

Penn Manor Twilight Program

Student Code of Conduct

Revised August, 2017



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Assistant Principal
Assistant Principal
Assistant Principal
School Resource Officer
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Attendance Officer
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Twilight Administration/Review Committee

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Jeremy Nesmith
Rhoda Snyder

Principal
Coordinator
Counselor

Twilight Faculty

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Karen Hallett
Drew Wilson
Jeremy Nesmith
Heather Paquette
Rhoda Snyder
Sarah Stover
Courtney Heiser
Kyle Bulicz
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Social Studies
English
English
Coordinator
Asst. Coordinator/P.E. Health
Counselor
Math
Math
Science
Family & Consumer Science

School Closing Due to Inclement Weather

When it becomes necessary to cancel or delay school because of inclement weather, the announcement of the closing or delay will be broadcast over radio stations WLPA, WSBA, WKRZ, WQXA, WDAC-FM, WJTL, WLAN, WIOV, and television stations WLYH-TV, WHTM-TV, and WGAL-TV Channel 8 beginning at 6:15 a.m. This information will also be available by dialing 872-9500, extension 2333.

When day school is closed, the Twilight Program will be closed as well. On High School early dismissal, the Twilight Program will be in session.

School and Program Hours

The main office is open from 7:15 a.m. to 3:45 p.m. Monday thru Friday throughout the school year. Administration, Counseling and Support Staff can be contacted during these hours. Twilight Office and Coordinator can be contacted during the hours of 9:30 a.m. to 5:30 p.m. Monday thru Friday.

Penn Manor High School Mission Statement

Penn Manor School District shall strive for academic and personal excellence by fostering a democratic environment, which motivates students, teachers, administrators and parent to work collaboratively to improve the instructional program.

Philosophy

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 a place where teachers enjoy teaching and students enjoy learning.

Program Overview

The Penn Manor School District's Twilight School is provided for students who have demonstrated difficulty following the normal school routine, school rules, code of conduct, or daily schedule. Twilight School is an alternative educational program that enables students to continue to gain academic skills, social skills, and life skills necessary for success after high school. With a behavioral counseling approach this program focuses on preparing students for life's transitions.

Program Goals

The goal of this program is to develop learners who will make a positive contribution to the school community and society. To accomplish this, the Twilight School will work to:

- Improve attendance
- Improve each students' academic achievement.
- Improve student decision making to reduce disruptive behaviors.
- Increase students' awareness of available career options.
- Improve interpersonal relationships and interaction skills
- Prepare students for life's transitions

Placement

1. Disregard for school authority, including persistent violation of school policy and rules;
2. Display of or use of controlled substances on school property or during school-affiliated activities;
3. Violent or threatening behavior on school property or during school-related activities;
4. Possession of a weapon on school property, as defined by Pennsylvania Crimes Code (18 Pa. C.S.A. Section 912 - relating to possession of weapon on school property);
5. Commission of a criminal act on school property;
6. Misconduct that would merit suspension or expulsion under school policy; and/or

Participation

The Twilight School program is designed as a short-term alternative educational program. The optimal length of participation in the program is for a semester (90 days) or less, unless otherwise determined by the Penn Manor School District Judicial Review Committee. However, before a student may return to regular education he or she must meet the behavioral goals defined by the Behavioral Support Plan (BSP). Throughout the duration of each semester, the faculty and administration will review each student's progress toward meeting his or her goals that have been established in the BSP. Transition to regular education will only begin when the student meets his/her behavioral goals.

Transition Criteria

Students must complete all Board and/or Administration requirements keeping in compliance with all Judicial or Administrative hearing findings. Transition to regular education will only begin when the student meets his/her behavioral goals.

The Review Committee will consist of:

Assistant Principal (Administrator in charge)
Supervisor of Twilight School
Counselor

A Review Committee is in place to:

Develop a BSP for each student.
Review each BSP during each semester to determine the student's progress towards meeting his/her behavioral goals.
Conduct a review of a student's BSP if the student is not being successful.

Students must attend biweekly transitional meetings upon their return to day school.

Program Components Nightly Expectations

- Twilight School will run from 10:30 a.m. to 5:15 p.m. Monday through Thursday and from 10:30 p.m. to 2:00 p.m. on Fridays.
- Students are to enter the high school through the Central Complex Entrance.
- Students are expected to arrive at school between 10:20 a.m. and 10:30 a.m. If a student arrives before 10:20 a.m. he or she is to report directly to the high school office.
- Students are to meet the supervisor and teachers at the doors of the Central Complex entrance of Penn Manor High School at the beginning of school day.
- If the regular school is closed because of vacation or inclement weather, Twilight School is cancelled. High School early dismissals, Twilight will still be in session. (*refer to date sheet*)
- Parents are responsible for their children's transportation and should not depend on other Twilight students as transportation. Students wishing to drive to school must seek approval from high school administration.
- Once a student arrives on campus, they are not permitted to leave school property.
- Students are required to bring an age appropriate book with them each day. Students will have the option of leaving the book in the classroom at the end of school day.
- Cell phones, pagers, Ipods, MP3 players and any other electrical devices will be confiscated at the start of the school day, held by the Twilight Coordinator and returned at the conclusion of the school day.
- Students are not prohibited to meet non-Twilight students on school property at the conclusion of the school day.

