

PENN MANOR SCHOOL DISTRICT 2020-2021

www.pennmanor.net

(717) 872-9500

A better community ... one student at a time.

Board of Directors

Mr. Carlton L. Rintz, President
Mr. Dell Jackson
Mr. David R. Paitsel
Mrs. Nickole L. Nafziger
Ms. Donna J. Wert

Mr. Joseph G. Fullerton, Vice President
Dr. Richard L. Frerichs
Mr. Christopher C. Straub
Mr. Mitchell L. Sweigart

Central Administration

Dr. Michael G. Leichliter
Dr. Philip B. Gale
Dr. Jerry Egan
Mr. Christopher Johnston
Dr. Theresa Kreider
Mr. Charlie Reisinger

Superintendent of Schools
Asst. Supt. for Secondary Ed.
Asst. Supt. for Elementary Ed.
Business Manager
Director of Special Services
Technology Director

To access all Penn Manor School District (SB) policies, use this link: [School Board Policies](#).

Mission Statement

Penn Manor School District shall strive for academic and personal excellence by fostering a democratic environment which motivates students, teachers, administrators, and parents to work collaboratively to improve the instructional program.

Diversity Statement

The Penn Manor School District is committed to educating all students with the skills and knowledge that will enable them to learn and work in an independent global society by fostering respect, appreciation and understanding of themselves and others. Penn Manor is a diverse community, a fact the district considers an asset and source of pride and enrichment. Accordingly, statements, symbols or behaviors initiated by any member of the school community which insult, degrade, harass or stereotype any other person for any reason is unacceptable. This statement is a general expression of how all individuals in the Penn Manor School District should relate to one another; however, specific rules of conduct are contained in school board policies and the student code of conduct.

Philosophy of Educational Experiences

The Penn Manor School District recognizes, develops and nurtures the intelligence and sensitivities of its children and adults. It provides a positive and supportive atmosphere where staff and students work collaboratively to define and accomplish goals. A great school district emphasizes academic achievement, promotes cultural awareness and offers opportunities for personal growth. It is an environment where teachers enjoy teaching and students enjoy learning.

Penn Manor High School
Administrative and Support Personnel
(717) 872-9520

Mr. Baron H. Jones	Principal
Dr. Jason D'Amico	Associate Principal
Mr. Douglas C. Eby	Assistant Principal
Mrs. Kimberly A. Marsh	Assistant Principal
Mrs. Dorina A. Andes	Assistant Principal
Officer Jason D. Hottenstein	School Resource Officer
Mr. Steve Kramer	Athletic Director
Ms. Stacy Brooks	Attendance Officer
Mrs. Christine Donahue	Psychologist
Ms. Danielle Gentile	Psychologist
Mrs. Kimberly Braun	School Nurse

Office Hours

The school administrative office is open on Monday through Friday from 7:15 a.m. to 3:45 p.m. throughout the school year. All business must be conducted within these hours. The telephone switchboard is operational during office hours.

District Calendar – [Calendar](#)

District Website - <http://www.pennmanor.net>

Student Hours

Student school hours are from 7:40 a.m. until 2:45 p.m. daily.

Academic Emphasis

Student's school experiences are a vital part of preparation for success after high school. The key to that preparation is striving to achieve your personal best. Our goal is to stress the importance of academic excellence for all students, while offering many educational opportunities.

Safe Schools Expectations

All doors will be locked by 7:45 a.m. and remain locked throughout the school day. Students and visitors are asked to enter and exit only through the main office during office hours. In order to leave Penn Manor High School grounds after arriving on campus, students need to obtain permission from an administrator. Prior permission by the principal is needed for students from other schools to visit Penn Manor High School.

Security Video Surveillance

Penn Manor High School strives to ensure the safety of its staff and students while at the school, so the campus is under security video surveillance. One or more of the campus cameras may record individuals in public areas of the building, parking lot, and on school busses.

Section I Notification of School Rules and Policies

Attendance	Plagiarism
Absence Notification	Promotion and Retention
Attendance – Preplanned Trips	School Nurse
Audio Recording for Accommodations	School Property
Bus/Transportation	Stolen Items
Bus Audio and Video Monitoring	Student Expression/Distribution and Posting of Materials
Bullying and Cyberbullying	Technology – District Issued Laptops; Use/Responsibilities
Cafeteria Procedures	Technology – Internet Policy; Acceptable Use of Internet and Network Resources
Controlled Substances/Paraphernalia	Tobacco
Discrimination	Transfers and Withdrawals
Dress and Grooming	Unauthorized Devices
Drug and Alcohol	Unauthorized Student Areas
Grading Systems	Weapon Possession
Locker Use	Working Papers
Parking Tags	

