

# STUDENT HANDBOOK

**Penns Manor Area High School  
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**This handbook is dedicated to the students of the Penns Manor Area Junior-Senior High School in recognition that they are engaged in a most important process-preparing themselves to make their contribution to society.**

Penns Manor Area School District Website:  
[www.pennsmanor.org](http://www.pennsmanor.org)

## FOREWORD

The Penns Manor Junior/Senior High School handbook provides basic information about the school and its operation which are of concern to you as students and parents. The handbook provides an understanding of the general rules and guidelines for attending and receiving an education in our school.

In case of conflict between a Board Policy and the provisions of this handbook, the Board Policy most recently adopted by the board will prevail.

The High School is operated on the philosophy that you are the consideration and that helping a teenager to grow and develop physically, mentally, and socially is a cooperative undertaking of the school and the home.

Students and parents/guardians should be aware that this document is reviewed annually since policy adoption and revision is an ongoing process. These changes will generally supersede the provisions found in the handbook, which will become obsolete by the newly adopted policy. The handbook is not a contract between the school and the parents/guardians or students. It can be amended at any time at the discretion of the district. If policy changes are enacted during the school year, the administration will indicate those changes to students, staff and parents/guardians.

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## **WELCOME to PENNS MANOR AREA HIGH SCHOOL**

The goal at Penns Manor Area High School is to provide each student with quality academic programs, opportunities for career exploration, life skills, and the development of social responsibility to develop cooperative, creative, and productive citizens. The policies and procedures in this handbook are intended to ensure that a safe and supportive environment is provided for each student. We believe in creating positive cultures to maximize learning, and to ensure every student is committed to academic excellence, and personal successes.

***--Mrs. Dolges, Principal***

### 2019-20 School Calendar

August 19	In-Service Day
August 20	In-Service Day
August 21	First Student Day
September 2	No School (Labor Day)
September 5	Back to School Night
September 20	Early Dismissal (Teacher In-service)
October 14	Act 80 Day – No Students
November 11	No School (Veteran’s Day)
November 26	Early Dismissal/ Parent-Teacher Conferences
November 27	Teacher in-service
November 28-29	Thanksgiving Recess
December 2	No School
December 20	Early Dismissal
December 23 – January 1	Christmas Recess
January 20	Act 80 Day – No Students
February 17	Teacher in-service
March 6	Early Dismissal(Teacher In-service)
March 20	Snow Make-up Day #1
March 23	Snow Make-Up Day #3
April 8	Early Dismissal
April 9	Snow Make-Up Day #4
April 10 & 13	Easter Recess
April 14	Snow Make-Up Day #2
May 8	Act 80 Day – No students
May 25	Memorial Day – No School
May 28	Last Student Day
May 29	In-Service Day

### Keystone and PSSA Testing Dates

January 7 & 8	Keystone Biology
January 9 & 10	Keystone Algebra
January 14 & 15	Keystone Literature
April 21 & 22	PSSA ELA
April 28 & 29	PSSA Math
April 30	PSSA Science
May 12 & 13	Keystone Biology
May 14 & 15	Keystone Algebra
May 19 & 20	Keystone Literature

## **DIRECTORY**

### **Administration**

Michelle Dolges, <b>High School Principal</b>	Ext. 2851
David Grimaldi, <b>Director of Education</b>	Ext. 1850
Daren Johnston, <b>Superintendent</b>	Ext. 4951
Thomas Rea, <b>Supervisor of Special Education</b>	Ext. 4750
Josh Muscatello, <b>Business Manager</b>	Ext. 4850
IU 28 <b>Network Technicians</b>	Ext. 1500
Mark Dalton, <b>Supervisor of Buildings and Grounds</b>	Ext. 4730
Scott McCully , <b>Director of Food Services</b>	Ext. 2731
Joe Packer, <b>School Counselor</b>	Ext. 2750
Lisa Donatelli, <b>School Counselor</b>	Ext. 2751
Terri Myers, <b>School Nurse</b>	Ext. 2550
Janelle Mason, <b>School Nurse Assistant</b>	Ext. 2551
Jason Miloser, <b>Athletic Director</b>	Ext. 2851

### **High School Secretaries**

Jodi Nealen, <b>Main Office Secretary</b> .....	Ext.2000
Deneen Beer, <b>Principal &amp; Athletic Director Secretary</b> ...	Ext. 2851
Marguerite Thornton, <b>Guidance Secretary</b> .....	Ext. 2700

## KNOW THE WARNING SIGNS OF SERIOUS PROBLEMS

Teen troubles aren't always easy to catch. These are years of change. Your relationship with your teen may be strained; often, trouble shows up in unexpected ways. Parents need to be alert to signs of serious trouble and have resources to turn to when they need them.

- If you think there is something wrong with your teen, there probably is. Gather information from others who know your child, but be persistent if you feel that your teen needs help. Your instincts are usually right!
- Depression is a serious illness in teens that can lead to other dangerous behavior --- joining a gang or cult, running away, drug use, or suicide attempts. Signs of depression include: sadness that is more intense and lasts longer than normal; loss of pleasure in activities the teen previously enjoyed; self-destructive behavior; changes in personal appearance; extreme mood swings; rebellion in a child who doesn't normally rebel; inability to concentrate; increased anxiety or paranoia; loss of self-esteem and expression of hopelessness or guilt; lack of appetite or overeating; extreme fatigue or sleep disturbance; change in school performance; frequent physical complaints; self-medicating with drugs or alcohol. Any threat of suicide, talking about suicidal fantasies or giving away favorite possessions, should be taken very seriously.
- There are lots of places to get help for your teen, but it may take research and persistence on your part. Your doctor or a school counselor can give you referrals; support groups offer a place to talk to other parents and share experiences about what services have worked for their families. Keep trying until you find the help your family needs!
- A teen in crisis is extraordinarily draining --- you are likely to be exhausted and under extreme stress. All members of the household are affected by the teen's problems, so check with his siblings as well. Find ways to give yourself a break and be good to yourself. The good news is that most teens want to be helped and the odds are good that you will make progress.

## COMMUNITY RESOURCES

**Need Help? Dial 2-1-1 for services available.  
Indiana County Department of Human Services:  
724-349-0500, ext. 3.**

**A comprehensive list of services is available at  
[www.humanservices-countyofindiana.org](http://www.humanservices-countyofindiana.org)**

## **GUIDANCE SERVICES**

The Guidance Program exists for the benefit of the students. It is a cooperative program which includes the students, counselors, teachers, parents/guardians, and administration.

Some of the activities of the Guidance Department include:

1. Maintaining a cumulative record for each student with all subjects, grades, attendance, etc.
2. Assisting students in planning their high school courses and activities relating to their abilities and interests.
3. Counseling students who are experiencing difficulties or who are underachieving and trying to help them find solutions or adjustments to their problems.
4. Supplying students, school personnel, parents/guardians, and employers with educational and vocational information that will assist students in planning course studies in high school, furthering education after high school, and in securing employment.

## **STUDENT SERVICES**

The following categories of services shall be provided by the school and are included in the Student Services Plan:

1. Developmental services that address students' needs throughout their district enrollment, which include: guidance counseling, psychological services, health services, home and school visitor services, and social work services that support students in addressing academic, behavioral, health, personal and social development issues.
2. Diagnostic, intervention, and referral services for students experiencing problems attaining educational achievement appropriate to their learning potential.
3. Consultation and coordination services for students who are experiencing chronic problems that require multiple services by teams or specialists.

## **STUDENT ASSISTANCE PROGRAM**

The Student Assistance Program (SAP) specializes in identifying issues including alcohol, tobacco, drugs, and mental health issues which pose a barrier to a student's success. The primary goal of SAP is to help students overcome these barriers so that they may achieve success. The core of the program is a professionally trained team, including school staff and liaisons from community alcohol and drug and mental health agencies. SAP team members are trained to identify problems, determine whether or not the presenting problem lies within the responsibility of the school, and to make recommendations to assist the student and the parent

If you are experiencing any problems such as those mentioned above, please contact a member of the Core Team or any faculty member.

### **Core Team Members:**

Mrs. Bodek

Mr. Caroff

Mrs. Cessna

Mr. Ciocca

Mrs. Dolges

Mrs. Donatelli

Mr. Grimaldi

Mr. Hughes

Mr. Packer

## **BELL SCHEDULE GRADES 6-12**

Eight (8) Class Periods (43 minutes each)

One (1) Lunch Period (30 minutes)

One (1) Flex Period (24 minutes)

7:15 a.m. or 7:30 a.m. Teachers report to assigned areas.

7:15 - 7:30 a.m. Students are released from the bus to go to the cafeteria or auditorium.

7:34 a.m. ICTC students depart.

7:34 a.m. - 8:18 a.m. **1<sup>st</sup> Period**

8:21 a.m. - 9:04 a.m. **2<sup>nd</sup> Period**

9:07 a.m. - 9:50 a.m. **3<sup>rd</sup> Period**

9:53 - 10:36 a.m. **4<sup>th</sup> Period**

\*10:39-11:03 **Flex Period\***

10:45-10:50 a.m. ICTC students arrive.

<b>(A):</b> 11:06 - 11:36,	<b>5B:</b> 11:39 - 12:22,	<b>6C:</b> 12:25 - 1:08
<b>A5:</b> 11:06 - 11:49,	<b>(B):</b> 11:52 - 12:22,	<b>6C:</b> 12:25 - 1:08
<b>A5:</b> 11:06 - 11:49,	<b>B6:</b> 11:52 - 12:35,	<b>(C):</b> 12:38 - 1:08

1:11 p.m. - 1:54 p.m. **7th Period**

1:57 p.m. - 2:40 p.m. **8th Period**

2:40 p.m. **Student Dismissal**

2:50 p.m. or 3:05 p.m. **Teacher Dismissal**

## **STUDENT RESPONSIBILITIES**

1. Students attend school so they may develop to their fullest potential; therefore, each student is expected to:
  - a. Know all the rules and regulations for student behavior established by the Board and seek interpretation of items not understood.
  - b. Accept responsibility for his/her own actions.
  - c. Recognize that by law the teacher serves in place of the parent/guardian while the student is in school.
  - d. Recognize that teacher and administrative authority extends beyond the classroom to all school-related activities.
  - e. Be aware that by law minors are compelled to attend school until eighteen (18) years of age and that regular, punctual school attendance and conscientious effort in the classroom are essential to learning.
  - f. Maintain standards of cleanliness and dress that meet reasonable standards of health and safety and do not cause disruption of the educational process.
  - g. Contribute information in matters relating to health, safety and welfare of the school community and protection of school property.
  - h. Respect and protect school property and the property of others.
  - i. See that all school-community communications are taken home to the parent/guardian.
  - j. Be honest and ethical.
  
2. Students' responsibilities include regular school attendance, conscientious effort in classroom work, and conformance to school rules and regulations. Most of all, students share with the administration and faculty a responsibility to develop an environment within the school that is conducive to wholesome learning and living.
  
3. No student has the right to interfere with the education of his or her fellow students. It is the responsibility of each student to respect the rights of teachers, staff, students, administrators, and all others who are involved in the educational process.
  
4. Students should express their ideas and opinions in a respectful manner so they will not offend or slander others.
  
5. Additional student responsibilities include:
  - a. Assume that until a rule is waived, altered, or repealed, it is in full effect.
  - b. Exercise proper care when using public facilities and equipment.
  - c. Attend school daily, except when excused, and be on time to all classes and other school functions.
  - d. Make all necessary arrangements for making up work when absent from school.
  - e. Pursue and attempt to satisfactorily complete the courses of study prescribed by State and local school authorities.

## **School-Wide Positive Behavior Support**

Penns Manor Junior/Senior High School follows the SWPBS (School-Wide Positive Behavior Support) school-wide discipline structure which emphasizes proactive strategies for defining, teaching, and supporting appropriate student behaviors. A continuum of positive behavior support for all students helps to create a positive school culture.