Searches

To ensure a safe and productive educational environment the Twilight Program reserves the right to search students, their belongings, and mode of transportation (If applicable) anytime a student is on school property or at a school-sponsored event.

Parent/Guardian Program Involvement

The level of involvement in a child's education directly correlates to his or her success. For this reason parents are expected to:

- Attend meetings regarding your student's academic performance, attendance, or behavior.
- Contact the supervisor of Twilight School at 872-9520, extension 1945 as needed with questions or concerns.
- Communicate frequently with the administrator in charge of Twilight School, supervisor, or teachers.
- Monitor your student's academic, behavioral, and attendance on Sapphire.
- Cooperate with attendance and discipline policies.
- Provide accurate emergency contact phone numbers.
- Look for opportunities to serve with the Community Action Committee, parent support program.

Counseling Component

A variety of counseling services are provided to Twilight School students in order to increase academic and behavioral success and decrease barriers to learning. The focus of counseling activities includes personal/emotional issues, academic issues, and career planning.

- **Individual Counseling** –Anger management, decision-making, problem solving, and personal goal setting are topics that are addressed individually with each student.
- **Group Counseling** - All students participate in counseling groups, which are facilitated by the school counselor and outside agencies. Relationships, career planning, self-esteem and drugs and alcohol are among some of the topics students will discuss.
- **Classroom Guidance** – Students will be exposed to speakers and representatives from local schools, businesses, and military branches in an effort to aid their post-high school planning. Field trips are scheduled periodically to supplement these topics.
- **Positive Behavior Support Plans and Formalized Assessments**
In accordance with State regulations, every student enrolled in Twilight Program will receive an Individualized Behavior Support Plan (BSP) developed by the Twilight team. The BSP will highlight the student's strengths, areas of need, and specific interventions designed to aid in improvement and success. The BSP is data based, and will include methods such as direct observation, individual interviews, and formalized assessments to gather accurate and objective information.

Extracurricular Activities

Twilight students are not permitted to attend extra-curricular activities. If a student is exhibiting strong academic performance, has no discipline issues, and has a strong attendance record he or she may petition to attend an extra-curricular event one week in advance to the administrator in charge of Twilight School.

Field Trips

Educational field trips will be planned to supplement the curriculum. Permission forms should be on file with the Twilight School Coordinator.

Curriculum and Credits

The Twilight School curriculum will parallel the regular education curriculum. Appropriate modifications will be made to help students achieve optimal performance. Students will have the opportunity to receive four (4) credits per semester. The following courses will be offered depending on availability of qualified teachers:

- English
- Social Studies
- Math
- Science
- Family and Consumer Science
- Physical Education and Health

In order to receive all (4) credits each student is required to fulfill all the requirements of the program: academic, attendance, behavior, community and counseling components. If a student fails to complete any component of Twilight School, he or she will not receive credit for the classes completed.

Credit Recovery

Students who are enrolled in Twilight who are substantially behind in credits can have the opportunity to recover credits through a variety of avenues if approved by the Twilight School administration. These credits will be above and beyond the standard 4 credits earned during time in Twilight School.

Work Study

Students must complete and document a minimum of 150 hours of work (approximately 8.5 hrs per week) during the semester in addition to their 4 credits that are already required for Twilight School. Students must maintain a grade point average of no less than 2.0 and an attendance rate of 80% or better. Students will need to turn in weekly verification forms and pay stubs to validate hours worked. If a student is not employed throughout the semester credit will not be earned.

Keystone/American School Credit

With Administrative approval and signature, students may pay for and receive through Keystone Credit or American School Credit the appropriate materials for credit recovery. Students are solely responsible for the cost of these materials and must adhere to the deadlines set forth by those companies.

Grading System

Academic achievement is determined on a percentage basis. A letter grade will be assigned according to percentage equivalent as follows:

- A = 100%-90%
- B = 89%-80%
- C = 79%-70%
- D = 69%-60%
- F = 59% & Below

Progress Reports

Progress reports are sent mid way through the marking period to advise parents/guardians of the academic progress of students

Nightly Behavior Grade

Students will receive a behavior grade for each academic period while in Twilight. The grade will be based on a ten (10) points scale. Student must maintain a 70% or higher to be in good behavioral standings. All students falling below 70% are not eligible for regular education; participate in program incentive events, field trips and/or to obtain administrative permission for extra curricular activities. Students with a 60% or lower will have to attend lunch detention until they have obtained a passing behavioral grade in their classes. In addition, these students will have assigned seating within each classroom at the teacher's discretion. All bathroom breaks and classroom changes, the student will be escorted by the professional staff. Students with 60% or lower, along with the professional staff, will receive daily notification of the students' behavioral status.

