

STUDENT HANDBOOK
2017/2018



GARDEN SPOT HIGH SCHOOL
Hail to Garden Spot!

Principal: Mr. Mathew Sanger
Assistant Principal: Mr. Elias Cox

669 East Main Street
Box 609
New Holland, PA 17557-0609
Telephone: 717-354-1550
Fax: 717-354-1528

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 HIGH SCHOOL

The complex block is a rectangular graphic with a grey background and a dark blue border. It features the title "The Spartan Way" in a white, cursive font at the top left. Below it are three sections of text, each starting with a cursive heading and followed by three bullet points in italics. The first section is "Doing What's Right" with "Leadership • Integrity • Respect". The second is "Doing Our Best" with "Pursuit of Excellence • Hard Working" and "Personal Accountability". The third is "Doing For Others" with "Positive Attitude • Compassion • Selflessness". To the right of this text is a blue and white illustration of a Spartan helmet. At the bottom, a white horizontal bar contains the text "GARDEN SPOT HIGH SCHOOL" in a bold, blue, serif font.

WELCOME

Dear Spartan,

Welcome to the Garden Spot High School. Our goal is to provide you with a unique and challenging learning experience that will best prepare you to be a successful in our ever-changing world. During your time as a Spartan, we hope you establish relationships that can never be broken. With your daily participation, our school will thrive and flourish.

It is our hope that this agenda/planner will enrich your high school experience and promote your success. Together, as a school community of students, staff, and families, let us continue to work for a safe and challenging school experience. Garden Spot High School – *Hail to our Alma Mater...Hail to Garden Spot!*

OUR THEME

Hail to Garden Spot!

OUR MISSION

We prepare our students for any pathway in life by equipping them with an individualized and outstanding education that surpasses our community's expectations.

OUR VISION

Garden Spot High School will be the best high school, academically, in Lancaster County and within the top-10 percent of high schools in Pennsylvania.

OUR VALUES

The Spartan Way – *Do what's right / Do your best / Do for others*

ACADEMIC INTEGRITY

The Academic Dishonesty Policy was adopted May 3, 2000 and is detailed in the ELANCO Calendar Handbook.

ATTENDANCE

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

Upon return to school from any 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 Student Calendar 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 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

| | |
|---------------------|--|
| GSHS Opens | 7:00 |
| Arrival | 7:22 – 7:32 |
| Homeroom | 7:32 – 7:42 (Attendance) |
| Block 1 | 7:45 – 9:05 |
| Block 2 | 9:10 – 10:30 |
| Block 3 | 10:35 – 11:55 |
| Lunch/iSpartan | 11:55 – 12:25 → A Lunch 12:25 – 1:10 → iSpartan |
| | 11:55 – 12:40 → iSpartan 12:40 – 1:10 → B Lunch |
| Block 4 | 1:15 – 2:32 (Dismissal 2:32 PM) |
| Activity / Late Bus | 4:00 |

CAFETERIA PROCEDURE

Arrival and Dismissal:

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

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

Breakfast:

Breakfast may be purchased using cash or prepaid debit account. Breakfast operates as a "grab and go" concept and is served from 7:22 – 7:30. Students may take the purchased items back to their Homeroom to be eaten during the morning announcements. 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. Students are requested not to present monetary denominations larger than twenty (20) dollars in order to expedite the lunch process. Pizzas, fast foods, etc. may not be delivered to students during lunch periods or throughout the day. Students are not permitted to take food or drinks out of the cafeteria during or after lunch unless they choose to eat in the courtyard.

CANCELATION OF SCHOOL

For 24-hour update information on secondary school schedules or athletic and activity information call **354-1111**. A complete listing is located in the *ELANCO Student Calendar Handbook*.

CARE OF SCHOOL PROPERTY

The District furnishes each pupil with textbooks, technology, and some supplies. It is important that the students take the best possible care of textbooks and not waste resources. Students are expected to refrain from littering the building or grounds. Marking or defacing school property such as walls, books, computers, or desks will not be tolerated. Students will be assessed a fee and/or other disciplinary action will be taken in cases of this type.

CHANGE OF SCHEDULE

Selection of courses is mutually agreed upon by the student, parents, and school. However, it is recognized 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 only exceptions. For the most part, students 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 building principal. Class size and availability will play a major role in the approval process.

1. Educational needs that have changed.
2. A student's inability to perform course requirements as determined by the teacher, counselor and principal.
3. 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 guidance counselor.

