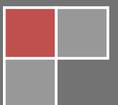


2017-  
2018

# Gettysburg Middle School & High School Student Handbook



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**MS/HS Staff**

Jay Berglund	Math
Tricia Heien	Special Education
Brianna Langer	MS SPED & SS/HS Spanish
Brielle Bohle	Vocal Music
Kim Goebel	Counselor
Cathy Larson	MS Science & SS/HS Comp
Andrew Tuttle	Science
Lucas Eide	CTE-Agriculture
LaNae Fuerst	CTE - FACS
Ronald Stoneback	Band
Caylee Sorum	English
Christy Saltsman	MS Math & PE
	Social
Keith Scott	Studies
Vern Smith	Business & MS Computers
Amber Mikkelsen	MS English & Reading
Tember Johnson	Admin Assistant
Wendy Smith	Principal
Chip Sundberg	Superintendent

**Gettysburg School Board**

Brian Robbennolt	President
Matt Cronin	Vice-President
Kevin Geditz	Board Member
Kenny Goebel	Board Member
Paul Kellogg	Board Member
Mark Schatz	Board Member
Daryn Zeigler	Board Member

## **NONDISCRIMINATION POLICY**

The Gettysburg School District #53-1 does not discriminate in its employment policies and practices, or in its educational programs on the basis of race, color, creed, religion, age, sex, handicap, national origin or ancestry.

Inquiries concerning the application of Title VI, Title IX, or Section 504 may be referred to Superintendent Chip Sundberg at 100 East King Ave., 765-2436, Gettysburg, SD 57442 or to the U. S. Department of Education, Office for Civil Rights, 1010 Walnut Street, Suite 320, Kansas City, MO 64106, Phone: (816) 268-0550.

## **PHILOSOPHY OF EDUCATION**

The schools of Gettysburg Community are dedicated to the purpose of helping each and every boy and girl develop to the optimum of their potentialities. Dedication to this purpose creates the responsibility of providing a program of education consistent with that purpose.

All of our educational programs allow for equitable access or participation. Educational adaptations are made to remove barriers of gender, race, national origin, color, disability or age. Our district adheres to Section 427 of GEPA, enacted as part of the Improving America's Act of 1994.

A program of education to fulfill such broad responsibility must provide youth with the opportunity of seeking and pursuing knowledge basic to all fields of learning. The pursuit of such knowledge must be undertaken in an atmosphere which will develop in the individual a sense of moral and civic responsibility to the cultural groups of which they are members. This, in addition to the acquisition of fundamental skills, implies the development of self-discipline, respect for authority, and acceptance of responsibility for their actions.

To provide for the optimal development of youth, the program of education must provide for early identification of individual differences. There must be recognition of these differences in terms of capabilities, needs, interests and rate of maturation. It must also be recognized that these differences are subject to change in a continuum from infancy through post-adolescence.

A system of education for Gettysburg that honestly dedicates itself to the task of maintaining school that will implement the above purpose, calls for professional and lay leadership of high order. It is the rightful hope and expectation of youth that leadership will meet the challenge.

## **NOTE TO PARENTS**

Communication between parents and the school is very important. This handbook was prepared to give the major rules, regulations, and services of the middle school and high school. We wish to extend a personal invitation to you, to visit school during the year and attend classes. Please call at least one day in advance for a convenient visitation time. Feel

free to visit with the staff regarding problems, ideas, and desires. Good discipline originates in the home. The parent is the student's first teacher and should develop in him/her a good behavior and proper attitudes toward school.

A parent should –

1. Recognize that the teacher takes the place of the parent while the student is in school.
2. Teach the student respect for the law, authority, the rights of others, and for private and public property.
3. Arrange for prompt and regular school attendance and comply with attendance rules and procedures.
4. Work with the school in carrying out recommendations made in the best interests of the students, including discipline.
5. Talk with your son/daughter about school activities; show an active interest in the student's report cards and progress.

Your interest and support at home are very important to our young people and is greatly appreciated by the teachers.

## **TITLE IX INFORMATION**

PROVIDED FOR: PARENTS & STUDENTS OF THE GETTYSBURG SCHOOL  
DISTRICT #53-1

Several years ago, Congress passed Title IX of the Education Amendments of 1972, which prohibits sex discrimination in federally assisted programs. On May 27, 1975, President Ford signed the final version of the regulations which govern that legislation.

Title IX is the portion of the Education Amendments of 1972 which prohibits sex discrimination in federally assisted education programs. Specifically Title IX states:

“No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance.”

The governing regulations -- effective July 21, 1975 -- cover all aspects of sex discrimination in schools with regard to admissions, treatment of students, and employment.

In an effort to comply with Title IX, the Gettysburg School District affirms that no person shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity.

In a further effort to comply with Title IX, the Gettysburg School District has appointed the Superintendent to coordinate its Title IX effort. The Coordinator is assigned to investigate non-compliance complaints and to disseminate information and affirmative action policies. The Superintendent can be reached at the School District Building, 100 East King Ave., or by calling 765-2436.

## **GRIEVANCE PROCEDURE FOR ALLEGED VIOLATIONS OF TITLE IX AND SECTION 504**

Title IX of the Education Amendments of 1972 prohibits discrimination based on sex, Section 504 of the Rehabilitation Act of 1973 prohibits discrimination on the basis of handicap. Students, staff, or parents who believe that the Gettysburg School District has violated one of these laws should do the following:

A written statement of the grievance should be submitted to the Title IX and Section 504 Coordinator (the superintendent), who shall schedule an informal conference with the grievant within five (5) days of receiving the complaint and attempt to resolve the problem.

If the grievant is not satisfied with the resolution of the grievance at Level 1, or if no conference has been scheduled within five (5) days, he/ she may appeal in writing to the superintendent of schools. The superintendent shall schedule an informal conference with the grievant within five (5) days to discuss the grievance. The superintendent shall render a decision in writing within five (5) days of the informal conference.

If the grievant is not satisfied with the resolution of the grievance at Level 2, or if the superintendent has not met the time limits of Level 2, the grievant may appeal in writing to the president of the board of education, who will schedule a discussion of the grievance at the next regularly scheduled meeting of the board of education. The board's decision will be rendered in writing following the board meeting.

It is the policy of the Gettysburg School District 53-1 that no person be subjected to discrimination on the basis of race, national origin, religion, sex, age, physical and mental disabilities, or marital status in any program, service, or activity for which the school district is responsible as required by Title IX, P.L. 93-112, Section 504, and other state and federal laws. Any person wishing to discuss his/her rights under the Gettysburg School District's non-discrimination policies should contact the School Superintendent, 765-2438.

## **BULLYING AND HARASSMENT POLICY**

The Gettysburg School District is committed to providing a respectful, caring, friendly and safe environment for all of our students so they can learn in a relaxed and secure atmosphere.

The four anti-bullying expectations are:

- 1) We will not bully others.
- 2) We will try to help students who are bullied.
- 3) We will try to include students who are left out.
- 4) If we know that somebody is being bullied, we will tell an adult at school and an adult at home.

The District will not tolerate bullying and victimization. Bullying differs from conflict. Two or more students can have a disagreement or a conflict. Bullying involves a power

imbalance element where a bully targets a student who has difficulty defending himself or herself. Bullying is unjustified and typically repeated.

Bullying is intentional harmful behavior initiated by one or more students and directed toward another student or students which creates an objectively hostile school environment. Persistent bullying can severely inhibit a student's ability to learn and may have lasting negative effects on a student's life. The bullying of students by students, staff or third parties is strictly prohibited and shall not be tolerated. Bullying consists of, but is not limited to, the following:

- Physical – harmful actions or threats of a harmful nature against another person.
- Verbal, Written, or Electronic – threatening, unkind, abusive or hurtful communication to a person or about a person.
- Emotional – taunting or other conduct intended to upset, exclude, or embarrass a person.
- Sexual – conduct or communication based on actual or perceived traits or characteristics of a person because of gender and/or initiation of unwarranted or unwelcome sexual advances.
- Racial – rejection, exclusion, isolation, or embarrassment of a person because of ethnicity.

This policy is in effect while students are on property within the jurisdiction of the School Board; while students are in school-owned or school-operated vehicles; while students are attending or engaged in school-sponsored activities; and while students are away from school grounds if the misconduct directly affects the good order, efficient management and welfare of the student or the District.

Students who experience any degree of bullying, or see bullying happening to another student, are to notify either a parent/guardian/ and/or adult at Gettysburg School. Should your child report bullying to you, please contact the principals' office or the counseling office at 765-2436 or 765-2438. The sooner we become aware of the bullying, the sooner we can intervene to ensure a positive, healthy environment for our students. We continue to implement a variety of strategies to both prevent and address bullying.

The district will act to investigate all complaints (formal or informal, verbal or written) of bullying. Any student engaging in an act of bullying will be subject to the progressive discipline plan.

Thank you for your partnership in attaining this goal.

## REPORTING INCIDENTS OF HARASSMENT

Any person who believes he or she has been the victim of harassment as defined above by a student or an employee of the School District shall report the alleged acts immediately to the building principal, the department supervisor, or the Superintendent's Office. The report shall be on a form available from the principal of each building or available from the Superintendent's Office.

1. Designated Personnel. The building principal is the person designated by the School District for receiving written reports of harassment at each school building. All other written reports shall be directed to the applicable department supervisor. Upon receipt of a report, the principal or director shall immediately notify the Title IX Coordinator/Superintendent and forward the written report form to Title IX Coordinator/Superintendent. Failure to forward any harassment report or complaint as provided herein will result in disciplinary action. If the complaint involves the building principal or department director, the complaint shall be filed directly with the title IX Coordinator.
2. Submission of complaint or report of harassment. Submission of the complaint or report of harassment will not affect the individual's employment or work assignments.
3. Confidentiality. The school District will make attempts to respect the confidentiality of the complainant and the individual(s) against whom the complaint is filed as much as possible consistent with the School District's legal obligation and the necessity to investigate allegation of harassment and take disciplinary action when the conduct has occurred.
4. Procedure. The complaining employee will be asked to put the facts surrounding the conduct in writing on a form provided by the School District that includes the following: Complainant's name and address; date of incident; type of harassment; description of the incident; name of any witnesses; what action, if any, has been taken; and signature of the complainant.
5. Required Reporting. If the accusations include possible criminal activity such as molestation, sexual batter, or similar contact, the Title IX Coordinator shall comply with all mandatory state reporting requirements.

In determining whether alleged conduct constitutes harassment, the School District should consider the surrounding circumstances, the nature of the advances, relationships between the parties involved, and the context in which the alleged incidents occurred.

The investigation may consist of personal interviews with the complainant, the individuals(s) against whom the complaint is filed, and others who may have knowledge of the alleged incident(s) or circumstances giving rise to the complaint. The investigation may also consist of any other methods and documents deemed pertinent by the investigating party.

In addition, the School District may take immediate steps at its discretion to protect the complainant, students, and employees pending completion of an investigation of alleged harassment.

During the investigation, all parties directly involved in the complaint may have legal or other representation. If any party elects to be represented at any step of the complaint procedure, the name of the representative must be declared in writing to the Title IX Coordinator within two (2) days of the filing of the complaint, notification of any investigation, or the filing of any appeal.

#### School District Action

1. Upon receipt of the recommendation that the allegations of the complaint constitute a violation of School District policy, the School District will take such action as appropriate based upon the results of the investigation.
2. The results of the investigation of each complaint will be reported in writing and kept on file in the Title IX coordinator/Superintendent's office. The report shall include finding of fact and will document the disciplinary action take, if an as a result of the complaint.
3. The complainant will be advised of the District decision in wiring on a form supplied by the School District.
4. If either party is not satisfied with the written decision rendered by the School District, he or she may appeal the decision in writing to the Superintendent within ten (10) working days following receipt of the decision. The appeal must include the original complaint form, a copy of the writing decision and a written statement as to the reason for appeal.
5. The Superintendent will review the material submitted, investigate the circumstances and respond in writing within fourteen (14) working days of the appeal with a determination to uphold, modify, or reverse the Districts decision. At the Superintendent's discretion, an additional investigation may be conducted, including interview with the complainant, the individual(s) against whom the complaints filed, and other who may have knowledge of the alleged incident(s) or circumstances giving rise to the complaints. The appeal may include any other methods or documents deemed pertinent by the Superintendent.
6. If either party is not satisfied with the decision rendered by the Superintendent, he or she may request a hearing in executive session with School Board. The request for hearing must be submitted in writing through the Superintendent's Office within ten (10) working days following receipt of the Superintendent's response. The appeal must include the original complaint form, a copy of the written decision from the Superintendent, and a written statement as to the reasons for appeal. The hearing will be schedule within thirty (3) working days of the request for hearing. The parties involved will be notified in writing of the time and date of the scheduled hearing.
7. The School Board will render a decision in writing within ten (10) working days of hearing.

