

GREENCASTLE-ANTRIM MIDDLE SCHOOL

BUILDING REGULATIONS



It is amazing how much you can accomplish when it doesn't matter who gets the credit.

GASD PHILOSOPHY

Children First

GASD MISSION

A community invested in empowering our students to strive for excellence to succeed in the future.

GASD VISION

Every student will experience personal success and positively impact the world.

GASD MOTTO

Empowering for Success

GASD CORE VALUES

Commitment Respect Integrity Standards

BUILDING REGULATIONS AND SUPERVISION

GENERAL INFORMATION

Classes are to be dismissed on time. Supervise the arrival and dismissal of your class critically.

Teachers requesting students to stay after school must contact the home by sending written notice. A phone call to the parent/guardian would reinforce your request. If a student is staying for help with a subject, parents must be notified.

SCHOOL DAY: The school day is from 7:30 a.m. until 2:24 p.m. Bus students are dismissed at 2:24 p.m.; walkers' dismissal is via P.A. Students being picked up at school by parents will be dismissed via P.A.

LOCKER USE: Each student is assigned a hall locker and combination at the beginning of each school year. Teachers must issue passes for locker use for times during classes. Consistency is necessary to achieve a positive climate. **Due to current COVID-19 circumstances, students will not have access to lockers at this time.**

GYM LOCKER USE: Students will be assigned a gym locker. For girls, a combination lock can be purchased through the student's wellness teacher. Items should always be locked in the locker room. **Due to current COVID-19 circumstances, students will not have access to lockers at this time.**

DELIVERIES FOR STUDENTS: Because learning and protecting a positive instructional environment is our primary concern, we strive to avoid interrupting class. Therefore, Office Staff are only permitted to call students to the Office areas during their Lunch Period, or 2:20 pm., unless the delivery is for documented medical reasons.

CARE OF BOOKS AND SCHOOL FURNITURE: Please check your textbook and reference book supply frequently. Every effort should be made to protect school property and instill in pupils the desire to care for it properly. Teachers must keep a record of the numbers of each book issued to every pupil. Pupils will be held responsible for the books issued. It is also a good idea to have the student note the condition of books when these are issued.

LOST AND FOUND: Lost and Found articles are located in the cafeteria. Students have access at any time during the school day by obtaining permission through a classroom teacher. If you find something in your classroom, please send it to the office.

VISITORS: Student visitors to the Greencastle-Antrim Middle School must be approved by the principal prior to accompanying a student to school.

STUDENT DEBT POLICY: Teachers should report debts incurred by students during the school year to the main office.

SCHOOL PARTIES: Teacher or student sponsored parties are not permitted during the school day. The building principal must approve parties arranged after the regular school day. Exceptions to these procedures must be approved.

SOLICITATION: Individual students are not permitted to sell merchandise or to solicit money for any charities during school hours, unless approved by an administrator.

STUDENT ARRIVAL

Any student arriving between 7:05 – 7:20 will report directly to their homeroom, unless purchasing breakfast. If a student wishes to purchase breakfast, they will report to the cafeteria to retrieve their breakfast, then they will report to their homeroom. In the interest of student safety, we strongly recommend that students being dropped off for school be dropped off behind the Middle School at the sidewalk leading into the back of the building. This entrance is monitored by Staff beginning at 7:05. Enforcing this is the responsibility of teachers. Loitering elsewhere in the building or grounds is forbidden.

CORRIDOR TRAFFIC

Teachers should be vigilant in monitoring the hallways between classes. Emphasis is put upon the necessity for quiet and orderly passing. We are asking that teachers establish a firm but fair approach to corridor passing. This approach must be consistent and all of us are responsible. Ignoring misdemeanors serves to develop more misdemeanors. Any abuse of walls or furnishings must be reported to the office at once. Check lavatories close to your rooms occasionally for loafing and destruction of property. **Due to current COVID-19 circumstances, students will not be moving through hallways during the day unless supervised by a staff member.**

PASSES FROM CLASSES

Standard corridor pass forms are available in the office. In addition, planners will have a chart to keep track of student's passes. Students who leave the classroom must have a pass from the teacher. These passes are to be kept in a secure place.

