

**Manor Middle School
and
Marticville Middle School**



Penn Manor School District
www.pennmanor.net

Middle School Office Hours: 7:00 a.m. - 3:30 p.m.
Student Hours: 7:30 a.m. until 2:30 p.m.

Manor Middle School
2950 Charlestown Road
Lancaster, PA 17603
(717) 872-9510
Dr. Dana J. Edwards, Principal

Marticville Middle School
356 Frogtown Road
Pequea, PA 17565
(717) 284-4135 or (717) 291-9854
Mrs. Christine Smith, Principal

Sapphire:

Parents and students may access student grades and attendance records at the following website: <http://sapphire.pennmanor.net/>

Manor Middle School Blog: <http://blogs.pennmanor.net/manor/>

Marticville Middle School Blog: <http://blogs.pennmanor.net/marticville/>

Manor Middle School

Principal: [Dr. Dana Edwards](#)
Asst. Principal: [Mr. Jerrell Birch](#)
Counselor: [Mrs. Danielle Rogers](#)
School Nurse: [Mrs. Gretchen Ayers](#)
School Secretary: [Mrs. Valerie Bosso](#)
Secretary: [Mrs. Amanda McComsey](#)

Grade 7 Blue Team Leader: [Mrs. Carrie Aukamp](#)
Grade 7 Green Team Leader: [Mrs. Connie Jackson](#)
Grade 8 Blue Team Leader: [Mrs. Maricia Kligge](#)
Grade 8 Green Team Leader: [Mrs. Jenn Ennis](#)

Marticville Middle School

Principal: [Mrs. Christine Smith](#)
Dean of Students: [Mr. Ken Webster](#)
Counselor: [Mr. Adam Brown](#)
School Nurse: [Mrs. Gretchen Ayers](#)
School Secretary: [Mrs. Doris Long](#)
Secretary: [Mrs. Dottie Bleacher](#)

Blue Team Leader: [Mrs. Chris McKnight](#)
Gold Team Leader: [Mr. Brad Aungst](#)
Green Team Leader: [Ms. Deb Goodhart](#)

Manor Middle School SAP Team

Principal Dr. Dana Edwards
Asst. Principal Mr. Jerrell Birch
School Nurse Mrs. Gretchen Ayers
Health Room Nurse Mrs. Tia Laughman
School Counselor Mrs. Danielle Rogers
Social Worker Ms. Keila Torres
School Psychologist Mrs. Jen Smyth
Teacher Mrs. Karen Bierly
Teacher Mr. Curt Elledge
Teacher Mrs. Jenn Ennis
Teacher Ms. Courtney Napiltonia
Teacher Mrs. Connie Jackson
Teacher Mrs. Maricia Kligge
Teacher Ms. Amy Niemkiewicz
Teacher Mrs. Elizabeth Muehlbach
Teacher Mr. Tom Reustle
Teacher Mrs. Colleen Sohl
Teacher Mr. Chris Telesco
Teacher Mr. Daryn Vinson
Teacher Mrs. Melissa Zongolowicz

Marticville Middle School SAP Team

Principal Mrs. Christine Smith
School Nurse Mrs. Gretchen Ayres
School Counselor Mr. Adam Brown
Social Worker Mrs. Keila Torres
Teacher Mr. Steve Evans
Teacher Mr. Brett Sheaffer
Dean of Students Mr. Ken Webster
Paraprofessional Mrs. Sue Wickstrom

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Penn Manor School District Mission Statement

The Penn Manor community will work collaboratively to help students define and achieve their academic and life goals.

Penn Manor School District Vision Statement

Penn Manor School District: A better community...one student at a time.

