

# **PENN MANOR SCHOOL DISTRICT**

## **2025-2026**

[www.pennmanor.net](http://www.pennmanor.net)

(717) 872-9500

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

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Dr. Jerry Egan  
Mr. Daniel L. Forry  
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Mr. Charlie Reisinger

Superintendent of Schools  
Asst. Superintendent - Curriculum & Instruction  
Asst. Superintendent - Personnel & Operations  
Chief Financial Officer  
Director of Student Support Services  
Chief Information Officer

**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**

<a href="#">Mr. Douglas C. Eby</a>	Principal
<a href="#">Mr. Thomas Bechtel</a>	Assistant Principal
<a href="#">Mr. Christopher Telesco</a>	Assistant Principal
<a href="#">Mrs. Kara Eshleman</a>	Assistant Principal
<a href="#">Mrs. Jenna Fisher</a>	Assistant Principal
<a href="#">Officer Jason Turner</a>	School Resource Officer
<a href="#">Mr. Patrick Tocci</a>	Athletic Director
TBD	Attendance Officer
<a href="#">Mrs. Tamara Weaver</a>	Psychologist
<a href="#">Mrs. Tiffany Eberly</a>	Psychologist
<a href="#">Mrs. Kimberly Braun</a>	School Nurse

**Office Hours**

The school administrative office is open 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**

Students' 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, in parking lots, and on school buses.

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# 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 their 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 at 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 to 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 absence 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 (3<sup>rd</sup>) student absence. In addition, parent letters will be sent home after the seventh (7<sup>th</sup>) 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 school. 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 only to ride the bus they have been assigned to and exit at their assigned 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 packed lunches or purchase their lunches 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-alikes). 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:

- Hats, hoods, headbands, all other head covering worn inside of buildings with the exception of religious head coverings.
- 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.
- Shorts, skirts, or dresses cut above mid-thigh/fingertip length.
- Pants/shorts/skirts/dresses with holes above mid-thigh/fingertip length
- 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 System for Class of 2026 and 2027**

Percent Ranges	Letter Grade	CP/Career GPA	Honors GPA	AP GPA	AP+ GPA
90-100	A	4.0	4.5	5	5.5
80-89	B	3.0	3.5	4	4.5
70-79	C	2.0	2.5	3	3.5
60-69	D	1.0	1.5	2	2.5
0-59	F	0	0	0	0

**Grading system for Class of 2028 and 2029:**

Percent Ranges	Letter Grade	CP/Career GPA	Honors GPA		AP GPA	AP+ GPA
93-100	A	4.0	4.5		5	5.5
90-92	A-	3.67	4.17		4.67	5.17
87-89	B+	3.33	3.83		4.33	4.83
83-86	B	3.0	3.5		4	4.5
80-82	B-	2.67	3.17		3.67	4.17
77-79	C+	2.33	2.83		3.33	3.83
73-76	C	2.0	2.5		3.0	3.5
70-72	C-	1.67	2.17		2.67	3.17
67-69	D+	1.33	1.83		2.33	2.83
60-66	D	1.0	1.5		2	2.5
0-59	F	0	0		0	0

**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, clean discipline records, regular attendance, and lack of 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 \$30 per year 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, dishonestly representing someone else's work as their own, is prohibited and will result in disciplinary action. Penn Manor High School subscribes to a plagiarism-detection service, to which teachers may require students to submit papers.

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 he/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 screenings 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, it is recommended 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: [Medication Administration Consent and Licensed Prescriber Order](#).

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 students' 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 upon withdrawing or graduating 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 file server space 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](#)**

Penn Manor School District students 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 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 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 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 (e.g. 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 being used inappropriately. Students assume all risks when bringing these items to school. Cell phone use is permitted at designated times and locations. Students are asked not to 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 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, or on school transportation. Students in possession of a weapon will be subject to a School Board Judicial Review and expulsion. 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.

#### **Working Papers**

Any student between the ages of fourteen and eighteen 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.

#### **Homelessness**

The Penn Manor School District seeks to ensure educational stability and success for homeless students. The district will ensure that homeless students have access to the same educational programs and services provided to other district students.

