suspension, and expulsion (Board Policy 233). Finally we believe that an effective student discipline code (Board Policy 218) must adhere to the following:

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

The building principal shall have the authority and flexibility to assign discipline to students, subject to the policies, rules, and regulations of the district and to the student's due process right to notice, hearing, and appeal. The discipline measures listed in the Student Code of Conduct/Student Handbook are guidelines. The principal/administrator will have the authority

and flexibility to impose discipline based on the situation, age, grade, and maturity of the student and the impact on the student victim(s), if appropriate (SC 1317, 1318).

School-wide Behavior Expectations

	The Warrior Way	
Classroom	<p>Arrive on time. Be prepared. Use materials responsibility. Speak respectfully. Act respectfully.</p>	<ul style="list-style-type: none"> - Stay in the classroom. - Bring your Chromebook fully charged and other class supplies. Keep backpacks in lockers. - Comply with teacher classroom rules. - Follow acceptable use policy regarding Chromebooks. - Earbuds/headphones only used with teacher direction. - No swearing. Say please and thank you. Use kind words. Greet others. Indoor voices. - Respect others' personal space and belongings.
Hallway / Lockers	<p>Follow traffic rules, walk. Speak respectfully. Act respectfully. Keep exterior doors closed. Lock your locker. Phones remain in lockers. Use your assigned locker; no sharing.</p>	<ul style="list-style-type: none"> - Walk to the right of the hallway. No running. No jumping to hit signs/clocks. - No swearing. Say please and thank you. Use kind words. Greet others. Indoor voices. - Respect others' personal space and belongings. - Safety first! Don't let anyone in a locked exterior door. - Use your lock. Keep your things safe.
Cafeteria	<p>Stay seated at your table. Clean up after yourself. No sharing food. Ask permission to use the restroom. Speak respectfully. Act respectfully.</p>	<ul style="list-style-type: none"> - No wandering around the cafeteria. - Store belongings in cubbies. No Chromebooks at lunch. - Use the cleaning station. Recycle. Throw trash away. Check underneath the table before you leave. Wipe the table. - No loitering in the restrooms. - Use a conversational volume and kind words. - Keep your hands to yourself. Don't mess with other students' food.
Restroom	<p>One person per stall. Clean up after yourself.</p>	<ul style="list-style-type: none"> - Yes, only one. - Flush. Wash your hands.

	Be quick. No backpacks. No phones, no photography.	- No loitering or meeting up with friends. - Act appropriately, vandalism = consequences. - Keep your belongings outside of the restroom.
Locker Room	Lock it up! No loitering or meeting up with friends. Speak respectfully. Act respectfully.	- No snacks in the locker room. - Use a conversational volume and kind words. - No cell phones, no photography, no video.
Dress Code	Hats off. Hoods down. Dress for success.	- It's simple - no hats, no hoods. - No spaghetti straps, no off-the-shoulder tops, no booty shorts, no sideless tanks, no crop tops - you will be asked to cover up. - Undergarments should be "under" and not visible.

Detention (Lunch/After-School)

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

- Lunch detentions will be served during the students 30 minute lunch period in the designated lunch detention area. Students purchasing lunch from the cafeteria must report to the front of the lunch line prior to reporting for detention. When serving lunch detention, students may eat their lunch and/or work quietly. Students will not be allowed to use their Chromebooks or any other electronic devices during lunch detention.
- After school detention will be from 2:30 PM until 3:45 PM on the designated day. Students serving detention after school should bring work with them for the duration of that time. Students will be permitted to use their Chromebooks to complete school work. Students will be restricted from using unapproved electronic devices, such as cell phones. A twenty-four (24) hour notice will be given for after-school detentions unless waived by the student/parent.

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

School staff will not assume responsibility of reminding students of their detentions. Failure to report for assigned detention will result in additional disciplinary action. Teachers reserve the right to assign lunch detentions for infractions of classroom expectations. Failure to report for a detention will result in additional consequences.