Penn Manor Middle School Philosophy

Penn Manor School District is committed to the intellectual, social, moral, and emotional growth of all middle school students. It is our goal to provide an engaging student-centered environment and school culture that respects all students and staff. We are a community of learners! It is our goal to provide a well-rounded education for middle school students that will help them to become contributing members of society. Middle schools provide our students with academic content that will help them succeed in a global society. Administrators and teachers are student-focused and create a positive and nurturing school environment to enhance their academic and social experiences, as well as acknowledge each student's personal strengths and promote future success.

- **Academic Integrity**

Penn Manor Middle Schools hold high expectations for students' academic excellence. Activities are provided for students to be engaged, active, productive learners. Students must demonstrate academic integrity by completing and submitting work that is entirely your own. This includes thoughts, written words, ideas, images, data, and concepts. Academic integrity properly gives credit to others when their words or works are used, without plagiarizing or cheating when completing work. Students must adhere to academic integrity expectations or will be referred to administration for consequences for their actions.

- **Instructional Content**

Students in Grades 7 and 8 are offered core courses during their middle school experiences: Math, Reading, English, Science, and Social Studies. The seventh-grade cultural arts rotations consist of Physical Education/Health, Art, Music, Computer Technology, and Technology Education. The eighth-grade cultural arts rotations consist of Physical Education/Health, Art, Computer Technology, Technology Education and Family and Consumer Science. Each middle school provides an activity period, which may include chorus, orchestra, band and other activities that will support interests or academic instruction.

- **Character Traits**

At the middle school level, students are developing character traits that they will need for life success. Character is a personal set of rules that defines an individual's integrity through their thoughts and actions. Character could be defined as how we choose to act, think, react to challenge, respect others and their property. Penn Manor Middle School students must strive to be good representatives of themselves and of their school. We promote active citizenship and emphasize these traits throughout the middle school experience to make our school culture consistent:

Compassion, cooperation, courteous, fair, honest, respectful, responsible, tolerant, and self-disciplined.

Compassionate	Be kind and empathetic to others in order to understand their perspective in life.
Cooperative	Be willing to work with all people in order to accomplish things you need to do.
Courteous	Be thoughtful and polite to all people, because it is the right thing to do.
Fair	Be trustworthy, and willing to do your part in all you do.
Honest	Be honest and prepared to speak the truth in kindness.
Respectful	Be considerate towards all people in your conversation and actions.
Responsible	Be accountable for your own actions and learning.
Tolerant	Be understanding and appreciate all people.
Self-discipline	Be determined to prioritize your academic and personal goals.

General Information

Absence from School Procedures - In the event of an illness, a death in the immediate family, quarantine, or for exceptional reasons determined to be urgent by the school authorities, students will be excused for an absence. Parents/guardians should contact the school by 8:00 a.m. to inform them of the reason for the child's absence and possible duration of the illness/exceptional reason. If your child is absent from school, parents/guardians will receive an automated phone call for the purpose of notification of your child's absence.

- **Excuse Notes** - Students must bring an excuse note within three days that states the date of the absence, the reason for the absence and signature of the parent/guardian. If an excuse note has not been returned within three days, the absence will be recorded as an unlawful absence.
- **Make-up Work** - If a child will be absent for an extended period of time, parents should contact the school office to request assignments, books/materials and arrange a time to pick them up. All school work missed during the period of absence must be completed after returning to school. Upon return to class, students must make arrangements immediately with each teacher or it will be considered incomplete.
- **Excessive Absences** - If any student has excessive absences, the school may require a physician's statement whenever future absence occurs. Written notification for this requirement will be sent to the parent or guardian. Students with excessive absences may be recommended for a Student Attendance Improvement Plan to support them with their academic success.

Breakfast and Lunch Program

School breakfast and lunch are provided each day at no cost to students for the 2021-2022 school year. Students may also pack their lunch. Students who wish to purchase additional items may do so using cash or 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/> Note that food, gum, or drinks are not permitted in school classrooms without prior approval from administration.