Positive behavior support is an application of a behaviorally-based systems approach to enhance the capacity of schools, families, and communities to design effective environments that improve the link between research-validated practices and the environments in which teaching and learning occurs. Attention is focused on creating and sustaining primary (school-wide), secondary (classroom), and tertiary (individual) systems of support that improve lifestyle results (personal, health, social, family, work, recreation) for all students by making emphasizing and rewarding desired behavior.

## **District Discipline Code**

Discipline is synonymous with teaching and learning. If learning is to prevail, discipline is essential. It creates a sound learning climate and promotes responsibility through self-discipline.

Discipline strives to educate on both an individual and collective basis; therefore, disciplinary procedures should promote respect for the dignity of individuals, as well as respect for authority and established standards.

The Board has the authority to adopt reasonable and necessary rules governing the conduct of students in school, on district property and at school-sponsored activities. The administration has the authority to implement the adopted rules and to assign discipline for violations of established rules.

The guidelines in this code are not all-inclusive. There are behaviors that occur on a day-to-day basis that are dealt with exclusively and in an appropriate manner by the classroom teacher, coach, and advisor. More severe problems will be referred to the administration.

## **Discipline Response Structure**

The discipline response structure presents the categories of student misbehaviors or infractions as well as the prescribed disciplinary responses or punishments associated with each. This structure exists so students, parents/guardians, and school staff come to learn which types of student behavior are unacceptable and to understand the consequences of these acts during the school day or during any school function. A structured system attempts to insure that its disciplinary practices and procedures will be consistent, reasonable, fair, and equitable.

Recognizing not all situations or incidents are alike and may involve unique circumstances, the administration reserves the option to increase or decrease the severity of the actions taken when violations of the discipline code occur. The administration also recognizes that all discipline situations cannot be covered within a discipline code. It will be the intent of the administration to make disciplinary responses progressive in nature and with an after-school or Saturday detention being used before out-of-school suspension, unless the health, safety, or

welfare of students and staff are in jeopardy. Therefore, the administration reserves the right to administer any disciplinary action in these situations as they occur.

## **Types of Offenses**

### **MINOR OFFENSES**

#### **LEVEL I:**

1. A Level I Offense is any minor disciplinary incident which may hinder the teacher from carrying out his/her duties. Each teacher will make an attempt to deal with these minor disruptions with appropriate classroom management or supervision techniques. Unmodified Level I behavior will be referred to the administration and may become a Level II Offense.

#### **Level I Discipline Response Options:**

- Teacher discipline responses may include, but are not limited to, the following: verbal reprimand, loss of privileges, assignment of extra work pertinent to subject matter if possible, and/or assignment to after-school detention.
- Teachers will contact parents/guardians and document specific disciplinary strategies used.

### **MAJOR OFFENSES:**

#### **LEVEL II:**

1. Excessive unexcused late arrivals to assigned areas
2. Three unexcused late arrivals to school
3. Inappropriate display of affection in school environment
4. Failure to serve assigned after school detention
5. Skipping Class
6. Swearing/use of profanity/abusive language
7. Failure to complete assignments or carry out the directions of an adult supervisor
8. Inappropriate dress or anything which could be disruptive to the educational setting in the opinion of the administration.
9. Using alternate transportation to/from school without permission being granted by the administration
10. Possession and/or use of cell phone during regular school hours
11. Bullying, Cyberbullying and/or Harassing
12. Forging or using forged passes or excuses
13. Photos can be taken without permission
14. Continued Level I Offenses

#### **Level II Discipline Response Options:**

- Conference with principal
- Notification to parent/guardian concerning offense by phone or written notification
- After School Detention
- Detention doubled for skipping an assigned after school detention and suspended from extracurricular activities until both detentions served.
- No credit for assignment or test
- Truancy Citation

### **LEVEL III**

1. Combination of any three (3) Level II offenses
2. Skipping school
3. Skipping an after school detention that was doubled
4. Fighting (Minor)
5. Cheating/Plagiarism
6. Use or possession of tobacco products (lighted or unlighted cigarette, cigar, vape, pipe or other smoking product or material and smokeless tobacco in any form) at any time in a school building and on any property, buses, vans and vehicles that are owned, leased, or controlled by the school district. This will also be handled in conjunction with Act 145 of 1996 and a citation will be submitted to local magistrate.
7. Possession of pornographic materials
8. Insubordination/lack of respect for staff
9. Minor vandalism
10. Stealing
11. Leaving school buildings or grounds without permission
12. Threatening or repeated harassing/bullying of others/ Unlawful Harassment
13. Hazing
14. Gambling
15. Throwing food in the cafeteria
16. Misuse of technology
17. Reckless driving and or violation of driving/parking regulations.
18. Possession of ammunition, lighter, matches, or other incendiary items.

#### **Level III Discipline Response Options:**

- Conference with principal
- Parental (or Guardian) notification by phone or letter - may request conference with parent/guardian
- Loss of Internet Access
- Loss of driving/parking permit
- Offense #3 – Assigned original and Saturday detention. Also suspended from extra-curricular activities until both detentions served
- One-day to three-days of Saturday detention or out-of-school suspension
- Payment for damages
- Cheating/Plagiarism- Saturday detention & no credit for assignment
- **Tobacco/Nicotine- 1st offense- 3 days Out of School Suspension & attend Smokeless Saturday class or Citation issued**

Note: A Level III infraction eliminates the opportunity to be inducted into the National Honor Society.

#### **Second Offense of Level III Discipline Response Options:**

- Conference with principal
- Parental (or Guardian) notification and informal hearing with parent/guardian
- Payment for damages
- Two-day to five-day of Saturday detention or out-of-school suspension

- **Tobacco/Nicotine- 2nd & all other offenses- 3 days Out of School Suspension & Citation**
- Up to ten-day out of school suspension (due process rights followed - see the section on Student Rights)

#### **LEVEL IV**

1. Continued Level II Offenses or Level III Offenses
2. Fighting (Major)
3. Arson
4. Setting off false fire alarms
5. Tampering with fire extinguishers
6. Serious vandalism
7. Harassment of staff
8. Bomb threat
9. Terroristic Threat
10. Extortion
11. Participating in a walkout or riot
12. Assault of an employee
13. Possession/use/transfer of dangerous weapons or explosive devices
14. Using/furnishing/selling/possession of alcohol, any drug (prescription or over the counter drug) or drug look-alike, or drug-related paraphernalia
15. Violation of the Asthma or Epinephrine Auto-Injector Policy \*Refer to Policy in handbook

#### **Level IV Discipline Response Options:**

- Student conference with principal
- Parental (or Guardian) notification
- Up to ten-day out of school suspension (due process rights followed - see the section on Student Rights)
- Loss of driving/parking permit
- Possible referral to school board for further action and possible expulsion following a hearing conducted by a hearing examiner duly appointed by the board
- Possession of weapons response (See Weapons Policy, No. 254.)
- Referral to Student Assistant Program
- Outside Placement

**Note:** A Level IV infraction eliminates the opportunity to be inducted into the National Honor Society.

The school shall maintain required records concerning adjudicated students and transfer students discipline for offenses involving weapons, alcohol, drugs, and violence on school property.

## **Terroristic Threats Act**

Penns Manor Area School District recognizes the danger that terroristic threats by students present to the safety and welfare of district students, staff and community. The Board acknowledges the need for an immediate and effective response to a situation involving such a threat.

A terroristic threat shall mean a threat communicated either directly or indirectly to commit any crime of violence with the intent to terrorize another; to cause evacuation of a building, place of assembly or facility of public transportation; or to otherwise cause serious public inconvenience, or cause terror or serious public inconvenience with reckless disregard of the risk of causing such terror or inconvenience.

Communicating a terroristic threat shall mean to convey in person or by written or electronic means, including telephone, electronic mail, Internet, facsimile, and similar transmissions.

Students are prohibited from communicating terroristic threats directed at any student, employee, Board member, community member or property owned, leased or being used by the district.

Expulsion of any student for terroristic threat shall be in accordance with Board policy.

## **Weapon**

Penns Manor Area School District recognizes the importance of a safe school environment relative to the educational process. Possession of weapons in the school setting is a threat to the safety of students and staff and is prohibited by law.

A weapon shall include but not be limited to any knife, cutting instrument, cutting tool, nunchaku, firearm, shotgun, rifle, BB or pellet gun, look-alike gun, chemical agent, explosive device, replica of a weapon, and/or any other tool, instrument or implement capable of inflicting serious bodily injury.

Students are prohibited from possessing and bringing weapons and replicas of 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 student is coming to or from school.

The Board shall expel for a period of not less than one (1) year any student who violates this weapons policy. Such expulsion shall be given in conformance with formal due process proceedings required by law and Board policy. The Superintendent may recommend modifications of such expulsion requirement on a case-by-case basis.

## **TOBACCO/NICOTINE**

Penns Manor Area School District recognizes that tobacco, nicotine and nicotine delivery products presents a health and safety hazard that can have serious consequences for both users and nonusers and the safety and environment of the schools.

Tobacco includes a lighted or unlighted cigarette, cigar, pipe or other smoking product or material and smokeless tobacco in any form.

Nicotine shall mean a product that contains or consists of nicotine in a form that can be ingested by chewing, smoking, inhaling or through other means.

Nicotine delivery product shall mean a product or device used, intended for use or designed for the purpose of ingesting nicotine or another substance. This definition includes, but is not limited to, any device or associated product used for what is commonly referred to as vaping or juuling.

The school district prohibits possession, use or sale of tobacco, nicotine and nicotine delivery products by students at any time in a school building and on any property, buses, vans and vehicles that are owned, leased or controlled by the school district.

A student found in violation of this policy shall be subject to disciplinary action, in accordance with Board policy.

## **Controlled Substances/Paraphernalia**

Penns Manor Area School District 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 abuse of controlled substances.

A controlled substance shall include:

1. Controlled substances prohibited by federal and state laws.
2. Look-alike drugs.
3. Alcoholic beverages.
4. Anabolic steroids.
5. Drug paraphernalia.
6. Any volatile solvents, inhalants or vapor, such as but not limited to glue, scented nicotine or aerosol products.
7. Substances that when ingested causes a physiological effect that is similar to the effect of a controlled substance as defined by state or federal laws.
8. Prescription or nonprescription (over-the-counter) medications, except those for which permission for use in school has been granted pursuant to Board policy.

Students are prohibited from using, possessing, distributing, and being under the influence of any controlled substances during school hours, at any time while on school property, at any

school-sponsored activity, and during the time spent traveling to and from school and to and from school-sponsored activities.

Violations of this policy will result in disciplinary action up to and including expulsion and referral for prosecution.

### **Unlawful Harassment**

Penns Manor Area School District strives to provide a safe, positive learning climate for students in the schools. Therefore, it shall be the policy of the district to maintain an educational environment in which harassment in any form is not tolerated.

Students prohibited from conducting all forms of unlawful harassment of students and third parties by all district students and staff members, contracted individuals, vendors, volunteers, and third parties in the schools. Students and third parties who have been harassed to promptly report such incidents to the designated employees.

Violations of this policy may result in disciplinary action, consistent with the Discipline Code and Board policy.

### **Public Performances (Walk-out/ Sit-in/ Marches/ Demonstrations)**

Penns Manor Area School District recognizes the value of students sharing their talents and skills with the community through student participation and performances in public events.

The district endorses public performances by students when they constitute a learning experience that contributes to the educational program; they do not interfere with other scheduled activities; and the circumstances of the event do not pose a threat to the health, safety or well-being of the students who are involved.

All requests for public performances by student groups require the approval of the Board or Superintendent.

### **Referral to Civil Authorities**

In any case when an offense has occurred, the administration has the right to refer the offense to the civil authorities and police for appropriate police and civil authority action. Also, the student committing the offense shall be fully and completely responsible for any and all damages caused by the student's actions including property damages and personal injuries. The parent/guardian of said student shall be responsible for all damages to the extent provided by the Laws of the Commonwealth of Pennsylvania.

