



# **2023-2024 MANHEIM CENTRAL MIDDLE SCHOOL LEARNER HANDBOOK**

**Igniting Passion and Purpose to Empower Difference Makers**

Manheim Central Middle School

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# 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.

## MCMS Mission Statement

Educating and Empowering Learners to be Lifelong 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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# Learner and Parent/Guardian Handbook Sign-Off Form

The Manheim Central Middle School Learner Handbook is a great source of information for both learners and parents. Please take a moment to read the handbook and then click on the link below acknowledging that you have viewed the handbook. Signing the form indicates your understanding of the rules and expectations at Manheim Central Middle School.

## Learner Handbook Sign-Off Form

# Learner Information & Schedule Resource

*(You can print this page for your child to use as a resource)*

**Learner Name:** \_\_\_\_\_

**Baron Time Learning Facilitator:** \_\_\_\_\_

**Locker Number:** \_\_\_\_\_

**Printer Code:** \_\_\_\_\_

	<b>DAY 1</b>	<b>DAY 2</b>	<b>DAY 3</b>	<b>DAY 4</b>	<b>DAY 5</b>	<b>DAY 6</b>
<b>BLOCK 1</b>						
<b>BLOCK 2</b>						
<b>BLOCK 3</b>						
<b>BLOCK 4</b>						
<b>BLOCK 5</b>						
<b>BOC (Band/Orchestra/ Chorus) &amp; BT (Baron Time)</b>						

# GENERAL INFORMATION & BUILDING PROCEDURES

## Agenda Books

The agenda will be treated as a textbook. Learners should not destroy, alter, or remove any pages from the book. Stickers and other artistic decorations may only be placed on the cover of the handbook. If the agenda is altered, destroyed, or decorated inappropriately, the learner may be subject to disciplinary consequences and made to purchase a new agenda at a cost of \$5.00.

## Arrival & Dismissal

School doors will be unlocked at 7:15 a.m. Learners must remain on school property once they arrive on campus in the morning. Skateboards may be stored in the main office upon arrival to school. Bikes must be stored in the bike racks upon arrival to school. Learners must leave the building at dismissal unless supervised by a faculty member. Skateboards or bikes are not permitted on the bus.

If a learner needs to take another bus home due to childcare reasons, a written note from the parent/guardian must be turned in to the office that morning. If a child is walking home or is a car rider for that day, a written note is not required but a parent/guardian may contact the school to inform them of the change.

## Backpack Guidelines

Learners are permitted to use personal backpacks as long as the laptop can be stored safely in the backpack. Learners are permitted to carry backpacks from class to class. Reach out to the main office with specific backpack related questions.

## Change of Address/Phone

If there is a change of address, please complete the change of address form at the District Office. Proof of residency will be required. If legal custody or phone numbers change, please call the MS office ASAP so we can update the learner's records and emergency contact numbers.

## Do Not Photograph

Parents/guardians do have the right to prohibit the district from photographing or filming/digitally recording 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 check the appropriate information in Back to School Gateway. 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.

## Daily Schedules

Daily learner schedules can be assessed via the following link: [MCMS Daily Learner Schedules](#)

Note: Alternate schedules will run as needed and will be communicated with learners.

## Dress Code

We at Manheim Central believe that learner dress and overall appearance should foster a positive and productive school environment and should reflect pride in oneself as well as in our school. We further believe that learner dress and appearance is a shared responsibility of the home and the school. The following principles, procedures, and guidelines will be in effect at all times with appropriate exceptions made on specifically designated school- wide special occasions such as Dress-up Day and Theme Days, etc.

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, slippers, or socks only are permitted. 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:
  - Bandanas or handkerchiefs used as head covers/hats, hoods, hats, caps (except for religious observance).
  - Jewelry, clothing or accessories, and (hardware) that could be used as a weapon or could potentially cause injury to the wearer or others.
    - For example, large or numerous chains, dog chains, wallet chains, and rings which adjoin several fingers or knuckles.
  - Wearing sunglasses indoors (except for medical purposes).
  - Slippers
  - Clothing that exposes the stomach, back, chest, upper thigh, and undergarments (such as: muscle shirts or tank tops, halter tops, tube tops, midriff blouses, and see-through blouses/tops)

The right of interpretation and enforcement resides with the school faculty and administration. School officials will impose limitations on dress or attire which interferes with the teaching and learning process, disrupts the educational climate, or constitutes a health or safety hazard. Learners dressed inappropriately will be required to change. Repeated violations of the dress code may result in further disciplinary action.

The right of enforcement resides with the school faculty and administration and the final decision, with regard to dress code, rests with the building principal.

## Electronic Devices

Refer to [MCSD 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.

### ***MCMS Electronic Devices Expectations:***

- Phone calls/text messages should not be made from a cell phone during the instructional day, all phone calls should be made from the office or classroom phones.
- No photos or filming of any persons is permitted.
- No posting on social media during the school day.
- No learner should be in possession of another's electric device or cell phone at any time.
- Earbuds and headphones are not permitted to be worn in the hallways or during any type of evacuation or emergency drill. Their use in classrooms is subject to Learning Facilitator discretion.
- Learners who desire to utilize a personal electronic reader (e.g., Kindle, Nook, iPad, eReader, Tablet) for the sole purpose of accessing literature must gain administrative approval.
- **5th and 6th grade learners:** Personal electronic devices are not permitted to be used during regular school hours. They must be turned off and put away prior to the start of the school day. Cell phones and other electronic devices may be used before the start of the instructional school day and after. Laser pointers (infrared) are not permitted in school. Learners may not use personal cameras or recording devices on school grounds or on school transportation. Electronic devices used during the school day will be confiscated and must be picked up by a parent or guardian.
- **7th and 8th grade learners:** Personal electronic devices are not permitted to be used during regular school hours unless approved for educational purposes by a Learning Facilitator. Phones must be turned off and put away during the school day with the exception of lunch periods. Cell phones and other electronic devices may also be used before the start of the instructional school day and after.

If a violation occurs, administrative discretion will be exercised to limit or remove cell phone privileges during the school day, including lunch periods.

## **Emergency Drills**

In the event of an emergency drill, all learners and teachers will exit the building in the manner indicated in the MCMS Emergency Procedures Plan. Learner safety is of great concern during emergency situations.

ALL LEARNERS AND TEACHERS ARE TO TREAT ALL EMERGENCY SITUATIONS APPROPRIATELY.

## **Field Trips**

Refer to MCSD Policy #121 available via the District's Policy Manual on the District's website.

All school rules and district policies are in effect on any school field trip. Search and seizure policies remain in effect. Learners are expected to comply with school rules, or they will be removed from the trip and in addition a parent may be required to pick up their child. Loss of field trip privileges may occur as outlined by disciplinary procedures.

## Home Access Center

The Home Access Center link can be found on the district website. In addition to quarterly report cards, learner's academic information can be found on the parent home access page. Additional information will be sent home via mail at the beginning of the school year.

## Insurance

As a service to parents, the district allows learner accident insurance to be sold. The coverage is limited, and its stipulations should be carefully examined. The district assumes no responsibility for claims in excess of that covered by the policy. The health service personnel of the district serve as contact personnel and should be reached in the event of a question regarding such insurance. Learners participating in athletic programs must buy school insurance or sign an insurance waiver form. The school does not provide insurance for learner athletes (exception - high school football).

## Lockers

At the beginning of the school year, each learner will be assigned a locker in the corridor for books and jackets. An additional locker will be assigned in the locker room for gym clothing. Locks are provided for the locker room by the physical education department. Learners are responsible for securing their property in these areas. Learners who desire to use a lock on their hall locker may use one issued from the office or may provide their own. Those who use their own lock must provide the office with the combination and/or key to the lock. A \$5.00 deposit is required to obtain a lock from the school office. Upon return of the lock, the deposit will be refunded.

Lockers remain the property of the school, therefore learners are on notice that the lockers are subject to inspection by school officials at any time. Lockers may be used during designated times only. Learners should only store items necessary for school in their locker. The school is not responsible for personal items.

## Learner Visitors

Learners may not invite learners from neighboring schools to attend classes and visit school.

## Library

The Middle School Library provides learners with materials for school projects and pleasure reading. Our collection now includes graphic novels, play-aways and books for all readers. The library webpage provides research tools, such as World Book, CultureGrams, and Noodle Tools. Learners will have the option to use a finger scan or ID card to sign out library materials. Learners are responsible for the replacement cost of any materials lost or damaged.

## 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 district-sponsored event that is not open to the general public, unless the building administrator has authorized the live streaming by giving written consent. Violation of Policy #831, 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, and/or members of the public from live streaming district events open to the public. Students, parents, 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.

## Lost & Found

Lost items will be stored in the lost and found box in the lobby of the main office. Valuables, such as glasses, jewelry, etc., are kept separately. Valuable items should be asked for and identified. Periodically, we will dispose of and/or donate lost and found items that go unclaimed.

## Office Phones

A phone is available for learners to use in the office. Learners are not to use personal cell phones/smart phones during school hours inside the building to make phone calls. Learners may use personal cell phones/smart phones before school, after dismissal, outside of the building, and at lunch for 7th and 8th grade (but should not make calls or text).

## Water

Drinking water may be consumed throughout the school day. The school is not responsible for lost or damaged water bottles. Water bottles should not be shared between learners.