## **PREGNANT STUDENTS**

The Gettysburg School District encourages pregnant students to continue their education. Their needs will be evaluated on an individual basis.

A pregnant student may be excused from school when her physical condition warrants it and her physician so states in writing. A pregnant student in the Gettysburg School District must, as soon as possible, advise a counselor or school administrator of her pregnancy. The school counselors will request a meeting with the student and her parent or guardian and the school nurse. In implementing this policy of the Gettysburg School District, it is necessary that the guardian/parents of the pregnant student fill out the appropriate forms. A principal and the Counselor will be available to meet upon request. Participation in class or extra-curricular activities that could be detrimental to a pregnant student's health or safety will be contingent upon the written statement of the student's physician. Pregnant students may be given information about available resources in the community if there is any. The Gettysburg School District does not have a home bound program.

## **PATRIOTIC EXERCISES AND FLAG DISPLAYS**

The Gettysburg School District shall provide all students the opportunity to salute the United States and the flag each day by reciting the Pledge of Allegiance to the flag of the United States. A student may choose not to participate in the salute to the United States and the flag; however, a student who does not participate in the salute shall maintain a respectful silence during the salute. The national anthem may be sung during any school day or school event.

Observation and commemoration of special days and events will be considered a valuable part of the instructional program of the school.

## **LEAVING THE SCHOOL GROUNDS**

When, for any reason, it is necessary to leave the school grounds other than for organized activities, a student must secure a pass (blue slip) from the administrative office. All students must check out from the office when leaving the school and check in when returning to school, including lunch time. A student leaving school without a pass (blue slip) will be disciplined. No student may drive or be in a motor vehicle during the school day except by permission from the office.

## **PARKING**

Student parking is located to the west of the MS/HS school building; the parking spots along the east side of the building are reserved for staff members only. Reserved parking for seniors will be designated at the start of the school year. The rest of the parking lot is available for other student parking.

There is to be no parking in the fire lanes at any time. This includes before school, during school and after school. If you park in the fire lane or an unauthorized parking spot you will be asked to move your vehicle. Consequences for this violation are listed in the progressive discipline plan located at the end of the handbook.

## **THE USE OF SCHOOL PHONES**

Students may use the school phone to call parents only when necessary. They are not to use the school telephone without permission. No student will be called from class to use the phone or receive a message except in emergencies.

## **USE OF CELL PHONES AND OTHER ELECTRONIC DEVICES**

The use of electronic devices by students in the school setting can be disruptive to the orderly educational environment and present possible safety hazards for students and staff. Students will not be allowed to use these devices. Examples of electronic devices are cell phones, pagers, laser-pointers, electronic games, audio players (iPods and MP3 players), camera phones, cameras, and calculators or E-readers used for playing games.

Cell phones are a privacy risk and a disruption for school. If a student carries a cell phone, it must be left in the car or in the locker and turned off from 8:15am until 3:28 pm each school day with the exception of the student's personal lunch time. Cell phones will be permitted in the lunch room/commons area and gym during a student's lunch period. Students will not have access to the school internet at this time. Consequences for violations are listed in the discipline plan.

Any student taking or possessing pictures taken on or within school property for inappropriate purposes will be subject to discipline. This would include pictures taken in locker rooms and restrooms.

Earbuds/Headphones can be used in school with the permission of the classroom teacher. Cell phones may also be used for classroom projects. Teachers must notify the principal in these instances.

## **CLASS MEETINGS**

Class meetings may be scheduled when the need arises. You must have the approval of first the advisor and then the principal before a meeting can be held.

## **VENDING MACHINES**

The vending machines located in the commons area are for student use. There will be no pop, juice or Gatorade allowed in any classroom, study hall, or library at any time. Water is allowed provided it is in a clear plastic bottle.

## **LOCKERS**

Lockers will be issued to all students at the beginning of the school year. It is the expectation that the lockers will be locked at all times to prevent loss of personal and school items. Do not try to jam the locks to disable them as this may cause them to break. Students will be responsible to pay \$25 for a broken lock. These lockers are the property of the school and are subject to inspection by the faculty and administration at any time. Thus, there is no reasonable expectation of privacy. Periodic random inspections will be made throughout the year. This also applies to athletic lockers issued to students in any grade.

## **BACKPACKS**

Due to health reasons, safety concerns, and fire hazards, NO BACKPACKS will be allowed in any classroom, study hall, or library. Backpacks may be used to transport materials from home to school, but must remain in students' lockers throughout the school day.

## **DUAL CREDIT COURSES**

The Gettysburg School District supports students who are willing to challenge themselves by enrolling in dual credit courses. Students must meet the admissions requirements to be considered for a dual credit course. Juniors and seniors are eligible for these courses. The school will assist in the registration process but cost of the course is the responsibility of the student. The cost includes the course and all materials necessary to complete the course. Credit will be recorded on the student's transcript only after a copy of the official grade report from the respective college is provided to the principal. One credit will be recorded for 3, 4, and 5 semester hour courses and ½ credit for 1 and 2 semester hour courses. Letter grades will be computed into the student's GPA using the 4.0 scale. For more information and paperwork regarding dual credit courses, please contact the MS/HS principal.

## **GRADUATION REQUIREMENTS**

A student must earn a minimum of 22 units of credit for graduation. A student must attend high school for eight (8) semesters, except in extreme circumstances. Any student dropping out of school prior to completing eight semesters may be issued a diploma upon completion of approved outside courses, e.g. correspondence courses or adult education.

No student will participate in commencement exercises unless he/she meets the requirements for graduation. It is the student's responsibility to periodically check his/her credits to be sure he/she has passed all required courses and will have the number of credits required for graduation. A more detailed description of graduation requirements and college/technical admission requirements are located in the registration handbook.

## **GRADUATION SPEAKER**

Administration will ask the senior class to provide a list of recommendations for the graduation speaker. The recommendations will be evaluated and a final decision will be made by school administration.

## **GRADUATION ATTIRE**

Attire for graduation exercises from Gettysburg High School will be the traditional cap and gown attire as selected by the high school principal in cooperation with the graduating class. Attire under the traditional gown will be appropriate for the commencement exercises such as formal or semi-formal dress. This includes shoes. A meeting will be held by the principal with the seniors at the beginning of the year for discussion and clarification of expectations of graduation attire. Any violation of this policy will delay reception of diploma.

## **STUDENT CLASSIFICATION**

Students must attain a minimum number of credits before being promoted to a higher class, even if they have spent the required full year in the previous class. These minimums are as follows:

Sophomores - at least 5 credits

Juniors - at least 10 credits

Seniors - at least 15 credits

## MIDDLE SCHOOL RETENTION

Sixth, seventh and eighth grade students who fail two or more core subjects will be retained in the same grade for following school year. Retention is based on the final grade in a course.

## REPORT CARDS

The school year is divided into four quarters. Student grades are accessible via the infinite campus portal. Please contact the office for details on instructions and use of the portal. Quarter progress by each student will be shown for the record by the distribution of the report card at the end of each school quarter.

## REQUIRED STUDY TIME

If a student's grade falls below a 70%, that student must report for mandatory study sessions. Students must log a total of 1 hour of study time outside of the regular school day. This time will be completed with the teacher for which class the student is failing. If that teacher is not available, arrangements must be made with a different teacher. **No student will be allowed to serve time in the office without permission.** Study sheets will be distributed to the MS/HS students by the end of the first school day of the week. Study sheets are due back in the office by the start of the first school day of the following week. Failure to complete the 1 hour of study time will result in the consequences outlined in the progressive discipline plan located at the end of the handbook. (Note: Maximum 1 hour of study time regardless of the number of ineligible courses)

Study time was implemented to force students to go in for the extra help needed in class in which they are failing. Each quarter study time will be enforced for the 1<sup>st</sup> week after a student's grade falls below 70% in each class in which they are enrolled. In subsequent weeks it will be the responsibility of the student to take the initiative to continue to get the help needed to pass the class.

## ICU PROCEDURE

What does ICU stand for? ICU stands for Intensive Care Unit, just like in the hospital. When students have missing assignments, their learning is affected and their grades may become sick. Treatment at Gettysburg School is now ICU. Students should learn that they are held accountable for the quality of their work. The purpose of ICU is to impress upon students the fact they are responsible for the completion of their work.

Every student is expected to complete every assignment with quality. The quality of work will be determined by the teachers and or administration.

- If a student has a missing assignment by 3:00 pm each day they will be required to stay at school until 4 pm. The ICU list will be a Google doc that teachers and administration will have access throughout the day to add and remove students' names.
- If a student is in an extra-curricular activity and has missing assignments he/she will not be allowed to leave school before 4 pm. The student can participate in the event, if eligible to play, but will need to be transported to the event by a parent or guardian.
- Missing assignments completed during ICU, will be graded as late work. The goal is for students to understand the content and complete assignments in a more timely manner in the future.

- Students who are placed on the ICU list can be removed by the teacher if work is submitted and approved before 3 pm each day. Late work/missing assignments must be completed during study hall and/or a student's lunch period. Late/missing assignments completed by a student during other classes will still attend ICU that day. The work will be subject to a late grade.
- Students who do not submit work by the end of the ICU period, 4 pm, will report the following morning from 7:45 to 8:10 am, to the high school library, to finish work or turn work in for teacher approval.
- Students will be placed on ICU list for late/missing assignments when they are absent. Work is not considered late/missing until; (a) the date has passed on a student's make-up slip (b) a student fails to turn in work that was due when absent for a school activity.
- Students who skip ICU, will be subject to discipline which is outlined in the progressive discipline matrix .

**GETTYSBURG MS/HS  
GRADING SCALE, HONOR ROLL, AND GRADE POINT AVERAGE**

<u>Numerical Range</u>	<u>Letter Grade</u>	<u>G.P.A.</u>
96-100	A	4.00
93-95	A-	3.67
91-92	B+	3.33
88-90	B	3.00
85-87	B-	2.67
83-84	C+	2.33
80-82	C	2.00
77-79	C-	1.67
75-76	D+	1.33
72-74	D	1.00
70-71	D-	.67
Under 70	F	0.00

Superior Honor Roll                      3.5                      Excellent Honor Roll                      3.2

\*Students with straight A's will be indicated

**WEIGHTED GRADES AND ADVANCED PLACEMENT CLASSES**

The purpose of the weighted grading scale is to: encourage and reward students for enrolling in challenging academic courses; better prepare and qualify high school students for post secondary education; incorporate the level of difficulty, as well as the grades each student received, into the organization of class rank; and improve opportunities for academic scholarships.

Students will be encouraged to take the Advanced Placement Test to earn college credit for nominal cost.

Advanced Placement Courses will receive the weighting of .025 for each AP semester successfully completed. To receive the weighted grade, the student must complete and pass two semesters. A course dropped before completion (2 semesters) will not receive the additional .025 weighted grade for either semester.

The weighted grading scale is limited to Advance Placement Courses that follow the Gettysburg MS/HS grading scale listed above.

## **CLASSROOM DISCIPLINE**

The teacher is in complete charge of his or her classroom. Any student may be expelled from a particular class for disciplinary reasons. When this occurs, the teacher will notify the office immediately. The principal will then assign the student to office detention for the period.

Students sent to the office for a discipline infraction will be subject to the progressive discipline plan.

Teachers may assign detention for violation of classroom rules. Reporting for detention is the responsibility of the student. Missing detention may double the time to be served and may lead to a Saturday School Detention.

## **SUSPENSIONS**

Serious infractions of school rules may lead to suspensions from individual classes or from all classes. There are two kinds of suspensions:

1. **IN-SCHOOL SUSPENSION** - A student receiving an in-school suspension will be given a five-minute bathroom break before and after lunch. Students will be provided a sack lunch or they may bring their lunch to be eaten in the suspension area. Teachers will provide the principal with assignments for which they will receive credit. These assignments must be completed. The suspension will begin at 8:15 on the day following the student notification of the decision to place him/her on in-school suspension. Students on in-school suspension may not participate in or attend any co-curricular or extra-curricular activities, including practice, on the day or days of their suspension.
2. **OUT-OF-SCHOOL SUSPENSION** - A student receiving an out-of-school suspension will remain out of the school building and off school property for the period of the suspension and will not be allowed to attend any school functions. The suspension may commence immediately upon the decision to place student on out-of-school suspension. Students will NOT receive credit for the assignments missed during out of school suspensions.

