



GARDEN SPOT  
SECONDARY CAMPUS

# HANDBOOK

*Home of the Spartans*

THE SPARTAN WAY

# *The Spartan Way*

## **Doing What's Right**

Leadership | Integrity | Respect

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## **Doing Our Best**

Pursuit of Excellence | Hard Working  
Personal Accountability

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## **Doing For Others**

Positive Attitude | Compassion | Selflessness

Garden Spot Secondary Campus





# Secondary Admin Team

Principal - Matthew J. Sanger, Ed.D.

GSHS Assistant Principal - Stacey Hoffman

GSHS Assistant Principal - Karisa Peifer

GSMS Assistant Principal - Matthew Fox, Ed.D.

GSMS Assistant Principal - Cory Ilgenfritz

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# School Counseling Team

GSHS - Ellen Cantymagli

GSHS - Krista John

GSHS - Raegan Mellinger

GSMS - Jill Bielawski

GSMS - Nancy Schwabe-Fry

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## **WELCOME**

Dear Spartan,

Welcome to the Garden Spot Secondary Campus. Our goal is to provide you with a personalized and challenging experience that will prepare you to be successful in a rapidly changing world. During your time as a Spartan, we hope to establish relationships that will never be broken. With your daily engagement, our school will thrive and flourish.

It is our hope that this handbook will enrich your learning experience and promote your success. Together, as a school community of learners, staff, and families, let us continue to work for a safe and rigorous school experience. *Hail to our Alma Mater...Hail to Garden Spot!*

## **OUR THEME**

Hail to Garden Spot!

## **OUR MISSION**

Empowering learners as global thinkers and producers.

## **OUR VISION**

Garden Spot will be the best secondary campus, academically, in Lancaster County and within the top-10 percent of schools in Pennsylvania.



## ATTENDANCE

Daily Attendance Procedures (Introduction to complete procedures as detailed in the ELANCO District Handbook):

Upon return to school from an absence, the student will be required to submit a valid excuse card/note to the attendance officer. It will be the student's responsibility to visit the attendance officer prior to 7:32 AM and get to Homeroom on time. All excuse cards/notes for absences that were not pre-approved should be turned in to the attendance officer upon return to school. A student will have three (3) days to turn in a properly completed excuse. If not turned in, the absence will be declared unexcused. Continued in complete form in the ELANCO District Handbook. See examples of unexcused absences.

### **Early Release Policy:**

All children will be released from the office. The person picking up a child will need to sign the child out and present a photo ID. Please remember to send a note to the school office if you plan on having someone other than you pick your child up from school. Non-custodial parents also need a note and ID.

### **Educational Travel:**

The ELANCO School District recognizes that, from time to time, students may have the opportunity to participate in pre-planned trips and educational experiences during the regular school year. Upon receipt of a prior written request from the parents or guardians of the pupils involved, pupils may be excused from school attendance to participate in educational tours or trips. The determination of each request will be made on the following: prior attendance records, previous requests, and the frequency of such requests.

An educational travel form should be submitted at least two days prior to the date of departure. Students will be limited to 5 days of educational travel per year. Customarily, any days exceeding the 5 allotted days will be counted as unexcused or illegal absences. However, the building principal will always make the final decision if additional days can be granted. Please remember that a separate form should be signed for each child with the Eastern Lancaster County Schools.



# BELL SCHEDULE - GARDEN SPOT HIGH SCHOOL



GARDEN SPOT HIGH SCHOOL BELL SCHEDULE			
BLOCK	START	END	MISC
Homeroom / 1	7:30	9:00	AM Announcements
2	9:05	10:25	
A Lunch	10:25	10:55	
iSpartan	11:00	11:40	
iSpartan	10:30	11:10	
B Lunch	11:10	11:40	
3	11:45	1:05	
4	1:10	2:30	

GARDEN SPOT HIGH SCHOOL EXTENDED HOMEROOM			
BLOCK	START	END	MISC
Homeroom / 1	7:30	9:00	Extended Homeroom
2	9:05	10:25	
A Lunch	10:25	10:55	
iSpartan	11:00	11:40	
iSpartan	10:30	11:10	
B Lunch	11:10	11:40	
3	11:45	1:05	
4	1:10	2:30	