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

- Sharing the housing of other persons due to loss of housing or economic hardship
- Living in motels, hotels, trailer parks, or camping grounds due to lack of adequate alternative accommodations
- Living in emergency, transitional, or domestic violence shelters
- Living in public or private places not designed for or ordinarily used as regular sleeping accommodations for human beings
- Living in cars, parks, public spaces, abandoned buildings, substandard housing, transportation stations, or similar settings
- Living as runaway children
- Abandoned or forced out of homes by parents/guardians or caretakers
- Unaccompanied youth – any child not in the physical custody of a parent/guardian

Students deemed homeless have the rights to:

- Immediate school enrollment
- Enroll in the local school where they are living, or remain in their original school
- Receive transportation to their original school, if requested
- Receive free breakfast and lunch

For questions, contact the Penn Manor School District Homeless Liaison, Jerry Egan, at [jerry.egan@pennmanor.net](mailto:jerry.egan@pennmanor.net) or (717)872-9500.

## 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 outlining the incident. 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 not allowed to attend their places of employment during school hours.

Reasons for out-of-school suspension 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**

- 1<sup>st</sup> offense - Saturday School (5 hrs. detention), parental conference required
- 2<sup>nd</sup> offense - Immediate loss of parking pass, 2 Saturday Schools (10 hrs. detention), parental conference required
- 3<sup>rd</sup> 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
- 4<sup>th</sup> day - 1 hour detention, meeting with an administrator
- 5<sup>th</sup> day - 2 hours detention, meeting with an administrator, and loss of parking privileges
- 6<sup>th</sup> day - Saturday School (5 hrs. detention), meet with an administrator
- Additional unexcused/unlawful absences will result in further disciplinary action

#### **Tardy to Class**

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

#### **Unexcused Tardiness to School (15 minutes or less)**

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

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

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

#### **Unexcused Tardiness to School (Over 60 min.)**

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

### **Attendance Forgery**

- Regardless of student age, all excuses and permission slips must be signed by a legal guardian.
- Forgery will result in a meeting with administration and disciplinary action.

### **Bus/Transportation**

- If misbehavior occurs on a school bus, school administrators will use their discretion to determine appropriate disciplinary measures. Consequences may vary for students depending on 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 action, which may include lunch detention and out-of-school suspension (OSS).

### **Cell Phone/Personal Electronic Devices (PEDs) Violation**

- **Expectations for Use:** Students are expected to adhere to the following guidelines regarding Personal Electronic Devices (PEDs) during school hours and at school-sponsored events:
- **Prohibited Uses:**
  - **During School Hours:** You must not use PEDs during instructional and non-instructional times, including homeroom, study halls, lunch periods, and between classes, unless a teacher or school administrator explicitly permits it for instructional purposes.
  - **Restricted Locations:** Do not use PEDs in locker rooms, lavatories, or the nurse's office for any reason.
  - **Unauthorized Recording:** Do not engage in unauthorized audio or video recording of another person during the school day.
  - **Bullying/Harassment:** You must not use PEDs to bully, harass, or threaten another person in violation of school district policies and rules.
  - **Inappropriate Images:** Do not use PEDs to take, display, or transfer video images depicting nude or partially nude individuals. (If you receive such images and are not involved in their creation or distribution, you may report this activity to school officials without violating this policy.)
- **Permissible Uses:**
  - **Instructional Purposes:** You may use PEDs in the classroom for instructional purposes only if you have prior permission from the teacher or building administrator.
  - **Outside School Day:** You may use PEDs outside of the school day, as long as this use does not disrupt school activities, violate any of the prohibited uses listed above, violate state or federal law, or violate any other school policy or directive related to interscholastic athletics, extracurricular activities, or school-sponsored trips.
  - **Emergency Services (Volunteer):** If you are a member of a volunteer fire company, ambulance, or rescue squad, you may use PEDs during the school day exclusively for emergency calls, provided you have prior permission from your building principal.
  - **IEP/504 Plans:** If you have an Individualized Education Plan (IEP) or Section 504 plan, you may use a PED during the school day if your authorized plan expressly allows it for instructional purposes, and the device is used consistent with the plan's stated purpose.
  - **Athletics/Extracurriculars:** Coaches and activity sponsors have the discretion to regulate and limit your use of PEDs while participating in interscholastic athletics, extracurricular activities, and school-sponsored trips.
  - **Emergency Situations:** Notwithstanding other rules, PEDs may be used at any time to respond to or report an emergency situation.
- **Loss or Damage**
  - Students are solely responsible for the safe storage of any personal electronic devices they choose to bring to school. The school district will not be liable or responsible for the loss or damage to any PED a student brings to school, interscholastic athletics events, extracurricular activities, or school-sponsored trips, nor for any financial loss stemming from the confiscation of a PED due to a policy violation.
- **Consequences of Policy Violations**
  - 1<sup>st</sup> 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.
  - 2<sup>nd</sup> offense - Cell phone/technology device will be confiscated and turned in to the main office. Two hours of detention will be assigned. Parent meeting will occur.
  - 3<sup>rd</sup> offense and beyond - Cell phone/technology device will be confiscated and turned in to the main office. Student will be assigned discipline consequences based on administrative discretion, which may include out-of-school suspension.