## **HOMECOMING**

There will be four male and four female homecoming royalty candidates selected from the senior class. This selection will be done by a vote of all students in grades 9-12. Another vote will be conducted by all students in grades 9-12 to select the king and queen from the royalty candidates. In order to be eligible to be a candidate, students cannot be currently serving a suspension for training rule violations.

## **TRAVELING TO AND FROM ACTIVITIES**

All students participating in extra-curricular activities will ride in school-designated transportation both to and from out-of-town activities. Exceptions may be granted according to the following provisions:

1. Parents who wish their students to ride with them either to or from an event must make arrangements in advance with the principal by writing a note specifying the name(s) of the student(s) affected the reason for the request, the planned destinations, and the name of the driver. This note must be in the hands of the principal prior to the departure of the activity trip. The principal will determine whether the request is to be granted. Requests will be

granted by the principal ONLY when the circumstances warrant an exception and ONLY with the understanding that a parent will be driving the car until the students return home.

2. If a note is written to the principal or coach that upon later information proves to be false or if it is determined that a parent was not the driver of the car, further requests from the parent signing the note for exceptions to the policy will be denied.
3. If a situation arises at the out-of-town event that could not have been anticipated and the principal, athletic director, or superintendent is not present at the event, the advisor of the activity may accept the note and make the decision. This provision may not be applied to ride with other students' parents.
4. The Principal may grant exceptions for special circumstances. These considerations must also include parental notification.

### **CHEATING**

When a student is guilty of cheating, the teacher shall collect the student's paper, mark a zero for the work, and inform the principal as to the action taken. Teachers will record the date and details of any cheating and notify the principal. The principal will notify the parents of the incident. Plagiarism is taking the writings and ideas of others and passing them as your own and is considered cheating which will result in a zero. The second time a student is caught cheating in the same class will result in an "F" (69%) for the nine weeks. Should a student get caught cheating in the same class three times, the student will lose credit for the semester. Classroom teachers may have additional guidelines for their individual classes.

### **CONDUCT AND REGULATIONS ON THE BUS**

The bus driver is in complete charge. The students who ride the buses are expected to act like ladies and gentlemen. Appropriate dress is required. During the winter no shorts or flip flops are allowed

Destruction and misbehavior will be reported to the principal and then the superintendent if necessary. If you ride the bus to any school function, the authority and responsibility for order within the bus is again delegated to the bus driver in charge.

Food items may be eaten on the school bus ONLY if all papers and waste foods are placed into trash containers at the end of the trip. Abuse of this rule will result in the prohibition of food items on the bus at any time.

### **STUDY HALLS**

Every student in our school has an inherent right to pursue his/her studies without confusion, distractions and interruptions from other individuals. To insure the protection of this right the following regulations will be in effect in study halls and the library.

1. Students will be permitted to sign out and leave study hall/library only with permission from the study hall supervisor and/or teacher.

2. Study halls are to be quiet and orderly. Card playing, computer games, and other games are prohibited. Students will not be permitted to sleep and there is to be no food or drink, other than water, in study areas.
3. Students are responsible to bring adequate work to keep them busy for the entire period. Students without homework are expected to read.
4. Students using a computer must log into LANschool and must be working on school work. Students will receive one warning before losing computer privileges for the remainder of the period. Repeat offenders will no longer have computer privileges during study hall.
5. With a pass from the study hall supervisor, one boy and one girl may sign out to the restroom.

### **LIBRARY SERVICES**

The library/media center for the Middle School and Senior High school provides a wide range of reference and recreational materials. Every effort is made to provide up-to-date and specialized materials as well as information of interest to the students and faculty. This is your library and we hope you will use it for schoolwork, general information, hobbies, recreational reading, etc. All books and items must be checked out of the library at the circulation desk. Materials found in the possession of a student or in a locker that have not been checked out will be considered stolen. Appropriate disciplinary action will be taken.

Students wishing to retain library/resource center privileges are expected to observe the rules, be considerate and follow instructions. Students can lose privileges at the discretion of the staff.

We have a fine collection of books and reference materials. If you do not find what you are looking for-ASK FOR HELP.

Please return all borrowed materials to the circulation desk in the library.

The library is open from 8:15 to 3:45 daily.

### **OVERDUE POLICY**

It is the intention of the library staff to provide the best possible library services to students, staff, and faculty. Books must be checked out and may be renewed providing no one else has requested that title. We ask that all library materials be returned before the due date. The following guidelines will be followed in the event of overdue books:

1. Overdue notices will be posted in the hall.
2. If the materials are not returned, students will be notified by the principal.
3. If the materials have not been returned within one week, students will lose all library privileges and will not be allowed to take AR tests until the books are returned.

In the event books are lost or damaged, the following charges will be in effect:

Paperback fiction books (mass)	\$15.00
Hardcover fiction books	\$15.00
Nonfiction books	\$20.00
Reference books	Replacement costs

Report cards and transcripts may be held pending return of the books or materials or resolution of financial obligations.

### **TRANSCRIPTS**

The school keeps a cumulative record of your progress in high school. This includes your grades, standardized test scores, interest inventories, and a record of your attendance. Once established, it remains unchangeable in the high school permanent record file where it becomes available to prospective employers, colleges, and the military with your approval. No transcript will be released without the consent of the proper person, completion of required work, and the fulfillment of all school obligations.

### **FUND RAISING**

All fund raising must be approved by the MS/HS principal. Guidelines for fund raising are as follows:

1. Funds raised must be deposited and/or withdrawn through an account in the name of the organization in the business office.
2. Only approved and recognized clubs and organizations of GHS will be considered for fund raising.
3. Projects will be considered from the standpoint of service or goods rendered.

### **PUBLIC DISPLAYS OF AFFECTION**

Public displays of affection are discouraged. Generally, students who violate the norms of community standards and good taste will be counseled. Parents may be contacted. Consequences for these actions are outlined in the progressive disciplinary plan. Clarification: holding hands is acceptable; kissing or hands on body in any other way are unacceptable.

### **DANCE RULES**

1. Any organization or class wishing to sponsor a school dance must fill out the proper request form available in the office.
2. Hours for regular dances are 8:00 until 12:30 unless otherwise approved by the administration.
3. Only students currently enrolled in GHS may attend dances.
4. No one will be admitted to a school dance more than one half hour after the beginning of the dance unless arrangements are made in advance.
5. Students who leave the building during the dance will not be re-admitted.
6. Any student who shows evidence of being under the influence of alcoholic beverages or un-prescribed drugs will be refused admission and the authorities will be contacted. The student will also be subject to disciplinary action.

### **ATTENDANCE POLICY**

The Board of Education of the Gettysburg School District believes that regular attendance is an important step in the ladder of success. A student's contribution to and achievement in class are directly related to attendance. Both students and parents must understand that students miss a vital portion of their education when they are absent from school.

If a student is absent or is to be absent from school, the parents are asked; (1) to call the school (2) email administrative assistant, Ms. Johnson, [tember.johnson@k12.sd.us](mailto:tember.johnson@k12.sd.us) between 8:00 and 9:00

a.m. (3) or notification prior to absence. If school is not notified, the school will call home or the parent's place of work to contact the parents as to the whereabouts of the student. In the case that parents/guardians are unable to be reached the student will be marked as unexcused until parent/guardian notifies the school.

Attendance will be taken during all classes and study halls and sent to the office. Student absence or tardiness will be kept monitored with the school's administrative computer program and returned to the principal's office after the teachers take attendance.

Certain absences of students will be excused by the administration upon receipt of a written, signed explanation from the parent or guardian or a phone call from the parent or guardian. Those absences and how they will be counted against the maximum are:

1. Participation in school sponsored extra-curricular and co-curricular activities such as athletic events, field trips, music contests, etc. (NO COUNT)
2. Personal illness of the student. (ONE COUNT)
3. Absence due to an extended illness or a series of medical treatments. A doctor's note will be required. (ONE COUNT)
4. Death or serious illness of an immediate family member. (NO COUNT) Immediate family includes parents, grandparents, brothers and sisters.
5. Weddings, funerals, family trips, or other family events. (ONE ABSENCE FOR EACH DAY MISSED)
6. Family emergencies. (ONE COUNT)
7. Inclement weather. (NO COUNT)
8. Medical, dental, and legal requirements. (ONE COUNT)
9. All other absences, excused or unexcused, will count one-for-one for the days missed.

Make-up slips will be issued for absences that are not school related. Students will be given two days for each day missed to make up all work missed. Students going on school sponsored trips or have scheduled excused absence are expected to have all work made up prior to the time of the absence and be prepared for class upon his/her return to class. Middle School students will be required to turn in make-up slips to the administrative office by the end of the day of the due date. Consequences for violations are listed in the progressive discipline plan at the end of the handbook.

On the seventh count of absence from a class during the semester, the principal will notify the parent or guardian by telephone or by mail of the student's attendance and remind the parent of the attendance policy. On the ninth absence count from class during a semester, the principal will notify the parent that the student will no longer receive credit for make-up work assigned for future absences. Students will not be allowed to miss any school time for extra-curricular activities after the ninth absence. The principal will also inform the parent or guardian of future actions in the event of further absences. Seniors who exceed nine absences may lose senior privileges.

On the twelfth absence count from a class during any one semester, the student and the parents will be called to have a meeting with the principal to determine if the student will receive credit for the class. The student is to remain in class until the results of an appeal-if made- is known. Seniors who exceed twelve absence counts may not be allowed to go on the senior trip.

Class trips, student activity trips, visits to the guidance counselor, etc. will not be counted as absences as determined by the principal. Senior students will be granted one educational trip accompanied by parents and will not be counted toward their attendance totals. Educational trips will be determined by the principal on an individual basis following a conference between the principal and parents, or guardian.

Students must be recorded as present in all eight periods of the school day of an activity in order to participate. This includes practice, extra-curricular or co-curricular activity later that day. Exceptions may be made at the principal's discretion for doctor's appointments, a school activity or trip during the same day, or an unexpected family emergency. Parents must contact the principal before the start of the school day if exceptions are being requested. Students who are ill during the day are presumed to be too ill to participate in the activity later that day.

### **PROCEDURE:**

1. When a student has been absent from a class **12** (twelve) times in a semester and the principal determines that the student shall lose credit, the principal shall notify the student and the parent or guardian of the fact that the student will lose credit. The principal will also notify the Superintendent of Schools.
2. The parent shall make arrangements for a conference with the principal to give any extenuating circumstances. If it is determined by the principal that the credit is to be withheld, the parents, or guardian may appeal the decision to the Superintendent of Schools.
3. The decision of the Superintendent of Schools may be appealed to the school board for their consideration at their next regular meeting.

### **TARDINESS**

Tardiness is a very undesirable trait and is habit forming. Tardiness is addressed in the progressive discipline plan. If you are late for school, get an admit slip from the Principal's office.

1. Being delayed by a teacher or the office will be an excused tardy. The teacher/office will send the student to class with a signed pass.
2. Tardiness due to slowness, oversleeping, unscheduled out-of-school activities, etc. are not excusable, regardless if a note is sent from home.
3. Should a trend of tardiness be detected, the principal will assign a more stringent consequence, which may include but not be limited to more Saturday school, in-school suspension, or out-of-school suspension.

### **UNEXCUSED ABSENCES**

Student attendance in all scheduled classes and study halls is required. Any absence without confirmed parental excuse approved by the principal would result in an unexcused absence. No make-up work will be allowed for unexcused absences.

An unexcused absence from any class period including study all will result in actions that are addressed in the progressive discipline plan. Group absences (unauthorized skip day) will be handled as unexcused absences with additional penalties if needed.

### **WEAPONS POLICY**

South Dakota State law has determined that possession and/or use of a weapon by a student is detrimental to the welfare and safety of the students and school personnel within the district.

No student will knowingly possess, handle, carry, or transmit any weapon or dangerous instrument in any school building, on school grounds, in any school vehicle or at any school sponsored

activity. Any object which could be used to injure another person and which has no school-related purpose for being in school or on school grounds will be considered a weapon for the purpose of this rule. Such weapons include but are not limited to any knife, razor, ice pick, explosive smoke bomb, incendiary device, gun (including pellet gun), slingshot, bludgeon, brass knuckles or artificial knuckles of any kind, or any object that can reasonably be considered a weapon or dangerous instrument.