### **Searches**

#### **Individualized Suspicion Searches**

Students or their belongings, including lockers, automobiles, electronic devices, purses, backpacks, clothing, and other possessions, may be searched without a warrant when in

school, on school grounds, or when otherwise under school supervision, if there is a reasonable suspicion that the place or thing to be searched contains prohibited contraband, material that would pose a threat to the health, safety and welfare of the school population, or evidence that there has been a violation of the law, Board policy, or school rules.

#### Random or General Searches Without Individualized Suspicion

Under certain circumstances, random or general searches of students and their belongings, including student lockers or vehicles parked on school property, may be conducted during the school day or upon entry into school buildings or school activities, in the absence of suspicion focused on a particular student or students, for the purpose of finding or preventing entry onto school property or activities of controlled substances, weapons or other dangerous materials. Such searches normally will be conducted in a minimally intrusive manner using screening methods such as dogs or other animals trained to detect controlled substances, explosives or other harmful materials by smell, as well as metal detectors and other technology. When such screening methods provide a reasonable suspicion that particular students, items, or places possess or contain controlled substances, weapons or other dangerous material, screening may be followed by physical searches of those particular students, items or places on an individualized basis.

Random or general searches for weapons may be conducted when there are circumstances, information or events tending to indicate increased likelihood that students may be armed or headed for physical confrontation because of community strife or tensions, or as a continuation or escalation of a prior incident, in or out of school, which threatens to spill over into school, into a school-sponsored activity, or into other times and places that students are under school supervision.

Random or general searches for controlled substances may be conducted when there are circumstances, events or information tending to indicate significant drug use, possession or trafficking among students in school.

#### Searches by or at the Request of Law Enforcement Officials

The legal standards governing searches initiated by school officials are less strict than the standards applicable to law enforcement authorities in many situations. When searches of students, student belongings, vehicles or lockers are conducted by or at the request of law enforcement officials, with or without the involvement of school staff, law enforcement officials are solely responsible for ensuring that a warrant has been issued or that the circumstances otherwise permit the search to be lawfully conducted in accordance with the standards applicable to law enforcement actions. School staff will not interfere with or obstruct searches initiated by law enforcement, but may assist when law enforcement officials have requested such assistance and have represented that a warrant has been issued or that they otherwise have proper authority for a lawful search.

#### Locker Inspections and Searches

Lockers are assigned to or otherwise made available to students as a convenience for the safe storage of books, clothing, school materials and limited personal property, and to facilitate

movement between classes and activities and to and from school. Such lockers are and shall remain the property of the school district.

No student may place or keep in a locker any substance or object that is prohibited by law, Board policy or school rules, or that constitutes a threat to the health, safety or welfare of the occupants of the school building or the building itself. Students are required to ensure that their lockers do not contain spoiled food items or beverages, or soiled clothing which may attract pests, create odors or cause unhealthy conditions. A student locker may be opened and inspected for cleanliness, with or without the consent of the student, whenever there are odors, pests or other indications that a locker contains spoiled food, soiled clothing in need of laundering or similarly unhealthy matter.

Students are exclusively responsible for locking their assigned lockers to ensure the security of their personal belongings and school property entrusted to them. Students are permitted to secure their assigned lockers only with locks provided by the district.

Prior to an individual locker search or inspection, the student to whom the locker is assigned shall be notified and be given a reasonable opportunity to be present. However, when there is a reasonable suspicion that the locker contains materials which pose a threat to the health, welfare or safety of the school population, student lockers may be searched without prior notice to the student.

The principal or a designated staff person shall be present whenever a student locker is inspected for cleanliness or is searched.

Any items or material found during a search or inspection, the student's possession of which is in violation of law, district policies or school rules, or otherwise is evidence of such a violation, may be confiscated, and may be used as evidence in student discipline proceedings or a criminal investigation, even if such items or material were not the original objective of the search or inspection.

## **Detention**

Detention is held after school from **3 p.m. to 5 p.m. on Mondays and Wednesdays** unless school is not in session. Detention will be held on Tuesdays in the event that a holiday falls on a Monday. The student's parent/guardian is notified of the detention by the assigning teacher or administrator by verbal or written notice.

## **Saturday Detention**

Saturday detention will be held from **8:00 a.m. until 11:00 a.m. each Saturday**. Transportation to and from Saturday detention will be the responsibility of the student and parent/guardian. The student's parent/guardian is notified of the Saturday detention by the administrator.

## **Suspensions and Expulsions**

Penns Manor Area School District recognizes that exclusion from the educational program of the schools, whether by suspension or expulsion, is the most severe sanction that can be imposed on a student and one that cannot be imposed without due process. The board shall define and publish the types of offenses that would lead to exclusion from school. Exclusions affecting students with disabilities shall be governed by applicable state and federal law and regulations.

The Board may, after a proper hearing, suspend or expel a student for such time as it deems necessary, or may permanently expel a student.

The principal, or person in charge of the school, may suspend any student for disobedience or misconduct for a period of one (1) to ten (10) consecutive school days and shall immediately notify the parent/guardian and the Superintendent in writing when the student is suspended.

No student may be suspended without notice of the reasons for which s/he is suspended and an opportunity to be heard on his/her own behalf before the school official who holds the authority to reinstate the student. Prior notice is not required where it is clear that the health, safety, or welfare of the school population is threatened. Suspensions may not be made to run consecutively beyond the ten-school day period.

When a suspension exceeds three (3) school days, the student and parent/guardian shall be given the opportunity for an informal hearing with the designated school official. Such hearing shall take place as soon as possible after the suspension, and the district shall offer to hold it within the first five (5) days of suspension.

Informal hearings under this provision shall be conducted by the building principal.

## **Make-Up Work during Suspension**

When a student is suspended, the student will be given an opportunity to complete any academic work that was missed. It will be the student's responsibility to inquire regarding the work missed and to complete it at a time convenient to the teacher. The teacher is required to allow the student the same number of school days as the suspension to complete any work. For example, if a student is suspended for three school days, then the teacher must allow at least three school days for the student to complete his/her assignments

## **Bus Suspension**

1. Students may be suspended from bus transportation by the principal for, but not limited to, the following reasons:
  - Smoking, vaping, spitting, or the possession of any flammable object
  - Fighting, including pushing or striking, another student
  - Theft on a bus or at a bus stop
  - Defying the bus driver

- The use of foul language
- Vandalism of the bus, bus property, or student property and any act that interferes with the normal safe operation of the bus

**Discipline Response Options for Misbehavior on a School Bus:**

- First Offense- Warning letter to three-day bus suspension
- Second Offense- One-day to five-day bus suspension
- Third Offense- Bus suspension from five-days to the remainder of the school year.

3. When a student has been denied bus transportation, it is the parent's/guardian's responsibility to arrange for transportation to and from school. Not attending school during bus suspension constitutes an illegal absence.
4. The following procedure shall prevail when it is necessary to deny a student's bus transportation:
  - The driver will notify the student of the infraction in the presence of the building principal. (This may need to take place the next day.)
  - The principal will notify the parent/guardian by phone/letter.
  - If the infraction occurs on the way to school, the driver must take the student home after classes.
  - The driver must bring the student to school the next morning when an infraction occurs on the way home from school unless transportation of the student constitutes a danger to the driver or other students.
5. All students must return home on the bus to which they have been assigned, unless the student has after-school activities and would be returning home on the activity bus. All other exceptions must be cleared through the principal's office.

### **Transportation- Video/Audio Recording**

The use of video and audio recording equipment supports efforts to maintain discipline and to ensure the safety and security of all students, staff, contractors, and others being transported on district-owned, operated, or contracted school buses or school vehicles.

The board authorizes the use of video and audio recording on school buses and school vehicles.

### **Student Removal from Class**

Removal from class should occur under the following guidelines:

- The student should have been referred to the administration on at least two previous occasions (Level II Offenses) for frequent or continuous misconduct.
- Removal may be justified if behavior constitutes a danger to teacher or student(s).
- Efforts should be made to avoid removal by involving the student, teacher, student's parent/guardian, and administration.

**Discipline Response for Removal from Class May Result In:**

- Re-assignment to a study hall.
- No credit for the course.
- Zero percent for the remainder of the school year.
- Level III Offense.

**Rules for Activity and Athletic Eligibility**

Students involved in extracurricular activities will adhere to the rules and regulations outlined in this code and remain academically eligible. The following rules apply at Penns Manor for student athletics and activities:

1. A student who failed two or more credit hours at the end of a marking period or year will be INELIGIBLE for a period of 15 days and may not participate in ANY game, event, scrimmage, etc. during this time. Any student reporting as failing two courses, at ANY time will be declared as INELIGIBLE for COMPETITIONS for a one week period beginning on Monday and running through the next Sunday. This includes class field trips, club events, and school-sponsored competitions or activities. Credit recovery courses (during the summer and school year), cannot be used to gain eligibility.
2. Any level IV disciplinary infraction will revoke a student's participation in the above activities and sporting events.
3. Attendance:
  - Students must be in school the day of the event, dance, or competition to participate. Students must be in school on Friday to attend a Saturday activity. Students must be in school the day before and after any field trips, unless previous permission was given by the administration. Exceptions may include medicals, funerals, religious holidays/ observations, or as approved through the administration.
  - \*Students on Medical Excuse Status for missing more than 15 days without medicals are ineligible for participation in class field trips, club events, dances, and school-sponsored competitions or activities.
4. The school administration may revoke the privilege of participation in athletics or activities at any time for disciplinary reasons, flagrant misconduct or poor sportsmanship, excessive absenteeism, and failure to meet minimum scholastic eligibility standards.

**Penns Manor Anti-Bullying Rules**

PM Anti-Bullying Rules

1. We will not bully others.
2. We will try to help students who are bullied.
3. We will try to include students who are left out.
4. If we know that somebody is being bullied, we will tell an adult at school and an adult at home.

## **BULLYING/CYBERBULLYING**

The school district is committed to providing a safe, positive learning environment for district students. The school officials recognize that bullying creates an atmosphere of fear and intimidation, detracts from the safe environment necessary for student learning, and may lead to more serious violence. Therefore, the school district prohibits bullying by district students.

Bullying, to include cyberbullying, means an intentional electronic, written, verbal or physical act or series of acts directed at another student or students, which occurs in a school setting and/or outside a school setting, that is severe, persistent or pervasive and has the effect of doing any of the following:

1. Substantial interference with a student's education.
2. Creation of a threatening environment.
3. Substantial disruption of the orderly operation of the school.

Each student shall be responsible to respect the rights of others and to ensure an atmosphere free from bullying. A student who violates this policy shall be subject to appropriate disciplinary action consistent with the Disciplinary Code.

## **HAZING**

The school district prohibits hazing in connection with any student activity or organization regardless of whether the conduct occurs on or off school property or outside of school hours.

No student, parent/guardian, coach, sponsor, volunteer or district employee shall engage in, condone or ignore any form of hazing.

Hazing occurs when a person intentionally, knowingly or recklessly, for the purpose of initiating, admitting or affiliating a student with an organization, or for the purpose of continuing or enhancing membership or status in an organization, causes, coerces or forces a student to do any of the following:

1. Violate federal or state criminal law.
2. Consume any food, liquid, alcoholic liquid, drug or other substance which subjects the student to a risk of emotional or physical harm.
3. Endure brutality of a physical nature, including whipping, beating, branding, calisthenics or exposure to the elements.

4. Endure brutality of a mental nature, including activity adversely affecting the mental health or dignity of the individual, sleep deprivation, exclusion from social contact or conduct that could result in extreme embarrassment.
5. Endure brutality of a sexual nature.
6. Endure any other activity that creates a reasonable likelihood of bodily injury to the student.

