



**EASTERN LANCASTER COUNTY  
SCHOOL DISTRICT**

**Garden Spot Middle School**

"THE SPARTAN WAY: DOING WHAT'S RIGHT – DOING OUR BEST – DOING FOR OTHERS"

# Garden Spot Middle School Handbook

## *The Spartan Way*

### **Doing What's Right**

Leadership | Integrity | Respect

### **Doing Our Best**

Pursuit of Excellence | Hard Working  
Personal Accountability

### **Doing For Others**

Positive Attitude | Compassion | Selflessness

Garden Spot Secondary Campus



Garden Spot Middle School  
(Current Version: August 2022)

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## About GSMS

**Address:** 669 East Main Street  
New Holland, PA 17557

**Website:** [gsms.elanco.org](http://gsms.elanco.org)

**Twitter/Instagram:** [@GardenSpotMS](https://twitter.com/GardenSpotMS)

### School Contact Numbers

School Main Office..... 717.354.1560  
Athletic Director..... 717.354.1141  
Attendance/Guidance Office..... 717.354.1562  
Nurse Office..... 717.354.1559  
Transportation Office..... 717.354.1523

### Office Hours

The Middle School office is open from **7:00 AM** until **3:30 PM** during the school year. The Guidance Office is open from 7:30 AM until 3:00 PM during the school year. If parents wish to speak with a counselor or principal in person, parents should make an appointment.

### Administrative Team

**Matthew J. Sanger, Ed.D.** - Campus Principal  
**Robert Arrick** - 7th Grade Assistant Principal  
**Matthew Fox, Ed.D.** - 8th Grade Assistant Principal

### School Counseling Team

**Nancy Schwabe-Fry** - 7th Grade School Counselor  
**Jill Bielawski** - 8th Grade School Counselor

### Daily Schedules

#### GSMS - Regular

Block	Start	End	Start	End
HR/Adv	7:30	7:45		
1	7:49	8:49		
2	8:53	9:53		
3	9:57	10:57		
4	11:01	12:01		
L/iS	12:01	12:31	12:35	1:10
iS/L	12:05	12:40	12:40	1:10
5	1:14	2:14		
House Adv	2:18	2:30		

#### GSMS - Early Dismissal

Block	Start	End
HR/Adv	7:30	7:35
1	7:39	8:19
2	8:23	9:03
3	9:07	9:47
4	9:51	10:31
5	10:35	11:15

### GSMS - 2-HR Delay

Block	Start	End	Start	End
Adv	9:30	9:35		
1	9:39	10:14		
2	10:18	11:03		
3	11:07	11:52		
L/iS	11:52	12:22	12:26	12:56
iS/L	11:56	12:26	12:26	12:56
4	1:00	1:35		
5	1:39	2:14		
House Adv	2:14	2:30		

### GSMS - Regular

Block	Start	End	Start	End
HR	7:30	7:40		
1	7:40	9:00		
2	9:05	10:25		
L/iS	10:25	10:55	11:00	11:40
iS/L	10:30	11:10	11:10	11:40
3	11:45	1:05		
4	1:10	2:30		

### GSMS - Early Dismissal

Block	Start	End
HR/1	7:30	8:30
2	8:35	9:25
3	9:30	10:20
4	10:25	11:15

### GSMS - 2-HR Delay

Block	Start	End	Start	End
HR/1	9:30	10:25		
L/iS	10:25	10:55	11:00	11:40
L/iS	10:30	11:10	11:10	11:40
2	11:45	12:35		
3	12:40	1:30		
4	1:35	2:30		
Block	Start	End	Start	End
HR/2	9:30	10:25		
L/iS	10:25	10:55	11:00	11:40
L/iS	10:30	11:10	11:10	11:40
1	11:45	12:35		
3	12:40	1:30		
4	1:35	2:30		

### Delays/Closings

Eastern Lancaster County School District communication channels are the most reliable resource to find information concerning school closings or delays. This includes:

- [REMIND App](#) (Receive text or email notifications)
- [ELANCOSD Twitter account](#)
- [ELANCOSD Facebook page](#)
- [District website News/Announcements](#)

We only contact the television and radio stations listed below with our closing information. Other stations may report Eastern Lancaster School District closings and delays, but we are not responsible for providing them with the information.

Television:

- WGAL-TV8

### School Safety

Regardless of its size and location, no school is immune from emergencies or crises. Eastern Lancaster County School District has been committed to developing and implementing school safety measures throughout the district. In addition to having a district Crisis Response & Communication Plan, the middle school has its own safety program and emergency plans.

All entrances to the school from the outside are locked at the start of homeroom each day. Once the building is secured, visitors must ring a bell located outside the door to the main office to enter the secured office area. After admitting the visitor, an administrative assistant will ask the visitor to sign in, with a photo id, and to receive a visitor's badge.

To prepare teachers and learners to react appropriately in an emergency, fire drills, severe weather drills, and intruder drills are conducted regularly.

### Emergency Evacuation Procedures

Under certain emergency circumstances, the middle school may be instructed to evacuate its learners to another off-site location.

Should evacuation be necessary, parents may pick up their learners at the evacuation site using the normal sign-out procedures. Please wait for communication from the school before going to the school building.

### Parent Visits

The middle school faculty and administrative staff welcome parents to visit the school regularly. To ensure that their visits are worthwhile, parents are encouraged to call the school to schedule their visits in advance. Like all visitors to the school, parents must register at the office and must wear a visitor's badge before visiting a classroom.

Parent volunteers are required to obtain clearances under Board Policy. Parents who want to schedule a conference with a specific teacher or a team should call the school office. All guests will be required to present photo identification.

### Volunteers

We are fortunate and appreciative to have so many volunteers serving in our schools. Our volunteers truly make our educational community special.