Calendar

For the most up-to-date calendar information, please access the district website:

<http://www.pennmanor.net/district/calendar/>

Change of Address

If parents are relocating within the Penn Manor School District borders, they will need to 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 and sign the paperwork at your child's school. If a family has children in more than one Penn Manor school, simply choose the school most convenient to you, and inform the office secretary of the names of your other children. We encourage parents to contact the child's school as soon as you know you are moving to schedule your change of address appointment, as we do not guarantee new busing arrangements for five (5) school days. The district will notify the transportation director of this status. The district registrar can be contacted at (717) 872-9500.

Counseling Services

School counselors provide services for middle students in academic and career-related explorations, as well as personal, social, and peer-related challenges they may encounter. In addition, school counselors also work with students in small groups or within the classroom setting.

Health Services, Screenings and Basic First Aid - Height, weight and vision screenings take place on a yearly basis. In seventh grade, hearing and scoliosis screening are conducted. If a student does not meet the standards required when screening is conducted, he/she will be referred to a physician for further testing and possible corrections. Health room personnel may not diagnose or treat illnesses or injuries other than providing basic first aid for incidents that occur during school hours.

Medications – A parent/guardian adult must bring the student's medication(s) to school and must pick up any unused medications. Students may not transport medications except for asthma inhalers, emergency medications, and prescription eye drops with the written permission of the physician and parent/guardian. All medications brought to school must be locked in the health room. The school health room does not purchase generic medication to provide for students. Any medication left in the nurses' office at the end of the school year will be discarded. Please call the nurses' office to make arrangements to pick up medication before the end of the year.

The Pennsylvania Public School Code, Section 1414.2(g) allows parents/guardians to request an exemption to the administration of an epinephrine auto-injector for their student. 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.

Medication Administration - All medication and medication dosages taken under the supervision of the school nurse must be consistent with product labeling and comply with current recommendations of the American Academy of Pediatrics. Health room personnel may not give prescription medication unless there is a written order by the physician and the medication is in the original pharmacy container. If parents request that "over-the-counter" medication be given to their child, the medication must be in the original container and accompanied by a note with the date that specifies the dosage, instructions for administration, parent contact number, and bear the parent/guardian signature.

Sapphire (Student Information System) - Penn Manor School District utilized Sapphire as the student information systems utilized by the Penn Manor School District to personal information, record academic grades, report cards, attendance and other important information. Each student has a personal log-in to use for access to check their grades.

- **Parent Login Accounts** – Parents/guardians may wish to create a private login separate from their child’s account. Parents 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 fill out an online account application and enter the "keyword" to access the application form. The keyword is “**comets**”. Parents must fill out the form electronically, sign it and mail to the following address for verification:

Penn Manor School District
Attn: Sapphire Administrator
2950 Charlestown Road
Lancaster PA 17603

Once received, the Sapphire administrators will validate the application and send an e-mail informing that the parent login account has been activated. Parent account holders may choose to setup email notifications when teachers have posted grades and/or grades indicate academic concerns. This feature is available under Account Info/ Parent Preferences. Please note that parents have the option to bundle multiple students in the same family together under one login.

- **Lost Passwords** - For security reasons, the district will not disclose a username or password information over the phone or via email. Parents or students who have lost their passwords may stop by the middle school main office to have the password reset. Parents may be asked to produce proper identification to retrieve their student's account information.

Pre-planned Trips - Any student who will be absent from school due to vacation trip, hunting, fishing, etc. with their parents should pick up a Pre-planned Educational Trip Form in the office and return it properly filled out **at least two weeks before** leaving on the trip.

School Delay or Closure Notification - The district provides several forms of communication when school is delayed or closed due to emergencies or inclement weather. Penn Manor School District posts the notification updates on the school website as well as provides a text-message and phone call through an emergency alert system to the emergency contact number for each parent/guardian. Various local radio and television stations also report this information. Parents/guardians must provide the district with accurate and updated telephone and e-mail addresses in order to receive all notifications. Parents/guardians may view the district website for notification updates at <http://www.pennmanor.net/>

Student Assistance Program (SAP)

The Student Assistant Program (SAP) is a state mandated program designed to identify and support students who may be at-risk for problems that affect their learning. Each secondary school has trained staff that participate in SAP referrals. Referrals to SAP may be made by contacting any school administrator or staff member.

