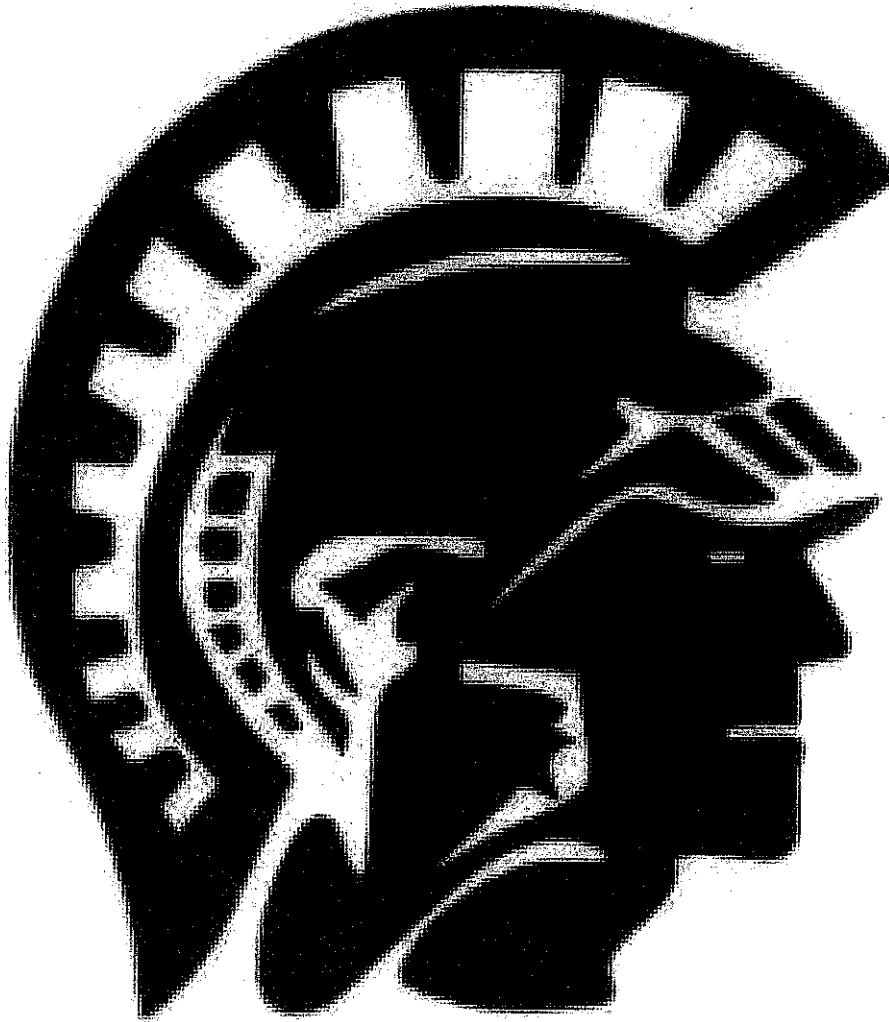


**EASTERN LANCASTER COUNTY  
SCHOOL DISTRICT  
Garden Spot High School**

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"THE SPARTAN WAY - HAIL TO GARDEN SPOT!"

# **Garden Spot High School**



**Alternative Education for Disruptive Youth**

## **PROGRAM HANDBOOK**

669 E. Main Street, New Holland, PA 17557, 717-354-1550

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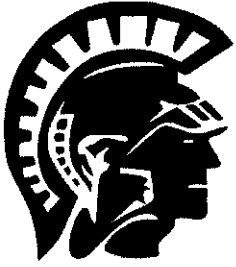
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"THE SPARTAN WAY -- HAIL TO GARDEN SPOT!"

**Garden Spot High School  
Alternative Education for Disruptive Youth Program  
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“THE SPARTAN WAY –HAIL TO GARDEN SPOT!”

