

INDEX
PENN MANOR SCHOOL DISTRICT
POLICY MANUAL

The Index is designed to direct the reader to the individual policies dealing with a specific topic. The terminology used in the Policy Manual has been included here, including a listing of all sections covered under each topic heading.

In addition, popular synonyms have also been utilized where necessary to guide the reader. Cross-referencing has been employed to provide all the major sections dealing with specific topics.

The Index is a useful tool for searching for specific policy topics and issues.

POLICY MANUAL INDEX	POLICY MANUAL NUMBER
ABSENCES	
Employees	334, 335, 336, 338, 338.1, 339
Students	204, 234
ADULT EDUCATION	
	125
ASSIGNMENT AND TRANSFER	
Employees	309
Students	206, 209, 216.1
ATHLETICS	
	123, 123.1, 123.2, 211

ATTENDANCE

Employees	318
Pregnant/married students	234
Students	204

BOARD OF SCHOOL DIRECTORS - see School Board Procedures

BONDING	005, 811
---------	----------

BUDGET

Accelerated budget process	604
Adoption	604
Board resolution	604
Final budget	604
Index	604
Planning	602
Preliminary budget	604
Preparation	603
Public inspection	604
Voting	604

BUILDINGS AND GROUNDS - see Property

BULLYING/CYBERBULLYING	249, 815
------------------------	----------

CALENDAR	803
----------	-----

CAREER AND TECHNICAL EDUCATION	115
--------------------------------	-----

CELLULAR TELEPHONES

Employees	717
Students	237

CHARTER SCHOOLS	140, 140.1
-----------------	------------

CHILD/STUDENT ABUSE	806
---------------------	-----

CITIZEN ADVISORY COMMITTEES	905
-----------------------------	-----

CLASS SIZE	126
------------	-----

COMMUNITY	900
-----------	-----

Alumni honors	921
Citizen advisory committees	905
Classroom visitations	907
Commercial advertising	913.1
Communication channels	906, 910
Community engagement	910
Dissemination of materials, nonschool	913
District/school report cards	919
Foreign trip sales	913
Fundraising, nonschool groups	913
Gambling	904
Military personnel	907
Municipal government relations	909
News media relations	902, 911
Nonschool activities	913
Nonschool materials	913
Nonschool organizations/groups/individuals	913
Parent/guardian relations	908
Parent involvement, Title I	918
Parental/family involvement	917
Publications program	902

Public attendance at school functions	904
Public complaints	906
Public participation at Board meetings	903
Public relations objectives	901
Relations with educational institutions	912
Relations with intermediate unit	914
Scholarships, awards	913
School visitors	907
Student participation, nonschool activities	913
Title I complaint procedure	906
Tobacco use by public	904
Weapons	904

COMPLAINT PROCESS

Discrimination	103, 103.1, 104
Employee complaints	326
NCLB complaints	906
Public complaints	906
Student complaints	219
Unlawful harassment	248, 348

COMPUTERS/INTERNET/NETWORK USE	815
--------------------------------	-----

COURSES OF STUDY	107
------------------	-----

CURRICULUM	102, 105, 105.1, 105.2, 106, 107
------------	----------------------------------

DISCIPLINE

Employees	317
Students	113.1, 218, 218.1, 218.2, 233, 249

DISTRIBUTION OF MATERIALS	220, 913
---------------------------	----------

DRESS AND GROOMING

Employees	325
Students	221

DRUG/SUBSTANCE ABUSE

Covered licensed drivers	810.1
Employees	351
Screening	227.1
Students	113.1, 227, 227.1

EMERGENCY PREPAREDNESS

805

EMPLOYEES

300

Abolishing positions	310
Absences	334, 336
Assignment, transfer	309
Assistant superintendent	302, 312
Background checks	302, 304, 305, 306, 307
Bereavement leave	336
Compensated professional leaves	338.1
Compensation plan	328
Complaint process	326
Conduct	317
Conference attendance	331, 333
Creating positions	301
Disciplinary procedures	317
Discrimination	104
Dress, grooming	325
Drug and substance abuse	351
Educational interpreters	304
Employment	104, 302, 304, 305, 306
Employment contract, resolution	308
Evaluations/Performance assessments	312, 313
Family and medical leave	335
Freedom of speech	320
Gifts	322
Graduate study	333