Violation of this policy will require that proceedings for the suspension and/or expulsion of the student or students involved be initiated immediately by the Building Principal.

On July 1, 1996 State Law 13-32-4, as amended, went into effect. This act specifies the length of expulsions students possessing firearms on school premises. A firearm is defined in Section 921 of Title 18 of the United States Code. State Law 13-32-4 states that if a student intentionally brought a firearm onto school premises, he/she will be suspended for a period of not less than one year and that the individual be turned over to the juvenile criminal justice system. This law does allow the chief administering officer of the school to modify the one-year expulsion requirement on a case-by-case basis.

### **BUILDING REGULATIONS**

1. No student will be allowed in the buildings evenings or weekends unless he/she is supervised by a member of the faculty.
2. All students are asked to keep to the right in the halls to help keep the traffic moving between classes.
3. Our school pride is reflected in the way we keep the lockers, hallways, rooms, and lawns. Let's all help in keeping them neat and clean.
4. The posting of posters, notices, displays, etc., must be approved in advance by the office.
5. Taping notices on painted walls is discouraged. If posters are approved by the office, only masking tape is to be used. Posters and announcements should be removed immediately after the event.
6. Meals need to be eaten in the lunch room area. This includes breakfast brought in by students, breakfasts provided by the school, or sack lunches. Students should not be sitting in classrooms eating breakfast or lunch.
7. Students will not be permitted to sleep and there is to be no food or drink, other than water, in classrooms.

### **GETTYSBURG SCHOOL LUNCH PAYMENT POLICY**

The Gettysburg School District serves breakfast and lunch daily for their students. Every school year free and reduced application forms and information are sent home with each child. If a family is not sure if they will meet free and reduced limits, they are encouraged to apply and will be notified if they meet these limits.

School lunch accounts are to be paid in advance. An automated email system is used, and an email will be sent twice a week to parents when the family account balance is \$10 or less.

Accounts are reviewed by the Business Manager monthly and contact is made with the family and payments are encouraged. If an account is not paid in full at the end of the school year, the JH/HS students cannot complete the check-out process. If an account is still overdue after the school year is over, after another notice, the account will be sent to Small Claims Court.

If an account is sent to Small Claims Court at the end of the school year, and that account is still not paid in full at the start of the next school year, those parents will be instructed, by letter, that those children need to bring their lunch to school, until at which time, all of their debt has been taken care of.

### **DAMAGE BY STUDENTS TO SCHOOL BUILDING AND PROPERTY**

Any student who maliciously does damage to any school property will be held responsible for paying the costs of repair or working to pay for the damage. Legal action may be taken. Students will also pay for any lost or damaged books and materials that have been checked out to them. Discipline shall be handled through the progressive discipline plan.

### **BEHAVIOR AT BALL GAMES AND ACTIVITIES**

All students should confine their trips to the lobby, bathroom, etc. during game breaks. No supervision is provided outside the auditorium. Behavior at extra-curricular functions should be the same as in-school behavior. **PARENTS ARE RESPONSIBLE FOR THEIR CHILD AND SHOULD SEE THAT HE/SHE BEHAVES.** If a student leaves an activity they will not be allowed re-admittance.

Student behavior while in attendance at school sponsored activities remains subject to school rules and discipline policy.

### **ACTIVITY TICKET POLICY**

Activity tickets will be sold for grades 1-12, with the price to be set each year by the school board. These tickets provide free admission to all regular season Battler Sporting Events with the exception of tournaments

Adult athletic tickets providing free admission to all regular season Battler Sporting Events, with the price to be set each year by the school board.

Football parking places for home football games in Gettysburg, including playoff games, are sold yearly, with the price to be set by the school board.

### **BAND INSTRUMENT RENTALS**

There will be a rental fee for those students who play a school-owned instrument including percussionists. If a student already owns an instrument and is asked by the instructor to play a school owned instrument, the students will not be required to pay a rental fee. It will be the responsibility of the student to pay for damages to any school owned instrument.

### **SCHOOL LUNCH PROGRAM**

Students are invited to participate in our school lunch and breakfast program. Payments must be made in advance and can be made in the business office, Room 201. If you qualify for free and reduced meals, please fill out an application form.

Students are assigned individual meal account numbers that are assigned to a family ID. A student enters their ID each time they eat in the lunch room. When the family account reaches a balance of approximately \$10.00, an email is sent to the parents. Overdue accounts are not allowed. Using another ID is not allowed. Money in the accounts at the end of the year will remain for the

following year unless the business office is notified by a parent or guardian prior to the close of the school year. If a student wishes to bring breakfast or lunch, it must be eaten in the lunch room.

## STUDENT APPEARANCE

Rules and regulations governing regular school sessions also apply to all school activities. If the **school administration** determines that the clothing is inappropriate, the student will be provided school issued clothing to be worn for the remainder of the day.

- Form of dress should be neat, clean, and appropriate.
- **No** alcoholic beverages, establishments or tobacco products may be advertised on any clothing.
- Clothing with questionable or suggestive emblems may **not** be advertised on any clothing. This includes clothing for Hooters and Playboy.
- Absolutely no headgear (hats, caps, scarves, kerchiefs, and bandanas) will be worn inside the building during the school day. Coats/jackets are not to be worn inside the school building unless approved by the administration.
- Shorts and skirts should be tasteful and of appropriate length subject to the approval of the school staff and administration. (As a general rule, the shorts or skirts should extend beyond the fingertips as the student stands with their arms straight down at their side.)
- All shirts or blouses will have at least a one and one-half inch wide over the shoulder strap, and the back and midriff will be completely covered.
- All undergarments will be covered at all times. There will be no exposed bra straps or boxer shorts.
- No flannel shorts or pants, also known as pajama or lounge pants
- Students must wear non-marking shoes for physical education classes.
- Student-athletes must adhere to the same dress regulations during practice as during the school day. Clothing must be appropriate length and under garments must be adequately covered. Male athletes will wear shirts at all times and female athletes must have their sports bras adequately covered.

**If a student is unsure as to what is considered appropriate, the office will be glad to give assistance in this area.**

## ANNOUNCEMENTS

All announcements must be received in the office by 8:10 AM. Announcements will be read daily during 1<sup>st</sup> period. Students and teachers are responsible for adhering to all notices and regulations contained in the daily announcements. Announcements are available to all students through the infinite campus portal. It is expected that students will check announcements at the end of the day as additions may have been made.

## HIGH SCHOOL SEMESTER TESTS

Each teacher will be responsible to give a cumulative semester exam at the end of both semesters. This is not intended to be a test over the chapter that you are currently doing. This exam must truly be comprehensive for the entire semester.

The grade achieved on the semester exam by the student will count as 20% of the semester grade. The two nine week's grades will count 40% each.

## SCHOOL COUNSELING PROGRAM ACTIVITIES & SERVICES

The district's school counselor provides various activities and services through the district's Comprehensive School Counseling Program.

1. Individual and Group Counseling Services: Structured, goal-oriented counseling sessions are conducted to meet the identified needs of individuals or groups of students. Sessions may include issues and problems such as academics, attendance, behavior, harassment issues, stress, family, child abuse, substance abuse, depression, anxiety, relationships, career planning concerns and more. Students may be seen by the counselor through self-referral, teacher or staff referral and parent referral. Counseling services include referring students as needed to appropriate community resources in consultation with their parents.
2. Classroom Guidance Curriculum: Activities are scheduled to allow students to gain information on topics of relevance to their lives. Topics include but are not limited to health, vocational, self-development issues, problem solving, decision-making, communication, career exploration.
3. Educational and Career Planning: The focus of these activities is on assisting students in developing life and career plans based on their skills, aptitudes, and abilities. Students and parents are guided in the use of test results and other information for education and career planning. Sessions are held to guide students to develop their Personal Learning Plans, register for classes, track their credits and plan for their future. Individual sessions are held with each senior and students can request these services at any time.
4. Assessment Services: The counselor helps students prepare and administers or coordinates many of the tests required by the state of South Dakota and the Gettysburg School District. A brief description is listed below and a more detailed descriptions of these assessments are available from the School Counseling office and will be sent to parents and students at various times in the school year.

### PROJECTED TESTS FOR THE DISTRICT:

Science Assessment *Grades 5, 8 & 11*–Spring

Smarter Balanced Assessment (SBAC) (English Language Arts – ELA & Math) – *Grades 3-8 & 11*

NCSC – Alternate ELA and Math Assessment – Spring –*Special Ed students who qualify – grades 3-8 and 11. Most all Special Ed students will take the regular assessment.*

DAKOTA STEP-A –Alternate Science – Spring – *Special Ed students who qualify – grades 5, 8 and 11. Most all Special Ed students will take the regular assessment.*

NAEP – National Assessment of Education Process – February if our school is selected.

SD MyLife Aptitude Assessment: Required Grade 10

SD MyLife Interest Assessment: Required Grade 8 (given in grades 7-11)

PSAT (Preliminary Scholastic Aptitude Test) – Optional College Prep Test Grade 11

ACT (American College Test) – Students usually take this for the first time in April of their Junior year. (Gettysburg is a test site for the April test date). Some students may wish to take the test earlier as part of the requirements for Dual Credit courses. The ACT is the

test most students take as part of the admissions requirements for 4 year colleges & universities. Many students applying for technical school also take this assessment and some technical school programs require the ACT.

SAT (Scholastic Aptitude Test) – Students may also take this test in place of or in addition to the ACT. This test is also used as part of the admissions requirements for most colleges & universities.

5. Consultation: The school counselor consults with teachers, staff and parents regarding the developmental needs of students through attendance at Special Education meetings, coordination of Student Assistance Team meetings, and in-service programs for faculty and parents.

## **NATIONAL HONOR SOCIETY**

The Gettysburg National Honor Society is a senior level organization. As stated in the NHS Constitution, Article I, Section 2: “The purpose of this organization shall be to create enthusiasm for scholarship, to stimulate a desire to render service, to promote leadership, and to develop character in the students of secondary schools.”

### Eligibility for Membership:

1. Students who have a cumulative GPA of 3.25 by the end of the first semester of their Junior Year have met the first criteria (Scholarship) for membership into National Honor Society. These juniors are invited to provide information (using the NHS Student Activity Form) to be used by the local selection committee to support their candidacy for membership.
2. Each faculty member completes a Faculty Evaluation Form regarding the NHS candidates.
3. The faculty council (made up of five faculty members) reviews the Student Activity forms and Faculty Evaluation forms to evaluate the students according to the NHS criteria of Scholarship, Leadership, Service, and Character.
4. Each faculty council member votes yes or no to each candidate by using a ballot.
5. A student is selected for NHS membership if the majority of the Faculty Council votes yes.
6. A student is not selected for NHS membership if the majority of the Faculty Council votes no.
7. Any student who is not selected for membership into NHS but continues to meet the NHS Scholarship criteria of 3.25 cumulative GPA will be invited to complete another Student Activity Form to support their candidacy the following November of their Senior Year.
8. Students who failed to meet the 3.25 cumulative GPA by the end of first semester of their Junior Year must meet the required GPA by the end of second semester of their Junior Year will be invited to complete a Student Activity Form to support their candidacy for NHS membership the following November of their Senior Year.
9. The same procedures will be used to select these candidates for NHS Membership. If selected, the student’s NHS membership will begin second semester of their Senior year.

Students are inducted in late spring each school year. NHS Members meet regularly throughout the year conducting fundraisers, group service projects and individual service projects.

## **STUDENT COUNCIL**

The purpose of Student Council is to promote school spirit, represent and unite the student body, while involving the student body. It is made of three officers, elected by the student body, and representatives elected by each class. The members of the student council must have a 2.0 cumulative GPA and must attend all meetings. Two unexcused absences will result in removal from the student council and two tardies are equal to one absence.

## CHURCH NIGHT AND SUNDAY ACTIVITIES

There shall be no school events, practice sessions, or meetings of any sort on Wednesday evenings after 5:45 pm or on any Sunday unless specifically authorized by the Superintendent of Schools. There will be no MS practices of any kind on Wednesday. The only exceptions to this policy are MS students who are competing at the Varsity level. MS students who currently hold a varsity position may practice with signed permission from their parents/guardians and only while slotted in the Varsity position. This permission slip must be filed with the administration.

