



**Giaudrone Middle School  
Student Handbook  
2025-2026**

## Vision

Ready for high school. Ready for life. Ready to change the world.

## Mission

Students learn to positively change the world when they are guided by staff who respect and care for them. Great teachers know their students, build healthy relationships with families, provide the appropriate level of challenge, engagement, and support. These educators are relentless in their pursuit to develop their craft.

## Administration

Principal: Mrs. Whitley  
Assistant Principal: Mr. Balatbat

## Important Numbers

Main Office: 253-571-5811  
Attendance: 253-571-5829  
Registrar: 253-571-5824  
Health Room: 253-571-5816  
Athletic Director: 253-571-5885

## School Counselors

Mr. Miller: 253-571-5822  
6<sup>th</sup> grade M-Z; 7<sup>th</sup> grade  
  
Ms. Mitchell: 253-571-5823  
6<sup>th</sup> grade A-L; 8<sup>th</sup> grade

## Bell Schedules

Regular Bell Schedule	
Period	Time (57 min classes)
1	7:40-8:37
2	8:40 - 9:37
3	9:40 -10:37
1 <sup>st</sup> Lunch/4	Lunch: 10:40-11:10/ 4 <sup>th</sup> 11:13-12:10
4/ 2 <sup>nd</sup> Lunch	4 <sup>th</sup> 10:40-11:37 / Lunch: 11:40-12:10
5	12:13 - 1:10
6	1:13 – 2:10

Wednesday Bell Schedule	
Period	Time (47 min classes)
1	8:40 – 9:27
2	9:30 – 10:17
3	10:20 – 11:07
1 <sup>st</sup> Lunch/4	Lunch: 11:10-11:40/ 4 <sup>th</sup> 11:43-12:30
4/ 2 <sup>nd</sup> Lunch	4 <sup>th</sup> 11:10 -11:57 / Lunch: 12:00-12:30
5	12:33 – 1:20
6	1:23 – 2:10

2 hours late start Bell Schedule	
Period	Time (37 min classes; 30 min lunch)
1	9:40-10:17
2	10:20-10:57
3	11-11:37
1 <sup>st</sup> Lunch/4 <sup>th</sup>	Lunch 11:40 – 12:10/4 <sup>th</sup> period 12:13-12:50
4 <sup>th</sup> / 2 <sup>nd</sup> Lunch	11:40-12:17, Lunch 12:20-12:50
5	12:53 – 1:30
6	1:33 – 2:10

Early Release Bell Schedule (3 periods per day)	
Period	Time (63 min classes)
1/4	7:40 - 8:43
2/5	8:46 – 9:49
3/6	9:52 – 10:55

## International Baccalaureate Middle Years Program (MYP)

Giaudrone Middle School is an IB MYP school. The MYP encourages students to make practical connections between their studies and the real world. The MYP is a five-year program, which can be implemented in a partnership between schools (for instance students can go from Giaudrone Middle School to Foss High School), or in abbreviated (two, three or four year) formats. Students who complete the MYP are well-prepared to undertake the IB Diploma Program (DP) that is offered Junior and Senior years at Foss High School.

For more information:

<https://ibo.org/programmes/middle-years-programme/what-is-the-myp/>

### IB Learner Profile

The International Baccalaureate learner profile describes crucial human capacities and responsibilities that move beyond academic achievement to helping all students respect themselves, others, and the global community.

Giaudrone is fully committed to being an International Baccalaureate Middle Years Program. Part of the student journey in this process is to develop themselves in terms of the IB Learner Profile. There are 10 attributes IB wants students to develop in themselves as they grow towards adulthood. As IB learners, we strive to be:

*Inquirers:* We nurture our curiosity, developing skills for inquiry and research. We know how to learn independently and with others. We learn with enthusiasm and sustain our love of learning throughout life.

*Knowledgeable:* We develop and use conceptual understanding, exploring knowledge across a range of disciplines. We engage with issues and ideas that have local and global significance.

*Thinkers:* We use critical and creative thinking skills to analyze and take responsible action on complex problems. We exercise initiative in making reasoned, ethical decisions.

*Communicators:* We express ourselves confidently and creatively in more than one language and in many ways. We collaborate effectively, listening carefully to the perspectives of other individuals and groups.