Tardiness - Students must arrive each day on time. If a student arrives at their homeroom or first period class after the 7:40 a.m. bell has rung, he/she will be considered tardy and will be sent to the office. Detention may be assigned for each tardy to class. If a student is excessively tardy to class, they may be placed on a “Tardy Contract” that results in further disciplinary consequences.

School Expectations

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 do not meet the eligibility requirements.

- Students with “D’s” must have an hour of tutoring for each “D” and must have a parent signature on the eligibility paper.
- Students with “F’s” must have an hour tutoring for each “F” and are ineligible to participate in any games or meets for one week.

Backpacks - Students may bring backpacks to-and-from school each day to transport personal and school-related items. Students will be permitted to carry their backpacks and items as they transition throughout the day for the 2021-2022 school year.

Dress Code - (SB 221) School staff and administration shall direct students to comply with the school dress code policy and shall not interfere with students’ rights to select their school apparel, at school and during school sponsored activities and events, except when their choices disrupts the educational environment, violates district policy, infringes on the health and safety of others, or the school property. It is the responsibility of the parents/guardians and the students to ensure that students arrive at school wearing appropriate attire. Students and their parent/guardian(s) will be notified of any dress code violation that may disrupt the educational environment, infringe on the health and safety of others and/or school property. A student who refuses to comply with the directive will receive disciplinary consequences. Prohibited items will be confiscated and retained in the school office until the conclusion of the day.

- Articles of clothing that may damage school property or impact the health, safety and welfare of the school community.
- Clothing, jewelry or any other attire may not advocate the use of alcoholic beverages, drugs, or other illegal behavior, lewd, profane or obscene language or messages, and messages that disrupt the educational environment or impact the safety of the school community.
- Messages of expression that advocate violence and mayhem, criminal behavior or that harassment and/or intimidate others.

Field Trips - Field trips may be scheduled by individual teams to complement the curriculum with prior approval from administration. A class field trip may be planned; however this will vary from year to year. All students are encouraged to go on field trips; however, students must meet the criteria for these requirements:

- Satisfactory academic progress
- Satisfactory behavioral conduct
- Satisfactory attendance
- Cooperative and positive attitude
- In addition, teams will establish specific criteria for student participation in each field trip in consultation with a principal.

Grading System - Report cards are issued four times a year or every nine weeks. Progress reports are sent home around the middle of each nine-week period. Parents and students are encouraged to access Sapphire to review homework completion and progress throughout the marking period to be aware of student progress and the report card final grades. Grades of A-B-C-D or F are used to evaluate all subject areas.

- A - Consistently Superior
- B - Above Average
- C - Average
- D - Below Average
- F - Failure

Honor Roll - Manor/Marticville Middle School recognizes student scholastic achievement through the honor roll by earning all A's and B's in their academic classes during that marking period. The honor

rolls are published at the end of each marking period. They are displayed in appropriate areas within the school. Each middle school will determine special recognition for students.

Locker Use – Lockers are the property of the Penn Manor School District. Any student locker used at any point may be searched if reasonable suspicion exists that illegal objects are contained within. Students **may not** share lockers.

Obligations – All district materials, such as technology and textbooks, used by students throughout the school year must be returned to the school in good condition at the end of each school year. If items are not returned in good condition, students will need to pay for the replacement as an obligation.

