2025-2026

Elementary Learner Handbook

Manheim Central School District

281 White Oak Road
Manheim, PA 17545

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Message from the Principal

Dear Manheim Central Families,

Welcome to a new school year! We are excited to partner with you as we learn, grow, and succeed together. At our schools, we believe every learner deserves to feel safe, valued, and supported each day. This handbook is designed to help everyone understand the expectations, routines, and opportunities that make our school a positive place to learn.

Our top priority is creating a healthy and safe environment where learners can take risks, explore new ideas, and achieve their best. We encourage you to use this handbook as a guide throughout the year and as a reminder of the importance of respect, responsibility, safety, and kindness in everything we do.

We are proud to serve as your principals and look forward to seeing all the ways our learners will shine this year. Together, let's make it a year full of growth, friendship, and success!

With excitement for the year ahead,

Arthur W. Paynter, Principal of Doe Run Elementary

Dr. Kimberly Marrolli, Principal of Baron Elementary

Christopher Sherwood, Assistant Principal of Doe Run Elementary

Manheim Central Vision/Mission/Values

Mission

- Ignite passion and purpose to empower Difference Makers

Vision

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

Values

- 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 differences 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.

General School Information

School Hours

- School offices are open from 7:15 AM - 3:15 PM.
- School doors open for students at 7:15 AM.
- Breakfast is available for all learners from 7:15-7:35 AM
- Learners are expected to be in their classrooms for the start of classes by 7:45 AM.
- The learner day ends at 2:10 PM.
- Teachers will be in the school until 3:00 PM.

Arrival and Dismissal Procedures

- Arrival
    - Walkers/car riders should not arrive before 7:15 AM.
    - If the learner arrives after 7:45 AM, a parent or guardian must walk them into the school building and provide the appropriate excuse in writing.
- Dismissal
    - Learners are dismissed at 2:05 PM. Car riders and walkers are dismissed after busses are dismissed.
    - Adults are to follow building specific drop off/pick up procedures. Vehicles are not permitted in the bus lanes.
    - In temporary emergency or extenuating situations – when the child is getting off the bus at a different stop or going on a different bus – we must have notes giving permission from **ALL** adults involved. (refer to page 31 for the Emergency Transportation Form).
    - If the learner is walking to a friend's home or is being picked up by another parent, both parents/guardians must send notes giving their permission.
    - Please do not call the school office after lunch to change after school plans for your child unless it is an emergency.

Sign Out Procedures During the School Day

1. The learner will not be released unless a parent or guardian visits the school office to sign them out. A note should be sent to the classroom teacher on the morning a learner is going to leave early or if other routine changes are being requested.
2. Identification will be required to sign a learner out of school. Learners will not be released to anyone without written permission from the parent/guardian.
3. Signing out early not only means lost instructional time for the learner, but it is also disruptive to the teaching and learning activities being conducted in the classroom.
4. Signing a learner out early to avoid dismissal traffic is not allowed.

School Specific Information

Custody Agreements

Whenever one parent has a custody agreement that restricts the rights of the other natural parent, the school must be notified. If there is a restriction from picking up the child or viewing the child's records, it is up to the custodial parent to notify the school in writing, including specific legal documentation.

Delivering Items to School

When bringing items to be dropped off during the school day, items must be left in the main office for school personnel to deliver, so as not to interrupt instructional time.

Distribution of Non-School Related Material

Parents, community organizations and businesses who wish to distribute any written material or objects during school hours, must have prior approval from the District Office. This would include items such as flyers, posters, pencils, or pens with advertising on them, etc.

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 Power School. 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.

Due Process

School district officials use the following sources to guarantee learners' due process rights: Pennsylvania Public School Code, the Regulations of the Pennsylvania State Board of Education, school board rules and regulations, case law requirements, PA School Board Association (PSBA) recommendations, and learner handbooks. The Manheim Central School District Policy Manual is available on the Manheim Central School District website for review by parents/guardians and learners.

Electronic Devices

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

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

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

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

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

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

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.

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.

Food Services/Cafeteria

Breakfast/Lunch

Breakfast and lunch for the 2025-2026 school year will be available to purchase for all learners. Packers buying milk will be charged $.50.

2025-2026 Elementary Lunch Prices	
Breakfast	FREE
Lunch	$3.00
Reduced Lunch	Free

Cafeteria Payment

Online payment for meals can be made through School Café. To register, visit the district website at www.manheimcentral.org and click on the School Café link under the Food Service tab or visit 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.

