

GETTYSBURG AREA SCHOOL DISTRICT



Elementary Handbook

Last revised 7/25

Dear Parents,

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

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

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

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

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

Sincerely,
Elementary Principals

MISSION STATEMENT

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

VISION STATEMENT

Gettysburg Area School District provides a safe and caring learning environment where students develop skills to learn in an ever-changing world and accept responsibility to use these skills to achieve and graduate ready to learn, work, serve, and succeed in today's world and in a world we cannot yet define or imagine.

INFORMATION ABOUT OUR SCHOOLS

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

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

THE SCHOOL BOARD

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

- ❖ Set policies, rules and regulations that provide a good educational atmosphere in our schools.
- ❖ Approves curriculum recommended by district administration
- ❖ Provide budget for personnel, equipment and materials to assure a quality education for each student.
- ❖ Follow state and federal laws in establishing school programs.
- ❖ Ensure that the superintendent carries out board policies.

THE SUPERINTENDENT, DISTRICT, & BUILDING ADMINISTRATORS

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

- ❖ Plan a curriculum and activities to meet the needs of all students in accordance with policies of the school board and incorporating the most effective practices in education.

- ❖ Provide materials, personnel, and facilities necessary to carry out a high quality educational program.
- ❖ Establish policies and rules of attendance and behavior that will create an atmosphere conducive to learning.
- ❖ Make future plans based on the needs of the students and recommendations of parents and teachers.

The superintendent's office and district administrators can answer general questions that relate to programs in more than one school. Such questions may concern age requirements, special programs for children who are gifted or who have learning disabilities, and dozens of other matters.

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

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

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

THE TEACHER

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

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

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

GETTING ANSWERS - PROBLEM SOLVING

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

- ❖ Building Principal - Scheduling, academic concerns beyond the classroom, behavior problems beyond the classroom, activities, general administrative matters, emergencies, and bus discipline problems.
- ❖ Business Manager - Payment of bills and school finances.
- ❖ Human Resources - Staffing and classified personnel matters.
- ❖ Coordinator of Transportation Services - Problems related to bus schedules, drivers, routes or emergency procedures.
- ❖ Superintendent - Use of school facilities, security services, physical plant activities and environmental concerns.
- ❖ Assistant Superintendent - Curriculum information and homeschool needs.
- ❖ Food Service Director - Concerns related to operation of the food services program.
- ❖ School Nurse - Medical examinations, inoculation programs, general health problems, and health records.
- ❖ Teacher - All matters pertaining to classroom situations.
- ❖ Supervisor of Special Education - Special Education (including learning support and gifted services) issues involving evaluations, programs and related services for students with an exceptionality and need for specially designed instruction or accommodations.

SCHOOL VISITS

You can find out a lot about our schools by visiting the school and your child's classroom. You will have a chance to see firsthand what is going on when you serve as a volunteer, attend our Back to School Night, and participate in the PTO meetings scheduled throughout the school year. All visitors **MUST** report to the main office upon entering the school building to obtain a visitor's pass. An exception to this procedure may be when visitors are attending outdoor activities and/or events. In this case, there will be separate requirements which will be communicated to families.

The safety and security of our students and staff is our top priority.

CHAPERONING FIELD TRIPS

Parents/guardians wishing to chaperone their child's field trip will be required to obtain the necessary clearances and volunteer approval prior to participating. All necessary clearances and approval must be submitted to the main office **(1) month prior to the scheduled field trip.**

<https://www.gettysburg.k12.pa.us/for-parents/volunteer-information-and-instructions>

GETTYSBURG AREA SCHOOL DISTRICT DIRECTORY

(717) 334-6254

Fax (717) 334-5220

ADMINISTRATIVE OFFICE

900 Biglerville Road

Gettysburg, PA 17325

www.gettysburg.k12.pa.us

Dr. Jeffrey Matzner.....Superintendent
Dr. Mathew E. McFarland.....Assistant Superintendent
Mrs. Belinda Wallen.....Business Manager
Mr. Thomas D. Fortnum.....Director of Operations/Assistant Business Manager
Mr. Joshua Reynolds.....Director of Buildings and Grounds
Mrs. Tricia Darnell.....Coordinator of Transportation Services
Mr. Nicolas Milone.....Director of Food Services
Ms. Diane Nace.....Supervisor of Special Education
Mrs. Brandi Glenn-Akers.....Director of Student Services
Mr. Jeffrey A. Williams.....Coordinator of Data/Network Operations
Mrs. Morgan Miller.....Human Resource Coordinator
Mrs. Bobbi Weaver.....Human Resources Administrative Assistant
Mrs. Vanessa Sanders.....Communications Coordinator
Mrs. Ann Baum.....Director of Curriculum and Instruction