Dear Parent/Guardian:

**Welcome to the Garden Spot Alternative Education Program**

The purpose of this guide is to provide you with information about your child’s rights and responsibilities regarding placement in an **Alternative Education for Disruptive Youth (AEDY) Program in Pennsylvania.**

**AEDY Programs** were created to provide education to students in grades 6-12 who have been removed from the regular education setting for certain disciplinary reasons. These programs help students work on behavioral problems while, at the same time keeping up with their school work. Placements in AEDY Programs are temporary. Students may only stay in placement until they have met their behavioral goals, at which time, students return to the regular education setting, other appropriate setting for their educational and/ or emotional needs.

**Garden Spot AEDY Philosophy:**

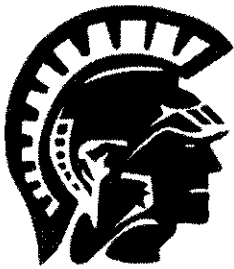
Eastern Lancaster County School District believes its mission is to “inspire and guide each student to shape his or her place in the world community”. Guided by this vision, the District recognizes that the general education environment is not always appropriate for some students and an alternative setting is needed to appropriately meet their educational needs. To this end, ELANCO School District developed an alternative education program that allows the flexibility to provide appropriate academic, social, and behavioral instruction for students requiring an educational environment different from the general education setting.

Schools placing students in AEDY programs and AEDY programs may not discriminate on the basis of race, national origin, disability, and/or any other legally protected category.

**REASONS FOR PLACEMENT IN AN AEDY PROGRAM**

Students may be placed for one or more of the following reasons:

1. Disregard for school authority, including persistent violation of school policy and rules
2. Display of or use of controlled substances on school property or during school-affiliated activities.
3. Violent or threatening behavior on school property or during school-related activities.
4. Possession of a weapon on school property.
5. Commission of a criminal act on school property.
6. Misconduct that would merit suspension or expulsion under school policy.



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**DURING PLACEMENT IN AEDY**

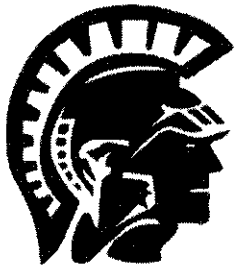
- While in an AEDY Program, your child must receive at least 20 hours of academic instruction and 2.5 hours of counseling (individual or group) each week. Your child must receive instruction in core subjects (Math, English, Science, Social Studies) and electives based on his/her grade level.
- Your child must receive a behavioral assessment and set behavioral goals when placed in an AEDY Program. The school district and the AEDY Program should work with you and your child to create behavioral goals based on his/her reason for placement and information from the behavioral assessment.
- Your child’s progress will be reviewed by the AEDY Team at least once every 45 days.
- Your child must receive a formal periodic review (progress review) at least once each semester. You and your child, as well as AEDY staff, staff from the school district, and other outside agencies should attend the review. Your child’s progress towards academic, behavioral and attendance goals will be reviewed. Once behavioral goals are met, your child is ready to return to the regular education setting.
- Once behavioral goals are met, a transition plan is created. Your child cannot remain in an AEDY Program for poor grades, not having enough credits, or for other reasons.

**TRANSITION PLAN**

- The purpose of a transition plan is to help your child return to the regular education setting. Transition plans must be created to help your child be successful. Your child’s transition may take as much or as little time as needed. Even though it might seem like a good idea for your child to stay in the AEDY Program due to success, it is important to return to the regular education setting. For that reason, once behavioral goals are met, a transition plan begins.

**EXIT CRITERIA**

- The Garden Spot AEDY Team will meet prior to the Periodic Formal Review meetings to determine if a student has met his/her behavioral goals, and if the transition plan has been successful. If those criteria are met, as well as any expulsion requirements, the student is ready to be exited from the AEDY setting.



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Welcome to Garden Spot Alternative Education

*The Spartan Way:  
Doing What's Right  
Doing Our Best  
Doing For Others*

**Room:** 910

**Teacher:** Mrs. Deidre McManama

**Contact information:** [deidre\\_mcmanama@elanco.org](mailto:deidre_mcmanama@elanco.org)

717-354-1550 X 3910

**Hours:** 7:45AM-1:30 PM

**Calendar:** Garden Spot District and High School Calendar

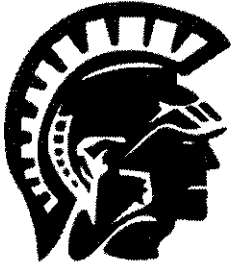
**School Closings:** Broadcast on local Television and Radio Stations, and ELANCO Website.