The following regulations should be observed:

1. Allow only one lavatory pass at a time
2. Note the time and destination on each pass
3. Teachers must assume the responsibility of strict and careful control of the issuing of passes.

Due to current COVID-19 circumstances, student movement through the hallways will be limited.

NURSE'S OFFICE PROCEDURE

The middle school nurse's office is located next to the Art Room. The nurse is available for treatment of illness or injury, guidance with problems or concerns, referral for health care, providing educational experiences in the health field, etc. in order to strive for optimum health for all children.

Students coming to the nurse's office must report to the nurse's office and present a pass from the teacher whose class they are missing. If a student becomes ill at the end of the period, he/she must report to the next period class to receive a pass to report to the office. Each student is responsible for the class work missed while in the nurse's office. After one period in the nurse's office, a decision will be made whether to send the student back to class or home. Before leaving school in case of illness, the nurse will contact someone (parent, guardian, neighbor) to provide transportation for them. No student will be sent home without prior notification of parent/guardian.

SCHOOL MEDICAL PROGRAM

School nurses conduct the health services for the district. State law requires the following immunizations:

1. Diphtheria and Tetanus FOUR or more properly spaced doses of DTP, DTaP, Td or DT, or any combination of the three with ONE dose administered on or after the fourth birthday.
2. Polio THREE or more properly spaced doses of polio vaccine (IPV or OPV).
3. Measles TWO properly spaced doses of live attenuated measles containing vaccine (preferably MMRV) with the first dose administered at 12 months of age or older, or measles immunity proven by serological evidence determined by the hem agglutination inhibition (HI) test or any comparable test.
4. German Measles (Rubella) ONE dose of live attenuated rubella-containing vaccine (preferably MRV) administered at 12 months of age or older, or rubella immunity proved by serological evidence determined by the hem agglutination inhibition (HI) test or any comparable test.
5. Mumps TWO doses of live attenuated mumps containing vaccine (preferably MMRV) administered at 12 months of age or older, or a physician's diagnosis of mumps disease indicated by a written record signed by a physician or his/her designee.
6. Chicken Pox (Varicella) TWO properly spaced doses, immunity, either from vaccination, history of disease or laboratory testing.
7. Hepatitis B THREE properly spaced doses of hepatitis B vaccine, or a history of hepatitis B immunity proven by laboratory testing.

In addition, children entering 7th grade will need the following:

- TDAP (if 5 years has elapsed since last tetanus immunization) ONE dose of tetanus, diphtheria, acellular pertussis.
- Meningitis ONE dose of meningococcal conjugate vaccine (MCV).

Mandated medical examinations are required for all original entries, 6th and 11th graders from their family physician.

State mandated dental exams are required of original entries, 3rd and 7th graders. Family dentists are encouraged to do this: staff associated dentists may do this.

Height, weight and vision checks are done yearly, except for juniors, and recorded on the students' health records. Near vision is tested in the first and second grade.

Hearing tests are administered in kindergarten, ungraded classes and grades 1, 2, 3, 7 and 10.

Parents may request rechecks of any student at any time.

All students, if injured or ill, shall report to the nurse's office.

MEDICATION POLICY

A parent/guardian or a responsible adult designated by the parent/guardian should deliver medication to the school. Medications include any physician-prescribed medication, over-the-counter medication, short-term medications, vitamins, or herbs. Medication must be in the original container with instructions clearly

noted. A Medication Authorization Form signed by physician and parent must be completed. This form is found on the school website under health services.

Over the counter medication: Tylenol, Ibuprofen, or Benedryl is available to any student who has parental permission and has returned their emergency card to the nurse.

STUDENTS MOVING FROM THE DISTRICT

When a student is moving to another school district, he or she must report to the office secretary for instructions prior to his/her last day at the middle school. Upon arrival at the school, the pupil must present his/her teachers with a form to initial. Teachers are not to initial the form unless the student has returned all materials that were issued. The form must be returned to the office after all teachers have initialed it. Please check the gym locker and hall locker before the student leaves school.