- **Library** - If students have an overdue or lost library book, they will need to report it and pay for the cost of replacement.
- **Class Materials** - Payment for classroom materials that are lost or damaged must be made at the end of the school year. Your homeroom teacher will maintain a record of your personal obligations. Failure to satisfy an obligation may result in additional consequences, such as, but not limited to, detention.
- **Technology** - Students who are administered technology materials during the school year must care for their technology. Students should bring their computer to-and-from school in the bag provided by the district. If technology is returned in disrepair, students and their parents will be held responsible for damages and repair costs.
- **Textbooks** - Textbooks issued at the beginning of each semester are the property of the 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.

Personal Property – Students are responsible for personal and school-issued items that they bring to school. School lockers are assigned for students to keep backpacks and personal items.

- **Lost-and-Found** - Each middle school has a “Lost-and-Found” located in their school. If a student finds an item they believe has been lost, they should take the item to the “Lost-and-Found” container. If students lose personal or school items, they should check to see if the item has been placed in the container frequently until they locate their lost item.
- **Stolen Items** - If students believe that their personal/school owned items have been stolen, they should report this to the main office. If items were stolen in class, students should notify a teacher and the teacher should notify the main office immediately.

Physical Education – PDE mandates that all students participate in physical education classes. Any student unable to participate in Physical Education because of physical limitations must provide a doctor’s excuse and may be placed in an adaptive program.

- Required clothes for physical education are necessary for the student to participate successfully. Warm outer-clothing is highly recommended for spring and fall activities.
- Students are encouraged to use 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 must provide their own combination lock for the locker to prevent theft of personal items.

Promotion and Retention – The District expects each student to progress academically and socially through new learning experiences. The school’s philosophy of education, its curriculum, and counseling program, the relationship between home and school, policies of promotion and student discipline provide both the parent and student with feedback about the student’s progress. A report card reflects all these components and involves the evaluation of each student’s personal progress.

- **Unsatisfactory Achievement** - When a student is in danger of being retained because of unsatisfactory achievement, the student’s school counselor or an administrator will notify the parents. The intent of these communications is to keep both student and parent/guardian informed. Parents are encouraged to access Sapphire, the student information system, to stay apprised of student progress and work with their child to ensure school work is completed and contact with content-level teachers in which students are failing.
- **Retention** - A student will be considered for summer school and/or retention if either of these conditions exists:
 - Failure of two (2) academic subjects meeting six (6) days per cycle.
 - Failure of one (1) academic subject meeting six (6) days per cycle and two (2) cultural arts subjects.

Student Recognition - Students are recognized throughout the school year for accomplishments in outstanding academic schoolwork and promoting citizenship. Student recognition may include the following: student of the month, bonus cards, and end-of-year achievement awards.

Technology One-to-One Student Technology Program -All students will be issued a computer as part of the “One-to-One Program.” The computer will be utilized by students for instruction and assignments in their classes. Students and parents are responsible for any damage or loss to the computer.

Technology Devices - Please note information regarding the use of other technology devices brought to school:

- **Cell Phones** - The use of cell phones is prohibited by middle school students during regular school hours. If a student chooses to bring a cell phone to school, it must be turned off and placed in their locker or book bag during regular school hours. Students may have their cell

phones confiscated if seen using them during the school day without teacher/administrator approval. Continued violation of the cell phone rule may result in more serious consequences.

- **Cameras and Recording Devices** - The use of cameras and recording devices, in school and on school buses, is strictly prohibited without prior approval from administration.
- **Electronic Devices** - Per district policy, the use of any electronic devices must be approved by school administration. This includes MP3 players, iPods, Kindles and any other devices. These devices may only be used in class with teacher permission.

Technology 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 child 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 recording 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.

Transportation Rules - Transporting students' safely to-and-from school each day and/or school-related activities is a high priority. Students will be advised of the expectations for conduct and safety when traveling on a school bus and must adhere to expectations. Please be advised, surveillance cameras are placed randomly on school buses to record audio and video and may be accessed by school administration. Bus drivers will communicate any inappropriate behavior to school authorities. Students who violate these rules may be removed from the bus.