## SCHOOL CLOSING

Weather: Severe weather conditions may cause school to be closed or dismissed some days. Please listen to one of the following radio stations for reports. **PLEASE DO NOT flood the school with calls!** Our phone lines are needed for communications with staff and others. Parents/guardians will receive an automated phone call or text from School Messenger as notification of a change in the normal school day.

If school is not held or is delayed in starting, KGFX in Pierre and KMLO/KOLY in Moberge will be notified prior to 7:30 A.M. The television stations of KELO, KDLT, and KSFY will also be notified as quickly as possible. Rather than close, the starting of school may be postponed until 10 a.m.. Conditions can look different after daylight arrives. This also gives all persons a chance to get their children to school on time.

Because of the longer bus routes that are being operated, there may be days on which school will be held but the buses will not run. The only time that school will not be held at all will be if conditions in town are such that it is extremely difficult or impossible for town students to get to school.

If students are already in school and school needs to be dismissed because of the weather, the time of dismissal will be announced over the radio at last 30 minutes before the dismissal time. All students will be dismissed at the specified time.

All children should know where to go when they leave the building or who is to come and pick them up. Students will not be dismissed in Grades K-6 unless parents pick up their children or other arrangements have been made with the school.

If a storm comes up suddenly during the day, buses will not operate until it is safe to do so. All bus students should have arranged a place to stay in town in case of bad weather. Parents are reminded that no judgment is better than their own in determining whether their child should come to school during bad weather.

All activities scheduled before and after school shall be cancelled if weather conditions are so bad that school must be let out early or not held. A very short activity meeting may be allowed and only the superintendent of schools may make an exception to this policy in rare instances.

## **ALCOHOL USE/DRUG ABUSE/CHEMICAL ABUSE BY STUDENTS**

(Narcotics, Drugs and Alcoholic Beverages)

The Gettysburg School District recognizes its share of the responsibility for the health, welfare, and safety of the students who attend the districts' schools. Alcohol and drug dependency is an illness and a hazard that can interfere with a student's ability to learn and function responsibly in the school setting and community. Anything that can interfere with the development of an adolescent, therefore, must be evaluated as to its impact to both the young person and the community. Psychoactive and mood altering drugs can destroy the health and well being of an individual. The school community defines drug use as a serious health problem and is committed to discouraging this behavior and to encouraging young people to seek help should a problem arise.

As educators, we recognize that chemical abuse (drugs and alcohol) has become a serious problem in our country. We accept our obligation to establish a positive environment in which these problems can be addressed locally in a helpful and positive rather than a punitive way. One of our goals is to prevent abuse. Accomplishing this goal, we realize, will entail training teachers, counselors, and other staff members to educate the community about drug abuse. Other goals are to teach staff to identify chemical abuse problems and to know what resources are available to address these problems if they are observed. The administration recognizes that the problems of chemical abuse exceed the boundaries of the school. Therefore, we are prepared to cooperate with agencies and community groups that address these problems.

The following document outlines policy on student abuse of psycho-active or mood-altering chemicals in the school district. **THIS POLICY IS IN EFFECT ON PROPERTY OWNED, LEASED, OR MAINTAINED BY THE SCHOOL DISTRICT, AT ALL SCHOOL SANCTIONED ACTIVITIES ON AND OFF CAMPUS, ON VEHICLES USED TO TRANSPORT STUDENTS TO AND FROM SCHOOL OR AT OTHER ACTIVITIES AND IN VEHICLES PARKED ON SCHOOL PROPERTY.**

Student and parent members of the school community are expected to be aware of and understand these policies and comply with them. A copy of the policy will be provided to all students and parents.

A student shall not possess, use, transfer, conceal, sell, attempt to sell, deliver nor be under the influence of narcotics, drugs, or alcohol, materials/substance represented to be a drug or controlled substance, or chemical substances which affect psychological functions or affect the educational system of the school. Students shall not engage in drug use/abuse nor possess paraphernalia specific to the use of chemicals.

Students who use prescription drugs authorized by a licensed physician do not violate this policy if the students conform to the prescription and appropriate school policies.

### **VIOLATIONS**

The following procedures will be used in dealing with possession, use, transmission or being under the influence of illicit drugs and alcohol.

#### **A. First Offense**

1. The administration will try to notify the parent(s)/guardian(s) by phone to explain the incident and arrange a conference.

2. The administration may suspend the student for five (5) days in compliance with student due process procedures.
3. Within thirty-six (36) hours, the principal will notify the Parent(s)/guardian(s) in writing of the suspension.
4. Notify available law enforcement authorities.

The school district strongly recommends that students with chemical abuse problems seek professional evaluation and treatment from a trained chemical dependency counselor or a licensed physician trained in chemical dependency. Because we believe that chemical dependency is preceded by misuse, we feel confident that such early intervention can benefit the student before significant harm or dependency results.

The suspension of a student who agrees to be evaluated and treated may be commuted to three (3) days or less. The administration will provide a list of agencies/professionals that can do the assessment and provide treatment. Fees for this assessment and treatment are the responsibility of the student and family.

Upon receipt of appropriate authorization the agency or professional will notify the school administration that the student is willing to be evaluated and to comply with the treatment process.

#### B. Second and subsequent offense

1. The administration will suspend the student for five (5) days in compliance with student due process procedures.
2. The administration will contact the parent(s)/guardian(s) to arrange for a conference.
3. Notify available law enforcement authorities.
4. Within thirty-six (36) hours, the administration will notify the parent(s)/guardian(s) in writing of the suspension.
5. The administration may recommend to the School Board that the student be expelled unless the following procedure is followed:
  - a) The student must agree to be evaluated and treated by a trained chemical dependency counselor or a licensed physician trained in chemical dependency.
  - b) Upon appropriate authorization, the agency or professional notifies the administration that the student has accepted treatment. If the student is accepting treatment, the recommendation for expulsion may be commuted. Fees for this assessment are the responsibility of the student and family.

C. Supplying/distributing or selling chemical (drugs/alcohol) or material represented to be a controlled substance.

1. Within thirty-six (36) hours, the administration will notify parent(s)/guardian(s) in writing of the suspension.
2. Supplying or selling chemicals will result in five (5) days suspension while expulsion is considered.
3. The administration will refer the case to available law enforcement authorities.
4. A hearing may be conducted by the School Board pursuant to due process, which may include expulsion.

D. Pupils who appear to be impaired from use of the illicit drugs/alcohol will be referred to the administration. The building administrator will determine whether to contact the parent for further instruction, refer to the emergency authorization form or immediately seek additional medical

treatment. Following the handling of the medical emergency, the Progressive Discipline Plan will be followed.

E. A biennial review of the School District's program will be made:

1. To determine the program's effectiveness and implement changes to the programs if they are needed; and
2. To insure that disciplinary sanctions are consistently enforced.

## **ATHLETIC AND ACTIVITY TRAINING RULES**

The following regulations are minimum school regulations. Regulations exceeding these in each sport may be determined by the Head Coach of a particular sport, provided that such regulations are approved by the Activities Director and the Principal, and provided that written notification is given to students involved in the particular sport and to their parents.

The Gettysburg School District recognizes the use of mood-altering chemicals as a significant health problem for many adolescents, resulting in negative effects on behavior, learning and the total development of each individual. The use and abuse of mood-altering chemicals for some adolescents affect co-curricular and extra-curricular participation and development of related skills.

There are two categories of activities. One category includes all activities that have a regular season including speech, drama, cheerleading, student managers, statisticians, sports, etc. A second category does not have a regular season; All-State Band, All-State Chorus, FCCLA, FFA, Jazz Band, NHS, etc. To be fair to both categories the training rule for mood-altering chemicals applies on a 12 month basis.

The violations of alcohol, tobacco, e-cigarettes, mood altering chemicals, and controlled substance policies have an accumulative effect on the participant's eligibility. These rules and regulations will be applied on a twelve-month basis. Should law enforcement officials give notification of rules infractions that have occurred during times in which school or activities are not in session (i.e. Summer, and breaks between seasons), these rules and regulations will apply. It is understood that the specified length of time a student would not participate in games or contests could extend from one sport or activity as per the requirement set forth in the penalty code. Penalties are accumulative and carry-over from one year to the next

Junior and senior high school extracurricular activities are completely voluntary programs. No student is obligated to take part in school athletics or cheerleading or other extracurricular activities. Participation is not required for advancement or graduation. Therefore, to prevent adverse public reaction, prevent dissension on teams, and for the general welfare of teams and participants, the following rules will be enforced for extracurricular participants.

**Philosophy and Purpose**

### **A. Philosophy**

The Gettysburg School District recognizes the use of alcohol, tobacco, e-cigarettes, mood altering chemicals, and controlled substances as a significant health problem for many adolescents that results in negative aspects on behavior, learning, and the total development of the individual.

## B. Purpose of this Policy

1. To encourage the growth of responsible citizenship among students.
2. To emphasize the school's concern for the health of the students in areas of safety while participating in activities, and the long-term physical and emotional effects of chemical use on their health.
3. To promote equity and a sense of order and discipline among all students.
4. To confirm and support existing state laws which restrict the use of alcohol, tobacco, mood altering chemicals, and controlled substances.
5. To establish standards of conduct for students who are leaders and standard bearers among their peers.
6. To assist students who desire to resist peer pressure directed toward alcohol, tobacco, e-cigarettes, mood altering chemicals, and controlled substances.
7. To assist students who should be referred for assistance or evaluation regarding their use of alcohol, tobacco, mood altering chemicals, and controlled substances.

In accordance to SDCL 13-32-9, any student who is adjudicated, convicted, or the subject of suspended imposition of sentence for possession, use or distribution of controlled substance or marijuana shall be ineligible to participate in SDHSAA extracurricular activities for one year. If, however, the student participates in an assessment with a certified chemical dependency counselor or completes an accredited intensive prevention or treatment program, the suspension will be reduced to sixty school days. If the assessment indicates a need for a higher level of care, the person will be required to complete the prescribed care before becoming eligible to participate in extracurricular activities. Upon a second offense, the ban becomes permanent.

The following rules apply to a member of an athletic team or cheerleader or school activity member who **uses** alcohol, tobacco, e-cigarettes, mood altering chemicals, or controlled substances or is arrested and/or referred to the court system for purchase, possession, or consumption of alcohol, tobacco, mood altering chemicals, or controlled substances:

- First Violation: will have a minimum of ten (10) calendar days (which is to include at least two (2) regularly scheduled extra-curricular activities/events) suspension. The student will meet with the principal and the parents will be notified.
- Second Violation: Upon the second violation the student shall lose eligibility for six (6) weeks or six (6) extra-curricular events, whichever is longer. Parent and student will meet with the principal.
- Third Violation: Upon the third violation the student shall lose eligibility for all extra-curricular activities for one year from the time of the violation. Parent and student will meet with the principal.
- Fourth Violation: Upon the fourth violation the student shall lose eligibility for all extra-curricular activities. Parent and student will meet with the principal.
- Suspensions at the 3<sup>rd</sup> or 4<sup>th</sup> level will be moved down one level upon completion of an approved drug/alcohol counseling program. This does not erase the violation.
- If a student is questioned by staff, coaches or administration as to the possible involvement in a violation and it is later shown that the student's initial statement was falsified, the punishments for the violation will be doubled.

The following rules apply to a member of an athletic team or cheerleader or school activity member who is found to be **in the presence of** alcohol, tobacco, e-cigarettes, mood altering chemicals or controlled substances that are being consumed in an illegal manner.

- First Violation: will have a minimum of five (5) calendar days (which is to include at least one (1) regularly scheduled extra-curricular activity/event) suspension. The student will meet with the principal and the parents will be notified.
- Second Violation: Upon the second violation the student shall lose eligibility for two (2) weeks or two (2) extra-curricular events, whichever is longer. Parent and student will meet with the principal.
- Third Violation: Upon the third violation the student shall lose eligibility for all activities for the remainder of the school year, or for a minimum of twelve (12) consecutive extra-curricular events a student is a participant. Parent and student will meet with the principal.
- Fourth Violation: Upon the fourth violation the student shall lose eligibility for all extracurricular activities. Parent and student will meet with the principal.
- Suspensions at the 3<sup>rd</sup> or 4<sup>th</sup> level will be moved down one level upon completion of an approved drug/alcohol counseling program. This does not erase the violation.
- If a student is questioned by staff, coaches or administration as to the possible involvement in a violation and it is later shown that the student's initial statement was falsified, the punishments for the violation are subject to being doubled.

It is not a violation for a student to be in possession of a legally defined drug specifically prescribed for the individual student's use by his/her doctor.

Penalties for students who violate the activity training policy while participating in or at a student activity.