**Daily Schedule**

7:45 AM	Arrive and enter the building through Door B1
	Morning Meeting and Daily Goal Setting, Breakfast
8:00	Work Session # 1
9:30	Break
10:00	Work Session # 2
11:30	LUNCH
12:15 PM	Work Session # 3
1:25	Afternoon Meeting and Clean Up
1:30	Depart through Door B1

**Schedule Explanation:**

- **Morning Meeting:** the morning meeting time will allow students a few minutes to socially interact with the teacher and other classmates, set daily goals, and organize their work and workspace for the day. Announcements and other important procedural information will be shared at this time. If ordered, breakfast is eaten at this time.



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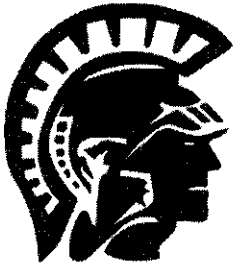
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“THE SPARTAN WAY –HAIL TO GARDEN SPOT!”

- **Work Sessions:** during the 3 daily work sessions, students are expected to be seated at their work space and be quietly completing their course requirements.
- **Breaks:** during the break, students will be able to use the restroom, and other privileges as earned according to the leveled behavior system. Students are not permitted outside of the classroom unless they are escorted by a staff member to a counseling appointment, the nurse’s office, or an approved activity. There is a restroom located within the classroom.
- **Lunch:** students will order lunch from the cafeteria and eat in the room. Students may also pack a lunch. Any packed items will be stored until the lunch period. Students on Green Day 7/above or on the Blue level have the opportunity to earn the privilege of eating in the cafeteria. There is a microwave and refrigerator in the classroom. Students may bring SEALED/ UNOPENED snacks or drinks to consume during breaks and/or lunch.
- **Afternoon Meeting:** the afternoon meeting time will allow students to evaluate their progress for the day, a few minutes to socialize with the teacher and other classmates, clean up their workspace, and use the restroom prior to dismissal.

**Other Program Information:**

- **Parent/Guardian Involvement:** The teacher will communicate weekly with parents either via phone or e-mail. Quarterly progress reports will be sent or e-mailed to parents/guardians. Parents may also schedule a meeting with the Alternative Education staff at any time. Formal periodic review meetings will be held once per semester. A letter will be sent home inviting parents and/or guardians to attend.
- **Counseling:** Students in the ELANCO School District Alternative Education Program will receive a minimum of 2.5 hours of counseling per week. This will be a combination of individual and group counseling and be provided by the ELANCO School District Professional Staff, as well as The Caron Foundation. Counseling occurs between 10:30-11:30 Tuesday-Thursday.
- **Leveled Behavior System:** the students will set goals during the morning meeting and be evaluated daily by the teacher, as well as complete a self- evaluation prior to dismissal. Please refer to the form entitled “*Alternative Education at Garden Spot HS*”. This is the tool that will be used daily in conjunction with Appendix A, the Leveled Behavior System. The incentives for each level will be posted for the students to view at all times.