Due to new regulations (Act 153 of 2014) passed by the General Assembly in an attempt to better protect children from sexual predators and child abuse, all volunteers must now obtain the same three clearances as professional staff; FBI Federal Criminal History Background Check and Fingerprinting, Pennsylvania Criminal Background Check, and Pennsylvania Child Abuse History Check. In short, any adult who visits a school to assist with any function of the school related to working with learners or who chaperones a field trip in which the volunteer has responsibility for learners must obtain the three clearances in advance of participation. For a specific description of who constitutes a volunteer, see Board of School Directors Policy #916.

For more information please visit the [ELANCO website](#) under "Community" > "Volunteer Information."

## **Academics**

### Introduction

Our goal is to provide learners with a personalized and challenging experience that will prepare them to be successful in a rapidly changing world. During their time as a Spartan, we hope to establish relationships that will never be broken. With learner daily engagement, our school will thrive and flourish.

We hope that this handbook will enrich their learning experience and promote their 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.

### Departments

Composed of both “core” and “elective” courses, the middle school curriculum is intended to provide the foundation learners will need for more specific study in high school. Core courses for all learners include English language arts, mathematics, science, and social studies. Elective courses for all learners include art, music, technology education, foreign language, genius hour, global social problems, and STEM. These elective courses are designed to expose learners to the six career fields.

- Agriculture, Food, & Natural Resources
- Business, Management, & Administration
- Communications & Information Systems
- Engineering, Manufacturing, & Technology
- Health Science Technology
- Human Services

All learners are required to take physical education and health during their seventh-grade year. Also, eighth-grade learners can choose to take physical education and health electives. All learners may elect to enroll in band, chorus, and/or orchestra.

Specific courses by grade can be found in the middle school program of studies found on the [middle school website](#).

### Houses

Learners are grouped in academic houses of approximately 70-100 learners each. Within a house, teachers and learners are accountable to one another just as persons are within a family. Houses provide teachers with an opportunity to meet and work with the same learners during the school day. Teachers provide valuable help during the year in several ways. They help learners to understand the homework, complete special assignments, learn expectations and procedures, and resolve certain problems that learners encounter. Their house teachers are valuable to have as “someone just to talk to.”

**House Names:** Zeus, Athena, Poseidon

### Grading System

At the beginning of the school year, each teacher will explain the grading procedures to their classes. Those procedures will also be a part of the course syllabus. Grades are always available on Powerschool. All fines and other obligations must be satisfied before the final report card is mailed. Parents should be expecting their child to be bringing an envelope home with the report card and share it with them (Quarter 1-3). Report cards will be mailed home at the end of the fourth marking period, coinciding with the end of the school year. 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

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

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

$$F = 59\% - 50\% = 0.0$$

\*Quarter grades will be scored no lower than 50%.

### Canvas/PowerSchool

Eastern Lancaster County School District uses **PowerSchool** for its learner information management system. As a component of PowerSchool, parents can access real-time information regarding their child's academic records, including grades and attendance records, via the internet. All parents are issued a confidential ID and password to access their child's records from the PowerSchool Parent Portal. It is recommended to choose the weekly updates and not daily. Each learner is also given a unique log-in. For further information, please contact the learner's school counselor or the middle school office.

In addition to Powerschool, teachers use **Canvas** as their learning management system. This is a great resource for classroom information such as syllabus, classroom policies and procedures, homework, assignments, and resources. Parents can create an account to have access to view their learner's courses.

For further information on how to do this please refer to the references on the ELANCO website.

### Schedule Changes

The selection of elective courses are 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. 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.

### Homeroom/Advisory/iSpartan

At 7:20 AM, learners are excused from the cafeteria to their lockers. All learners are expected to be in their homerooms by 7:30 AM. At the start of the **homeroom period**, the teacher will take attendance.

During homeroom and the end-of-the-day **house-advisory period** learners and staff will be engaged in activities that teach and reinforce executive functioning skills, social-emotional learning, and community building.

**iSpartan** of each day is utilized either for study hall or activities such as remediation, or enrichment. Performing music groups including band, chorus, and orchestra rehearsals during this period.

### Announcements

Announcements are posted daily on Spartan Notes for all learners and families to access. Daily announcements will also be made via the PA system and/or KGSM, the middle school's tv channel.

### Homework

The purpose of homework is to provide learners with an opportunity to practice new learning independent of the teacher. Homework is developmental and increases in scope and difficulty with the maturity of the learner.

Each middle school learner has access to a Microsoft Outlook calendar to record assignments and due dates for each class. Learners are also encouraged to actively use their Canvas account and calendar for homework as well. Parents can be very helpful in seeing that homework is completed each evening. Some projects are long-term and require learners to budget time over an extended number of days to complete the project successfully.

### Honor Roll

Honor Roll recognizes individual learner achievement. The Honor Roll is compiled each marking period.

To achieve **Honors** status, a learner must earn a GPA between 3.25 - 3.79.

To achieve **Distinguished Honors** status, a learner must earn a 3.80 or above.

### Interscholastic Athletic Eligibility

To compete in any PIAA sanctioned interscholastic athletic competition, athletes may be failing no more than one course at any time. Upon notification to the athletic office of a second failure, the athlete will be ineligible to participate in any level of competition for one week. This period of ineligibility will begin Sunday at 12:01 AM and continue until 11:59 PM the following Saturday. Learner athletes who have failed two or more courses for any marking period will be ineligible for 15 school days starting on the date the Athletic Office has been informed of their grades. Eligibility for fall sports will be determined by the learner athlete's final year or

semester grades from the previous year. Athletes ineligible to compete may still practice with the team for the period of ineligibility. Monitoring will start the second week of the first quarter.