Harassment	348
HIV infection	314.1
Holidays	343
Induction plan	333
Interns	307
Job related expenses	331
Jury duty	342
Leaves of absence	335, 338, 338.1, 339
Management team	327
Nontenured staff	316
Occupational exchange leave	338.1
Outside activities	319
Overtime	330
Part-time employees	341
Personal care assistants	304
Personal leave	336
Personnel files	324
Physical examinations	314
Political activities	321
Pre-employment drug testing	354
Professional development	333
Professional development leave	333
Professional education plan	333
Resignation	308
Responsibility for student welfare	340
Sabbatical leave, health reasons	338
Salary determination	328
Salary schedules	328
Sexual harassment	348
Sick leave	334
Special education paraprofessionals	304
Student teachers	307
Substitutes	305
Summer school staff	306
Superintendent	302, 312
Suspensions, furloughs	311
Tardiness	318
Temporary professional employees	313
Tenure	313
Title I teachers, paraprofessionals	304, 324
Tobacco use	323
Uncompensated leave	339
Unlawful harassment	348
Vacancies	309

Vacation	337
Workers' compensation, return-to-work program	347
Working periods	332

EMPLOYMENT CONTRACT/RESOLUTION

Assistant superintendent	302
Employees	308
Superintendent	302

EQUAL ACCESS	122, 123, 123.1
--------------	-----------------

EVALUATION

Assistant superintendent	312
Employees	313
Students	213
Superintendent	312

EXEMPTIONS FOR STUDENTS

Instruction	105.2
Testing	127

EXPENSES

Board members	004
Employees	331

EXTRACURRICULAR ACTIVITIES	122, 228, 229, 618
----------------------------	--------------------

FACILITIES USE

Rental	707
Staff use	710

FMLA	335
------	-----

FIELD TRIPS	121
-------------	-----

FINANCES	600
----------	-----

Audit	619
Bank accounts	608
Budget adoption	604
Budget preparation	602, 603
Budget, public inspection	604
Debts and borrowing	623
Delinquent taxes	606
Exonerations	606
Federal fiscal compliance	626
Fiscal objectives	601
Fund balance	620
GASB statement 34	622
Inventory control, federal funds	626
Local taxpayer bill of rights	621
Payment of bills	616
Payments, summer months	616
Payroll authorization	614
Payroll deduction	615
Petty cash	617
Preliminary budget	604
Procurement cards	625
Purchases	610, 611, 612
Purchasing, cooperative	613
Quotations	610
Sales tax	616
Student activity funds	618
Tax collection	606
Tax levy	605
Taxable fringe benefits	624

Title I fiscal requirements	626
Tuition income	607
Voting, budget	604
FIRE DRILLS	805
FOOD SERVICES	808
GRADING	212, 213
GRADUATION REQUIREMENTS	217
GUIDANCE COUNSELING	112
HIV INFECTION	
Employees	314.1
Students	203.1
HOME EDUCATION PROGRAMS	137, 137.1
HOMEBOUND INSTRUCTION	117, 204, 234
HOMEWORK	130
INSURANCE	211, 812, 813

INTERMEDIATE UNIT	914
INTERNET	815
INVENTORY	706, 706.1
LESSON PLANS	111
LOCKER SEARCH	226
MAINTENANCE	704
MEDIA RELATIONS	911
MEDICATIONS	210, 210.1, 210.2
MOTOR VEHICLES	223
NONRESIDENT STUDENTS	202
OFF-CAMPUS ACTIVITIES	122, 123, 218, 227, 227.1
OPENING EXERCISES	807

OPERATIONS	800
Automated external defibrillator (AED)	822
Bomb threats	805
Bonding	811
Cardiopulmonary Resuscitation (CPR)	822
Camera surveillance	810.2
Child/student abuse	806
Clearance statements, Act 151	806, 810, 818
Computerized personal information breach	830
Contracted services	818
Copyright materials	814
Drug/alcohol testing - covered drivers	810.1
Emergency evacuation	805
Emergency preparedness	805
Flag salute	807
Food service	808
Fraud	828
HIPAA privacy rule	826
Idling restrictions	810
Insurance	812, 813
Internet use	815
Litigation hold	800
Medical access	828.1
Medical insurance	813
Mobile technology	815.1
Off-air recordings - copyrights	814
Opening exercises, flag salute	807
Organization, district	802
Pandemic	805
Property insurance	812
Public records	801
Records management	800
Records retention	800
Reporting requirements, abuse	806
School calendar	803
School day	804
State mandate waivers	825
Suicidal/depressed students	819
Transportation	810
Weapons	820

