



2023-2024 MANHEIM CENTRAL HIGH SCHOOL LEARNER HANDBOOK

Igniting Passion and Purpose to Empower Difference Makers

Manheim Central High School
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Principal's Message

Welcome to Manheim Central High School. The MCHS handbook is designed to inform students and parents of policies and procedures established at Manheim Central High School. These policies and procedures are designed to ensure a productive educational environment for all students. In a case of conflict between a Board Policy and the provisions of this handbook, the most recently adopted board policy will prevail.

Board policies are available for our learners and parents. These policies are linked within this handbook and can also be located on the District website.

The MCHS student handbook is not a contract between the school and parents or students. It can be amended at any time at the discretion of the District.

Please review the handbook carefully as program changes have been made for the 2023-2024 school year. We will continue to emphasize the importance of regular attendance and behavior that is conducive to the learning environment. It is our hope that you will become involved in extracurricular activities as well as pursuing academic excellence.

Please take advantage of what Manheim Central has to offer and make every effort to get the most out of your education. We take great pride in all the accomplishments of our students. Best wishes for a successful and memorable school year.

- Mr. Weitzel, Principal
- Ms. McCauley, Assistant Principal
- Mr. Brenize, Assistant Principal
- Mr. Fulmer, Dean of Student Culture



Manheim Central School District Mission, Vision and Values

Mission Statement

It is the mission of the Manheim Central School District is to *“Ignite Passion and Purpose to Empower Difference Makers.”*

Shared Vision

The Manheim Central School District:

- Recognizes that learning has no limits, is flexible, continuous and lifelong. We consider risk-taking and making mistakes to be inherent to learning which allows for trying something new without fear of failure.
- Establishes high expectations for all and desires that all learners grow academically, socially, and emotionally through robust learning opportunities.
- Establishes and maintains safe spaces for all where everyone is valued for their individuality, trust is established, and relationships are nurtured.
- Believes that all members of the community share the responsibility for collaboratively growing our learners so they can pursue their gifts and abilities.

Shared Values

We believe...

- Innovation-Constant generation of ideas that allow for the continued enhancement of personal and organizational results, performances, and processes.
- Safety-Providing a physically secure environment where difference are celebrated and children are free to learn, thrive, and pursue their dreams.
- Growth Mindset-The willingness of individuals and organizations to risk themselves and develop their talents despite the chance of negative consequences or fear.
- Perseverance-Devoting one’s full energies and talents to the successful completion of challenging undertakings.
- Integrity-The inclusion of honesty, fairness, trustworthiness, honor, and consistent adherence to high-level, moral principles.
- Positivity-Approaching all circumstances with an open mind, optimistic attitude, and grace to be able to see the best in all situations.
- Relationships-Sincere respect and trust in others that leads to building lasting and meaningful connections. Risk taking-Taking initiative, innovating, breaking the mold, and speaking out in a sincere attempt to make improvements and achieve excellence.



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Academic Grading & Reporting

Refer to MCSD Policy available via the District's Policy Manual on the District's website.

- [MCSD Policy #212](#)- Reporting Student Progress
- [MCSD Policy #213](#)- Assessment of Student Progress
- [MCSD Policy #214](#)-Class Rank and Weighting of Courses
- [MCSD Policy #215](#)-Promotion & Retention
- [MCSD Policy #216](#)-Student Records

A Range	B Range	C Range	D Range	F Range
A+ = 94 - 100%	B+ = 87 - 89%	C+ = 77 - 79%	D+ = 67 - 69%	F = 59% or below
A- = 90 - 93%	B = 83 - 86%	C = 73 - 76%	D = 63 - 66%	
	B- = 80 - 82%	C- = 70 - 72%	D- = 60 - 62%	

Honor Roll Determination

During the senior year, honors determinations for graduation are made at the conclusion of the 3rd marking period.

Honors designations are determined by the chart below:

Honors Designation	GPA Range
Distinguished Honors	4.0 or above
1 st Honors	3.5 - 3.99
2 nd Honors	3.0 - 3.49



Acceptable Use of Electronic Resources

Refer to [MCSD Policy #815](#) available via the District's Policy Manual on the District's website.

The Manheim Central School District provides its employees, students, and guests ("users") access to technology resources including, but not limited to, electronic communications systems, computers, computer networks, networked devices, hardware, software, internet access, mobile devices, peripherals, copiers, and cameras.

The Board supports the use of the District's technology resources to facilitate teaching and learning, to provide access to information, to aid in research and collaboration, to foster the educational mission of the District, and to carry out the legitimate business and operation of the District.

The use of the District's technology resources is for appropriate school-related educational and operational purposes and for the performance of job duties consistent with the educational mission of the District. Educational purposes is defined as a use consistent with the curriculum adopted by the District as well as the varied instructional needs, learning styles, abilities and developmental levels of students. All use for any purpose must comply with this Policy #815 and all other applicable codes of conduct, policies, procedures, and rules and must not cause damage to the District's technology resources.

All employees and students are responsible for the appropriate and lawful use of the District's technology resources. Policy #815 is intended to ensure that all users continue to enjoy access to the District's technology resources and that such resources are utilized in an appropriate manner and for legitimate purposes.

The Board establishes that access to and use of its technology resources is a privilege, not a right, which may be revoked at any time. The District's technology resources are the property of the District. The District provides these resources for educational and operational purposes as stated herein and are not provided as a public access service or to provide a public forum.

The Superintendent or his/her designee is directed to implement Internet safety measures to effectively address the following, both through general policy and through the use of filtering technology:

1. Access by minors to inappropriate or harmful content.
2. Safety and security of minors when using electronic mail, chat rooms, and social networking.
3. Prevention of unauthorized access of District technology resources.
4. Prevention of unauthorized disclosure and dissemination of minors' personal information.

Manheim Central School District attempts to maintain the confidentiality of student records. All users must comply with the Federal Educational Rights and Privacy Act (FERPA). The Manheim Central School District requires students and staff to sign, manually or electronically, an acknowledgement that they received and read this Policy. Users will be provided with copies of any and all amendments and revisions of this Policy upon receipt of approval by the Manheim Central School District Board of Education.

Privacy

The District reserves the right to monitor any user's utilization of District technology resources. Users have no expectation of privacy while using District technology resources whether on or off District property. The District may monitor, inspect, copy, and review all usage of District technology resources including information transmitted and received via the Internet to ensure compliance with this and other District policies, and state and federal law. All e-mails and messages, as well as any files stored on District technology resources may be inspected at any time for any reason.



Internet Filtering and CIPA Compliance

The District utilizes content and message filters to prevent users from accessing material through District technology resources that has been determined to be obscene, offensive, pornographic, harmful to minors, or otherwise inconsistent with the District's educational mission.

Monitoring

District technology resources shall be periodically monitored to ensure compliance with this and other District policies including monitoring of users' online activities.

General Prohibitions

The following uses of District technology resources are prohibited:

1. Use of technology resources to violate the law, facilitate illegal activity, or to encourage others to do so.
2. Use of technology resources to violate any other District policy.
3. Use of technology resources to engage in any intentional act, which might threaten the health, safety, or welfare of any person or persons.
4. Use of technology resources to cause or threaten to cause harm to others or damage to their property.
5. District resources shall not be used for bullying/cyber bullying, sending terroristic threats, hateful mail, harassing communications, making discriminatory remarks, and offensive or inflammatory communications.
6. Accessing or transmitting material likely to be offensive or objectionable to recipients, including but not limited to, that which may be defamatory, inaccurate, obscene, sexually explicit, lewd, hateful, harassing, discriminatory (as it pertains to race, color, religion, national origin, gender, marital status, age, sexual orientation, political beliefs, receipt of financial aid, or disability), violent, vulgar, rude, inflammatory, threatening, profane, pornographic, offensive, terroristic, and/or illegal.
7. Use of technology resources to create, access, or to distribute obscene, profane, lewd, vulgar, pornographic, harassing, or terroristic materials, firearms, or drug paraphernalia.
8. Interference with or disruption of the District systems, network accounts, services or equipment through, but not limited to, the propagation of computer "worms" and "Viruses," Trojan Horses, and trapdoor program code. The user may not hack or crack the network or others' computers, whether by parasite ware or spyware designed to steal information; viruses and worms; other hardware or software designed to damage the District systems, or a component of the network; to strip or harvest information, to completely take over a person's computer, or to allow the intruder to "look around."
9. Altering or attempting to alter other users' or system files, system security software, system or component settings, or the systems themselves, without authorization. Intentionally obtaining, modifying, or attempting to obtain or modify the files, passwords, and data belonging to other users.
10. The attempted physical harm or attempted destruction of District technology resources.
11. Use of technology resources in a manner that jeopardizes the security of the District's technology resources, or in a manner that attempts to circumvent any system security measures.



12. Use of technology resources to intentionally obtain or modify files, passwords, and/or data belonging to other users or to the District. Distributing or publishing a password, identifying code, personal identification number, username, or any other confidential information about a computer, computer system, network, or email account or database.
13. Impersonation of another user, use of pseudonyms, gaining or attempting to gain network access through fraudulent means, and anonymous network access.
14. Accessing, interfering, possessing, or distributing confidential or private information without permission from the District administration, e.g., accessing other students' accounts to obtain their grades. Users may not violate the privacy or security of electronic information contained on the network.
15. Using technology resources to send any District information to another party, except in the ordinary course of business as necessary or appropriate for the advancement of the District's business or educational interests.
16. Use of technology resources to commit plagiarism.
17. Installing, loading, or running software programs, applications, or utilities not explicitly authorized by the District technology staff. Loading or using of unauthorized games, programs, files, music, and other electronic media, pirated software, and peer-to-peer file-sharing software. Network users will not download files unless instructed to do so by a teacher who has obtained authorization for the Superintendent or his/her designee.
18. Installing unauthorized computer hardware, peripheral devices, network hardware, or system hardware onto technology resources.
19. Unauthorized or illegal installation, distribution, reproduction, copying, or use of copyrighted materials. Users cannot infringe upon the intellectual property rights of others or otherwise violate copyright law.
20. Engaging in activity which is for commercial, for-profit, or for any other business purpose (except where such activities are otherwise permitted or authorized under applicable District policies); conduction unauthorized fundraising or advertising on behalf of the District and non-school organizations; reselling of District computer resources to individuals or organizations who are not related to the District; or use of the District's name in any unauthorized manner that would reflect negatively on the District, its employees, or students. "Commercial purposes" are defined as offering or providing goods, services, purchasing goods, or services for personal use.
21. Use of technology resources for political lobbying or campaigning, not including student elections (e.g. student government, club officers, homecoming queen, etc.)
22. Use of District technology resources to tether or otherwise connect to a non-District owned device to access an unfiltered and/or unmonitored internet connection.
23. The use of proxies or other means to bypass internet content filters and monitoring.
24. Accessing or transmitting any form of gambling, including but not limited to, basketball and football pools, any other form of betting, or any games of chance.
25. Unauthorized access into a restricted system or changing settings or access rights to a restricted system or account.



26. The use of encryption software that has not been previously approved by the District.
27. Use, which is not school or work related, except for incidental personal use. E-Mail is not to be used for the mass mailing of non-educational or non-work-related information or for the sending of unsolicited commercial electronic mail messages, commonly known as spam.
28. Scanning the District's technology resources for security vulnerabilities.
29. Fraudulent copying, communications, or modification of materials in violation of copyright laws.
30. Participation in discussion or news groups that cover inappropriate and/or objectionable topics or materials, including those that conform to the definition of inappropriate matter in this policy.
31. Social media and any messaging features are prohibited unless related to educational purposes.
32. Unauthorized scanning of the District systems for security vulnerabilities.
33. Unauthorized wiring, including attempts to create unauthorized network connections, or any unauthorized extension or retransmission of any computer, electronic communications systems, or network services, whether wired, wireless, cable, or by any other means.
34. Damaging the District systems or networking equipment through the user's negligence or deliberate act, including acts taken for purposes other than causing harm, which are in violation of this policy.
35. Failing to comply with requests from appropriate teachers or District administrators to discontinue activities that threaten the operation or integrity of the District systems or network equipment.

Search and Seizure Regarding District Technology

Violations of this policy, and any other District policy, or the law may be discovered by routine maintenance and monitoring of the district systems or by any method stated in this policy or pursuant to any other legal means.

The District reserves the right to monitor, track, log, and access any electronic communications, including but not limited to, Internet access and e-mails, at any time for any reason. Users have no expectation of privacy in their use of the district systems and technology, even when used for incidental personal reasons.

Further, the District reserves the right, but not the obligation, to access any personal technology device of user brought onto the District's premises or at District events, or connected to the District network, containing district programs, data, or student data, in order to ensure compliance with this policy and other district policies, to protect the district's systems, and to comply with all applicable laws.

Everything that users place in personal communications or files should be written as if a third party will review it.

Consequences for Inappropriate Use of District Technology

The network user shall be responsible for damages to the equipment, systems, and software resulting from deliberate or willful acts. Deliberate and willful acts will be construed to include any accidental infection or other harm resulting from the intentional violation of any provision of this policy, even if infliction of the infection or other harm was not the intended goal of the activity.



Illegal use of the network; intentional deletion or damage to files of data belonging to others; copyright violations; and theft of services will be reported to the appropriate legal authorities for possible prosecution.

General rules for behavior and communications apply when using the Internet, in addition to the stipulations of this policy. Loss of access and other disciplinary actions may be consequences for inappropriate use.

Internet usage and access within the District is a privilege, not a right; and inappropriate, unauthorized, and/or illegal use will result in the cancellation of access privileges and appropriate disciplinary/legal action.

Vandalism is any malicious attempt to harm or destroy the District's computers, data, applications, and/or network functionality or the data, applications, or functionality of another user's computer. This includes but is not limited to the uploading or creation of computer viruses.

Any act of vandalism will be subject to an appropriate penalty as provided for herein without regard to the user's intent or purpose in carrying out the prohibited activity. The District reserves the right to prosecute and hold liable any user whose activities in violation of this policy or acts of vandalism result in damage to the District's systems. Users whose actions inflict damage upon the District's systems shall be held liable for any and all damages resulting from their acts in violation of this policy. Vandalism will result in the immediate cancellation of access privileges and the District reserves the right to prosecute and hold the user liable for any damages, foreseen or unforeseen, including the full cost of repairs, resulting from the user's acts of vandalism.