### Making Up Work

It is the learner's responsibility to contact teachers, and review each teacher's Canvas course upon return to school concerning schoolwork missed because of absence. Learners must communicate with their teachers within 3 days after returning to school. Work must be completed within a reasonable time established by individual teachers.

### Promotion/Retention

When a learner fails two of the core subjects (i.e., English language arts, mathematics, science, social studies), they will be recommended for retention review by the learner's counselor, support staff, house leader, and principal. It is highly recommended that a learner attend summer school to make up for failed core courses.

The school-based team will evaluate considerable evidence including attendance, assessment data, and any implemented targeted support helping struggling learners improve their academic performance when making decisions for promotion and retention.

The principal will consider on a case-by-case basis, requests from learner families who have failed the year to attend summer school for make-up work.

To make arrangements to attend summer school, learners should contact their school counselor.

### Learner Records

Each learner has a cumulative file that includes grades, test scores, and attendance records of their school career. Those records are available for review



by parents with the assistance of the school counselor. To see a child's records, parents should contact their child's school counselor.

### Textbooks/Computers

Learners are responsible for the safekeeping and care of all textbooks and equipment (computers) issued to them on loan at the opening of the school year or upon their enrollment. All textbooks must be kept covered. Learners are expected to use the case provided for their computer as well. At the end of the school year or upon a learner's withdrawal from school, learners are required to return all books and equipment. Learners will be assessed an amount equivalent to the item's replacement value for anything not returned or damaged.

## Attendance

### Absences

Upon return to school from an absence, the learner will be required to submit a valid excuse card/note to the attendance officer. It will be the learner's responsibility to visit the attendance office before 7:30 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 office upon return to school. A learner will have **three (3) days** to turn in a properly completed excuse. If not turned in, the absence will be declared unexcused.

For more information see [district website](#).

#### **LAWFUL ABSENCES FROM SCHOOL:**

- Illness, including if a student is dismissed by designated district staff during school hours for health-related reasons.
- Obtaining professional health care or therapy service rendered by a licensed

practitioner of the healing arts in any state, commonwealth, or territory.

- Quarantine.
- Family emergency.
- Recovery from an accident.
- Required court attendance.
- Death in the family.
- Participation in a project sponsored by a statewide or countywide 4-H, FFA or combined 4-H and FFA group, upon prior written request.
- Participation in a musical performance in conjunction with a national veterans' organization or incorporated unit, as defined in law, for an event or funeral.
  - The national veterans' organization or incorporated unit must provide the student with a signed excuse, which shall include the date, location, and time of the event or funeral.
  - The student shall furnish the signed excuse to the district prior to being excused from school.
- Observance of a religious holiday observed by a bona fide religious group, upon prior written request from the person in parental relation.
- Non school-sponsored educational tours or trips if the following conditions are met:
  - The person in parental relation submits the required documentation for excusal prior to the absence, within the appropriate time frame.
  - The student's participation has been approved by the Superintendent or designee.
  - The adult directing and supervising the tour or trip is acceptable to the person in parental relation and the Superintendent.
- College or postsecondary institution visit, with prior approval.

- Other urgent reasons that may reasonably cause a student's absence, as well as circumstances related to homelessness and foster care.

#### **UNLAWFUL ABSENCES:**

- Non-Approved Travel Forms
- Invalid/forged signature.
- Failure to turn in a written excuse from a parent or guardian within three (3) days of the absence.
- Missed bus/car problems.

See the [ELANCO website](#) for more information and copies of the forms.

#### Early Release

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 parents plan on having someone other than themselves pick the learner up from school. Non-custodial parents also need a note and ID.

#### Educational Travel

The ELANCO School District recognizes that, from time to time, learners 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 learners involved, learners 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 before the date of departure. Learners 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.

[Click here](#) for Travel Form.

#### Tardies/Early Dismissals

It is important for children to develop good habits and to learn that school is important. We need all parents to set a good example by having their children arrive at school on time, not taking their children out early, and not allowing their children to miss school unless they are ill or there is a family emergency. Please try to arrange doctor's visits or family errands after school hours. We cannot teach your children unless they are here. Every minute is important.

#### Athletic Participation

All learner athletes must adhere to the Eastern Lancaster County School District attendance procedure AND the Garden Spot Athletic Department attendance procedure as stated below.

- No learner may participate in a school-sponsored contest if they do not attend the required practice(s).
- Learner athletes must be in school by 8:00 AM to be eligible to compete in a contest or practice that day. The only exceptions to this rule are:
  - The learner athlete brings in a written doctor or dentist excuse (must still be in attendance for at least one-half of the day)
  - Has a pre-approved travel form for a college visitation, educational leave, or drivers test
  - Death in the family

- Unless legally excused, a learner must be in school attendance the entire day of a contest or practice to participate in that contest or practice.
- Learners who have a nurse's or doctor's excuse from physical education activities may not participate in practices or contests for the duration of the excuse.
- Learners missing 20 or more days of school will be deemed ineligible
  - To regain eligibility, a learner must be in attendance for at least 45 school days following the 20th absence.

### Attendance Improvement

Good attendance in school is crucial for a child to reach their full potential. We are aware that illness, injury, or family emergencies sometimes occur that prohibit learners from attending school. Each learner's attendance will be recorded daily. In order to communicate with families, a letter will be sent home after 5 and 10 days of absences have been reached. Once a learner reaches 10 days total of absences a doctor's excuse will be required for each additional absence to be excused. Letters will also be sent home when the learner is unlawfully absent from school and parents may be invited to participate in a Student Attendance Improvement Conference (SAIC).