GRADE MAPPING	CLASS REMARKS
EX = Excused	A = Average Performance
ABS = Absent	C = Cooperative and Courteous
I = Incomplete Assignment	D = Disruptive, Provoking and/or Profanity
PD 100% = Alternative Services	E = Effort Needs Improvement
ISW 60% = Independent Seat Work	F = Difficulty with Behavioral Directives. Not Following Instruction
OSS 0% = Out of School Suspension	G = Goals and Objectives Demonstrated
	J = Derogatory Judgment and Negative Remarks
	M = Miscellaneous
	O = Off task and poor use of time
	P = Demonstrates Class Principles Responsible, honest, respectful, trustworthy, optimistic, compassion, adaptable, initiative, perseverance, etc.

Behavior Rubric

10-8 Points
<ul style="list-style-type: none"> - Voluntarily participating in classroom discussions and/or activities - Student is on task throughout the class period - Shows evidence of learning - Supportive and engaging with staff/peers in an appropriate manner - Exhibiting behaviors appropriate for the learning environment - Prepared for class with all necessary materials for learning
7-5 Points
<ul style="list-style-type: none"> - Student is partially on task throughout class period. - Shows inconsistent evidence of learning - Engages with staff/peers in an semi-appropriate manner - Exhibiting behaviors appropriate for the learning environment w/ few disruptions - Prepared for class with some of the necessary materials (i.e. pencil)
4-2 Points
<ul style="list-style-type: none"> - Student is off task throughout class period. - Shows little evidence of learning - Engaging staff/peers in an inappropriate manner - Exhibiting behaviors inappropriate for the learning environment - Not prepared for class - Able to be redirected by staff
1-0 Points
<ul style="list-style-type: none"> - Student refuses to complete work - Shows no evidence of learning - Engaging staff/ peers in an inappropriate manner - Disregard for school behavior policy and procedures - Not prepared for class - Unable to be redirected by staff
Consequence
<ul style="list-style-type: none"> - All students must maintain a 70% or higher behavioral score. - All students below 70% are not eligible for regular education; participate in program incentive events, field trips and/or to obtain administrative permission for extra curricular activities. - Students with a 60% or lower will have to attend lunch detention - Students with a 60% or lower will have assigned seating within each classroom at the teacher's discretion. - Students with a 60% or lower will be escorted by the professional staff everywhere.
Reduction of Points
<ul style="list-style-type: none"> - Inappropriate language/Behavior/Conversations (-2pts each offense, after 2nd offense student will be removed from class) - Arriving to class late (-2pts, teacher record and follow referral policy) - Refuse to work/Insubordination/Disruptive/Sleeping in Class (-1to -10pts, noncompliant students will be removed from class) - Unauthorized Area /Unexcused Dismissal (-10pts) - Unauthorized Devices [hats, cell phones, MP3, food, etc.] (-1to-10pts)

Grading Policy

Students will earn an academic, attendance, and behavioral grade for each class. The earned points will be used to determine a marking period grade, semester grade and incentive percentage. All grades are determined at the discretion of each classroom teacher.

Grades will be broken down into 3 categories: Academic (80% or less of total grade) and Behavior (10% or greater of total grade) and attendance (10% or greater of total grade). Behavior points will be submitted from 3 areas during the night: Counseling, Remediation/Program Transitions and Academic classes.

Students must pass all classes to receive credits for any of their classes. Failure to comply with the academic or behavioral expectations could result in an administrative hearing led by the Review Committee to determine the student's future academic status. Student must meet the behavioral goals in their BSP to be eligible to begin to transition to regular education, participate in program incentive events, field trips and/or obtain administrative permission for extra curricular activities.

Make-up work

Students are responsible for make-up work during an absence. Students may pick up work from the teacher or Twilight coordinator. Work made up from an excused absence will be accepted within one weeks of that absence. Any work turned in from a unexcused/unlawful absence will be at the discretion of the teacher.

