TABLE OF CONTENTS

PENN MANOR SCHOOL DISTRICT

POLICY MANUAL

000 LOCAL BOARD PROCEDURES

000	Board Policy/Procedure/Administrative Regulations
001	Name And Classification
002	Authority And Powers
003	Functions
004	Membership
005	Organization
006	Meetings
006.1	Use Of Electronic Communication Equipment
007	Policy Manual Access
011	Board Governance Standards/Code Of Conduct

100 PROGRAMS

100	Comprehensive Planning
101	Mission/Vision/Shared Values
102	Academic Standards
103	Nondiscrimination In School And Classroom Practices
103.1	Nondiscrimination – Qualified Students With Disabilities
104	Nondiscrimination In Employment And Contract Practices
105	Curriculum
105.1	Review Of Instructional Materials By Parents/Guardians And Students
105.2	Exemption From Instruction
106	Guides For Planned Instruction
107	Adoption Of Planned Instruction
108	Adoption Of Textbooks
109	Resource Materials
110	Instructional Supplies
111	Lesson Plans
112	Guidance Counseling
113	Special Education
113.1	Discipline Of Students With Disabilities
113.2	Behavior Support
113.3	Screening And Evaluations For Students With Disabilities
113.4	Confidentiality Of Special Education Student Information
113.5	Wraparound Staff Provided By Outside Agencies
114	Gifted Education
115	Career And Technical Education
116	Tutoring
117	Homebound Instruction
118	Independent Study
119	Current Events
121	Field Trips
122	Cocurricular Activities/Nonathletic
123	Interscholastic Athletics
123.1	Concussion Management
123.2	Sudden Cardiac Arrest
123.3	Athletic Honors
123.4	Male/Female Participation On Sports Teams
124	Alternative Instruction Courses
125	Adult Education
126	Class Size
127	Assessments
130	Homework
137	Home Education Programs
137.1	Cocurricular Participation By Home Education Students
138	English As A Second Language/Bilingual Program
140	Charter Schools

100 PROGRAMS (continued)

140.1	Cocurricular Participation By Charter/Cyber Charter Students
142	Migrant Students
143	Standards For Persistently Dangerous Schools
144	Standards For Victims Of Violent Crimes
146	Student Services

200 PUPILS

200	Enrollment Of Students
201	Admission Of Students
201.1	School Age Defined
202	Eligibility Of Nonresident Students
203	Immunizations And Communicable Diseases
203.1	HIV Infection
204	Attendance
205	Postgraduate Students
206	Assignment Within District
207	Confidential Communications Of Students
208	Withdrawal From School
209	Health Examinations/Screenings
209.1	Food Allergy Management
210	Medications
210.1	Possession/Use Of Asthma Inhalers/Epinephrine Auto-Injectors
210.2	Administering Of Injections
211	Student Accident Insurance
212	Reporting Student Progress
213	Assessment Of Student Progress
214	Class Rank
215	Promotion And Retention
216	Student Records
216.1	Supplemental Discipline Records
217	Graduation
217.1	Graduates Of Lancaster County Academy
218	Student Discipline
218.1	Weapons
218.2	Terroristic Threats/Acts
219	Student Complaint Process
220	Student Expression/Distribution And Posting Of Materials
221	Dress And Grooming
222	Tobacco
223	Use Of Bicycles And Motor Vehicles
224	Care Of School Property
226	Searches
227	Controlled Substances/Paraphernalia
227.1	Drug Screening
228	Student Government
229	Student Fundraising
230	Public Performances By Students
231	Social Events And Class Trips
232	Student Involvement In Decision-Making
233	Suspension And Expulsion

200 PUPILS (continued)

234	Pregnant/Married Students
235	Student Rights And Responsibilities
235.1	Surveys
236	Student Assistance Program
237	Electronic Communication Devices
238	Parent-Of-Record
239	Foreign Exchange Students
240	Contests
246	Student Wellness
247	Hazing
248	Unlawful Harassment
249	Bullying/Cyberbullying
250	Student Recruitment
251	Homeless Students