- **Bus Stops** - Students have been assigned to designated bus stops by the Transportation Coordinator. Bus drivers must pick up and drop off students only at the student's designated stop.
- **Assigned Bus for Students** - Students may only ride school buses to which they have been assigned. Students may not get on at other stops. Exceptions to this rule are approved only in the event of an emergency. If a special request is necessary, parents must submit these special requests to the principal with at least 24 hours advance notice.
- **Private Car Riders and Parent/Guardian Drop-Off Request** - Parents who wish to drive their child to school and drop them off each day as opposed to using school bus transportation must notify the school. Parents should send a note to the school office that indicates the name of the student, parent/guardian, duration of the time that the student will travel to and from school by private car and signature. This note will be retained on file in the school office.

Behavioral Expectations

Classroom Misbehavior - Classroom teachers and/or team will assign consequences for classroom misbehavior, which may include disrespect to classmates, disrespect to teachers, rude comments,

classroom disruptions, lack of cooperation, excessive talking, restlessness, inattentiveness, lying, or cheating. Consequences for classroom misbehavior may include the following:

- Warning
- Conference with student
- Phone call or conference with parents
- Contract for behavioral improvement
- Assigned to teacher or team a lunch detention and/or after-school detention

Administrative Referrals - All other behavioral offenses may be referred to school administrators for investigation, parent consequences, and consequences, such as an administrative detention or suspension. Administrators will determine the final input for appropriate student disciplinary measures.

Administrative Detentions - Parents/guardians will be notified by the principal of the date of the administrative detention and provide transportation home on those dates at 3:30 p.m. Administrative detentions begin after school and are held until 3:30 p.m. Students with continued classroom problems, who have already been disciplined by the teacher or team, may be referred to a principal for administrative consultation, detention and/or suspension.

Administrative Suspension - Administrative suspensions (in school or out of school) will be assigned to students with on-going behavior concerns that cause disruption to the classroom, school environment and/or school safety. In-school suspension (ISS) occurs during school hours from 7:40 a.m. to 2:30 p.m. During their ISS, students are expected to complete classwork that will be provided by their teachers.

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. In the event that student conduct merits a school administration recommendation for a suspension or expulsion, due process will be provided to the student in accordance with the Penn Manor School District's disciplinary procedures.

Social Probation - Social probation is a consequence of misbehavior. While on social probation, students may be prohibited from attending school functions, such as dances, assemblies, athletic competitions, or other activities. School administration will provide guidance regarding any alteration to the criteria noted below. Social probation may result as a result of any of the following student actions:

- In-school suspension (ISS) 1st ISS = 4 weeks of social probation; 2nd ISS and subsequent ISS = 6 weeks of social probation
- Out-of-school suspension (OSS) = 9 weeks of social probation
- Misconduct at social events

- Blatant violation of school rules

School Board Policies

Penn Manor School District School Board Policies - For more information about the policies listed below, please see: <http://www.boarddocs.com/pa/pmnr/Board.nsf/Public>

Parents/guardians must sign a statement indicating that they have read the following three policies: Bullying and Cyberbullying Policy (SB249), Controlled Substances/Paraphernalia (SB227) and Weapons Policy (SB218.1). Brief descriptions of each policy are noted below.

Bullying and Cyberbullying Policy (SB249)

The bullying and cyberbullying policy can be located on the Penn Manor School District website:

<http://www.pennmanor.net/>

or <http://www.boarddocs.com/pa/pmnr/Board.nsf/Public>

Penn Manor School District strives to provide a safe, positive learning climate for all students. Therefore, it shall be the policy of the school district to maintain an educational environment in

which bullying and cyberbullying in any form are not tolerated. Bullying means an intentional electronic, written, verbal or physical act or series of acts directed at another student or students, faculty, or staff which occurs in a school setting and/or outside a school setting, that is severe, persistent or pervasive and has the effect of doing any of the following: Substantial interference with a student's education, creation of a threatening environment, substantial disruption of the orderly operation of the school. All forms of bullying and cyberbullying by school district students are hereby prohibited. Anyone who engages in bullying or cyberbullying in violation of this policy shall be subject to appropriate discipline as is outlined in the Code of Student Conduct.