- A student, who is a member of a student activity group: and, while the group is performing, the student uses or is under the influence of alcohol, tobacco, e-cigarette, mood altering chemicals, or controlled substances will be suspended from participation in all activities for a period of 18 weeks of school.
- In accordance to SDCL 13-32-9, any student who is adjudicated, convicted, or the subject of suspended imposition of sentence for possession, use or distribution of controlled substance or marijuana shall be ineligible to participate in SDHSAA extracurricular activities for one year. If, however, the student participates in an assessment with a certified chemical dependency counselor or completes an accredited intensive prevention or treatment program, the suspension will be reduced to sixty school days. If the assessment indicates a need for a higher level of care, the person will be required to complete the prescribed care before becoming eligible to participate in extracurricular activities. Upon a second offense, the ban becomes permanent.
- The student(s) will serve in-school or out-of-school suspension for five (5) days. During the period of suspension, the student(s) will not be permitted to attend or participate in any school function or activity.

Individuals may travel with or sit with the team at home or away events but may not be in uniform. These individuals may practice with the team at the coach's discretion. The previous rules apply if the report is made by the following only: Any Gettysburg coach or teacher, any Gettysburg School administrator, the parent/guardian of the student, the voluntary admission of the student, or any written notification from law enforcement or the court system.

1. Parent/guardian will be notified of every violation of the rules. They will be advised of any penalty that has been administered.

2. The head coach of the sport/activity involved, athletic director, cheerleading advisor, and the individual principal, reserve the right to take disciplinary action for any conduct unbecoming of an athlete or cheerleader.
3. Students who have assumed a leadership role such as team captain or who were elected to an office (Student council, FFA, FCCLA, etc) will forfeit their leadership role with violation at level two or higher.

**Due Process procedures following state rules, as applicable, will apply to suspensions under these Activity rules.**

## **CONCUSSION PROCEDURE AND POLICY**

A concussion is any alteration of mental status due to a sudden, and violent, rocking of the brain inside of the skull caused by a traumatic blow to the head or upper body. Concussion symptoms, which can last various lengths of time, may include: headache, nausea, vomiting, balance problems, dizziness, fatigue, drowsiness, sensitivity to light, sensitivity to noise, irritability, sadness, feeling foggy or groggy, visual problems, nervousness, feeling more emotional, difficulty concentrating, trouble sleeping, and difficulty remembering.

Most athletes who experience an initial concussion can recover completely as long as they are not returned to exertion or contact too soon. An athlete who returns to play too soon before the brain has had time to heal is at greater risk for further, more serious injury.

**In accordance with improved understanding of concussions the National Federation of State High School Associations (NFHS) has instituted the following rule regarding concussions. Any player who exhibits signs, symptoms, or behaviors consistent with a concussion shall be immediately removed from the game and shall not return to play until cleared by an appropriate health care professional.**

Understanding the danger of concussion injuries to our student athletes the Gettysburg coaching staff will adhere to the following action plan:

1. The coach will remove the participant from play. Athletes may be sent off the field of play by an official who **suspects** a head injury. (Officials are not making a determination of a concussion but can send a player out of a contest for evaluation. It is important to note that the responsibility of the officials is limited to activities that occur on the field, court or mat.) Once the participant has been removed from a contest due to a suspected concussion, the coach or appropriate health-care professional(s) assumes full responsibility for that athlete's further evaluation and safety.
2. The coach, an assistant coach, or administrator will inform the student athletes' parents or guardians about the possible concussion.
3. The coach will keep the student athlete out of play the day of the suspected concussion injury and will not allow them to return to play. If in doubt, the coach will sit them out.
4. The Return to Competition form must be completed before the student athlete will be allowed to return to participate after a concussion.

It will be the policy of the Gettysburg School District that when an athlete exhibits signs of a concussion either at a game or practice that the athlete will not participate until they have been cleared to play by a healthcare professional and their parents. The Return to Competition Form may be found at the end of the handbook.

## DUAL ATHLETIC PARTICIPATION

A student/athlete may participate in two activities during the same season provided that the practice times for both are not in conflict so that a student may not miss any regularly scheduled practice or contest in an activity without the consent of each coach or advisor. The purpose of this rule is to prevent a student from trying out for more than one activity occurring at the same time, thus eliminating another student from participation, and then not fulfill his/her obligation to practice and perform in both of them. Request for dual participation requires a meeting between the student, AD, and both coaches for establishing a participation plan.

## ELIGIBILITY STANDARDS

Participation in all Middle School and high school extra-curricular activities is dependent on scholarship. A student must be passing in all his/her classes to be considered eligible for extra-curricular participation in trips, games, or competitions. In the event the student is not passing in one or more classes, the following procedures will be in effect:

- Academic eligibility will be reported every week beginning on **September 5<sup>th</sup>**.
- All subsequent grading reports will be posted on the first school day of the week.
- If a student has a (D+) or lower in any class, they will be put on the eligibility list for the week.
- If a student has a (F) or lower in any **one** class, they will be placed on academic probation.
  - If a student is on academic probation, he/she will have one week to bring this grade up to passing if the student has not brought the grade up to passing in that class by the following weeks grade check they will be ineligible to participate in any extra-curricular activities, including SDHSAA sponsored activities or events until the next week's eligibility report is published
- The student may be allowed to continue to practice while on probation.
- If a student has a (F) or lower in **more than one** class, they will immediately be ineligible to participate in any extra-curricular activities, including SDHSAA sponsored activities or events during that week.
  - The student may be allowed to continue to practice while ineligible.
- Students that are ineligible will not be allowed to miss any school time for activities.
- Upon entering into a third consecutive week of probation/ineligibility, that student will not be allowed to travel to events with the team.
- Grades will be posted on **October 23<sup>rd</sup>**. These grades will be for the end of the 1<sup>st</sup> nine weeks. Any probation at this time will be in effect until **October 30<sup>th</sup>**.
- No new grades will be posted until **November 6<sup>th</sup>**. These grades will be the first posting on the 2<sup>nd</sup> nine weeks grades.
- Grades will be posted on **December 18<sup>th</sup>**. Any probation at this time will be in effect until **December 25<sup>th</sup>**. The end of the 2<sup>nd</sup> nine weeks will be on **December 21<sup>st</sup>**.
- Grades for the 3<sup>rd</sup> nine week period will begin to be posted on **January 22<sup>nd</sup>**.
- Grades will be posted on **March 12<sup>th</sup>**. These grades will be for the end of the 3<sup>rd</sup> nine weeks. Any probation at this time will be in effect until **March 19<sup>th</sup>**.
- Grades will be posted again on **April 3<sup>rd</sup>**. These grades will be the first posting on the 4<sup>th</sup> nine weeks grades.
- Grades will be posted on **May 14<sup>th</sup>**. The end of the 4<sup>th</sup> nine weeks will be on **May 16<sup>th</sup>**. Any probation at this time will be in effect until **May 21<sup>st</sup>**.

- If at any posting date a student's grade(s) fall below a 70%, they will be placed on probation immediately. If at any weekly eligibility posting a student's grades are all 70% or above, they will no longer be on probation and will be allowed to participate in all scheduled activities.
- Students who have un-served detentions and study time will remain ineligible to participate until the detention or study time is served.

## SATURDAY SCHOOL

### General Design:

1. Saturday School is for discipline situations only and is not designed for academic problems. If a teacher has a student that is insubordinate and refuses to do his/her work as directed, the teacher should report this as a discipline problem and Saturday School would become an option.
2. Teachers are expected to continue to handle minor discipline problems themselves with after school detentions, etc. Chronic or more serious problems will be referred to the office.
3. Only the principal may assign a student to Saturday School. Any combination of Saturday School, in-school suspension, and out of school suspension may be used.

### Supervision:

1. The supervisor must report by 7:45 and remain until 8:30 if no one shows up.
2. Saturday School runs from 8:00-12:00PM. If a student shows up late between 8:00 – 8:15 he/she must stay until 12:30PM. Any student reporting between 8:15-8:30 will receive an additional Saturday School assignment. If a student has not reported by 8:30, the supervisor may leave and the student will be considered truant and may receive a three-day suspension.
3. If an assigned student is ill, a parent/guardian must call the supervisor between 7:45 and 8:15. This student will be assigned to the next scheduled Saturday School and not be allowed to participate or attend any school-sponsored activity commencing that day.
4. Students assigned to Saturday School must report on the date assigned regardless of other school conflicts. Failure to report will result in disciplinary action as outlined in the progressive discipline plan. Students that do not report on the assigned day will not be allowed to participate or attend any school-sponsored activity scheduled to commence that day.
5. The supervisor will not sit and talk to the student.
6. Saturday School will be scheduled every other Saturday commencing **September 2<sup>nd</sup>**. If a scheduled Saturday falls during a vacation, it will be held the following Saturday and then continue every other Saturday from that point on. Following the semester break, Saturday school will continue on **January 6<sup>th</sup>**.

### Student Behavior Rules:

1. Students must report by 8:00 with enough schoolwork or reading material to occupy themselves for the assigned time period. Students who fail to keep occupied may be assigned to an additional Saturday School.
2. No radios, music, or headsets allowed.
3. No food or beverages are allowed.
4. No sleeping is allowed.
5. All students must face one direction.
6. Students are restricted from talking, lying down, putting their head down.
7. Students will not talk to other students or the supervisor.
8. Students will be allowed to use computers for assigned class work but they will be required to log into LanSchool.

9. Students are allowed one break at 10:00. This break will last five minutes and students are not allowed to leave the building.
10. If a student is insubordinate, an administrator should be called. If an administrator is unavailable, the student will be asked to leave and will face a three-day out of school suspension and have to make up the missed Saturday School.

Saturday School Alternative:

With the increasing number of activities occurring on weekends, students will have the option to serve eight consecutive 30 minute detentions in the office. Detentions will not be served on Friday afternoon. The detentions will begin after the parent and student is contacted and can be served either in the mornings or afternoons, but not a combination of both. If a student misses any detentions during the period of time assigned, he/she will be assigned to the next Saturday school detention.

## **ACCEPTABLE USE POLICY FOR INTERNET AND LOCAL AREA NETWORK**

The use of the School District's network, Local Area Network (LAN) and Intranet and its connection to the Internet is a privilege, not a right. Guidelines are provided to make all users aware of the responsibilities associated with efficient, ethical and lawful use of network resources. If Gettysburg Public School computer users violate any of these provisions, his/her current access will be terminated and further access will be denied.

### Rules of Internet Use:

1. **Acceptable Use:** The purpose of providing Internet is to enable students to explore thousands of libraries and databases. The use of Internet must be in support of education and research consistent with the educational objectives of the Gettysburg Public School District. Use of other organization's networks or computing resources must comply with the rules appropriate for that network. Transmission of any material in violation of any U.S. or state regulation is prohibited. This includes but is not limited to: copyrighted material, threatening, obscene, or lewd material or material protected by trade secret. Use for product advertisement, commercial purposes or political lobbying is also prohibited.
2. **Privileges:** The use of Internet is a privilege, not a right and inappropriate use will result in cancellation of those privileges. The Gettysburg Public School Administration will deem what is inappropriate use and its decision is final. The administration, faculty, and staff of Gettysburg School may request the system administrator to deny, revoke, or suspend and specify Internet user's privilege.
3. The Gettysburg School District shall make every effort to restrict access to inappropriate materials; however, it is impossible to control all materials on a global network. Therefore, the District shall not be liable for the content or viewing of any materials not prepared by the District. The parent/guardian shall notify building administrators if the parent does not want his or her child to independently use the Internet. This does not apply to direct classroom instruction where the teacher uses the Internet as a classroom demonstration or in a situation where the students are using computers and being supervised by District Staff in the directed use of specific Internet sites as part of the class curriculum.

### Rules of Network Use:

1. Immediately notify the System Administrator if you suspect any unauthorized use of your account. You shall remain liable and responsible for any unauthorized use until the System Administrator is notified of the suspected unauthorized use.
2. Do not use another individual's account. Attempts to log on to the network as anyone other than you will result in cancellation of user privileges. Any user identified as a security risk or having a history of problems with other computer systems may be denied access to the network.
3. No e-mail (other than the school issued accounts), chat rooms or messaging sites shall be used by any students without special permission of administration. Anyone found using e-mail without permission shall be denied access of any computer use throughout the system.
4. Do not download anything from the Internet without permission of a teacher.
5. Network storage files will be treated like school lockers. Network and school administrators may review files and communications to maintain system integrity and insure users are using the system responsibly. Users should not expect that files stored on district servers will be private.
6. No software will be loaded onto school computers without special permission of the system administrator.