*Principled:* We act with integrity and honesty, with a strong sense of fairness and justice, and with respect for the dignity and rights of people everywhere. We take responsibility for our actions and their consequences.

*Open-minded:* We critically appreciate our own cultures and personal histories, as well as the values and traditions of others. We seek and evaluate a range of points of view, and we are willing to grow from experience.

*Caring:* We show empathy, compassion, and respect. We have a commitment to service, and we act to make a positive difference in the lives of others and in the world around us.

*Risk-takers:* We approach uncertainty with forethought and determination; we work independently and cooperatively to explore new ideas and innovative strategies. We are resourceful and resilient in the face of challenges and change.

*Balanced:* We understand the importance of balancing different aspects of our lives—intellectual, physical, and emotional— to achieve well-being for ourselves and others. We recognize our interdependence with other people and with the world in which we live.

*Reflective:* We thoughtfully consider the world and our own ideas and experience. We work to understand our strengths and weaknesses in order to support our learning and personal development.

### Academic Honesty

Giaudrone students are principled and therefore should strive to act with honesty and integrity. Students with integrity take responsibility for their actions and accept the consequences resulting from those actions. Students demonstrate academic honesty by consistently acknowledging the ideas and work of others. Please see the linked Academic Honesty Agreement for details as well as to complete the required student and parent signatures.

## Artificial Intelligence

Staff and students should be encouraged to use AI tools for brainstorming, creative simulations, or preliminary research. However, the use of AI must be consistent with the requirements of Regulation 3240R “Student Conduct” that govern academic dishonesty and plagiarism.

- Academic Dishonesty – Academic dishonesty includes representing another’s language, ideas or thoughts as a student’s own work, or using unfair means to gain an advantage in coursework or other school activities.
- Assessments: Teachers are encouraged to allow students to use AI tools as a personal tutor or studying buddy to prepare for assessments. When students complete exams or quizzes, the teacher determines whether an AI tool is to be used. The teacher should explicitly state whether AI use is allowed.
- Citations, Disclosures, and Attributions: Instruction should emphasize the importance of ethical use of AI and the role of using and citing sources in assignments.

## Attendance Procedures

School attendance is one of the major factors affecting a student’s progress. There is a direct relationship between a student’s absences and their struggles in school. Attending school every day and being on time are the first steps to school success. Students must be in their first class by 7:40 am on Mondays, Tuesdays, Thursdays, and Fridays. Students must be in their first class by 8:40 am on Wednesdays.

### Excused Absences

Families must provide the school with a valid reason (verbal or written) for an absence for it to be excused. The following constitute valid reasons according to district policies and state law:

- Personal illness
- A personal health condition
- Personal medical or dental appointments
- Appearances in court when required by law.
- Disciplinary action – short- or long-term suspensions, in-school suspension, expulsion
- Religious observances
- Family emergency approved by the principal (i.e., funeral, death, hospitalization, etc.)
- School-approved activities (field trips and partnerships)

Planned family activity that has been pre-approved by the principal.

In all cases, the principal determines whether an absence is excused or unexcused.

Anyone picking up a student must be on the authorized contact list and bring photo identification.

### Tardy (and Unexcused Absences)

When students are not in class when the bell rings, they are considered tardy. A student arriving at school late must check in at the attendance window for an entry slip. Students more than five minutes late to class are considered truant. Appropriate consequences will be assigned. Continued tardiness, or unexcused absences, could result in administrative action.

### Skipping Class

Students willfully being absent from class without authorization is considered truant. This includes leaving school grounds without written permission or failing to check out properly before the end of the school day. Skipping class directly impacts a student’s academic progress and violates the school’s closed campus policy. Skipping class may result in administrative action.

### Extended Absence

Families must request approval from the principal or assistant principal in writing at least three days prior to the planned absence. The principal may consider the student’s academic record and the expected impact of the absence in approving or denying the request. Families and students may be asked to sign an agreement to make up missed work or complete special assignments or the absence may become unexcused.

### Returning to School After an Absence

Students are responsible for communicating with all their teachers to gather missed learning and arranging a way to make up assignments.

### Early Dismissal

If a student must leave school during the day for any reason, a dismissal slip must be obtained from the attendance office. A written or verbal request for early dismissal, including the time and reason for it, is to be presented to the attendance office before the dismissal time. Students will not be called out of class early to wait for pickup. Please come a few minutes early to allow time for them to be called out of class.