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Garden Spot High School**

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- **School Rules and Activities:** all school rules (found in the ELANCO School District Calendar) apply to students in the Alternative Education Program. Students attending the program during a period of expulsion are subject to the terms of the expulsion. For non-expelled students, school activity privileges will be included in transition planning.
- **Discipline:** student behavior will be managed with the Leveled Behavior System. Any behavior that is disruptive to the learning of others, dangerous to others, or violates the District's weapon or drug and alcohol policies will be reported to the High School Administration immediately. GSHS Detention and In-School Suspension Room as well as Out of School Suspension may be utilized for infractions that fall outside of the scope of the classroom behavior system.
- **Personal Belongings:** students will be required to store any personal belongings brought to school. This includes book bags. All materials needed for the school day will be provided unless otherwise communicated to the students. It is acceptable to have a sweat shirt or sweater at their work area as the room temperature fluctuates. Each student will have a space inside one of the locked classroom closets designated for their personal items, as well as a hub for charging their computer. Students are expected to charge their computer over-night in their hub. If the computer is taken home, it is expected that the computer will arrive fully charged in the morning. Electrical outlets are not available in all areas of the classroom. Students will also be asked to charge their computers during the day at the breaks and at lunch.
- **Cell Phones:** cell phones brought to school will be collected prior to entering the classroom, stored, and returned at dismissal. Listening to music from a personal cell phone is a privilege students may earn. Students who refuse to turn in a cell phone will be subject to an electronic and/or personal search by school staff.
- **Community Service:** Once per month (approximately) the students will engage in opportunities to fulfill their graduation or other community service obligations. Some previous experiences have been volunteering at Stevens Tech in the dish room, serving food to the needy at St. James Church in Lancaster, assisting with Toys for Tots, and Fish Stocking with the fish and game commission.
- **Culinary Arts:** Once per month the students will go to the culinary lab and create a menu and cook a meal for the class. Previous classes have cooked Thanksgiving dinner, and a cookout for staff at the end of the school year.



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**Garden Spot HS AEDY Program**

**Daily Schedule**

- 7:45 AM Arrive and enter the building through  
Door B 1
- 7:45 AM Store Belongings/Hub, Morning Meeting,  
Daily Goal Setting, Breakfast
- 8:00 AM WS # 1
- 9:30 AM Break
- 10:00 AM WS #2
- 11:30 AM LUNCH
- 12:15 PM WS # 3
- 1:25 PM Empty Hub, Store Computer, Goal Sheet
- 1:30 PM Depart through Door B 1

*Counseling: 3 days per week from 10:40-11:30  
Rotation of Group and Individual Counseling provided by  
Caron Foundation Staff, GSHS School Psychologist, and  
GSHS School Counselor.*



APPENDIX A  
AEDY Leveled Behavior System

LEVEL	MOVEMENT	INCENTIVES
<p><b>RED</b> Used for a student that has a discipline infraction or falls below YELLOW DAY 1</p>	<p>1 Day Must Earn 80% or more of daily (100) points to move to Yellow. Must successfully earn 87% the next day to be placed on YELLOW Day 1.</p>	<p>No Privileges Students who are disruptive on RED will be sent home OSS and remain home for an OSS reflection day for the following day. Students who do not make 80% will remain home the following day for reflection- OSS. 3 consecutive RED placements requires administrative referral.</p>
<p><b>YELLOW</b> <i>Do What's Right</i></p>	<p>15 DAYS Must Earn 87% or more of daily (100) points to earn a day <b>3 Warning Days</b> After 3rd Warning Day: If student is below YELLOW Day 10-drops to YELLOW Day 1. If student is above YELLOW Day 10-drops to YELLOW Day 10</p>	<p>As per published LEVEL System  Friday Rewards require 4 of 5 days on LEVEL Once warning days are expired, (4<sup>th</sup> day) next offense goes to RED. Warning Days are re-set once back on YELLOW Day 1.  <b>ISS or OSS</b> <b>infraction=YELLOW DAY 1.</b></p>
<p><b>GREEN</b> <i>Do Your Best</i></p> <p><b>CELL PHONE POLICY:</b> <i>Cell phones will be collected upon arrival. If NOT turned in at arrival, student will be subject to a search which may include a metal detector and/or a search by a staff member.</i></p> <p><i>Cell phones discovered and not submitted: 5 level day drop.</i></p>	<p>15 DAYS Must earn 92% or more of daily (100) points to earn a day <b>2 Warning Days</b> After 2nd Warning Day: If student is below GREEN Day 10-drops to GREEN Day 1 If student is above GREEN Day 10-drops to GREEN Day 10</p>	<p>As per published LEVEL System  Friday Rewards require 4 of 5 days on LEVEL  Once warning days are expired, (4<sup>th</sup> day) next offense goes to Yellow Day 10. Yellow Warning Days are then re-set.  <b>ISS or OSS</b> <b>infraction=YELLOW DAY 1</b></p>
<p><b>HONOR-BLUE</b> <i>Do For Others</i></p> <p><i>"The Spartan Way"</i></p>	<p><b>1 WARNING DAY</b> Maintain progress in course work and 92% of daily points. After 1st Warning Day, If progress or points drop-return to GREEN Day 10</p>	<p>Transition as per Plan and Privileges as per published LEVEL System. After BLUE warning day is expired, drop to Green Day 10. <b>ISS or OSS Infraction=Yellow Day 1</b></p>