7. Do not transmit any abusive, defamatory, obscene, profane, sexually explicit, threatening, or illegal material through the network.
8. Do not use the network or Internet to solicit sales or conduct business. Users shall not set up web pages to advertise or sell a service. Web pages should only be developed as directed by staff members to fulfill course or school-related activities.
9. Do not give out your home address, phone number, password or any other pertinent information.
10. Student folders shall not contain executable files (\*.exe), batch files (\*.bat), command files (\*.com), system files (\*.sys), media player files (\*.mp3), or network files unless the file(s) is directly related to a classroom assignment.

User accounts are considered the property of the District. The School District expressly reserves the right at any time to review the subject, content and appropriateness of computer files and remove them if warranted, reporting any violation to the school administration or law enforcement officials. Persons, using the District network, shall have no expectation of privacy or confidentiality in their computer files saved on the District network.

The Gettysburg School District does not guarantee that the network will be uninterrupted or error-free; nor does it make any warranty as to the results to be obtained from use of the server or the accuracy or quality of the information obtained on or by the network. Access to the network is provided on an "as is" basis without warranties of any kind. Neither the School District nor any of its agents or employees shall be liable for any direct, indirect, incidental, special or consequential damages arising out of the use of or inability to use the network or out of any breach of any warranty.

#### Network Security:

Security of the network at Gettysburg Public School is a high priority. Anyone observing a security problem on the District network shall notify District personnel. Any person identified as a security risk or having a history of problems with other computer systems may be denied access to the District network

## **PARENTAL OR STUDENT GRIEVANCE**

A grievance is defined as a complaint lodged by a student with a member of the staff or administration alleging one or more of the following unfair practices:

1. That a school rule has been inappropriately applied to a situation.
2. That a school rule or regulation discriminates between students based on sex, age, race, color, religion, national origin, or handicap.
3. That an unfair procedure has been used in arriving at a punishment.

Grievances are processed through 4 levels:

1. To the teacher
2. To the principal
3. To the superintendent
4. Complaints that remain unresolved following any action of the superintendents may be referred in writing to the School Board for review. The Board's decision will be final unless an appeal is requested.

On all four levels an informal conference is to be held within five days of the date of filing of the complaint so that no student's complaint shall consume more than 15 days time in all. The burden of proof is upon the student to show that a rule is unfair, discriminatory, or an unfair procedure (lack of due process) has been perpetrated. The final resolution of the grievance is to be in writing at the second level and designed to provide the student with a basis for resolution of the program as originally stated in the complaint.

### **Student Grievance Procedure**

**LEVEL 1:** If a student or parent has a grievance, he/she must first discuss the issue/topic with the teacher.

**LEVEL 2:** If a student or parent has a grievance, he/she must present it in writing to the principal. The principal must hold a conference within five school days time of the filing.

**LEVEL 3:** If the student or parent is not satisfied with the resolution made at Level 1, he/she may appeal in writing to the superintendent for an informal conference and discussion of said grievance. This conference will be held within five school days time of the filing.

**LEVEL 4:** Complaints that remain unresolved following any action of the superintendent may be referred in writing to the School Board for review. The School Board decision will be final.

## **COMPONENTS OF GRIEVANCE PROCEDURE**

1. Provisions related to the initiation of grievances
  - A. The definition of who may grieve
  - B. The definition of what constitutes a grievance
  - C. The stipulation of time limits for the initiation of grievances.
  - D. The stipulation of the manner of form in which grievances shall be initiated.
  - E. The specification of any assistance available to students for the initiation/presentation of a grievance.
2. Provisions related to the processing of grievances
  - A. The number of levels of steps for grievance processing
  - B. The form of grievance presentation/presentation of a grievance.

- C. Requirements for notification of involved parties at various phases of the grievance process.
  - D. Timelines governing the various actions or steps within the grievance process.
  - E. Procedures which shall govern the conduct of grievance meetings or hearing at any step of the grievance process, e.g.,
    - the minimum time allocated for the grievance hearing
    - the time allocated to each party
    - the right of each party to representation
    - the right to present witnesses and evidence
    - the right to question opposing witnesses
    - the moderation of hearings
    - the right to confidential or public grievance meetings or hearings
    - procedures for recording the meeting or hearing
  - F. Requirements for the filing or submission of written information by the grievant or the respondent
  - G. The specifications of the forms which grievance decisions shall take at each step
  - H. The roles and/or the selection of persons involved in grievance processing
3. Provisions related to the basic procedural rights of the parties to the grievance
- A. The grievant's right of appeal
  - B. The right of all parties to impartial grievance decision makers
  - C. The access of grievant's to relevant agency/institutional records
  - D. Protection of grievant's from harassment and retaliation
  - E. Confidentiality of grievance proceedings.

## STUDENT GRIEVANCE FORM

A grievance is defined as a complaint in writing presented by a student to the school staff/authorities alleging one or more of the following:

- 1) That a school rule has been inappropriately applied to a situation; and/or
- 2) That a rule in practice discriminates against or between students based on sex, age, race, color, religion, national origin, or handicap; and/or
- 3) That school personnel uses an unfair procedure in assessing a form of punishment against a student.

### COMPLAINT

Check One

Date \_\_\_\_\_

(Day) (Month) (Year)

Teacher Level 1 \_\_\_\_\_

Principal Level 2 \_\_\_\_\_

Superintendent Level 3 \_\_\_\_\_

School Board Level 4 \_\_\_\_\_

I, \_\_\_\_\_, hereby file a grievance complaint to \_\_\_\_\_

My grievance is based on 1. \_\_\_\_ 2. \_\_\_\_ 3. \_\_\_\_ above. (More than one blank may be checked.)  
Specifically, my grievance is that

\_\_\_\_\_

I hereby petition a hearing on my grievance at the convenience of the school's personnel, but no later than five school days from the date of the petition.

\_\_\_\_\_  
Student's or Parent's Signature

The student may be represented at the conference by an adult, but the student must be present to elaborate on his/her grievance at the given time and place of the conference. Failure to appear at the appointed time and place effectively waives the student's right to the conference provided by the school, unless extenuating circumstances make it impossible for the student to appear.

### SCHOOL'S RECORD

Date Received \_\_\_\_\_ Date of Conference \_\_\_\_\_

Place of Conference \_\_\_\_\_ Time of Conference \_\_\_\_\_

Comments: \_\_\_\_\_

\_\_\_\_\_

Resolution: \_\_\_\_\_

\_\_\_\_\_

School Representative's Signature \_\_\_\_\_

**GETTYSBURG SCHOOL DISTRICT  
RETURN TO COMPETITION**

This form is to be used after an athlete is removed from and not returned to competition after exhibiting concussion symptoms. The athlete should not be returned to play until written authorization is obtained from an appropriate health care professional and the parent/guardians. Appropriate health care professional shall be determined by each SDHSAA member school. This form should be kept on file at the school and need not be forwarded to the SDHSAA Office.

Athlete: \_\_\_\_\_ School: \_\_\_\_\_ Grade: \_\_\_\_\_

Sport: \_\_\_\_\_ Date of Injury: \_\_\_\_\_

**REASON FOR ATHLETE'S INCAPACITY**

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**Guidelines for Returning to an Activity after a Concussion**

Note: Each step should be completed with no concussion symptoms before proceeding to the next step.

1. No activity, complete rest with no symptoms.
2. Light exercises: walking or stationary cycling with no symptoms.
3. Sport specific activity without body contact and no symptoms.
4. Practice without body contact and no symptoms. Resume resistance training.
5. Practice with body contact and no symptoms.
6. Return to game play with no symptoms.

Note:

1. If symptoms return at any time during the rehabilitation process, wait until asymptomatic for 1 full day, then re-start at the previous step.
2. Never return to competition with symptoms.
3. Do not use "smelling salts".
4. **When in doubt, sit them out.**

**HEALTH CARE PROFESSIONAL'S ACTION**

I have examined the named student-athlete following this episode and determined the following:

\_\_\_\_\_ **Permission is granted** for the athlete to return to competition

\_\_\_\_\_ **Permission is not granted** for the athlete to return to competition

\_\_\_\_\_  
Health Care Professional Printed Name & Title

\_\_\_\_\_  
Health Care Professional Signature

Date: \_\_\_\_\_

\_\_\_\_\_  
Parent/Guardian

Date: \_\_\_\_\_

\_\_\_\_\_  
School Administrator

Date: \_\_\_\_\_

### Gettysburg Middle/Senior High School Progressive Discipline Plan:

The staff, administration, and School Board have determined that Progressive Discipline be the official method of maintaining the best possible learning environment. It is based upon three assumptions:

- No student shall interfere with another student’s learning.
- No student shall keep the teacher from teaching.
- No student will be allowed to act against his/her best interests of others.

The rules of this plan, as well as in each teacher’s classroom, will be understood by each student to be appropriate behavior. Detentions will take place in the high school office. The detention will last for a 30 minute time period. They can be completed before or after school if arrangements are made with the MS/HS principal. Serious violations will be reported to parents. Because it is not possible to list every behavior that occurs, the administration and staff reserves the right to respond to misbehaviors not included in this discipline plan. The progressive discipline encompasses the entire year with the exception of tardies which are by semester. Issues specific to the tablet computer of the one-to-one initiative are addressed in the tablet use policy.

Offense	1st Violation	2 <sup>nd</sup> Violation	3rd Violation	4th or more Violations
<b>CLASS ONE</b>				
tardy	Record	Record;	Detention; Parent Contact	SSD; Parent Contact
Dress Code Violations	Warning-Record	Detention	SSD; Parent Contact	2SSD; Parent Conference
Make-up Slips	Warning-Record	(1) Detention	(2) Detentions	(3) Detentions
Excessive Affection Displayed	Warning-Record	Detention	SSD; Parent Contact	2 SSD; Parent contact
<b>CLASS TWO</b>				
Cell phone/electronic device	Device turned into the office; Detention: Parent Contact	Device turned into the office until parent picks it up; SSD:	Device turned into the office: (2) SSD; Parent contact	Device turned into the office: OSS up to 3 days; Parent Conference
Parking Violations	Warning	Detention	SSD; Parent Contact	(2) SSD; Parent Contact
Classroom Disruption	Detention	SSD; Parent Contact	(2) SSD; Parent Conference	Up to 3 day OSS; Parent Conference
Leaving School Grounds w/o proper permission; Violation of Driving Rules	Detention (1Hr)	Detention (2Hrs)	SSD; Parent Conference	(2) SSD; Parent Conference
Truancy-including skipping detentions	Detention time is doubled	SSD; Parent Contact	2 SSD; Parent Conference	Up to 3 days OSS; Parent Conference
Skipping any period/Unexcused Absence	Time is made up at a 2:1 ratio of time missed after or before school; Parent Contact	SSD; Parent Contact	1 day ISS; Parent Contact	Up to 3 day OSS; Parent Conference

Skipping ICU	Parent Contact; Student report for AM ICU	Parent Contact; ICU time doubled	(1) SSD; ICU time completed	(2) SSD; ICU time completed
Study Time Violations	Time is made up at a ratio of 2:1; Parent contact	SSD; Parent Contact	2 days SSD; Parent Contact	(1) ISS; Parent Contact
Calling teachers by their first name/nickname	Warning	Detention; Parent Contact	(1)SSD; Parent Conference	(2) SSD; Parent Conference
<b>CLASS THREE</b>				
Disrespect for any staff member; Insubordination; Extreme cases of rudeness or vulgarity; Unauthorized use of school property; Forgery	Remainder of Day ISS; Parent Contact; SSD	Remainder of Day OSS; Parent Conference; 1 day OSS	OSS 2-3 days; Parent Conference	OSS 5 days; Parent Conference
Physical Aggression toward others	Remainder of Day ISS; Parent Contact; SSD	Remainder of Day OSS; Parent Conference; (2) SSD	OSS 2-3 days; Parent Conference	OSS 5 days; Parent Conference
Inciting others to fight	Remainder of Day ISS; Parent Contact; SSD	Remainder of Day OSS; Parent Conference; 1 day OSS	OSS 2-3 days; Parent Conference	OSS 5 days; Parent Conference
<b>CLASS FOUR</b>				
Having/transmitting inappropriate pictures or photographs	Remainder of Day OSS plus 3 day OSS; Parent Conference; Notify police when appropriate	Remainder of Day OSS; 5 day OSS; Parent Conference; Notify police if appropriate		
Use or possession of tobacco product or e-cigarettes; Theft; Vandalism; Extortion; Damage to school or personal property	Remainder of Day OSS plus 2 day OSS; Notify police when appropriate	Remainder of Day OSS; 1-5 OSS; Parent Conference; Notify police if appropriate	10 day OSS; Parent Conference	Long term Suspension or possible expulsion hearing
Physical/Verbal aggression toward staff	Remainder of Day OSS plus 5 day OSS; Notify police when appropriate	Remainder of Day OSS; 1-10 OSS; Parent Conference; Notify police when appropriate	10 day OSS; Parent Conference	Long term Suspension or possible expulsion hearing
Skipping SSD	SSD will be completed; with additional SSD	SSD will be completed; 1 day ISS; parent Conference	SSD will be completed; 2 day ISS; Parent Conference	SSD will be completed; 3-5days ISS
<b>CLASS FIVE</b>				
Drug/Alcohol use, (legal or illegal)(distribution, possession, under the influence of) including drug paraphernalia	5 day OSS; Parent Conference; Notify police; suspension may be reduced if student/parents agree to drug/alcohol evaluation	5 day OSS; Parent Conference; notify police; possible expulsion hearing	Expulsion Hearing	

<b>CLASS SIX</b>				
Physical abuse of teacher of staff member	Notify police; Parent Conference; Expulsion hearing			
Weapons; bomb threat; Arson; Endangering the life of others	Notify police; Parent Conference; Mandatory 12 month expulsion for firearm possession; expulsion			
Habitual Major Infractions	Possible expulsion hearing			

**ARSON:** Damage to school or personal property by burning.

**ASSAULT:** A physical blow to another or conduct that threatens the immediate harm of another.

**BUS BEHAVIOR:** While on district-provided buses, students shall adhere to the same behavior expectations, standards and consequences as at school.