## **Code of Conduct**

### Learner Code of Conduct

It is the goal of the Garden Spot Middle School 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 Learner Code of Conduct establishes a zero-tolerance policy for conduct that endangers the safety of the school and/or disrupts the educational experience for other learners. 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 Middle School will follow a progressive discipline model, which tracks learner 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.

We intend to provide corrective instruction to learners who do not meet behavioral expectations.

## Spartan Way



## 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 learners 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 learner conduct.
- Hold learners 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.

### **Responsibilities of Learners**

- Comply with school rules and climate expectations including the Learner Code of Conduct and the ELANCO Learner Calendar Handbook.
- Respect the authority of all school personnel and the rights of other learners.
- Comply with the 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.

## Spartan Way Matrix

The Matrix is a simple visual tool displaying the established school-wide Rules, Routines, and Expectations. It is a critical foundation for establishing consistency among adults and is the main tool that provides positive examples of the behavioral learning standards for the different settings or routines of the school day. Expectations are stated positively, describing what we want learners to do.

 <b>The Spartan Way Matrix</b>			
	Doing What's Right	Doing Our Best	Doing For Others
Classroom	Be prepared for class (i.e. classroom materials, homework, computer) Stay in your assigned area Follow classroom and expectations Follow academic honesty policy	Actively engage in learning Ask for help when you need it Be a problem solver	Follow teacher direction (voice level 0-1) Speak respectfully to adults and peers Respect the space and belongings of others Look for ways to help your fellow Spartans Report safety concerns to an adult
Hallway	Walk in hallways Go directly to your destination Stay on the right side of the hallway Only in hallway during class with permission Avoid talking, horseplay, and signs	Eyes and body facing forward Keep hands to yourself	Use voice level 0-2 Hats or hoods should be off in the hallways Respect the space and belongings of others Look for ways to help your fellow Spartans Report safety concerns to an adult
Digital Citizenship	Use device for educational and school purposes only Demonstrate appropriate use and care of materials and equipment Keep your personal privacy Follow academic honesty policy	Charge your device Actively engage in learning Ask for help when you need it Be a problem solver	Use proper etiquette (i.e., speak respectfully to one another during discussions, chats) Respect the devices of others Report safety concerns to an adult
Restroom	Use the restroom correctly Wash and dry hands Please wait after using Put trash in can	Use a hallway system with teacher permission Quietly enter and exit	Use voice level 0-1 Give others privacy Wait your turn patiently and quietly Report safety concerns to an adult
Cafeteria	Wait your turn in line respectfully Be in your assigned area Keep food/drink in cafeteria Leave your area clean	Get all necessary items while in line Raise your hand for help Remain seated until dismissed	Use voice level 0-2 Speak respectfully to adults and peers Respect the food, space, and belongings of others Report safety concerns to an adult
Bus Arrival/Dismissal	Go directly to your destination Be in your assigned area Follow instructions of the bus driver	Keep your personal items with you Be aware of your surroundings	Use voice level 0-2 Respect the space and belongings of others Report safety concerns to an adult
Assembly	Be in your assigned seat Follow instructions Attention on the speaker at all times Comply with voice rules and regulations	Immediately respond to the request of adults Actively participate in assembly	Use voice level 0 Respect the space and belongings of others Use appropriate language

## PBIS

PBIS is a proactive approach Garden Spot Middle School uses to improve school safety and promote positive behavior. The focus of PBIS is prevention, not punishment.

With PBIS, the staff teaches learners positive behavior strategies through the use of the Spartan Way Matrix, just as they would teach about any other subject.

PBIS recognizes that learners can only meet behavior expectations if they know what the expectations are. Everyone learns what's considered appropriate behavior. And they use a common language to talk about it. Throughout the school day — in class, at lunch, and on the bus — learners understand what's expected of them.

## Dress Code

All learners are expected to follow the Garden Spot Middle School Dress Code and dress in a manner of appearance that would not cause a disturbance, distract, 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. Learners will not be able to return to class until they are in complete compliance with the dress code.

Below is a list of our expectations:

- No hoods or hats
- Immediately upon entering the building, hats and hoods need to be removed.
- No undergarments should ever be visible
- Clothing with drug, alcohol, or weapons references are not permitted
- Shorts that expose any part of the buttocks are not permitted
- All shirts/blouses/tops must cover the entire front and back of the torso, armpit to armpit, and must also touch the top of the pants/skirts/shorts when the learner is seated or standing or performing any other school-related activities (such as raising their hand)

### First Offense

- Warning given if the learner is respectful to make necessary adjustments to be in compliance with dress code. Learners will not be able to return to class until they are in complete compliance with the dress code.

### Second and Subsequent Offenses

- After-school detention and/or in-school suspension and parent contact made by an administrator for non-compliance. Learners will not be able to return to class until they are in complete compliance with the dress code.

## Cafeteria

### **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 required to place books in their lockers before 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** - Food may not be delivered to learners during lunch periods or throughout the day.

## Cell Phones/Personal Electronic Devices

Learners' cell phones/personal electronic devices (PEDs) must remain in their locker during the school day (7:30-2:30), which includes homeroom, iSpartan, and classes. Cell phones/PEDs are required to remain in the locker unless otherwise approved by an administrator.

Learners are permitted to use cell phones/PEDs during lunch, before school hours, and after school hours as long as it does not:

- Disrupt school activities and instruction
- Violate any other board or school policies
- Violate state or federal law

Failure to comply will result in confiscation of the cell phone/PED to the school office.

### **First Offense:**

- Cell phone/PED will be confiscated. Learners can pick up the device at the end of the school day.

### **Second and Subsequent Offense:**

- Parents or guardians will be required to pick up the phone/PED. A behavior plan may be developed for the learner to check the phone/PED in the office each morning or required to keep the device at home. For repeated offenses, learners will receive additional consequences up to and including suspension.