GARDEN SPOT HIGH SCHOOL 2-HOUR DELAY [1]			
BLOCK	START	END	MISC
Homeroom/1	9:30	10:25	AM Announcements
A Lunch	10:25	10:55	
iSpartan	11:00	11:40	
iSpartan	10:30	11:10	
B Lunch	11:10	11:40	
2	11:45	12:35	
3	12:40	1:30	
4	1:35	2:30	PM Announcements

GARDEN SPOT HIGH SCHOOL EARLY DISMISSAL			
BLOCK	START	END	MISC
Homeroom/1	7:30	8:30	KGSH
2	8:35	9:25	
3	9:30	10:20	
4	10:25	11:15	

GARDEN SPOT HIGH SCHOOL CLUB / CharacterStrong <small>[Q2 &amp; Q4]</small>			
BLOCK	START	END	MISC
Homeroom / 1	7:30	9:00	AM Announcements
2	9:05	10:25	
A Lunch	10:25	10:55	
iSpartan	11:00	11:40	
iSpartan	10:30	11:10	
B Lunch	11:10	11:40	
CLUB / ⚔️	11:45	12:40	
3	12:45	1:35	
4	1:40	2:30	

GARDEN SPOT HIGH SCHOOL 2-HOUR DELAY [2]			
BLOCK	START	END	MISC
Homeroom/2	9:30	10:25	AM Announcements
A Lunch	10:25	10:55	
iSpartan	11:00	11:40	
iSpartan	10:30	11:10	
B Lunch	11:10	11:40	
1	11:45	12:35	
3	12:40	1:30	
4	1:35	2:30	PM Announcements

GARDEN SPOT HIGH SCHOOL CLUB / CharacterStrong <small>[Q1 &amp; Q3]</small>			
BLOCK	START	END	MISC
Homeroom / 1	7:30	8:30	AM Announcements
2	8:35	9:25	
CLUB / ⚔️	9:30	10:25	
A Lunch	10:25	10:55	
iSpartan	11:00	11:40	
iSpartan	10:30	11:10	
B Lunch	11:10	11:40	
3	11:45	1:05	
4	1:10	2:30	



# BELL SCHEDULE - GARDEN SPOT MIDDLE SCHOOL



GARDEN SPOT MIDDLE SCHOOL BELL SCHEDULE			
PERIOD	START	END	MISC
<b>Homeroom</b>	7:30	7:35	AM Announcements
<b>1</b>	7:39	8:39	
<b>2</b>	8:43	9:43	
<b>3</b>	9:47	10:47	
<b>4</b>	10:51	11:51	
<b>SALSA</b>	11:55	12:12	
<b>A Lunch</b>	12:12	12:42	
<b>iSpartan</b>	12:46	1:26	
<b>iSpartan</b>	11:55	12:35	GSMS Ensembles
<b>SALSA</b>	12:39	12:56	
<b>B Lunch</b>	12:56	1:26	
<b>5</b>	1:30	2:30	

GARDEN SPOT MIDDLE SCHOOL CLUB / CHARACTERSTRONG			
PERIOD	START	END	MISC
<b>Homeroom</b>	7:30	7:35	AM Announcements
<b>1</b>	7:39	8:34	
<b>2</b>	8:38	9:33	
<b>3</b>	9:37	10:32	
<b>4</b>	10:36	11:31	
<b>Club / GS</b>	11:35	12:15	Club & CharacterStrong
<b>A Lunch</b>	12:19	12:49	
<b>iSpartan</b>	12:53	1:31	
<b>iSpartan</b>	12:19	12:57	GSMS Ensembles
<b>B Lunch</b>	1:01	1:31	
<b>5</b>	1:35	2:30	

GARDEN SPOT MIDDLE SCHOOL EARLY DISMISSAL			
PERIOD	START	END	MISC
<b>Homeroom</b>	7:30	7:35	AM Announcements
<b>1</b>	7:39	8:19	
<b>2</b>	8:23	9:03	
<b>3</b>	9:07	9:47	
<b>4</b>	9:51	10:31	
<b>5</b>	10:35	11:15	

GARDEN SPOT MIDDLE SCHOOL 2-HOUR DELAY			
BLOCK	START	END	MISC
<b>Homeroom</b>	9:30	9:35	AM Announcements
<b>1</b>	9:39	10:24	
<b>2</b>	10:28	11:13	
<b>3</b>	11:17	12:02	
<b>A Lunch</b>	12:06	12:36	
<b>SALSA</b>	12:36	12:52	
<b>4</b>	12:56	1:41	
<b>4</b>	12:06	12:51	
<b>B Lunch</b>	12:55	1:25	
<b>SALSA</b>	1:25	1:41	
<b>5</b>	1:45	2:30	