At a minimum, any student found guilty of using technology facilities for non-approved purposes will lose access to that facility and face possible disciplinary action and prosecution under state and federal law where applicable. Further disciplinary action may be taken upon the specific situation involved and will be solely at the discretion of the Superintendent.

Users should be aware that under Pennsylvania law it is a crime to access, alter, or damage any computer system, network, software, or database, or any part thereof, with the intent to interrupt the normal functioning of an organization. It is also unlawful to knowingly and without authorization disclose a password to any computer system or network, to gain unauthorized access to a computer or to interfere with the operation of a computer, or to alter any computer software without authorization. Violations of these sections of Pennsylvania law are a felony punishable by a fine of up to \$15,000 and up to seven (7) year imprisonment. Disclosure of a password to a computer system or network knowingly and without authorization is a misdemeanor punishable by a fine up to \$10,000 and imprisonment of up to five (5) years.

Users are placed on notice that their actions in violation of this policy and the law, as described herein, can and will, where appropriate, result in criminal and/or civil prosecution.

The Superintendent shall develop procedures, in cooperation with the District technology staff, for the acceptable use of all District technology resources including, but not limited to software, hardware, electronic devices, servers, and networks.

The District makes no warranties of any kind, whether express or implied, for the service it is providing through its various technology resources. The District is not responsible, and will not be responsible, for any damages, including loss of data resulting from delays, non-deliveries, missed deliveries, or services interruption. Use of any information obtained through the District's technology resources is at the user's own risk.



Activities and Clubs:

Refer to MCSD Policy available via the District's Policy Manual on the District's website.

- [MCSD Policy #122-Extracurricular Activities](#)
- [MCSD Policy #220- Student Expression/ Distribution and Posting of Materials](#)
- [MCSD Policy #229-Student Fundraising](#)

Activities and Clubs serve as an extension of the school day through extracurricular activities. As such, students involved in these school-affiliated organizations are governed by the Baron Code of Conduct.

Advertisements (print posters, flyers, online posting via District outlets) must have approval from the building principal and/or Activities and Athletic Director prior to posting. Additionally, any print publication must have a QR code to access material via an online platform.

The High School has designated locations for print publications and these are the only areas for such posted. Postings are not permitted throughout the building.

Fundraising activities must comply with District policies and be approved by the School Board.

A listing of Activities and Clubs offered by the High School is available on the District's website.

Questions regarding Activities and Clubs, contact the High School Administration or Activities and Athletic Director.

Attending an Athletic Event Guidelines

Students: Please be aware of the following rules as you prepare to support your fellow student-athletes in extra-curricular activities:

- The presence and/or the use of balloons, whistles, and/or portable listening devices (without earphones) are PROHIBITED.
- Spectators are prohibited from removing their shirts and/or using body paint while in attendance at District and Inter-District Championship Contests.
- Undergarments are not acceptable clothing.
- Spectators are not permitted to cover their entire face in any manner and this includes wearing a mask or face painting to the point where they are unrecognizable.
- At no time are spectators entering the playing field.
- Backpacks and large bags are not permitted.

Failure to comply with these rules will result in non-admittance or removal from the event.



Attendance Policies

Refer to [MCSD Policy #204](#) available via the District's Policy Manual on the District's website.

If a student is absent, an excuse from a treating physician is allowable OR up to 10 days of student absence may be excused by an acceptable parent note. Should this limit be reached, all additional absences for illness may only be excused with a note from a treating physician. Any parent written excuse following the 10 day limit will be coded as illegal or unexcused.

A student has 3 school days to submit an excuse note following a return from absence. Excuse notes may also be emailed to the schools attendance office.

If a student accumulates 6 (or more) illegal absences, a letter will be mailed to the parent, which will include an invitation to the Student Attendance Improvement Plan (SAIP) meeting. This is a team meeting, including the parent and the learner (if age appropriate), to discuss and address concerns and create a plan of support and an improvement in attendance. Students who accumulate 6+ days of illegal absences are identified as 'habitually truant'.

These plans, SAIPs, are individualized and will be reviewed by the school, parents, and learners regularly. If attendance does not improve following a SAIP, additional options to address continued truancy may include a referral to the District Justice Judge's Office through a Truancy Citation (if 15 and older) AND/OR a referral to the Children and Youth Agency (Truancy Referral) for support and monitoring (if 14 or younger).

The district limits the number and duration of nonschool-sponsored educational tours to 5 days or trips and college or postsecondary institution visits for which excused absences may be granted to a student during the school year.

General Guidelines

All guidelines may be subject to administrative discretion. **Attendance Guidelines, Policies and Procedures apply to all Students in all Learning Modes.**

- All students are expected to be in all classrooms when the bell rings.
- All students must sign in and sign out of the room from which they are leaving.
- No students are permitted in the building before 7:00 AM or after 4:00 PM without direct supervision or administrative approval.

All students K-12

1. Students absent from the start of the school day until 10:49 AM of the school day = Tardy.
2. Students absent from 10:50 until the end of the school day = ½ day absence.
3. Students absent the entire school day = full day of absence.
4. Students absent on a day that is an early dismissal or late start school day are counted as a full day of absence.

The school has an obligation to keep parents informed regarding all matters related to their son or daughter. Consequently, students 18 years of age or older are expected to have a parent signature on any excuse or school document. Exceptions to this policy will be made only upon written request from the parent/guardian.



Under 18 years of Age

1. A tardy is defined as absent from the start of the day (7:50) until 10:49. An excuse must be provided for this time or it is coded as an 'unexcused tardy'
2. Students may accumulate a combination of up to 10 days of parent excusals and unexcused/illegal days per school year. Should this limit be reached, all additional absences will only be excused with a note from the treating physician. Excuses from a physician are preferred for illness and will not count towards the 10 day limit for parent excuse notes for absences. Any parent/guardian written excuse notes following the 10 day limit will be coded as an illegal or unexcused day.
3. Case by case exceptions may occur and must be reviewed and approved by the building principals.
4. A student has 3 school days to submit a signed excuse note following a return from an absent day. If a valid, written and signed excuse is not submitted within the 3-day period, absence is logged as illegal.
5. In the High School, illegal/unexcused days may result in the student receiving a 0 for all school work missed during the day of absence.
6. An attendance letter is mailed home when a student has 3 and 6 illegal/unexcused attendance days documented.
7. If a student accumulates 3- 5 days of illegal absences a 3-day illegal notice letter will be sent to the parent/guardian. This letter includes specific information from the PA Attendance Law.
8. If a student accumulates 6 (or more) illegal absences, a letter will be mailed to the parent/ guardian, which will include an invitation to the Student Attendance Improvement Plan (SAIP) meeting. This is a team meeting to discuss and address concerns and create a plan of support and an improvement to attendance. Students who accumulate 6+ days of illegal absences are identified as 'habitually truant.'
9. SAIP's are individualized and will be reviewed regularly. If attendance does not improve following a SAIP, additional options to address continued truancy may include a referral to the District Justice Judge's office through a Truancy Citation for a Judge to address AND/OR a referral to the Children and Youth Agency (Truancy Referral) for support and monitoring.

Over 18 years of Age (monitored by the High School administration):

1. Student is absent and does not submit a written excuse within the 3-day period: absence is logged as unexcused. A one-day warning letter will be mailed home.
2. If a student accumulates 3-5 days of unexcused absences a "3 day unexcused" letter is sent home, the student will need to sign a warning card as well as follow policy regarding make-up days.
3. If a student accumulates 10 days of absence a "10-day letter" will be sent, noting at 10 days of absences a doctor's excuse may be required for every subsequent absence. (This includes all forms of absences)
4. Upon accumulation of 5 additional absences after the "10-day warning letter" is issued, a 2nd letter may be sent requiring a doctor's excuse for all future absences. All subsequent absences not substantiated by a doctor's excuse will be considered unexcused. Exceptions may be made on a case-by-case basis.



Excessive / Unexcused Absences

Continued and excessive unexcused absences will result in the formation of a Student Attendance Improvement Plan (SAIP) according to the Manheim Central policies and PA Act 138. The process for Excused absences is noted below:

1. After the first unexcused absence, a letter will be sent to the parent.
2. After the third cumulative unexcused absence, a warning letter will be sent to the parent.
3. After the sixth cumulative unexcused absence, students are considered to be Habitually Truant, and an official notice of unexcused absences will be sent to the parents and a SAIP meeting will be scheduled.
4. After 10 cumulative days of unexcused absence, a warning letter will be sent to the parent.
5. After 15 cumulative days of absence, a doctor's note will be required to have an absence excused (parent notes are not excused). Also, a referral to the social worker will be made. Note: Proof of other reasonable causes for absence according to Policy 204 are also allowable. For students 14 and under, a referral may be initiated to Children and Youth Services. For students 15 and over, the case may be referred for prosecution. This procedure follows the state laws on public school attendance.
6. A SAIP meeting (Student Attendance Improvement Plan) may be scheduled with parents and students.

Extra/Co-Curricular Events

A student must be in school by the beginning of the 3rd block in order to attend or participate in an activity, practice, or contest that day. An exception may be made if the student has a written excuse from the parent and that excuse is approved by a building administrator. Examples of acceptable reasons are health care appointments, college visitations, and family/personal matters. Students violating this policy will have their day of absence charged as illegal or unexcused and will miss the next game, practice, or rehearsal.

Educational Tours & Trips

Students wishing to be excused for educational experiences must secure a request from either the attendance office or main office. This form will be completed by the parent and then taken to the attendance office to request an excused absence at least one week before the scheduled event. Prior approval is required for the absence to be considered excused.

If the principal excuses the trip, the student should then take the form to each teacher he/she has to gather assignments for the days to be missed. Within two days of returning to class, the student should arrange to make up all class work, tests, quizzes and other assignments missed.

A maximum of five such days will be allowed in one school year. All additional days will be recorded as illegal or unexcused. It is recommended that these days not be scheduled at the beginning, end or during state testing of a school term.



Excused Absences

For purposes of this policy, the following conditions or situations constitute reasonable cause for absence from school:

1. Illness, including if a student is dismissed by designated District staff during school hours for health-related reasons.
2. Obtaining professional health care or therapy service rendered by a licensed practitioner of the healing arts in any state, commonwealth or territory.
3. Quarantine.
4. Family emergency.
5. Recovery from an accident.
6. Required court attendance.
7. Death in the family.
8. Participation in a project sponsored by a statewide or countywide 4-H, FFA or combined 4-H and FFA group, upon prior written request.
9. Participation in a musical performance in conjunction with a national veterans' organization or incorporated unit, as defined in law, for an event or funeral.
 - a. The national veterans' organization or incorporated unit must provide the student with a signed excuse, which shall include the date, location, and time of the event or funeral.
 - b. The student shall furnish the signed excuse to the District prior to being excused from school.
10. Observance of a religious holiday observed by a bona fide religious group, upon prior written request from the person in parental relation.
11. Non School-sponsored educational tours or trips, if the following conditions are met:
 - a. The person in parental relation submits the required documentation for excusal prior to the absence, within the appropriate time frame.
 - b. The student's participation has been approved by the Superintendent or designee.
 - c. The adult directing and supervising the tour or trip is acceptable to the person in parental relation and the Superintendent.
12. College or postsecondary institution visit, with prior approval.
 - a. The District may limit the number and duration of nonschool-sponsored educational tours or trips and/or college or postsecondary institution/workplace visits for which excused absences may be granted to a student during the school year.



Excuse Forms

An excuse must be completed for each absence. As an aid to both the school and the parent in monitoring absences, all students on the absentee list may be called each day. THIS CALL, HOWEVER, DOES NOT REPLACE THE NEED FOR AN EXCUSE TO BE RETURNED. Any absence that is not confirmed by an excuse will be considered illegal or unexcused depending upon the student's age. Parents may email excuse notes for planned or unplanned absences by using the attendance office email:

HSAttendance@manheimcentral.org. Emailed excuse notes must come from a parent email address.

A parent/guardian may submit up to 10 excuse notes per school year. Once the 10 day limit has been reached, all additional excuses must be provided from a treating physician. Notes from a physician are preferred for illness and will not count towards the 10 day parent excuse note limit. Any parent/guardian written excuse notes following the 10 day limit will be coded as an illegal or unexcused day.

Farm Permit

Students may be excused from school attendance for a maximum of ten (10) school days to work on the family farm. These days must be requested in advance and must be based on need. Parents must send in an excuse each time a farm permit day is used. Requests for a Farm Permit Application must be made to the attendance clerk and must be signed by one of the high school agriculture teachers. Students participating in the Agricultural Co-Op program are not eligible for farm permit days. Farm Permits must be completed for each year.

Half-Day Career and Technology and Work Co-op Attendance

Students who attend one of the Career and Technology Centers on a half-day basis as well as Diversified Occupations and Agriculture Ed Co-op students will follow the same attendance policies as other students with the following additions:

1. An excuse must be returned to both the Career and Technology school and the high school. Absences for which no excuse is returned will be considered illegal or unexcused. These students should return their excuses to the main office.
2. Students are expected not to work on days they are absent from our school due to illness. Days on which students do go to work will be considered unexcused or illegal.
3. A.M. Work, Co-op, Job Shadowing, Internships and Half Day CTC students will sign in and out of the main office when leaving the high school and when returning back to the high school.
4. Each student's attendance record will be evaluated periodically to determine the student's eligibility to continue in the Career and Technology Center, Job Shadowing, or work Co-op programs.
5. CTC students must meet the qualifications as defined by the CTC campus to drive to school

Online Learning Attendance

Please review the [MCHS Supplemental Online Learning Handbook](#) to review online learning attendance expectations.



Special Excusals

Requests for early dismissals for medical appointments should be limited to those, which cannot be made other than during school hours. When requesting such an early dismissal, an excuse should be submitted to the attendance clerk no later than the beginning of the school day on which the appointment occurs.

- Medical, dental, or legal appointments will be excused only if the student returns with a signed note or special excuse card from the physician or dentist within three days. The school reserves the prerogative of curtailing use of school time for medical appointments if the occurrences become excessive.
- Requests for college visitations, job interviews, career observations or military interviews should be given to the attendance clerk at least one day in advance and include the name of the college or business firm involved as well as the name of the individual to be conferred with.
 - A confirmation of visit note, signed by an official of the institution or organization, indicating the date, time and duration of the visit, must be returned within three days of the visit if the absence is to be excused.

The above special excusals will be excused only if the MCHS special excuse card is signed by an official of the institution being visited or confirmation is on official stationery with arrival and departure times noted within three days. Students are permitted three such days total for college/career/military. Due to preparation for and the administering of final exams, college visitations after May 15 must be approved in advance by one of the high school administrators.

