

# **Penn Manor School District**

**(717) 872-9500**

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



## **Middle School Student Handbook**

### **Code Conduct**

**2019-2020**

#### **Manor Middle School and Marticville Middle School**

**Middle School Office Hours: 7:00 a.m. - 3:30 p.m.**

**Student Hours: 7:30 a.m. - 2:30 p.m.**

**Sapphire grades and attendance: <http://sapphire.pennmanor.net/>**

**Please notify the school regarding changes in home address, telephone numbers and e-mail address.**

# PENN MANOR SCHOOL DISTRICT

2019-2020

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

(717) 872-9500

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

## Board of Directors

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Dr. Richard L. Frerichs  
Mr. Joseph G. Fullerton  
Mrs. Nickole L. Nafziger

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## Central Administration

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

Superintendent of Schools  
Assistant Supt. for Secondary Education  
Assistant Supt. for Elementary Education  
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.

**Manor Middle School**  
2950 Charlestown Road  
Lancaster, PA 17603  
(717) 872-9510

<http://blogs.penmanor.net/manor/>



**Marticville Middle School**  
356 Frogtown Road  
Pequea, PA 17565  
(717) 284-4135  
(717) 291-9854

<http://blogs.penmanor.net/marticville/>



**Manor Middle School  
Office Staff**

Principal	<a href="#">Dr. Dana Edwards</a>
Asst. Principal	<a href="#">Dr. Scott Keddie</a>
Counselor	<a href="#">Mrs. Danielle Rogers</a>
School Nurse	<a href="#">Mrs. Gretchen Ayers</a>
School Psychologist	<a href="#">Mrs. Jennifer Smyth</a>
School Secretary	<a href="#">Mrs. Valerie Bosso</a>
Secretary	<a href="#">Mrs. Becky Cotich</a>

**Manor Middle School  
Team Leaders**

Grade 7 Blue Team Leader	<a href="#">Mrs. Carrie Aukamp</a>
Grade 7 Green Team Leader	<a href="#">Mrs. Connie Jackson</a>
Grade 8 Blue Team Leader	<a href="#">Mrs. Maricia Kligge</a>
Grade 8 Green Team Leader	<a href="#">Mrs. Jennifer Ennis</a>

**Manor Middle School  
Student Assistance Program (SAP) Team**

Principal	Dr. Dana Edwards
Assistant. Principal	Dr. Scott Keddie
Nurse	Mrs. Gretchen Ayres
School Counselor	Mrs. Danielle Rogers
Social Worker	Mrs. Keila Torres
Teacher – Grade 7/8	Mr. Curt Elledge
Teacher – Grade 8	Mrs. Jenn Ennis
Teacher – Grade 7	Mrs. Connie Jackson
Teacher – Grade 8	Mrs. Maricia Kligge
Teacher – Grade 7	Mrs. Kathy Kirk
Teacher – Grade 7/8	Mr. Steve Kramer
Teacher – Grade 7/8	Ms. Amy Niemkiewicz
Teacher – Grade 8	Mrs. Elizabeth Muehlbach
Teacher – Grade 7	Mr. Tom Reustle
Teacher – Grade 8	Mrs. Colleen Sohl
Teacher – Grade 7	Mr. Chris Telesco
Teacher – Grade 7	Mr. Daryn Vinson
Para-educator – Grade 7/8	Mrs. Karen Bierly
Para-educator – Grade 7/8	Mrs. Amy Smith

**Marticville Middle School  
Office Staff**

Principal	<a href="#">Mrs. Christine Smith</a>
Dean of Students	<a href="#">Mr. Ken Webster</a>
Counselor	<a href="#">Mr. Adam Brown</a>
School Nurse	<a href="#">Mrs. Gretchen Ayers</a>
School Secretary	<a href="#">Mrs. Doris Long</a>
Secretary	<a href="#">Mrs. Dottie Bleacher</a>

**Marticville Middle School  
Team Leaders**

Blue Team Leader	<a href="#">Mrs. Christine McKnight</a>
Gold Team Leader	<a href="#">Mr. Brad Aungst</a>
Green Team Leader	<a href="#">Ms. Deb Goodhart</a>

**Marticville Middle School  
Student Assistance Program (SAP) Team**

Principal	Mrs. Christine Smith
Dean of Students	Mr. Ken Webster
Administrative Assistant	Mrs. Dorothy Bleacher
School Nurse	Mrs. Gretchen Ayres
School Counselor	Mr. Adam Brown
School Psychologist	Mrs. Lisa Collins
Social Worker	Mrs. Keila Torres
Teacher – Grade 7/8	Mr. Steve Evans
Teacher – Grade 7	Mrs. Erika McLaughlin
Teacher – Grade 7	Mr. Brett Sheaffer
Teacher – Grade 7/8	Mr. Zachary Starry
Para-educator – Grade 7/8	Mrs. Sue Wickstrom

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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. Our District requests that parents contact the school to make the school aware when your child is ill and will not be at school.