## Withdraw/Transfer to Another School

When learners are planning to withdraw from school or transfer to another school, they must notify the office the day before they plan to leave. Please return all school materials including laptop and charger, library and textbooks, and any other district property.

## Physical Education Uniforms

The Health and Physical Education Department has developed the following uniform policy for learners in grades five through twelve:

Learners **MUST** wear a standard uniform consisting of:

- Plain maroon or black gym shorts (No short running or cheering shorts)
- T-Shirt
- Athletic socks
- Gym shoes/sneakers (No boots of any type)

**Option 1:** Gray t-shirt - Plain or "Barons" or any Manheim Central team/ group on front

**Option 2:** White t-shirt - Must have some MC-related printing on the front; NO PLAIN WHITE

Samples of acceptable and unacceptable uniforms may be viewed on the web pages of PE teachers.

**Uniforms may be purchased at a variety of stores including:**

- Shaub's Dry Cleaning: 22 South Main Street, Manheim; 717-665-2221
- Longenecker's True Value: Manheim Shopping Center Doe Run Road, Manheim; 717-665-2491

## LEOS (Learning Experience Opportunities)

LEOs are an opportunity for 6-8th grade learners. They meet during Baron Time each cycle day 4. LEOs pair a learning facilitator who will share their passions with the learners. Learners will look through a catalog of offered LEOs and choose three LEOs that they would be interested in joining. All learners will be given one of their choices. LEOs last for a semester. LEOs offerings can change from semester to semester, some previously offered LEOs are disc golf, student council, chess club, calligraphy and knitting. There are a few LEOs that invite learners to volunteer at events outside of the school day.

### *STUDENT COUNCIL*

Student Council is one of our LEO offerings, which requires some commitment on the learner part outside of the school day. Learners who select this LEO should plan accordingly to support the various after school events organized and run by Student Council members.

Middle School learners will have an opportunity to serve on the Student Council. The Student Council organizes dances, spirit days, learner events, the school store, and community service projects. Student Council members will serve as Learner Ambassadors at events such as: Orientation, Back-to-School Night, Conferences, Concerts and other school events.

## Substitute Teachers & Volunteers

A substitute teacher or volunteer will be treated with the same respect and courtesy as regular staff. Failure to do so will result in disciplinary consequences.

## Surveys

Refer to MCSD Board Policy #235.1 available via the District's Policy Manual on the District's website.

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.

## WEB (Where Everybody Belongs)

WEB, which stands for "Where Everybody Belongs" is a middle school orientation and transition program that welcomes 5th graders and makes them feel comfortable throughout the first year of their middle school experience. As positive role models, WEB Leaders are mentors and student leaders who guide the 5th graders to discover what it takes to be successful during the transition to middle school and help facilitate success.



# ATTENDANCE

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

Consistent school attendance is essential to maximize learning. The school ascribes to the belief that a learner cannot receive maximum benefit from his or her school experiences, nor a parent maximum return on the tax dollar, when learners are not in regular attendance. Continued and excessive unexcused absences will result in the formation of a Learner Attendance Improvement Plan (SAIP) according to the Manheim Central policies and PA Act 138. Conversely, perfect attendance awards will be granted at the end of the year for learners who have been punctual and present for the entire length of every school day. Learners who have special excusals will be disqualified from the award.

In addition, the school is required to comply with the PA Act 138 (2016) and Policy 204 of the Manheim Central School District Board Policy. All guidelines may be subject to administrative discretion.

1. A tardy is defined as absent from the start of the day (7:45) until 10:49.
2. If a learner 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.
  - a. Should this limit be reached, all additional absences for illness may only be excused with a note from a treating physician.
  - b. Any parent written excuse following the 10-day limit will be coded as illegal or unexcused.
  - c. Case by case exceptions may occur and must be reviewed and approved by the building principals.
3. A learner has 3 school days to submit an excuse note following a return from absence.
  - a. Excuse notes may also be emailed to the school's attendance office at:  
msattendance@manheimcentral.org
4. An attendance letter is mailed home if a learner accumulates three illegal/unexcused attendance days, and then again if the learner accumulates an additional three, for a total of six illegal/unexcused attendance days documented.
  - a. If a learner accumulates 3-5 days of illegal/unexcused absences, a 3-day illegal attendance notice letter will be sent to the parent/guardian. This includes specific information from the PA Attendance Law.
  - b. If a student accumulates 6 (or more) illegal/unexcused 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'.
  - c. Student Attendance Improvement 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 or older) AND/OR a referral to the Children and Youth Agency (Truancy Referral) for support and monitoring (if 14 or younger).
5. The district limits the number and duration of non-school-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.

## Online Learners & Attendance

- Online attendance is reported weekly each Monday (or the first day of the school week).
- Attendance weekly matches how many days our face-to-face learners are required to be in class and follows the school/district calendar.
  - Example:
    - 5 day school week, then online learners MUST log in to their online courses 5 days.
    - 3 day school week, then online learners MUST log in to their online courses 3 days.
- **Weekly attendance runs from 12:01 AM Sunday to 11: 59 PM Saturday.** You have 7 calendar days to log in the number of days school is in session for attendance purposes.
  - What does it mean to “log in?”
    - Log into Genius, click on a course, click on a course card, and click into an activity for at least 1 minute.
  - You will likely log in many times throughout each of those days to complete work.
  - If you fail to log into all classes on a school day then you will receive an "illegal absence" for that day.
  - Even if you have completed all of your work for the week, you must still log in the required number of days so that our attendance reports are accurate.
- Learners who take at least one course in the MS building and the other courses through our Manheim Central Online Learning Academy (MCOA) MUST sign in at the MS office upon entering the building, and then report to class.
- Parents shall submit parent excuse notes, doctor excuse notes and educational travel forms following the district policy as noted on the district website and coordinating school handbook. Excuse notes can be submitted to your child’s coordinating school attendance office:
  - Middle School: [MSAttendance@manheimcentral.org](mailto:MSAttendance@manheimcentral.org)
- Learners are required to participate in all school and state mandated assessments and learning targets. At the Middle School Level this includes PSSA (Grades 5 thru 8), Keystone Exams and College and Career Readiness Targets. Learners/parents will communicate with their School Counselor/Building Administration for further information.

## Tardiness

Learners arriving to school between 7:45 AM and 10:49 AM will be considered tardy. Learners that arrive after 10:49 AM will be considered absent for a half day. A regular excuse form stating the reason for tardiness and signed by the parents must be returned to the attendance office within 3 days.

Consequences for tardiness shall be as followed:

- On the third day a learner is tardy to school, a letter of notification will be sent to the parent or guardian.
- On the sixth tardy, a call will be made home to parents/guardian and a detention may be assigned depending on the situation.
- On the tenth tardy, the learner may be assigned additional detentions and a parent/guardian conference may be scheduled.
- On the fifteenth (15) tardy, the learner may be assigned additional school detentions, and a parent/guardian conference will be required.
- Tardy days can be accumulated as illegal days and subject to prosecution.

## Learner Absences

When a child is absent, an automated message will be sent to the parent/guardian via phone. Learners absent on a day that is an early dismissal or late start school day are counted as a full day of absence. An excuse card is required for any absences. When a learner is absent from school due to an appointment a note from the doctor, dentist, etc. is required confirming the appointment. If a dental or medical appointment is scheduled ahead of time, please send a note prior to the scheduled appointment so the attendance officer can give your child a special excusal form.

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

1. Illness, including if a learner 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 learner with a signed excuse, which shall include the date, location, and time of the event or funeral.
  - b. The learner 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 learner'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 non-school sponsored educational tours or trips and college or postsecondary institution visits for which excused absences may be granted to a learner during the school year.

After an absence from school, learners must do the following upon their return:

1. Submit a note from his/her parent or guardian to the school attendance office. The note should be submitted the day the learner returns to school, even if phone contact was made during the absence.
2. The note must contain the following information:
  - a. The learner's full name
  - b. The date(s) of absence
  - c. The reason for the absence.
  - d. The signature of the parent/guardian writing the note
3. If a note signed by a parent or guardian is not received within 3 days, the absence is counted as illegal.

Please Note: When a learner is absent from school the day of a school activity, he/she will NOT be allowed to participate in any school sponsored events.

## Early Dismissals

Requests for an early dismissal should only be for appointments, which cannot be made at any other time. These requests for excusals must be made in writing, signed by the parents, and given to the attendance officer.

Parents must sign out their child in the Middle School Office. If time permits, learners should return to school at the conclusion of their appointment. Learners should miss as little instructional time as possible.

## Emergency Farm Permit

Learners may request emergency days to work on the family farm by submitting a request form before taking any days to work on the family farm. When the form is received, the parents will receive a copy with the number of days approved and a copy will go to the attendance office. Learners may then take these days on an "as needed basis" to work on the family farm. Parents will be asked to justify the need on the form.

## Religious Instruction

Under the provisions of Act 175 as amended (1982), learners may be excused from school for a maximum of 36 hours per school year to attend classes for religious instruction. Forms for Release Time for Religious Instruction must be completed and submitted to the school principal at least two weeks prior to the requested absence.