HIGH SCHOOL (grades 9 - 12)

1130 Old Harrisburg Road

Gettysburg, PA 17325

Mr. Jeremy A. Lusk.....Principal
Mrs. Christine Biggins.....Assistant Principal
Mrs. Crystal Grossman.....Assistant Principal
Mr. Kody Godsey.....Athletic Activities Director

MIDDLE SCHOOL (grades 6 - 8)

37 Lefever Street

Gettysburg, PA 17325

Mrs. Kristy Caywood.....Principal
Mr. Matthew Lobb.....Assistant Principal

FRANKLIN TOWNSHIP ELEMENTARY (grades K - 5)

870 Old Route 30

Orrtanna, PA 17310

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

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

Mr. Ted Wells.....Principal

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

Dr. Katherine SchieferPrincipal

BOARD OF EDUCATION

Mr. Kenneth R. Hassinger, President
Mr. Michael Dickerson, Vice President
Dr. Al Moyer
Mr. Jeremy Davis
Ms. Alice Broadway

Mr. Ryan Morris
Ms. Kathleen Pratt
Mrs. Michelle Smyers
Mr. Tim Seigman

SCHOOL HOURS

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

Elementary students arriving by bus will be admitted upon arrival. Students walking or transported by parents should not plan to arrive before 8:20 AM. While school is in session, Franklin Township, James Gettys, and Lincoln Elementary children are **in attendance from 8:40 AM to 3:05 PM.** Any arrivals after 8:40 AM are considered tardy. Students arriving to school after 11:00 AM will be considered 1/2 day absent in the morning. Students leaving school before 1:00 PM and not returning will be considered 1/2 day absent in the afternoon.

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

In going to and from the school grounds, students should carefully follow the instructions of the person directing traffic at school crossings. Walkers to school should **ONLY** use the designated walking routes. Students are not permitted to walk to school if attending the Franklin Township Elementary Campus.

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

CLOSING/EARLY DISMISSAL/DELAYED OPENING:

School cancellations, delays in opening of school, and early dismissals due to inclement weather will be communicated via our Blackboard phone and email communications

Please do not call the school for this information.

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

BASIC CURRICULUM INFORMATION

- ❖ **ENGLISH LANGUAGE ARTS:** Student learning maps have been aligned to the PA Standards. Reading instruction is structured around the science of reading during whole group and small group instruction time. Teachers provide 90 minutes of uninterrupted reading instruction for grades 1-5, (Kindergarten students receive 60+ minutes). Core reading instruction is a priority. We utilize numerous resources throughout the day in our reading instruction. Here is a brief list of our instructional reading materials: 95% Group materials, CKLA, and Heggerty are our core reading programs designed to meet the diverse needs of all students. Our writing program presents a systematic approach of phonics instruction and assessment. It teaches sounds, letters, and the conventions of writing which can be systematically woven into the classroom core instruction. Standard protocol interventions are available for Tiered Intervention groups as prescribed by the data. Specialized staff, classroom teachers and/or paraprofessionals that have benefited from professional development provide the instruction to the students. Acadience (three times a year for all grades) is used as an early indicator of student performance in the area of reading. Benchmark testing (three times a year for grades 3-5) is used as a predictive tool for student performance on the PSSA's. MAZE (three times a year for grades 3-5) is used as a tool to measure comprehension. The Central Office Administrative Staff plans ongoing, job-embedded professional development (PD) that supports the Multi-Tier System of Support (MTSS) process. Components of Tier 1 include the Learning Focused Schools strategies with emphasis on differentiated instruction, vocabulary development and previewing of content to build students' background knowledge. Tier 2 and 3 components feature PD that trains staff of the standard protocol interventions.
- ❖ **MATHEMATICS:** The Gettysburg School District Mathematics Program, Everyday Math 4, provides for a spiraling approach in the development and maintenance of mathematics concepts and skills. The goal of the elementary mathematics program is to develop understanding and a conceptual approach to mathematics. Activities are designed to help children see patterns, relationships, and interconnections in mathematics and enable them to deal flexibly with the mathematical ideas and concepts. Similar to English Language Arts, Acadience (three times a year for all grades) is used as an early indicator of student performance in the area of mathematics.
- ❖ **SCIENCE:** The Science curriculum provides hands-on activities to gain knowledge concerning physical and life science. Course content includes the study of organisms and ecosystems as well as systems and the interaction of related objects.
- ❖ **SOCIAL STUDIES:** The Social Studies program is designed to promote feelings of self-esteem and to understand the way people live and work together. The areas of concentration include communities, transportation, communication, map skills and comparing various cultures to our own.