#### 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 Manor and Marticville Middle School's 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 unlawful.
- 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 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.
- 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.

#### Academic Content

Students in Grades 7 and 8 have year-long classes that include Math, Reading, English, Science and Social Studies. Students in Grade 7 participate in a variety of cultural arts classes, such as Computer, Applied Engineering and Technology Education, Music, Art, and Health and Physical Education. Students in Grade 8 participate in Computer, Applied Engineering and Technology Education, Physical Education, Art and Family and Consumer Science.

#### 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 may be considered unexcused absences.

### **Athletic Eligibility**

Students who participate in school-sponsored sports must meet academic eligibility requirements. Students must maintain a grade of "C" or higher. The office will inform students who have not met the eligibility requirements.

- Students with a "D" in a class must receive additional support in the content area for each "D" and must have a parent/guardian's signature on the eligibility notification.
- Students with one or more "Fs" must receive additional support in the content area for each "F" and are ineligible to participate in any games or meets for one week. In addition, the parent/guardian's signature must be recorded on the eligibility notification.

### **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.

### **Breakfast and Lunch Program**

School breakfast and lunch are provided for students who wish to purchase a meal or beverage. Students may purchase their lunch or pack their own. Penn Manor School District offers mySchoolBucks, a convenient, on-line service that allows parents to securely pay for their child's meals using their credit/debit card or an electronic check. Parents may opt to 1) set up recurring payments, 2) track and review meal purchase history, and 3) create low balance alerts. For more details, register at <https://www.myschoolbucks.com/>

### **Bus/Transportation/Parent/Guardian Drop-Off Request**

Buses provide eligible students transportation to-and-from school only. The transportation coordinator assigns a specific bus for students. Students must ride the bus to which they have been assigned 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.

Parents/Guardians who wish to drive their child to school and drop them off daily as opposed to using school bus transportation must notify the school. Parent/guardian(s) must send a note to the school office that indicates the name of the student, the parent/guardian, the duration of the time that the student will travel to-and-from school by private car and record their signature. This note will be retained on file in the school office.

### **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.
- 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 paying is considered theft. Theft/stealing will be referred to the police for prosecution and may result in disciplinary action.

### **Change of Address**

If parents relocate within the Penn Manor School District, they must complete a change of address form and provide new proof of residency as well as photo identification to the district registrar. For convenience, please drop off these documents at any school. If a family has children in more than one Penn Manor school, inform the office secretary of the names of other children in the family. Parents must contact the school as soon as they know they are ready to move in order to schedule an appointment. New busing arrangements will be provided by the Transportation Coordinator within five (5) days after the move.

### **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. All clothing must cover the torso and undergarments. Shorts, pants, skirts and dresses must extend to at least the mid-thigh.

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

- Hats, hoods, headbands, all other head covering worn inside of buildings.
- 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.
- 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.

## Field Trips

With administrative approval, field trips that supplement curriculum may be scheduled during the year by individual teams. All students are encouraged to go on field trips, however, students must meet the criteria to attend:

- Satisfactory academic progress
- Satisfactory behavioral conduct
- Satisfactory attendance
- Specific criteria established by the middle school team and school administration

## Grading Systems

Report cards are posted to Sapphire four times per year. Parents are encouraged to access Sapphire to view their child's progress and homework completion frequently. Manor and Marticville Middle Schools recognize students' scholastic achievement through the Honor Roll, which are published at the end of each marking period. The following grades are used to evaluate all subject areas:

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	
M – Medical	

## 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 may not share lockers. Students do not have an expectation of privacy in their lockers; all lockers may be subject to inspection by the school administration. See this policy for more details.

## Obligations

All district materials used throughout the year, such as technology and textbooks, must be returned to the school in good condition at the conclusion of each school year. If items are not returned in good condition, students will be responsible to pay for the replacement as an obligation. Unpaid middle school obligations will transfer to the high school.

- **Library Books** – If students have an overdue or lost library book, they need to report it and pay for the cost of the replacement.
- **Class Materials** – Payment for classroom materials that are lost or damaged must be paid at the conclusion of the school year. Homeroom teachers maintain a record of each student's personal obligations. Failure to satisfy the obligation may result in additional administrative consequences.
- **Technology** – Students using technology provided by the school must care for it properly. School computers should be carried to-and-from school in the bag provided by the district for its protection.
- If technology is returned in disrepair, students and their parents will be held responsible for its damage and repair cost.
- **Textbooks** – Textbooks issued at the beginning of each semester are the property of Penn Manor School District. Students must pay for the loss of a textbook or its excessive wear-and-tear by the end of the school year.

## Physical Education

The Department of Education mandates that all students participate in physical education classes. Any student unable to participate in Physical Education due to physical limitations must provide a doctor's note and may be placed in an adaptive program.