## Missed Classwork

When a learner is absent from school, it is the responsibility of the learner to make arrangements and develop a plan with the teacher to make-up missed work, including all assessments. As a general rule, learners have the same number of days to make up their assignment(s) as they were absent, up to one week; however, extensions due to extenuating circumstances may be granted by the teacher or an administrator. School counselors, building administration and teachers will work with learners and their families to develop plans to make-up missed work/assessments due to extenuating circumstances. Failure to complete an assignment within the specified time frame may result in a zero.

If the learner is absent for more than two days, the parent may request assignments on the morning of the third day and pick them up that afternoon. Requests should be made by 10:00 a.m. Books may be picked up upon request.

## Educational Tours & Trips

Learners wishing to be excused for educational experiences such as non-school sponsored sports, hunting, farm show, theater, lessons (music, gymnastics), vacations or trips must secure a request form from the attendance office. This form will be completed by the parent and returned 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 learner 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 learner 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 during published PSSA and Keystone testing dates or the beginning or the end of the school term.

# MARK REPORTING

## Report Cards

The school year is divided into four report periods, each of which is nine weeks in length. Report cards are a direct form of communication that both learners and parents receive concerning academic progress. Report cards contain a great deal of information which can help you. You can access your child's report cards via Home Access Center.

## Grading Scale

<b>A+ = 98%-100%</b>	<b>A =93%-97%</b>	<b>A- =90%-92%</b>
<b>B+ =88%-89%</b>	<b>B =83%-87%</b>	<b>B- =80%-82%</b>
<b>C+ =78%-79%</b>	<b>C = 73%-77%</b>	<b>C- =70%-72%</b>
<b>D+ =68%-69%</b>	<b>D =63%-67%</b>	<b>D- =60%-62%</b>
<b>F = 59% or below</b>		

## Honor Roll

Learners with all A's are eligible for First Honors. Learners with all A's and B's are eligible for Second Honors.

## Grade Promotion

Learners who fail the equivalent of two (2) or more credits or fail four (4) or more courses may be retained in their current grade level.

- All Core Content classes (ELA and Math) are worth one credit.
- Science and Social Studies are worth .5 credit.
- All Encore Classes (Physical Education/Health, Music, Art, STEM, FCS, FLEX, Computer Science) are worth .25 credit.

Throughout each marking period, if a learner is in jeopardy of failing a course, parent communication will be made, and a plan of action will be created to support the learner in bringing their grade to passing.

## 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.

#### **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.

#### **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 zero 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.**

# BEHAVIOR EXPECTATIONS

## Learner Behavior Code

Refer to MCSD Board Policy #218 available via the District's Policy Manual on the District's website.

The Manheim Central Board of Education has adopted a Learner Behavior Code in compliance with action of the State Board of Education in creating the Learner Bill of Rights and Responsibilities. 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 learners of their rights and responsibilities at Manheim Central Middle School.

- Learner responsibilities include regular school attendance, conscientious effort in class work, and conformance to school rules and regulations. Most of all, learners share with administration and faculty a responsibility to develop a climate within the school that is conducive to wholesome learning and living.
- No learner has the right to interfere with the education of his/her fellow learners. It is the responsibility of each learner to respect the rights of teachers, learners, and administrators and all others who are involved in the educational process.
- Learners should express their ideas and opinions in a respectful manner so as not to offend or slander others.
- It is the responsibility of the learner to:
  - Be aware of all rules and regulations for learner behavior and conduct themselves in accordance with them.
  - Be willing to volunteer information in matters relating to health, safety and welfare of the school community and the protection of school property.
  - Assume that until a rule is waived, altered, or repealed it is in full effect.
  - Assist the school staff in operating a safe school for all learners enrolled.
  - Be aware of and comply with state and local laws.
  - Exercise proper care when using school facilities and equipment.
  - Attend school daily, except when excused, and be on time at all classes and other school functions.
  - Make all necessary arrangements for making up work when absent from school. Pursue and attempt to satisfactorily complete the courses of study prescribed by the State Board of Education and the Manheim Central Board of School Directors.
  - Avoid inaccuracies in learner newspapers or publications and indecent or obscene language.
  - Comply with all the provisions of the Criminal Code Cosmetic and Harmful Drug Act and the Juvenile Act of 1972, the "Look-Alike" Drug Law of 1982 and Act 145 (The School Tobacco Control Law)
- Care of School Property: The education of children represents a large investment of money provided by the nation's citizens. Every time someone mishandles a book, carves on a desk, writes on a wall, breaks a window, destroys equipment, or damages materials, some of this investment is wasted. Any learner responsible for these actions will be held responsible for repair or replacement. Any learner deliberately damaging school property shall have the necessary repairs made or be assessed a sum sufficient to pay for the damages and will also be subject to disciplinary action.



## Learner 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.

## Bullying/Cyberbullying

Refer to MCSD Policy #249 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 witnessed 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.

## Manheim Central Middle School's Bullying Behavior Chart

Physical Bullying Harm to someone's body or property		Emotional Bullying Harm to someone's feelings or safety		Social Bullying Harm to someone's group acceptance	
Verbal	Nonverbal	Verbal	Nonverbal	Verbal	Nonverbal
<b>LEVEL 1</b>					
<ul style="list-style-type: none"> <li>Expressing physical superiority</li> <li>Blaming the victim for starting the conflict</li> </ul>	<ul style="list-style-type: none"> <li>Making threatening gestures</li> <li>Defacing property</li> <li>Pushing/shoving</li> <li>Taking items from others</li> </ul>	<ul style="list-style-type: none"> <li>Insulting remarks</li> <li>Calling names</li> <li>Teasing</li> <li>Disrupting the class</li> </ul>	<ul style="list-style-type: none"> <li>Dirty looks</li> <li>Insulting gestures</li> </ul>	<ul style="list-style-type: none"> <li>Gossiping</li> <li>Starting or spreading rumors</li> <li>Teasing other learners publicly</li> </ul>	<ul style="list-style-type: none"> <li>Ignoring someone</li> <li>Excluding others from a group</li> </ul>
<b>LEVEL TWO (some of these behaviors are against the law)</b>					
<ul style="list-style-type: none"> <li>Threatening physical harm</li> </ul>	<ul style="list-style-type: none"> <li>Damaging property</li> <li>Stealing</li> <li>Starting fights</li> <li>Pushing, tripping or causing a fall</li> <li>Assault</li> </ul>	<ul style="list-style-type: none"> <li>Insulting family</li> <li>Harassing with phone calls</li> <li>Insulting size, intelligence, clothes, race, religion, gender, disability, etc.</li> </ul>	<ul style="list-style-type: none"> <li>Defacing schoolwork, or other personal property of others</li> </ul>	<ul style="list-style-type: none"> <li>Ostracizing using notes, text messaging, social media posts, etc.</li> <li>Posting slander in public places</li> </ul>	<ul style="list-style-type: none"> <li>Playing mean tricks to embarrass someone</li> </ul>
<b>LEVEL THREE (most of these behaviors are against the law)</b>					
<ul style="list-style-type: none"> <li>Making repeated threats-harassing</li> <li>Extortion</li> <li>Threatening to keep someone silent - If you tell... then...</li> </ul>	<ul style="list-style-type: none"> <li>Destroying property</li> <li>Physical cruelty</li> <li>Setting fires</li> <li>Repeatedly acting in a violent or a threatening way</li> <li>Assault w/weapon</li> </ul>	<ul style="list-style-type: none"> <li>Harassing because of bias against race, religion, ethnicity, gender, disability, or sexual orientation</li> </ul>	<ul style="list-style-type: none"> <li>Destroying personal property</li> <li>Writing graffiti with bias against race, religion, ethnicity, gender, disability or sexual orientation</li> </ul>	<ul style="list-style-type: none"> <li>Enforcing total group exclusion against someone by threatening others if they do not comply</li> </ul>	<ul style="list-style-type: none"> <li>Arranging public humiliation</li> </ul>

## Weapons Policy

Refer to MCSD Board 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.

## 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.

## Controlled Substances/Paraphernalia (Drug and Alcohol)

Refer to MCSD Board 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.

**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 non-prescription (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 learner.

For purposes of this policy, a "look-alike drug" 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.

The Board prohibits learners 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 learner with a disability, including a learner for whom an evaluation is pending, the district shall take all steps required to comply with state and federal law enforcement and Board policies.

### ***Off-Campus Activities***

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

1. The conduct occurs during the time the learner is traveling to and from school or traveling to and from school-sponsored activities as a participant.
2. The learner is a member of an extracurricular activity and has been notified that off-campus conduct could result in exclusion from such activities.
3. Learner 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 Learner 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 of timing of the conduct in relation to the learner's attendance at school or school-sponsored activities.

### ***Delegation of Responsibility***

The Superintendent or designee shall develop administrative regulations to identify and control substance abuse in the schools which:

1. Establish procedures to appropriately manage situations involving learners suspected of using, possessing, being under the influence, or distributing controlled substances.
2. Disseminate to learners, parents/guardians, and staff the Board policy and administrative regulations governing learner use of controlled substances.
3. Provide education concerning the dangers of abusing controlled substances.
4. Establish procedures for education and readmission to school of learners convicted of offenses involving controlled substances.

## ***Guidelines***

Violations of this policy may result in disciplinary action up to and including expulsion and referral for prosecution.