- ❖ **ART:** The elementary art program provides students with the opportunity to meet creative, intellectual and technical challenges in a studio/classroom atmosphere. Through a wide variety of experiences in creating art, looking at art and living with art, the students become aware of the role of art in our lives. People make works of art, they understand art, they make judgments about art and they appreciate art. Integrated experiences with these aspects of art offer the student opportunities to creatively express ideas visually, gain knowledge and understanding of our cultural heritage, grow in the ability to make qualitative judgments about art and experience a heightened awareness of self and sensitivity to art.
- ❖ **COMPUTER LITERACY:** Technology has been incorporated into classrooms for the enhancement of learning in the elementary grades of the Gettysburg Area School District and is utilized to assist students to learn various skills and content more effectively. For these reasons, computers are vehicles for practice and further enhancement of subject matter. The computer skills are not taught in isolation, but are integrated in appropriate subject areas with relevant software.
- ❖ **HEALTH:** The health program is designed to enhance each student's knowledge, skills and attitudes in health. The areas of concentration include safety, nutrition, senses, wellness and human growth and development.
- ❖ **LIBRARY:** The elementary library program provides students with the opportunity to explore their world through the eyes of others as it encourages the enjoyment and appreciation of books and reading. It helps students to help themselves by teaching and reinforcing skills on how to find and interpret information, enabling them to search out knowledge throughout their lifetime. Opportunity is provided for students to select material for curriculum related learning or for leisure reading.
- ❖ **MUSIC (VOCAL/INSTRUMENTAL):** The curriculum of the music department has been structured in a way that facilitates the continual musical development of each student. Students have the opportunity to study in the classroom setting and to perform in band, chorus and orchestra. Through these opportunities they gain an understanding of music while developing skills in performing both as individuals and with a group.
- ❖ **CLASSROOM VOCAL MUSIC:** All elementary students in grades kindergarten through five receive music instruction from a certified music instructor throughout the year. The curriculum emphasizes understanding of the different forms of music, music theory, creativity and participation in the form of singing, movements to music, and playing classroom instruments.
- ❖ **INSTRUMENTAL MUSIC (BAND):** The elementary band program is available for students in fourth and fifth grade. Students are scheduled from class for lessons. Students have the opportunity to perform in a beginners' band, advanced band, or small ensembles. The primary focus of the elementary program is to develop the techniques necessary to become a proficient performer on their level, to experience enjoyment in playing and participating in music, and to develop an understanding of music.
- ❖ **INSTRUMENTAL MUSIC (ORCHESTRA):** The elementary orchestra program is available for students in fourth and fifth grade. Students are scheduled from class for lessons. Emphasis is placed upon proper left and right hand positions, pitch, identification, tone production, and rhythm. Students have the opportunity to perform in a beginning, intermediate, and advanced orchestra and small ensembles.
- ❖ **PHYSICAL EDUCATION:** All elementary students in grades kindergarten through five

receive physical education instruction. The curriculum is designed to promote continuous learning and growth through physical activities.