- Students should dress appropriately for class in order to participate. Warm outer-clothing is recommended for spring and fall activities that take place outdoors.
- Students are encouraged to bring a small bag to carry physical education clothing to-and-from school. When they change in the locker room, students are encouraged to place their personal items in a gym locker.
- Students may provide their own combination lock for the locker to prevent theft of personal items.

## Plagiarism

Plagiarism is prohibited and students will receive consequences if plagiarism has occurred. It dishonestly represents someone else's work as their own.

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.

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

Penn Manor School District 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.

- Retention – A student will be considered for summer school and/or retention if either of these conditions exists:
  - Failure of two (2) academic core subjects (Reading, English, Math, Science, Social Studies)
  - Failure of one (1) academic core subject (listed above) and two cultural arts subjects

## Sapphire (Student Information System)

Students may access Sapphire, the student information system, to view their academic progress and attendance records. Parents/guardians may create their own log-in to view their child's account. Parents/guardians may access <https://sapphire.pennmanor.net/parent> Click on the "Parent Portal Application and Acceptable Use Policy Form" link. Parents will be required to accept the login policy and complete an online account application. Use "comets" as the keyword to access the application form.

Parent account holders may choose to set-up email notifications when teachers have posted grades that indicate academic concerns through the Account Info/Parent Preferences. The District will not disclose a username or password information. Parents or students who have lost their password must stop by the middle school main office to have their password reset. Parents may be asked to produce proper identification to retrieve their child's account information. Please note that parents can also access multiple children in the same family under a single log-in.

## School Delay or Closure Notification

The district utilizes several forms of communication when school is delayed or closed due to emergencies or inclement weather. Notification of updates are available on the Penn Manor School District's website, Penn Manor app or through the District's emergency alert system. Various local television and radio stations also report this information. Parents/guardians must provide the district with accurate telephone and e-mail addresses in order to receive all notifications. The District posts the notification updates on <http://www.pennmanor.net>

## School Nurse

[SB Policy 203](#)

**(Immunizations & Communicable Diseases Policy)**

[SB Policy 209](#)

**(Exam and Screening)**

[SB Policy 210](#)

**(Medication)**

[SB Policy 210.2](#)

**(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 7-8. 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](#)**

Middle 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 or administrator.

### **Student Assistance Program (SAP)**

The Student Assistance Program (SAP) is a state mandated program designed to identify and support students who may experience academic, social and emotional challenges. Each secondary school has trained staff that participate in SAP referrals. Contact any school administrators or staff member to make a SAP referral.

### **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 middle 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 at the end of the school year.

### **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.

## 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.

**Classroom Misbehavior** – Classroom teachers and/or team teachers will assign consequences for classroom misbehavior. Consequences may include:

- Warning
- Conference with student
- Phone call or conference with parents
- Contract for behavioral improvement
- Assigned a lunch detention
- Assigned after school detention; Parents must provide transportation
- In-school suspension

**Social Probation** – Students with ongoing behavioral problems may be prohibited from attending school functions, such as dances, assemblies, field trips, athletic competitions 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.

**Due Process** - Students who repeatedly violate school rules and accumulate internal or external suspensions may face additional disciplinary action, which include a referral to the Penn Manor School Board Judiciary Committee and may include expulsion, due process will be provided to the student in accordance with the Penn Manor School District's disciplinary procedures.

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

### **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.

### **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.

### **Cyberbullying/Bullying**

- Conference with both sides
- Suspension, parental contact, and possible police involvement

### **Defacing School Property**

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

### **Disrespect To Authority, Failure to Follow a Directive**

- Discipline action depending on severity, parental conference may be required

### **Dress and Grooming - Inappropriate Attire**

- If students are unable to change clothes, school administration will make every attempt to provide an appropriate garment.
- Students who refuse to comply will be retained in the office for the rest of the day

### **Fighting/Physical Altercation**

For fighting/physical altercation, Manor/Marticville Middle 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; an administrative hearing with parent and student
- 3<sup>rd</sup> offense - 5-10 days OSS and administrative hearing with parent and student
- 4<sup>th</sup> offense - 10 days OSS and administrative hearing and possible Judicial Review

### **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**

- 1<sup>st</sup> 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.
- 2<sup>nd</sup> offense: Will result in confiscation, parent conference and a \$25.00 fine.
- 3<sup>rd</sup> offense: Confiscation, parent conference, 3 days out of school suspension and a \$25.00 fine.
- 4<sup>th</sup> 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**

- 1<sup>st</sup> offense: Parent letter and a \$25.00 fine
- 2<sup>nd</sup> offense: Parent conference and a \$50.00 fine
- 3<sup>rd</sup> offense: Parent conference, 3 days out of school suspension and a \$50.00 fine
- 4<sup>th</sup> 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**

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

### **Weapons Policy Violation**

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