If a student becomes ill during the day, the nurse or office will issue an early dismissal slip after contact with

a parent or guardian and authorization that the student may leave school early. Families should be prepared to provide valid identification before a student's release.

### **Truancy and Leaving School Grounds**

The Tacoma School District maintains a closed campus policy.

Once a student arrives at school, they may not leave the school grounds until the end of the scheduled school day without written permission from the office.

Students who leave campus without written permission before the end of the scheduled day are considered truant. Students are truant when they are willfully, and without authorization, absent from class. Failure to check out of school before the end of regularly scheduled classes is considered truancy. A parent/guardian conference may be required before a truant student can re-enter their classes.

Truancy and unexcused absences could result in administrative action.

### **Makeup Work for Extended Absences**

Assignments may be obtained by calling the main office, contacting teachers, or through StudentVue.

Assignments may be picked up the day after your call. Teachers need 24-hour notice to compile the work. Call 253-571-5811 before picking up the assignments to ensure they are ready. StudentVue can be a helpful way to access assignments and learning.

## **Cell Phones/Electronic Devices/Digital Citizenship**

### **Giaudrone Middle School Cell Phone Policy**

#### **Purpose**

The Giaudrone staff is committed to creating a focused and distraction-free learning environment for all students. We recognize that cell phones are an important means of communication for families, but their use during the school day can interfere with the student learning and be a distraction.

#### **Reasons for the Policy**

1. Cell Phones as a Resource: While cell phones can be a great resource and helpful teaching tool, our experience has shown that their negative impacts often outweigh the positives during school hours.

2. Reduce Behavioral Referrals: Cell phones are one of the leading causes of conflicts and bullying at Giaudrone. By limiting cell phone use during school hours, we aim to decrease behavioral issues caused by social media and cell phone related incidents to create a safer school environment.

3. Prevent Recording and Sharing Inappropriate Content: Cell phones can be used to record and disseminate videos of fights or other inappropriate activities, which can harm the school community.

4. Increase Attention and Focus: Limiting cell phone use encourages students to stay engaged in their lessons and reduces distractions, enhancing the overall learning experience.

5. Minimize Class Absences: Students sometimes use their phones to arrange meet-ups during class time, leading to missed instructional time.

6. Curb Harmful Activities: We have observed that cell phone use during school hours can contribute to suspensions, fights, drug/vaping activity, and bullying incidents. We hope to significantly reduce these types of incidents with this new policy.

#### **Guidelines**

##### **1. Bringing Cell Phones to School**

- Students are allowed to bring their cell phones to school.
- During class, students must turn off their cell phones and store them in backpacks or give it to their teacher for safe storage for the duration of the class period.

##### **2. Permitted Usage Times**

- Cell phone use is only permitted before/after school and at lunch.

##### **3. Emergencies and Family Communication**

- If a family needs to contact their student during the school day, they must call the school office.
- The office staff will relay urgent messages to students or, if necessary, call the student to the office to speak with their guardian.

#### **Violations and Consequences**

If a student is found using a cell phone during class time, without permission, the student will be politely directed to place the phone in their backpack. If a student does not comply or first complies and then

brings the phone out again, they will turn in their phone to the teacher for the rest of the period. If the student does not comply, the teacher will continue with teaching and, when appropriate, will make a call to administration and submit a disciplinary referral.

- **First Offense:** The teacher provides a polite direction to place the phone within the backpack.

- **Second Offense:** The teacher respectfully directs the student to turn in their phone to the teacher for the remainder of the period and makes a note in the student information system.

- **Third Offense:** Teacher contacts family by phone and submits a disciplinary referral.

- **Repeated Offenses:** Additional consequences may include other disciplinary actions as deemed appropriate by the administration, including turning in the cell phone to the office at the beginning of the day.

## Dress Code

At GMS, we are committed to creating a safe, inclusive, and academically focused environment where every student can thrive. A unified student body helps foster a stronger sense of community, enhances school safety, and supports a culture of academic excellence. There for the following dress code guidance is expected:

### Tops

- Giaudrone logo T-Shirt
- Giaudrone hoodie sweatshirts
- No midriffs
- No pinning or other alterations to clothing

### Outerwear

- Coats and other outerwear must be worn over a visible Giaudrone logo shirt/sweatshirt.