Leveled Behavior System: Privileges	Red Discipline	Yellow 15 Days	Green 15 Days	Blue
Food/Drink in Classroom	Water only at work space	May earn coffee & snacks/Yellow Day 5	May earn coffee and snacks.	May earn coffee and snacks
Personal Belongings	Turn in upon entrance to AEDY, returned upon exit at end of day	Turn in upon entrance to AEDY, returned upon exit at end of day	May keep and access with permission, however, subject to random searches.	May keep and access with permission, however, subject to random searches
Hallway Privileges	Individual/Group escort: nurse, counseling, tutoring	Individual/Group escort: nurse, counseling, tutoring	Individual/Group escort: nurse, counseling, tutoring	Individual/Group escort: nurse, counseling, tutoring
Transportation	School-provided transportation only	School-provided transportation only	School-provided transportation	School-provided transportation available; may walk, ride bike, or drive car if applicable
Access to Electronic Media; must use headphones.	No access	May access appropriate music on computer during work sessions	Access during 1 chosen work session with phone or computer	Access by phone or computer during all work sessions
Talking with Others	Teacher only, breaks taken at work space.	May talk to AEDY peers during breaks and lunch.	May quietly talk to AEDY peers on same level at appropriate times as long as not disruptive to others or interfering with productivity.	May quietly talk to AEDY peers on same level at appropriate times as long as not disruptive to others or interfering with productivity.
Lunch	Eaten in AEDY room at desk	Eaten in AEDY room	Eaten in AEDY room, may walk to Caf� with staff to select lunch 2 x per week.	May eat in Cafeteria 2 x per week
Group Table Privileges	None	Breakfast/Lunch/Break	Breakfast/Lunch/Break	Breakfast/Lunch/Break
Clubs	No participation	No participation	No participation	May participate as per transition plan.
Job-Trainer services	No participation	May participate with 10 days on level.	Participation as applicable (determined by job-trainer)	Participation as applicable (determined by job-trainer)
Adventure-Based Learning	No participation	May participate with 10 days on level.	May participate	May participate
Group time (counseling, class meetings)	May participate	May participate	May participate	May participate
During School - Assemblies/Special Programs	No participation	May participate Yellow Day 5	May participate	May participate
After School - Activity Attendance	No attendance	No attendance	May attend (if not expelled)	May attend (if not expelled)
After School - Activity Participation	No participation	No participation	May participate (if not expelled)	May participate (if not expelled)
Sofa Area & Outdoor Area-Breaks	Not eligible	Not eligible	May utilize areas during breaks and lunch	May utilize areas during breaks and lunch.
Sofa Area & Outdoor Area-Work Sessions			May utilize areas 2 days per week during 1 work session	May utilize areas 3 days per week during all work sessions
UNEXCUSED ABSENCES @ 4th	Drop 2 days on level	Drop 2 days on level	Drop 2 days on level	Drop 2 days on level
UNEXCUSED ABSENCES @ 6th	Drop 10 days on level	Drop 10 days on level	Drop 10 days on level	Drop 10 days on level
UNEXCUSED ABSENCES @ 7th and every occurrence	Drop to Yellow Day 1	Drop to Yellow Day 1	Drop to Yellow Day 1	Drop to Yellow Day 1
FRIDAY GYM: 4 out of 5 days on level	No participation	Yellow Day 5 + Calendar	May participate + Calendar	May participate + Calendar
GSHS Classes/Hybrid School Day	No participation	No participation	No participation	May attend per transition plan
Leveled Behavior System: Consequences				
Refusal to take School Transportation	Admin Referral	Drop 5 days on level	Drop 5 days on level	Drop 5 days on level
Major Classroom Disruption	Admin Referral	Admin Referral	Admin Referral	Admin Referral
Possession of Cell Phone	Drop 5 days on level	Drop 5 days on level	Drop 5 days on level	Drop 5 days on level
Possession of School Prohibited Item	Admin Referral	Admin Referral	Admin Referral	Admin Referral
ISS or OSS Assignment		Drop to Yellow Day 1	Drop to Yellow Day 1	Drop to Yellow Day 1