Attendance Policy

Students are expected to attend class everyday. Parents are encouraged to schedule appointments for students attending Twilight School outside of school time. Attendance will be taken and submitted by 10:30 a.m. each day. A note from parent/guardian is required for absences on the day the student returns to school. To be an excused absence the note must be turned in within three (3) days of the absence. Regardless of student's age, a legal guardian must sign all excuses and permission slips. Once a student accumulates (11) excused or unexcused absences a medical excuse will be required for each additional absence. For each unexcused absence, the student will be required to make up the time missed. Time can be recovered through serving Saturday School or detention before or after Twilight School. Parents are to contact the School Attendance Officer when a student will be absent or tardy at 717-872-9520 ext. 1824. The Twilight Program supervisor may be reached at 872-9520, extension 1945 (voice mail) as needed with questions or concerns. If a student arrives after 10:30 a.m. without prior parental notification, they will be marked as Unexcused Tardy. No student will be allowed to leave before 5:15 p.m. unless the student's parents have made prior arrangements. If a student becomes ill during Twilight hours and it becomes necessary for the student to leave, parents will be contacted. The student will remain in class until a parent arrives. A portion of the student's grade in each class will be based on his or her attendance. Attendance will be taken according to the individual student schedule.

Tardy to Class

First 3 tardies will be handled and recorded by each classroom teacher

4th Tardy – 1 hour detention and sent letter

5th Tardy – 2 hour detention and parent conference

6th Tardy – Saturday School/ Out of School Suspension

Students that have accumulation of disciplinary violations may not be eligible to participate in activities such as field trips, community service trips, prom, etc. Student may lose driving privileges according to administration discretion.

Behavior/Discipline Policy

Students are expected to follow all rules/regulations of the Penn Manor School District as described in the Penn Manor High School Student Code of Conduct. Students in Twilight will be receiving a grade based on their behavior in class. Any infraction of the rules may result in the following:

- Verbal reprimand/loss of privileges (lunch detention)
- Loss of behavior points
- Conference with coordinator and parents.
- Removal from class to complete Independent Seat Work (ISW),
- Removal from class, completion of reflective questions, and possible assignment of detention hours, Saturday School, In School Suspension.
- Out of School Suspension—before a student returns to school he or she and parent/guardian must attend an administrative hearing led by the administrator overseeing Twilight School.
- A Twilight student who continues to show disregard for school rules will be referred to the Penn Manor School District Judicial Review Committee for an expulsion hearing.

Independent Seat Work

Independent Seat Work (ISW) is a multi-purpose room used to help deter student behavior while still holding them accountable for their academic work. ISW is not solely intended to be a punitive placement, rather a way for students to completely understand how their behavior has become a disruption to the learning environment, what they have done wrong, what they can do to improve their inappropriate behaviors and how to appropriately reenter the learning environment.

At times, ISW may be used as a means of prolonged punitive punishment in the form of ISS. Even though its true purpose is to deescalate intense situations through isolation for immediate reentry into the classroom, students may be held accountable for a sequences of days for their inappropriate actions.

While in ISW and/or ISS students are expected to complete work that is provided by the teacher so they are able to reenter the classroom on track with the academic curriculum and the potential to earn academic credit as possible.

Telephone/Cell phone usage

Cell phone use is PROHIBITED FROM 10:30 a.m. to 5:15 p.m. Students assume all risk of bringing these items to school and understand that cell phones must be turned off and in the possession of Twilight staff during the school day. Any student using a cell phone will have the phone confiscated and the phone will only be returned to the student's parent.

School Dress Expectation

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 engages in a pattern of non-compliance, the administration will take appropriate disciplinary action consistent with applicable board policy. Examples of inappropriate school attire include, but are not limited. Examples of inappropriate school attire include, but are not limited to:

- Hats and headbands are not to be worn inside the building.
- Muscle shirts, spaghetti straps, see-through clothing, tank-tops, and clothing that exposes a student's midriff
- Shorts, pants, 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 alcohol beverages, drugs, or other illegal behavior, lewd or obscene language or messages, and messages that disrupt or create a reasonable apprehension of disruption of the educational program, including messages that advocate violence and mayhem, criminal behavior, and violation of district policy and messages that have as their sole purpose the harassment and/or intimidation of others in the school community.

Student Assistance Program (SAP)

SAP is a statewide initiative designed to help students overcome barriers that they face in school and in life. Obstacles they encounter may appear as simplistic as making the transition from middle to high school or moving to a new community and encountering a new peer group with the expected feelings of awkwardness. Other barriers may be more serious such as facing changing family circumstances like parental separation, divorce or the death of a family member. Still other experiences students face may be more emergent and thus present a significant risk to their safety or the safety of others as in the case of alcohol or other drug use, emotional or behavioral concerns and violence.

School faculty and staff, parents or other students can refer students when there is a concern about the student's well being. After a student is referred they are assigned a case manager from the SAP team who gathers information from faculty about how the student is currently functioning and then develops and implements an intervention plan.

*** Specific offenses, procedures and policies not outlined in the above pages are subject to administrative discretion. A complete list of Penn Manor School District policies can be found at <http://www.pennmanor.net/board/policy/> ***