Aggravated hazing occurs when a person commits an act of hazing that results in serious bodily injury or death to the student and:

1. The person acts with reckless indifference to the health and safety of the student; or
2. The person causes, coerces or forces the consumption of an alcoholic liquid or drug by the student.

Organizational hazing occurs when an organization intentionally, knowingly or recklessly promotes or facilitates hazing.

Any activity, as described above, shall be deemed a violation of this policy regardless of whether:

1. The consent of the student was sought or obtained, or
2. The conduct was sanctioned or approved by the school or organization.

The school district encourages students who believe they, or others, have been subjected to hazing to promptly report such incidents to the building principal or designee.

## **SAFE TO SAY SOMETHING**

In accordance with law, the district establishes the following procedures for receiving, assessing and responding to reports received from the Safe2Say Something anonymous reporting program of the Pennsylvania Office of the Attorney General. (24 P.S. 1303-D)

These procedures establish a framework within which district administrators and staff will operate and coordinate with the county emergency dispatch center and local law enforcement agencies.

Safe2Say Something reports may be submitted by any individual, including students, parents/guardians, staff and others as a secure and anonymous report about unsafe, potentially harmful, dangerous, violent or criminal activities in a school entity or threat of such activities in a school entity through:

1. A twenty-four (24) hours a day, seven (7) days a week telephone hotline maintained by the Office of the Attorney General's Safe2Say Something Crisis Center, 1-844-723-2729;
2. A Safe2Say Something program secure website, <https://www.safe2saypa.org/tip/>; or
3. A Safe2Say Something software program application, or "app" accessed through a mobile electronic device.

Reports may be submitted through one of these methods for an identified K-12 school anywhere in the state. Anonymous reports will be triaged by the Safe2Say Something Crisis Center and delivered to the appropriate school entity based on the location of the identified school, and county emergency dispatch center, where applicable, by Crisis Center staff through telephone communication, text and/or email.

## **General Complaint Process**

General complaints about Board policy and district procedures, programs, operations, facilities and personnel shall be processed in accordance with the following procedure:

First Level - Complaints and requests shall be addressed initially to the concerned employee, who shall discuss it with the complainant and attempt to provide a reasonable explanation or take appropriate action within the employee's authority.

As appropriate, the staff member shall report the matter and the resolution to the building principal or immediate supervisor.

Second Level - If the issue cannot be resolved satisfactorily at the first level, it shall be discussed by the complainant with the building principal or the employee's immediate supervisor.

Third Level - If a satisfactory solution is not achieved by discussion with the building principal or immediate supervisor, a conference shall be scheduled with the Superintendent or designee. The principal or supervisor shall provide to the Superintendent or designee a report that includes the specific nature of the complaint, brief statement of relevant facts, how the complainant has been affected adversely, the action requested, and the reasons why such action should be taken or not taken.

Fourth Level - Should the matter not be resolved by the Superintendent or designee or is beyond his/her authority and requires Board action, the Superintendent or designee shall provide the Board with a complete report.

Final Level - After reviewing all information relative to the complaint, the Board shall provide the complainant with its written decision and may grant a hearing before the Board or a committee of the Board.

The complainant shall be advised of the Board's decision, in writing, no more than ten (10) days following the hearing.

## **Parking and Driving**

Students wanting to drive to school on a regular basis may request a parking permit. Parking spaces for student use are limited, and will be issued only to students having valid reasons to drive to school and who have paid any established parking fee. Participation in athletics, employment, and after-school activities will be considered reasons to drive to school regularly.

## **Use of Motor Vehicles**

Administrative regulations governing the use of motor vehicles by students on school district property are based on considerations for the safety of students and others, protection against damage to district property, and possible district liability.

Students are permitted to drive to school and park on district property as a matter of privilege, not of right. The district does not assume any responsibility for theft or damage to motor vehicles.

Registration forms for driving permits can be obtained in the main office of the high school.

Each student who registers and receives permission to drive to school and park on school property will receive a copy of the following regulations, which will be strictly enforced:

1. Each year the student must register each vehicle that will be driven to school during normal school hours. The student must present a completed registration form containing a parent/guardian signature, current driver's license, owner's card, and proof of insurance.
2. The parent/guardian is required to notify the building principal if the student's license is revoked or the insurance is cancelled. Student driving privileges will then be suspended.
3. A parking permit must be displayed on each student vehicle parked on district property. Vehicles parked without a permit may be ticketed by police and/or towed at owner's expense.
4. Registered student drivers will park in marked parking spaces only in the designated parking areas. Parking in staff or visitor areas will result in a warning and possible towing at owner's expense.

5. While driving on school property, vehicle operators must observe all traffic laws and adhere to the posted speed limits. Speeding and reckless driving on school property ARE prohibited, will result in loss of driving privileges and will be reported to the parents/guardians.
6. Upon arrival, students must immediately exit the vehicle and enter the building. No loitering in or around the parking lot will be permitted.
7. Students are prohibited from visiting a vehicle, moving the vehicle or driving from school grounds during normal school hours, without permission from the administration.
8. Excessive tardies to school will result in the loss of student driving privileges.
9. Driving privileges can be revoked at the discretion of the administration for student driving violations or violations of Board policy, school rules or regulations, with written notice sent to the parent/guardian.
10. School buses have priority at dismissal time. Student drivers may not break into the lines as buses depart.
11. Students with short-term parking needs for one (1) day up to one (1) week may receive a temporary parking pass from the main office upon application, subject to availability of parking spaces.
12. Replacements for lost permits may be purchased at the main office.

Assigned district staff will conduct routine patrols of student parking areas, including regulating driving and parking.

Interiors of student vehicles may be inspected in accordance with Board Policy 226 Searches and any applicable administrative regulation

Administrators may request the assistance of law enforcement officials to ensure compliance with Board policy and school rules and regulations. Such action will be in accordance with state law and regulation and with the procedures set forth in the memorandum of understanding with local law enforcement officials.

### **Student Passenger Permits**

Students being transported in private vehicles other than those driven by their parent/guardian or other responsible adult must have a Student Passenger Permit signed by a parent/guardian on file in the school office.

## **District Dress Code**

It is the responsibility of Penns Manor students to dress and groom themselves appropriately for school. They must meet fair standards of safety and health and not cause disruption to the educational process. Students may not wear clothing that is immodest, suggestive, obscene, vulgar, disruptive, distracting, or that promotes alcohol or drugs or constitutes a safety issue.

**Accessories:** Choker/dog chains (including wallet chains), chains that hang down, handkerchiefs/bandanas hanging from pocket or belt loop, facial/body jewelry (including tongue rings) with the potential for creating hazards or is disruptive to the educational environment, and sunglasses (without physician's order) are prohibited. No jewelry (including tongue rings) is to be worn in PE classes or shop classes.

Outer garments, such as coats and jackets, must be placed in lockers upon arrival at school and may not be worn in the building until dismissal.

**Bottoms (Pants, Skirts, and Shorts):** Pants, skirts, and shorts must completely cover buttocks and undergarments at all times. Pants and shorts that are excessively too large or are worn below waists are not permitted. To self-test the correct length of shorts and skirts when standing, students' fingertips with arms straight down at their sides should touch the bottom of the garments being worn. Leggings and tights must be worn with a tunic style top, or top that completely covers the buttocks.

**Footwear:** Any student in a shop area must wear shoes that cover the entire foot. Students are not permitted to wear sandals, flip flops, and open toed shoes while in the shop area.

**Headwear:** No hats, bandanas, or hoods are to be worn inside the school building.

**Shirts & Tops:** Shirts and tops must completely cover midriffs, undergarments, backs, and cleavages.

Examples of unacceptable apparel include halter tops, racerback styles, spaghetti straps, low-cut necklines, shirts with low-cut armholes, muscle shirts, etc. No see-through apparel, unless worn with an acceptable top underneath, may be worn. Clothing with profanity, improper language, dual meaning, or gestures and dress associated with cults, gangs, drugs, alcohol, drinking establishments, and/or tobacco will not be permitted.

**NOTE:** The above lists identify examples of unacceptable clothing and accessories, and are not to be considered comprehensive. If a student is uncertain as to the appropriateness of clothing for school wear, he/she should check with the principal before wearing the clothing to school. In all matters of appropriate student dress, the final decisions rest with the principal.

### **Discipline Response for Dress Code Infractions:**

**1st Offense:** The student will be sent to the office. The student may choose to wear his/her own proper attire. If no proper attire is available, the student will have the option of wearing school-provided attire. If the student refuses, the student will not be permitted back to class. At this point, the parent/guardian will be notified.

2nd & 3rd Offenses: Steps taken will be the same as those taken for the first offense plus after-school detention. Parent/guardian will be notified.

After 3rd Offense: The student will receive Saturday detention, and a parent/guardian conference will be requested. All offenses will be documented.

## **Bookbags**

Bookbags may not be carried to class or to the cafeteria. They may be brought to school but must be kept in lockers at all times until dismissal.

## **Research/Plagiarism Policy**

All students in all courses are required to properly cite any outside source(s) of information, which includes, but not limited to books, periodicals, online sources, graphs, images, interviews. Proper researching techniques and scholarly practices are required any time outside sources are incorporated into a student's project, whether it is a paper, powerpoint, poster, project or homework assignment.

All students will construct a correctly formatted Bibliography page to accompany any project which synthesizes ideas other than their own. The Works Cited page (MLA) or References page (APA) must identify all outside sources used within the project, and if the project is a paper, all parenthetical citations) must correspond to the Bibliography page.

If these procedures are not followed, then the student will receive an automatic zero on the project. Failure to comply with the above procedures is plagiarism, and violates District Policy 218.3.

### **Plagiarism**

Plagiarism demonstrates a lack of integrity and character that is inconsistent with the goals and values of Penns Manor Area Junior/Senior High School.

Plagiarism includes:

1. taking someone else's assignment or portion of an assignment and submitting it as your own;
2. submitting material written by someone else or rephrasing the ideas of another without giving the author's name and complete source information on a bibliography page;
3. presenting the work of tutors, parents, siblings, or friends as your own;
4. submitting purchased papers as your own;
5. submitting full papers or excerpts of papers from the internet written by someone else as your own;
6. supporting plagiarism by providing your work to others, whether you believe it will be copied or not.

All teachers and students will support the proper procedures for using sources in the classroom. The rules for citation and format should follow MLA or APA style.

The preferred online style reference site is [www.owl.english.purdue.edu](http://www.owl.english.purdue.edu). A quick student guide is also available on the website.

## **Enrollment Policy**

It is the belief of the Penns Manor School Board that regular attendance is essential for promotion and success in school. A student who does not have regular contact with other students and continuous participation in instructional activities will not derive full benefit from the educational process.

Excessive absenteeism wastes the time of the staff, faculty, and administration. This, in turn, hinders the progress of other students.

It is impossible to teach students who are not present. Many failures are due to unnecessary absences; and many withdrawals are due to unnecessary failures. State laws require mandatory attendance of compulsory school-aged students. Attendance regulations and guidelines in this policy are made with these State laws and the welfare of all students of the District in mind.

We hope parents/guardians of students will accept their responsibilities to have their children present whenever possible. Only then will the full benefit of their education be realized.

The administration, faculty, and staff of the Penns Manor School District are willing and eager at all times to help any parent/guardian and/or student in regard to attendance matters.

## **Enrollment in the District of Resident Students**

Students are considered school age from the time they are admitted to a public school until graduation from high school or age twenty-one (21) and are entitled to attend district schools.

When a student of school age is presented to any district school for enrollment, school staff will require the following documentation:

1. Proof of the student's date of birth – acceptable documentation includes one (1) of the following: birth certificate; baptismal certificate; transcript of the record of baptism duly certified and showing the date of birth; notarized statement from the parents/guardians indicating date of birth; duly attested transcript of the birth certificate; or duly certified transcript of birth.
2. Immunization record with dates or assurance from the former school district or a medical office that the required immunizations have been completed or a required series has begun, with a record to be sent. Written statements are required for religious and medical exemptions.

