



PENN MANOR HIGH SCHOOL WEBSITE

www.pennmanor.net

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GET INVOLVED!!



CLUBS AND ACTIVITIES

Penn Manor offers a variety of extra-curricular clubs and sports teams that students can become involved with to enhance their high school experience.

CLUBS INCLUDE:

Art Club, Chess Club, Envirothon, FFA, Interact, Penn Manor Pride, Penn Points, Rocket Club, Serteen, Student Council, Trumpeter Yearbook, TSA, Quiz Bowl

ACTIVITIES INCLUDE:

Sports Teams, Chorus, Band, FFA, TSA, Quiz Bowl, Colorguard, Musical

PENN MANOR HIGH SCHOOL
100 East Cottage Avenue
Millersville, PA 17551-1518
(717) 872-9520

www.pennmanor.net

F.A.Q.S

WELCOME TO
PMHS



2011-2012

Counseling Department

Brandy Basile (A-Do) Ext. 1810

Kim Marsh (Dp-Hn) Ext. 1817

Jim Yearsley (Ho-Mor) Ext. 1816

Marjean Long (Mos-Sh) Ext. 1818

Jess Minko (Si-V) Ext. 1815

Melissa Ostrowski (W-Z) Ext. 1822

WHAT DO I DO IF MY CHILD IS ABSENT?

Students who are returning from an absence or who are tardy must report to the library to submit an absence excuse.

After 8:00 AM, students need to report to the main office for an admit slip before going to their first block class.

Students who arrive to school after 1:11 PM will be marked as a full day's absence.

An excuse must be presented to the attendance office within 3 days or the absence will be recorded as unexcused. If the parent/guardian fails to do so, the absent date(s) will be listed as either unlawful or unexcused (depending upon age).

Early dismissals will be granted when requests are made in writing, and signed by a parent or guardian. The note should contain the following information: time, date of dismissal, reason for dismissal, and student's full name and grade. Professional appointment cards will be accepted.

Consequences for unexcused or unlawful absences and tardies can be found in the handbook.

Preplanned Trip forms must be completed five days prior to the trip for approval. Please submit these requests to the attendance office.

Perfect attendance is defined as:

- No Tardies
- No Absences
- No Early Dismissals
- No Pre-planned Trips
- No instances of being sent Home Ill by Nurse

Attendance Policy

<http://blogs.pennmanor.net/highschool/attendance/>

Pre-planned Trip Form

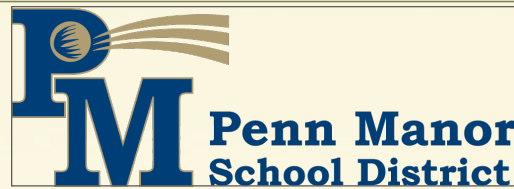
<http://blogs.pennmanor.net/highschool/files/2010/06/Preplanned-Trip-form.pdf>

For more information contact:

Ms. Stacy Riffert

Attendance Officer

(717) 872-9520 ext: 1824



HOW DO I CONTACT MY CHILD'S TEACHERS

www.pennmanor.net

- Schools Tab
 - High School
 - <http://blogs.pennmanor.net/highschool/>
 - Under Links
 - Staff Email Directory
 - Select School Building
 - Insert Teacher Last Name

WHAT IS THE GRADUATION PROJECT REQUIREMENT?

www.pennmanor.net

- Schools Tab
 - High School
 - <http://blogs.pennmanor.net/highschool/>
 - Under Links
 - Graduation Project
 - **Class of 2015**
 - Freshman Year Requirements



HOW DO I CHECK MY CHILD'S GRADES?

www.pennmanor.net

- Parents Tab
 - Sapphire Parent Portal Login

Student Usernames and Passwords

Student account information was mailed home and was given to students. Students who did not receive initial login instructions or those who are newly enrolled should visit the main school office for login informations.

Parent Login Accounts

Parents and guardians who wish to create a private login separate from their child's account may do so by visiting: <https://sapphire.pennmanor.net/parent/> and clicking on the *Community Portal Application* link under the Getting Started section of the site.

- **Step One:** Entry of a keyword. The keyword is **comets**
- **Step Two:** Accept the site policy and then complete the online account application.
- **Step Three:** Fill out the form electronically, **print and mail the original signed** form to the following address for verification:

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

Once received, district Sapphire administrators will validate the application and send an email stating the parent login account is ready to go. Note: With a parent account, multiple students in the same family may be "bundled" together under one login.

Parent account holders may also setup email notifications that signal when teachers have posted grades and/or grades have fallen below a certain level.

Lost Passwords

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