STUDENT ATTENDANCE CONCERNS

Attendance at school is extremely important. If you know your child will be absent, it is helpful to call the office to notify us of the absence. Sometimes we may call to check on the absence of students.

A written note is required for all absences. Please include your child's name, grade, date or dates of absence and the reason for the absence. These notes should be provided within three days of the absence. Without this verification of absence, the student will be marked unlawfully absent. After three unlawful absences, the parents and student are required to attend a meeting with an administrator to write a School Attendance Improvement Plan. After five unlawful absences, the parents are subject to a fine by the local magistrate.

The attendance officer or designee will call to check on the absences of students when there is a question as to the validity of the reason for absence or in cases where students are absent for an extended period of time.

Authorization for the attendance officer to check on the absences of students must be given by the principal, assistant principal, or district truant officer. For a doctor's appointment please use the doctor's excuse form on the school website.

APPOINTMENTS

Students may be excused from school for appointments when necessary by providing a note from their parent/guardian or a professional office stating the time and date of the appointment, and with whom the appointment has been made. For a doctor's appointment please use the doctor's excuse form on the school website.

Notes for dismissal should be brought to the reception window before homeroom. If an appointment is scheduled for the beginning of a school day, a note should be provided upon arrival at school. Students returning from an appointment must bring a card/note from the professional office, etc. Absences from school due to appointments are considered an excused absence/tardy when the aforementioned information is provided.

Students arriving after 10:45 a.m. will be recorded absent one-half day. Students leaving prior to 10:45 am will be recorded absent one full day if not returning.

Unexcused tardy time is recorded. For accumulated time of three and one-half (3 ½ hours, students may be charged with one-half day with unlawful absence.

CONTINUOUS ABSENTEE PROBLEM

If the following procedures do not bring about a positive change in a student's attendance, it may be necessary to contact Children and Youth Services of Franklin County, or other support agencies of the county.

1. The team may call home regarding frequent absences.
2. The team may request that the principal, assistant principal, truant officer or counselor intervene and call the family regarding the absences.
3. Attendance letters may be sent by the principal, assistant principal or truant officer and subsequent fining procedures will be followed, if the absence is unlawful.
4. A meeting will be held to write a School Attendance Improvement Plan.
5. Every effort will be made to work with the family.

STUDENT REQUEST TO LEAVE THE BUILDING

Permission will be granted only upon the presentation of a written request from the parent/guardian which contains a valid excuse for leaving school. "Going on errand", "going shopping", or "going to the bank" are not valid reasons and will not be accepted.

CLASS ATTENDANCE

Students who are excused from class or homeroom must have a corridor pass. No student is permitted to leave the school grounds without reporting to the office. All classes are to be dismissed only on the dismissal bell. Absentees from class who are not on the daily absentee list are to be reported to the office.

COURTESY CARDS

Courtesy cards are given to students who "earn" them for doing something special. Courtesy cards are issued by faculty members at their discretion. Sample reasons for issuing the cards could be an improvement in their academic work or behavior, an act of kindness or running an errand. Teachers should make an effort to issue the courtesy cards for positive reinforcement. However, please do not be excessive in issuing the cards, as it will lessen their importance. Courtesy cards are exchanged for items at the bookstore or to participate in weekly drawings for reward prizes.

FIELD TRIP REGULATIONS

Transportation must be notified two weeks in advance of any trip because of shortage of buses.

I. Definition and Explanations:

- A. A field trip may be defined as an educational trip resulting from a classroom experience. Such trips will usually be made by means of school district transportation.

B. These regulations will also generally apply to other activities, which involve student travel, i.e., athletic trips, musical organization trips, club trips, etc.

C. Senior high class trips are authorized on an annual basis as follows:

Seniors - 1 trip

Juniors - 1 trip

D. There may be other trips, i.e., foreign travel, vacation time, Saturday, weekend, or late evening for which School Board approval is required, if the trip is made by school related groups or in the name of the school.

E. Study walks and trips to the Environmental Center require only the approval of the building principals or head teacher.

II. In order that a field trip may be approved, the teacher(s) planning it should list the relationship to the course, the objectives to be attained, and the means by which they will be attained. Upon completion of the trip, a resume should be turned in to the principal stating the values accomplished.