GARDEN SPOT MIDDLE SCHOOL EXTENDED HOMEROOM			
PERIOD	START	END	MISC
<b>Homeroom</b>	7:30	9:00	AM Announcements
<b>1</b>	9:04	9:52	
<b>2</b>	9:56	10:44	
<b>3</b>	10:48	11:36	
<b>4</b>	11:40	12:28	
<b>A Lunch</b>	12:32	1:02	
<b>iSpartan</b>	1:06	1:36	
<b>iSpartan</b>	12:32	1:02	
<b>B Lunch</b>	1:06	1:36	
<b>5</b>	1:40	2:30	



## CAFETERIA PROCEDURE



### **Arrival and Dismissal:**

Lunch groups are dismissed to the main cafeteria at the time designated on the bell schedule. Learners may go to lavatories before reporting to the main cafeteria.

Learners are strongly encouraged to place books and backpacks in their lockers prior to attending lunch. Learners will be dismissed from the cafeteria by the cafeteria monitor in charge. Learners will not be excused until their table and eating area are clean. Learners will leave the cafeteria at the end of the period via the doors of the cafeteria.

### **Breakfast:**

Breakfast may be purchased using cash or a prepaid debit account. Breakfast operates as a “grab and go” concept and is served from 7:20 – 7:30 AM. Learners may take the purchased items back to their Homeroom to be eaten during the morning announcements if permitted by the teacher. Breakfast will not be served on days that school is delayed due to inclement weather.

### **Purchase of Lunch:**

Lunch may be purchased using cash or a prepaid debit account. Checks may be deposited into cafeteria accounts. Learners are requested not to present monetary denominations larger than twenty (20) dollars in order to expedite the lunch process. Learners are not permitted to take food or drinks out of the cafeteria during or after lunch unless they are permitted to eat in the courtyard or in a teacher's classroom.

Note - Pizzas, fast foods, etc. may not be delivered to learners during lunch periods or throughout the day.



## **CARE OF SCHOOL PROPERTY**

The District furnishes each learner with textbooks, technology, and some supplies. It is essential that the learners take the best possible care of these items and not waste resources. We expect learners to refrain from littering the building or grounds. Marking or defacing school property such as walls, books, computers, or desks will be addressed, and citations may result. Learners will be assessed a fee, and/or other disciplinary action will be taken in such cases.

## **CHANGE OF SCHEDULE**

The selection of courses is mutually agreed upon by the learner, parents, and school. However, we recognize that schedule changes are sometimes necessary. This statement is designed to clarify school policy regarding schedule changes. Generally, there are no schedule changes after the last day of school from the previous year. Special circumstances that include either of the criteria listed below are the exceptions. For the most part, learners will not be permitted to reschedule first semester failures for the second semester. Any exceptions must be recommended by a teacher, counselor, or building administrator and approved by the principal. Class size and availability will play a significant role in the approval process.

- Educational needs that have changed.
- A learner's inability to perform course requirements as determined by the teacher, school counselor, and principal.
- Medical issues documented by a licensed physician, psychologist, or psychiatrist.

Changes that meet the above criteria must be accompanied by a personal conference with a school counselor.



## **CLASS DESIGNATION**

Class determination is based upon credits completed at the beginning of the school year.

- Grade 9 - 0 Credits Passed
- Grade 10 - 7 Credits Passed
- Grade 11 - 14 Credits Passed
- Grade 12 - 21 Credits Passed

## **DRIVING & PARKING**

Learner parking privileges are not guaranteed, and learners are advised to make certain that they know their bus schedules and turn in all necessary bus emergency cards to their bus driver. A limited and fixed number of parking permits will be available to senior and junior students in good academic and behavioral standing, who can present a valid driver's license, have no outstanding financial obligations, have satisfactory attendance records, and have a clear campus driving record. Each parking permit will be numbered and correspond to a parking space with the same number. A fee of \$30.00 will be charged for each parking permit.

The Eastern Lancaster County School District and Garden Spot High School shall not assume responsibility for any personal injuries to occupants or property damage to vehicles driven or parked on district property at any time. The Eastern Lancaster County School District and Garden Spot High School shall not assume responsibility for the contents of any vehicle driven or parked on district property.