PAYROLL

Authorization	614
Deductions	615

PERSONNEL FILES	324
-----------------	-----

PETTY CASH	617
------------	-----

PHYSICAL EXAMINATIONS

Employees	314
Students	209

POSITIONS

Abolishing	310
Creating	301

PREGNANT/MARRIED STUDENTS	234
---------------------------	-----

PROGRAMS	100
----------	-----

Academic standards	102
Adoption, planned instruction	107
Adoption of textbooks	108
Adult education	125
Alternative instruction courses	124
Assessments	127
Athletic honors	123.3
Behavior support	113.2
Belief statement	101
Bilingual program	138
Career and technical education	115

Charter schools	140, 140.1
Child find	113
Class size	126
Cocurricular activities/nonathletic	122, 228, 229, 618
Cocurricular participation by charter/cyber charter students	140.1
Cocurricular participation by home education students	137.1
Concussion management	123.1
Confidentiality, special education records	113, 113.4, 216
Current events	119
Curriculum development	105
Curriculum review by parents/guardians and students	105.1
Discipline of students with disabilities	113.1
Discrimination	103, 103.1, 104
Education evaluations, special education	113.3
English as a second language	138
Equal access	122
Equivalency of schools	103
Exemption from instruction	105.2
Exemption from testing	127
Field trips	121
Functional behavioral assessments	113.3
Gifted education	114
Guidance counseling	112
Guides, planned instruction	106
Home education	137, 137.1
Homebound instruction	117, 204, 234
Homework	130
Independent educational evaluations	113.3
Independent study	118
Instructional supplies	110
Interscholastic athletics	123, 123.1, 123.2, 211
Lesson plans	111
Migrant students	142
Mission statement	101
Nondiscrimination	103, 103.1, 104
Off-campus activities	122, 123
Participation on sports teams, male/female	123.4
Persistently dangerous schools	143
Philosophy statement	101
Pilot programs	105
Planned instruction	106, 107
Resource materials	109
Restraints	113.2

Screening, special education	113.3
Seclusion	113.2
Section 504 students	103.1
Service agreements	103.1
Shared values	101
Special education, IDEA	113
Strategic plan	100
Student services	146
Sudden cardiac arrest	123.2
Summer school	124, 306
Tutoring	116
Victims of violent crimes	144
Vision statement	101
Vocational technical education	115
Wraparound staff provided by outside agencies	113.5

PROPERTY	700
Building security	709
Cellular telephones	717
Census	701
Construction/Installation of structures or equipment	711
Energy management	719
Facilities planning	701
Facilities use, rental	707
Facilities use, staff	710
FAX machines	715
Gifts, grants, donations	702
Insurance	812
Inventory and records	706
Lending of equipment, books	708
Maintenance	704
Memorials	702.1
Naming of new facilities	701.1
Pest management	716
Property records	706
Protection of property	713
Safety	705
Safety committee	705
Sale, disposal or lease of unused real estate or other property	706.1
Sanitary management	703
Service animals in schools	718
Strategic planning	701

PUPILS	200
Administering of injections	210.2
Admission of students	201, 201.1, 203
Assignment within district	206
Asthma inhalers, possession/use	210.1
Attendance	204, 234
Bicycles	223
Bullying	249
Care of school property	224
Cellular phones	237
Class rank	214, 216
Communicable diseases	203
Complaint process	219
Confidential communications	207
Contests	240
Controlled substances	227, 227.1
Corporal punishment	218
Cyberbullying	249, 815
Discipline	218, 218.1, 218.2, 233, 249
Distribution of materials by students	220
Dress and grooming	221
Drug paraphernalia	227, 227.1
Drug screening	227.1
Drugs/alcohol abuse	227, 227.1
Early graduation	217
Educational tours, trips	204
Electronic communication devices	237
Enrollment of students	200
Epinephrine auto-injectors, possession/use	210.1
Expression	220
Expulsions	233
Farm show excusals	204
Food allergy management	209.1
Foreign exchange students	239
Fundraising	229, 618
Grade acceleration	206
Grading	213
Graduates of Lancaster County Academy	217.1
Graduation requirements	217
Hazing	247
Head lice	209
Health examinations, screenings	209
Hearings, formal/informal	233
HIV infection	203.1
Homeless students	251