3. Proof of residency – acceptable documentation includes one (1) of the following: PA driver’s license; PA vehicle registration; mortgage agreement; rent payment receipts or lease; property tax payment receipts; utility bill with current address; paycheck stub with employer and employee’s address; and current voter registration.

4. Parental Registration Statement attesting to whether the student has been or is suspended or expelled for offenses involving drugs or alcohol, weapons or violence as required by the Pennsylvania School Code.

### **Enrollment in the District of Nonresident Students**

The School Board shall require that appropriate legal documentation showing dependency or guardianship or sworn statement of full residential support be filed with the Board Secretary before an eligible nonresident student may be accepted as a student in the school. The School Board reserves the right to verify claims of residency, dependency, and guardianship and to remove from school attendance a non-resident student whose claim is invalid.

Note: Eligible students will not be excluded from school on the basis of race, creed, color, gender, sexual orientation, national origin, ancestry, or handicap/disability

The district shall not be responsible for transportation to or from school for any non-resident student residing outside school district boundaries.

Tuition shall be charged monthly in accordance with statute.

### **HOMELESS STUDENTS**

The Penns Manor Area School District recognizes its obligation to ensure that homeless students have access to the same educational programs and services provided to other district students. The school district shall make reasonable efforts to identify homeless children within the district, encourage their enrollment, and eliminate existing barriers to their attendance and education, in compliance with federal and state law and regulations.

Homeless students are defined as individuals lacking a fixed, regular and adequate nighttime residence, which include the following conditions:

1. Sharing the housing of other persons due to loss of housing, economic hardship, or similar reason.
2. Living in motels, hotels, trailer parks or camping grounds due to lack of alternative adequate accommodations.
3. Living in emergency, transitional or domestic violence shelters.
4. Abandoned in hospitals.
5. Awaiting foster care placement.
6. Using public or private places not designed for or ordinarily used as regular sleeping accommodations for human beings, as a primary nighttime residence.
7. Living in cars, parks, public spaces, abandoned buildings, substandard housing,

transportation stations or similar settings.

8. Living as migratory children in conditions described in the previous examples.
9. Living as run-away children, abandoned or forced out of homes by parents/guardians or caretakers, or separated from parents/guardians for any other reason.
10. Living as school age parents/guardians in houses for school age parents/guardians if they have no other living accommodations.

**Homeless Student Placement:**

In accordance with the child's or youth's best interest, the district shall continue to enroll a homeless student in his/her school of origin while s/he remains homeless and through the end of the academic year in which s/he obtains permanent housing.

Parents/Guardians of a homeless student may request enrollment in the school in the attendance area where the student is actually living or other schools.

The district's liaison shall assist an unaccompanied youth in placement or enrollment decisions, giving priority to the views of the student in determining where s/he will be enrolled.

The district shall provide the parent/guardian or unaccompanied youth with a written explanation of any district decision related to school selection or placement, including the right to appeal.

**Comparable Services for Homeless Students:**

Homeless students shall be provided services comparable to those offered to other district students including, but not limited to:

1. Transportation services.
2. School nutrition programs.
3. Career and technical education.
4. Preschool programs.
5. Educational programs for which the homeless student meets the eligibility criteria, such as:
  - a. Services provided under Title I or similar state or local programs
  - b. Programs for English Language Learners.
  - c. Programs for students with disabilities.
  - d. Programs for gifted and talented students.

**Homeless Student Transportation:**

The district shall provide transportation for homeless students to their school of origin or the school they choose to attend within the school district.

If the school of origin is outside district boundaries or homeless students live in another district but will attend their school of origin in this district, the school districts shall agree upon a method to apportion the responsibility and costs of the transportation.

### **Dispute Resolution:**

If a dispute arises over eligibility, enrollment or school selection:

1. The parent/guardian or unaccompanied youth shall be referred to the district's liaison, who shall assist in the dispute resolution process.
2. The student shall be immediately enrolled in the school in which enrollment is sought, pending final resolution of the dispute, including all available appeals.
3. The district's liaison shall issue a written decision of the dispute within twenty (20) business days of being notified of the dispute.

A parent/guardian or unaccompanied youth may appeal a district's written decision or file a complaint with the Coordinator of Pennsylvania's Education for Children and Youth Experiencing Homelessness Program.

The Basic Education Circular and additional information regarding homeless students can be found on the district's website under both the "student" and "parent" tabs.

Questions regarding Homeless Students may be directed to the school district's liaisons, Mr. Grimaldi, Director of Education, at extension 1850 or Mrs. Miller, Superintendent Secretary, at phone extension 4950.

## **Reasons for Absence**

The following reasons or conditions shall be considered reasonable cause for absence from school and will be considered legal absences:

- Personal illness, including if a student is dismissed by the school nurse for health related reasons
- Recovery from an accident (extended absences require a doctor's excuse)
- Obtaining professional health care or therapy services rendered by a licensed practitioner of the healing arts
- Required attendance in court
- Death in the family
- Observance of a religious holiday, upon prior written request
- Quarantine
- College or post-secondary institution visit, with prior approval
  - The district may limit the number and duration of non-school-sponsored educational tours or trips and college or postsecondary institution visits.
- Student receiving tutorial instruction in a field not offered in the district's curricula from a tutor approved by Superintendent
- Religious instruction program
  - Parent/guardian must submit written request, which shall describe instruction, dates, and hours of instruction (not to exceed 36 hours per school year). Following the absence, parent/guardian shall submit a statement attesting that student attended instruction, with dates and times of attendance.
- Educational family trips with the following guidelines to be observed:
  - Parents/Guardians are required to complete an educational family trip request form that is available in the high school office and online. This will allow students

time to contact teachers for assignments. It is the student's responsibility to gather and to complete all missed assignments.

- These days will be considered excused, but will still count against a student's cumulative attendance record.
- No student who has been considered excessively absent (15 or more accumulated absences or 3 or more unexcused absences) will be excused for such trips.
- **No more than 10 cumulative days**, including FFA/4H will be granted. Any additional days will be considered unexcused.
- Other absences must be approved by the administration to be considered legal.

### **Following an Absence**

On the first day of school following an absence, a student should bring to school an excuse signed by a parent/guardian. This excuse shall contain date(s) and reason for the absence.

- Excuse blanks are available in the office and homerooms.
- The excuse is to be submitted to the office immediately upon his/her return to school or within three (3) days of the absence.
- Failure to submit a legal excuse within three days will necessitate counting the absence as unexcused and/or unlawful. Students will also not be permitted to make-up assignments and tests for unexcused and/or unlawful days.

Most absences for reasons other than those listed above are unexcused. Unacceptable excuses include "slept in," "on an errand," or "went fishing." These reasons for absences are clearly due to parents/guardians and/or students not fully sensing their responsibilities and cannot be counted as excused absences.

### **Illegal Absences**

- The following will constitute an absence being considered unexcused and/or unlawful:
  - Not offering a legitimate excuse for a student's absence
  - Playing hooky or skipping school
  - Not submitting a valid excuse blank within three (3) days of an absence
  - Being absent without a doctor's excuse after the second excessive absenteeism warning has been sent (see next section for further explanation).

### **Enforcement of illegal absences will include:**

- For 3+ unexcused absences- written notification to parent/guardian
- School Attendance Improvement Conference
- School Attendance Improvement Plan
- Referral to CYS
- Filed citation at magistrate against the parent (Students who are 15-18 may have citations filed in their name)

## **Excessive Absenteeism (Habitual Truancy)**

Any student who is consistently absent from school without a doctor's excuse or other excused urgent reason will be considered excessively absent. The following guidelines will be used in dealing with such students:

- When a student has been absent from school for ten (10) days, the parent/guardian shall be notified by mail. If possible, a follow-up personal contact will be made with the parent/guardian.
- If excessive absenteeism continues and reaches fifteen (15) days, the parent/guardian will again be notified by mail. The student will not be permitted to participate in any extracurricular activities unless the student has a medical excuse for an absence after 15 days of absenteeism. A personal contact will be made. At this time, any further absences will be considered unexcused and/or unlawful unless accompanied by a doctor's excuse or excused by the principal or attendance secretary.
- Any student who accumulates 25 or more absences in a class, or 12 or more absences for ½ credit classes, without medical documentation shall be required to repeat the entire class. An absence supported by an excuse from a doctor or dentist will not count toward the 25 class period rule. Appeals to the policy may be made by contacting the building principal and must be supported by medical documentation or extenuating circumstances.
- Students who are retained due to 25 unexcused absences are not eligible for credit recovery courses.

## **Continued Excessive or Illegal Absenteeism of Compulsory School-Aged Students**

In accordance with Pennsylvania School Law, a child eighteen (18) years and younger are regulated under the guidelines of compulsory school attendance. As such, the following measures will be used for those students who are of compulsory school age:

- When a student has accumulated three (3) illegal absences, the parent/guardian will be informed by mail or by phone.
- Any further illegal absence could result in the parent/guardian being cited (or fined) by the building principal with the local magistrate.
- Continued illegal absences will necessitate further fines for the parent/guardian.
- If magistrate action and school efforts are still unsuccessful, then the case will be called to the attention of the Indiana County Child Welfare Services and possible court action will follow.

## **Continued Excessive Absenteeism of Non-Compulsory School-Aged Students**

A student who reaches the age of 19 is no longer regulated under the guidelines of the State compulsory attendance laws. Therefore, it is left to the discretion of the local school board to

establish its own criteria for the attendance of these students. With the philosophy of school attendance in mind, the following policy is in effect for dealing with excessive absenteeism of non-compulsory school-aged students:

- Following the 10th day of accumulated absences (excessive absenteeism does not include those missed for verified medical reasons), a verbal warning will be given to the student. Also, written notification will be given to the parent/guardian.
- After the 15th day of accumulated absenteeism without medical documentation, the student will be required to submit a valid medical excuse for each day of absence. Noncompliance will result in unexcused absences. Again, written notice will be given to the parent/guardian, and the student will again have a conference with the principal. The student will not be permitted to participate in any extracurricular activities unless the student has a medical excuse for an absence after 15 days of absenteeism.
- The principal will notify the parent/ guardian and student that on the 25th class period, or 12th class period for half credit courses of being absent without medical documentation, course credit will not be awarded to the student for any course.
- When a non-compulsory student misses 10 consecutive days of school without medical documentation (thus indicating the student does not wish to attend school), the student will be expelled from school. Expulsions for excessive absenteeism will be for at least the remainder of the school year. If the student wishes to attend school the following year, and is he/she must apply for re-admittance one month before the start of the school year. A letter containing instructions for re-admission will be sent to the student during the summer following expulsion.
- Keeping in mind the serious nature of expelling a student, no student will be recommended for expulsion to the board without sincere deliberation by a panel consisting of the administration and guidance counselors.

## **Time of Day Used for Recording Attendance**

Attendance will now be recorded by quarter day absences.

7:35-8:00 a.m.	Recorded Tardy
8:01- 9:25	1st Quarter of day
9:26-11:14	2nd Quarter of day
11:15-1:02	3rd Quarter of day
1:03-2:40	4th Quarter of day

For example: If a student enters between 8:01 and 9:25, the student will be recorded as being absent for only  $\frac{1}{4}$  of a day.

## **Tardiness**

As is excessive absenteeism, tardiness is disruptive to the educational process. Tardies may be considered valid for the following reasons:

- A valid doctor's excuse in the event of an early morning doctor or dental appointment
- A signed legal excuse by the parent/guardian

Any student who has a recorded unexcused tardy or unlawful tardy will not be permitted to make up assignments and/or tests on the dates recorded. High school students with excessive tardies will have parking permits revoked and will be assigned after-school detention. After every three accumulated unexcused tardies students will be assigned an after school detention.