The Superintendent or designee shall immediately report required incidents and may report discretionary incidents involving possession, use or sale of controlled substances on school property, at any school sponsored activity or on a conveyance providing transportation to or from a school or school-sponsored activity to the local police department that has jurisdiction over the school's property, in accordance with state law and regulations, the procedures set forth in the memorandum of understanding with local law enforcement and Board policies.

The Superintendent or designee shall notify the parent/guardian of any learner directly involved in an incident involving possession, use or sale of controlled substances as a victim or suspect immediately, as soon as practicable. The Superintendent or designee shall inform the parent/guardian whether or not the local police department that has jurisdiction over the school property has been or may be notified of the incident. The Superintendent or designee shall document attempts made to reach the parent/guardian.

In accordance with state law, the Superintendent shall annually, by July 31, report all incidents of possession, use or sale of controlled substances to the Office for Safe Schools.

In all cases involving learners and controlled substances, the need to protect the school community from undue harm and exposure to drugs shall be recognized.

No learner may be admitted to a program that seeks to identify and rehabilitate the potential abuse without the intelligent, voluntary, and aware consent of the learner and parent/guardian.

## ***Anabolic Steroids***

The Board prohibits the use of anabolic steroids by learners 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.

Learners 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 learners 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 learner, who will explain the circumstances related to a possible policy violation.
3. The principal or designee will promptly notify the learner's parent(s)/guardian(s) concerning the incident and will seek additional information that could guide disposition of the possible policy violation.
4. The learner 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 learner or temporarily isolate the learner.
5. The principal will notify the police for appropriate investigation and disposition. 6. Any learners violating this policy will be suspended for a period of ten (10) school days and referred to the Learner Assistant Program (SAP) Team for assessment and intervention. The SAP teams will refer the learner to a professional trained to assess substance abuse problems and make recommendations for treatment. Any learner 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 learner who refuses to go for an assessment will be recommended to the Board of School Directors for exclusion.
6. Any learner 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.
7. Additional Requirements – Any learner who violates this policy, upon return to school, may be subject to random searches upon entering the building or attending events. Any learner who does not comply with the specified requirement will be recommended for expulsion.
8. There are certain offenses that may be of such a grievous nature and the potential for harm so great that the Superintendent/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 learner's status on the district suspension sequence.
9. Exclusions From School – Exclusions affecting certain exceptional learners shall be governed by applicable state and federal laws and regulations (relating to right to education and disciplinary exclusions of certain handicapped learners 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 learner handbook. In all cases, learners will be afforded and notified of due process rights under 22 EA Code I 2.8.

Any learner 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 these policies' provisions as outlined in FIRST OFFENSE violations. Any learner 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 learner 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 learner 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, learners will be afforded and notified of due process rights under 22 PA Code 12.8**

### **Tobacco & Vaping**

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.

\*\* A learner who receives a vape/tobacco offense will be subject to suspension and may be referred to the SAP Program.

### **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 learners 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.

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 learners 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.

The board authorizes the administration to conduct searches of learners or their belongings, including lockers, automobiles, purses, backpacks, clothing, and other possessions in accordance with the standards set forth in this policy.

Learners, parents/guardians, and staff shall be notified at least annually, or more often if deemed appropriate by administration, about the standards and procedures in effect pursuant to this policy.



### ***Individualized Suspicion Searches***

All personnel of the Manheim Central School District that have knowledge of any learner or employee that may possess or be involved in circulating or otherwise handling prohibited materials, or material that could pose a threat to the health, safety and security of the school population should notify the school principal or their immediate supervisor of such knowledge. Reportable activity includes the use, transfer, or possession of prohibited materials, being under the influence of drugs or alcohol, or furnishing a learner or employee any alcohol, drugs, narcotics or health endangering compounds while on or about the school property or while attending a school related function.

All learners of the Manheim Central School District are to notify the school principal, counselor, teacher or adult employee of the district about any learner or employee that may possess or be involved with prohibited contraband or material that would pose a threat to the health, safety and security of the school population should notify the school principal or their immediate supervisor of such knowledge. This is to include, the use, transfer or possession of prohibited materials, being under the influence of drugs or alcohol, or furnishing a learner or employee any alcohol, drugs, narcotics, or health endangering compounds while on or about the school property or while attending a school related function. Learners or their belongings, including lockers, automobiles, purses, backpacks, clothing, and other possessions, may be searched without a warrant when in school, on school grounds or when otherwise under schools 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.

In determining whether reasonable suspicion exists, the principal or designee should always be able to articulate what is being looked for, and why it is thought to be located in the particular place to be searched. The scope of a search should be limited to the place or places the item sought is believed to be.

Examination by school staff of electronic devices (cell phones, iPad, laptops, etc.) is prohibited without a warrant issued by the courts. In the event it has been determined that a crime has been committed the principal will contact law enforcement.

### ***Random or General Searches Without Individualized Suspicion***

Under certain circumstances, random or general searches of learners and their belongings, including learner lockers or vehicles parked on school property, may be conducted during the school day or upon entry into school buildings or school activities, in the absence of suspicion focused on a particular learner or learners, for the purpose of finding or preventing entry onto school property or activities of controlled substances, weapons or other dangerous material. Such searches normally will be conducted in a minimally intrusive manner using screening methods such as dogs or other animals trained to detect controlled substances, explosives, or other harmful materials by smell, as well as metal detectors and other technology. When such screening methods provide a reasonable suspicion that particular learners, items or places possess or contain controlled substances, weapons and other dangerous material, screening may be followed by physical searches of those particular learners, items or places on an individualized basis.

General searches of bags (personal, gym, etc.) or containers may take place at learner activities, i.e., dances, prom, field trips and sporting events.

Random or general searches for weapons may be conducted when there are circumstances, information or events tending to indicate increased likelihood that learners may be armed or headed for physical confrontation because of community strife or tensions, or as a continuation or escalation of a prior incident, in or out of school, which threatens to spill over into school, into a school-sponsored activity, or into other times and places that learners are under school supervision.

Random or general searches for controlled substances may be conducted when there are circumstances, events or information tending to indicate significant drug use, possession, or trafficking among learners in school.

Random or general searches not based on individualized suspicion must be approved in advance by the Superintendent or designee, in consultation with the district solicitor. Coordination with law enforcement officials will be accomplished as provided in the memorandum of understanding with the applicable law enforcement agency.

### ***Searches Upon Consent***

Searches may be conducted at any time, with or without reasonable suspicion, if the learner has given knowing and voluntary consent specific to the place to be searched.

The administration may establish rules and procedures governing certain privileges enjoyed by learners, such as the privilege of parking a vehicle on school grounds, that make the learner's consent to random searches or inspections a condition of access to the privilege.

### ***Searches By or At the Request of Law Enforcement Officials***

The legal standards governing searches initiated by school officials are less strict than the standards applicable to law enforcement authorities in many situations. When searches of learners, learner belongings, vehicles or lockers are conducted by or at the request of law enforcement officials, with or without the involvement of school staff, the law enforcement officials are solely responsible for ensuring that a warrant has been issued or that the circumstances otherwise permit the search to be lawfully conducted in accordance with the standards applicable to law enforcement actions. School staff will not interfere with or obstruct searches initiated by law enforcement but may assist when law enforcement officials have requested such assistance and have represented that a warrant has been issued or that they otherwise have proper authority for a lawful search.

### ***Locker Inspections and Searches***

Lockers are assigned to or otherwise made available to learners as a convenience for the safe storage of books, clothing, school materials and limited personal property, and to facilitate movement between classes and activities and to and from school. Such lockers are and shall remain the property of the school district, and to the extent learners have any expectation of privacy of lockers at all, it is very limited.

No learner may place or keep in a locker any substance or object that is prohibited by law, Board policy or school rules, or that constitutes a threat to the health, safety, or welfare of the occupants of the school building or the building itself. Learners are required to ensure that their lockers do not contain spoiled food items or beverages, or soiled clothing which may attract pests, create odors, or cause unhealthy conditions. A learner locker may be opened and inspected for cleanliness, with or without the consent of the learner,

whenever there are odors, pests, or other indications that a locker contains spoiled food, soiled clothing in need of laundering or similarly unhealthy matter.

Learners are exclusively responsible for locking their assigned lockers to ensure the security of their personal belongings and school property entrusted to them. Learners are permitted to secure their assigned lockers only with locks provided by the district, or if the district does not provide locks, personal combination locks for which the combination has been provided to designated school staff.

Prior to an individual locker search or inspection, the learner to whom the locker is assigned shall be notified and be given a reasonable opportunity to be present. However, when there is a reasonable suspicion that a locker contains materials which pose a threat to the health, welfare or safety of the school population, learner lockers may be searched without prior notice to the learner.

The principal or a designated staff person shall be present whenever a learner locker is inspected for cleanliness or is searched. The principal or designee shall maintain written records of all occasions when a locker is searched or inspected. Such records shall include the reason(s) for the search, persons present, objects found and their disposition.

### ***Searches Involving Removal of Clothing or Examination Beneath Clothing***

Searches of learners involving the removal of garments or examination beneath undergarments are subject to stricter standards than are required to justify other searches of a learner's person or belongings.

Searches involving the removal of garments and undergarments or examination beneath undergarments are not permitted by school personnel; however, if there is still suspicion that contraband is in the undergarment area, the principal will notify local law enforcement.