III. Trips requiring more travel time than instruction time will not be approved, subject to certain objective exceptions. Time in restaurants, parks, and places of entertainment will be considered travel time.

IV. Trips shall be limited to distance of 125 miles, including Philadelphia and Pittsburgh. Time limits are as follows:

Elementary classes - - - - the school day

Middle school classes - - - 10 hours; 12 hours on a weekend trip

Senior high classes - - - - 12 hours

It is suggested, in general, that groups up to and including grade 2 limit their trips to distances of 15 miles, and this distance be increased progressively by distances of 10-20 miles each year.

V. Teachers of each grade level will attempt to establish a list of the types of places, which should (or could) be visited by that grade.

VI. Requests for field trips must be submitted at least two weeks in advance of the proposed date for the trip. For trips to be made after May 1, a month's notice is required. Transportation priorities will be granted to those submitted first.

VII. Overnight trips, camping or otherwise, must be submitted at least one year in advance, prior to budget approval time.

VIII. Parental permission slips must be obtained for all trips from the school except study walks.

IX. Chaperones must be assigned as follows:

Elementary - - Minimum of 1 to 10 students; maximum of 1 to 4 students

Secondary - - Minimum of 1 to 20 students; maximum of 1 to 12 students

There should be no fewer than two chaperones per bus. Chaperones, not the bus driver, are responsible for student behavior on the bus. If parents serve as chaperones, the teacher or teachers are still in charge.

In the event of unusual circumstances, where more than the maximum number of chaperones is required, in the opinion of the teacher responsible for the activity and the building principal, the building principal shall seek board approval prior to authorizing chaperones in excess of the maximum number set forth herein.

X. If any food or drinks are consumed on the bus, all refuse is to be cleaned up. Litter bags or cartons will be provided for this purpose.

XI. The teacher in charge of each bus involved in a field trip should maintain a roster of all persons on the bus. Prior to leaving each stop, roll should be taken. The roster should be available in case of emergency.

XII. The teacher in charge of a field trip, which will run through the lunch hour is responsible for notifying the cafeteria manager at least two weeks in advance of the number of students who will be absent from lunch on that day.

XIII. Secondary teachers will also be responsible for notifying other teachers whose classes the students will miss either via the daily bulletin, e-mail or by personal contact.

XIV. In requesting trip approval, teachers are asked to exercise care and discretion in limiting those selected to go to a certain class or group within a class or grade.

XV. Insofar as possible, teachers will schedule field trips during the early part of the school year. The rationale for this is the fact that the class can gain considerably more in the way of utilizing the information obtained from the trip in future class discussions.

FUND RAISING

Fund raising activities within the school are limited to the following:

All school - - - one per year

Classes - - - - - no projects permitted

Clubs/other organized groups - - - - - All fund raising activities limited to one project a year, with approval by the principal required.

SCHOOL PICTURES AND YEARBOOK

School pictures are taken during the fall and spring of the school year. The student pictures may be purchased from a variety of snapshot size offerings. The collection of picture money is handled entirely by the photographer. The pictures are guaranteed and retakes will be scheduled as needed.

The school receives individual student pictures from the photographer which are used to compile an annual yearbook. The yearbook includes student, group, team and special event pictures from the year's activities. The yearbooks are sold near the end of the school year.

CAFETERIA RULES

(Due to current Covid situation, students will be given an assigned seat in the cafeteria, or may eat in their classrooms)

1. Students entering the cafeteria must place books, etc. on the shelves next to the entry doors.

2. Seats may not be saved. A seat is only reserved when a student is seated with his/her lunch. Students may not change seats or roam to other tables once seated to eat.

3. All food must be consumed at the table. Students should use good table manners. No open food, beverages or snacks may be taken from the cafeteria. Any food item taken should be stored in the student's locker.
4. Trays are to be taken to the dishwashing room when the door is opened. Paper, etc. is to be placed in the trash receptacles.
5. Students must have permission to leave the cafeteria.
6. Students are responsible for keeping the cafeteria free of litter and keeping their tables clean, both on top and on the floor.
7. Talking in low tones is acceptable. Students should not be going from table to table to socialize.
8. Students must be quiet at the end of lunch for announcements and dismissal.
9. Students must walk to and from the cafeteria as well as within the cafeteria. Students may not "cut" in the cafeteria line.
10. Students not following the rules may be placed in lunch isolation, removed from the cafeteria or referred to student services.