CLASS DESIGNATION

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

9th Grade – Freshmen → 0 Credits Passed
10th Grade – Sophomores → 7 Credits Passed
11th Grade – Juniors → 14 Credits Passed
12th Grade – Seniors → 21 Credits Passed

DRIVING & PARKING

Student parking privileges are not guaranteed and students 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. See 2015-2016 ELANCO Student Calendar Handbook for complete information.

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 building principal and kept on file.

Cell Phones:

Student use of cellular telephones (including text messaging) is forbidden during the regular school day except during lunch and while transitioning in the hallways between Blocks. Specific consequences for cellular phone misuse are outlined in the ELANCO Student Calendar Handbook. Please understand that when a student refuses to turn over his/her cell phone to any staff member he/she will be assigned additional discipline consequences that may include suspension from school.

Headphones / Earbuds:

Student use of headphones and/or earbuds is forbidden during the regular school day except in the classroom when permitted by the teacher.

District Technology:

Students 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. Students 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 all high school students:

| | | | | |
|-----------|---|------------|---|-----|
| 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% | = | 0.0 |

SERVICE LEARNING PROJECT

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

GRADUATION REQUIREMENTS

To complete the requirements for graduation, students must pass all required courses; complete the necessary elective courses, score Proficient or Advanced on PA State mandated assessments in the area of English and mathematics, and satisfactorily complete and present an approved graduation project. Twenty-eight (28) credits are required for graduation.

Complete graduation requirements are detailed annually in the Garden Spot High School Program of Studies, and in the ELANCO Calendar Handbook.

Service Learning Projects are required of all students. Transfer students will be individually evaluated and will be placed in the proper phase to complete this requirement. If transfer students have completed a similar project in its entirety at their former school that completed project will be reviewed. That project could be accepted for Garden Spot High School graduation requirements. Since projects vary from school to school, each one will be evaluated on their individual merit.

Complete information about the SLP is available through the Guidance Office and your guidance counselor. Graduation projects are evaluated in the fall of the senior year. CTC students will present at the CTC.

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 key words, 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 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: (These offenses are cumulative grades 9-12)

- First Offense
 - Automatic "0" (failure) on assignment or test.
 - Teacher telephones parent to explain specifics of incident.
 - If warranted after phone call, parent conference is scheduled including teacher, parent, administrator, and guidance counselor.
 - Referral is placed in student's disciplinary file.
- Second Offense
 - Automatic "0" (failure) on assignment or test.
 - Most recent marking period grade is reduced by 50%

(Example: Marking Period grade is 82%, would be reduced to 41%.)

- o Parent conference is scheduled including teacher, parent, administrator and school counselor.

GUIDANCE DEPARTMENT

Counselor – Ms. Krista Schick → 354-1576

Counselor – Ms. Ellen Cantymagli → 354-1573

Counselor – Ms. Barbara Kreider → 354-1575

Secretary – Ms. Lisa Fellenbaum → 354-1570

STUDENT CODE OF CONDUCT

It is the goal of Garden Spot High School to provide a positive educational environment for every student. This requires an understanding of an adherence to acceptable standards of respectful behavior that will allow learning to take place in the classroom. Every student 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 student must follow all of the rules of the Student Code of Conduct before, during, and after school. The Code applies to students in school buildings, on school grounds, at school-related activities, and on the way to and/or from school. Students must follow these rules on buses or vans that bring them to school or take them home. The Code also applies to students off school grounds (i.e. field trips, work crews, 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 guardians should be sure to know and understand the Student Code of Conduct and their child's school agenda book.

Garden Spot High School will follow a progressive discipline model, which tracks student discipline throughout the entire school year. This Code of Conduct provides definitions of behavior offences. 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 building principal.

Our intention is to provide corrective instruction to students who do not meet behavioral expectations.

Behavioral Expectations and 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
 - Cooperative
- Be aware of and clearly communicate the expectations for students and staff.
- Motivate students to follow our high expectations through positive reinforcement.

Responsibilities of Administrators

- Implement the Student Code of Conduct and all disciplinary procedures in a fair and consistent manner.
- Inform all school personnel, parents, and students of discipline policies.
- Review and act upon requests from school personal 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.

Responsibilities of Students

- Comply with school rules and climate expectations including the Student Code of Conduct and the ELANCO Student Calendar Handbook.
- Respect 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 High School's 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 High School 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 Student Calendar Handbook.

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; sport 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 locker during the school day.
- **Special:** Hats and Hoodies may be worn on 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 handled in the classroom setting. Discipline incidents that severely interfere with the learning and safety of others, are of threatening or harmful nature and/or are legal violations, warranting administrative intervention and will be handled accordingly.