Section II Student Discipline Consequences and Actions

Attendance of Students	Disrespect Towards Authority, Failure to Follow a Directive
Leaving School Without Permission; Cutting Classes	Dress and Grooming
Unexcused/Unlawful	Failure to Attend Detention or Saturday School
Tardy to Class	Fighting/Physical Confrontation
Unexcused Tardiness to School (15 min. or less)	Handbook Violation
Unexcused Tardiness to School (16 min. to 60 min.)	Obscenity Directed Toward a Staff Member
Unexcused Tardiness to School (over 60 min.)	Parking Tags
Attendance Forgery	Plagiarism
Bus/Transportation	Swearing – Language Unbecoming in School
Cafeteria Misconduct/Throwing Food in Cafeteria	Technology – Inappropriate Use/Internet Violation
Cell Phone/Technology Violation	Tobacco Product Possession
Controlled Substances/Paraphernalia Policy Violation	Tobacco Product Use
Cutting Class	Tobacco Products Suspicion of Smoking/Using
Cyberbullying/Bullying - Harassment/Racial Innuendo	Unauthorized Student Areas
Defacing School Property	Weapon Policy Violation

Student Handbook

Section I

Notification of School Rules and School Board (SB) Policies

Attendance – [SB Policy 204](#)

Regular school attendance helps to promote student success. The School District encourages consistent school attendance and our schools actively monitor all student absences.

Absences are classified as excused, unexcused and/or unlawful. Penn Manor High School requests that parents contact the school attendance officer to make the school aware when your child is ill and will not be at school. If absences occur, please be mindful of the following:

- Students who return after an absence must turn in an absence note to the attendance officer before reporting to first block. The absence note must be turned within 3 school days of the absence in order for the absence to be excused or the absence will be recorded as unexcused or unlawful.
- An absence note should include the name of the student, the date of the absence, the reason for the absence, the parent/guardian's signature and a contact number where they can be reached.
- Students must complete the school work that was missed during the absence or it may negatively impact their grade for the course. To ensure that students maintain good academic standing, they should speak with their teachers to obtain make-up work missed during an absence and complete it.
- Students who arrive to school after 1:11 p.m. will be marked as a full day's absence.
- Student truancy is the absence of any student without their parent/guardian's knowledge.

Absence Notification

Due to the importance of attending school regularly, students with excessive absences (10 or more days) will be required provide a doctor's note. Parents are encouraged to get students to school on time or they may incur tardy notifications that also impacts student attendance. The District Magistrate collaborates with Penn Manor High School administration to ensure that student attendance is addressed prior to chronic absenteeism becoming an issue. In accordance with practices required for schools:

- Parents must provide a note for every reason within three (3) school days for an excused absence. Absences without timely excuse notes will be considered unexcused.
- The school will notify parents at the third (3rd) student absence. In addition, parent letters will be sent home after the seventh (7th) absence, and will be notified by the school attendance officer following any absence when eleven (11) days and/or tardy dates have been accumulated for the year.
- Parents may incur court fines/costs if students are found to be habitually absent from schools. In addition, students may be required to have a Student Attendance Intervention Plan (SAIP) as a result of unexcused attendance patterns and absenteeism.
- If questions arise regarding student attendance, please contact the school attendance officer.

Attendance – Preplanned Trips

Parents must provide notification to the school prior to taking a trip during the school year. Parents must provide information about the trip on their completed pre-approved field trip form to the administrator at least five days prior to the trip. Without administrator approval for the trip, the days missed will be considered unexcused absences.

Audio Recording for Accommodations

To accommodate special needs as required by state and federal law, certain students may be granted permission to make audio recordings of classroom lectures, discussions, or instructional activities. These recordings could include the voice of other students in the classroom. The student making the recording or the student for whom the recording is made will use the recording solely to support his or her ability to access and retain educational information. The recordings must be destroyed by the end of the school year when they are no longer necessary for educational purposes. Recordings shall not be maintained by or otherwise considered educational records of the Penn Manor School District for any purpose.

Bus/Transportation

Buses provide eligible students transportation to-and-from school only. The transportation coordinator assigns a specific bus for students. Students are to only ride the bus they have been assigned to or exit at a different stop. Students are expected to conform to school behavioral expectations while on the bus each day. Bus privileges may be suspended for inappropriate student behavior.

Bus Audio and Video Monitoring – [SB Policy 810.2](#)

Penn Manor School District has placed surveillance cameras with audio and video capabilities on buses to deter and detect student misbehaviors. The school district advises that students should not have an expectation of privacy when they are transported by school district buses; their words and actions may be recorded during transit.