## **Early Dismissal**

Early dismissals should only be requested for medical or dental appointments and for urgent situations with the principal's permission. The following is the procedure for obtaining an early dismissal:

- A written request by the parent/guardian should be given to the student, and submitted to the main office prior to the beginning of the school day for approval.
- The request should include the time, reason, and the person who will be picking up the student. Each student must be signed out of the high school office before he or she will be released. If the student is a driver and will be driving him or herself, then the parent and/or guardian must grant permission for him or her to do so.
- A student who is excused for an appointment should return to school immediately following the appointment with a note from the doctor or dentist.

## **Make-Up Work Due to Absences**

General Absences:

Each teacher has established an individual make-up policy in case of student absence. It is the responsibility of students to be knowledgeable of their current respective teachers' policies. However, anyone requesting make-up work to be sent home in extenuating circumstances must adhere to the following procedures:

- A student must be absent for a minimum of three days. A student who misses less than three days must see his/her teachers or classmates for make-up work.
- The parent/guardian must contact the Guidance Office a minimum of 24 hours prior to picking up assignments at the end of the following day. It is the parent/student's responsibility to pick-up these assignments.

**Incomplete Grades on Report Cards:**

All incomplete work must be made-up within two weeks after the end of each grading period.

## **Post-Graduate Students**

The school shall assume no responsibility for making its regular educational program available to district residents or non-resident students who are high school graduates or who have attained the age of twenty-one years, as per District Policy 205.

## **Assignment within the District**

The Superintendent or designee may assign a student to a school other than that designated for the attendance area when such exception is justified by circumstances and is in the proper educational interest of the student.

The assignment of students to specific grades and classes shall be the responsibility of the building principal and shall be based on consideration of the needs and abilities of the student as well as the administration of the school. Every effort will be made, if possible, to assign students to requested classes.

## **Withdrawal from School**

No student of compulsory school age will be permitted to withdraw without the written consent of a parent/guardian and supporting justification. All withdraws are handled through the Guidance Office. A withdrawal form must be signed by both student and parent/guardian. All district owned supplies and equipment in the possession of students wishing to withdraw must be returned at the time of signing to withdraw.

## **Health Services**

A student may report to the Nurse's Suite after reporting to his/her assigned area first to receive aid for minor illnesses and accidents. If the nurse is not in her office, the student shall report to the Main Office. Students are given physical examinations in grades 6 and 11, and dental exams in grade 7. In addition, the school nurse checks the hearing, vision, height, and weight of all students.

### **Immunizations:**

All students shall be immunized against specific diseases in accordance with state law and regulations, unless specifically exempt for religious or medical reasons.

A certificate of immunization shall be maintained as part of the health record for each student, as required by the Pennsylvania Department of Health.

A student who has not been immunized in accordance with state regulations shall not be admitted to or permitted to attend district schools, unless exempted for medical or religious reasons or provisionally admitted by the Superintendent.

**Prescription Medications:**

- Medicine must be properly labeled from the pharmacy/drugstore. Also, a written consent from the parent/guardian must be given to the office requesting the medication be administered or taken in the presence of the school nurse, principal, or his/her designee.

**Asthma Inhaler or Epinephrine Auto-Injector:**

Before a student may possess or use an asthma inhaler or epinephrine auto-injector in the school setting, the Board shall require the following:

- A written request from the parent/guardian that the school complies with the order of the licensed physician certified registered nurse practitioner or physician assistant.
- A written statement from the parent/guardian acknowledging that the school is not responsible for ensuring the medication is taken and relieving the district and its employees of responsibility for the benefits or consequences of the prescribed medication.
- A written statement from a licensed physician, certified registered nurse practitioner, or physician assistant that states:
  1. Name of the drug
  2. Prescribed dosage
  3. Times medication is to be taken
  4. Length of time medication is prescribed
  5. Diagnosis or reason medication is needed, unless confidential
  6. Potential serious reaction or side effects of medication
  7. Emergency response
  8. If child is qualified and able to self-administer the medication.

The student shall notify the school nurse immediately following each use of an asthma inhaler or epinephrine auto-injector.

The school nurse may maintain an individual medication log for students possessing asthma inhalers or epinephrine auto-injectors.

The district reserves the right to require a statement from a licensed physician, certified registered nurse practitioner or physician assistant for the continued use of a medication beyond the specified time period.

A written request for student use of an asthma inhaler and/or epinephrine auto-injector shall be submitted annually, along with required written statements from the parent/guardian and an updated prescription.

A student whose parent/guardian completes the written requirements for the student to possess an asthma inhaler or epinephrine auto-injector and to self-administer the prescribed medication in the school setting shall demonstrate to the school nurse the competency for self-administration and responsible behavior in the use of the medication. Determination of competency for self-administration shall be based on the student's age, cognitive function, maturity and demonstration of responsible behavior.

Students shall be prohibited from sharing, giving, selling, and using an asthma inhaler or epinephrine auto-injector in any manner other than which it is prescribed during school hours, at

any time while on school property, at any school-sponsored activity, and during the time spent traveling to and from school and school-sponsored activities. Violations of this policy shall result in loss of privilege to self-carry the asthma inhaler or epinephrine auto-injector and disciplinary action in accordance with Board policy.

If the district denies a student's request to self-carry an asthma inhaler or epinephrine auto-injector or the student has lost the privilege of self-carrying an asthma inhaler or epinephrine auto-injector, the student's prescribed medication shall be appropriately stored at a location in close proximity to the student. The student's classroom teachers shall be informed where the medication is stored and the means to access the medication.

**Non-Prescription Medicine:**

Dispensing of over-the-counter medication should be kept to a minimum.

- All over-the-counter medications need a physician's order except Tylenol, Benadryl, and Tums.
- Medication must be sent in the original container and kept in the Nurse's Suite.
- A request or authorization must accompany the medicine with the student's name and grade, time to be given, reason for administration, and parents signed consent.
- A form, or a note, must be signed to release the Penns Manor Area School District employees from liability for administering the medicine, including allergic reactions or other reactions from the medicine.

Studies have shown that healthy children perform better in school. Cooperation between home and school is necessary to ensure that each student reaches his/her optimum potential. Parents play an important role in their child's education by seeing that their child eats nutritious meals and gets adequate rest. Routine medical and dental care is also essential. Below is a list of required screenings and examinations as mandated by the PA Department of Education and PA Department of Health.

- Medical examinations in grades 6 and 11
- Dental examinations in grade 7

Parents are encouraged to take children to their family physician and dentist for examinations, if possible. Special forms are available from the school nurse for the doctor and dentist to complete.

Students who return these exam forms are exempt from the school medical/dental exams.

- Vision testing each year in every grade
- Hearing tests in grades 7, 11
- Height, weight and body mass index calculations each year
- Scoliosis screening (for spinal deformities) in grades 6 & 7

Appropriate referrals will be made for any condition requiring further evaluation. PLEASE follow up with your doctor/dentist if a referral is sent home with your child.

\*NOTE: It is the parent/guardians' responsibility to get medical care for illnesses and injuries

that occur anytime outside of school hours, including during after-school sports.

Students who have had an illness involving fever, vomiting, or diarrhea should not return to school until symptom-free for 24 hours. Returning to school too soon risks prolonging the illness and may expose others to the illness. Parents are still required to submit a written excuse for the days missed.

### **Physical Education Excuse Policy**

A student must have a doctor's excuse to be excused from participating in physical education class because of medical reasons. A parent's/guardian's request for a student to be excused from physical education class because of medical reasons will be granted under the following conditions:

- The parent/guardian must notify the principal by phone or in writing.
- A doctor's excuse must be brought in no later than one week following the excused date.
- The student who cannot participate in physical activity will be given an alternative assignment to complete.

### **Reporting Student Progress**

The school has established a system of reporting student progress using progress reports, online reporting, report cards, and parent teacher conferences.

Each teacher will use the following grading scale when assessing a student's written work, scientific experiments, works of art or musical, theatrical or dance performances, demonstrations, products, projects, and other strategies related to state and national academic standards.

#### **Grading System**

A	93	-	100	Excellent or superior work
B	85	-	92	Above-average work
C	77	-	84	Average work
D	70	-	76	Below-average work but passing
F	0-		69	Failing work

I = Incomplete Work = No percentage awarded to G.P.A.

S = Satisfactory Work = 77% awarded to G.P.A

U = Unsatisfactory Work = 65% awarded to G.P.A.

O = Outstanding Work = 100% awarded to G.P.A.

NC = No Credit = No credit awarded due to Excessive Absences

WF = Withdrawal/Failure = No percentage awarded to G.P.A.

Students will receive percentage grades on both their report cards and their permanent records. During the school year, there are four grading periods and a final exam in most classes. The final grade will be the average of the four grading periods and the final exam (if administered). In calculating GPA, designated weighted courses will weight the course 7% more than the appearing grade on the report card. Students also have access to grades for all courses online by using Sapphire. Students may obtain their user and password, and PIN identification from the Guidance Office.

## **Honor Roll**

Eligibility for the Honor Roll is determined as follows:

1. Honor Roll (Grades 6-12)

- ✓
- ✓ Minimum GPA of 85%
- ✓ Enrolled in a minimum of five credits
- ✓ No Ds, Fs, Us, NCs, WFs or Is (76% or lower)
- ✓ No more than one C (77%-84%)

2. Distinguished Honors (Grades 9-12)

- ✓ Minimum GPA of 93.0%
- ✓ Enrolled in a minimum of five credits
- ✓ No Cs, Ds, Fs, U, NCs, WFs or Is (84% or lower)
- ✓ No more than one B (85%-92%)
- ✓ Must earn a minimum of 5 As (93%-100%)

All "Incompletes" must be made up and recorded by the date report cards are issued in order for the student's name to be included on the published Honor Roll. To be considered for the Honor Roll, a student must be taking at least five (5) major subjects.

Two weeks will be given for a student to complete any incomplete assignment(s) and/or test(s) when an "Incomplete grade" is recorded on a student's report card.

## **Class Rank**

Class rank is established based on grade point average for students in grades 9-12. Class rank shall be computed by the final grade in all subjects for which credit is awarded. A student's grade point average and rank in a grade level shall be entered on the student's transcript.

The following courses are weighted courses when calculating grade point average: Honors English courses, Advanced History, Biology II, Chemistry II, Calculus, Anatomy & Physiology. A weight of 7% is added to the final grade appearing on the report card for the listed weighted course when calculating overall grade point average and class rank.

## **High School Promotion Requirements**

**Promotion** (On target to graduate with class):

A student must have the following in order to be on target to graduate with class:

- Minimum of 6 credits to be promoted to grade 10
- Minimum of 12 credits to be promoted to grade 11
- Minimum of 18 credits to be promoted to grade 12
- Minimum of 24 credits to graduate

**Transfer** (Minimum requirements to advance. Any additional failures will result in the student being retained.):

A student must have the following in order to advance:

- Minimum of 5 credits to be transferred to grade 10
- Minimum of 10 credits to be transferred to grade 11
- Minimum of 17 credits to be transferred to grade 12
- Minimum of 24 credits to graduate

## **Graduation Requirements**

In order to graduate, a student must:

- Pass all the required courses in Grades 9 - 12. Note: A list of required and elective courses, by grade, may be found in the “Program of Studies,” or on-line at [www.pennsmanor.org](http://www.pennsmanor.org).
- Earn a minimum of 24 credits.
- Achieve successful results (proficient or advanced) on District and/or State assessments.
- Keystone Exams: All students in the Class of 2022 and beyond are required to demonstrate proficiency in the areas of Literature, Algebra I, and Biology. Students who do not demonstrate proficiency on the exams are required to meet an alternate graduation path as set forth by the Pennsylvania Department of Education.
- If interested, complete the NCAA application and notify the guidance counselor.
- Students may have altered requirements as directed in an Individual Education Plan (IEP) or Gifted Individual Education Plan (GIEP).