Pennsylvania Legislative Act 175 provides for release time for documented religious instruction. Forms to apply for such release time may be secured in the main office and are to be submitted two weeks prior to the intended date(s) of absence from school.

Tardiness to School – Excused or Unexcused

- Each student will be allowed three (3) tardies/semester. So as to encourage promptness, consequences for tardiness shall be as follows, for each semester:
 - Four (4) tardies – serve one day of after school detention.
 - Five (5) tardies – serve one day of after school detention and a conference will be held, either in person or via telephone, with the student's parent/guardian.
 - Six/seven (6/7) tardies accrued – 2 after school detentions/offense.
 - Eight (8) tardies – Saturday Detention.
- A student who reports to school after 10:49 a.m. or asks to be excused prior to 2:20 p.m. will be considered as absent for either a half or full day depending upon time missed that day.
- For students with part-time online schedules, tardy to school will be calculated based on arrival to school as outlined above.

***Administrative discretion is always reserved to modify this sequence.**

Late to Class

Students who are tardy 3 times to any one particular class will be given a detention by that classroom teacher. All questions relating to the attendance policies should be directed to an administrator.



Audio and Video Monitoring

Refer to [MCSD Policy #816](#) available via the District's Policy Manual on the District's website.

Protecting the safety of students, staff and others on school property is a paramount concern to the Manheim Central School District. Safeguarding school property and maintaining student discipline are also very important goals. To help achieve these objectives, the School Board authorizes the use of audio and video monitoring equipment in public areas on school property and on school buses and the use of body cameras by Security Resource Officers. Students should have no expectation of privacy when in these public areas.

The School Board is mindful of privacy issues and laws prohibiting interception of oral communication where the speaker has a reasonable expectation of privacy. Accordingly, notice of the school district's use of monitoring equipment will be provided to students, parents/guardians, and others whose actions or oral communications may be recorded. Such notice is intended to ensure there is no expectation of privacy with respect to actions or oral communications recorded.

The equipment will be installed in conspicuous locations, to enhance the deterrence of improper conduct, and to alleviate any concern about lack of knowledge of monitoring. The goal in monitoring is to ensure safety and protect property, without invading privacy.

[Baron Code of Conduct](#)

All Manheim Central School District students representing the District in an extracurricular activity must adhere to the Baron Code of Conduct. The Code can be accessed [here](#).



Bullying/ Cyber Bullying

Refer to [MCSD Policy #249-Bullying/Cyberbullying](#) available via the District's Policy Manual on the District's website.

The Board is committed to providing a safe, positive learning environment for district students. The Board recognizes that bullying creates an atmosphere of fear and intimidation, detracts from the safe environment necessary for student learning, and may lead to more serious violence. Therefore, the Board prohibits bullying by district students.

Bullying means an intentional electronic, written, verbal or physical act or series of acts directed at another student or students, which occurs in a school setting that is severe, persistent or pervasive and has the effect of doing any of the following:

1. Substantial interference with a student's education.
2. Creation of a threatening environment.
3. Substantial disruption of the orderly operation of the school.

Bullying, as defined in this policy, includes cyberbullying.

The Board prohibits all forms of bullying by district students. The Board encourages students or parents of students who have been bullied or witness bullying to immediately report such incidents to the school principal, or to any other member of the school staff, including teachers, guidance counselors, coaches and administrators. Any staff who receives such a report shall immediately notify the principal of the report.

Acts of bullying that are based upon a student's race, color, national origin/ethnicity, sex, age, disability, sexual orientation or religion shall be reported and investigated pursuant to Policy 248, entitled Unlawful Harassment.

School settings means in the school, on school grounds, in school vehicles, at a designated bus stop or at any activity sponsored, supervised or sanctioned by the school.

Consequences for Violations

1. Counseling within the school
2. Parental conference
3. Loss of school privileges
4. Transfer to another school building, classroom or bus
5. Exclusion from school-sponsored activities
6. Detention
7. Suspension
8. Expulsion
9. Counseling/Therapy outside of school
10. Referral to law enforcement officials



Bus Code Expectations

Refer to [MCSD Policy #810](#) available via the District's Policy Manual on the District's website.

The School District affirms that students should not have an expectation of privacy when riding the District's buses, nor should they have an expectation that school bus surveillance cameras will not record their actions or words. The District asserts that students and their parents/guardians consent to the District's audio/visual monitoring through the students' use of the school buses.

Bus transportation is to and from your home and the school. The only exceptions granted will be for changes in the school day schedule or in the event of an emergency. Changes must be requested in writing 48 hours in advance if possible. Students are expected to be familiar with and comply with all rules applicable to riding school and extracurricular buses. The cardinal principle related to busing is the safe transportation of students to and from school or school activities.

The following rules shall apply to school and extracurricular buses of Manheim Central School District:

- a. Students should conduct themselves in the same manner as when in the classroom and follow the behavior rules outlined in the student handbook. The bus driver has the same authority as a teacher in the classroom. Disrespect for the driver will be considered a serious violation.
- b. Do not extend arms and heads out of bus windows at any time.
- c. Students are to be at their bus stop 5 minutes before pick up time. Drivers are not required to wait for students who are not at their stop at the scheduled pick up time.
- d. Remain seated while the bus is moving. Do not get on or off the bus until it comes to a complete stop.
- e. Do not stand or play on the roadway while waiting for the bus.
- f. If you must cross the highway to board the bus, wait until the bus arrives, and cross only if the bus has stopped with warning lights flashing, and all other traffic has stopped.
- g. Look both ways before crossing the highway.
- h. If you must cross the street after leaving the bus, pass 10 feet in front of the bus, not behind it. Cross the street when the driver signals that all is clear.
- i. The bus shall not move after discharging passengers until all who live on the opposite side of the highway have crossed the street.
- j. You may not leave the bus at any place other than your regular stop without a signed note from a parent as well as special permission from the building principal. Permission may only be granted for emergency purposes.
- k. Improper conduct shall not be permitted on the bus at any time. Any student who has committed an offense which is viewed as being serious or who continues to misbehave after a warning will be denied by the principal the privilege of riding on the bus.
- l. Obey the bus drivers as to getting on and off buses, sitting in assigned seats, etc.
- m. Help the driver keep the bus clean. Do not litter or throw things out the windows.
- n. Be at your bus stop on time and get into the buses with the least possible delay.
- o. Do not stand on the roads, highways, or streets to stop or direct traffic. A pupil should not escort another pupil across the highway.
- p. Keep the aisles clear of lunch boxes, musical instruments, books, etc.
- q. Do not eat on the bus. Do not drink on the bus. Do not chew gum on the bus.



RIDING A SCHOOL BUS IS NOT A RIGHT, BUT A PRIVILEGE. THIS PRIVILEGE MAY BE REMOVED AT ANY TIME.

Consequences:

1. Warning letter and possible detention(s) (1st Offense)
2. 5-day bus suspension (2nd Offense)
3. 10 school day bus suspension (3rd Offense)
4. Suspension from bus for the remainder of school year (4th Offense)

***Administrative discretion is always reserved to modify the suspension sequence.**

Cafeteria Expectations

Treat the cafeteria as you would your dining area at home; please use proper etiquette. Students who fail to follow these guidelines/procedures listed below may lose cafeteria privileges:

- Clean up after yourself; others should not be expected to remove your trash or clean your spills.
- Beverages/Food may be carried out of the cafeteria, provided they have a lid; if no lid, it is expected that the item be disposed of prior to leaving the cafeteria.
 - Within the classrooms, teachers have discretion regarding food/beverages.
- When disposing of your trash, place it in the appropriate receptacle and put your tray and silverware in the designated area.
- Use good manners while you eat; keep your food on your own tray and within your own space. Do not, under any circumstances, throw your food or place refuse on another student's tray. Students who throw food or paper may be asked to clean the cafeteria and additional disciplinary consequences may be imposed.
- Keep your voices to a reasonable conversation level. Do not raise your voice or yell over others.
- Seats are not assigned in the cafeteria. Seats are selected on a first come, first served basis. You are not guaranteed the same seat each day.
- Stealing or taking of food from the cafeteria is treated as theft. Appropriate consequences will be imposed.
- Respect the faculty and staff that supervise your lunch. If asked to move, quiet down, or to clean something up, etc. do as you are told. The requests are not random, are made for specific reasons, and should not be questioned. Disrespect toward faculty or staff will result in disciplinary consequences.
- Students may not order food from outside restaurants for delivery or leave school premises to order and pick up food.

Cafeteria Violations:

The student may be required to clean the cafeteria. Severe offenses may result in disciplinary actions, which may include detention(s) and suspension. Repeated offenses may result in assigned seats, detention, social probation, and/or loss of privilege to eat in the cafeteria.



CTC - Career & Technology Center

The Lancaster County Career and Technical Center (LCCTC) provides occupationally oriented pathways of study at the Mount Joy, Brownstown, and Willow Street campuses. Students who attend the Career and Technical Center (CTC) will have opportunities for experiential learning in a variety of career fields leading to industry-recognized certifications. More information on the specific programs can be found on the LCCTC website at: [Lancaster County CTC](#).

Defacing/Destruction/Vandalism of School Property

Refer to [MCSD Policy #224](#) available via the District's Policy Manual on the District's website.

Schools have a responsibility to provide a safe and orderly environment for all students. The following understandings will apply to these guidelines:

1. A parent conference will be held following each infraction.
2. Referral to the appropriate law enforcement authorities for prosecution will occur for all Step 2 suspensions and beyond.
3. Administrative discretion to modify the sequence is reserved in all situations. Depending upon the nature of the offense, the administrative disciplinary response could result in suspension at any level or an immediate recommendation for expulsion.
4. Student(s) found responsible for vandalism/theft will be required to follow through with restitution.

Disciplinary Guidelines/Expected Behavior

Refer to [MCSD Policy #218](#) available via the District's Policy Manual on the District's website.

Student Behavior Code

The Manheim Central Board of Education has adopted a Student Behavior Code in compliance with the Student Bill of Rights and Responsibilities passed by the Pennsylvania State Board of Education. The atmosphere for learning in a school environment should be neither permissive nor excessively restrictive. The Board, administration and staff at Manheim Central hope that the following policies will serve as a valuable guideline in informing students of their rights and responsibilities at Manheim Central High School.

In general, student responsibilities are summed up in these three principles:

RESPECT: It is the responsibility of each student to respect the rights of teachers, students, administrators and all others who are involved in the educational process. Students will avoid all use of indecent or obscene language. No student has the right to interfere with the education of his or her fellow students.

RESPONSIBILITY: Students, administration and faculty share a responsibility to develop a climate within the school that is conducive to wholesome learning and living. Assist the school staff in operating a safe school for all students enrolled. Be prepared for class. Exercise proper care when using school facilities and equipment. Pursue and attempt to complete satisfactory the courses of study prescribed by the State Board of Education and the Manheim Central Board of School Directors.

RELIABILITY: Report to class and be ready to start on time. Attend school daily, except when excused. Be on time to school and your classes.



Disciplinary Process for Verbal Threats and Physical Aggression:

Goal Statement:

Schools have a responsibility to provide a safe and orderly environment for all students. Manheim Central High School cannot tolerate aggressive, threatening or violent behavior, which creates an unsafe school environment. Students who verbally and/or physically endanger others will be suspended from school for a specified minimum number of days. Such behavior will be evaluated according to the following guidelines. Bullying or harassment of any kind will not be tolerated.

The following understandings will apply to these guidelines:

1. A parent conference will be held following each infraction.
2. Referral to the appropriate law enforcement authorities for prosecution will occur for all Step 2 suspensions and beyond.
3. Administrative discretion to modify the sequence is reserved in all situations. Depending upon the nature of the offense, the administrative disciplinary response could result in suspension at any level or an immediate recommendation for expulsion.

STEP 1 (1-3 Day suspension)

- General school infractions not to the degree of Step 2

STEP 2 (3 Day Suspension and Referral to Police for Prosecution)

- Taunting, harassing or repeatedly committing acts which seriously annoy another student.
- Language or gestures that provoke or lead to a physical confrontation. (No blows exchanged)
- Mutually aggressive behavior such as pushing, shoving and/or kicking.
- Planning or threatening to harm another student.
- School Infractions deemed more serious than Step 1
- Theft and Defacing/Destruction/Vandalism of School Property.

STEP 3 (5-7-day suspension and Referral to Police for Prosecution)

- Repeated and more severe school infractions for conduct listed under Step 2

STEP 4 (7 Day Suspension and Referral to Police for Prosecution)

- A physical confrontation involving unusual force or actions, which pose a serious danger.
- Repeated physical confrontation where blows are thrown, or physical harm occurs.
- Repeated offense provoking or involving physically aggressive behavior.

STEP 5 (10 Day Suspension Pending Expulsion and Referral to Police for Prosecution)

- Acts of violence involving weapons.
- Repeated acts of aggressive behavior.
- Malicious and willful intent to cause physical harm.
- Repeated Suspensions



Disciplinary Process for Minor Infractions of Student Behavior:

For all minor disciplinary infractions, the High School administration reserves the right to modify the sequence based on the individual circumstances of an incident.

After School Detention

Minor infractions of school rules may result in a student being assigned to Detention. Detention occurs from 3:05 p.m. until 3:55 p.m. It is the student's responsibility to arrange transportation. Cell phones are not permitted during detention. All students in detention will be required to fill out a reflection form.

Failure to Attend Detention

- 1st offense- Add one (1) detention to the original detention
- 2nd offense- Additional detentions and/or assignment of In School Suspension
- 3rd offense- Additional detentions or suspension

Administration reserves the right to alter this sequence. Students' assigned detention are expected to bring constructive work with them when they report to detention. Since students are not permitted to go to lockers at the conclusion of detention, they should also bring with them jackets, books, and any other items needed for that evening. Students may not leave the school building between the end of the school day and the beginning of an assigned detention. Students who arrive late will be asked to leave and will be reassigned to detention.

Students will automatically be assigned to an additional detention for the following reasons:

1. Failure to attend or arriving late for an assigned detention hall.
2. Failure to be engaged in purposeful educational activities for the duration of the detention.
3. Being asked to leave for inappropriate or uncooperative behavior.
4. Failure to attend these re-assigned or additional detentions will result in suspension.

Students whose attitude and/or conduct necessitate habitual detention hall assignments will be suspended. Students who fail to leave the building immediately after detention will be charged with trespassing.

This policy does not include detentions which are assigned related to attendance or academics.