**EASTERN LANCASTER COUNTY  
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Garden Spot High School**

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**AEDY PRIVILEGE CHART**

**IF I AM ON RED:**

- Must earn 80% on the point sheet to go back to YELLOW.
- LUNCH: at your desk in the rebound room.
- Food/ Drink: may have water and school food only at your desk.
- Music/Earbuds: not permitted. Exceptions to this can be made for appropriate student behavior.
- Break: at your desk in the rebound room.
- Not permitted to socialize with classmates.
- Seated in rebound room with supervision.
- If disruptive you will be sent home OSS, and remain home the next day OSS.
- If you fail to earn 80% in one day, the next day you will remain home and it will be counted as OSS.
- 3 consecutive RED placements will be an administrative referral.

**IF I AM ON YELLOW:**

- Must earn 87% on the point sheet/3 warning days allowed/15 days
- May earn Petry \$\$ on Yellow Day 5, may cash in.
- May sit at group table: Breakfast, Lunch, Breaks.
- May use earbuds for music during work sessions.
- May participate in school assemblies/Yellow Day 5.
- May participate in job trainer activities/Yellow Day 10.
- May participate in Friday activities/Yellow day 5.



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**IF I AM ON GREEN:**

**"THE SPARTAN WAY - HAIL TO GARDEN SPOT!"**

- Must earn 92% on the point sheet/2 warning days allowed/15 days
- May earn Petry \$\$, may cash in.
- May sit at group table: Breakfast, Lunch, Breaks.
- May use the sofa/outdoor area 2x per week for 1 work session per day.
- May use earbuds for music during work sessions.
- May have cell phone or other device during 1 chosen WS.
- May go to the café to get lunch at 11:30 with escort, 2 times per week.
- May participate in job trainer activities.
- May participate in Friday activities.

**IF I AM ON BLUE (transition level):**

- Must earn 92% on the point sheet/1 warning day allowed/unlimited days on BLUE
- May earn Petry \$\$, may cash in.
- May sit at group table: Breakfast, Lunch, Breaks.
- May use the sofa and outdoor area during breaks and lunch.
- May use the sofa/outdoor area 3x per week, any number of work sessions.
- May use earbuds for music during work sessions.
- May have cell phone or other device all day.
- May eat in café 2 days per week.
- May participate in school assemblies, and attend all school activities (if not expelled).
- May participate in job trainer activities.
- May attend club on Mii Day.
- May participate in Friday activities.
- May attend GSHS class if part of transition back to regular school.
- May walk home or to school with parent permission.
- May drive to school w/ permit. 1 UEX absence will lose privilege until end of following Marking Period.

# Alternative Education @ Garden Spot High School

Name:	Date:	Day of Week:					
My SMART Calendar Goals for Today:	SESSION 1:	SESSION 3:					
	SESSION 2:						
Arrived on Time:	YES I ARRIVED ON TIME or I was late Excused -0 pts. NO=Late Unexcused - 6 pts.				ATTENDANCE #	UEX Absences	
<b>My Choices Today</b>	Work Session 1	Work Session 2	Work Session 3	Counseling/ Lunch	NOTEBOOK CHECK	Pts. Earned	Pts. Possible
I followed all verbal and written directives the first time. (5pts)					XXXXXXX		20
I fully participated in all class work. (7pts) 7=worked entire time 4=50% 0=did not work at all				XXXXXXXXXX	XXXXXXX		21
I respected myself, others, and others' property. (4pts)					XXXXXXX		16
I used respectful language, tone, and volume toward others. (4pts)					XXXXXXX		16
I met the note taking requirement for each work session. (5pts)				XXXXXXXXXX	Teacher:		15
I met my calendar deadlines today for today	6: met all deadlines 5: met 75% of my deadlines 4: met 50% of my deadlines <u>LOSE DAY</u> : less than 50% of deadlines met						
<b>Teacher Rating: Calendar Deadlines</b>	6	5	4	<u>LOSE DAY</u>			
Where Can I Improve?					Total Daily Points: (Earned / Possible)	/	100
					Today's Percentage:		

