

Launch Program
Spring Grove Area High School

1490 Roth's Church Road
Spring Grove, PA 17362

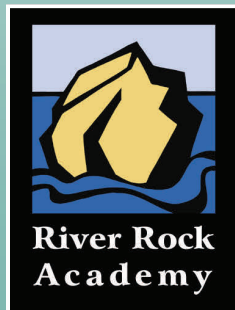
Phone (717) 225-4731; then choose
any extension

Fax (717) 225-0736 Main Office

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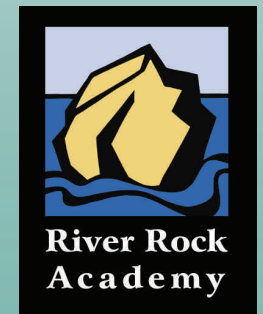
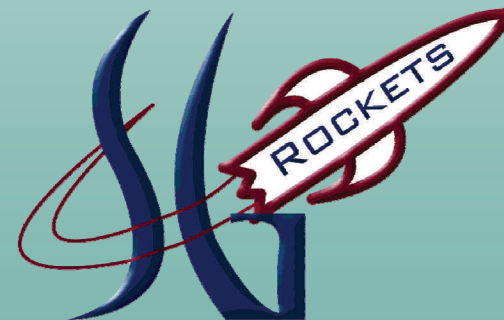
www.sgasd.org



A Partnership By
Spring Grove Area School District
& River Rock Academy

Launch Program

Classroom Policies & Procedures



change...effect...improve

Lunches

Lunch is available for purchase from the Spring Grove Area High School with a reduced rate cost for qualifying students. Students will be notified of the cost at the beginning of the school year. Free lunch is also available to qualifying students. Parents/guardians must complete the school lunch application form to be considered for a free or reduced rate lunch. Students are permitted to pack a lunch. No opened drink container or glass containers are allowed in school. Water and juice containers in packed lunches must be sealed and consumed at lunch time only. Students MAY NOT sell their lunches to other students.

Snacks

Snacks are available for students to purchase twice a day during homeroom and lunch. No gum or candy will be permitted on the premises. No powdered drink packets, soda or energy drinks are allowed. Snacks are available for purchase through the Spring Grove Area High School cafeteria.

Student Medications

In accordance with School Board Policy 210 (Use of Medications), the school nurse will administer all prescribed medications.

Emergency Medical Plan

An emergency is an incident where the student in question needs immediate medical attention. When necessary, the Launch Program staff will contact the school nurse for medical assistance and/or advisement. The standard high school emergency medical protocol will be followed.

Extreme Weather

During poor weather conditions, please watch for the Spring Grove Area School District announcement on the local television news stations, or consult our school district website at www.sgasd.org.

Launch Program of Spring Grove Area High School

Classroom Policies & Procedures

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The Launch Program is a partnership between the Spring Grove Area School District and River Rock Academy. The goal is to provide structure and support for students without having to place them in an out of district setting. The program also functions as a transition component as part of a larger “Continuum of Care” for students returning back from Alternative Education Placements.

Launch Program Spring Grove Area High School

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Spring Grove, PA 17362

Phone (717) 225-4731

www.sgasd.org

Vision, Mission & Core Values

The vision of the Launch Program is to be the premier provider of alternative education services.

Our mission is to provide our students with the power to change, effect and improve their lives.

Our guiding core values:

- Commitment
- Stewardship
 - Integrity
 - Excellence

The three behavioral norms of the Launch Program guide all students and staff:

1. No student has the right to hurt, intimidate or ridicule another student.
2. Education and the classroom are sacred.
3. Our school is sacred and we will always protect its property and belongings.

procedure will prompt confiscation of the device, which will be held until the parent comes to school to pick up the device. The third offense of this procedure will be considered insubordination, will result in out of school suspension, and the device will be held in the main office until a meeting with the high school administration, parent and student has occurred.

Care for School Property

It is everyone's responsibility to take care of our school. Anyone found damaging school property will face disciplinary action and criminal charges. Students who have been found to cause property damage will be required to pay restitution. Any student in the possession of damaged property will be held accountable. Therefore, students need to report any markings on desks and books to a staff member immediately.

Hallway Conduct

Students are to adhere to the following guidelines when in the hallways.

- Students are expected to stay in their group.
- Students will maintain appropriate volume.
- Students need to respond appropriately to a staff member's questions or directives.
- Students are to greet adults in a positive manner.
- Students are to report to their designated area without delay.

Dress Code

1. All students are expected to practice good daily hygiene.
2. Coats will not be worn in the classroom.
3. Hats and other headwear such as headbands or bandanas will be removed upon entering the building.
4. Clothing should be neat, clean, and seasonally appropriate. This means that pants should be worn at the waist with no boxers or underwear showing. Shorts/skirts and shirts/tops should not be tight, too short, or transparent. Midriffs should be covered at all times. Tank tops are not permitted at anytime.
5. Ornaments/apparel depicting or alluding to drugs, alcohol, tobacco, racial intimidation, gangs, or vulgarities are not permitted.
6. Jewelry large enough to be used as weapons will be confiscated.
7. Staff will use their judgment and will consult with the High School Administration regarding dress code.

Major Rule Violations

Major rule violations may require a meeting involving parents, the Spring Grove Area School District Administration, the student, and any clinical/academic staff of the Launch Program, and may constitute a move to a more restrictive educational placement. Police involvement may result in charges.