An excessive number of detentions may also result in Social Probation as directed by the Administration.

Lunch Detentions

1. Lunch detentions will be assigned by Administrator's discretion.
2. No cellphones.
3. Students must report directly to the Structure Room at the start time of your lunch.
4. Students will be provided lunch.
5. Students will fill out a reflection form.



Saturday Morning Detention

Students may be assigned Saturday Morning Detentions based upon violations of the student code of conduct.

Expectations/Guidelines

1. Detention runs from 7:30 a.m.-10:00 a.m.
2. Cell phones are not permitted.
3. Students must bring all school materials with them to the detention because they will not be able to go to their locker.
4. Students must understand if they miss the Saturday Detention, the only way additional consequences will not be enforced is if they have a Doctor's Excuse.
5. Students must understand that if they fail to arrive by 7:30 am or miss their scheduled Saturday Detention completely, parents will be called immediately, and they will be suspended out-of-school until a meeting can take place with a HS Administrator, the parents and student. At that meeting, the Saturday Morning Detention will be re-assigned, and the student will be given an additional Saturday Morning detention for not attending.

End of the School Day

The end of the day is divided between various activities and events. These items are outlined below.

Independent Reading Time (IRT)

- IRT is the High School's reading program that occurs on Monday, Wednesday, and Friday. The purpose of IRT is to provide our entire school community with uninterrupted reading time.
- Students are expected to have reading materials each day; those unprepared will have options to select for reading.

Clubs & Connections (C &C)

- C&C is a time designated for students to engage in clubs or academic support that occurs on Tuesday and Thursdays. Students may engage in the following activities:
 - Attend Club meetings
 - Meet with teachers for extra help and support.
 - Make-up work
 - Use as a study hall.

Character Strong (CS)

- CS is time designated to help establish a positive school culture by working with students on their social and emotional well-being through the Character Strong curriculum. CS occurs on Tuesdays of each week.



College and Career Readiness (CCR)

- CCR is time designated for students to complete requirements for graduation under Chapter 339. CCR occurs on Thursday of each week. Once students have completed their required artifacts, they will be permitted to attend C & C.

Display of Affection in Public

Public displays of affection by students are not acceptable in an educational environment.

Consequences for Inappropriate Public Display of Affection:

- 1st offense - Warning
- 2nd offense- Detention
- 3rd offense- School suspension(s) and parent meeting

Disrespect Towards Authority, Insubordination, and Failure to Follow a Directive:

Insubordination:

A refusal to follow a direct and valid order from any member of the Manheim Central High School staff. Insubordination will result in immediate disciplinary action.

Removal from class:

Any student asked to leave class will automatically be assigned a detention by the administration.

- 1st offense: Discipline action depending on the severity, parent letter and parental conference required.
- 2nd offense: Discipline action depending upon severity, may include suspension from school and parental conference. Students may be placed on social probation.

District Alert System

The District primarily utilizes a Web-based communication service to share information with parents/guardians. The high school will use this system and Schoology to share information. Manheim Central has implemented the Alert system to:

- Contact parents quickly and efficiently in the case of an emergency
- Substantially improve its ongoing communication with parents.

Dress Code

Refer to [MCSD Policy # 221](#) available via the District's Policy Manual on the District's website.



With the constant changes in fashion, a dress code that specifies guidelines on the types of clothing that can be worn in school becomes a challenge. All clothing must cover the stomach, back, chest, upper thighs, and undergarments. Shoes must be worn at all times. No bare feet.

Learners may not wear clothing that may be considered a distraction to the learning environment. This includes but is not limited to:

- Clothing that advertises or displays the use of Drugs, Alcohol, Tobacco, or Violence.
- Clothing that suggests a double meaning regarding sex, drugs, alcohol, violence, or language.
- Prohibited attire includes:
 - Exposed Undergarments
 - Muscle shirts or tank tops
 - Halter tops, Tube tops
 - Midriff blouses
 - See-through blouses/tops
 - Bandanas or handkerchiefs used as head covers/hats
 - Hoods, Hats/Caps
 - Sunglasses

Dress Code Violation:

- 1st offense- Warning and immediate change of clothing
- 2nd offense- Refusal to change will be considered insubordination.
- 3rd offense- Parent conference along with pending disciplinary action and immediate change of clothing. Additional violations will result in further consequences.

Driving Guidelines

Students are permitted to drive. Those students found driving recklessly on or near school property may have their driving privileges revoked. Students **MUST** park in the designated student section.



Controlled Substances/Paraphernalia (Drug and Alcohol)

Refer to [MCSD Policy #227](#) available via the District's Policy Manual on the District's website.

The Board recognizes that the abuse of controlled substances is a serious problem with legal, physical and social implications for the whole school community. As an educational institution, the schools shall strive to prevent abuse of controlled substances.

Definitions

For purposes of this policy, controlled substances shall include all:

1. Controlled substances prohibited by federal and state laws.
2. Look-alike drugs.
3. Alcoholic beverages.
4. Anabolic steroids.
5. Drug paraphernalia.
6. Any volatile solvents or inhalants, such as but not limited to glue and aerosol products.
7. Substances that when ingested cause a physiological effect that is similar to the effect of a controlled substance as defined by state or federal laws.
8. Prescription or nonprescription (over-the-counter) medications, except those for which permission for use in school has been granted pursuant to Board policy.

For purposes of this policy, under the influence shall include any consumption or ingestion of controlled substances by a student.

For purposes of this policy, look-alike drugs shall include any pill, capsule, tablet, powder, plant matter or other item or substance that is designed or intended to resemble a controlled substance prohibited by this policy or is used in a manner likely to induce others to believe the material is a controlled substance.

Authority

The Board prohibits students from using, possessing, distributing, and being under the influence of any controlled substances during school hours, at any time while on school property, at any school-sponsored activity, and during the time spent traveling to and from school and to and from school-sponsored activities in a School District vehicle.

The Board may require participation in drug counseling, rehabilitation, testing or other programs as a condition of reinstatement into the school's educational, extracurricular or athletic programs resulting from violations of this policy.

In the case of a student with a disability, including a student for whom an evaluation is pending, the district shall take all steps required to comply with state and federal laws and regulations, the procedures set forth in the memorandum of understanding with local law enforcement and Board policies.

In compliance with the Federal Drug Free Zone Act, the Board also recognizes the added severity to criminal charges for students over the age of eighteen (18) who use, possess, distribute or are under the influence of any substances within 1,000 feet of school property.



Off-Campus Activities

This policy shall also apply to student conduct that occurs off school property and would otherwise violate the Student Behavior Code if any of the following circumstances exist:

1. The conduct occurs during the time the student is traveling to and from school or traveling to and from school-sponsored activities in a School District vehicle.
2. The student is a member of an extracurricular activity and has been notified that off-campus conduct could result in exclusion from such activities.
3. Student expression or conduct materially and substantially disrupts the operations of the school, or the administration reasonably anticipates that the expression or conduct is likely to materially and substantially disrupt the operations of the school.
4. The conduct has a direct nexus to attendance at school or a school-sponsored activity, for example, a transaction conducted outside of school pursuant to an agreement made in school that would violate the Student Behavior Code if conducted in school.
5. The conduct involves the theft or vandalism of school property.
6. There is otherwise a nexus between the proximity or timing of the conduct in relation to the student's attendance at school or school-sponsored activities.

Anabolic Steroids

The Board prohibits the use of anabolic steroids by students involved in school-related athletics, except for a valid medical purpose. Bodybuilding and muscle enhancement, increasing muscle bulk or strength, or the enhancement of athletic ability are not valid medical purposes. Human Growth Hormone (HGH) shall not be included as an anabolic steroid.

Students shall be made aware of the dangers of steroid use; that anabolic steroids are classified as controlled substances; and that their use, unauthorized possession, purchase, or sale could subject students to suspension, expulsion and/or criminal prosecution.

Reporting

Incidents of possession, use and sale of controlled substances and alcohol by any person on school property shall be reported to the Office of Safe Schools on the required form at least once each year.

Penalties -First Offense

1. The principal will be notified immediately.
2. The principal and/or other appropriate school personnel will meet with the student, who will explain the circumstances related to a possible policy violation.
3. The principal or designee will promptly notify the student's parent(s)/ guardian(s) concerning the incident and will seek additional information that could guide disposition of the possible policy violation.
4. The student shall be sent home or removed from the school to receive medical attention if required. When parent(s)/guardian(s) cannot be reached, the principal or other school authority will decide to obtain medical treatment for the student or temporarily isolate the student.



5. The principal will notify the police for appropriate investigation and disposition.
6. Any student violating this policy will be suspended for a period of ten (10) school days and referred to the Student Assistance Program (SAP) Team for assessment and intervention. The SAP teams will refer the student to a professional trained to assess substance abuse problems and make recommendations for treatment. Any student who complies with the recommendation of the assessor will not be recommended for expulsion regardless of his/her status on the district suspension sequence. Any student who refuses to go for an assessment will be recommended to the Board of School Directors for exclusion.
7. Any student who manufactures, distributes or attempts to distribute drugs, alcohol or any mood-altering substance on school premises or at any school- sponsored activity anywhere, or while traveling to and from school or school- related activities, will be recommended to the Board of School Directors for expulsion.
8. Additional Requirements - Any student who violates this policy, upon return to school, may be subject to random searches upon entering the building or attending events. Any student who does not comply with the specified requirements will be recommended for expulsion.
9. There are certain offenses that may be of such a grievous nature and the potential for harm so great that the principal may make an immediate recommendation for expulsion to the Board of School Directors, independent of the first offense provisions of this policy and regardless of the student's status on the district suspension sequence.
10. Exclusions from School- Exclusions affecting certain exceptional students shall be governed by applicable state and federal laws and regulations (relating to right to education and disciplinary exclusions of certain handicapped students from special education placement).

All exclusions from school shall be conducted in accordance with PA Code 12.6 and 12.8 as outlined in the student handbook. In all cases, students will be afforded and notified of due process rights under 22 EA Code I 2.8.

Any student who is self-referred or who is voluntarily referred by anyone else and who seeks help with a chemical use/abuse and/or dependency, and who is not under the influence of a chemical substance is not subject to this policy's provisions as outlined in FIRST OFFENSE violations. Any student who is self-referred and seeks help with a chemical use/abuse and/or dependency will be referred to the SAP team for assessment and recommendations for services.

Any student who voluntarily admits to chemical use/abuse and /or dependency to any Manheim Central School District staff member will temporarily not participate in any school-sponsored club, activity or athletic team until a recommendation can be made by the SAP team. If the student is an athlete, s/he will be reinstated as an athletic participant when evaluation and their program indicate that they can safely and appropriately participate; this determination will be made by the SAP team.

Penalties - Second Offense

Any person who violates this policy a second time commits a second offense and will be immediately suspended from school for a period of ten (10) school days and recommended to the Board of School Directors for expulsion. The Superintendent may use discretion and recommend modification of such expulsion requirements on a case-by-case basis.

In all cases, students will be afforded and notified of due process rights under 22 PA Code 12.8.



Electronic Devices

Refer to [MCSD Board Policy #237](#) available via the District's Policy Manual on the District's website.

In order to support an educational environment that is orderly, safe, and secure and free from distractions for its students, while aiming to permit students to reasonably and responsibly utilize electronic devices. Except as outlined below, the Board prohibits use of electronic devices by students during the school day in district buildings; on district property; on district buses and vehicles; during the time students are under the supervision of the district; and in locker rooms, bathrooms, health suites and other changing areas at any time.

Elementary learners must keep personal electronic devices powered off and out of sight.

Middle school learners must keep personal electronic devices powered off and out of sight unless they have permission of the facilitator or building administrator to do so.

High school learners may use electronic devices during non-instructional times so long as they do not disrupt school activities, or violate any other school policies or laws.

The Board prohibits the use of electronic devices to take photographs, or to record audio or video at any time during the school day or at any school-sponsored event that is not open to the general public, unless the building administrator has authorized the photograph or recording by giving written consent, unless the use is authorized for educational purposes.

Students in the high school are permitted to use electronic devices during non-instructional times, including lunch periods, before school hours, after school hours, and between classes, so long as such use does not:

- Disrupt school activities or instruction.
- Violate any other Board or school policies.
- Violate state or federal law.
- Violate any of the prohibitions set forth elsewhere in this policy.
- If an electronic device utilizes the district's Internet connection, the school district's Acceptable Use policy applies and is incorporated herein by reference.
- Advisors and coaches of extracurricular activities shall have discretion to regulate and limit the use of electronic devices by high school students while participating in sports or extracurricular activities, and school-sponsored trips.

Electronic devices shall include all devices that can take photographs; record audio or video data; store, transmit or receive messages or images; or provide a wireless, unfiltered connection to the Internet.

If an electronic device utilizes the district's Internet connection, the school district's Acceptable Use policy applies.

Nothing in this policy shall affect the ability of the building administrator or his/her designee to grant approval for the use of an electronic device by a student because of a student's urgent health or safety needs, or in the event of an emergency.

Nothing in this policy shall affect the provision or use of an electronic device as stated in an Individualized Education Program or Section 504 Service Agreement.



Earbuds/Headphones & Audio devices

Individual classroom teachers may permit use of headphones/earbuds for instructional purposes.

Students making the decision to listen to a device projecting sound must have earbuds or headphones on. Approved times for music are considered before and after school or during lunch.

Loss or Damage to Electronic Devices

Students are solely responsible for the safe storage of any personal electronic devices that they choose to bring to school. The district shall not be liable or responsible for the loss or damage to any electronic devices that a student brings to school, extracurricular activities, to school-sponsored events or trips, or from the confiscation of an electronic device as the result of a policy violation.

Student Responsibility for Data Charges

No student shall be required to provide a personal electronic device as a condition of receiving educational instruction. If any student chooses to utilize such a device pursuant to this policy, the student and parents/guardians assume full responsibility for any phone or data charges that may result from such use.

Limitation on Technical Support

District technology staff may not provide technical assistance to students for their personal devices. However, this policy shall not prohibit District technology staff from providing general instructions for the configuration of such devices to access or connect to district-owned technology resources.

Educationally Approved Uses

- The use of software, hardware, email, and the intranet/internet for academic purposes.
- Accessing the Internet to retrieve information from libraries, databases, and websites to enrich and expand learning opportunities.
- E-mail and online work to facilitate communication and for school projects and/or assignments.