SPECIAL PROGRAMS

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

- ❖ **SCHOOL-WIDE TITLE I:** Title I is a federally funded program which provides compensatory education for students in English Language Arts. The Gettysburg Area School District receives money from the federal government to establish supplemental interventions, resources and instruction. The primary goal of our program is to develop students' literacy skills, so that they may become more successful in the regular classroom.
- ❖ **SPEECH:** The Speech and Language clinician conducts the speech and language screening. If problems are detected, further referrals for evaluations are made to the parents.
- ❖ **SPECIAL EDUCATION:** The Gettysburg Area School District in conjunction with the Lincoln Intermediate Unit #12 and other contracted agencies, provides services for students determined through an evaluation to be exceptional and in need of “specially designed instruction”. The need for special education services is based upon data gathered by a 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 Brandi Glenn-Akers, Director of Student Services.
- ❖ **ELL (English Language Learning):** Students with limited or no English proficiency receive ELL services from an ELL support teacher along with their regular education. Services are provided based upon a continuum of needs and students’ development of language is progress monitored on a regular basis. The students are dismissed from the program as they increase their English proficiency and meet the exit criteria.
- ❖ **GIFTED EDUCATION:** The philosophy of education for the Gettysburg Area School District emphasizes the development of the individual gifted student. The district strives to provide a system of education that will offer educational opportunities in accordance with the students' academic strengths consistent with available resources. It is recognized that, among children who have been identified as academically gifted, it is important to provide a continuum of curriculum services based on the characteristics and needs of the individual. In order to develop an articulated service delivery model, the educational

services for gifted students, in the form of enrichment, acceleration, or a combination of both, will be founded upon the core curriculum of the school district.

STUDENT RECORDS

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

<https://go.boarddocs.com/pa/gett/Board.nsf/Public?open&id=policies>

REPORT CARDS

All Kindergarten through fifth grade students will receive a mid-year and an end of the year evaluation. This reporting system is designed to provide specific and meaningful feedback about each child's learning journey, with an emphasis on growth and mastery of essential skills. It also fosters productive conversations between families and educators about student progress and opportunities for growth. Additionally, the student's attitudes, interests, likes, dislikes, participation, and cooperation are taken into consideration, in conjunction with academic progress. If you have any questions or concerns, please don't hesitate to reach out to your child's teacher directly.

HOMEBOUND INSTRUCTION

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

SCHOOL LUNCHESES

Breakfast and lunch is available every day for your child to purchase. School meals are designed to provide adequate calories and key nutrients for specific age groups. Milk in a variety of flavors, 100% juice, and bottled water is available for purchase.

Each cafeteria has an electronic point of sale cashier system. Every student has their own account and PIN number to access their account. Parents are asked to please send in advance payment to apply to your child's account. All breakfast, lunch and drink purchases would be debited from the account. Make your check payable to GASD Food Service and put it in an envelope marked with your child's name and teacher. Negative balances are not acceptable. A notification letter will be sent home when your child's balance is low.

The Gettysburg Area School District participates in the Free and Reduced Meal Program. **Beginning July 1 of each new school year**, you may apply for free or reduced price school

meals online using the Internet at www.compass.state.pa.us. **Only one application per household is required.** You may apply for free or reduced meals any time through the school year. If you applied at the beginning of the school year and were denied, but now have a decrease in household income, increase in family size, become unemployed or begin receiving Food Stamps or TANF, you may now be eligible. If you receive a letter before school begins stating that you are directly certified for free meals, you do not need to complete an application.

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

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

Epinephrine Opt-Out

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

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

STUDENT RESIDENCY REQUIREMENTS

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

❖ Homeless Information

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

■ The term includes children and youths who are:

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

regular sleeping accommodation for human beings;

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

If you are experiencing Homelessness or know someone who is, please call GASD's Homeless Liaison at: (717) 334-6254, ext. 1225.

PERSONAL INFORMATION CHANGES

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

PARENT CUSTODIAL RIGHTS

Custody is legally vested in both of the child's natural parents unless there is a specific court order limiting the rights of either parent. **It is the parent's responsibility to furnish the district with notarized copies of such court orders each year or any time such documents are updated or revised.** If no such orders are in the child's files, it will be assumed that the natural parents have joint custody and have equal access to the child's records and may both legally take the child home from school. During the school day, visits and phone calls to the child by the non-custodial parent are prohibited.

PTO - PARENT INVOLVEMENT

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

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

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

ATTENDANCE AND EXCUSES

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

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

The written explanation will be coded on the attendance register as "unlawful". The school law states the following reasons constitute an excused absence: (1) personal illness, (2) death in the immediate family, (3) impassable roads, (4) religious holidays which are specified by the PA Department of Education, and (5) other urgent reasons as ruled on by the principal.