Violations which may require police involvement include, but are not limited to:

- Physical violence or threats of violence
- Use/possession of illegal drugs/over the counter drugs/alcohol
- Inappropriate use/distribution of prescription drugs or over-the-counter medications
- Vandalism of property
- Possession of a weapon
- Continued use of profanity

Behavior Management

Infractions of the rules of conduct/major rule violations will result in staff intervention. The intervention may begin on any of the following levels:

- Non-verbal
- Verbal
- Loss of privileges
- In-school suspension
- Therapeutic time-out
- Safe crisis intervention
- Out-of-school suspension
- Police intervention

Safe Crisis Management

The Launch Program attempts to manage aggression safely. Non-physical intervention is always preferred. Physical intervention is used as a last resort to maintain a safe environment in the case of a student presenting danger to himself or others.

Safe Crisis Management should be a rare occurrence; however, it is important that students and parents are knowledgeable on the philosophy.

All the Launch Program staff members are trained in Safe Crisis Management through a Department of Welfare approved course.

Cell Phone/Electronics Procedure

In an effort to help maintain safety and to reduce distractions, all cell phone and personal electronic devices are to be handed in upon entering the Launch classroom. All devices will be placed in a locked drawer throughout the day and will be returned at the conclusion of the Launch day. The first offense of this procedure will result in a warning. The second offense of this

Program Overview

The Launch Program is a Pennsylvania Department of Education approved alternative education program serving students from Spring Grove Area High School in grades 9 – 12. Students are referred to the Launch Program by the Spring Grove Area High School Administration.

Students complete their core academic subjects through both teacher-instructed and self-paced curriculum. Individualized computer-aided instruction allows students to research, learn, and enhance their academic ability as well as their performance on state assessments. The Launch Program staff provides individual, group, and behavioral counseling. Students also participate in therapeutic social skills/life skills curriculum.

Services Provided

The Launch Program students will receive academic and behavioral counseling on a regular basis. The clinical staff is supervised by a clinician with MSW and LSW credentials. Intensive psychological counseling will not be provided and recommendations for professional services will be reviewed with the student, family, and Spring Grove Area School District.

Individualized Service Planning (ISP) goals will be implemented in conjunction with group and individual counseling to facilitate transition plans. Transition plans will reintegrate students into the public school setting and community. School-to-work programs utilizing community experiences are available to eligible students.

Transportation will be provided to and from the Launch Program by the Spring Grove Area School District. Any change to the regular transportation schedule needs to be approved by all parties who are involved with the student's placement in the program including the parents.

Parental involvement proves vital to the success of students. Parents are invited to be involved in:

- meetings to develop/review ISP goals and transition plans
- meetings to review Individual Education Plans (IEP's)
- calls or visits to the Launch Program
- referrals to professional agencies

Academic Instruction

Students at the Launch Program will have a variety of academic instruction. Both teacher-instructed and self-paced curriculum will be used. Educational options will integrate teaching technology and strategy for maximum student achievement.

Computer Use Agreement

The Launch Program has many computer systems available for use by its students. The Launch Program does require that students use these computers in a responsible manner in accordance with Spring Grove Area School District Board Policy 237 (Electronic Devices). Students should be sure that any computer activities are within the framework of instructions provided by the teacher responsible for the activity. Students may have access to a variety of Internet resources in various classes. It is expected that students follow teacher guidelines and exhibit responsible behavior in regard to these resources. Use of the computer/Internet is a privilege and not a right. Students acknowledge that all aspects of computer use are subject to monitoring and review without cause and without notice. Students understand that any conduct that is in conflict with these responsibilities is inappropriate and may result in termination of the use of the Launch Program's computer/Internet privileges. Students further acknowledge that disciplinary action may be taken, as well as possible legal action and/or financial restitution.

Grades

Grades will reflect participation, assignments completed, and test scores. Mid-term and marking period grades will be sent via mail on a quarterly basis to parents.

Community Partnership Program

The Community Partnership Program is an integral part of the experience for students at the Launch Program. By providing volunteer service to local non-profit organizations, students are able to connect in a positive way to their community while learning and demonstrating skills as well.

Local food banks, retirement homes, rescue missions, parks, gardens, and animal shelters are some of the places students have the opportunity to provide community service. As they participate, students develop meaningful relationships while understanding the positive effects that giving back to others can have for their lives.

All Launch Program students who meet the expectations of the program have the opportunity to be involved with the Community Partnership Program. Participation is contingent upon program, parent, and school district approval.

Student Conduct & Responsibilities

Every student at the Launch Program is expected to show courtesy and respect to each other and to all faculty members and visitors. Each student is to see that his own behavior is acceptable and appropriate at all times. All students share in the responsibility to develop a school climate that is respectful, tolerant of individual differences, and conducive to learning.

Three basic behavioral norms that are the foundations of the Launch Program are:

1. No student has the right to hurt, intimidate, or ridicule another student.
2. Education and the classroom are sacred.
3. Our school is sacred and we will always protect its property and belongings.

Rules of Conduct

Students are to adhere to the Spring Grove Area School District handbook and the rules set by the Launch Program. The Launch staff will use their discretion to make judgments and will have the final say regarding all classroom issues.

1. Treat all others and self with respect and dignity. Refrain from physical contact.
2. Treat the Launch Program property with respect.
3. The Launch Program is drug-free and tobacco-free.
4. Behave in a manner that will only credit yourself and the Launch Program.
5. No cards, dice, or gambling of any kind is permitted.
6. Behavior norms of the Launch Program are expected to be followed while students are being transported at all times.
7. Personal communication devices such as cell phones, tablets, etc. will not be used during the school day. Purses and electronic devices will be stored in a locked cabinet during the school day.

Search Procedure

The safety of staff and students is paramount at the Spring Grove Launch Program. Searches will occur on a daily basis to help ensure our school remains safe and drug free. Students who are given the opportunity to drive to school must also submit to random searches of their vehicles.