## ELECTRONIC DEVICES



### **Beepers / Pagers:**

Act 103 of the General Assembly prohibits the possession/use of telephone pagers/beepers on school grounds. Exceptions are made for volunteer firepersons and those who need the device for personal medical reasons. Written requests for exemption must be approved by the principal and kept on file.

### **Cell Phones:**

Learner use of cell phones (including text messaging) is prohibited during the regular school day except during lunch and while transitioning in the hallways between classes. Teachers have the discretion to allow the use of cell phones in their respective classrooms. Please understand that when a student refuses to turn over their cell phone to any staff member they may be assigned additional discipline consequences that may include suspension from school. Please note that it is unacceptable, and in some cases illegal, to take pictures or video record a learner or staff member without their consent.

### **District Technology:**

Learners who misuse district technology (e.g. computer, e-mail accounts, internet access, etc.) or violate District Internet and Computer use policies are subject to disciplinary action by the school, suspension or probation of student computer use, and prosecution under the law.

### **Internet and Computer Use Policy:**

The Eastern Lancaster County School District has a very clear and specific policy. Learners may not use Eastern Lancaster County School District computers for access to the Internet or e-mail without a signed agreement on file and the approval and supervision of a teacher or School District staff member.



## **GRADING SYSTEM**

Grades are computed in the following manner for learners:

$$A = 93\% - 100\% = 4.0$$

$$A- = 90\% - 92\% = 3.7$$

$$B+ = 87\% - 89\% = 3.3$$

$$B = 83\% - 86\% = 3.0$$

$$B- = 80\% - 82\% = 2.7$$

$$C+ = 77\% - 79\% = 2.3$$

$$C = 73\% - 76\% = 2.0$$

$$C- = 70\% - 72\% = 1.7$$

$$D+ = 67\% - 69\% = 1.3$$

$$D = 63\% - 66\% = 1.0$$

$$D- = 60\% - 62\% = 0.7$$

$$F = \leq 59\% = 0.0$$

## **SERVICE LEARNING PROJECT**

The Garden Spot High School Service Learning Project (SLP) can be accessed on the District's website, or in the High School Counseling Office.

## **GRADUATION REQUIREMENTS**

In addition to local graduation requirements, learners are required to meet all Pennsylvania state-mandated graduation requirements (i.e. Act 158). Complete local graduation requirements are detailed annually in the Garden Spot High School Program of Studies, which is available on the District website.

## ACADEMIC DISHONESTY POLICY



Academic Dishonesty is defined as follows:

- Copying, emailing, or duplicating assignments, documents or other materials with the intent of presenting any such items as “original work”.
- The exchange of school assignments between students by printout, digital transfer, or other means with the intent of submitting the received assignment as “original work”.
- Possessing formulas, codes, or keywords, answers on your person while taking a test when prohibited.
- Using or possessing hidden and/or unauthorized reference sheets or aids during a test.
- Using programmed materials in electronic or battery-operated devices when prohibited.
- Exchanging answers with others when prohibited (either giving or receiving answers).
- Taking, stealing, and/or using an assignment from someone else and submitting it as your own.
- Giving an assignment or document to someone else for the purpose of submitting it as their own.
- Submitting material (written, designed, or prepared by someone else) without properly identifying the author/artist name and/or source (e.g. plagiarizing or submitting work created by internet sources, family, friends, or tutors.)
- Taking credit for group work when little or no personal contribution towards the collective work is in violation of the established assignment criteria.
- Not following additional specific guidelines for academic honesty or integrity as established by department, class, or teacher.
- Unauthorized acquisition, use, and/or distribution of test materials or answer sheets. (Automatic 3rd offense consequences)
- Unauthorized use of teacher computer files and grading programs. (Automatic 3rd offense consequences)

The following actions will be taken in regard to students in violation of this policy:

- **First Offense** - Automatic “0” (failure) on assignment or test. Teacher telephones parent to explain specifics of the incident. If warranted after the phone call, a parent conference is scheduled including teacher, parent, administrator, and school counselor. A referral is placed in the learner's disciplinary file.
- **Second Offense** - Automatic “0” (failure) on assignment or test. The most recent marking period grade is reduced by 50% (Example: Marking Period grade is 82%, would be reduced to 41%.) A parent conference is scheduled including teacher, parent, administrator and school counselor.