Controlled Substances/Paraphernalia (SB227)

The controlled substances/paraphernalia policy can be located on the Penn Manor School District website: <http://www.pennmanor.net/> or <http://www.boarddocs.com/pa/pmnr/Board.nsf/Public>

The Board recognizes that the abuse of controlled substances is a serious problem with legal, physical and social implications for the whole school community. As an educational institution, the schools shall strive to prevent abuse of controlled substances. The Board prohibits students from using, possessing, distributing, and being under the influence of any controlled substances during school hours, at any time while on school property, at any school-sponsored activity, and during the time spent traveling to and from school and to and from school-sponsored activities. The Board may require participation in drug counseling, rehabilitation, testing or other programs as a condition of reinstatement into the school's educational, co-curricular or athletic programs resulting from violations of this policy. In the case of a student with a disability, including a student for whom an evaluation is pending, the district shall take all steps required to comply with state and federal laws and regulations, the procedures set forth in the memorandum of understanding with local law enforcement and Board policies. For the purposes of this policy, the term "controlled substance" means, 1) A controlled substance as defined by state and/or federal law; 2) A look-alike drug," which is any substance that has a stimulant, depressant, hallucinogenic effect on humans, or is or has been represented to be a controlled substance, stimulant, depressant or hallucinate; 3) A "designer or synthetic drug," which is any substance not identified in state or federal law as a controlled substance, but has a chemical structure and produces an substantially similar to that of a controlled substance. A synthetic drug includes both synthetic bath salts and synthetic cannabinoids; 4) A "mood altering substances," which is any solvent, inhalant, or other substance ingested or that may be ingested for the purpose of a stimulant, depressant, or hallucinogenic effect on human. A mood altering substance includes hemp oil, cannabinoid directives, or any pre-packaged concentrate, extract or oil used for inhalation via a vaporizer or e-cigarette device; 5) Anabolic steroids; 6) Alcoholic beverages.

Weapons Policy (SB218.1)

The weapons policy can be located on each student's laptop, in the school office or on the Penn Manor School District website: <http://www.pennmanor.net/> or <http://www.boarddocs.com/pa/pmnr/Board.nsf/Public>

The Board recognizes the importance of a safe school environment relative to the education process. Possession of weapons in the school setting is a threat to the safety of students and staff and is prohibited by law. A weapon shall be defined, but not limited to any knife, cutting instrument, cutting tool, nanchuku, firearm, shotgun, rifle, replica of a weapon, and any other tool, instrument or implement capable of inflicting serious bodily injury. Possession of a weapon shall be defined as a student's possession of a weapon when the weapon is found on the person of the student; in the student's locker; and under the student's control while on school property, on property being used by the school, at any school function or activity, at any school event held away from the school, or while the student is coming to or from school. The Board prohibits students from possessing and bringing weapons and replicas of weapons into any school district buildings, onto school property, to any school-sponsored activity, and onto any public vehicle providing transportation to school or a school-sponsored activity or while the student is coming to or from school. The Board shall expel for a period of not less than one (1) school year any student who violates this weapons policy. Such expulsion shall be given in conformance with formal due process proceedings required by law and Board policy. The Superintendent may recommend modifications of such expulsion requirements on a case-by-case basis. In the case of a student with a disability, including a student for whom an evaluation is pending, the district shall take all steps required to comply with state and federal laws and regulations, the procedures set forth in the memorandum of understanding with local law enforcement and Board policies.

All other Penn Manor School District School Board Policies can be located at following website: <http://www.boarddocs.com/pa/pmnr/Board.nsf/Public>