Unacceptable Uses

- To cause harm to others or damage their property.
- To jeopardize the security of users' access and the District's Resources.
- To result in the destruction of District property.
- Hacking or similar activity.
- Record, video, photograph w/out permission of student/teacher or building administration.
- Any activity or use that would be classified under the Bullying Policy (Board Policy 249) to include cyber bullying.
- Intellectual property, academic honesty, personal integrity, and plagiarism.
- Possession and/or use of pornographic materials on buses or school property is strictly prohibited. This includes sexting or any improper use of an electronic device.
- Respect for the privacy of others and personal safety.



Misuse of cell phone technology during the school day constitutes a violation of District Policy and will result in one or more of the following consequences:

- Warning
- Loss of credit for assignment
- Restricted use of electronic devices
- Loss of privilege
- Detention
- Suspension
- Expulsion
- Legal Action

*Penalties for **Violations** of the Electronic Devices Policy - Cell Phones:*

The Board authorizes building administrators, teachers, and security personnel to confiscate a student's electronic device when used in violation of this policy.

Building administrators may impose additional disciplinary sanctions against students for violations of this policy, including suspensions from school or recommendations for expulsion from school as warranted by the specific facts and circumstances in a particular case.

Students violating the cell policy will follow the sequence below:

- 1st Offense – cell phone or device will remain in the main office. The student may pick it up at the end of the school day.
- 2nd Offense – cell phone or device will remain in the main office. The student may pick it up at the end of the school day. After the 2nd offense, a detention will be assigned.
- 3rd and Additional Offense – cell phone or device will remain in the main office and be returned to a parent. Students will be assigned 2f detentions.

Refusal to comply with the cell phone policy will be considered insubordination by the Administration.

All institutions have guidelines, procedures, and policies that need to be followed. Guidelines are set up to protect the safety, security, and freedoms of people. It is the district's belief that by closely monitoring activity within the school we can provide a better climate for all students, staff, and faculty. If you have a concern with another student or information about an incident that jeopardizes the school, please see a counselor, teacher, or administrator.

Students may use the phone in the office at the administrator's discretion. Permission to use the telephone is to be secured in the main office. NOTE: The school phone is to be used before and after school or during the lunch hour, or in an emergency. The office staff and administration will determine what situations constitute an emergency. Failure to adhere to these guidelines will result in disciplinary action.



Enrollment

Refer to [MCSD Policy #200](#) available via the District's Policy Manual on the District's website.

The Board shall enroll school age students eligible to attend district schools, in accordance with applicable laws and regulations, Board policy and administrative regulations.

School age shall be defined as the period from the earliest admission age for the district's kindergarten program until graduation from high school or the end of the school year term in which a student reaches the age of twenty-one (21) years, whichever occurs first.

District of residence shall be defined as the school district in which a student's parents/guardians reside.

The district shall not enroll a student until the parent/guardian has submitted proof of the student's age, residence, and immunizations and a completed Parental Registration Statement, as required by law and regulations.

Food and Drinks

Students are permitted to carry water with them throughout the day. With the exception of water, drinks are not permitted in the carpeted areas. Food is also not permitted in the carpeted areas.

When there is a spill/accident, students are expected to clean-up.

Field Trip Criteria

Refer to [MCSD Policy #121](#) available via the District's Policy Manual on the District's website

Criteria for participation is below:

1. Attendance (illegal absences will prohibit participation)
2. Academics (failure in a course will prohibit participation)
3. Discipline (suspension will prohibit participation)
4. Patterns (combinations of excessive absences, detentions, and/or low grades could make a student ineligible)

Administration will make the final decision on cases in question.

Gambling/Gaming

Gambling and gaming of any sort is prohibited by students on school grounds and throughout the school day. Gaming may include unauthorized card playing such as poker, black jack, etc. This does not include educational games approved by professional staff and administration. Engaging in this behavior will result in disciplinary consequences ranging from detention through suspension.

Graduation Requirements

Refer to [MCSD Policy #217](#) available via the District's Policy Manual on the District's website



Graduation Requirements

To earn a Manheim Central High School diploma, students must fulfill each of the requirements listed below:

Course	Required Credit Earnings
English Language Arts	4 Credits
Mathematics	4 Credits
Social Studies (Must include a minimum 0.5 credit of American Government)	3 Credits
Science	3 Credits
Physical Education	1.5 Credits
<ul style="list-style-type: none">Ecology, Environment, and Engineering (Class of 2024, 2025)STEM (Any course from Computer Science & Technology/Engineering Department (Class of 2026 and beyond)	0.5 Credit
Health	0.5 Credit
Humanities (Any course within the Music Department, any introductory course within the Art Department, or any introductory or first level course within the World Language Department.)	0.5 Credit
F.C.S. Connections	0.5 Credit
Elective Courses	10.5 Credits



Adequate Progress toward Graduation Requirements

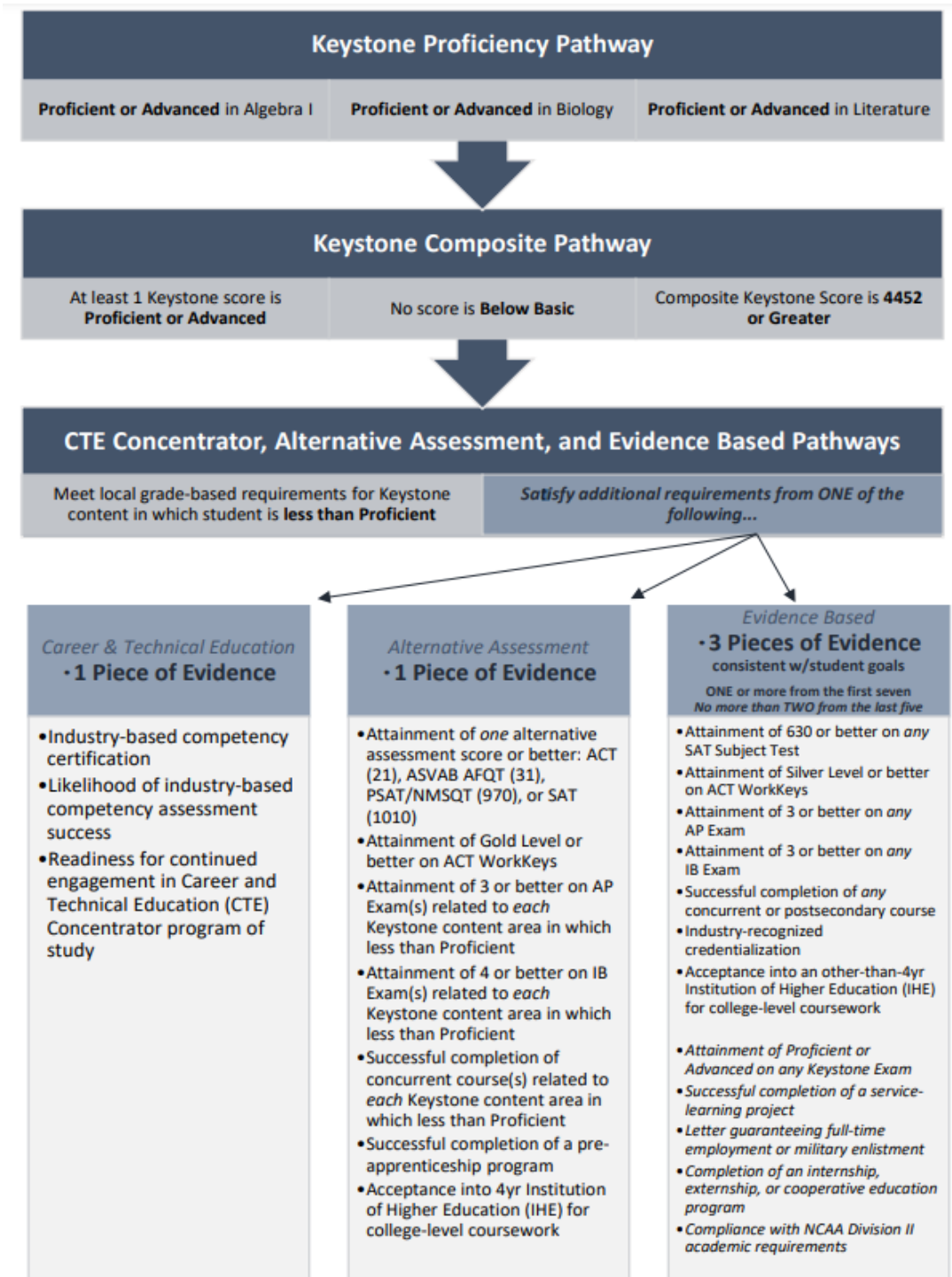
- To ensure adequate yearly progress towards graduation, a student must meet the minimum requirements listed below to be promoted to the next grade.

Rising Grade Level	Requirements
Promotion from 9 th to 10 th Grade:	Learners must have a cumulative total of 4 credits by the end of their freshmen year.
Promotion from 10 th to 11 th Grade:	Learners must have a cumulative total of 12 credits by the end of their sophomore year.
Promotion from 11 th to 12 th Grade:	Learners must have a cumulative total of 20 credits by the end of their junior year.

- Additionally, each graduating student must successfully pass seven (7) credits during their senior year and meet one of the five Keystone Graduation Pathways as outlined below.



Pennsylvania State Graduation Pathways:





Hallpasses

Students are expected to sign-out to leave from class. Failure to sign-out or students in unassigned areas will face discipline.

Hazing, Dating Violence, and Bullying/Cyberbullying

Refer to MCSD Policy available via the District's Policy Manual on the District's website.

- [MCSD Policy #247-Hazing](#)
- [MCSD Policy #252-Dating Violence](#)
- [MCSD Policy #249-Bullying/Cyberbullying](#)

Manheim Central School District is committed to providing a safe, positive learning and working environment for students and staff that is free from bullying, hazing, dating violence, sexual harassment, and other discrimination, and retaliation. These activities are prohibited in connection with any student activity or organization regardless of whether the conduct occurs on or off school property or outside of school hours. No student, parent/guardian, coach, sponsor, volunteer or district employee shall engage in, condone or ignore any form of bullying, hazing, dating violence, sexual harassment, and other discrimination, or retaliation. MCSD encourages students who believe they, or others, have been subjected to these forms of discrimination to promptly report such incidents to the building principal or designee. Reports will be investigated according to the process established in School Board Policies (including but not limited to 247, 252, 249, and 103) and consequences for students who violate these policies can range from SAP referral to Suspension/Expulsion and may include Criminal Prosecution. Manheim Central School District does not discriminate in any manner, including Title IX sexual harassment, in any district education program or activity. More information on Title IX and Policy 103/104 can be found on our district website. For more information or to report a concern, please contact the Manheim Central School District Title IX Coordinator:

Dr. Amy Flannery, Assistant Superintendent

Compliance Officer/Title IX Coordinator (Students)

281 White Oak Rd., Manheim, PA 17545

(717) 664-8540; titleix@manheimcentral.org

Make-up Assignments

Students are responsible for communicating with their instructors to gather assignments for make-up work. This should not be done during instructional time, but rather before or after class the day they return from their absence. As a general rule, students have the same number of days to make up their assignment(s) as they were absent-up to one week; however, due dates provided in advance will be upheld. Extensions due to extenuating circumstances may be granted by the teacher, school counselor, or an administrator.



Inappropriate Language

Using obscene, indecent or inappropriate language in school will not be tolerated. This includes any and all language that is considered "cursing" or an "obscenity" by the building faculty and/or administration. Furthermore, students directing the language directly at a staff member will be immediately suspended and a mandatory parent conference will be held, prior to being reinstated back to school.

Laptop Loan Program

All learners are issued a school laptop. The laptop has all of the necessary software needed for their curriculum and learning goals in addition to an internet filter that is active at both school and anywhere students access the Internet.

Any information contained on any computer, cloud, or internet transmitted through or purchased by the Manheim Central School District are considered the property of the District. Files stored or transmitted on District equipment, cloud services, or the network are property of the District and are subject to review and monitoring. The District reserves the right to confiscate the property at any time.

This procedure applies to stand-alone computers as well as computers connected to the network or Internet. Any attempt to violate the provisions of this agreement will result in revocation of the user's privileges, regardless of the success or failure of the attempt. In addition, school disciplinary action, and/or appropriate legal action may be taken. The decision of the Technology Department and building administrators regarding inappropriate use of the technology or telecommunication resources is final. Monetary remuneration may be sought for damage necessitating repair, loss, or replacement of equipment and/or services.

Liability

The laptop is issued to the student who, with his or her parents or legal guardians, are the only authorized users of that computer.

Although each student accepts responsibility for the care and use of the laptop, the laptop remains the sole property of the District.

The District owns licenses for the software installed on the laptop. Under no circumstances may any of this software be transferred to any other computer. The District purchased an extended warranty contract on all laptops. However, in the event of damage to the laptop caused by vandalism or negligence as determined by our warranty provider, parents will be charged for the required repair.

Responsible Use Policy

The High School encourages students to utilize district resources such as computers, software, e-mail, and the internet for educational or school related activities and for the exchange of useful information. The laptop is the property of the District and is to be used solely by the student it is being issued to for academic reasons.

The entire board policy governing the laptop program is Board Policy 815: Acceptable use of electronic resources can be located on the District website at <https://www.manheimcentral.org/>. Click on the School Board Tab, and then click on District Policies.



The following guidelines govern the 1.1 program

- Students are not permitted to decorate either the case or laptop. Laptops or carrying cases that have pencil/pen/magic marker writing on them, stickers or any other marks on them will be viewed as vandalism. There will be an associated cost to restore the laptop to the original condition if marked up intentionally.
- Games and software may not be installed on your computer. Under no circumstance shall students have to pay- for games, pay-for software, or music on the laptop in which you have not purchased. Unlicensed/illegally obtained media is prohibited and may result in legal action for copyright infringement and/or software piracy by the licensed owners of such. Only programs installed by MCSD tech staff are acceptable.
- Students are expected to arrive at school every day with their laptop battery fully charged and with the laptop power adapter. Students that fail to bring these items in or have their battery fully charged will be subject to appropriate disciplinary action.

Laptop Damage

All physical damage to the laptop must be reported immediately to the technology department at school located in the temporary main office. The damage must be reported to the Technology Department no later than the next school day. The Technology Department will arrange for repair and a loaner as needed. One accidental damage incident will be allowed per year for each learner. Incidents that take place after the first occurrence will be billed accordingly.

Should the laptop become inoperable, a student will be issued a loaner laptop while their laptop is being repaired. The loaner laptop assumes all aspects and policies of the student originally issued laptop.