*DAILY FINES (10 Pts. Each) Continued Problem Behavior after Repeated Warnings!*

12/2017

*EXAMPLES: Offensive Language, Inappropriate Conversation, Complaining, Arguing etc.*

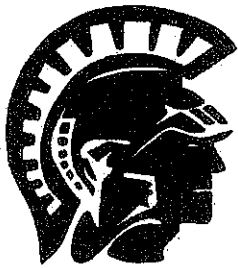
## DRUG AND ALCOHOL ADMINISTRATIVE GUIDELINES

Situational Category	Immediate Action	Procedures/ Investigation	Notification Made	Disposition of Substances	Disciplinary Responses/ Rehabilitation
1. Possible use of drugs, drug look-alikes, alcohol, mood-altering substances or medications* by a student is indicated but there is little evidence of violation of law or school regulation.	Referral to Administration.	Consultation between Administration and School Nurse to determine possible policy violations.	Parents notified of behavior and/or performance indicators, if warranted.	Not applicable.	Referral to SAP team; an intervention conference may be held if the SAP team agrees if it is indicated by data; student is informed of available help.
2. Violation of Medication* Policy (includes over-the-counter drugs: caffeine pills, aspirin, etc.).	Referral to Administration.	Consultation between Administration and School Nurse to determine possible policy violations.	Parent notified.	Medical Personnel.	Following the administrator's investigation, further action taken if indicated by data (see appropriate category).
3. Student has a drug, alcohol, mood-altering substance or *medication-related medical emergency.	Nurse will be summoned immediately. Standard health and first aid procedures will be followed. If medically necessary, the student will be transported to a medical facility. Referral to Administration. Paraphernalia is confiscated.	Administration will investigate the incident, which may include a search of the student, his/her locker, car and other possessions. Nurse will prepare a written report.	Parent notified. Police notified at the discretion of the Administration.	Turned over to proper authorities.	Referral for mental health/ing & alcohol assessment. Follow recommendations of assessment, which may include SAP Team referral. If evidence of further violation, see appropriate situational category.
4. Student possesses drug-related paraphernalia. First Offense - Cooperative.	Referral to Administration. Paraphernalia is confiscated.	Administrator will search the student, his/her locker, car and other possessions.	Parent notified. Police notified.	Turned over to proper authorities.	Referral to SAP Team. In-School Suspension up to 10 days.
5. Student is again caught in possession of drug-related paraphernalia. Second or subsequent offense.	Referral to Administration. Paraphernalia is confiscated.	Administrator will search the student, his/her locker, car and other possessions.	Parent notified. Police notified. Superintendent notified.	Turned over to proper authorities.	Referral to SAP Team. In-School Suspension up to 10 days. Assessment by a designated certified addictions counselor and compliance with the recommendations.
6. Student is found to be in possession, use, or under the influence of drugs, drug look-alikes, alcohol, mood-altering substances, or medications* when attending any school sponsored function.	The staff member will contact and brief the group advisor. The advisor is responsible for contacting an administrator.	The student, his/her locker, car and other possessions will be searched.	Parent notified. Police notified.	Turned over to proper authorities.	Student will be sent home immediately at parental expense or detained until a parent can be reached for further direction and accompany the student. Following the administrator's investigation, further action, as provided by the appropriate situational category. Referral to SAP Team.
7. Student possesses, uses, or is under the influence of drugs, drug look-alikes, alcohol, mood-altering substances, or medications*. First Offense - Cooperative.	Referral to Administration.	The student, his/her locker, car and other possessions will be searched.	Parent notified and immediate conference with parent arranged. Police notified. Superintendent notified.	Turned over to proper authorities.	Referral to SAP Team. In-School Suspension up to 10 days. Assessment by a designated certified addictions counselor and compliance with the recommendations.
8. Student possesses, uses, or is under the influence of drugs, drug look-alikes, alcohol, mood-altering substances, or medications*. First Offense - Uncooperative.	Referral to Administration.	The student, his/her locker, car and other possessions will be searched.	Parent notified and requested to come to school immediately. Police notified. Superintendent notified.	Turned over to proper authorities.	Referral to SAP Team. Out-of-School Suspension (10 days). Recommendation for expulsion from school. Required assessment by a designated certified addictions counselor and compliance with recommendations as a condition for the return to school following the expulsion.
9. Student is again caught in possession, use or under the influence of drugs, drug look-alikes, alcohol, mood-altering substances, or medications*. Second or subsequent offense.	Referral to Administration.	The student, his/her locker, car and other possessions will be searched.	Parent notified and requested to come to school immediately. Police notified. Superintendent notified.	Turned over to proper authorities.	Referral to SAP Team. Out-of-School Suspension (10 days). Recommendation for expulsion from school. Required assessment by a designated certified addictions counselor and compliance with recommendations as a condition for the return to school following the expulsion.
10. Student is selling or distributing drugs, drug look-alikes, alcohol, mood-altering substances, medications*, or drug-related paraphernalia.	Referral to Administration.	The student, his/her locker, car and other possessions will be searched.	Parent notified and requested to come to school immediately. Police notified. Superintendent notified.	Turned over to proper authorities.	Referral to SAP Team. Out-of-School Suspension (10 days). Recommendation for expulsion from school. Required assessment by a designated certified addictions counselor and compliance with recommendations as a condition for the return to school following the expulsion.