### ***Handling and Disposal of Items Found in The Course of Searches***

Any items or material found during a search or inspection, the learner's possession of which is in violation of law, district policies or school rules, or otherwise is evidence of such a violation, may be confiscated, and may be used as evidence in learner discipline proceedings or a criminal investigation, even if such items or material were not the original objective of the search or inspection.

The principal shall be responsible to ensure that confiscated items or material are properly inventoried and secured until the conclusion of disciplinary action, if any, and are then properly disposed of if not appropriate to be returned to the learner. Items or materials that are evidence of a criminal offense, or that are not lawful for ordinary citizens to possess will be promptly turned over to proper law enforcement authorities for custody or disposal.

## **Reporting Methods**

**Learner Appointment Schedule:** Learners can request an appointment with counselors and administration. They can access the Learner Appointment Scheduling document on their Baron Time Schoology page. We encourage learners to report concerns.

**Safe2Say Something:** 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. Learners may report using the Safe2say website, phone, or the mobile app.

Threat Assessment Team (Act 18): Protecting the safety of learners, 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 learners 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](http://www.safe2saypa.org) or by calling: 844-Saf2Say (844-723-2729)

### ***Safety Team Members***

Krystle Nemeth (Principal)

Elizabeth Bender (Assistant Principal)

Angie Forwood (School Nurse)

Christina Mercandetti (School Counselor)

Bianca Palmer (School Counselor)

Adam Webb (School Security Officer)

Melissa Derderian (SAP Assessor)

School psychologists, school-based therapists, coaches and specific teachers with knowledge of the situation are also Safety Team Members

## **Disciplinary Procedures**

The team of Learning Facilitators will provide the opportunity for a learner to correct behavioral problems before more serious consequences are implemented. Learners are expected to follow the MCMS Behavior Expectations Matrix.

Learners that continue to violate the behavior code will be subject to consequences appropriate to the type of infraction.

The following outlines discipline levels, examples of offenses and possible consequences. The lists are not intended to be all inclusive.

### **Minor Behaviors resulting in LOGs**

**Examples of Logs:** Disrespect of self, others, property, tardy to class, rough housing, defiance, vulgar language, inappropriate behavior or classroom disruptions.

Fourth behavior log in a marking period will result in a courtesy call home.

Fifth behavior log in a marking period will result in the loss of PBIS reward day for that marking period.

Eight behavior logs in a marking period will lead to a consequence.

### **Possible Consequences:**

- Loss of privileges and/or;
- After school/detention
- Lunch detentions
- Written assignment reflecting on the behavior

## Major Behaviors resulting in a Conduct Referral

Frequent or more serious learner behavior or bus misconduct where a Conduct Referral is submitted and requires office intervention.

**Examples:** Continued classroom disturbances that result in being removed, vandalism, smoking or tobacco possession, fighting, stealing, harassing, or threatening others, possessing, using or selling drugs, possession of a weapon, threats.

Two conduct referrals in a marking period will result in the loss of PBIS reward day for that marking period.

### Possible consequences:

- Discipline referral to the office
- Parent involvement/contact
- Restitution
- Detention
- Loss of privileges (such as field trips, assemblies, team rewards, etc.)
- Behavior contract
- In or out of school suspension\*
- Notification of police
- Expulsion hearing

Additionally, if there is a safety concern with a learner, administrative discretion will determine if the learner is able to participate on any school related field trips.

**Note:** All behavior infractions resulting in a Conduct Referral are subject to Administrative Discretion.

\*Any suspension in a marking period will result in the loss of PBIS reward day for that marking period.

## Detention

### *Lunch Detention*

Lunch Detentions are held in the office during a learners assigned lunch period. Learners may pack or purchase their lunch. If a learner purchases their lunch they are to get their lunch in the cafeteria upon arrival and then report directly to the office. Learners will be required to complete a reflection form which will be reviewed by administration and emailed home to the parent/guardian.

### *After School Detention*

After school detention will be held on Tuesdays and Thursdays for learners and on an as needed basis. Detention hours are from 2:45 PM - 3:45 PM. Learners are expected to read or work quietly on school related material. Failure to do so will result in further disciplinary action by the school. Detention forms will be sent home for parent or guardian signature. After school detention slips will be sent home twenty-four hours in advance of the assigned detention. Learners will be required to complete a reflection form which will be reviewed by administration and emailed home to the parent/guardian.

Failure to attend an assigned detention without prior communication with administration will result in additional consequences.

Transportation is the responsibility of the learner's parent or guardian. Involvement in any extracurricular activities does not excuse learners from serving detention on the scheduled date. If a learner is absent on their assigned detention date, they will be expected to attend the next assigned school-wide detention.

## Suspension

Refer to MCSD Policy #233 available via the District's Policy Manual on the District's website.

Suspensions of three (3) days or less do not require an informal hearing. The learner shall be given the reason(s) for the suspension in writing prior to the suspension.

For suspensions of more than three (3) days, the learner and parent will be given the opportunity for an informal hearing (22 PA Code 12.6).

### ***Rules for the Informal Temporary Suspension Hearing***

1. The learner shall be presented the reason(s) for the suspension in writing.
2. The learner may be accompanied by his 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 learner shall have the right to cross-examine any witness.
4. The learner shall have the right to speak and produce witnesses on his behalf.

The parents/guardians of the learner may waive the right to an informal hearing. Such waiver shall indicate his acceptance of the suspension.

Informal hearings under this provision shall be conducted by the building principal or designee. The purpose of the informal hearing is to permit the learner to explain the circumstances surrounding the event leading to the suspension, to show why the learner should not be suspended, and to discuss ways to avoid future offenses.

### ***Due Process Requirements for Informal Hearing***

1. The learner and parent/guardian shall be given written notice of the reasons for the suspension.
2. The learner and parent/guardian shall receive sufficient notice of the time and place of the informal hearing.
3. The learner may question any witnesses present at the informal hearing.
4. The learner may speak and produce witnesses who may speak at the informal hearing.
5. The district shall offer to hold the informal hearing within five (5) days of the suspension.

Under the principal's discretion, learners may be suspended for violations of the learner behavior code. Temporary suspensions may be either an in-school suspension or an out-of-school suspension. When an out-of-school suspension is utilized, the learner is not permitted on school property. Failure to do so may result in further disciplinary action by the school.

Learners who are suspended under the Learner Behavior Code may not participate in or attend any extra-curricular activity (including practices and rehearsals) for the duration of that suspension.

## Suspension Sequence

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

<b>SEQUENCES</b>	<b>DISCIPLINARY RESPONSE</b>	<b>INTERVENTION</b>
1	1-3 Day Suspension	Parent contact by Building Administrator or Dean (either in person, by telephone, via email or by mail)
2	Minimum 3 Day Suspension	Parent conference with Building Administrator and/or Dean and referral to School Counselor
3	Minimum 5 Day Suspension	Parent conference with Building Administrator, and may include Dean, School Counselor and possible other members of Student Services Team
4	Minimum 7 Day Suspension	Parent conference with a Building Administrator, and may include Assistant Superintendent, Dean, School Counselor and possible other members of the Student Services Team
5	Minimum 7 Day Suspension	Parent conference with a Building Administrator, and may include Assistant Superintendent, Dean, School Counselor and possible other members of the Student Services Team. Letter may be sent to the parent or guardian indicating that the next suspensible infraction of school rules will result in a recommendation to the Board of School Directors for expulsion
6	Minimum 10 Day Suspension	Parent conference with a Building Administrator, and may include Assistant Superintendent, Dean, School Counselor and possible other members of the Student Services Team. Letter may be sent to the parent or guardian indicating that the next suspensible infraction of school rules will result in a recommendation to the Board of School Directors for expulsion (Pending Board Action) Recommendation for Expulsion

## Suspension and Expulsion

Refer to MCSD Policy #233 available via the District's Policy Manual on the District's website.

Expulsion is exclusion from school by the Board for a period exceeding ten (10) consecutive school days. The Board may permanently expel from the district rolls any learner whose misconduct or disobedience warrants this sanction. No learner shall be expelled without an opportunity for a formal hearing before the Board, and upon action taken by the Board after the hearing.

### *Rules for Expulsion or Full Suspension Hearing*

**The formal hearing shall observe the due process requirements of:**

1. Notification of the charges in writing by certified mail to the learner's parent/guardian.
2. At least three (3) days' notice of the time and place of the hearing, which shall include a copy of this policy, hearing procedures, and notice of the right to representation by legal counsel.
  - a. A learner may request the rescheduling of the hearing when s/he demonstrates good cause for an extension.
3. The hearing shall be private unless the learner or parent/guardian requests a public hearing.
4. Representation by counsel at the parent's/guardian's expense and parent/guardian may attend the hearing.
5. Disclosure of the names of witnesses against the learner and copies of their written statements or affidavits.
6. The right to request that witnesses against the learner appear in person and answer questions or be cross-examined.
7. The right to testify and present witnesses on the learner's behalf.
8. A written or audio record shall be kept of the hearing and a copy made available to the learner at the learner's expense, or at no charge if the learner is indigent.
9. The hearing shall be held within fifteen (15) school days of the notice of charges, unless a delay is mutually agreed to by both parties or is delayed by:
  - a. The need for laboratory reports from law enforcement agencies.
  - b. Evaluations or other court or administrative proceedings are pending due to a learner invoking his/her rights under the Individuals with Disabilities Education Act (IDEA).
  - c. Delay is necessary due to the condition or best interests of the victim in cases of juvenile or criminal court involving sexual assault or serious bodily injury.
10. Notice of a right to appeal the results of the hearing shall be provided to the learner with the expulsion decision.