Appropriate Educational Uses:

- The use of software, hardware, email, and the intranet/internet for academic purposes.
- Accessing the Internet to retrieve information from libraries, databases, and websites to enrich and expand learning opportunities.
- E-mail and online work to facilitate communication and for school projects and/or assignments.

Inappropriate Uses:

All users are expected to conduct their online activities in an ethical and legal fashion. The use of these resources is a privilege, not a right. Misuse of these resources will result in the suspension or loss of these privileges, as well as possible disciplinary, legal, or other action necessary. Examples of inappropriate or unacceptable use(s) of these resources include, but are not limited to, those uses; that violate the law or the Acceptable Use Policy (Board Policy 815), the rules of network etiquette, and that would disrupt the educational environment or hamper the integrity or security of school network.

Some unacceptable practices include:

- Transmission of any material in violation of any U.S. or state law, including but not limited to: copyrighted material without the written permission of the author or creator; threatening, harassing, pornographic, or obscene material; or material protected by trade secret.



- As with all forms of communications, e-mail or other network resources may not be used in a manner that is disruptive to the work or educational environment. The display or transmission of messages, images, video, cartoons or the transmission or use of email or other computer messages that are sexually explicit constitute harassment, which is prohibited by the Manheim Central School District.
- Record, video, photograph without permission of student, teacher or building administration. The use for personal financial, political, or commercial gain, product advertisement, or the sending of unsolicited junk mail or chain letters is prohibited.
- The creation, propagation, and/or use of computer viruses or other malicious logic is prohibited.
- Deleting, examining, copying, or modifying files and/or data belonging to other users is prohibited.
- Unauthorized copying/installation of software programs belonging to the school is prohibited.
- Intentional destruction, deletion, or disablement of installed software on any computer is prohibited.
- Vandalism is prohibited. This includes, but is not limited to, any attempt to harm or destroy the data of another user, the network/Internet, or any networks or sites connected to the network /Internet. Attempts to breach security codes and/or passwords are considered a form of vandalism.
- Destruction of hardware or software or attempts to exceed or modify the parameters of the system is prohibited.
- Intentional overloading of school computer resources.

Technical Assistance

Students should report any laptop problems (i.e. printing, software issues, syncing, etc.) to the classroom teacher or to the Technology Department as soon as possible. Students are prohibited from trying to troubleshoot any hardware problem. Under no circumstances shall the District owned laptop be taken to a third party for repair or troubleshooting. All issues relating to the functionality of the laptop shall be reported to the Technology Department in the Temporary Main Office.

Failure to abide by this policy, regardless of the resolution, will be considered vandalism and or negligence. (Please refer to the section titled Liability)

Consequences

Misuse of technology during instructional time constitutes a violation of District Policy and will result in one or more of the following consequences.

- Warning
- Loss of credit for assignment
- Restricted use of electronic devices
- Loss of privilege
- Detention
- Suspension
- Expulsion
- Legal Action



Leaving School

Leaving School Property during the regular school day

Students may leave school property only with approval from school personnel. Parents/Guardians will be contacted for any student who does not provide a written note and parent/guardian signature. Students without an excusal form must sign out in the main office. Students violating these guidelines will be considered to have skipped classes or have left school without permission. This includes students who become ill during the school day. Students who become ill must report to the nurse's office for an evaluation. The school nurse will determine if the student is to remain in school or go home and will contact parents/guardians. If a student contacts parents/guardians to pick them up from school because of illness and it is not approved by the school nurse or administration, then the student will be charged with an unexcused absence. This may result in disciplinary action.

Repeated offenses will result in social probation and administrative consequences including but not limited to in school suspension.

Sign-in & out of the Building

Students are required to check-in and out through the main office. This applies to students arriving/leaving for excused appointments or arriving/leaving as a part-time online student.

Unless given permission by an administrator, students who do not sign-in and out of the main office will be considered leaving school without permission.

Students who cut class:

1st offense – Students will be assigned two (2) detentions for each class cut and one (1) detention for cutting of Homeroom.

2nd offense – Contact parent and In School Suspension.

3rd offense - Additional violations are subject to administrative discretion.

Students who cut class and leave school without permission:

- 1st offense - Parent Contact and In School Suspension
- 2nd offense - Parent Contact and Saturday detention
- 3rd offense - Additional violations are subject to administrative discretion.

*Permission is defined as a written note, verbal phone call, or photo of a written note from a parent email account. Administration and the attendance office must be notified prior to leaving campus.



Live Streaming and Zoom

Refer to [MCSD Policy #831](#) available via the District's Policy Manual on the District's website.

Manheim Central School District prohibits student video live streaming at any time during the school day, including while on District-provided transportation to and from school, or at any school-sponsored event that is not open to the general public, unless the building administrator has authorized the livestreaming by giving written consent.

Violation of this policy, its administrative guidelines, and/or state or federal laws will result in discipline up to and including expulsion. Manheim Central School District does not prevent employees, students, parents/guardians, and/or members of the public from livestreaming District events open to the public.

Students, parents/guardians, employees, and members of the public should not have any expectation of privacy while attending public events; they may be captured and broadcast on a livestream just as they could at any other public or community event, or facility open to the public. Manheim Central School District may use live streaming in remote learning/hybrid classes. Livestream instruction shall not be recorded by the District.

District administrators may prohibit livestreaming at specific events hosted by the District on a case-by-case basis to comply with the law, to comply with contract terms, or to prevent a substantial disruption to the public event.

The Board prohibits live streaming of copyrighted musical performances, theatrical performances, or any material or performance in violation of copyright law.

Maintaining Professional Adult Student Boundaries

Refer to [MCSD Policy #824](#) available via the District's Policy Manual on the District's website.

All adults shall be expected to maintain professional, moral and ethical relationships with district students that are conducive to an effective, safe learning environment. Any person, including a student, who has concerns about or is uncomfortable with a relationship or interaction between an adult and a student, shall promptly notify the building principal or Title IX Coordinator. Reports may be made using the Discrimination/Sexual Harassment/Bullying/Hazing/Dating Violence/Retaliation Report Form or by making a general report verbally or in writing. Upon receipt of a report, school staff shall promptly notify the building principal.

Media Center Usage

The following items are meant as a list of expectations for all individuals using the Media Center for studying, searching for a book, and/or performing reference work during normal class time. Normal Media Center hours of operation are 7:35 AM to 3:00 PM daily.

- Permission to use the Media Center must be granted by the teacher during class time.
 - Classroom Teacher will communicate with the Media Center.
 - Individuals must login/logout upon arrival and departure using the provided form.
 - Individuals must login/logout upon arrival and departure using the provided form.



McKinney Vento Notice

Refer to [MCSD Policy #251](#) available via the District's Policy Manual on the District's website

If your family has been displaced from your permanent residence, your school aged children may qualify for protective educational rights under this law. For the McKinney Vento Act assistance, residency is determined by where one sleeps at night.

In the educational setting, homelessness is defined as: "Individuals who lack a fixed, regular, and adequate nighttime residence (where the child/youth sleeps)".

The McKinney-Vento Education of Homeless Children and Youth Assistance Act is a federal law that ensures immediate enrollment and educational stability for homeless children and youth who have been displaced from their permanent housing.

If you would like more information on how students qualify under this law, Please contact the District Homeless Liaison (also the District Home and School Liaison/Social Worker) at 717-664-8535 or heinseyc@manheimcentral.org, Carrie Heinsey. The Homeless Liaison is available to work with families experiencing homelessness and to connect families with needed supports.

For more information regarding homelessness, please visit Pennsylvania's Department of Education website at www.education.pa.gov.

Naloxone

Refer to [MCSD Policy #823](#) available via the District's Policy Manual on the District's website.

Manheim Central School District recognizes that the abuse of controlled substances is a serious problem with legal, physical and social implications for the whole school community. As an educational institution, the schools shall strive to prevent abuse of controlled substances. The school district wishes to prevent opiate-related overdose deaths by making Naloxone available in its elementary, middle school, and high school. Naloxone is a medication found to reverse the effects of an opiate-related drug overdose. Consistent with Pennsylvania law, the school district authorizes identified school personnel to administer Naloxone in order to respond to suspected drug overdose occurring in schools. Students are encouraged to immediately report suspected drug overdoses to school officials to ensure immediate medical assistance is provided.

Nurse/Medical Procedures

Emergency Information Sheet

Incidents may occur during the school day that necessitate contact with a student's parent/guardian. Information provided at the beginning of the school year will be used to contact you. It is essential that the emergency form be signed, completed and returned to school during the first days of the school year. Please notify the school should there be any changes to the emergency contact numbers for your child.

School Nurse Services

If a student becomes ill during school hours, they must report to the class teacher for a pass and then report to the nurse. At the discretion of the nurse, they may be permitted to go home. If a student is permitted to go home early, it is the responsibility of the parents/guardians to provide transportation. While the nurse is available in case of an emergency, school health services are not intended to take the place of professional medical care. The nurse cannot provide transportation, medical diagnosis, or day care for students.



Medication Policy

Refer to [MCSD Policy #210](#) available via the District's Policy Manual on the District's website

The practice of taking medication in the school is discouraged by the School Board, school nurse, school administration and school physicians, who feel that the act of administering medicine must not become the responsibility of the school staff.

Guidelines for Prescription and Over-the-Counter Medications

The school nurse will oversee the dispensing of all medications to students at school. Medications will not be dispensed to a student at school unless it is medically necessary for the treatment of the student's health condition. If medication is required for a student during the school day, the following steps must be followed:

1. The student's parents must provide written consent for the dispensing of medication to his/her child at school, as well as written orders from the health care provider prescribing the medication, which states the student must take the medication during the school day.
2. The health care provider shall provide written instructions for the administration of the medication to the student. Such written instructions shall specify the name of the medication, the dosage to be dispensed to the student, the time when medication should be dispensed, and the method to dispense the medication and any other necessary instructions.
3. A student's parent(s) must bring the medications to school in the original container. The medication must remain in the original container in which it is received. The medications arriving in bags or envelopes will not be accepted.
4. The label of the medication container must identify the name of the medication, and the name of the student for whom the medication is intended. Medication will not be administered to a student, unless the student's name appears on the container.
5. Medication will be stored in a locked area in the school nurse's office, and otherwise stored in accordance with the health care provider's instructions on the original label.
6. All medications, parental consent forms and health care provider instructions shall be given directly to the school nurse or the person designated within the school to receive such items, immediately upon arrival at school.
7. All medication will be counted (if applicable), and individual medication logs will be maintained for each medication for a student. Accurate records shall be kept regarding each time a student is dispensed medication while at school.
8. Unused medication will not be sent home with a student. The student's parent(s) must arrange to pick up any unused medication. At the end of each school year, the school district will arrange to destroy any unused student's medications, which were not picked up by the student's parents.
9. Any request for long-term dispensing of a medication to a student while at school shall be reviewed and updated as needed at the beginning of each school year.



Asthma Inhalers/Epinephrine Auto-Injectors

Refer to [MCSD Policy #210.1](#) available via the District's Policy Manual on the District's website

Follow the above Guidelines for prescription drugs and over-the counter medications, except for the procedures set forth in board policy 210.1: Possession/Administration of Asthma Inhalers/Epinephrine Auto-Injectors.

Before a student may possess or use an asthma inhaler or epinephrine auto-injector in the school setting, the Board shall require the following:

1. A written request from the parent/guardian that the school complies with the order of the licensed physician, certified registered nurse practitioner or physician assistant.
2. A written statement from the parent/guardian acknowledging that the school is not responsible for ensuring the medication is taken and relieving the district and its employees of responsibility for the benefits or consequences of the prescribed medication.
3. A written statement from the licensed physician, certified registered nurse practitioner or physician assistant that states: Name of the drug, Prescribed dosage, Time(s) medication is to be taken, Length of time medication is prescribed, Diagnosis or reason medication is needed, unless confidential, Potential serious reaction or side-effects of medication, Emergency response, If the child is qualified and able to self-administer the medication.
4. A written acknowledgement from the school nurse that the student has demonstrated that s/he is capable of self-administration of the asthma inhaler and/or epinephrine auto-injector in the school setting. Determination of competency for self-administration shall be based on the student's age, cognitive function, maturity and demonstration of responsible behavior.
5. A written acknowledgement from the student that s/he has received instruction from the student's licensed physician, certified registered nurse practitioner or physician assistant on proper safety precautions for the handling and disposal of the asthma inhaler and/or epinephrine auto-injector, including acknowledgement that the student will not allow other students to have access to the prescribed medication and that s/he understands appropriate safeguards.

Medication Procedures on Field Trips

A MCSD CSN or other licensed school nurse cannot lawfully delegate the nursing function of medication administration to the principal, teacher, administrative personnel, or paraprofessionals.

1. Standing order and prescription medication may be administered by an approved licensed RN or LPN after an appropriate assessment has determined the need and after confirmation of the licensed prescriber's written order while on a field trip.
2. The student's parent is responsible for notifying the District of the student's need to take medication while on a field trip – this information shall be provided on the Health Information section of the Field Trip permission form provided by the student's teacher.
3. The student's parent is responsible to bring in any medication to be dispensed to his/her child. Please follow all medication guidelines as presented above.



4. Whenever possible, the parent/guardian of the child needing medication should be invited to be a chaperone and the parent/guardian will administer the medication. In this situation, the parent/guardian must comply with all District volunteer policies.
5. A parent/guardian can obtain, from the licensed prescriber, a temporary order to change the time of administration to not occur during the field trip or to omit the dose for the day of the field trip.

The school nurse may consult with a student's health care provider, if questions arise regarding the dispensing of medication to the student. If the consultation results in any change to the written instructions regarding the administration of the medication to the student, the school nurse shall request updated written instructions from the health care provider to replace or supplement the instruction originally provided.

Physical Examinations

The Pennsylvania School Health law requires children upon original entry to school and in the 6th and 11th grades to have a complete physical exam. You are urged to have this done by your family physician.

The Department of Health states that they will allow districts to accept reports completed within one year prior to a student's entry into the grade where an exam is required. The exam should be completed, and the form returned to the school nurse no later than September 20. Forms are available from the school nurse if needed. A student may be scheduled for this exam by the school physician upon a written request from parent/guardian.

Health Screenings

All students will be screened for height, weight and vision. All 11th graders will be screened for hearing. The parent/guardian will be notified.