Bullying and Cyberbullying –[SB Policy 249](#)

Penn Manor School District strives to provide a safe, positive learning environment for all students. Bullying may occur in or outside of the school setting and is defined as an intentional electronic, written, verbal or physical act or series of acts directed towards another student(s), faculty, or staff member that is severe, persistent or pervasive and has an effect of doing the following: Substantially interferes with a student's education, creates a threatening environment or substantially disrupts the orderly operation of the school. All forms of bullying and cyberbullying by school district students are prohibited. Therefore, anyone who engages in bullying or cyberbullying is in violation of this policy and shall be subject to discipline as outlined in the Code of Student Conduct.

Cafeteria Procedures

The cafeteria is a vital operation within our school. Within this environment, appropriate student conduct is expected to ensure a well-organized operation during the lunch period. All students are required to eat in the cafeteria area. Students may bring a packed lunch or purchase their lunch in the cafeteria.

- Be patient as you wait in the lunch line. Remain polite as you interact with classmates and cafeteria staff throughout this time.
- Do not cut in line or save places in the lunch line.
- Book bags and coats are not permitted in the serving area.
- Appropriate behavior is expected. Acts of immaturity, such as running, throwing food, or misuse of any cafeteria item may result in disciplinary action..
- Maintain a clean environment in the cafeteria. Discard all lunch litter into wastebaskets and return all trays, plates and utensils to the appropriate place.
- Consequences for throwing food or other items and leaving trash may result in cleaning the cafeteria for an extended amount of time or other disciplinary action.
- Remain in the cafeteria area during the lunch period. Students are not permitted to exit from the cafeteria area during their lunch.
- Comply with all cafeteria procedures. Failure to do so will result in assigned seating during lunch or lunch detention.
- Taking food from the cafeteria without pay is considered theft. Theft/stealing will be referred to the police for prosecution and may result in disciplinary action.

Controlled Substances/Paraphernalia – [SB Policy 227](#)

A student is prohibited from possessing, transferring, or being under the influence of drugs, alcohol, mood-altering substances, vaping devices or medications (including drug look-a-likes). Policy violations are considered a serious offense and will result in discipline. Student’s parent/guardian(s) will be notified and the student will be suspended. The student will be referred to the Student Assistance Program (SAP) and an assessment may be conducted by a SAP assessor to determine the student’s level of risk and to make recommendations. Police will be notified in accordance with the law. Additional detailed information can be located within the policy link found above.

Discrimination – [SB Policy 103](#)

Penn Manor School District prohibits discrimination against its students on the basis of race, color, age, creed, religion, sex, sexual orientation, ancestry, national origin, marital status, pregnancy or handicap/disability. The prohibition includes discriminatory harassment, which includes sexual harassment. Students subjected to discrimination, discriminatory harassment or sexual harassment should immediately report such behavior to the building administrator for investigation and remedial action, as needed. A student who is found to have harassed or discriminated against another student is in violation of this policy and shall be subject to disciplinary action as outlined in the Code of Student Conduct.

Dress and Grooming – [SB Policy 221](#)

Students should exercise common sense and good judgment in determining appropriate attire for school. If the faculty and administration determine that a student has failed to conform to the requirements of the District’s Dress and Grooming Policy, the student will be notified and provided with an opportunity to conform to the Policy. If a student fails to conform to the Dress and Grooming Policy after being directed to do so, or continues to engage in a pattern of non-compliance, the administration will take appropriate disciplinary action based upon the board policy. See the offense/consequence chart in this document for more details.

Examples of inappropriate school attire include, but are not limited to:

- o Hats, hoods, headbands, all other head covering worn inside of buildings.
- o Muscle shirts, spaghetti straps, see-through clothing, tank tops, and clothing that expose a student’s midriff or underwear. All shirts/tops must have sleeves.
- o Shorts, skirts, or dresses cut above mid-thigh.
- o Clothing, jewelry and other items that present a health or safety concern or that advertise or advocate the use of alcoholic beverages, drugs, or other illegal behavior, lewd or obscene language or messages, and messages that disrupt or create a reasonable apprehension or disruption of the education program, including messages that advocate or threaten violence criminal behavior, and messages whose sole purpose is to harass and/or intimidate others in the school community.

Grading Systems

A – Consistently Superior	90%-100%
B – Above Average	80%-89%
C – Average	70%-79%
D – Lowest Passing Grade	60%-69%
F – Failure	59% and Below
P – Pass (Over 60%)	
I – Incomplete	

Locker Use – [SB Policy 226](#)

Students are responsible for their personal possessions while at school. The Penn Manor School District, administrators and staff members are not responsible for lost or stolen articles from any locker. Lockers are provided at the student’s request. Students do not have an expectation of privacy in their lockers; all lockers are subject to inspection by the school administration at any time for any reason. See this policy for more details.