When a learner refuses to turn over their cell phone/PED 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 and will result in more significant consequences.

## District Technology

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

## Hallways

### **Hallway Travel**

- Classrooms will be limited to one learner out at a time when possible (including the nurse, bathroom, office, guidance, tech support, etc.)
- There are many learners in the hallways during passing time, and it is important that we are all respectful of each other during this time. Running, jumping, horseplay, pushing, shoving, slapping, and yelling are all unacceptable behaviors that will not be permitted.

### **Passes**

- Hallway travel will not occur during the first and last 5 minutes of the instructional period.
- During classroom time, teachers have the right to question why they want to leave and make a decision if it is an appropriate time. If there are considerations that the teacher should be aware of, please share them with the teachers so they can be understanding.
- During class, if learners are in the hallway, they must have an e-hallpass and physical pass.
- Whenever learners are given an e-hallpass to go somewhere it is expected that they report to where they asked to go and not be in locations outside of where they were given permission to be. When learners are finished in that area they are expected to return to their assigned location. Being outside of their assigned location, or the location they were given permission to go to,

is considered skipping and will result in consequences aligned with not being where they are supposed to be.

## Lockers

Each learner is assigned a locker, which is the property of the school and subject to inspection and search. **ITEMS OF VALUE SHOULD NOT BE BROUGHT TO SCHOOL.** The school assumes no responsibility and will not reimburse learners for any personal article, equipment or cash that is lost or stolen from any locker. Each learner is to:

- Use only the locker assigned to the them;
- No learner should allow another person to use a locker or to learn the combination.
- Lockers must be kept clean and orderly.
- Each learner is responsible for any damage to the lock and/or locker. Problems should be reported to the Assistant Principal.

Each learner is reminded to plan locker stops. Picking up materials from one's locker is not an excuse for lateness to class or to a study hall. It is expected that learners only access their lockers at the beginning of the school day, before/after lunch, and at the end of the school day.

### **Search of learner locker**

Any learner involved in drug/alcohol incidents or suspected of a violation of school rules or state laws, shall be deemed to have consented to the search of their locker. If the school has suspicion that any locker is being used improperly for the storage of contraband, a substance or object the possession of which is illegal, or any material that poses a threat to the health, welfare or safety of the school population, a search will be conducted, per district policy. General searches will occasionally be made when authorized by the principal, the Superintendent, or the Board of School Directors.



## Academic Dishonesty

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 learners 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 their 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 their 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 learners in violation of this policy:

### **First Offense**

- Teacher calls the parent to explain the specifics of the incident. If warranted after the phone call, a parent conference is scheduled including the teacher, parent, administrator, and school counselor.
- Teacher uses discretion to determine how best to have the learner make up the work
- A referral is placed in the learner's disciplinary file.

### **Second Offense**

- Learner receives no credit for the assignment until an agreement is reached between teacher and the learner.
- A parent conference is scheduled including teacher, parent, administrator, and school counselor.
- Learner serves 1 day of after-school detention and may be assigned reteaching protocol.
- A referral is placed in the learner's disciplinary file.

### **Third and Subsequent Offense**

- Learner receives no credit for the assignment until an agreement is reached between the teacher and the learner
- A parent conference is scheduled including the teacher, parent, administrator, and school counselor.



- Learner serves 1 day of in-school suspension and may be assigned reteaching protocol.
- A referral is placed in the learner's disciplinary file.

### General Guidelines

A discipline problem, as defined for the purpose of these guidelines, refers to any interruption to the educational process.

Teachers have the responsibility of handling most discipline problems either individually or with the support of the administrative team. Many problems can be resolved effectively when parents are informed in the early stages of the problem. When the learner continues to disrupt the learning environment even after parents have intervened, then one of the school administrators becomes involved.

When a discipline problem occurs with a substitute teacher and/or guest of the school, the consequences will be increased.

There are certain circumstances in which a behavior problem is so severe or repeated minor infractions and violations of the Learner Code of Conduct that, with the approval of the superintendent, may result in a referral to an Alternative Education Program if all efforts to refer and implement in-school supports are unproductive.

### Restorative Practices

As a community of educators, we believe that building relationships with learners is paramount to their success. This includes building collaborative relationships with learners and their families, so together we can partner to ensure learner success. The ultimate goal of restorative practices and school discipline is to build inclusive school communities that allow learners to remain actively

engaged in learning and minimize the time taken from instruction and learning. We need the support of all stakeholders, especially our families, to make this goal a reality.

Our intentions for restorative practices and discipline are aligned with the following objectives: Provide learners with ample opportunities to change behavior and nurture/restore relationships.

- Provide a program that is progressive and restorative by design.
- Provide an understanding of appropriate though varied administrative responses to discipline referrals, and concerns.
- Provide learners, parents/guardians, and school personnel with clearly stated advanced knowledge of the courses of action to be followed in handling discipline matters.
- Provide professional learning and support to employ strategies and actions that align with the principles of a democratic society.

From Falmouth High School (MA)

### Responding to Behavior

Behavioral incidents will be handled on an individual and case-by-case basis.

Infractions of school expectations are organized in two levels ranging from least to most serious: minor and major incidents.

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 are considered major incidents and warrant

administrative intervention and will be addressed accordingly.

The following chart outlines the examples, procedures, and consequences aligned with major and minor infractions. The examples listed are not exhaustive.