**CO-CURRICULAR EVENTS:** Events that are a direct extension of the classroom instruction or those that affect the student's grade are considered to be co-curricular.

**COMPUTER VIOLATION:** Consequences for computer violations will be applied according to the nature of the offense on the Discipline Plan (i.e., copying files = theft; destroying files = destruction of property; not following computer rules = insubordination). Violations may result in restriction and/or loss of computer privileges. See policy.

**DELIBERATE PHYSICAL AGGERSSION:** Non-accidental/intentional conduct which threatens another.

**DESTRUCTION OR STEALING OF PROPERTY:** Willfully causing or attempting to cause damage to private or school property, stealing or attempting to steal private or school property, or repeated damage or theft involving private or school property. Includes alteration of student/school computer programs/systems.

**DISRESPECTFUL/OBSCENE LANGUAGE:** Use of obscene or disrespectful language or communication, verbal, written, or graphic.

**ELECTRONIC DEVICES:** Electronic devices including items such as pagers, cellular phones, and laser lights are not allowed at school. Electronic devices will be confiscated and returned only to the students' parents.

**ENGAGING IN ILLEGAL ACTIVITIES:** Breaking any law, the consequences of which pose a threat to the student or others and are not in the best interests of the school.

**EXHIBITION/RECKLESS DRIVING:** City and state traffic laws apply to the parking lots and streets immediately surrounding the school. Because violations of these laws pose a threat to the safety of students and staff, violators will be reported to the authorities.

**EXPULSION:** Denial of a student's membership in school for a period of time.

**EXTRA-CURRICULAR EVENTS:** Events that are NOT a direct extension of the classroom or are not required to be participated in for a class and considered to be extra-curricular.

**FALSE REPORTING OF FIRES AND BOMBS:** Intentionally causing disruption to the educational process by reporting a fire or a bomb that does not exist.

**FORGERY:** Falsifying a signature on a document with the intent to deceive.

**HARASSMENT:** Harassment is a form of discrimination that consists of physical or verbal conduct related to a person's race, color, religion, creed, ancestry, disability, age, gender, national origin, or other basis prohibited by law. The School District specifically prohibits any form of harassment that is sexual in nature. Harassment may include, but is not limited to, verbal harassment or abuse, implied or overt threats, physical acts of aggression, and intimidating behavior, which have the effect of substantially or unreasonably interfering with an individual's employment, education, use of District services, or participation in District activities.

**HAZING:** Committing an act against a student or coercing a student to commit an act that creates risk of harm to a person, in order to be initiated into a student organization or class, or for any other purpose.

**IN-SCHOOL SUSPENSION (ISS):** Temporary denial to a student by a principal of participation in a class. Suspension will be served in school and credit will be earned for completed class work.

**INSUBORDINATION/HABITUAL DISOBEDIENCE:** Student conduct deemed as unwillingness to submit to authority, refusal to respond to a reasonable request or situations in which the student is shown to be habitually disobedient.

**INTIMIDATION/THREAT TO OTHERS:** Use of coercion, force, threats, violence, intimidation, or similar conduct that constitutes a threat to a person's safety or interferes with school purposes.

**LONG-TERM SUSPENSION:** Temporary denial to a student by the superintendent or school board of participation in school for more than ten days and not more than ninety days.

**MOOD-ALTERING CHEMICALS, SUBSTANCES, and TOBACCO:** Using, possessing, selling, dispensing, or being under the influence of any mood altering chemicals, substances, or tobacco; or possessing drug paraphernalia at school, on school property, or at a school sponsored activity; or when the conduct poses a threat to the student or others and is not in the best interest of the school. Tobacco-related items such as lighters and matches are not allowed. Police will be notified as specified by Policy.

**OUT-OF-SCHOOL SUSPENSION (OSS):** Temporary denial to a student by the principal, superintendent, or School Board of participation in class or classes. Suspension will be served out-of-school.

**PARENT:** parent or legal guardian.

**PHYSICAL INJURY:** Causing or attempting to cause physical injury to a school employee or to any student. Cases in which physical injury caused by accident or other action undertaken on the reasonable belief that it was necessary to protect another person or self, shall not constitute a violation of this rule.

**RETALIATION:** Reprisal as a result of action taken against an individual.

**SECRET CLUBS OR SOCIETIES/ACTIVITIES NOT IN THE BEST INTEREST OF THE SCHOOL:** Student participation in non-school activities in which the student's conduct presents a threat to him/herself or others and is not in the best interest of the school.

**SKIPPING:** Unapproved absence from class within the school day.

**STUDENT DRESS:** Students are expected to dress with standards that enhance a safe learning environment. Attire that creates a health or safety hazard, invades the rights of others, detracts from the decency and decorum in school or disrupts the educational environment will not be permitted. Profanity and suggestive themes, such as alcohol, drugs, sex, death, suicide, or violence will not be permitted on school attire.

**DETENTION:** An option for principals to use in place of ISS that requires students to serve suspension time before or after school.

**THEFT:** Stealing or attempting to steal private or school property. This includes illegal confiscation of the school's or another student's computer files and document. Appropriating another's property in excess of \$200 is grand theft.

**VANDALISM:** Damage to, or defacing of property.

**WEAPONS:** Knowingly possessing, handling, or transmitting any object or material that ordinarily or generally is considered or appears to be a weapon. Mace and pepper sprays are included as items considered as being weapons. Intentional possession of a fire arm will result in a mandatory 12 month expulsion

## BULLYING DISCIPLINE MATRIX

### CLASS FOUR

<b>Level 1</b>	<b>1<sup>st</sup> Offense</b>	<b>2<sup>nd</sup> Offense</b>	<b>3<sup>rd</sup> Offense</b>	<b>4<sup>th</sup> Offense</b>	<b>Habitual</b>
Verbal Harassment Purposeful Exclusion	Student call parent with Administrative supervision 1 Day SAS-parents contacted Student completes Reflection Form	Student call parent with Administrative supervision 3 Days SAS-parents contacted Student completes Reflection Form Student/Parent/Admin. conference 3 Days Quiet Lunch 3 Days Restricted Recess (Elem.) 3 Days missed practices (Jr. High/HS)	Student call parent Administrative supervision 1 Day OSS-parents contacted Student completes Reflection Form Student/Parent/ Admin. conference Police referral when appropriate Counseling and SAT referrals	Student call parent Administrative supervision 3 Days OSS-parents contacted Student completes Reflection Form Student/Parent/Admin. conference Police referral when appropriate	School board hearing which may lead to expulsion
<b>Level 2</b> Physical Contact Property Damage Stealing Sexual comments Actions/comments based on sexual orientation	Student call parent with Administrative supervision 3 Days SAS-parents contacted Student completes Reflection Form Student/Parent/Admin. conference 3 Days Quiet Lunch 3 Days Restricted Recess (Elem.) 3 Days missed practices (Jr. High/HS)	Student call parent with Administrative supervision 1 Day OSS-parents contacted Student completes Reflection Form Student/Parent/Admin. conference Counseling and SAT referrals Police referral when appropriate	Student call parent with Administrative supervision 3 Days OSS-parents contacted Student completes Reflection Form Student/Parent/Admin conference Police referral when appropriate	School board hearing which may lead to expulsion	

**Level 3**

Threats verbal physical sexual	Student call parent with Administrative supervision	Students call parents with Administrative supervision	School board hearing which may lead to expulsion
Photos and gestures of a sexual nature	1 Days OSS-parent contacted Student completes Reflection Form Student/Parent/Admin. conference Counseling and SAT Referrals Police referral when appropriate	3 Days OSS-parent contacted Student completes Reflection Form Student/Parent/Admin. conference Police referral when appropriate	

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**These behaviors are considered an offense in any language and may occur but are not limited to: one-on-one, in a group, or via the misuse of technology-cell phone, computer, photographs-including email, internet, instant/voice messaging, websites, and chat rooms.**

**Terms:**

- SAS- Suspension After School 30 minutes**
- OSS- Out of School Suspension (no extra-curricular activities)**
- SAT- Student Assistance Team**
- Quiet Lunch- Lunch away from peers with adult supervision**
- Restricted Recess-Student will be outside without peer interaction**

Students shall be afforded the rights of fair procedure or due process.

This includes the right to:

- (1) Be informed of conduct which resulted in disciplinary action against the student.
- (2) Notice of any rule violation.
- (3) Explanation of the evidence supporting the charge.
- (4) An opportunity to present the student's side of the story.
- (5) A penalty that is proportionate to the violation.

THE STUDENT HANDBOOK DOES NOT INCLUDE EVERYTHING THAT MAY POSSIBLY HAPPEN DURING THE SCHOOL YEAR. IF ANY SITUATION NOT SPECIFICALLY COVERED SHOULD ARISE THE ADMINISTRATION WILL MAKE EVERY EFFORT TO ACT FAIRLY AND QUICKLY. THE BEST INTEREST OF THE STUDENT, SCHOOL AND COMMUNITY WILL BE GREATLY CONSIDERED. EACH SITUATION IS DIFFERENT AND WILL BE HANDLED ON AN INDIVIDUAL BASIS. IT IS SINCERELY HOPED THAT EACH ONE OF YOU WILL HAVE A SUCCESSFUL AND ENJOYABLE SCHOOL YEAR. TAKE THE TIME TO KNOW THE RULES AND REGULATIONS YOU ARE EXPECTED TO FOLLOW AND MANY OF THE LITTLE PROBLEMS CAN BE AVOIDED. IF YOU HAVE QUESTION OR PROBLEMS COME SEE THE PRINCIPAL. THE PRINCIPAL ENFORCES THE RULES AND CAN BEST HELP EXPLAIN THEM TO YOU.



I have received, read, and discussed with my child the expectation and guidelines for Gettysburg School as outlined in the Student Handbook. I understand the **Internet Guidelines, Progressive Discipline Plan, Attendance Policy, Eligibility Rules, Training Rules, and other Procedures** stated within. If I have any questions, I have called the principal at 765-2436.

\_\_\_\_\_ Student's Signature      \_\_\_\_\_ Grade

\_\_\_\_\_ Parent's Signature

\_\_\_\_\_ Date

PLEASE SIGN THIS PAGE AND RETURN IT TO THE PRINCIPAL TO INDICATE THAT YOU HAVE READ AND DISCUSSED WITH YOUR CHILD THE STUDENT EXPECTATIONS OUTLINED IN THIS HANDBOOK. THIS PAGE WILL BE KEPT ON FILE DURING THE SCHOOL YEAR TO INDICATE THAT YOU UNDERSTAND THE POLICIES AND PROCEDURES OF THE GETTYSBURG SCHOOL DISTRICT. THANKYOU!!!