Any learner who returns to school following an expulsion and commits a suspension offense will be suspended on Level 3 Suspension Number 5 of the suspension sequence.



## Discrimination, Sexual Harassment, Bullying, Hazing & Dating Violence

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

- [MCSD Policy #103 - Discrimination/Title IX Sexual Harassment Affecting Students](#)
- [MCSD Policy #104 - Discrimination/Title IX Sexual Harassment Affecting Staff](#)
- [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 learners 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 learner activity or organization regardless of whether the conduct occurs on or off school property or outside of school hours. No learner, 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 learners 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 learners 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 Coordinators:

Dr. Amy Flannery, Assistant Superintendent

Compliance Officer/Title IX Coordinator

281 White Oak Rd., Manheim, PA 17545

(717) 664-8540; [titleix@manheimcentral.org](mailto:titleix@manheimcentral.org)

## 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.

## Use of Audio & Video Monitoring Equipment

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

Protecting the safety of learners, staff and others on school property is a paramount concern to the Manheim Central School District. Safeguarding school property and maintaining learner 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. Learners should have no expectation of privacy when in these public areas.

# BUSSING

## School Bus Safety & Conduct

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

Parents are encouraged to review and discuss Policy 810 and the School Bus Safety Code of Conduct with their children. Proper conduct shall be the joint responsibility of the learner, the parents/guardians, the bus driver, and school administration. Learners must observe the School Bus Safety Code of Conduct. School bus transportation is a privilege that may be withdrawn for inappropriate behavior.

### *Learners will be expected to adhere to the following guidelines:*

1. Observe the same conduct as in the classroom.
2. Keep head, arms, and hands inside the bus and remain seated.
3. Do not stand or play on the roadway while waiting for the bus.
4. Learners are to be at their bus stop five (5) minutes before pick-up time.
5. Look both ways before crossing the highway.
6. Wait for the bus to stop and observe red warning lights before crossing.
7. If you must cross the street after leaving the bus, pass ten (10) feet in front of the bus.
8. No eating, drinking, spitting, or gum chewing.
9. Do not litter or throw things out the window.
10. Keep aisles, steps, and empty seats free from obstruction.
11. Learners may talk in a normal conversational tone of voice.
  - a. The use of obscene language and gestures is prohibited.
12. Never sit in the driver's seat or tamper with the bus controls or emergency equipment.
13. Interaction by learners with persons in the vehicle behind the school bus is strictly prohibited.
14. No profanity or obscene language or gestures.
15. Learners may not bring skateboards or bicycles on the bus.
16. Electronic items, such as iPod, iPad, and smartphones, may be used with headphones so as not to distract the driver or other learners.
17. Electronic items and cell phones are not to be used on the bus for phone calls, pictures, videotaping, or audio recording.

### **Consequences may include:**

1. Warning letter
2. Detention
3. In School Suspension/Out of School Suspension
4. 5-school day bus suspension
5. 10-school day bus suspension
6. Suspended from bus for the remainder of the school year
7. Suspension or expulsion from school

\*\*\*Administrative discretion is always reserved to modify the discipline imposed. \*\*\*Responsibility for transporting a suspended learner to and from school lies with the parent/guardian.

## Special Transportation Requests

All learners who are eligible for transportation shall be assigned to their respective buses at the beginning of each school year. Any request for a variance from the learner's regular bus assignment must be made by the parent/guardian on forms provided by the district. Any request which requires the changing of a bus route or the creation of an additional bus route shall be denied.

### *Temporary:*

1. Temporary requests are for extenuating circumstances only.
2. Requests for temporary special transportation must be submitted to the school principal twenty four (24) hours prior on the appropriate district form (available in the school office or on the MS website).
3. Temporary requests will be considered on a case-by-case basis by the principal.
4. The school bus driver shall not accept notes written directly to them by parents. All requests must be approved by the building principal first.

### *Permanent:*

1. Prior to July 1, parents must submit their change requests to the Business Office, on the appropriate form (available in the school office or on the MS website.)
2. Pick up and drop off location changes shall remain consistent from week to week throughout the year, regardless of early dismissals, delayed starts, etc.
3. Requests submitted prior to July 1 will be considered for the upcoming school year. Requests submitted after July 1 will be considered after the first two (2) weeks of school.

## Use of Audio & Video Monitoring Equipment on School Buses

The Manheim Central School District wants to ensure the safety of its learners while being transported to and from school and school-related activities on school buses. As part of its safety effort, the school district randomly places surveillance cameras with audio and video capabilities on all school buses to deter and detect learner misbehavior.

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

# TECHNOLOGY

## Network/Internet Policy

The Manheim Central School District fosters a technology-rich learning environment, with ever increasing access to the Internet, computers, and educational software. The use of these technology resources is intended to facilitate teaching and learning, provide access to information, aid in research and collaboration, and further our educational mission.

The use of technology resources is for appropriate school-related educational purposes consistent with the educational mission and values of the district. Educational purpose is defined as use that is consistent with the curriculum as well as the varied instructional needs, learning styles, abilities, and developmental levels of learners.

Manheim Central School District has implemented internet safety measures to effectively address the following, both through general policy and 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 to District technology resources.
4. Prevention of unauthorized disclosure and dissemination of minor's personal information.

In addition to these measures, learners of all levels are educated about appropriate online behavior including interacting via social networks and in chat rooms, cyber-bullying, and disclosure of personal information.

Violations of school policy or Manheim Central's "Acceptable Use Policy" may result in the temporary or permanent revocation of a learner's right to access District technology resources. Additionally, learners may be subject to other forms of disciplinary actions for violations of this policy and/or local, state, and/or federal law.

## 1:1 Laptop Policy

All learners will receive an MCSD issued laptop and MUST follow all rules and regulations outlined within the MCSD 1:1 handbook linked here: [Technology / Middle School Program](#)

## 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, learners, and guests ("users") access to technology resources including, but not limited to, electronic communications systems, computers, computer networks, network 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. Use

for educational purposes is defined as use that is consistent with the curriculum adopted by the district as well as the varied instructional needs, learning styles, abilities, and developmental levels of learners. All use for any purpose must comply with this policy 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 learners are responsible for the appropriate and lawful use of the district's technology resources. This policy 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 ultimately responsible for overseeing the district's technology resources. The Superintendent will designate a network administrator who will serve as the coordinator and supervisor of the District's technology resources and networks, and who will work with other regional and state organizations as necessary to educate users, approve activities, provide leadership for proper training for all users in the use of the District's technology resources and the requirements of this policy, and who will establish a system to ensure that users who access District technology resources have agreed to abide by the terms of this policy.

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 learner records. All users must comply with the Federal Educational Rights and Privacy Act (FERPA). The Manheim Central School District requires learners 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. Manheim Central School District shall make every effort to ensure that the learners and staff use this educational resource responsibly.

## District Technology Resources

District technology resources means all technology owned and/or operated by the district, including computers, projectors, televisions, video and sound systems, mobile devices, calculators, scanners, printers, cameras, portable hard drives, hardware, software, routers, and networks, including the Internet.

## User

User means anyone who utilizes or attempts to utilize District technology resources while on or off District property. The term includes, but is not limited to, learners, staff, parents and/or guardians, and any visitors to the district that may use District technology.

## Unauthorized Use Prohibited

Only users who have agreed to abide by the terms of this policy may utilize the district's technology resources. Unauthorized use, utilizing another user's District account, or exceeding one's authorization to use District technology resources is prohibited.

## 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 any and 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. The Superintendent or his/her designee shall establish a procedure for users to request that a legitimate website or educational resource not be blocked by the district's filters for a bona fide educational purpose. Such requests must be either granted or rejected within three school days pursuant to the established procedure.

The Board directs that the Superintendent or his/her designee ensure that learners at the elementary, middle school, and high school levels are educated about appropriate online behavior including interacting via social networks and in chat rooms, cyber-bullying, and disclosure or personal information.

## Monitoring

District technology resources shall be periodically monitored to ensure compliance with this and other District policies including monitoring of users' online activities. The network administrator designated by the Superintendent shall ensure that regular monitoring is completed pursuant to this section. However, the Superintendent, or his/her designee, shall also implement procedures to ensure that District technology resources are not utilized to track the whereabouts or movements of individuals, and that remotely activated cameras and/or audio are not utilized except where necessary to recover lost or stolen District technology.

### District Provided Resources

District technology resources may be assigned or allocated to an individual user for his or her use (e.g., individual e-mail accounts, laptop computers, etc.) Despite being allocated to a particular user, the technology resources remain the property of the district and may be revoked, suspended, or inspected at any time to ensure compliance with this and other District policies. Users do not have an expectation of privacy in any District provided technology resource or any of its contents.