LIBRARY

Students may sign out books from the Book Depository by accessing GAMS' Destiny Online Library at the link below.

http://gams.gcasd.org/gams_students/destiny - g a m s on- line library

GRADING

To encourage a positive climate with achievement oriented goals, different forms of evaluations should be used to measure student performance. Student outcomes should be evaluated in the areas of knowledge, skill, attitudes and the application of life role skills. Students need to be encouraged to develop different competencies to function successfully in the future. Teachers should enter a minimum of one grade per week in their grade book for each marking period. The instructional strategies should be varied to maintain an interesting teaching-learning environment. To facilitate student self-development, various classroom activities should be included in your planning. This will give each student the opportunity for success and a chance to move along at his or her own rate. The students should learn to function usefully and thus happily in their school environment. The classroom activities for which scores would be given may include the following:

Preparation

1. Preparation of assignments
2. Contribution to class discussions
3. Reports
4. Projects
5. Notebooks

Tests and Evaluations

1. Written
2. Oral
3. Daily
4. Weekly

Objectives for Grading

- A. To furnish the pupils and parents with the objective information as to the pupil's achievement in his/her school work and his/her attitudes toward school work.
- B. To determine how pupils rank in comparison with each other.
- C. To stimulate better work.
- D. To provide diagnostic and predictive data for organizing instructional groups and providing differentiated curriculum for pupils of varying abilities.
- E. To make available for the permanent records a reliable and complete picture of a child's progress in school.

GRADING SYSTEM

Each four week's report card grade will be independent of the previous report or reports. This grade will emphasize individual student progress based upon individual ability. The uniqueness of each student should be taken into consideration.

The report grades are as follows:

Letter Grade	Percent	QPE
A	93-100	4.0
A-	90-92	4.0
B+	87-89	3.8
B	83-86	3.4
B-	80-82	3.0
C+	77-79	2.8
C	73-76	2.4
C-	70-72	2.0
D	65-69	1.0
F	Below 65	0.0

FINAL AVERAGES

Adding each final marking period percentage grade and dividing by 4 for each subject calculates final course grades. The above grade scale is used for the final letter grade.

If a student fails two major subjects, a major and two minor subjects or three minor subjects, retention may be recommended. After the recommendation, parents will meet with the principal and make the final decision.

The decision to promote, retain or transfer a student is made by the school administration and parents after reviewing the student's records and grades and consulting teachers and guidance counselors.

If a student does not meet the academic criteria for promotion and other factors indicate that retention will not be in his/her best interest, he/she may be transferred.

HONOR ROLL

Students may qualify for the honor roll by meeting the following standards:

- Distinguished Honor Roll 4.0 Average
- Gold Honor Roll 3.5 to 3.99, no D's or F's
- Blue Honor Roll 3.0 to 3.49, no D's or F's

Students with an incomplete will not qualify for the honor roll. Students who make up the work and report to the office will be added to the honor roll (if they qualify).

STUDENT REPORT CARD AND OFFICE RECORDS

All grades will be recorded and report cards completed by the administrative computer program. Each classroom teacher shall carefully enter the grades into the computer. This task must be completed on time as requested by the office and the accuracy checked since these are permanent records. Any mistakes discovered must be reported to the office in writing as soon as they are found.

MISCELLANEOUS

Students absent from class for any reason are responsible for making up class work. Make up work is to be completed as quickly as possible.

For a 1 or 2 day illness the student should have the work completed the day after his/her return. For an extended illness (3 plus days), the student is to make individual arrangements with the teacher(s) within five (5) school days after returning to school.

Failure to meet make up procedures will result in a failing grade for missed assignments. All incomplete grades must be changed within 2 weeks of the end of the marking period. It is the teachers' responsibility to complete this change.