Any written explanations not falling under the "excused" guidelines above or not received within three school days will be coded as "unlawful". **Upon the accumulation of three (3) "unlawful" days of absence, the school shall issue written notice to the parent/guardian of his/her failure to comply with school attendance policies.** A "first notice" warning letter of said "unlawful" absences will be sent. In addition, the school will schedule a meeting with the family in order to assist in attendance improvement measures. Each occurrence of any "unlawful" absences of 4 days or more following the "first notice" letter could result in penalties/ fines imposed by the Magisterial District Judge in addition to any impending consequences set forth by district policy.

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

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

EDUCATIONAL TRIPS AND VISITATIONS

A student will be permitted to take educational trips, not to exceed a total of ten school days during a school year, with his/her parents/guardian and receive an excused absence provided parents/guardian comply with program requirements. It is understood that the student on an educational trip is responsible for all classwork and activities missed during the days of absence. An "Educational Trip Form" shall be completed and returned to the office no later than **seven (7) days prior** to the trip. Neglecting to gain prior approval for the educational trip will result in the

recording of unlawful daily absences for those days. **Educational trips shall not be approved for the last 10 days of school and during state testing because this is a critical time during the educational process.**

CHILD ABUSE

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

PUPIL ACCIDENT INSURANCE

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

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

The school's insurance policy covers students during involvement in interscholastic sports, marching band and cheerleading. All other coverage is the responsibility of the parent. Information concerning this insurance is available on our website.

STUDENT CODE OF CONDUCT FOR ELEMENTARY STUDENTS:

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

If you have any questions about what is written in this section, or if you have any questions related to a disciplinary matter, feel free to contact the school principal. He/She will be happy to answer your questions.

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

At all of our elementary campuses, students will be taught and expected to follow the Warrior Way –

1. Be Here
2. Be Involved
3. Be Committed
4. Be Kind

Level I

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

Violations may include but are not limited to:

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

Consequences include but may not be limited to:

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

Level II

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

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

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

Consequences include but may not be limited to:

Any Level I consequence, detention, in-school suspension, referral to outside agency, counseling, alternative education referral/placement, and temporary out of school suspension

Level III

Acts which result, or may result, in violence to another's person or property or which pose a direct threat to the safety or well-being of others in the school will not be tolerated. These

violations are more serious because their consequences may have a lasting effect on the individual or may pose a threat to the health and safety of others in the school. All disciplinary options/consequences in Level III will require the involvement of an administrator as well as the teacher and possibly the School Resource Officer.

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

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

Consequences include but may not be limited to:

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

SCHOOL RULES

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

- ❖ Tops (shirt, blouse, sweater, sweatshirt) should extend to the waistline. No spaghetti straps, tube tops, muscle shirts, or tank tops are permitted.
- ❖ Clothing that endangers health or safety is prohibited. No chains are permitted, except those designed as jewelry.
- ❖ For safety purposes, flip flops are not permitted; shoes must have backs.
- ❖ 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 found wearing inappropriate attire in violation of the dress code can be expected to be counseled by teachers, counselors, or administrators to resolve any issues.*

PERSONAL ELECTRONIC DEVICES: Electronic devices including cell phones, smartphones, personal laptops or tablets, and electronic gaming devices are prohibited from being used during the school day. Between the hours of 8:20 AM – 3:05 PM, students are **not permitted to have electronic devices turned on** and must be stored in the student's locker/book bag/cubby.

MEDICATIONS: Written instructions must be provided by the physician for prescription medications and must be brought to school in its original container. The instructions shall indicate the name of the medicine, the dosage, the time intervals, duration of treatment, and any

other pertinent information. All medications, including over the counter drugs, are to be stored and taken in the nurse's office; at no time is a student allowed to take any medication on his/her own or keep it in their desk, pocket, or bookbag. **Please contact the school nurse regarding use of inhalers.**

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

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

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

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

BUS TRANSPORTATION & CONDUCT: 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.**

- ❖ Surveillance cameras (both video and audio) may be in school vehicles.
- ❖ The principal may find it necessary to temporarily withhold the privilege of riding the bus for those students who fail to cooperate.
 - All school district rules and policies apply on the bus and at bus stops.
 - Students must follow all directions from the bus driver.
 - Keep the aisle clear at all times; books, bookbags, etc. should be held in your lap.
 - Keep your head, arms, legs and feet out of the aisle.
 - Students must be on time at the designated bus stops.
 - Students must not wait in the traffic lanes while waiting for the bus.
 - Students will report to the bus driver any damage occurring to the bus.
 - Students must follow the instructions of the driver when entering or leaving the bus, and when they cross the road or highway. The crossing should be made

- approximately 10 feet in front of the bus in full view of the driver.
- Students will be courteous to the driver, fellow pupils and the general public. Any conduct other than this will be considered improper.
 - Only those students who are granted bus privileges will be allowed to ride the bus to and from school.