School Based Behavioral Health Outpatient Services

The Manheim Central School District has provided school counseling services to students for many years. For some students, their needs extend beyond the services that are provided through school counseling. Beginning the 2016-2017 school year, Manheim Central School District will partner with the Community Services Group (CSG) to provide outpatient mental health counseling to students. CSG will employ a licensed therapist to provide this service at all school buildings throughout the district. Individual counseling sessions will be funded by the individual students' insurance companies, which CSG will help them access. If you are interested in learning more about this service, please call the Educational Services Center at 717-664-8521 of any screening failures.



Sunscreen Application by Learners

In October 2018, the Pennsylvania School Code was amended to include a section on Sun Protection Measures for Students. Section 1414.10 states that a school entity shall allow the application of sunscreen during school hours, at a school-sponsored activity, or while under the supervision of school personnel. [Review the full legislation](#), which is available on the Pennsylvania General Assembly's website: www.legis.state.pa.us. Please note that only non-aerosol topical sunscreen is permitted.

Parents/guardians may choose to supply their child with non-aerosol topical sunscreen, if it is approved by the U.S. Food and Drug Administration. Parents/guardians must complete and submit a sunscreen use consent form in order for their child to apply sunscreen during school hours, at a school-sponsored activity, or while under the supervision of school personnel. Non-aerosol topical sunscreen use consent forms can be found under the [Health Services tab](#) on the district website. Completed consent forms should be returned to the building nurse. This permission can be revoked or restricted by the school district if the learner does not comply with the school rules or does not use the sunscreen in a safe manner.

Head Lice

At any time during the school year, the school nurse may examine a student for head lice and begin appropriate interventions as outlined below.

Pediculosis (infestation by head lice) should not disrupt the educational process. In cases that involve head lice, as in all school health issues, it is vital that the school nurse prevent stigmatizing and maintain the student's privacy, as well as the family's right to confidentiality.

If lice are identified, the following procedures shall be implemented:

1. The school nurse will provide information to the parent/guardian regarding treatment. Students diagnosed with live head lice shall be sent home to be treated and return to class after appropriate treatment of live lice has begun. Nits may persist after initial treatment, but successful treatment should kill crawling lice.
2. Determine if the student has siblings in the district. If yes, then check the siblings and others in close contact with the affected child.

Readmission

After the in-home treatment has been initiated and live lice have been removed, the child may return to school, even if nits persist.

The nurse will continue to work with the family through the lice treatment and provide daily checks of the child before school each day.

Once the nurse has verified that the child is lice/nit free, parent(s)/guardian(s) will be given notification that the child no longer needs daily checking in the nurse's office at the start of each day.



Nits

When a student is found to have nits in the hair (no live lice detected):

1. The parent/guardian is notified by phone and encouraged to comb nits out at least daily for the next two (2) weeks.
2. The student is not sent home from school.
3. Information related to detection and elimination of head lice is sent home with the student in a sealed envelope.
4. If future checks reveal an increased number of nits present or it is obvious to the school nurse that the student's hair has not been treated (live lice are present), the parent/guardian will be contacted for follow up.

Online Learning at MCHS

Students may enroll in online courses full time or part-time. Students may switch to online classes at the conclusion of the marking period/semester pending their schedule and completion of courses. To learn more about online, please contact Ms. McCauley, Administrator of Online Learning or meet with your school counselor.

Please review the [MCHS Supplemental Online Learning Handbook](#) to learn more about online learning and its expectations for success.

Personalized Learning Time (PLT)

The purpose of Personalized Learning Time (PLT) is to designate a portion of each instructional block to provide support for learners. The placement of Personalized Learning Time (PLT) within the block is at the discretion of the teacher. During Personalized Learning Time (PLT), students should be engaging in academically related work for each assigned block.

Photographs

Parents/guardians do have the right to prohibit the District from photographing or filming/digitally record their child for use in school publicity releases. Each year the District develops a Do Not Photograph list to help ensure that it complies with parent/guardian wishes. If you wish that your child NOT be photographed or filmed while participating in school activities, please complete the digital form at the start of the year.

Learners on the Do Not Photograph list may still be photographed or filmed by classroom teachers for classroom bulletin boards, presentations, etc. The Do Not Photograph list only precludes the District from using pictures or video footage of listed learners as part of the school publicity release. Parents/guardians must notify classroom teachers directly to prohibit them from photographing or filming their child for use in classroom displays.



Plagiarism/Cheating

Definition of Terms:

Cheating: The giving, receiving, or using of aid or assistance not authorized by the teacher on graded school work for a class. This also includes, but is not limited to, infractions when a student looks off their neighbor's paper during a test, creates/conceals a "cheat sheet" to be used during an assessment, copies school work or creates, shares, and/or knowingly receives digital images of said content.

Possession/Distribution of Stolen Academic Property: Is found to be in possession of, or to have distributed, a hard or electronic copy of assessment questions and/or answer key

Plagiarism: The unacknowledged use of another person's work. This use would include words, phrasing, data, images, or ideas, whether published or unpublished, in any form of work submitted as the student's own for assessment or evaluation.

Consequences:

1st Infraction:

- The student will receive an Incomplete for the original assignment
- The teacher will alert the grade administrator and the infraction will be logged. The teacher will notify the parent/guardian about the infraction and explain the steps that will be followed to rectify the situation.
- The student must meet with the teacher and discuss the infraction in order to earn the opportunity to complete a retake. It is the responsibility of the student to schedule this follow-up meeting and complete the make-up outside the instructional block and within the timeline as established by the teacher.
- A disciplinary consequence may be assigned based on the severity of infraction. This may include suspension and/or course failure.

2nd Infraction:

- The student will receive an Incomplete for the original assignment.
- The teacher will alert the grade administrator and the infraction will be logged. The teacher will notify the parent/guardian about the infraction and explain the steps that will be followed to rectify the situation.
- The student must meet with the teacher and an administrator to discuss the infraction. The student may complete a make-up and earn a maximum of a 50%. It is the responsibility of the student to complete the make-up outside the instructional block and within the timeline as established by the teacher.
- A disciplinary consequence will be assigned based on the severity of infraction. This may include suspension and/or course failure.

3rd Infraction:

- The teacher will alert the grade administrator and the infraction will be logged.
- A parent conference will be held to discuss the infraction. A school administrator will be present.



- The student must meet with the teacher and an administrator to discuss the infraction.
- The student will earn a 0 for the assignment and not be provided an opportunity to complete a make-up assignment.
- A disciplinary consequence will be assigned based on the severity of infraction. This may include suspension and/or course failure.

THE RIGHT OF INTERPRETATION AND ENFORCEMENT RESIDES WITH THE ADMINISTRATION.

Searches -

Refer to [MCSD Policy #226](#) available via the District's Policy Manual on the District's website

The Board acknowledges the need to respect the rights of students to be free from unreasonable searches and seizures while fulfilling the District's interest in protecting and preserving the health, safety and welfare of the school population, enforcing rules of conduct, and maintaining an appropriate atmosphere conducive to learning.

School officials have the authority to lawfully search students or their belongings, including lockers, automobiles, purses, backpacks, clothing, and other possessions, without a warrant, when in school, on school grounds or when otherwise under school supervision, if there is a reasonable suspicion that the place or thing to be searched contains prohibited contraband, material that would pose a threat to the health, safety and welfare of the school population, or evidence that there has been a violation of the law, Board policy, or school rules. The scope and extent of searches must be reasonable in relation to the nature of the suspected evidence, contraband or dangerous material and to the grounds for suspecting that it may be found in the place or thing being searched. When a search conducted by a handheld security device, such as a wand or other similar device, indicates that an item is in a student's undergarment area, the student will be asked to produce the item. If the student refuses to produce the item, it will be presumed that the item is contraband, and the student will be disciplined for both possession of contraband and insubordination.

The District has a compelling interest in protecting and preserving the health, safety and welfare of the school population, which under certain circumstances may warrant general or random searches of students and their lockers, vehicles or other belongings without individualized suspicion, for the purpose of finding or preventing entry onto school property of controlled substances, weapons or other dangerous materials.

Social Probation

Accumulation of referrals allows for administrative discretion and subsequent disciplinary action, including social probation, pending a parent conference with administration. Students who serve in excess of five days total of in-school or out-of-school suspension will be placed on Social Probation. These students will not be eligible to participate in co or extra-curricular spectator activities, field trips, dances, or other social activities for a period of forty-five school days.



Special Education

Refer to [MCSD Policy #113](#) available via the District's Policy Manual on the District's website

Manheim Central School District conducts ongoing identification activities as part of its school program for the purpose of identifying students who may be in need of special education and related services (eligible students). School districts, intermediate units, and charter schools are required to conduct child find activities for children who may be eligible for services via Section 504 of the Rehabilitation Act of 1973, 22 PA Code Chapter 16 (Gifted Services), and IDEA and Chapter 14 (Special Education). Individualized services and programs are available for children who are determined to need specially designed instruction to participate and make progress in the general education curriculum. Success for individual students is accomplished by providing positive experiences and appropriate reinforcements to encourage excellent self-esteem and confidence.

If you believe that your school-age child may be in need of special education and related services, screening and evaluation processes designed to assess the needs of the child and his/her eligibility are available to you at no cost, upon written request. You may request screening and evaluation at any time, whether or not your child is enrolled in the District's public school program. Requests for evaluation and screening are to be made to the Director of Special Education, Mrs. Pamela Watts at 717-664-8521.

Discipline of Students with Disabilities

Refer to [MCSD Policy #113.1](#) available via the District's Policy Manual on the District's website

The District shall develop and implement Positive Behavior Support Plans and programs for students with disabilities who require specific interventions to address behaviors that interfere with learning.

Students with disabilities who violate the Code of Student Conduct, or engage in inappropriate behavior, disruptive or prohibited activities and/or actions injurious to themselves or others, which would typically result in corrective action or discipline of students without disabilities, shall be disciplined in accordance with state and federal laws and regulations and Board policy and, if applicable, their Individualized Education Program (IEP) and Positive Behavior Support Plan.

Behavior Support

Refer to [MCSD Policy #113.2](#) available via the District's Policy Manual on the District's website

The Board directs that the district's behavior support programs shall be based on positive rather than negative behavior techniques to ensure that students shall be free from demeaning treatment and unreasonable use of restraints or other aversive techniques. The use of restraints shall be considered a measure of last resort and shall only be used after other less restrictive measures, including de-escalation techniques. Behavior support programs and plans shall be based on a functional behavioral assessment and shall include a variety of research-based techniques to develop and maintain skills that will enhance students' opportunity for learning and self-fulfillment.



Confidentiality of Special Education

Refer to [MCSD Policy #113.4](#) available via the District's Policy Manual on the District's website

The Board recognizes the need to protect the confidentiality of personally identifiable information in the education records of students with disabilities.

The district shall maintain a system of safeguards to protect the confidentiality of students' educational records and personally identifiable information when collecting, retaining, disclosing and destroying student special education records, in accordance with Board policy, state requirements, and federal and state law and regulations.

The rights provided by this policy apply to parents/guardians of students who receive special education programming and services from the district or an outside program provided through the district.

Students Rights and Responsibilities

Refer to [MCSD Policy #235](#) available via the District's Policy Manual on the District's website

The Board has the authority and responsibility to establish reasonable rules and regulations for the conduct and deportment of district students. At the same time, no student shall be deprived of equal treatment and equal access to the educational program, due process, a presumption of innocence, and free expression and association, in accordance with Board policy and school rules.

Guidelines

Attendant upon the rights established for each student are certain responsibilities, which include regular attendance; conscientious effort in classroom work and homework; conformance to Board policies and school rules and regulations; respect for the rights of teachers, students, administrators and all others who are involved in the educational process; and expression of ideas and opinions in a respectful manner.

It shall be the responsibility of the student to:

- Be aware of all policies, rules and regulations for student behavior and conduct him/herself accordingly. Each student shall assume that, until a rule is waived, altered or repealed in writing, it is in effect.
- Volunteer information in matters relating to the health, safety and welfare of the school community and the protection of school property.
- Dress and groom to meet standards of safety and health, and not to cause substantial disruption to the educational processes.
- Assist the school staff in operating a safe school.
- Comply with federal, state and local laws.
- Exercise proper care when using district facilities, school supplies and equipment.
- Attend school daily and be on time to all classes and other school functions.
- Make up work when absent from school.



- Pursue and attempt to satisfactorily complete the courses of study prescribed by local school authorities.
- Report accurately in student media.
- Not use obscene language in student media or on school property.

Violations of this policy may result in disciplinary action, consistent with the Code of Student Conduct and Board policy.

A listing of students' rights and responsibilities shall be included in the Code of Student Conduct, which shall be distributed annually to students and parents/guardians.

Student Concerns

The purpose of this section is to inform students of how they can care for the wellbeing of themselves and other students. This includes addressing mental health concerns such as anxiety, ideation or practice of self-harm, suicidal ideation and/or drug/alcohol use, physical or verbal harm or threat of harm to others.

If school is in session and you are in need of immediate help for yourself or others, please report to a school staff member. If there is an immediate threat of safety against yourself or others, please report directly to a school staff member. If you are not in school, please call 911.

[SAP Referral Form](#)

SAP REFERRAL:

The Student Assistance Program (SAP) is a state-mandated program that strives to assess student needs in order to connect individuals to in-school and community-based resources. A SAP referral should be made based on behavioral trends or significant obstacles. This may include a negative pattern of academic performance, external behaviors such as breaking school rules, mental health concerns or suspected/observed substance use.

SAFE 2 SAY:

The safety of our students and staff is a top priority. Students, staff, parents and community members are encouraged to share information about incidents or issues regarding the safety of our students. If you have an emergency, please call 9-1-1 immediately. Otherwise, to share information or anonymous tips:

- Website: <https://www.safe2saypa.org/>
- Tipline: 1-844-SAF2SAY
- Download the APP

Safe2Say Something is a youth violence prevention program run by the Pennsylvania Office of Attorney General. The program teaches youth and adults how to recognize warning signs and signals, especially within social media, from individuals who may be a threat to themselves or others and to "say something" BEFORE it is too late.



Student Services Information

If you have academic questions, please stop in the student services office and request an appointment with your school counselor or our college advisor. The school counselors are: Ms. Locker, Mr. Martin and Ms. Freeseaman. Our College Advisor is Ms. Sample.

College Applications and Scholarships

Students applying to college/post-secondary institutions will need their transcript released to the school in which they apply. We recommend that this form is completed at the beginning of the student's application process. This form allows the school to send your transcript.