Parking Tags

Students in grades 11 and 12 are eligible to purchase a student parking tag. The criteria for consideration for students to obtain a parking tag are good academic standing, discipline records, regular attendance, and owe no obligations. Students will need to bring their current registration card, driver's license and current insurance card. Additional rules and regulations will be given to students at the time of registration. Parking tags cost \$25.00 per semester and may be paid by cash or check, made payable to Penn Manor School District. Cars must display the parking tag at all times.

- Parking passes are a privilege and may be revoked at any time for disciplinary reasons or if a student's driving is deemed hazardous by the administration. Parking tags are non-transferable. Students may not share their parking tags with other students for any reason.
- Parking passes may be revoked for attendance, class failures, incomplete graduation projects, and disciplinary offenses at the discretion of the school administrator.
- Cars not displaying a parking tag may be issued a parking violation by the Millersville Borough Police Department. Cars may be towed at the owner's expense.
- Parking on campus is limited. Additional parking may be available at Comet Field.
- A waiting list will be established after all parking spaces have been filled.
- Students in grade 10 may purchase a student parking tag at the beginning of the second semester, if spaces are available.

Plagiarism

Plagiarism is prohibited and students will receive consequences if plagiarism has occurred. It dishonestly represents someone else's work as their own. Penn Manor High School subscribes to a plagiarism detection service. Teachers may require students to submit papers to this service.

The following behaviors constitute plagiarism:

1. Copying someone else's research or representing another student's work as one's own.
2. Claiming someone else's words, ideas, plots, characters, research, theories, opinions, concepts, or designs as one's own without giving credit to the writer or creator. Instances of this include, but are not limited to:
 - a. Paraphrasing the ideas of others, or recopying someone else's words with the substitution of synonyms or changes in syntax.
 - b. Copying sentences, phrases, paragraphs, or pages from a source or sources without providing documentation.

Teachers provide research skills and procedures prior to assigning students research-related activities and work. If appropriate research procedures are consistently followed, plagiarism should not occur.

Promotion and Retention – [SB Policy 215](#)

Penn Manor High School has established and maintains high standards for each grade and monitors student achievement. A student shall be promoted when s/he has successfully completed the curriculum requirements and has achieved the academic standards established for the present level, based on the professional judgment of the teachers and the results of assessments. A student shall earn the right to advance to the next grade by demonstrating mastery of the required skills and knowledge.

School Nurse

[SB Policy 203](#)

[SB Policy 209](#)

[SB Policy 210](#)

[SB Policy 210.2](#)

(Immunizations & Communicable Diseases Policy)

(Exam and Screening)

(Medication)

(Administering Injections)

A nurse or health room assistant is available every school day. Health room personnel perform annual height, weight and vision screenings for students in Grades 9-12, in addition to hearing screening for students in Grade 11. Health room personnel may not diagnose or treat illnesses or injuries other than providing basic first aid for injuries that occur during school hours.

If students are prescribed medication from a physician, we recommend that they take the medications prior to or after school. In unique cases when health room personnel must oversee the administration of medication during the school day, parents must provide a completed consent form. This form, *Medication Administration Consent and Licensed Prescriber Order*, can be located at the following link: [School Nurse Blog](#)

Section 1414.2(g) of the Public School Code, allows parents/guardians to request an exemption to the administration of an epinephrine auto-injector for their child. In order to request this exemption, contact the school nurse to make an appointment to discuss this decision, review and sign the opt-out form.

Parents should notify the nurse's office of any changes in your child's health throughout the school year.

School Property – [SB Policy 224](#)

Penn Manor High School students are responsible for the proper care of the school property, school supplies and equipment entrusted to the student's use. Students who willfully cause damage to school property shall be subject to disciplinary measures and responsible for the financial cost of the damage. Students and others who damage or deface school property may be prosecuted and punished under law. Parents/Guardians shall be held accountable for the actions of their child.

Stolen Items

Stolen items should be reported promptly to the main office. If items were stolen in class, the student should notify a teacher, administrator or school resource officer.

Student Expression/Distribution and Posting of Materials – [SB Policy 220](#)

The right of public school students to freedom of speech is guaranteed by the Constitution of the United States and the Constitution of the Commonwealth. Penn Manor School District recognizes the general right of students to express themselves through words or symbols and to distribute and post materials in areas designated for posting as a part of that expression. However, students' rights may be limited to fulfill the District's responsibility to maintain an orderly school environment and to protect the rights of all members of the school community.