## General Technology 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 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 learners' 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, 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 individual 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 learners. "Commercial purposes" are defined as offering or providing goods or services or purchasing goods or services for personal use.
21. Use of technology resources for political lobbying or campaigning, not including learner elections (e.g. learner 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 the 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.
30. Participation in unauthorized Internet Relay Chats, instant messaging communications (on-line, real-time, conversations) that are not for school-related purposes or required for employees to perform their job duties.
31. Unauthorized scanning of the district systems for security vulnerabilities.
32. 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.
33. 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.
34. 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

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 learner 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 so as 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 learner 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 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.

# LEARNER SERVICES

## Learner Assistance Program (SAP)

Learner Assistance is an early intervention program designed to identify learners who are experiencing problems including alcohol, tobacco, other drugs, and mental health issues that affect their school performance. Learner Assistant Program Team Members are a professionally trained team including school staff and liaisons from community mental health and drug and alcohol agencies. SAP team members are trained to identify issues, determine whether the presenting issue lies within the responsibility of the school, and to make recommendations to assist the learner and the parent. When the issue lies beyond the scope of the school, the SAP team will assist the parent and learner so they may access services within the community.

The two primary goals of the program are (1) to intervene early before problems become destructive or unmanageable and (2) to link learners with the appropriate sources of support in both the school and community. SAP team members do not diagnose, treat, or refer to treatment; but they may refer a learner to a liaison who may screen or assess for further community-based services and support. The program is designed to provide caring support. Referrals may come from learners, teachers, administrators, counselors, family members, or any other concerned person. A referral form may be obtained in the guidance office and online under guidance resources. All contact with the Learner Assistance Program is confidential.

## Learner Support Time (LST)

To provide learners with an opportunity to get assistance on schoolwork (not just homework), Manheim Central Middle School is proud to offer Learner Support Time (LST) after school for ANY student wishing to get additional assistance. LST will begin on October 3rd, 2022. Fifth and sixth grades will meet on Mondays and Wednesdays and seventh and eighth grades will meet on Tuesdays and Thursdays from 2:50 until 3:55 PM. LST will be staffed with at least one (typically two) MCMS teachers who can assist learners. This free service is available whenever learners need it. The schedule for LST will be posted on the school calendar. To access go to [manheimcentral.org](http://manheimcentral.org) – Schools – Middle School – Events Calendar.

We just ask that we have documented prior approval from parents for all learners participating. Learner Support Time is held in the Media Center, and learners will be dismissed out the main entrance to the Middle School. All learners will be dismissed at 3:55 PM, so we also ask that parents are prompt in picking learners up if they stay the entire time. All communication should occur by 12:00 PM the day you would like your child to participate in LST. If you would like your child to regularly participate in Learner Support Time, please complete the form (found in the Middle School Main Office) noting the days you would like your learner to attend or contact Manheim Central Middle School at 717-664-1700.

## McKinney-Vento Notice

**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.**

Under the federal McKinney-Vento Homeless Assistance Act (MKV), youth who are not in the physical custody of a parent or guardian and are lacking a fixed, regular, or adequate nighttime residence are considered displaced and eligible for rights under the homeless education law.

Unaccompanied youth have the same rights as other homeless students including:

- Enroll immediately and participate in the full school program as an independent student
- Receive credit accrual to remain on track with their education
- Receive assistance to prepare for and improve their readiness for college
- Receive verification from the district homeless liaison of their unaccompanied youth status for higher education financial aid determinations.

For more information regarding homelessness, please visit Pennsylvania's Department of Education website at [www.education.pa.gov](http://www.education.pa.gov).

## Online Learning

MCSD is committed to implementing strategies to enhance the education of our learners through the Manheim Central Online Academy (MCOA). The online learning experience allows for anytime-anywhere learning. The district is also committed to meeting the unique needs of each learner. For many, online learning will provide learners the opportunity they need to operate at their ideal best.

We strongly believe in keeping our online learners involved through relationships, opportunities, and experiences. As such, Manheim Central will be providing a learning facilitator from the District to help keep your child(ren) feeling connected. Additionally, Manheim Central learners may participate in school events, activities, and athletics. If a learner wants to return to the physical classroom, we will work together to ensure a seamless transition back to one of our school buildings.

The Manheim Central Online Learning Academy provides an excellent online education using the following platforms at the various levels:

- Grades K-5 – Accelerate Education
- Grades 6-8 – Edison Learning, eDynamic

For more information or if you have any questions regarding Online Learning, please view our [23-24 MCMS Supplemental Online Learning Handbook 8.14.23](#) or reach out to:

- Ms. McCauley, K-12 Administrator of Online Learning, [mccauleyk@manheimcentral.org](mailto:mccauleyk@manheimcentral.org)
- Mrs. Lubeskie, Secondary Coordinator of Online Learning and Technology Integration, [lubeskiem@manheimcentral.org](mailto:lubeskiem@manheimcentral.org)
- Mrs. Bridgette, Elementary Coordinator of Online Learning and Technology Integration, [bridgettek@manheimcentral.org](mailto:bridgettek@manheimcentral.org)

## School Based Behavioral Health Outpatient Services

The Manheim Central School District has provided school counseling services to learners for many years. For some learners, their needs extend beyond the services that are provided through school counseling. Manheim Central School District partners with Community Services Group (CSG) to provide outpatient mental health counseling to learners. 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 learners' 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.

## Special Education: Child Find

Manheim Central School District conducts ongoing identification activities as part of its school program for the purpose of identifying learners who may be in need of special education and related services (eligible learners). 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 learners 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.

## Telehealth

We have 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 a dedicated private space available on a consistent basis. If resources are not available to support your request it may be denied. Additionally, parents must notify the school of this request at least 5 business days in advance.

# SCHOOL NURSE SERVICES

## Medication Policy

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

The school district discourages the practice of learners taking medications while at school or in attendance at school sponsored activities. However, the school district understands that in some instances reasonable accommodations need to be made to facilitate the dispensing of medications to learners while they are under the supervision of school officials in order to allow them to participate in the education program and/or school-sponsored activities.

**Please note:** Learners are not able to administer their own Essential Oils during the school day.

### *Guidelines for Prescription and Over-the-Counter Medications*

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

1. The learner's parent 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 learner must take the medication during the school day.
2. The healthcare provider shall provide written instructions for the administration of the medication to the learner. Such written instructions shall specify the name of the medication, the dosage to be dispensed to the learner, the time when medication should be dispensed, and the method to dispense the medication and any other necessary instructions.
3. A learner's parent must bring the medication to school in the original container. The medication must remain in the original container in which it is received. 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 learner for whom the medication is intended. Medication will not be administered to a learner unless the learner'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 learner. Accurate records shall be kept regarding each time a learner is dispensed medication while at school.
8. Unused medication will not be sent home with a learner. The learner's parent must make arrangements to pick up any unused medication. At the end of each school year, the school district will make arrangements to destroy any unused learners' medications which were not picked up by the learner's parents.
9. Any request for long-term dispensing of a medication to a learner while at school shall be reviewed and updated as needed at the beginning of each school year.

## ***Inhalers***

1. Follow the above guidelines for prescription drugs and over-the-counter medications, except for the self-administration procedures set forth below.
2. Learner's bringing an inhaler to school must provide a written statement from the learner's health care provider confirming the need for the use of the drug at school, and proper dosage instructions.
3. All inhaler medication must be in a properly labeled prescription container with the following information: the learner's name, the name of the prescribing health care provider, the name of the drug, the dosage to be dispensed to the learner, and the time interval or circumstances when the drug should be dispensed to the learner.
4. All learner's inhalers shall be kept in the nurse's office unless a learner has written permission from his/her parent and health care provider to self-administer such medication. The school district reserves the right to assess a learner's ability to safely self-administer an inhaler when developing the learner's Individual Health Care Plan.
5. Whenever learners self-administer their own inhalers on an as-needed basis, they must check in with the school nurse after any such usage or otherwise report such usage as specified in the learner's Individual Health Care Plan.

## ***Naloxone***

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 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 Board 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.

## ***Medication Procedures on Field Trips***

The MCSN 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 had determined the need and after confirmation of the licensed prescriber's written order while on a field trip.
2. The learner's parent is responsible for notifying the district of the learner'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 learner's teacher.
3. The learner'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.
5. A parent/guardian can obtain, from the licensed prescriber, a temporary order to change the time of administration so as 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 learner's health care provider if questions arise regarding the dispensing of medication to the learner. If consultation results in any change to the written instructions regarding the administration of the medication to the learner, the school nurse shall request updated written instructions from the health care provider to replace or supplement the instruction originally provided.

## Dental Examinations

Pennsylvania state law requires all seventh graders to have a dental examination. A private examination conducted by the learner's family dentist is preferred to enhance the learner's continuity of dental care.

If your child has seen the family dentist since the first day of 6th grade, please have the dental form completed by your dentist and return to the school nurse by the beginning of February. If your learner does not have a family dentist, the school dentist can perform an exam in late winter/early spring, upon written consent of the parent. Because repair work is not done at school, the school dentist will refer your child to his/her family dentist should a condition requiring correction be found. Dental forms can be found on the school's website or by calling the main office.

## Physical Examinations

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

The Department of Health allows the school to accept reports completed within one year prior to a learner's entry into the grade where an exam is required. **THIS MEANS THAT ALL PHYSICALS PERFORMED AFTER THE FIRST DAY OF 5TH GRADE WILL BE ACCEPTED-** just have your physician complete the form. The exam should be completed, and the form returned to the school nurse no later than January. Forms are available on the school's website or from the school nurse if needed.