Suspension

In-School Suspension (ISS) - Students are expected to attend school and report to the designated ISS room in place of their regular school day schedule where they will complete work being assigned in class. 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.

Out-of-school Suspension (OSS) - Students who are suspended out-of-school are still expected to complete assignments; however, they are not allowed on school district property. Students assigned OSS are expected to take their Chromebooks and other school materials home with them to complete school work. Students should check Canvas and communicate via email with their teachers to collect their assignments. Students assigned OSS are not allowed on school property during the suspension and are not allowed to participate in school activities until the suspension period is completed. A meeting with the parent/guardian, student, and administration may be requested upon the student's return to school.

Student Dress

Students have the right to express themselves unless the expression materially and substantially interferes with the educational process, threatens serious harm to the school or community, encourages unlawful activity or interferes with another individual's rights. Student dress should be neat, clean, and worn in its intended manner. Therefore, the following include clothes that may **not** be worn by students during the hours of school operation:

- Endangers Health or Safety - excessively torn clothing, loose clothing or dangling accessories that may become caught.
- Is excessively revealing - may refer to that which exposes undergarments and/or the midriff area of the student. Strapless shirts, sideless tanks, and spaghetti straps are prohibited.
- It directly or has a symbol on it that is considered offensive regarding race, religion, sexual orientation, disability, age, national origin, or advocates/promotes sexual activity or violence.
- Refers to drugs and/or alcohol.
- Suggests a double meaning or innuendo regarding sex or inappropriate language.
- Clothing or accessories adorned with the rebel flag are prohibited.
- Hats and hoods are prohibited in the building.

Students found wearing inappropriate attire by a staff member will be asked to cover or change their clothing.

Administration will exercise the final discretion on judging each infraction.

Physical Education Dress

All students are required to wear clothes that are appropriate for physical activity. Students should wear a t-shirt, shorts or pants, socks and sneakers.

Lunch Expectations

All students are expected to use good table manners, be considerate of each other, and follow the cafeteria expectations. Students may go to their lockers before and/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.

- Students may choose their seat in the cafeteria. Students are expected to remain seated unless leaving with permission.
- Student belongings should be stored in the cubbies. Chromebooks are not permitted to be used during lunches.
- Cafeteria supervisors will dismiss students to proceed to lunch lines.
- Students are responsible for returning lunch trays to the proper area, cleaning up trash, and leaving the tables and floor around them 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.
- Students who do not follow the cafeteria expectations will be given a new assigned seat, be removed from the lunch area, and/or disciplined.

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 may result in the 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.

Code of Conduct Violations

Any violations to the student code of conduct will result in progressive disciplinary action. The following chart is a *general* guideline of student misconduct and subsequent disciplinary action. The GAMS administrative team understands that all students and situations are unique and can not always be resolved in the same manner.

Misconduct	Disciplinary Action
Level 1: Actions that interfere with the orderly operation of classes or the school. <ul style="list-style-type: none">● Tardiness● Lack of courtesy and respect● Public display of affection● Disruptive hall conduct (running, shouting, pushing/shoving, etc.)● Dress code violations	1st Offense - verbal reprimand / warning by the teacher 2nd Offense - Teacher handled discipline, sign-up issued, withdraw of privileges by teacher, contact home 3rd Offense - teacher issued lunch detention, teacher handled discipline, contact home