## LEARNER CODE OF CONDUCT



It is the goal of the Garden Spot Secondary Campus to provide a positive educational environment for every learner. This requires an understanding of an adherence to acceptable standards of respectful behavior that will allow learning to take place in the classroom. Every learner is entitled to an education, and the right to be free of a climate that disrupts the educational environment of others.

The Garden Spot Student Code of Conduct establishes zero-tolerance policy for conduct that endangers the safety of the school and/or disrupts the educational experience for other students. Every learner must follow all of the expectations of the Learner Code of Conduct before, during, and after school. The Code applies to learners in school buildings, on school grounds, at school-related activities, and on the way to and/or from school. Learners must follow these rules on buses or vans that bring them to school or take them home. The Code also applies to learners off school grounds (i.e. field trips, work crews, internships, etc.) when the conduct may reasonably be expected to undermine or disrupt the proper disciplinary authority of the school or endanger the safety of a member of the school community.

The home shares the responsibility in the education of our youth; parents and caregivers should be sure to know and understand the Learner Code of Conduct.

The Garden Spot Secondary Campus will follow a progressive discipline model, which tracks student discipline throughout the entire school year. This Code of Conduct provides definitions of behavior offenses. Some definitions include examples. These examples are not intended to be an exhaustive list; the behaviors covered by the definitions include, but are not limited to, the examples given.

The safety and security of all school children are our highest priorities, and we are committed to providing a safe learning environment. Parents who have questions or concerns should contact the principal.

Our intention is to provide corrective instruction to learners who do not meet behavioral expectations. For further details please review the District Handbook (pp. 4-6).



## BEHAVIORAL EXPECTATIONS & RESPONSIBILITIES

Behavioral expectations revolve around The Spartan Way - Doing what's right / Doing our best / Doing for others. Ultimately, we expect mutual respect where students and adults take responsibility and are accountable for their actions.

### **Responsibilities of Everyone:**

- Maintain the school climate while on campus by being: Responsible, Respectful, and Cooperative
- Be aware of and clearly communicate the expectations for learners and staff.
- Motivate learners to follow our high expectations through positive reinforcement.

### **Responsibilities of Administrators:**

- Implement the Learner Code of Conduct and all behavioral procedures in a fair and consistent manner.
- Inform all school personnel, parents, and learners of behavioral expectations and policies.
- Review and act upon requests from school personnel concerning violations.
- Use professional judgment to prevent minor incidents from becoming major problems.

### **Responsibilities of Teachers:**

- Maintain a learning environment that provides for academic success.
- Teach and positively reinforce rules and regulations concerning student conduct.
- Hold students accountable for disorderly conduct in school/on school grounds.
- Address rule violations with multiple strategies.
- Use professional judgment to prevent minor incidents from becoming major problems.



## BEHAVIORAL EXPECTATIONS & RESPONSIBILITIES CONTINUED



### **Responsibilities of Students:**

- Comply with school rules and climate expectations including the Student Code of Conduct and the ELANCO Student Calendar Handbook.
- Respect the authority of all school personnel and the rights of other students.
- Comply with School District's attendance, dress code, zero tolerance, and bullying policies.
- Behave in a manner that focuses on academic success.
- Be responsible and accountable for following rules.

### **Responsibility of Parents, Advocates, and Guardians:**

- Respect and support school rules and regulations.
- Respect and support the policies of the Eastern Lancaster County School District.
- Recognize that school personnel must enforce rules and regulations. Teach the child to respect the rights of others.
- Emphasize the importance of being prepared for school and the adherence to school rules to foster academic success.

### **Dress Code Expectations:**

All students are expected to follow the Garden Spot Secondary Campus Dress Code and dress in a manner of appearance that would not cause a disturbance, distract, or interfere with the instructional program, or constitute a health or safety hazard. The secondary administration will make the final decision as to what is considered proper and improper attire. For more information regarding your school's dress code, please consult the ELANCO Handbook.