A learner may obtain a school physical by the school physician upon written request from parent or guardian. School physicals are scheduled annually in mid-winter.

For entry into seventh grade, learners are required to have a tetanus, diphtheria, and pertussis (TDAP) vaccine within the last five years, as well as a meningococcal conjugate (MCV) vaccine. Please let your doctor know that at the time of the physical.

## Head Lice

At any time during the school year, the school nurse may examine a learner 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 learner'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. Learners 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 learner has siblings in the district. If yes, then check the siblings and others in close contact with the affected child.



## Nits

When a learner 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 learner is not sent home from school.
3. Information related to detection and elimination of head lice is sent home with the learner 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 learner's hair has not been treated (live lice are present), the parent/guardian will be contacted for follow up.

### ***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/guardians will be given notification that the child no longer needs daily checking in the nurse's office at the start of each day.

## Sunscreen Application by Learners

In October 2018, the Pennsylvania School Code was amended to include a section on Sun Protection Measures for Learners. 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](http://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.

# FOOD SERVICE

## Cafeteria Payment

Online payment for meals can be made through School Café. To register, visit the district website at [www.manheimcentral.org](http://www.manheimcentral.org) and click on the School Café link under the Food Service tab or visit [schoolcafe.com](http://schoolcafe.com). A School Café account will allow you to view your student's purchases, account balances, and receive alerts when a payment is needed for your child's account. There is no charge to register or view your child's account balance. You may apply for free/reduced meals through School Café.

You can also place money on your child's account by dropping it by the school office or sending it to school with your child. Please make sure all money sent in is clearly labeled with your child's first and last name and food services. There is a \$20.00 fee for returned checks. Please do not send cash through the mail.

### Meal Prices for the 2023-2024 School Year

Breakfast Meal: \$1.75\*

Reduced Breakfast Meal: Free\*

Lunch Meal: \$2.85

Reduced Lunch Meal: \$.40\*\*

Milk \$0.50

A La Carte items are also available for purchase

\*Breakfast for the 2023-2024 School Year will be FREE for all students

\*\*Lunch for the 2023-2024 School Year will be FREE for those students who qualify

## Cafeteria Rules/Procedures

- When entering the cafeteria please sit at one of the designated cafeteria tables.
- Remain at your table until instructed to enter the food service area and form a single line while waiting to be served.
- Use a tray.
- Consume all food and drink in the cafeteria.
  - No open containers of food or drink may be removed from the cafeteria.
- Keep hands and feet to yourself at all times.
- Do not touch anything on another student's tray such as their food / drink.
- Clean up your own mess or ask for assistance in the event of a spill.
- Follow cafeteria procedures for clearing the tray when finished.
- Use common courtesy and table manners.
- You should be at a voice level of 0-1 when walking to the cafeteria; there are classes that are still in session.
- Failure to follow these procedures may result in alternate seating and disciplinary action.

# EXTRA-CURRICULAR ACTIVITIES

## School Sponsored Events

All school rules will be enforced whether the activity is on or off school property.

- Only Manheim Central Middle School learners may attend.
- Learners must have a note signed by their parents if they wish to arrive late or leave an event early.
  - If a learner leaves an event, he/she will not be allowed to return.
- Anyone who has been suspended or is absent from school the day of an activity may not attend the activity.
- Failure to follow school rules during an event may result in dismissal from the event and possible exclusion from future events.
- Violations of these rules may result in social probation from any school activities.
- Learners should be picked up immediately after an event.

## Co-Curricular & Extracurricular Eligibility

Learners involved in co-curricular and extracurricular activities are subject to the **Baron Code**. All Manheim Central School District learners or any learner who represents Manheim Central School District in an extracurricular activity are under the guidelines of the Baron Code. If a learner or parent fails or refuses to agree to abide by the provisions of the Baron Code or if a learner or parent fail to complete the signature form, the learners will not be allowed to practice or participate in their chosen extracurricular activity until such time as this signature form is completed to the satisfaction of the building administration. Learners will be required to comply with these rules starting with the summer before their seventh-grade year and until they end their high school education.

Co-curricular and/or extracurricular activities are an important part of the total school program and are open to participation by all learners regardless of individual differences. The opportunity to participate is a privilege provided by the taxpayers of the Manheim Central community. Through voluntary participation, the learner is expected to give time, energy, and loyalty to the activity in which he/she participates. He/she is also expected to abide by the training rules, regulations, and responsibilities unique to that activity.

Co-curricular and/or extracurricular participants are often in the public eye, and hence their personal conduct must always be above reproach. They have an obligation to project, at all times, a positive image of themselves and the Manheim Central community they represent. Failure to do so can lead to immediate dismissal from co-curricular and/or extracurricular activities. A coach/advisor has the authority to levy additional consequences within his/her own program.

The complete guidelines for the Baron Code are displayed on the district website, linked [here](#), and can also be obtained through a coach/advisor.

## Athletic Training Education Program

Manheim Central School District learner-athletes receive athletic training services from CPRS Physical Therapy. CPRS partners with Millersville and West Chester Universities to be an affiliated clinical site with their Athletic Training Education Programs. As part of their educational requirements, athletic training learners from Millersville and West Chester work alongside and under the direct supervision of the CPRS trainers. Families who would prefer not having the collegiate learner athletic trainers directly attend to their children, should notify the Athletic Director or Middle School Principal.

# TITLE 1

## What is Title 1?

Welcome to a wonderful year of learning for your child! Title 1 is a federally funded program offered each year to learners at Baron Elementary, Doe Run Elementary, and the Manheim Central Middle School. Schools may either run a Targeted Title 1 Program or a Schoolwide Title 1 Program. All schools in Manheim Central are operating a Schoolwide Title 1 Program. This means that ALL learners at Baron Elementary, Doe Run Elementary, and Manheim Central Middle School are able to participate in all aspects of the Schoolwide Title 1 Program.

In a Schoolwide Title 1 program, the goal is to improve instruction for all learners, particularly those that are low achieving, so they can demonstrate proficiency in meeting state academic standards. Below are the major components of a Schoolwide Title 1 Program:

- A comprehensive needs assessment is used to determine the focus area at each school
- Each school has a Comprehensive Plan that guides decision making
- The school engages in schoolwide reform strategies
- Instruction occurs by highly qualified teachers and assistants
- Strategies are used to increase parent engagement and involvement
- Plans exist for transitioning learners from early childhood programs to elementary schools, from elementary to middle school, and from middle school to high school
- Strategies exist to ensure assistance to learners in need of support
- Each year, an annual review of effectiveness occurs with the Schoolwide Planning Committee

At Baron and Doe Run Elementary Schools and at the Manheim Central Middle School, reading Intervention and support from reading specialists and assistants for learners most in need of increasing reading proficiency have been the focus of Title 1 funding. Furthermore, instructional coaching, in order to build the knowledge and capacity of facilitators as far as their professional learning, has been a strategy that has been implemented at both Elementary and Middle School. In addition, both Doe Run and Baron use the Title 1 funding to support the STEM Education work that has been part of the elementary curriculum since 2017-2018.

Should you have any questions concerning Title 1 programming at your child's school, please contact Tracy Fasick, Director of Curriculum and Instruction at 717-664-8548.

## Manheim Central Middle School Title 1 Parental Engagement Policy 2023-24

In support of strengthening student academic achievement, Manheim Central School District acknowledges that parents share the school's commitment to the educational success of their children. The district believes that all children can learn and aspires to promote the desire to become a lifelong learner in all students so that students can become Difference Makers.

This policy establishes the LEA's expectations for parental involvement and describes how the LEA will implement a number of specific parental involvement activities. We recognize that a child's education is a responsibility shared by both school and family and agree that to effectively educate all students, schools and parents must work as partners. Parent and family involvement is an on-going process that assists parents and families in meeting basic obligations as their child's first educator, and promotes clear, two-way dialogue between home and school so that parents are supported as leaders and decision makers at all levels, concerning the education of their children. Parents and middle school staff will jointly develop the Title I Engagement Program. This program will include a school-parent compact and support the development, implementation, and regular evaluation of the parent engagement program by parents through an annual survey and spring meeting.

Additional information about our Title I Parent and Family Engagement Program can be found here:

[District Parent and Family Engagement Policy 2023-2024](#)

## Manheim Central Middle School Title I Parent Compact 2022-2023

The School Parent Compact will be jointly developed with parents and family members and the compact outlines how parents, the entire school staff, and students will share in the responsibility for improved student academic achievement and the means by which the school and the parents will build and develop partnerships to help children achieve the State's high standards (ESSA, Section 1116(d)).

### **The compact shall:**

- Describe the school's responsibility to provide high-quality curriculum and instruction in a supportive and effective learning environment, enabling students in the Title I program to meet the district's academic standards.
- Indicate the ways in which parents will be responsible for supporting their children's learning, such as monitoring attendance, homework completion, and screen time; volunteering in the classroom; and participating, as appropriate, in decisions related to their child's education and positive use of extracurricular time.
- Address the importance of parent-teacher communication on an ongoing basis through, at minimum, parent-teacher conferences, frequent reports to parents, and reasonable access to staff.
- Additional information about our School - Parent Compact can be found here: [MCMS School - Parent Compact 2023-2024](#)