300 EMPLOYEES

301	Creating A Position
302	Employment Of Superintendent/Assistant Superintendent
304	Employment Of District Staff
305	Employment Of Substitutes
306	Employment Of Summer School Staff
307	Student Teachers/Interns
308	Employment Contract/Board Resolution
309	Assignment And Transfer
310	Abolishing A Position
311	Suspensions/Furloughs
312	Performance Assessment Of Superintendent/Assistant Superintendent
313	Evaluation Of Employees
314	Physical Examination
314.1	HIV Infection
316	Nontenured Employees
317	Conduct/Disciplinary Procedures
317.1	Educator Misconduct
318	Penalties For Tardiness
319	Outside Activities
320	Freedom Of Speech In Nonschool Settings
321	Political Activities
322	Gifts
323	Tobacco Use
324	Personnel Files
325	Dress And Grooming
326	Complaint Process
327	Management Team
328	Compensation Plans/Salary Schedules
330	Overtime
331	Job Related Expenses
332	Working Periods
333	Professional Development
333.1	Staff Development/Educational Improvement
334	Sick Leave
335	Family And Medical Leaves
336	Personal Necessity Leave
337	Vacation
338	Sabbatical Leave/Health
338.1	Compensated Professional Leaves
339	Uncompensated Leave
339.1	Working From Home While On Approved Leave
340	Responsibility For Student Welfare
340 341	Benefits For Part-Time Employees
341 342	Jury Duty
J44	July 12417

300 EMPLOYEES (continued)

343	Paid Holidays
346	Workers' Compensation Insurance
347	Workers' Compensation Transitional Return-To-Work Program
348	Unlawful Harassment
351	Drug And Substance Abuse
352	Appreciation Awards
354	Pre-Employment Drug Testing

600 FINANCES

601	Fiscal Objectives
602	Budget Planning
603	Budget Preparation
604	Budget Adoption
605	Tax Levy
606	Tax Collection
607	Tuition Income
608	Bank Accounts
609	Investment Of District Funds
610	Purchases Subject To Bid/Quotation
611	Purchases Budgeted
612	Purchases Not Budgeted
613	Cooperative Purchasing
614	Payroll Authorization
615	Payroll Deductions
616	Payment Of Bills
617	Petty Cash
618	Student Activity Funds
619	District Audit
620	Fund Balance
621	Local Taxpayer Bill Of Rights
622	GASB Statement 34
623	Debts And Borrowing
624	Taxable Fringe Benefits
625	Procurement Cards
626	Federal Fiscal Compliance

700 PROPERTY

701	Facilities Planning
701.1	Naming Of New Facilities
702	Gifts, Grants, Donations
702.1	Memorials
703	Sanitary Management
704	Maintenance
705	Safety
706	Property Records
706.1	Sale, Disposal Or Lease Of Unused Real Estate Or Other Property
707	Use Of School Facilities
708	Lending Of Equipment And Books
709	Building Security/Camera Surveillance
710	Use Of Facilities By Staff
711	Construction And/Or Installation Of Structures Or Equipment On District
	Property
713	Protection Of Property
715	Use Of FAX Machines
716	Integrated Pest Management
717	Cellular Telephones
718	Service Animals In Schools
719	Energy Management

800 OPERATIONS

801 Public Records 802 School Organization 803 School Calendar 804 School Day 805 Emergency Preparedness 805.1 Relations With Law Enforcement Agencies 806 Child Abuse	
803 School Calendar 804 School Day 805 Emergency Preparedness 805.1 Relations With Law Enforcement Agencies	
 804 School Day 805 Emergency Preparedness 805.1 Relations With Law Enforcement Agencies 	
805 Emergency Preparedness 805.1 Relations With Law Enforcement Agencies	
805.1 Relations With Law Enforcement Agencies	
806 Child Abuse	
Cinia House	
Opening Exercises/Flag Displays	
Food Services	
810 Transportation	
810.1 Drug/Alcohol Testing - Covered Drivers	
810.2 Transportation – Video/Audio Recording	
811 Bonding	
Property Insurance	
Other Insurance	
814 Copyright Material	
Responsible Use Of Internet And Network Resources	
Mobile Technology	
District-Issued Laptops: Student Use, Rights and Responsibilities	
818 Contracted Services	
Suicidal And Depressed Students	
Weapons	
Automated External Defibrillator (AED)/Cardiopulmonary Resuscita	ion
(CPR)	
State Mandate Waivers	
HIPAA Privacy Rule	
828 Fraud	
828.1 Medical Access Screening	
Breach Of Computerized Personal Information	

900 COMMUNITY

901	Public Relations Objectives
902	Publications Program
903	Public Participation In Board Meetings
904	Public Attendance At School Events
905	Citizen Advisory Committees
906	Public Complaints
907	School Visitors
908	Relations With Parents/Guardians
909	Municipal Government Relations
910	Community Engagement
911	News Media Relations
912	Relations With Educational Institutions
913	Nonschool Organizations/Groups/Individuals
913.1	Commercial Advertising On District Property
914	Relations With Intermediate Unit
916	Volunteers
917	Parental/Family Involvement
918	Title I Parental Involvement
919	District/School Report Cards
921	Alumni Honors