**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**

- 1<sup>st</sup> offense - 2 hours detention
- 2<sup>nd</sup> offense - Saturday School
- 3<sup>rd</sup> offense - 2 Saturday Schools, parental conference required; subsequent referrals may result in OSS

**Cyberbullying/Bullying**

- 1<sup>st</sup> offense - Conference with students involved; detention or immediate suspension
- 2<sup>nd</sup> 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 made by the student.

**Disrespect Towards Authority, Failure to Follow a Directive**

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

**Dress and Grooming - Inappropriate Attire**

- 1<sup>st</sup> offense - Turn inside out or remove/change nonconforming clothing
- 2<sup>nd</sup> offense – 1 hour detention and remove nonconforming clothing
- 3<sup>rd</sup> 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 action

**Fighting/Physical Altercation**

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

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

**Handbook Violation**

- 1<sup>st</sup> offense - 2 hours detention
- 2<sup>nd</sup> offense - 2 hours detention and notify parent

**Obscenity Directed Toward a Staff Member**

- 1<sup>st</sup> 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)

- 1<sup>st</sup> offense - 1 hour detention
- 2<sup>nd</sup> offense - 2 hours detention
- 3<sup>rd</sup> 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 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 & Vaping Product Possession, Use, & Suspicion**

- 1<sup>st</sup> offense - Product confiscated, SAP and educational services offered, up to a 1-day OSS/ISS, a letter mailed home, and a citation of \$50.
- 2<sup>nd</sup> offense - Product confiscated, SAP and educational services offered, OSS up to 3 days based on administrative discretion, citation of \$50, parent/guardian conference, letter mailed home
- 3<sup>rd</sup> offense - Product confiscated, SAP and educational services offered, OSS up to 5 days based on administrative discretion, administrative/informal hearing, behavior support plan developed, citation of \$50, letter mailed home
- 4<sup>th</sup> offense - Product confiscated, citation of \$50, SAP and educational services offered, 10-day OSS, informal hearing, Judicial Review or Superintendent hearing

**Unauthorized Student Areas**

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

**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. – 2:45 p.m.

<b>Block 1</b>	7:40	-	9:00
<b>Block 2</b>	9:05	-	10:28
<b>Tutor/Flex</b>	10:33	-	11:16
Lunch A	11:21	-	11:51
<b>Block 3</b>	11:55	-	1:15
<b>Block 3</b>	11:21	-	11:55
Lunch B	11:59	-	12:29
<b>Block 3</b>	12:33	-	1:15
<b>Block 3</b>	11:21	-	12:41
Lunch C	12:45	-	1:15
<b>Block 4</b>	1:20	-	2:40
Announcements	2:40	-	2:45
Buses Depart			2:52

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

<b>Block 1</b>	7:40	-	8:31
<b>Block 2 + 5 Min.</b>	8:36	-	9:30
Breakfast A	9:35	-	10:05
<b>Block 3</b>	10:09	-	11:21
<b>Block 3</b>	9:35	-	10:09
Breakfast B	10:13	-	10:43
<b>Block 3</b>	10:47	-	11:21
<b>Block 3</b>	9:35	-	10:47
Breakfast C	10:51	-	11:21
<b>Block 4</b>	11:26	-	12:17
Announcements	12:17	-	12:20
Buses Depart			12:27

### Two-Hour Delay Schedule 9:40 a.m. – 2:45 p.m.

<b>Block 1</b>	9:40	-	10:39
<b>Block 2 + 5 Min.</b>	10:44	-	11:46
Lunch A	11:51	-	12:21
<b>Block 3</b>	12:25	-	1:37
<b>Block 3</b>	11:51	-	12:25
Lunch B	12:29	-	12:59
<b>Block 3</b>	1:03		1:37
<b>Block 3</b>	11:51	-	1:03
Lunch C	1:07	-	1:37
<b>Block 4</b>	1:42	-	2:41
Announcements	2:41	-	2:45
Buses Depart			2:52

## Detention and Saturday School Schedule

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