## BEHAVIORAL EXPECTATIONS & RESPONSIBILITIES CONTINUED



### **Examples of Appropriate Dress:**

- **Shirt:** t-shirts, polo-style collared, blouse, button-down collared, sweatshirt, turtleneck.
- **Pants:** Jeans, slacks, shorts. Must fit at the waist and must be free from holes above the knee. Pants must not drag on the floor.
- **Appropriate Length:** Jumpers, shorts, skirts must measure no shorter than arms-length (fingertips).
- **Shoes:** Students are strongly encouraged to wear shoes to school; sports sandals and flip-flops should be avoided.
- **Outerwear:** Sweaters, sweater vests, and/or sweatshirts are acceptable in the classroom.
- **Coats:** Heavy coats and jackets may be worn to and from school and/or outdoors. Students must store heavy coats and jackets in their respective lockers during the school day.
- **Special:** Hats and Hoodies may be worn on the day(s) determined by the school administrator.

### **Responding to Behavioral Incidents:**

Behavioral incidents will be handled on an individual and case-by-case basis. Discipline incidents that are low-level intensity and do not threaten bodily harm to others or create a hostile environment to the school community are considered minor incidents and should be addressed in the classroom setting.

Discipline incidents that severely interfere with the learning and safety of others are of a threatening or harmful nature and/or are legal violations, warranting administrative intervention and will be addressed accordingly.

## BEHAVIORAL EXPECTATIONS & RESPONSIBILITIES CONTINUED



### Minor Infractions:

All minor infractions are handled by school personnel in charge of the setting in which the problem behavior occurs. These “teachable moments” may or may not result in consequences issued by the teacher and/or administrator.

### Minor Infractions & Interventions:

Examples of Expected Behavior	Infractions of Behavior Expectations	ASD	ISS	Suspension (1-5)
Show respect to school staff, students, and visitors.	Failure to follow classroom rules / disrespect to authority  Physical altercation (pushing or shoving, no bodily harm)  Threats / Reckless endangerment / Inappropriate language	X	X	X

## BEHAVIORAL EXPECTATIONS & RESPONSIBILITIES CONTINUED



### Minor Infractions & Interventions (Continued):

Examples of Expected Behavior	Infractions of Behavior Expectations	ASD	ISS	Suspension (1-5)
<p>Show respect to the property of the school and others</p>	<p>Destruction and/or theft of property in amounts less than \$150.</p> <p>Defacing school property</p>	X	X	X
<p>Be prepared to participate in class.</p> <p>Come to school in proper attire and appropriately dressed.</p>	<p>Dress code violation</p> <p>Failure to carry hall pass</p> <p>Failure to participate / unprepared for class</p>	X	X	

## BEHAVIORAL EXPECTATIONS & RESPONSIBILITIES CONTINUED



### Minor Infractions & Interventions (Continued):

Examples of Expected Behavior	Infractions of Behavior Expectations	ASD	ISS	Suspension (1-5)
Come to school on time each day.	Truancy / excessive tardiness / cutting class / leaving school without permission	X	X	X
Bring only appropriate school-related materials and items to school	Use of beepers, pagers, cell phones, and other electronic devices during instructional time.	X	X	

## BEHAVIORAL EXPECTATIONS & RESPONSIBILITIES CONTINUED



### Minor Infractions & Interventions (Continued):

Examples of Expected Behavior	Infractions of Behavior Expectations	ASD	ISS	Suspension (1-5)
Use of polite language and maintain appropriate conduct.	Using profane / obscene language or gestures.  Public displays of affection; inappropriate touching.	X	X	X
Academic honesty	Forgery of administrator, teacher, or parent's signature. Alteration medical excuses.	X	X	X

Note - Repeated minor infractions and violations of the Learner Code of Conduct may result in a referral to an Alternative Education Program if all efforts to refer and implement in-school interventions are unproductive.

## BEHAVIORAL EXPECTATIONS & RESPONSIBILITIES CONTINUED



### Major Infractions & Interventions:

Examples of Expected Behavior	Infractions of Behavior Expectations	Suspension (6-10)	AEDY Referral	Possible Expulsion
Respect school property and the property of others	Destruction and/or theft of property in the amount of \$150 or more.  Vandalism / Robbery / Extortion  Breaking and entering school property	X	X	X
Treat others with respect and courtesy	Harassing / bullying or intimidating any member of the school and/or school community	X	X	X

## BEHAVIORAL EXPECTATIONS & RESPONSIBILITIES CONTINUED



### Major Infractions & Interventions (Continued):

Examples of Expected Behavior	Infractions of Behavior Expectations	Suspension (6-10)	AEDY Referral	Possible Expulsion
Maintain a safe and orderly school environment	Possession of a weapon  Possession / use of any item/material that could, or be used to cause bodily harm to an individual	X	X	X
Maintain appropriate physical contact and conduct	Fight / Physical Altercation (bodily harm)  Sexual Acts (voluntary or involuntary)	X	X	X