### Bottoms

- Jeans, shorts, sweats, skirts (mid-thigh), joggers
- No Pajamas
- No rips, tears, holes, sagging, see through.

### Footwear

- All shoes must be closed toe and have heel straps or backs.
- No flip-flops, sports sandals, slippers, slides, or house shoes
- Crocks are permitted in "Sports Mode" only.

### Jewelry, Accessories, Hands & Outerwear

- Students can wear accessories that are safe, non-suggestive, and not disruptive to the learning environment.
- Belts must be worn properly.

### Hats/Headgear

- Religious head coverings and medical masks are permitted.
- Absolutely no head gear is to be worn in the building. For example, hats, hoods, durags, bandanas, ski masks (shiesty), and headphones or earbuds.

Homemade huskie gear and anything not purchased through Giaudrone is not allowed. Students/families may not alter their Huskie gear except for adding student last name to the back.

**Wednesdays Only:** Tacoma High school and any college gear, the logo must be on the shirt.

### Spirit week/Free Dress Days

Multiple times throughout the school year Giaudrone will have free dress days and school spirit week. Students are required to dress appropriately and according to the guidelines set forth by ASB, staff and administration. Questions regarding this attire must be clarified beforehand.

### Emergency Drills

Giaudrone Middle School conducts regularly scheduled emergency drills. When drills require students to exit the building, they are assigned routes and gathering areas. In all cases, students must:

- Stay with assigned staff.
- Follow directions of staff.
- Behave in an orderly manner.

## Emergency School Closures

Closures due to severe weather or unsafe road conditions are announced on most local radio and TV stations. The call signs for local stations include KOMO (AM 1000), KIRO (AM 710), KMPS (FM 94.1), and KLAY (FM 1480). You may also call 253-571-1000 beginning at 6 a.m. for information. The district may also issue an automated recording. Please make sure your contact information is up to date with the office.

## Classroom Expectations

Giaudrone is an IB School and as such we strive to be:

*Principled:* We take responsibility for our actions.

*Caring:* We show respect to others.

*Communicators:* We speak kindly to each other.

*Thinkers:* We resolve our conflict respectfully.

In the classroom this looks like the following:

Be an engaged learner.

Be an active listener.

Keep hands, feet, & objects to self.

Follow building & classroom rules.

Do not disrupt the learning of others or yourself.

## Classroom Supplies

The school supply list is on our website. Some school supplies will be provided to students. Go to the main office if you need help getting supplies and/or a backpack.

Also, students will have a district-provided laptop and charger as part of their learning kit. It is important that students take care of their laptops and charge them at home, so they are ready for use in school.

## Textbooks

Textbooks distributed to students must be returned. Please treat all books with care.

Replacement costs range from \$10 to \$75.

Fines will be assessed for exceptional wear and tear, damage, broken spines, lost bar codes, etc.

Textbook fines must be paid before report cards are issued.

## Technology Use

The district offers one-to-one devices and digital access to library materials, databases, and the internet. It is important that you and your student read and discuss the Student Use of District Technology page, which includes the District's Acceptable Use Policy for Digital Resources. A summary of the regulation follows. Complete text is available on the Tacoma Public Schools website.

In using the district digital resources, students accept the responsibility to:

Utilize the digital resources for educational purposes only.

Abide by district policies and federal/state laws, including Copyright laws.

Adhere to school guidelines on use of the network and notifying staff prior to using the internet.

Use good behavior and respect district property; do not destroy, modify, delete, or add software to district computers without permission.

Use digital resources in a legal, moral, and ethical manner. Do not access or process obscene, pornographic, or other inappropriate materials.

Tacoma Public Schools reserves the right to review and monitor activity on the network for responsible use consistent with the District's Acceptable Use Policy for Digital Resources and Regulation; and to remove a user's privilege to access the network at any time the district determines that the user is engaged in unauthorized activity or for violating the Policy. Disciplinary actions, if any, shall be consistent with the district's standard policies and procedure.

## Conferences

Contact your child's teacher or the office for information about conferences. Formal student-parent-teacher conferences are held in the fall and spring. Most conference appointments last between 20-30 minutes.

## Hallway Expectations

Giaudrone is an IB School and as such we strive to be:

*Principled:* We take responsibility for our actions.

*Caring:* We show respect to others.