Technology – District Issued Laptops; Student Use, Rights and Responsibilities – [SB Policy 815.2](#)

All high school students are provided with a district laptop that they may use in school and at home. Internet and network resources will be used to support the district curriculum, the educational community, projects between schools, communications and research for district students, teachers, administrators and all other staff. Students should treat the technology with care. Expenses must be paid to the District for any damage that occurs to the device while in the possession of the student. Laptops are district property and students have no expectation of privacy in their contents. Students must return the device when a student withdraws or graduates from Penn Manor High School.

Technology – Internet Policy; Acceptable Use of Internet and Network Resources - [SB Policy 815](#)

Penn Manor School District reserves the right to log and monitor Internet use, computer network activity, and filespace utilization by district users. Students and parents sign an "Acceptable Use" Policy which relates the expectations for students while the device is in the student's possession. Penn Manor School District reserves the right to remove a student's user account from the network to prevent unauthorized or illegal activity. Only the owner of the account may use network accounts for its authorized purpose. Network users shall respect the privacy of other users of the system.

Tobacco – [SB Policy 222](#) and [SB Policy 227](#)

Students attending the Penn Manor School District are prohibited from possessing or using cigarettes or other tobacco products in any building on district grounds or in district vehicles used for transportation at any time. This includes the time when students are going to and leaving school. Students may not bring smoking paraphernalia to school. Tobacco products discovered in the possession of a student will be confiscated. This includes possession of smokeless tobacco products/paraphernalia as well as any electronic device that can only deliver nicotine - (i.e., vaping devices). See the links above for additional information on these school board policies. See Controlled Substance/Paraphernalia.

Transfers and Withdrawals – [SB Policy 208](#)

The parents of students transferring to another school or contemplating withdrawal from school should consult their guidance counselor. All materials, such as books, computers, and library materials must be returned before a transfer or withdraw can occur. Student transcripts and health records must be requested in writing by the school district where the family will move.

Unauthorized Devices – [SB Policy 237](#)

Students who bring personal electronic devices, such as cell phones to school should have the items turned off and put away during school hours unless given permission to use them by a teacher or administrator. These items will be confiscated if they are being used inappropriately. Students assume all risk when bringing these items to school. Cell phone use is permitted at designated times and locations. Students are asked to not have phone conversations or to have both ear buds in their ears during school hours.

Unauthorized Student Areas

To maintain a safe school environment, school administration and staff expect students to attend classes and remain in authorized areas designated for their instruction, hall transit and the cafeteria use. Clear guidelines are provided to ensure that students remain in authorized areas of the school and property.

Weapon Possession – [SB Policy 218.1](#)

It is illegal to bring, possess or conceal a weapon while in any school, on school property as well as school buses. A copy of the Penn Manor School District policy on weapons is available for review in the main office as well as on the link noted. Students in possession of a weapon will be subject to a School Board Judicial Review and expulsion.

Working Papers

Any student under eighteen years of age who wishes to obtain employment must first acquire working papers. A parent or guardian must sign an application for the work permit and the student must return it with proof of age documentation. Office hours are 7:15 a.m. to 3:45 p.m.

Section II

Student Discipline Consequences and Actions

Student Offense/Consequences – [SB Policy 218](#)

Disciplinary violations can result in a suspension/expulsion from school and/or loss of privileges, such as parking permits. Any behavior not listed on the Code of Conduct that causes a disruption to the educational environment is subject to consequences based on administrative discretion.

Frequent Misconduct Referrals (Allows for administrative discretion)

- Consequences for students who continue to accumulate disciplinary referrals will receive consequences based upon the administrator's discretion.
- Subsequent disciplinary action will occur pending a meeting with administration.
- Loss of parking privileges will be a consequence, including permission for the following school year.

Note: Seniors who have an accumulation of disciplinary violations may not be eligible to participate in senior activities such as prom, senior picnic, graduation and other activities.

Out-of-School Suspension (OSS) – [SB Policy 233](#)

Out-of-school suspension is reserved for severe disciplinary matters. Parents will be notified of their child's suspension by a phone call from a principal and a letter to make them aware of what occurred. Prior to returning to school from the suspension, a parent conference is required. Upon reinstatement, it is the student's responsibility to obtain and complete all assignments/tests missed during their out-of-school suspension.

- Students may not attend or participate in extracurricular activities when suspended.
- Students are also not allowed to attend their places of employment during school hours.