A student must complete the following in order to participate in the commencement ceremony:

- Meet the state and school district graduation requirements and have this verified by the principal.
- Attend school sessions scheduled after final exams, when required.
- Return all school district materials and property.
- Satisfy all financial obligations.
- Complete all disciplinary obligations.
- Attend all commencement practices and rehearsals, unless excused by the principal.
- Conform to school-sanctioned standards and expectations for behavior and attire during all related ceremonies.

The administration reserves the right to deny student participation in the commencement ceremony based on unacceptable behavior or attire.

### **Course Credit Make-up**

If a student fails a class at Penns Manor Area Junior-Senior High, one of the following options may be selected by the student in order to make up for that class:

- Credit will be given for courses that are offered by another school district provided that they are a minimum of 30 hours per credit and are taught by a certified teacher in the same subject area being completed.
- Students may complete a pre-approved online or correspondence course to satisfy the credit requirement for failed courses. Students must show evidence of satisfactory completion for the correspondence course. Information regarding course content and objectives must be provided to the building principal prior to the student enrolling in the class.
- All course credit make-up options are at the expense of the student.
- A maximum of two classes may be made up during summer school per academic year.
- All passing grades from correspondence/summer school will be recorded as a 70% on the student's permanent record.
- Credit recovery courses (during the summer or school year), cannot be used to gain athletic eligibility.

In all cases, Penns Manor Area High School retains the right to administer a final exam to determine the mastery of content. Students must earn a minimum of 70% on the final in order for credit to be granted. If a final exam is not utilized in the regular class, a series of quarterly and/or chapter tests approved by the regular instructor may be administered. The student must average a 70% on all tests in order to fulfill course requirements. ANY OPTION PURSUED MUST BE PRE-APPROVED BY THE BUILDING PRINCIPAL OR DESIGNEE. Options must be selected and approved within two weeks (ten working days) of the last day of the school year.

### **Grades 6-8 Retention Guidelines**

Any 6th, 7th, or 8th grade student who fails a total of two or more credits will be retained in the current grade for the next year. All student retentions must be preceded by a SAP referral from a teacher.

Any 6th, 7th, or 8th grade student who fails one major subject will be recommended to attend summer school. The student must pass summer school to receive promotion to the next grade level.

At a second retention, the Director of Education, Guidance Counselor, and Principal will meet with the parents to develop a course of action for the following school year.

## **Accelerated Reader**

The students in Junior High (grades 6, 7, and 8) will be rewarded weekly for their independent reading efforts measured by Accelerated Reader Points.

### Jr. High School Grades 6,7,8 Accelerated Reader Criteria

Point Total	Award
25 Points	Bookmark
50 Points	Ice Cream Pass
75 Points	Doughnuts
100 Points	Homework Pass
150 Points	PM Comets Bracelet
200 Points	\$25.00 Amazon Gift Card

Awards will be given weekly on Thursdays at the end of the school day. For every one hundred points above 200 points students will receive an additional \$10 Amazon Gift Card.

## **ASSESSMENT PLAN**

### **Mastery of the Academic Standards**

Each student must demonstrate mastery of the Pennsylvania Academic Standards and PA Core Standards either on the State System of Assessment or the local assessment system. The district shall utilize multiple assessment techniques to measure student mastery of the standards. These include commercial tests, State tests, district-developed tests, written work by students, student performances, products/projects, portfolios of student work, or successful completion of specially-designed standards-based courses.

Students with disabilities shall be included in the district's assessment system, with appropriate accommodations when necessary.

### **Graduation Assessment Plan**

Senate Bill 1095 was signed into law by Governor Tom Wolf on October 24, 2018, and is now known as Act 158. This new law lessens the former concentration on the Keystone Exams and

now offers four additional approaches for students to demonstrate postsecondary readiness. The new graduation requirements will come into effect for the Graduating Class of 2022.

- Option 1: Scoring proficient or advanced on each Keystone Exam – Algebra, Literature and Biology.
- Option 2: Earning a satisfactory composite score on the combination of the three Keystone Exams. This New composite score will be released in August 2019.
- Option 3: Earning a passing grade on the course associated with each Keystone Exam (Algebra I, English 10, and Biology I) AND satisfactorily completes one of the following alternatives: SAT, PSAT, ACT, ASVAB, AP Course and Exam, or acceptance in a 4-year nonprofit institute of higher education for college-level coursework.
- Option 4: Earning a passing grade on the course associated with each Keystone Exam (Algebra I, English 10, and Biology I) AND passes the National Occupational Competency Testing Institute (NOCTI) or the National Institute of Metalworking Skills (NIMS) in an approved Career and Technical Education concentration.
- Option 5: Earning a passing grade on the course associated with each Keystone Exam (Algebra I, English 10, and Biology I) AND demonstrates readiness for postsecondary engagement through three pieces of evidence from the student’s career portfolio aligned to student goals and career plan. (Evidence may include: SAT subject tests, AP coursework and exams, higher education acceptance, community learning project, completion of an internship, externship, or co-op, or full-time employment)

The statewide graduation requirements outlined in Act 6 and Act 158 takes effect for the graduating class of 2022. While there is no statewide graduation requirements for the classes of 2019, 2020, and 2021, local policies also govern graduation. Local policies are not preempted by the current moratorium nor are they limited by the statewide requirement.

Keystone Exams will continue as the statewide assessment that Pennsylvania uses to comply with accountability requirements set forth in the federal Every Student Succeeds Act (ESSA). Although a student may not be required to achieve proficiency on the Keystone Exams in order to graduate, students are required to take the Keystone Exams for purposes of federal accountability. Failure to do so will affect a Local Education Agency (LEA) and school’s participation rate.

## **Work Permits**

Steps to Obtain an Employment Certificate

- Obtain a Work Permit Application form from the high school office.
- Have the employer fill out the Work Permit Application and have a parent/guardian sign it.
- Present the completed Work Permit Application form and birth certificate to the attendance secretary who will issue a Work Permit Employment Certificate.

## **Lockers**

A locker is assigned to each student. A student is expected to keep outer garments, hats, books, and cellphones in his/her locker and to always keep the doors of the locker closed. Students may request a combination lock through the guidance office. Only school issued locks may be used on lockers.

Lockers in the gymnasium locker rooms are assigned by physical education teachers to students taking physical education classes.

Students are reminded that they should not leave money or other valuables in their hall lockers, gym lockers or locker room, desks, or classrooms. Lockers are the property of the school and can be searched at any time deemed necessary by the principal or superintendent.

## **Pass Procedures**

The student handbook will be posted on the school website. Printed copies can be requested from the main office.

Students are required to have a hall pass when they are not at his/her assigned area. Passes will be issued by the teacher wishing to have the student do work in any part of the building other than the student's assigned area, and then the student must have the pass approved by the assigned teacher for the period.

Passes will be issued by study hall teachers and flex teachers to students going to the Main Office or Guidance Office. During a formal class period, there shall not be any requests for hall passes except when emergencies occur. Passes should be approved by assigned teachers before the tardy bell rings.

## **Fire Drill Regulations**

In the case of a fire or a fire drill, students will be alerted via the intercom and should follow the instructions of the teacher in charge and leave the building as quickly as possible. Students should walk (not run) single-file along the walls as rapidly as possible. Printed directions are posted in all rooms and will be reviewed with all students by their teachers.

## **Tornado Drill Regulations**

1. Upon hearing a verbal tornado warning, students should move to designated areas as quickly and quietly as possible, as directed by the adults in charge.
2. Students should face the wall, sit down, place their heads between knees, and cover their heads with their hands.
3. Students should not sit in front of doors or windows. They should move away from outside doors and windows if possible.
4. If time permits, teachers should close classroom windows and doors.

5. Students should not go into the gymnasium, auditorium, lobby, cafeteria, or other large open areas of the building.
6. If students cannot reach their designated areas, they should lie on the floor with their knees to their chests and should place their hands over their heads.
7. Students should wait for further instructions.

## **Intruder/Lockdown**

1. Should an intruder gain access to the building, an announcement will come over the intercom directing everyone go into emergency lockdown.
2. Students should follow the A.L.I.C.E training.
  - i. A- ALERT- alerted via intercom for fire drills, emergency and non-emergency lockdowns
  - ii. L- LOCKDOWN- announce lockdown type (emergency or non-emergency)
  - iii. I- INFORM- specific details of the incident will be shared via intercom
  - iv. C- COUNTER- counter active shooter (barricade, throw objects, restrain)
  - v. E- EVACUATE- exit building and head to meeting location
3. In a lockdown situation
  - A. All students will be pulled from the hallways.
  - B. Classroom doors will be locked and secured.
  - C. Missing/Extra Students notification procedures will be activated.
  - D. Students will locate to an area within the classroom out of view of the classroom door and windows.
  - E. All students and staff will then wait for further instructions by administration or law enforcement.

## **Telephone Regulations**

A telephone for student emergency use is available in the Main Office. Cell phones are not to be used during regular school hours (7:30 a.m. to 2:40 p.m.). Cell phones must be kept locked in lockers and turned off between 7:30 a.m. and 2:40 p.m.

## **Electronic Devices**

Devices such as cell phones, pagers, video games, and laser pointers are not permitted in school. Music devices, such as iPods and MP3 players must be kept locked in lockers and turned off between 7:30 a.m. and 2:40 p.m.

## **Visitors**

Visitors are welcome at schools, provided their presence is not disruptive.

1. Upon arrival at the school, visitors must register at the main office of the building they are

visiting, where the visitor of driving age will provide their driver's license, or another form of state identification, to be scanned for registration using the District's Raptor System. The Raptor System will scan the visitor's name, date of birth, and photo and also compare the information with the national database of registered sex offenders. The staff person will either grant permission to the visitor to be in the building by presenting them with a badge printed from the Raptor System or contacting an administrator because the Raptor System has identified an alert. Any individual under the age of sixteen must be accompanied by a registered parent or guardian. Upon departure, visitors must sign out and return the visitor's badge.

2. Registered visitors must wear the printed Raptor visitor's badge during the time they are in the building, and the badge must be displayed in a clearly visible manner.
3. For special events when large groups of individuals will attend, registration requirements may be altered by the building principal; but visitors must follow school staff's instructions.
4. No visitor will confer with a student without approval in advance of the principal.
5. All outside agency personnel must register in the main office of the building they are visiting following the procedure outlined in the administrative regulation. Rescue personnel called to the building as a result of an emergency do not need to report to the main office to register. Administration or designee will be ready to direct emergency personnel to the emergency location upon the emergency personnel arriving on school property.
6. Should an emergency require that a student be called to the main office to meet an outside agency visitor, the principal, counselor or nurse will be present during the meeting.
7. During the school day, a person other than a district student or authorized employee who, without permission, enters or remains on school property will be considered to be trespassing.
8. A visitor at any time of the day who refuses to obey a directive by a district employee not to enter or remain on school property will be considered to be trespassing.

## **Student Insurance**

Board requires that parents/guardians of students participating in an interscholastic sport, cheerleader program, band program and/or designated extracurricular program purchase the student accident insurance offered through the district or provide proof of comparable insurance.

Each student who intends to participate in an interscholastic sport, cheerleader program, band program or designated extracurricular program must submit a completed Proof Of Insurance Form prior to participation. A completed form must be submitted for each activity in which a student participates during the school year.

## **Study Periods**

During study periods, students are assigned to study halls under the direct supervision of teachers. An atmosphere of study must prevail in the rooms at all times. Students are not permitted to go to other parts of the building except to restrooms and the library. If it is absolutely necessary for a student to see another teacher, a pass must be presented from that teacher to the study hall teacher before the student will be dismissed.