In hallways, principled and caring looks like the following:

- Keep hands and body to yourself. Avoid inappropriate play, pushing, and loitering.
- Use a level 2 voice.
- Be courteous to everyone.
- Do not disrupt other classes.
- Walk, do not run.
- Students in class and doing their warm-up before the tardy bell.
- Halls cleared by 2:55pm at the end of the school day.

## Hall Passes - 10/10 Rule

Students who are out of class must carry a hall pass from a teacher. This includes trips to the office, the nurse, and the restroom. Students are expected to take care of personal business and use the bathroom during passing times. Students will not be issued hall passes during the first 10 minutes or the last 10 minutes of class.

## Restrooms

Students check in and out of their classrooms when leaving for the restroom to keep track of students in emergencies and control improper use of the facilities. Students must carry a designated classroom hall pass.

## Main/Guidance Office

A pass is **required** during class time to go to the Main Office when attending student academic needs (laptops) to or to see the counselors. Counselors can give personal guidance, information on grades, study help or conflict resolution with others at school. Students must remain in classroom during learning opportunities unless there is a true emergency.

## Nurses Office

Get a hall pass from your teacher if you are not feeling well and go to the nurse. If you need to take medication, see the nurse. Do not keep any medicines

with you. Medications belong in the nurse's office. This is school district policy. Students using crutches may only do so with written doctor's orders. Students must see the nurse upon re-entry after injury.

## Cafeteria Rules

Eating in the cafeteria is a privilege. Students who do not follow staff directions will be required to eat elsewhere.

- Before-school breakfast starts at 7:15 a.m.
- Follow the directions of all staff the first time they are given.
- Clean up after yourself.
- Use a Level 2 voice. Talk to people at your table in a conversational tone.
- When staff are asking for your attention, stop, look, and listen for their instructions.

## Cafeteria Meals

Tacoma Public Schools offers free breakfast and lunch to TPS students for the school year. If a student wants a second meal, there will be a charge.

For more information, visit the TPS Nutrition Services webpage.

## Food, Beverages & Gum

Breakfast after the bell will be available to all students and eaten in the cafeteria. Students are expected to eat appropriately and clean up after themselves. Teachers will have discretion on other food/drink items that can be consumed in their individual classrooms. Chewing gum is prohibited on school grounds due to its damage to school property. Students found in violation of the gum policy will be assigned gum clean up in school.

## Breakfast After the Bell

Breakfast after the bell will be available free to all students for the school year. Students are expected to eat appropriately and clean up after themselves in the cafeteria. No food can be taken to the classroom. (Food/Beverages and Gum section).

## Multi-Lingual Learners (ML)

Giaudrone provides direct Multi-Lingual (ML) services. Students will be assessed and receive support based on

their level of need. For more information, see the Tacoma School District ML webpage.

## Physical Education Requirements

Students are required to participate and dress for PE each day, unless excused by a doctor.

Meanwhile:

Students should wear closed-toed athletic shoes and appropriate attire.

## Athletic Policies

Participation in athletics at Giaudrone is regulated by the rules and policies set forth at the Tacoma School District middle school athletics page at <https://www.tacomaschools.org/departments/athletics-and-activities>

To participate students must have:

Pay to Participate or qualify for financial assistance.  
A current physical exam  
An ASB card and emergency contact card  
A signed Athletic Contract & Standards form.  
Attended school at least a half-day on the day of an event or practice.  
Maintain passing grades and complete assignments.

## Lockers

Giaudrone Middle School does not utilize hallway lockers. Students will need a sufficient backpack to carry their school materials with them from class to class.

Giaudrone does have gym lockers that are assigned for storage of athletics and school garments for PE.

Lockers belong to the school and may be opened and searched by school authorities at any time (this statement is "prior notice" of locker searches). Any unauthorized items found in a locker will be removed.

Only school issued locks may be used. All others will be removed.

Students must not share lockers or give their locker combination to anyone. The school is not responsible

for items lost or stolen at school. Leave your valuables at home.

\*\*Entering or vandalizing another student's locker is a serious offense and is subject to detention, suspension, and/or police action.

## Searches of Students & Personal Property

All students possess the constitutional right to be secure in their persons, papers, and effects against unreasonable searches and seizures.