<ul style="list-style-type: none"> ● Neglect of responsibility (clean-up, care of books/equipment, etc.) ● Disruptive classroom behavior ● Congregating in restroom, ● Out of assigned area ● Other actions of a similar nature 	<p>4th Offense - Discipline referral is submitted and the student is referred to Administration.</p> <p>1st Referral - Lunch or After School Detentions</p> <p>2nd Referral and subsequent referrals - after school detentions and/or in-school suspension (ISS) - Possible Behavior Plan development</p>
<p>Level 2: Actions that are frequent or serious enough to disrupt the learning climate of the class or school.</p> <ul style="list-style-type: none"> ● Continuation of Level 1 type misconduct ● Inappropriate use of personal electronic devices <ul style="list-style-type: none"> ○ May result in loss of cell phone privileges ● Forged notes and excuses ● Insubordination ● Safety violations (throwing objects, improper use of equipment and safety apparel, etc.) ● Misuse or inappropriate use of computers or computer network <ul style="list-style-type: none"> ○ May result in loss of computer privileges ● Cutting class ● Leaving school/grounds without permission 	<p>Student is referred to Administration.</p> <p>Parents are notified.</p> <p>1st Offense - detention or in-school suspension (ISS)</p> <p>2nd Offense - multiple detentions and/or ISS</p> <p>3rd Offense - multiple detentions and/or ISS</p> <p>4th Offense and subsequent offenses - ISS or OSS</p> <p>Possible behavior plan development.</p>
<p>Level 3: Actions directed against persons or property but limited to the degree that they endangered the health or safety of others.</p> <ul style="list-style-type: none"> ● Continuation of Level 2 type misconduct ● Fighting - physical contact ● Minor vandalism ● Possession/use of tobacco and vaping products <ul style="list-style-type: none"> ○ Products may be confiscated, citation may be issued ● Misuse or inappropriate use of computers or computer network <ul style="list-style-type: none"> ○ May result in loss of computer privileges ● Other actions of a similar nature 	<p>Discipline referral is submitted to Administration.</p> <p>Parents are notified.</p> <p>Police are notified (if necessary).</p> <p>1st Offense - suspension (ISS and/or OSS)</p> <p>2nd Offense - 3 to 10 day suspension (ISS and/or OSS)</p> <p>3rd Offense - Up to 10 day suspension (ISS and/or OSS) and conference with the Superintendent.</p> <p>Possible behavior plan development.</p>
<p>Level 4: Actions which result in violence to another person or property or which pose a direct threat to the safety of the individual or others in the school.</p> <ul style="list-style-type: none"> ● Continuation of Level 3 type misconduct ● Assault/Battery ● Major vandalism ● Bomb threats ● Possession, use or transfer of weapons ● Theft, possession, or sale of stolen property ● Violation of the Drug and Alcohol policy 	<p>Discipline referral is submitted to Administration.</p> <p>Parents are notified.</p> <p>Police are notified.</p> <p>Up to 10 days OSS</p>

<ul style="list-style-type: none"> • Other actions of a similar nature 	Referral to the school board for a formal hearing for expulsion (if required). Additional steps taken for Drug and Alcohol offenses as per District policy (SAP).
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The opportunity for students to attend and participate in special events outside of the regular classroom setting is a privilege. In order to attend / participate, students must be in good behavioral 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.

VI. SCHOOL BOARD POLICIES

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 contact 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 school police.

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 police.

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 police 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 actions 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 police and be subject to appropriate discipline as outlined in the policy which may include suspension or expulsion.

Electronic Devices (Board Policy #237)

The **use of** cellular telephones, Electronic Communication Devices, laptops and other electronic devices are permitted only for educational purposes under the supervision of professional staff. Inappropriate use of cellular telephones, Electronic Communication Devices, laptops, and other electronic devices, for verbal and text communication purposes during the school day, in district buildings, on district property and while students are engaged in school-sponsored activities will result in disciplinary action.

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 personal electronic devices turned on. **All personal electronic devices must be turned off and stored in lockers during the school day.** If a personal 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 Counseling Center 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, as defined in this policy, includes cyberbullying, which refers to an intentional act (or acts) committed via the use of email, text messaging, chat rooms, smartphones, smart watches, laptops and tablet computers, social media platforms, or other forms of information technology and which produce the results defined above.

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 police.

Use of Electronic Resources, Email, 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-approved 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.

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.