Level	Examples	Procedures	Consequences
<b>MINOR 1</b>  Minor misbehavior on the part of the learner which impedes orderly classroom procedures or interferes with the orderly operation of the school	<ul style="list-style-type: none"> <li>• public display of affection,</li> <li>• dress code</li> <li>• violation, general classroom misconduct,</li> <li>• food or drink outside the cafeteria, excluding water,</li> <li>• non-defiant failure to follow directions,</li> <li>• lying,</li> <li>• academic misconduct</li> </ul>	<ul style="list-style-type: none"> <li>• The individual teacher or academic team will usually address Minor 1 offenses.</li> <li>• A proper, accurate record of the offense and the disciplinary action taken will be maintained by the teacher or team.</li> <li>• Parental contact is made.</li> </ul>	<ul style="list-style-type: none"> <li>• Teachers/teams will assign a consequence or consequences that may include:</li> <li>• a verbal reprimand,</li> <li>• special assignment,</li> <li>• teacher detention,</li> <li>• counseling,</li> <li>• withdrawal of privileges,</li> <li>• loss of hall pass, or</li> <li>• learner contract.</li> </ul>
<b>MINOR 2</b>  Misbehavior whose frequency or seriousness tends to disrupt the learning climate of the school	<ul style="list-style-type: none"> <li>• Unmodified Minor 1 offenses,</li> <li>• failure to serve teacher detention,</li> <li>• tardies to school or class,</li> <li>• misconduct outside the classroom, i.e., in the hallway, cafeteria, or at school activities,</li> <li>• bus conduct</li> </ul>	<ul style="list-style-type: none"> <li>• The administrator and/or office support team will usually address Minor 2 offenses.</li> <li>• A proper, accurate record of the offense and the disciplinary action taken will be maintained by the administrator.</li> <li>• Parental contact is made.</li> </ul>	<ul style="list-style-type: none"> <li>• Administrators will assign a consequence or consequences that may include:</li> <li>• a parent conference,</li> <li>• learner contract,</li> <li>• loss of hall pass,</li> <li>• loss of school privileges,</li> <li>• suspension of bus riding privileges,</li> <li>• temporary removal from class,</li> <li>• after-school detention,</li> <li>• activity restriction,</li> <li>• extended school day,</li> <li>• restitution,</li> <li>• in-school suspension (1-5 days) or</li> <li>• out-of-school suspension (1-5 days).</li> </ul>

Level	Examples	Procedures	Consequences
<b>MAJOR 1</b>  Acts against persons or property whose consequences do not seriously endanger the health or safety of others	<ul style="list-style-type: none"> <li>• Unmodified Minor 2 offenses,</li> <li>• bus misconduct,</li> <li>• truancy,</li> <li>• possession of tobacco/nicotine products,</li> <li>• insubordination,</li> <li>• disrespectful speech,</li> <li>• open defiance of authority,</li> <li>• theft (under \$10.00),</li> <li>• minor vandalism (under \$10.00),</li> <li>• fighting,</li> <li>• violation of Internet Acceptable Use Policy,</li> <li>• vandalism to computer or computer files,</li> <li>• leaving school without permission,</li> <li>• forgery of notes or passes,</li> <li>• excessive tardies to school,</li> <li>• profanity,</li> <li>• obscene gestures,</li> <li>• possession of prohibited electronic devices,</li> <li>• distribution of offensive materials,</li> <li>• and harassment</li> </ul>	<ul style="list-style-type: none"> <li>• The administrator initiates disciplinary action after investigating the infraction and, if necessary, conferring with staff on appropriate consequences.</li> <li>• The administrator then meets with the learner and contacts the parent either via a discipline referral form or by phone to explain the misconduct and the resulting consequence.</li> <li>• Depending upon the severity of the incident, the administrator may make a referral to the Superintendent.</li> <li>• A proper and accurate record of the offense and the disciplinary action taken will be maintained by the administrator.</li> <li>• If the property is damaged, restitution is required.</li> </ul>	<ul style="list-style-type: none"> <li>• Temporary removal from class,</li> <li>• learner schedule change,</li> <li>• detention,</li> <li>• withdrawal of Internet privileges,</li> <li>• withdrawal of computer privileges,</li> <li>• alternative education program,</li> <li>• in-school suspension,</li> <li>• out-of-school suspension,</li> <li>• administrative hearing,</li> <li>• board hearing,</li> <li>• expulsion,</li> <li>• law enforcement</li> <li>• agency contact, referral to Learner Assistance Team as appropriate,</li> <li>• suspension of bus riding privileges for bus misconduct</li> </ul>

Level	Examples	Procedures	Consequences
<b>MAJOR 2</b>  Acts which result in violence to another's person or property or which pose a direct threat to the safety of others.	<ul style="list-style-type: none"> <li>• Unmodified Major 1 misconduct,</li> <li>• possession, sale, or use of a controlled substance (alcohol, drugs, drug paraphernalia, look-alike drugs),</li> <li>• arson, extortion, bomb/bomb threats,</li> <li>• possession of weapons or replicas of weapons, false fire alarms,</li> <li>• indecent exposure,</li> <li>• criminal trespass,</li> <li>• inappropriate touching,</li> <li>• striking an employee of the school district,</li> <li>• theft (over \$10.00), major vandalism (over \$10.00),</li> <li>• assault,</li> <li>• fighting (depending on severity),</li> <li>• stealing,</li> <li>• any violation of Pennsylvania's Criminal Code not previously covered.</li> </ul>	<ul style="list-style-type: none"> <li>• The administrator verifies the offense, confers with staff as necessary, and meets with the learner.</li> <li>• The parents are notified, and the learner is removed from the classroom and/or school environment.</li> <li>• School officials contact law enforcement agencies and assist in prosecuting the learner as warranted.</li> <li>• Referral of drug and alcohol policy violations are made to the Student Assistance Program.</li> <li>• A complete and accurate report is submitted to the building principal and shared with the superintendent as necessary.</li> </ul>	<ul style="list-style-type: none"> <li>• Board hearing, expulsion,</li> <li>• Alternative Education Program,</li> <li>• in-school suspension (3-10 days),</li> <li>• out-of-school suspension (3-10 days),</li> <li>• law enforcement officials contacted,</li> <li>• mandatory referral of controlled substance violators to the Student Assistance Team.</li> <li>• Any learner who is suspended for more than three days out of school may not return to school without an in-school parent conference</li> </ul>

## Definitions of Consequences

### **Restricted Lunch (RL)**

An administrator or teacher may assign a learner to RL to modify their behavior. RLs are held during lunch and iSpartan. Learners must bring academic work with them to RL.