School officials have authority to maintain order and discipline in the schools and to protect students from exposure to illegal drugs, weapons, and contraband. The superintendent, the principal, and other staff designated by the superintendent shall have the authority to conduct reasonable searches on school property as provided by board policy.

A student is subject to search by district staff if reasonable grounds exist to suspect that evidence of a violation of the law or school rules will be uncovered. School staff shall report a student's suspicious activity to the principal prior to initiating a search, except in emergency situations.

## Assemblies

Giaudrone students should be proud of themselves and their school. They demonstrate this through polite and courteous behavior. Our good conduct at assemblies is an indication of being principled and caring members of our school.

Enter in an orderly manner at an appropriate noise level.

Sit and remain in your assigned section.

Show respect for all. Be quiet and attentive to each speaker. Clap as appropriate.

Booing, shouting, and whistling are inappropriate. Show Husky spirit.

Follow staff directions for dismissal.

All personal items will be locked up in students' classrooms.

## Field Trips

Students are expected to follow all school rules, have a parent-signed permission slip, and be appropriately dressed according to Gaudrone dress policy guidance while on school-sponsored field trips unless otherwise specified by teachers or trip leaders in advance.

Students are expected to be on their best behavior, which means they demonstrate the 10 attributes of the IB Learning Profile (inquirers, knowledgeable, thinkers, communicators, principled, open-minded, caring, risk-takers, balanced, reflective). Failure to comply with behavior expectations may result in consequences including, but not limited to:

- Return to school
- Detention
- Suspension
- Loss of future field trip/activity privileges

Also, students may be prohibited from participation on certain field trips if one or more of the following apply:

- The student has been suspended.
- The student has numerous situation reports.
- The student owes fines or obligations.

Students are to ride to and from field trips via district-approved transportation. Volunteers must be cleared by the office at least 48 hours before the field trip.

## Music, Media & Movies

G-rated versions of music, media, and movies are used at dances, assemblies, and in class presentations. Students may not use music, media, or movies without prior review and approval by an administrator or designee.

## Bicycles/Skateboards/Scooters

There are multiple bike racks on Gaudrone's campus. For security reasons, the best location to lock a bike is on the bike rack located at the gym awning and above the bus bay. Despite our attempts to provide security, bikes can be easily stolen. The school is not responsible for damage or theft. If you choose to ride your bike to school, please remember:

- Wear a helmet while riding.
- While on campus, walk your bike.
- Park your bike in one of the school racks, perpendicular to the rack.
- Lock your bike.
- No bikes, skateboards, or scooters on athletic fields.

Skateboards and scooters must be checked in at the main office on arrival.

## Fines/Obligations/Overdue Library Materials

Students will be using many items that belong to the school. These include laptops, textbooks, library books, musical instruments, uniforms, locks, and science and athletic equipment. If school equipment is lost or damaged, there may be a fine issued to cover the repair or replacement of the item. If school property that is checked out to a student is stolen, it remains the student's responsibility to pay for it. Students who owe fines or obligations will have report cards, transcripts and diplomas withheld until the fine or obligation is paid. Reference: Tacoma School District Regulation (3520R).

## Replacement of Lost ID Cards

All students are issued a school ID card on picture day at no cost. ID cards could be used to ride the bus, purchase meals, and attend TPS (Tacoma Public School) events. Replacement of a lost card is \$5. Students can purchase replacement cards in the office.

## Telephone Messages to Students

We understand the need to get messages to your child. We cannot guarantee delivery of messages within the last hour of the day.

## Deliveries

If you need to bring something for your child, such as lunch or athletic gear, please bring it to the office. Please, no balloons or bouquets; they are not allowed in the classroom. Also, students may not have food or other items delivered to campus by outside vendors.

## Visitors

Responsible adult family members are welcome to visit school any time. It is necessary for all visitors to check in

at the office and receive a visitor pass. Students are not allowed to bring friends or siblings to visit during the school day.

If a family member (identified as such in the district database) wants to visit their child's class(es), arrangements must be made with each teacher 24 hours prior to the visit.

### **Valuables**

Leave them at home. Valuables such as large sums of cash, iPods, MP3 players, cameras, and other non-district provided electronic devices, as well as jewelry, should not be brought to school. Loss is common; so is theft. Phones when present at school are the responsibility of the family. Administration cannot spend time looking for lost/stolen items.

GMS staff will not be responsible for the replacement or recovery of such items.