Reasons for out-of-school suspension vary and may include, but are not limited to the following:

Failure to serve detentions, repetitive disciplinary problems, misbehaviors that are of a serious nature and jeopardize the health, safety and welfare of those involved, illegal use or possession of poison, weapons or fireworks, possession or use of drugs or alcoholic beverages, violation of local, state or national law, blatant disrespect for school authorities, persistent violation of school regulations, or fighting.

The following list of violations of the Code of Conduct relates to the types of offenses/consequences.

Attendance of Students

Leaving School Without Permission, Cutting Two or More Classes

- 1st offense - Saturday School (5 hrs. detention), parental conference required
- 2nd offense - Immediate loss of parking pass, 2 Saturday Schools (10 hrs. detention), parental conference required
- 3rd offense - Discipline pending result of an administrator's hearing

Unexcused/Unlawful Absence

Penn Manor reserves the right to fine individuals for violations of the mandatory attendance laws.

- 3 days - Official letter to parents
- 4th day - 1 hour detention, meeting with an administrator
- 5th day - 2 hours detention, meeting with an administrator and loss of parking privileges
- 6th day - Saturday School (5 hr. detention), meet with an administrator
- Additional unexcused/unlawful absences will result in further disciplinary actions

Tardy to Class

- 1 - 3 instances of tardiness will be handled and recorded by each classroom teacher
- 4th tardy - 1 hour detention
- 5th tardy - 2 hours detention
- 6th tardy - 3 hours detention and parent conference
- Additional tardiness- Saturday School/out of school suspension

Unexcused Tardiness to School (15 minutes or less)

- 3rd tardy - Warning letter to parents
- 4th tardy - Meeting with an administrator, 1 hour detention
- 5th tardy - 2 hours detention
- 6th tardy - 3 hours detention, and loss of parking privileges
- Additional tardiness will result in further disciplinary actions

Unexcused Tardiness to School (16 min. to 60 min.)

- 3rd tardy - 1 hour detention
- 4th tardy - 2 hours detention
- 5th tardy - 3 hours detention and loss of parking privileges
- Additional tardiness will result in further disciplinary actions

Unexcused Tardiness to School (Over 60 min.)

- 1st tardy - 2 hours detention
- 2nd tardy - Saturday School (5 hours detention)
- 3rd tardy - 2 Saturday Schools (10 hours detention) and loss of parking privileges
- Additional tardiness will result in further disciplinary actions

Attendance Forgery

- Meet with administration and disciplinary actions
- Regardless of student's age, all excuses and permission slips must be signed by a legal guardian

Bus/Transportation

- If misbehavior occurs on a school bus, school administrators will use their discretion regarding appropriate disciplinary measures. Consequences may vary for students depending upon the specific incident. Resolution may occur through an administrator consultation with students, parental contact, assigned detention, or in more severe behaviors, removal from the school bus.

Cafeteria Misconduct/Throwing Food in Cafeteria

Student will be required to clean the cafeteria. Severe offenses may result in disciplinary actions, which may include lunch detention and out-of-school suspension (OSS).

Cell Phone/Technology Violation

- 1st offense - Cell phone/technology device will be confiscated and turned in to the main office. Device will be returned at the end of the day with a letter to parent/guardian.
- 2nd offense - Cell phone/technology device will be confiscated and turned in to the main office. Parent/guardian must pick up the device in the main office. No exceptions.
- 3rd offense - Cell phone/technology device will be confiscated and turned in to the main office. Student will be assigned Saturday School on the next available date. Parent/guardian is required to pick up the device in the main office following the completion of the Saturday School.

Controlled Substance/Paraphernalia Policy Violation

The use, possession and transfer of drugs and alcohol are prohibited on school grounds. In every incident of drug or alcohol offenses, the administration will convene a School Board Judicial Review Hearing or a Manifestation Determination Hearing for further disposition of the case. This includes a determination of possible expulsion from school and the conditions for reinstatement.

- If a student is in possession of drug-related paraphernalia, drugs, alcohol, vaping devices, mood-altering substances or medications, parents will be notified and the student will be suspended. The student will be referred to the Student Assistance Program (SAP) and an assessment will be conducted by a SAP assessor to determine the student's level of risk and to make recommendations. Police will be notified in accordance with the law.
- If a student transfers drug-related paraphernalia, drugs, alcohol, vaping devices, mood altering substances or medications, parents will be notified and the student will be suspended. The student will be referred to the Student Assistance Program (SAP) and an assessment will be conducted by a SAP assessor to determine the student's level of risk and to make recommendations. Police will be notified in accordance with the law.
- If a student is found using drug-related paraphernalia, drugs, alcohol, vaping devices, mood-altering substances or medications parents will be notified and the student will be suspended. The student will be referred to the Student Assistance Program (SAP) and an assessment will be conducted by a SAP assessor to determine the student's level of risk and to make recommendations. Police will be notified in accordance with the law.