## **Library Regulations**

1. Library Hours: 7:30 a.m. to 2:40 p.m.
2. Use of Library: Students must report to study halls and classes first and obtain permission from the teachers to go to the library. Teachers may reserve the library for large groups and classes.
3. Magazines and Reference Books: Current issues of magazines and the latest copyright set(s) of encyclopedias must be used within the library. Students may request back issues of magazines. If an issue is not available, articles can be obtained through telefacsimile from other libraries. Back issues may be borrowed for three days. These may be renewed for an additional three days depending on the subject matter.
4. Circulation of Books: Books may be borrowed from the school library for two weeks and, if needed, a book may be renewed. Books on inter-library loan from other libraries may be borrowed for a period up to one month depending on the subject matter. Students will be responsible for returning all books on time.
5. A fine will be imposed for any overdue material.
6. Privileges Withdrawn: A student's privilege to use the library may be withdrawn for misconduct in the library, excessive talking, or failure to heed the library regulations.

## **Lost and Found**

The Lost and Found Department of the school is located in the Main Office. Students finding articles should bring them to the Main Office, where they may also retrieve lost items that have been found.

## **Loss/Damage/Replacement of District Materials**

Books, materials, supplies, equipment and furniture used by students are the property of the district.

Teachers will instruct students about their responsibility to take pride in the school and to take proper care of books, materials, supplies and furnishings.

Students are fully responsible for loss and damage of school and district property. Students who willfully cause loss or damage to school or district property will be subject to disciplinary measures in accordance with the applicable Code of Student Conduct. The costs of repair and/or replacement of books, materials, supplies, equipment and furniture caused by damage or loss will be charged to the responsible student.

The building principal will determine the required cost of repair or replacement. The charge will be based on the extent of damage or loss and will be commensurate with the value of the object. Value will be determined by the remaining life of the object and its replacement or repair cost.

The building principal will notify in writing the parents/guardians of a student who is assessed a cost for loss or damage to school or district property.

## **Food Service Department Procedures**

1. When a student has a balance of less than \$2.50 in their account, the cashier will remind them they need to deposit money into their account.
2. When a student reaches a \$0.00 balance, they will not be able to purchase any item other than the regular breakfast and regular lunch meal. This includes all ala carte snack/beverage items and individual purchases in the regular line.
3. When a student reaches a balance of (negative) -\$5.00, The parent or guardian will be sent a letter or an email on the status of the student's account balance. Letters will be sent home with students.
4. At the close of each marking period, REPORT CARD ACCESS WILL BE HELD until any negative balance has been satisfied.
5. Serious delinquency in payment may result in a meeting with the Food Service Director and the Building Principal, and also possible action through the magistrate's office.
6. If you qualify for free or reduced lunches, please take advantage of the opportunity to provide a nutritious meal for your child. Applications must be completed annually and can be obtained at any time throughout the year in the District office or on the school website. They can be resubmitted any time of the school year if your financial status happens to change.
7. Parents are encouraged to sign up for [www.schoolcafe.com](http://www.schoolcafe.com) through the school website.
8. All students must learn their PIN, which is the same as their student ID number. They should never give this number to anyone.
9. Payments can be made at any time by check, money order, or cash. Please use envelopes and be sure to have the student's name, date, and amount written on the outside. Please make checks payable to Penns Manor Cafeteria Fund. Checks are deposited daily and will not be "held."
10. Any checks returned from the bank for non-sufficient funds will incur a processing fee of \$20.00 for each check. The returned check and the processing fee must be paid within seven days by certified check, money order, cash, or the account will be turned over to the magistrate's office.
11. If you have any questions, please don't hesitate to call the Food Service Office at 724-254-2666 ext. 2731.

## **Student Records**

The educational interests of students require the collection, retention, and use of data and information about individuals and groups of students while ensuring the individual's right to privacy. The school will maintain educational records for students for legitimate educational purposes.

The school recognizes its responsibility for compilation, retention, disposition and security of student records. The school also recognizes the legal requirement to maintain the confidentiality of student records, and prohibits the unauthorized access, reproduction, and/or disclosure of student education records and personally identifiable information from such records.

## **Distribution and Posting of Materials**

The school reserves the right to prohibit the posting or distribution of non-school materials containing unprotected expression and to prohibit students from engaging in other unprotected student expression. The principal must approve all posting and distribution of non-school materials.

## **Student Recruitment**

Postsecondary institution and military recruiters shall have access to secondary students' names, addresses, and telephone numbers, unless the student or parent/guardian requests that such information not be released without prior written parental consent.

Requests not to release information must be submitted in writing to the Guidance Office.

## **Extra Curricular Activities**

Each approved club or organization has on file in the high school office a Constitution for operating the club or organization. Students and parents may request a copy of the club Constitution. Also note the 20 days absentee rule under the Attendance section.

## **Athletic Guide for Communication**

### **Parent/Coach Relationship:**

Parents have a right to understand what expectations are placed on their child. This begins with clear communication from the coach of your child's program.

### **Expected Communication from Coaches:**

- Philosophy of the coach
- Expectations for all players on the team or squad
- Locations and times of all practices and contests, and off-season conditioning.

- Team fees and special equipment
- Procedures should a student be injured during participation
- Requirements for a varsity letter

**Expected Communication from Parents:**

- Advanced notification of any schedule conflict
- Specific concerns in regard to a coach's philosophy and/or expectations

**Parent Code of Conduct for Extra-Curricular Activities:**

The following guidelines serve as a framework for all parents whose children are participating in extracurricular activities in Penns Manor Area School District:

- Conduct at all contests will reflect good sportsmanship.
- Cheering at games is to be positive and offer encouragement to all participants.
- Discussions with coaches and advisors are to be held in a professional manner, and NOT to take place in the presence of team members.
- Parental attendance at practices/rehearsals will be at the discretion of the coach/advisor.
- Any fan removed from a contest or activity due to unsportsmanlike conduct or misconduct will be assigned the following consequences:
  - o **1<sup>st</sup> Offense:** Person violating the regulation will be required to meet with administration and assigned a one to three game suspension.
  - o **2<sup>nd</sup> Offense:** Person violating the regulation will be required to meet with administration and suspended from attending the remainder of the season.

## **Technology Usage Procedures and Rules**

The following procedures and rules are in accordance with Penns Manor Area School District Policy 815.

- Teachers are expected to closely monitor student activity by frequent screen checks, and should be appropriate for the age of the student, and for the assignment.
- Teachers should report any non-functioning technology equipment to their building principal and submit a HelpDesk ticket, identifying the piece of equipment.
- Students must save to the H drive (network drive) and Google drive. They are not permitted to save to the hard drive.
- Students should only send the print command to the printer once, and should notify the teacher if the printer is not responding.
- Students must close all open window and applications, then log out before leaving the lab.
- Doors to computer labs must be locked when not in use.
- Everyone will adhere to federal copyright laws.
- Computer users should never unplug cords from the computer, monitor, or keyboard.
- Computer users should never move computers, monitors, or keyboards.
- Internet use is limited to teacher assigned activities or classwork. This prohibits all chat

rooms, social media, instant messaging, personal email, gaming, music sharing or listening, and/or personalization of school computer settings.

- Students will log on with his/her username and password only. Usernames and passwords will never be shared.
- Chewing gum, food, or drinks are not allowed in the computer lab or anywhere near a computer.
- Respect the equipment. Do not remove or disconnect parts, cables, or labels.

## **Acceptable Use of Computers, Technology, and Network Resources**

The school district supports use of the computers, the Internet and other network resources in the district's instructional and operational programs in order to facilitate learning, teaching and daily operations through interpersonal communications and access to information, research and collaboration.

The district provides students, staff and other authorized individuals with access to the district's computers, electronic communication systems and network, which includes Internet access, whether wired or wireless, or by any other means.

For instructional purposes, the use of network facilities shall be consistent with the curriculum adopted by the district as well as the varied instructional needs, learning styles, abilities, and developmental levels of students.

The availability of access to electronic information does not imply endorsement by the district of the content, nor does the district guarantee the accuracy of information received. The district shall not be responsible for any information that may be lost, damaged or unavailable when using the network or for any information that is retrieved via the Internet.

The district shall not be responsible for any unauthorized charges or fees resulting from access to the Internet or other network resources.

The Board declares that computer and network use is a privilege, not a right. The district's computer and network resources are the property of the district. Users shall have no expectation of privacy in anything they create, store, send, delete, receive or display on or over the district's Internet, computers or network resources, including personal files or any use of the district's Internet, computers or network resources. The district reserves the right to monitor, track, and log network access and use; monitor file server space utilization by district users; or deny access to prevent unauthorized, inappropriate or illegal activity and may revoke access privileges and/or administer appropriate disciplinary action. The district shall cooperate to the extent legally required with the Internet Service Provider (ISP), local, state and federal officials in any investigation concerning or related to the misuse of the district's Internet, computers and network resources.

The Board requires all users to fully comply with this policy and to immediately report any violations or suspicious activities.

The Board establishes the following materials, in addition to those stated in law and defined in this policy, that are inappropriate for access by minors:

1. Defamatory.
2. Lewd, vulgar, or profane.
3. Threatening.
4. Harassing or discriminatory.
5. Bullying.
6. Terroristic.

The school district reserves the right to restrict access to any Internet sites or functions it deems inappropriate through established Board policy, or the use of software and/or online server blocking. Specifically, the district operates and enforces a technology protection measure(s) that blocks or filters access to inappropriate matter by minors on its computers used and accessible to adults and students. The technology protection measure shall be enforced during use of computers with Internet access.

**COPPA Statement:**

Dear Parents & Guardians of school-aged children under the age of 13,  
In order for schools within Penns Manor Area School District to continue to be able to provide your student with the most effective web-based tools and applications for learning, they need to abide by federal regulations that require a parental signature as outlined below.

Our district utilizes several computer software applications and web-based services, operated not by this school, but by third parties. These include contracted content providers (Sapphire, Study Island, Accelerated Reader, G-Suite for Education, Office 365), and websites and apps that support educational programs. A complete list of the programs with the privacy policy and terms of service for each can be found on our district website [coppa.pennsmanor.org](http://coppa.pennsmanor.org).

In order for our students to use these programs and services, certain personal identifying information (PII) - generally the student's name and email address - must be provided to the web site operator. Under federal law, titled the Children's Online Privacy Protection Act (COPPA), these websites must provide parental notification and obtain parental consent before collecting personal information from children under the age of 13. For more information on COPPA, please visit [www.ftc.gov/privacy/coppafaqs.shtm](http://www.ftc.gov/privacy/coppafaqs.shtm).

The law permits schools such as ours to consent to the collection of personal information on behalf of all of its students, thereby eliminating the need for individual parental consent given directly to the web site operator. This form will constitute consent for our schools to provide personal identifying information for your child consisting of first name, last name, ID number,

and username to web operators and any additional web-based educational programs and services which our schools may add during the upcoming academic year.

*\*\*Birth dates and addresses are not stored in third-party systems except Sapphire, the district's student information system\*\**

*\*\*Social security numbers are no longer collected by the district and aren't used in any systems\*\**

*Should any parent or legal guardian, after viewing the list of contracted content providers, choose to have their child opt out of the services, a written request must be submitted to the school's principal. The letter must include the specific provider, website, or app that the parent chooses.*

## **Non-Discrimination Policy**

The Board declares it to be the policy of this district to provide an equal opportunity for all students to achieve their maximum potential through the programs offered in the schools regardless of race, color, age, creed, religion, gender, sexual orientation, ancestry, national origin, marital status, pregnancy or handicap/disability.

The district shall provide to all students, without discrimination, course offerings, counseling, assistance, employment, athletics and extracurricular activities. The equitable distribution of district resources is one means the district shall use to ensure all students receive a quality education. The district shall make reasonable accommodations for identified physical and mental impairments that constitute handicaps and disabilities, consistent with the requirements of federal and state laws and regulations.

The Board encourages students and third parties who have been subject to discrimination to promptly report such incidents to designated employees.

The Board directs that complaints of discrimination 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.