

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	Strategic Plan
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 Development
105.1	Curriculum Review 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	Positive 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	Use Of 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 Requirements
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/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
- 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
- 341 Benefits For Part-Time Employees
- 342 Jury Duty
- 343 Paid Holidays

300 EMPLOYEES (continued)

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
- 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

800	Records Management
801	Public Records
802	School Organization
803	School Calendar
804	School Day
805	Emergency Preparedness
805.1	Relations With Law Enforcement Agencies
806	Child/Student Abuse
807	Opening Exercises/Flag Displays
808	Food Services
810	Transportation
810.1	Drug/Alcohol Testing - Covered Drivers
810.2	Camera Surveillance
811	Bonding
812	Property Insurance
813	Other Insurance
814	Copyright Material
815	Responsible Use Of Internet And Network Resources
815.1	Mobile Technology
818	Contracted Services
819	Suicidal And Depressed Students
820	Weapons
822	Automated External Defibrillator (AED)/Cardiopulmonary Resuscitation (CPR)
825	State Mandate Waivers
826	HIPAA Privacy Rule
828	Fraud
828.1	Medical Access Screening
830	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
- 917 Parental/Family Involvement
- 918 Title I Parental Involvement
- 919 District/School Report Cards
- 921 Alumni Honors