Should the learner be absent on the day of RL, they must make up that RL on the first available date upon their return to school.

Failure to attend an assigned RL will result in the assignment of after-school detention. Failure to serve either of these consequences may result in assignment to ISS in addition to a reassignment of the detentions.

### **After School Detention (ASD)**

An administrator or teacher\* may assign a learner to detention to modify their behavior. Administration-assigned detentions are held after school from 2:30 until 4:00 PM. Learners must bring academic work with them to detention. An activity bus is available after detention to transport learners home. At least one day's notice will be given to the learner assigned to detention.

Should the learner be absent on the day of detention, they must make up that detention on the first available date upon their return to school.

Failure to attend assigned detention will result in the assignment of additional detention, for a total of two. Failure to serve either of these detentions may result in assignment to ISS in addition to the reassignment of the detentions.

\*Teacher-assigned detentions are held after school from 2:30 until 2:45 PM with the teacher and then are transitioned to after-school detention until 4:00 PM.

### **In-School Suspension (ISS)**

A learner assigned to ISS is placed in a restricted environment away from other learners. The learner works on assignments provided by the classroom teachers. Learners who choose not to follow ISS expectations are either assigned additional ISS time or are suspended out of school.

Learners who are assigned to the in-school suspension may not participate in or attend after-school, evening, or weekend activities until they have completed their ISS assignment.

### **Out-of-School Suspension (OSS)**

In the most serious cases of learner misconduct, the administration assigns out-of-school suspension which means exclusion from school and school activities. OSS is assigned for one to ten consecutive school days. No learner shall be suspended without due process.

In those cases where the learner is suspended out of school and where the parents cannot be notified or transportation is not available, the learner is assigned to ISS for the remainder of the school day on which the OSS consequence is assigned.

During the period of OSS, parents are to assume responsibility for the learner. For suspensions that exceed three days, a parent conference with the administrator will be required in order for the learner to be reinstated to the school.

Learners on OSS may not be on any school district property, and, therefore may not participate in or attend any after-school, evening, or weekend school-related events until they are reinstated in school.

## Repairing the Harm

A follow-up procedure that reconnects with the learner following disciplinary actions in an attempt to repair any harm caused by the situation and restore a positive relationship and connection to the school.

**Reconnect** involves scheduling a time to meet with the learner following a negative interaction and/or delivery of a disciplinary consequence. It is pivotal to reconnect with the learner because all too often learners experience negative interactions with the adults but there is no scheduled follow-up time to repair and restore the relationship and connection to the school.

**Repair** involves the staff's attempt to fix or remediate any harm or damage done to the relationship between the adults and the learner. To repair the relationship, it is important to communicate to the learner that the staff is willing to let go of the previous behavior and start fresh (a do-over). To repair harm or damage it is important to validate the learner's motive (wanted to talk to a peer about something important), feeling (frustrated with being called a name by another learner), or function (avoiding academic work by taking a break) underlying the problem behavior. To do this, one simply needs to acknowledge that one understands that it can be.

**Restore** involves welcoming the learner back to the class and encouraging the learner that he can be successful in class. When one spends the time to successfully reintegrate the learner into the class and ensure that continued efforts are made to restore the relationship with the learner, it decreases the future likelihood of problem behavior.

From Dr. Clayton Gook and Diana Wright)

## Due Process Learner Rights

### **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.

### **Learner 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 in a timely manner.
- At the conference, the parent may request to review the learner's record.
- Discuss the learner's behavior and ways to correct it.
- Inform parents of further disciplinary action (if applicable).

### **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 learners 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.

### **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.

### **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 learners. 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 are 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 Learners 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:

- 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 learner 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.

## **Policies**

For complete ELANCO policies please reference the [ELANCO's policy website](#).

### **Bullying**

Eastern Lancaster County School District is committed to providing all learners with a safe, healthy, and civil school environment in which all members of the school community are treated with mutual respect, tolerance, and dignity. The School District recognizes that bullying creates an atmosphere of fear and intimidation, detracts from the safe environment necessary for learner learning, and may lead to more serious violence. Therefore, the School Board will not tolerate bullying by district learners.

### **Harassment**

The Board prohibits all forms of unlawful harassment of learners and third parties by all district learners and staff members, contracted individuals, vendors, volunteers, and third parties in the schools. The Board encourages learners and third parties who have been harassed to promptly report such incidents to the designated employees. The Board directs that complaints of harassment shall be investigated promptly, and corrective action be taken when allegations are substantiated. Confidentiality of all parties shall be maintained, consistent with the district's legal and investigative obligations. No reprisals nor retaliation shall occur against individuals as a result of their good faith charges of harassment or cooperation with the investigation of harassment complaints.

For more information reference Board Policy 248.

### **Controlled Substances**

Eastern Lancaster County School District and the School Board recognizes that the abuse of

controlled substances is a serious problem with legal, physical and social implications for the whole school community. As an educational institution, the schools shall strive to prevent the abuse of controlled substances.