Immunization	203
Laser pointers	237
Married students	234
Medications	210, 210.1, 210.2
Military recruiters	216, 250
Motor vehicles	223
Nonresident students	202
Nutrition goals	246
Off-campus activities	218, 227, 227.1
Parent-of-record	238
Physical activity goals	246
Physical, dental examinations	209
Postgraduate students	205
Posting of materials by students	220
Pregnant students	234
Promotion and retention	215
Public performance by students	230
Records	216, 216.1
Recruiters' access	216, 250
Relations with law enforcement agencies	225
Religious holidays	204
Religious instruction, excusal	204
Reporting student progress	212
Searches	226
Sexual harassment	248
Social events and class trips	231
Steroid use	227
Student accident insurance	211
Student assistance program	236
Student government	228
Student involvement in decision-making	232
Student rights/surveys	235
Supplemental discipline records	216.1
Surveys, evaluations	235
Suspension	233
Terroristic threats, acts	218.2
Tobacco use	222
Transfer students	209, 216.1
Unlawful harassment	248
Weapons	218.1
Wellness	246
Withdrawal	208

PURCHASES

Budgeted	611
Cooperative	613
Not budgeted	612
Subject to bid	610

RECORDS

Computerized personal information breach	830
Employees	324
Litigation hold	800
Public records	801
Records management	800
Records retention	800
Students	209, 216, 216.1, 250

RELIGIOUS HOLIDAYS	204
--------------------	-----

SALARY	328
--------	-----

SCHEDULES

Employees	332
School calendar	803
School day	804

SCHOOL BOARD PROCEDURES	000
-------------------------	-----

Administrative regulations	000, 003
Agenda	006
Appointments	005
Attendance, electronic communications	006.1
Authority and power	002
Authority of individual members	003
Board policy/procedure/administrative regulations	000

Code of conduct	011
Committees	005, 006
Conference attendance	004
Consultants	005
Distribution of policy manual	007
Evaluation of Board procedures	003
Executive sessions	006
Expenses	004
Functions	003
Inservice education, training	004
Meetings	006, 006.1, 903
Membership	004
Minutes	006
Name and classification	001
Notice of meetings	006
Officers	005
Organization	005
Orientation	004
Policy, procedures	000, 003
Powers	002
Public notice, meetings	006
Qualifications	004
Reimbursement	004
Removal of director	004
Rules of order	006
Special meetings	006
Standards, effective school governance	011
Student representation	004
Superintendent's role, authority	003
Vacancies	004
Voting	006

SEXUAL/UNLAWFUL HARASSMENT

Contracted individuals	248, 348
Employees	348
Students	248
Third parties	248, 348
Vendors	248, 348
Volunteers	248, 348

SICK LEAVE	334
------------	-----

SMOKING/TOBACCO USE

Employees	323
Public	904
Students	222

SPECIAL EDUCATION

Aversive techniques	113.2
Behavior support	113.2
Child find/outreach	113
Classroom visitations	907
Confidentiality	113, 113.4, 216
Disciplinary placements	113.1, 113.2
Disciplinary placements – weapons, drugs, serious bodily injury	113.1
Due process hearings	113.1
Evaluations	113, 113.3
Functional behavioral assessments	113.3
Independent educational evaluations	113.3
Recording meetings	113
Referral to law enforcement	113.1, 113.2
Restraints – physical/mechanical	113.2
Screening	113.3
Seclusion	113.2
Special Education Plan	113

STUDENT WELLNESS

Competitive foods	246
Monitoring	246
Nutrition guidelines	246
Physical activity goals	246
Physical education goals	246
School based activities goals	246
Wellness committee	246

STUDENTS - see Pupils

SUBSTITUTES	305
SUMMER SCHOOL	124, 306
SUPERINTENDENT	
Assistant superintendent	302, 312
Authority	003
Employment	302
Evaluation/Performance assessment+	312
Roles	003
SUSPENSIONS AND EXPULSIONS	216, 216.1, 233
SUSPENSIONS/FURLOUGHS	311
TAXES	
Collection	606
Delinquent	604
Exonerations	604
Levy	605
TEXTBOOKS	
Adoption	108
Care of school property	224
Lending equipment and books	708
TRANSPORTATION	810, 810.1, 810.2

TRAVEL REIMBURSEMENT

Board members	004
Employees	331

TUITION 202, 607

TUTORING 116

VACATION 337

VISITORS 907

WAGES AND SALARY 328

WEAPONS 113.1, 218.1, 820, 904