- **Directions:** In order to complete a "Current Student Transcript Release" download the application linked below, open in Adobe Reader, then click File > Save a Copy > and complete using Adobe Fill & Sign Tools. (Parents may complete the signature portion using an electronic signature.) Then submit the document via the "Guidance Department Request Form."
 - [Parent Transcript Release Form](#)
 - [Guidance Request Form](#)

Work Permit

A work permit in PA is for minors who wish to be employed and is required by employers. Once issued, it is the minor's responsibility to keep the permit in a secure area.

- **Directions:** In order to complete a "Work Permit Application" **you must download** the application linked below, open in Adobe Reader, then click File > Save a Copy > and complete the linked form above using Adobe Fill & Sign Tools. **If you do not download the form, your answers will not be saved.**
- Parents may complete the signature portion using an electronic signature.
- Create a digital copy of proof of age document (transcript of birth certificate, baptismal certificate or transcript, passport, PA Junior Driving License or Driving Permit, other documentary evidence, or an affidavit of parent or guardian accompanied by physician's statement of opinion as to the age of the minor) by taking a photograph or digital scan.
- Then submit both documents via the "Guidance Department Request Form" linked below these directions.
- Once your application and proof of age have been submitted you will be contacted by the issuing officer to pick up the work permit in the high school student services.

*If you cannot complete this process electronically, please email administrative assistants in students services at HSSStudentServices@manheimcentral.org or call 717-664-8411 and leave a detailed voicemail stating your name, phone number, and purpose of the request.

- [Work Permit Application](#)
- [Guidance Request Form](#)



Fees & Waivers

Fee Waivers are available for those students whose contribution to the cost of an activity (course fee or field trip fee) would cause financial hardship on a family. Should you find the fees cost prohibitive the following guidelines are in place:

- Inform either your teacher or your school counselor that the fee is prohibitive as soon as you are made aware of the cost.
- If you receive free or reduced lunch eligibility, you are eligible for a fee waiver.
- Even if you are not eligible under financial guidelines (free and reduced lunch eligibility), you may request that your teacher complete a social services fund request form. This fund can be used for minimal costs (under \$50.00).

Internet Resources

Websites

- SAT: www.collegeboard.com -- Information & registration for SAT exams
- ACT: www.act.org -- Information & registration for ACT exams
- CTC: www.lcctc.org -- Information about the Lancaster Career & Technology Center
- Discover: www.act.org/discover -- Information about careers, colleges, majors, etc. (password necessary from guidance)
- FAFSA: www.fafsa.ed.gov -- Official site for filing FAFSA forms
- Scholarships: www.fastweb.com -- Information about available scholarships
- NCAA: www.ncaaclearinghouse.net -- Information & registration for participating in sports in college

Suspension and Expulsion

Refer to [MCSD Policy #233](#) available via the District's Policy Manual on the District's website

When a student has committed some suspendable offense which is viewed by the Building Principal and the Superintendent as being unusually grave, or if the student has not modified his/her behavior following one (1) or more temporary suspensions, the Superintendent may recommend to the Board that the student be expelled from school for a period of more than ten (10) days (or permanently expelled from the school rolls). Before such a penalty becomes final, the student shall be entitled to a formal hearing before the Board.

STUDENT RIGHT: Expulsion Hearing

1. The student and his parent (s) or guardian shall be notified of the charges in writing by certified mail.
2. The student has the right to be represented at the hearing by counsel.
3. The student or his counsel shall be presented with the names of witnesses against the student, and copies of statements and affidavits of the witnesses.
4. The student and his parents or guardian shall receive advance notice of the hearing.



5. The student or his counsel has the right to demand that any such witnesses appear in person and answer questions or be cross examined.
6. The student shall have the right to testify and produce witnesses.
7. The hearing shall be held with all possible speed and shall be subject to the School Code of Pennsylvania.
8. The student and his parents or guardian may take the matter to an appropriate state court if dissatisfied with the hearing.
9. A tape recording or stenographic record shall be made of all formal hearings. The student shall be entitled to a copy of the transcript at his expense.

Suspension

Students of Manheim Central School District may be excluded from school for the following reason but not limited to:

- Flagrant and repeated violation of school rules.

Students who are suspended under the Student Behavior Code may not participate in any extra-curricular activity, including practices and rehearsals, for the duration of that suspension, nor should they be on school grounds.

This policy will also be in effect when a student is suspended by one of the Lancaster County Area CTC Schools provided the offense is deemed to be sufficiently serious to warrant a suspension and that the student has been granted the procedural due process guaranteed by the Manheim Central Student Behavior Code. The high school principal will make such a determination.

Within the first five (5) days of the implementation of an out-of-school suspension of more than three (3) but not more than ten (10) days, the student is entitled to meet with the principal for an informal hearing. This is to give an opportunity for the student to explain the circumstances surrounding the event(s) for which he/she is being suspended and to demonstrate some compelling reason why he/she should not be suspended. Sufficient advance notice of the time and place of the hearing shall be given to the student and his parents or guardians.

Rules for the Informal Temporary Suspension Hearing before the Principal

At the hearing:

1. The student shall be presented the reason(s) for the suspension in writing.
2. The student may be accompanied by his/her parent(s) or guardian at the hearing. They shall also be given a copy of the reason(s) for the suspension.
3. School records and witnesses may be introduced at the hearing. The student shall have the right to cross examine any witness.
4. The student shall have the right to speak and produce witnesses on his/her behalf.

The student may waive the right to an informal hearing. Such waiver shall indicate his/her acceptance of the suspension.



Out-of-school suspensions of three (3) days or less and all in-school suspensions of ten (10) days or less do not require a hearing. However, the student and parent shall be given the reasons for all suspensions in writing.

Student suspensions will normally follow the sequence listed below. Administrative discretion to modify the sequence and disciplinary response and intervention is reserved in all situations.

Step/Disciplinary Response Intervention

SUSPENSION #

1. 1 - 3 Day Suspension - Parent contact by building administrator (either in person or by telephone).
2. Minimum 3 Day Suspension - Parent conference with building administrator and referral to guidance counselor.
3. Minimum 5 Day Suspension - Parent conference with building administrator, guidance counselor and school social worker.
4. Minimum 5 Day Suspension - Parent conference with building administrator and high school principal.
5. Minimum 7 Day Suspension - Parent conference with building administrator, guidance counselor, school social worker and assistant superintendent.
6. Minimum 7 Day Suspension - Parent conference with building administrator, high school principal, and school social worker. Letter sent to parent or guardian indicating that the next suspendable infraction of school rules will result in a recommendation to the Board of School Directors for expulsion.
7. 10 Day Suspension - Recommendation for Expulsion (Pending Board Action)

Based on the needs of each student, the building administrator may request a school counselor or school social worker to be present at any meeting. Students may also be placed on behavior contracts and/or recommended for SAP.

Between Middle School and High School, information will be shared regarding student discipline records and discipline options, which have been previously employed. However, when progressing from one level to another, a student will begin again on Step 1 of the suspension sequence. The only exceptions to this provision are offenses, which are weapons; tobacco or drug related and, hence, by legal statute have mandated consequences which are accumulative or are carried over from one educational level to another.

Any student who returns to school following an expulsion and commits a suspendable offense will be suspended on at least Step 4 of the Suspension Sequence. Expulsions can be for a length of time ranging from eleven (11) school days to the remainder of the current school year or permanent.



Terroristic Threats/Acts

Refer to [MCSD Board Policy #218.2](#) available via the District's Policy Manual on the District's website.

A terroristic threat is a threat communicated either directly or indirectly to commit any crime of violence with the intent to terrorize another; to cause evacuation of a building, place of assembly or facility of public transportation; or to otherwise cause serious public inconvenience, or cause terror or serious public inconvenience with reckless disregard of the risk of causing such terror or inconvenience. All threats will be immediately reported and referred to the School/District Threat Assessment Team. We can all be a part of keeping our community safe, if you see or hear something, say something immediately to the building principal, or any staff member.

The Board recognizes the danger that terroristic threats and acts by students present to the safety and welfare of district students, staff and community. The Board acknowledges the need for an immediate and effective response to a situation involving such a threat or act. These threats will not be tolerated.

Terroristic threat - shall mean a threat to commit violence communicated with the intent to terrorize another, to cause evacuation of a building, or to cause serious public inconvenience, in reckless disregard of the risk of causing such terror or inconvenience.

Terroristic act - shall mean an offense against property or involving danger to another person.

MANHEIM CENTRAL SCHOOL DISTRICT TAKES ALL THREATS SERIOUSLY. ALL THREATS WILL BE REPORTED TO THE POLICE FOR PROSECUTION.

All forms of threats are taken seriously and will result in immediate disciplinary actions.

Telehealth

The High School has had occasional requests for telehealth appointments (with private providers) to occur at school during the school day. Space is extremely limited as we do not have dedicated private space available on a consistent basis. If resources are not available to support a requisition, it may be denied.

Theft

Schools have a responsibility to provide a safe and orderly environment for all students. The following understandings will apply to these guidelines:

- A parent conference will be held following each infraction.
- Referral to the appropriate law enforcement authorities for potential prosecution
- Administrative discretion to modify the sequence is reserved in all situations. Depending upon the nature of the offense, the administrative disciplinary response could result in suspension at any level or an immediate recommendation for expulsion.
- Student(s) found responsible for theft will be required to follow through with restitution.
- Disciplinary action for theft will follow the School's progressive discipline approach as determined by the severity of the theft.



Threat Assessment Team Act 18- Amended [Article 13](#)

Protecting the safety of students, staff and others on school property is a paramount concern to the Manheim Central School District. We have District and Building Level Threat Assessment Teams that have been trained in assessing and addressing various types of threat including, but not limited to: the intention/threat/ideation of an individual or group of persons to harm another person(s), building and/or property. Additionally, all staff and students receive annual training on how to identify potential threats and the process for reporting a threat. If you have information that indicates there may be a threat to an individual, group, building or property, report it immediately. If it is an emergency dial 911. Otherwise, contact a member of the Threat Assessment Team (listed below) or report anonymously through Safe2Say (www.safe2saypa.org 844-Saf2Say 844-723-2729)

The Threat Assessment Team shall consist of: Building/Assistant Principal, Dean of Students, Nurse, School Counselor, School Psychologist, School Based Therapist, SRO, Student Classroom Teacher(s), SAP Assessor, Coach, Advisor.

Tobacco Use by Students on School Property

Refer to [MCSD Board Policy #222](#) available via the District's Policy Manual on the District's website.

Tobacco products, including the product marketed as Juul and other electronic cigarettes, present a health and safety hazard that can have serious consequences for both users and nonusers and the safety and environment of the schools. The purpose of this policy is to prohibit student possession, use, purchase and sale of tobacco and vaping products, including Juuls and other electronic cigarettes.

Refer to [MCSD Policy #222](#) available via the District's Policy Manual on the District's website.

Whenever a student violates Act 145 by possessing any tobacco product on any school grounds or school sponsored activities, the following procedural guidelines should be followed:

- The student should be informed of the violation of Act 145 and the consequences for first offenses and subsequent offenses.
- For the purpose of this policy, tobacco includes:
 - A lighted or unlighted cigarette, cigar, pipe or other smoking product or material and smokeless tobacco in any form.
- Electronic cigarettes means any device that is designed or intended to provide a vapor of nicotine, flavor and/or other substance(s) that is inhaled by the user. The term shall include any such devices, whether they are manufactured, distributed, marketed, or sold as e-cigarettes, e-cigars, e-pipes, or under any other product name or descriptor.
- Students having lighters in school will receive a detention. Students continually violating this policy may receive suspension.



Possession/Use/Suspicion

- 1st offense- three (3) day in-school suspension, police notification and a fine under Act 145 of 1996.
- 1st offense alternate- one (1) day in-school suspension, SAP participation, complete in school vape education course facilitated by SRO
- 2nd offense- three (3) days out of school suspension. The student will be placed on social probation, student is referred to SAP. The student will be issued a fine under Act 145 of 1996.
- 3rd offense- five (5) days out of school suspension. The student will be placed on social probation, student is referred to SAP. The student will be issued a fine under Act 145 of 1996.

Surveys

Surveys conducted by outside agencies, organizations and individuals shall be approved by the Board, based on the Superintendent's recommendation, prior to administration to students. Parents/Guardians shall be informed of the nature and scope of individual surveys and their relationship to the educational program of their child and the parent's/guardian's right to inspect, upon request, a survey created by a third party prior to administration or distribution to a student. Such requests shall be in writing and submitted to the building principal. If a parent objects to a survey, they can contact the building administrator to determine the opt out procedure.



Weapons Policy

Refer to [Weapons: MCSD Policy #218.1](#) available via the District's Policy Manual on the District's website.

Possession, carrying, using, or passing of weapons in the school setting is a threat to the safety of students and staff, presents a health hazard for the entire school community, and is prohibited by law, with the exception of approved police or security personnel. A weapon includes but is not limited to any knife, cutting instrument, cutting tool, nunchaku, firearm, shotgun, rifle, replica of a weapon, and any other tool, instrument or implement capable of inflicting serious bodily injury.

Refer to [MCSD Policy #218.1](#) available via the District's Policy Manual on the District's website.

The Board recognizes the importance of a safe school environment to the educational process. Possession of weapons in the school setting is a threat to the safety of students and staff and is prohibited by law.

Weapon - the term shall include, but not be limited to, any knife, cutting instrument, cutting tool, nunchaku, firearm, shotgun, rifle, replica of a weapon, and/or any other tool, instrument or implement capable of inflicting serious bodily injury.

Possessing - a student is in possession of a weapon when the weapon is found on the person of the student; in the student's locker; under the student's control while she/he is on school property, on property being used by the school, at any school function or activity, at any school event held away from the school; or while the student is on his/her way to or from school.

The Board prohibits students from possessing and bringing weapons and replicas of weapons into any school district building, onto school property, to any school sponsored activity, and onto any public conveyance providing transportation to school or a school sponsored activity. The Administration will take immediate disciplinary actions, which include expulsion and police prosecution.

The school district shall expel for a period of not less than one (1) year any student who violates this weapons policy. Such expulsion shall be given in conformance with formal due process proceedings required by law. The Superintendent may recommend modifications of such expulsion requirements on a case-by-case basis.

In the case of an exceptional student, the Superintendent shall take all necessary steps to comply with the Individuals with Disabilities Act.

When the school district receives a student who transfers from a public or private school during an expulsion period for an offense involving a weapon, the district may assign that student to an alternative assignment or may provide alternative education, provided the assignment may not exceed the expulsion period.