## BEHAVIORAL EXPECTATIONS & RESPONSIBILITIES CONTINUED



### Major Infractions & Interventions (Continued):

Examples of Expected Behavior	Infractions of Behavior Expectations	Suspension (6-10)	AEDY Referral	Possible Expulsion
Maintain a drug-free school environment	<p>Possession of, use of, and/or intent to distribute a controlled substance, paraphernalia or look alike.</p> <p>Possession of, use of, and/or intent to distribute alcohol</p> <p>Possession of, use of, and/or intent to distribute tobacco or tobacco products including e-cigarettes</p>	X	X	X

## BEHAVIORAL EXPECTATIONS & RESPONSIBILITIES CONTINUED



### **Due Process:**

All learners shall be treated fairly and honestly in resolving grievances and complaints, and in the consideration of any suspension or expulsion. All learners have the right to fair and reasonable treatment of their learner grievances and discipline by school officials.

### **Student Conference Procedures:**

- Inform the learner of the reason for the conference.
- Give the learner an opportunity to respond to the allegation(s).
- Discuss the learner's behavior and ways to correct it.
- Inform the learner of corrective action and/or next steps.
- Document behavior and intervention.

### **Parent Conference Procedures:**

- Notice of conference may be provided to the parent/caregiver via one of the following mediums: phone, text, writing, or hand-delivered to the home, sent certified mail, faxed, emailed, or sent by other reasonable means to reach the parent/caregiver.
- When a learner is suspended out of school for more than 5 consecutive days, a parent conference may be required and attempts will be made to make sure the meeting is held within a timely manner.
- At the conference, the parent may request to review the learner's record.
- Discuss learner's behavior and ways to correct it.
- Inform parent of further disciplinary action (if applicable).

## BEHAVIORAL EXPECTATIONS & RESPONSIBILITIES CONTINUED



### **Suspension Procedures:**

According to Pennsylvania State Law, a suspension is defined as the denial to a learner of the right to attend school and take part in any school function for any period of time up to 10 days. For the purposes of this Learner Code of Conduct, a suspension will be classified into two categories: Short-term and Long-term.

Short-Term Suspension is an exclusion from school and/or any school activity or function for a period of 5 school days or less. Learners who are suspended shall meet with the principal or designee prior to the suspension. During the conference, the learner has the right to the procedures described under the Learner Conference Procedures outlined in this Learner Code of Conduct.

Long-Term Suspension is an exclusion from school and/or any school activity or function for a period of 6 to 10 school days. Learners who are given a long-term suspension shall have a learner conference and the possibility of a parent conference. If warranted, during the parent conference, the learner and parent have the right to the procedures described under the Parent Conference Procedures outlined in the Learner Code of Conduct. In some cases, a parent conference with the building principal may be required prior to the learner's return.

### **Transfer Hearing Procedures:**

The Alternative Education (AEDY) setting provides students with high-quality educational programs and support that prepare, ensure, and empower all learners to achieve their full intellectual and social potential. Learners not meeting with success due to a pattern of disruptive behavior and/or serious violations of the Learner Code of Conduct may be referred to an AEDY placement.

Any learner referred for a transfer to an AEDY placement may also be suspended and provided the procedures indicated in the Suspension Procedures outlined in this Code of Conduct.

## BEHAVIORAL EXPECTATIONS & RESPONSIBILITIES CONTINUED



### **Expulsion Procedures:**

According to Pennsylvania State Law, expulsion is defined as an exclusion from school and any school activities for more than 10 school days. Learners that have committed an offense that is subject to expulsion will also be suspended and have the right to the procedures indicated under Suspension Procedures outlined in this Learner Code of Conduct.

In addition, learners will receive an Expulsion Hearing. (Learners/Parents can agree to waive their right to an Expulsion Hearing should one be offered by the administration.) The learner may be represented by counsel at an Expulsion Hearing. In addition, the learner has the right to:

- Present witnesses;
- Request and cross-examine District witnesses; and
- Review learner records in advance

In the event that a learner is being considered for expulsion, an informal hearing will be held to determine if the learner poses a threat to the school community. If the hearing officer determines that the learner cannot remain in their regular classroom setting pending a formal expulsion hearing, an interim assignment will be provided.