\*Medication - any prescribed or non-prescribed medication other than that which is supervised by the School Nurse

DISTRICT WEAPONS ADMINISTRATIVE GUIDELINES

<i>Situation Category</i>	<i>Immediate Action</i>	<i>Procedure Investigation</i>	<i>Notification</i>	<i>Disposition</i>	<i>Disciplinary Response</i>
1. Pocket knife (3" blade or less), single edged blade Possession only, No threat involved or prior display, not used as a weapon first offense	Administrator is summoned	The student his/her locker, car, backpack and other possessions will be searched	Parents notified, Police notified	Turned over to proper authorities	10 days out of school suspension or 10 days in school suspension
2. Pocket knife possession only 2nd offense	Administrator is summoned	The student his/her locker, car, backpack and other possessions will be searched	Parents notified, Police notified	Turned over to proper authorities	10 days out of school suspension; Formal school board hearing for expulsion from school
3. Knife, gun, dangerous object look-alike weapons Possession only	Administrator is summoned	The student his/her locker, car, backpack and other possessions will be searched	Parents notified, Police notified	Turned over to proper authorities	10 days out of school suspension; Formal school board hearing for expulsion from school
4. Any knife, gun, dangerous object look-alike weapon used as a threat, either visible or concealed, displayed or brandished	Administrator is summoned	The student his/her locker, car, backpack and other possessions will be searched	Parents notified, Police notified	Turned over to proper authorities	10 days out of school suspension; Formal school board hearing for expulsion from school



EASTERN LANCASTER COUNTY  
SCHOOL DISTRICT  
Garden Spot High School

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"THE SPARTAN WAY - HAIL TO GARDEN SPOT!"

**Student Search Policy**

The safety of our students is of the utmost importance at Garden Spot High School. Searches occur regularly to ensure our program is safe and drug-free.

Purpose: The AEDY staff at Garden Spot High School will conduct a daily search of the student and the student's possessions to ensure the safety of all staff and students.

- Students will be asked to remove any outerwear (jackets, coats etc.) and those items will be examined.
- Students will be asked to empty their pockets and remove their shoes. Students may be asked to expose the waistband of their pants, shorts, or skirt.
- Randomly, students will be screened with a metal detecting wand, that would detect the presence of concealed items that contain any kind of metal.
- Any belongings, food, or drinks, brought into school, will be thoroughly searched by AEDY staff.
- Any contraband that is discovered during the student search will be turned over to school administration for further evaluation.
- Students arriving late to school will be searched upon arrival by AEDY Staff or GSHS administration.