Minor Infractions:

All minor infractions are handled by school personnel in charge of the setting in which they 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 / disruption / disrespect to authority | | | |
| | Physical Altercation (pushing or shoving, no bodily harm) | X | X | X |
| | Threats / Reckless Endangerment / Inappropriate language | | | |

| | | | | |
|--|--|---|---|---|
| Show respect to the property of the school and others. | Destruction and/or theft of property in amounts less than \$150. Defacing school property. | X | X | X |
| Be prepared to participate in class. Come to school in proper attire and appropriately dressed. | Dress code violation Failure to carry hall pass Failure to participate / unprepared for class. | X | X | |
| Come to school on time, each day. | Truancy / excessive tardiness / cutting class / leaving school property 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 non-permitted times. | X | X | |
| 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 Student 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.

Major Infractions & Consequences:

| Examples of Expected Behavior | Infractions of Behavior Expectations | Suspension (6-10) | Alt Ed Referral | Possible Expulsion |
|--|---|--------------------------|------------------------|---------------------------|
| Respect school property and the property of others | Destruction and/or theft of property in the amount of \$150 or more. | X | X | X |
| | Vandalism / Robbery / Extortion | | | |
| | Breaking and entering school property | | | |
| Treat others with respect and courtesy | Harassing / bullying or intimidating any member of the school and/or school community | X | X | X |
| Maintain a safe and orderly school environment | Possession of a weapon | X | X | X |
| | Possession / use of any item/material that could, or be used to, cause bodily harm to an individual | | | |
| Maintain a drug-free school environment | Possession of, use of, and/or intent to distribute a controlled substance, paraphernalia or look alike. | X | X | X |
| | Possession of, use of, and/or intent to distribute alcohol | | | |
| | Possession of, use of, and/or intent to distribute tobacco or tobacco products including e-cigarettes | | | |
| Maintain appropriate physical contact and conduct | Fight / Physical Altercation (bodily harm) | X | X | X |
| | Sexual Acts (voluntary or involuntary) | | | |

Due Process:

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

Student Conference Procedures:

1. Inform the student of the reason for conference.
2. Give student opportunity to respond to allegation(s).
3. Discuss student's behavior and ways to correct student behavior.
4. Inform student of corrective action and/or next steps.
5. Document behavior and intervention.

Parent Conference Procedures:

1. Notice of conference may be provided to the parent/guardian via one of the following mediums: telephone, writing or hand-delivered to the home, sent certified mail, faxed, emailed or sent by other reasonable means to reach the parent/guardian.
2. When a student 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.
3. At the conference, parent may request to review student records.
4. Discuss student's behavior and ways to correct student behavior.
5. Inform parent of further disciplinary action (if applicable).

Suspension Procedures:

According to Pennsylvania State Law, suspension is defined as: The denial to a student 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 Student Code of Conduct, suspension will be classified in 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. Students who are suspended shall meet with the principal or designee prior to the suspension. During the conference, the student has the right to the procedures described under *Student Conference Procedures* outlined in this Student 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. Students who are given a long-term suspension shall have a student conference and the possibility of a parent conference. If warranted, during the parent conference, the student and parent have the right to the procedures described under *Parent Conference Procedures* outlined in the Student Code of Conduct. In some cases, a parent conference with the building principal may be required prior to the student's return.

Transfer Hearing Procedures:

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

Any student referred for a transfer to an Alternative Education 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. Students 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 Student Code of Conduct.

In addition, students will receive an Expulsion Hearing. (Students/Parents can agree to waive their right to an Expulsion Hearing should one be offered by the High School Administration.) The student may be represented by counsel at an Expulsion Hearing. In addition, the student has the right to:

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

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

Alternative Education for Disruptive Youth (AEDY):

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

Students 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 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.

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

Discipline for Students with Disabilities:

The District may suspend students 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 students referred for Expulsion, transfer to an Alternative Education 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 student's most current evaluation and the student's IEP and placement to determine whether the student's misconduct is related to the student's disability. The misconduct is not related to the student's disability if (i) the current IEP was appropriate and implemented; and (ii) the Disability does not impair the student's ability to understand the consequences of his or her behavior and control his or her behavior.
- If the student's behavior is not a manifestation of the Disability, school officials may apply the Uniform Discipline Code, taking into consideration the student's special education and disciplinary records. In no event, however, may the student 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 High School Administration may need to refer discipline issues to the police or the ELANCO School Resource Officer (SRO). Please refer to the ELANCO Student Calendar 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/guardians 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 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 Guidance 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 will lead to prosecution for trespassing. Please refer to your **ELANCO Student Calendar Handbook** for specific information about activities and athletics as well as additional Garden Spot High School information.