Cutting Class

- 1st offense - 2 hours detention
- 2nd offense - Saturday School
- 3rd offense - 2 Saturday Schools, (subsequent referrals may result in OSS) parental conference required

Cyberbullying/Bullying

- 1st offense - Conference with both sides/detention or immediate suspension
- 2nd offense - Detention/suspension, parental conference, required additional counseling and possible police involvement

Defacing School Property

- Appropriate disciplinary action pending meeting with administration
- Restitution and payment will be made by student.

Disrespect Towards Authority, Failure to Follow a Directive

- 1st offense – Discipline action depending on severity, parental conference may be required and letter sent
- 2nd offense - 3-5 days OSS, parental conference required

Dress and Grooming - Inappropriate Attire

- 1st offense - Turn inside out or remove/change nonconforming clothing
- 2nd offense – 1 hour detention and remove nonconforming clothing
- 3rd offense - Meeting with administration and further disciplinary action in accordance with Board policy
- If students are unable to change clothes, school administration will make every attempt to provide an appropriate garment.

Failure to Attend Detention or Saturday School

- Students must attend their assigned detention or Saturday School assignment or hours will double
- Additional failures to attend will result in further disciplinary actions

Fighting/Physical Altercation

For fighting/physical altercation, Penn Manor High School administration involves the police and prosecutes as appropriate.

- 1st offense - 3 days OSS; a parental conference will be required
- 2nd offense - 5 days OSS; a parental conference will be required
- 3rd offense - 10 days OSS and principal's hearing
- 4th offense - 10 days OSS and administrative or Judicial Review

Handbook Violation

- 1st offense - 2 hours detention
- 2nd offense - 2 hours detention and notify parent

Obscenity Directed Toward a Staff Member

- 1st offense - automatic 3 days OSS, parental conference required
- Subsequent offense: Discipline pending meeting with an administrator

Parking Tags

- Cars must display the parking tag. Cars not displaying the parking tag may be issued a parking violation by the Millersville Borough Police Department.
- Parking passes may be revoked for attendance, class failures, and disciplinary offenses at the discretion of the administrator.
- Cars may be towed at the owner's expense.

Plagiarism

If a student is suspected of plagiarism on an assignment, the following actions may occur:

1. The student will be asked to provide hard copies of all resources used in their research. No grade will be given for the assignment until all sources have been provided and the teacher has had a reasonable amount of time to review them.
2. The teacher may ask another faculty member to review the paper independently.
3. The student will submit the work to the plagiarism detection system.
4. If plagiarism is determined, the student may receive a grade of zero. Parents or guardians will be notified, and both the administration and appropriate counselor(s) will be informed.
5. If plagiarism is determined on a research project that is a course requirement, the student may fail the course.
6. If plagiarism is determined on a research project that is not a course requirement, a weighted zero may become part of the student's numerical average. In this case, the student may or may not fail the course.
7. CLA's are a course requirement; however, plagiarism of a CLA will result in a grade of zero. The student will be required to complete the CLA again and receive at least a (required) 70% grade to indicate success. A second instance of CLA plagiarism will result in an automatic course failure.

Swearing - Language Unbecoming in the School (Not directed at an individual)

- 1st offense - 1 hour detention
- 2nd offense - 2 hours detention
- 3rd offense - 3 hours detention and parent conference

Technology - Inappropriate Use/Internet Violations

"The Internet Acceptable Use Policy" clearly states what is expected of individuals using school issued technology. Violators of the policy may be subject to disciplinary action up to and including suspension or expulsion and the following:

- Failure to follow the procedures and prohibitions provided may result in the loss of the right of access to network resources.
- Other appropriate disciplinary procedures may take place, as deemed appropriate.
- Illegal use of the network, intentional deletion or damages to files or data belonging to others, copyright violations or theft of services may be reported to the appropriate legal authorities for possible prosecution.
- Other appropriate disciplinary procedures may take place, as needed, for students and employees.

Tobacco Product Possession

- 1st offense: Cigarettes, lighters, matches, pipes, smokeless tobacco products, paraphernalia, etc. brought to school will be confiscated, parent letter sent home, and a \$10.00 fine.
- 2nd offense: Will result in confiscation, parent conference and a \$25.00 fine.
- 3rd offense: Confiscation, parent conference, 3 days out of school suspension and a \$25.00 fine.
- 4th offense: Referral to District Magistrate for prosecution under Act 145 of 1996-up to a \$50.00 fine and \$32.00 court cost.