## BEHAVIORAL EXPECTATIONS & RESPONSIBILITIES CONTINUED



### **Alternative Education for Disruptive Youth (AEDY):**

The Eastern Lancaster County School District has a number of learners who experience difficulty coping with the general education program. These learners often fail to learn and disrupt the learning environment for their fellow students. AEDY is proposed to meet the needs of said at-risk learners who are not able to succeed in the regular education setting. Criteria to determine which program will be best for a learner, is considered.

Learners may be eligible for enrollment in AEDY if they exhibit the following behaviors or other unacceptable behaviors:

- Disregard for school authority, including persistent violation of school policies and rules;
- Display of or use of controlled substances on school property or during school-affiliated activities;
- Violent or threatening behavior on school property or during school-affiliated activities;
- Possession of a weapon on school property, as defined under 18 Pa. C.S. § 912 (relating to possession of a weapon on school property);
- Commission of a criminal act on school property or during school-affiliated activities;
- Misconduct that would merit suspension or expulsion under school policy.

Learners are placed in the program on the recommendation of the building administration. A meeting of parents and the learner takes place with the school administrator. The learner is informed of the program's structure.

### **Discipline for Students with Disabilities:**

The District may suspend learners with disabilities and cease educational services for up to 10 consecutive school days or 15 cumulative school days in one school year without providing special education procedural safeguards. The District will provide the following safeguards for learners referred for expulsion, transfer to an AEDY setting for discipline reasons, or suspension for more than 10 days, or for more than 15 cumulative days:

## BEHAVIORAL EXPECTATIONS & RESPONSIBILITIES CONTINUED



### **Discipline for Students with Disabilities (Continued):**

- Written notice to the parent/guardian of the recommended disciplinary action and the date of an Individualized Education Program (IEP) meeting.
- A team shall convene a Manifestation Determination meeting within 72 hours of the misconduct with the parents having been invited.
- During the IEP meeting, the IEP team shall review the learner's most current evaluation and the learner's IEP and placement to determine whether the learner's misconduct is related to the learner's disability. The misconduct is not related to the learner's disability if (i) the current IEP was appropriate and implemented; and (ii) the disability does not impair the learner's ability to understand the consequences of their behavior and control their behavior.
- If the learner's behavior is not a manifestation of the disability, school officials may apply the Uniform Discipline Code, taking into consideration the learner's special education and disciplinary records. In no event, however, may the learner be suspended without providing appropriate educational services for more than five (5) consecutive or fifteen (15) cumulative school days in a school year. A Notice of Recommended Educational Placement (NOREP) must be issued with the results of this determination.
- The IEP team shall review and revise, if necessary, the behavior intervention plan or, as necessary, complete a functional behavior assessment and intervention plan to address the misconduct.
- The IEP team shall determine the appropriateness of an interim alternative educational setting, and as indicated, include in the IEP those services and modifications that will enable the student to continue to participate in the general curriculum and address the behavior so that it will not recur.
- The IEP team shall issue a NOREP with the results of the Manifestation Determination.

### **Police Involvement:**

There are times when the secondary administration may need to refer discipline issues to the police or the ELANCO School Resource Officer (SRO). Please refer to the ELANCO District Handbook for detailed information concerning police involvement.



## VISITORS

Parents and persons with legitimate school business may visit the school time during school hours. Please note that all parents/caregivers must provide a government-issued photo ID in order to pick up a child.

Visits with staff can only be accomplished when the staff member is available and not teaching a class. Alumni must make appointments to meet with staff after student dismissal. Advance arrangements are required.

We are unable to host students from other schools that may like to spend a day and visit a relative or friend at Garden Spot. Our School Counselors will be happy to prearrange a visit of prospective students and match them with a Garden Spot student to follow a daily schedule.

No visits of any type will be honored during the first or last ten (10) days of the school year.

All visitors must report to the closest office, register, and wear a visitor badge in clear view, at all times while visiting. Failure to follow visitation procedures may lead to prosecution for trespassing. Please refer to the District Handbook for specific information about activities and athletics as well as additional Garden Spot Secondary Campus information.

# Alama Mater

*Hail to our school of blue and gray,  
To thee we give our praise,  
Our honor and our loyalty,  
For all our joyous days.  
The friendship that we've made anew  
Shall never be forgot  
Hail to our Alma Mater  
Hail to Garden Spot!*



**Garden Spot Secondary Campus**  
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