### **Random Drug Testing**

The Eastern Lancaster County School District recognizes that drugs and alcohol have a serious and deleterious effect on learners' motivation, memory, judgment, coordination, reaction time, and overall performance. Long-term use of these substances can compound these problems and negatively affect learners academically, physically, and emotionally. The school district wants to provide a legitimate reason for learners to refuse to consume or use drugs and alcohol and provide assistance to learners who have problems with these substances.

### **Internet/Computer Acceptable Use**

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.

### **Weapon**

The Board prohibits learners from possessing and bringing weapons and look-alike weapons into any school district buildings, onto school property, to any school-sponsored activity, and onto any public vehicle providing transportation to school or a school-sponsored activity or while the learner is coming to or from school.

For more information reference Board Policy 218.1.

### **Terroristic Threat**

The Board prohibits any district learner from communicating terroristic threats directed at any learner, employee, Board member, community member, school building, school facility, or school vehicle.

For more information reference Board Policy 218.2.

### Medication Policy

The Eastern Lancaster County School District recognizes that, under certain circumstances, it is necessary for learners to receive medication during school hours. Whenever possible, medication should be given to learners at home, before or after school. Medication administration will follow, whenever possible, the procedure described on the medication form. The “Medication Administration Consent Form” needs to be filled out completely prior to the administration of medication. The form can be found on our school website or from the school nurse.

Prescription medications must be delivered in the original container with the label prepared by the pharmacist or physician and will be administered in accordance with the direction of a physician and written permission from the parents. Any medication that is a controlled substance (such as Ritalin) must be delivered to the school by the parent/guardian.

Over-the-counter medication must be delivered in the original container with the directions and expiration date clearly legible, and will be administered according to the labeled instructions with written parental consent and for not more than five (5) days. If the medication is to be administered for longer than 5 days, a physician’s order is required along with written consent.

Learners are expected to come to the health room at the appropriate time to take the medication.

All requests for medication administration must be renewed at the beginning of each school year.

All medication must be kept in the nurse's office. Specific prescribed medication (inhalers and EpiPens) may be carried by the learner only after proper paperwork is complete and the nurse gives permission.

The nurse is authorized to administer or decline to administer medication based on best nursing practice.

## Learner Services

### Guidance

Two full-time, certified school counselors serve middle school learners, parents, and teachers. Functioning as learners advocates, the counselors provide both individual and group counseling. The school counselors are available to help learners with their problems, whether problems are school-related, vocational, social, or personal in nature. If a learner's counselor is unavailable when a learner

asks to see them, the learner should request a guidance pass from the secretary.

Counselors also are responsible for learner orientation, scheduling, and new learner-parent consultation.

### Tutoring

After-school (CrossNet) tutoring is available by request on certain days of the week. After-school tutoring is a volunteer-staffed tutoring program provided for learners from 2:30 until 4:00 PM weekly. For additional information, contact the learner’s school counselor.

### Extended School Day

When learners are not prepared for class, do not complete homework or are otherwise academically deficient, teachers may assign extended school days. An extended school day provides an

opportunity for learners to catch up on work under supervision. If a learner chooses not to attend extended school days, additional consequences will be assigned.

Extended School Day will be held on certain days from 2:30 until 4:00 and activity buses are available for transportation home.

Parents may also request their child to stay for an extended school day by contacting their child's school counselor.

### SAP

SAP is a program that identifies learners who are having school-related difficulties because of either substance abuse issues or mental health issues.

Composed of a core team of trained school personnel, the learner assistance team refers learners and their families to those community agencies that can offer assistance and support. Referrals to the Student Assistance Program may be made by parents, teachers, or individual learners by contacting any of the school counselors or the school nurse.

### Safe2Say

Safe2Say Something (S2SS) is an anonymous reporting system for school-related concerns. The S2SS program enables learners to report something to protect themselves, their classmates, and the community and to help prevent violence, suicides, or threats. We strongly encourage learners to talk to trusted adults about their concerns; however, if a learner is not in school or does not have an adult they can tell, they can choose to report their concerns through the S2SS program. There are 3 ways to submit a tip in S2SS:

- The Mobile App(Safe2Say Something PA)
- Website – Safe2SayPA.org
- Hotline – 1-844-SAF2Say

### Health Services

It is the intent of the school health program to provide health counseling, appraisal, screening, referral, and follow-up through program planning, development, and evaluation.

The primary purpose of the Eastern Lancaster County School District's school health program is the optimal maintenance, promotion, protection, and improvement of learner, staff, and community health. The school health program personnel collaborate with learners, parents, educators, staff members, and other community resources to assist the learner to develop competence to confidently cope with the complexities of life. The program is designed to assure a safe, healthy environment that is conducive to learning, and to provide professional care for those who become ill or injured while at school.

The school health program is no substitute for the health care which parents should provide for children. Rather than relieving parents' responsibilities, this program is established to encourage individuals to utilize the services of a private physician, dentist, optometrist, and/or community health agency.

More information can be found on the ELANCO website under "Departments" > "Nurse/Health Services."

### Education Rights of Homeless Children/Youth

Any resident child that becomes a "homeless child" may continue attending their current school when the child's family becomes homeless. Homeless learners are defined as individuals lacking a fixed, regular, and nighttime residence which can include the following conditions:

- A. Sharing housing with other persons due to loss of housing or economic hardship
- B. Living in motels, hotels, trailer parks or camping grounds due to lack of alternative adequate accommodation
- C. Living in emergency, transitional, or domestic violence shelters
- D. Abandoned
- E. Living in cars, parks, public spaces, or other places not designed for or ordinarily used as regular sleeping accommodations for human beings
- F. Living as migratory children in above conditions
- G. Living as runaway child

- H. Living as school age unwed mothers in homes for unwed mothers if they have no other accommodations

## **Alma 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!