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

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

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

Library Books

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.

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.

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>

DISTRICT POLICIES

The following Gettysburg Area School District policies are important for students and parents/guardians to know and understand. These policies include but are not limited to the following:

Policy #148: Harassment

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

Policy #222: Tobacco Use or Possession

The possession or use of tobacco in any form is prohibited in the school building, grounds and vehicles or while participating in school-sponsored functions (See Board Policy #222 on the 16 district website). The school board defines tobacco as use and/or possession of a lighted, unlighted cigarette, cigar, pipe; other smoking products, smokeless tobacco in any form and any device giving the appearance of a tobacco product, such as electronic or vapor cigarettes. Students in violation of this policy will be subject to disciplinary action and prosecution and subsequent fines through the local magistrate.

Policy #226: Searches

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.

Policy #227: Drug and Alcohol

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

Policy #237: Electronic Devices

Students should have an educational environment free from unnecessary disruptions and distractions. Therefore, electronic devices including cell phones, smartwatches, smartphones, personal laptops or tablets, electronic gaming devices, e-readers, and earbuds/headphones are prohibited from being used in locker rooms, bathrooms, and other changing areas. Students are prohibited from the use of personal electronic devices to take photographs, or to record audio or video at any time during the school day or at any school-sponsored events unless authorized in writing by a school administrator for educational purposes. Incidents of this nature will be subject to more severe disciplinary consequences and may include involvement of law enforcement.

Between the hours of 8:20 AM – 3:05 PM, students are not permitted to have electronic devices turned on. All electronic devices must be turned off and stored in lockers during the school day. If an electronic device vibrates or is being used by a student during the school day the device will be confiscated and taken to the office. After the first infraction, the student may pick up the device at the end of the school day. Repeat offenders will be required to have a parent/guardian pick up the device from the main office. Additional consequences may be assigned at the discretion of building administration.

**Please note: Parents and/or other family members should not call/text students during the school day as it is a violation of school board policy. There is a phone in the 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.

Policy #249: Bullying/Cyberbullying

The Board is committed to providing a safe, positive learning environment for district students. The Board recognizes that bullying creates an atmosphere of fear and intimidation, detracts from the safe environment necessary for student learning, and may lead to more serious violence. Therefore, the Board prohibits bullying by district students.

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

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

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

Forms of bullying include:

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

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

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

The Gettysburg Area School District supports the use of technology resources to facilitate teaching and learning, to provide access to information, to aid in research and collaboration, to foster the educational mission of the district, and to carry out the legitimate business and operation of the district. The use of the district's technology resources is for appropriate school-related educational and operational purposes. Use for educational purposes is defined as use that is consistent with the curriculum adopted by the district as well as the varied instructional needs, learning styles, abilities, and developmental levels of students. District technology resources are assigned to an individual user for his/her use. Despite being allocated to a particular user, the technology resources remain the property of the district and 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.

Policy #816: Use of Video Surveillance Cameras

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

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

Policy #916: School Volunteers

You must obtain clearances to be a volunteer.

Guidelines

Volunteers shall be required to:

- Complete a volunteer disclosure sheet and Emergency Information Sheet.
- Obtain current (less than one (1) year old) PA State Police Criminal Record Clearance.
- Obtain current (less than one (1) year old) PA Child Abuse History Clearance.
- Obtain a current FBI Criminal History Clearance, or if a PA resident for the previous 10 years, sign an affidavit confirming PA residency and confirming that they are not disqualified from service by reasons of criminal history.
- Obtain a Tuberculosis Test.
- Clearances are good for five (5) years.

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

INTEGRATED PEST MANAGEMENT

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

Title IX Information

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.

Title IX Coordinators: Dr. Matthew McFarland

Additional information related to Title IX may be found on our website.

EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER

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

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

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