Tobacco Product Use

- 1st offense: Parent letter and a \$25.00 fine
- 2nd offense: Parent conference and a \$50.00 fine
- 3rd offense: Parent conference, 3 days out of school suspension and a \$50.00 fine
- 4th offense: Referral to District Magistrate for prosecution under Act 156 of 1996 - up to a \$50.00 fine and \$32.00 court cost

Tobacco - Suspicion of Smoking/Using

- 1st offense: Warning and parent letter sent home
- 2nd offense: 1 hour detention and parent letter sent home
- 3rd offense: 2 hours detention and parent letter sent home
- 4th offense: Principal's hearing

Unauthorized Student Areas

- 1st offense - 2 hours detention
- 2nd offense - Saturday School
- 3rd offense - Discipline pending meeting with administrator
- Additional violations will result in further disciplinary actions

Weapons Policy Violation

- Students in possession of a weapon will be subject to a School Board Judicial Review and expulsion from school.

Penn Manor High School Bell Schedule

Regular Day Schedule 7:40 a.m. – 2:55 p.m.

Block 1	7:40 - 9:08
Block 2 + 5 Min.	9:16 - 10:49
Lunch A	10:53 - 11:23
Block 3	11:27 - 1:03
Block 3	10:57 - 11:43
Lunch B	11:47 - 12:17
Block 3	12:21 - 1:03
Block 3	10:57 - 12:29
Lunch C	12:33 - 1:03
Block 4	1:11 - 2:39
Announcements	2:39 - 2:45
Buses Depart	2:55

Activity Schedule 7:40 a.m. – 2:55 p.m.

Block 1	7:40 - 8:54
Block 2 + 5 Min. & Activity	9:02 - 11:19
Group A Assembly	9:07 - 9:57
Group A Class	10:05 - 11:19
Group B Class	9:02 - 10:21
Group B Assembly/H.R.	10:29 - 11:19
Lunch A	11:23 - 11:53
Block 3	11:57 - 1:20
Block 3	11:27 - 11:57
Lunch B	12:01 - 12:31
Block 3	12:35 - 1:20
Block 3	11:27 - 12:45
Lunch C	12:50 - 1:20
Block 4	1:28 - 2:40
Announcements	2:40 - 2:45
Buses Depart	2:55

Early Dismissal Schedule 7:40 a.m. – 12:30 p.m.

Block 1	7:40 - 8:30
Block 2 + 5 Min.	8:38 - 9:33
Breakfast A	9:37 - 10:07
Block 3	10:11 - 11:19
Block 3	9:41 - 10:11
Breakfast B	10:15 - 10:45
Block 3	10:49 - 11:19
Block 3	9:41 - 10:45
Breakfast C	10:49 - 11:19
Block 4	11:27 - 12:17
Announcements	12:17 - 12:20
Buses Depart	12:30

Two-Hour Delay Schedule 9:40 a.m. – 2:55 p.m.

Block 1	9:40 - 10:38
Block 2 + 5 Min.	10:46 - 11:49
Lunch A	11:53 - 12:23
Block 3	12:27 - 1:33
Block 3	11:57 - 12:25
Lunch B	12:29 - 12:59
Block 3	1:03 - 1:33
Block 3	11:57 - 12:59
Lunch C	1:03 - 1:33
Block 4	1:41 - 2:39
Announcements	2:39 - 2:45
Buses Depart	2:45

Detention and Saturday School Schedule

	Tue	Wed	Sat			Tues	Wed	Sat
Sept	--	---	---		Feb	----	----	---
	8	9	----			2	3	----
	15	16	---			9	10	---
	22	23	26			16	17	20
	29	30				23	24	---
	Tue	Wed	Sat			Tues	Wed	Sat
Oct	6	7	----		March	2	3	6
	13	14	17			9	10	---
	20	21	---			16	17	----
	27	28	31			23	24	27
						30	31	
	Tue	Wed	Sat			Tues	Wed	Sat
Nov	----	----	---		April	----	---	---
	3	4	----			6	7	10
	10	11	14			13	14	----
	17	18	----			20	21	24
	---	----	----			27	28	----
	Tue	Wed	Sat			Tues	Wed	Sat
Dec	1	2	5		May	----	----	---
	8	9	--			4	5	8
	15	16	19			11	12	---
	22					18	19	22
						25	26	----
	Tue	Wed	Sat			Tues	Wed	Sat
Jan	----	----	---		June	----	----	----
	5	6	9					
	12	13	---					
	19	20	----					
	26	27	30					