MCSD Food Service Learner Accounts

MCSD also offers parents an online option with SchoolCafe using debit or credit cards. SchoolCafe provides an all-encompassing way for families to view learner purchases, replenish account balances, set up automatic payments, and receive low balance notifications. You will need your child's learner ID number, which can be found on report cards, emergency sheets, or by calling the school office. To set up an account, please visit https://www.schoolcafe.com/.

Free & Reduced Meals

Family income will determine the cost of the meals for your child. If purchasing lunch or breakfast presents a financial hardship for your family, Free and Reduced meals are available through a confidential process. To receive this benefit, please apply online

If you have any questions about the Free and Reduced Meals program, please do not hesitate to contact Manheim Central Food Services at 717-664-8426.

Learner Dress and Appearance

Refer to MCSD Board Policy #221 available via the District's Policy Manual on the District's website.

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

- Exposed Undergarments
- Muscle shirts or tank tops
- Halter tops, Tube tops
- Midriff blouses
- See-through blouses/tops
- Bandanas or handkerchiefs used as head covers/hats
- Hoods, Hats/Caps
- Sunglasses
- Pajama bottoms

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.

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.

Library Books

Library books will be exchanged weekly. Parents are responsible for paying for books that are lost or damaged.

Lost and Found

All lost and found books, jackets, outerwear, lunch boxes will be placed in the lost and found area by the cafeteria, and valuables are to be sent to the office. Lost articles may be claimed from the office or designated location. Parents are encouraged to put the learner's name in and on all belongings. Unclaimed lost and found items may be donated to local charities/agencies at the conclusion of the school year.

Party Invitations

Private party invitations are only to be distributed at school when the entire classroom, all the boys or all the girls are invited. This often creates embarrassment and some hurt feelings for learners not invited. Distribution time will be at the teacher's discretion.

Physical Education Attire

Learners are required to participate in physical education class regularly. All learners should wear gym shoes (sneakers) on days when they are scheduled for physical education class. Although gym uniforms are not needed for elementary learners, dresses or skirts should not be worn on the day they have physical education class.

Emergency Preparedness

Emergency Form/Change of Address

It is extremely important that parents/guardians provide the school with current phone and cell numbers for contact in case of emergencies. In August, you will have the opportunity to update your child's information (emergency contacts, phone numbers and medical information). Please take the time to update this information. It is the responsibility of parents/guardians to keep the school informed of any address or phone/cell changes, and to provide emergency contact information.

If during the year you change your address, please fill out the Change of Address Form, and provide updated Proof of Residency. 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.

Emergency Communication/School Closing

During the school year, it may become necessary to close school or to delay opening for a period of time due to an emergency. When these emergencies occur, announcements regarding Manheim Central will be given to the local radio and television stations. Please consult the district calendar for specific stations/channels.

Also, the Blackboard Connect Alert System will be activated and phone calls will be made to your Blackboard Connect emergency contact numbers. Whenever possible, a decision regarding school closing or a delay in opening will be made by 5:30-6:00 AM and communicated to the stations as quickly as possible thereafter. When a Blackboard Connect Message is sent from the district, 717-664-8549 is the number that will be indicated on caller ID. Emergency information will also be displayed on the district homepage - https://www.manheimcentral.org

Please discuss with your child alternative plans for a place to go after school in the event of an emergency early dismissal due to weather conditions, etc. It is important for your child to know where he/she is to go or what he/she is to do when arriving home so the child will feel secure in the emergency situation.

Emergency Preparedness Guidelines

Should an emergency situation ever arise within the district or in the immediate area while school is in session, Manheim Central School District has a detailed plan formulated to respond to both human-caused and natural disasters. Please know that Manheim Central School District is taking measures to provide a safe environment for your child(ren).

In the case of an emergency occurring during school hours, learners will be cared for at the school or at a predetermined evacuation site until a parent/guardian/emergency contact person can pick them up, or until it is safe to transport children to their homes by school district transportation. The Manheim Central School District requests that the parent/guardian/emergency contact person follow the guidelines below during an emergency.

During an Emergency:

Do not call the school. Telephone lines will be needed for emergency purposes. Parents and guardians will be notified of the situation by a district representative. This notification may occur by phone, internet, and/or general media. The District website is https://www.manheimcentral.org.

When notified, you, or another responsible adult identified on the "School Emergency Information Sheet," may pick up your child(ren). All individuals picking up child(ren) must show identification and sign for the child(ren). If you are authorizing another person who is identified on your emergency sheet to assume responsibility for your child(ren), please consider the following:

- He/she is 18 years of age or older.
- He/she is usually home during the day.
- He/she could walk to school if necessary.
- He/she is known to your child.
- He/she is both aware of and able to assume this responsibility.

Please note that individuals other than the parent/guardian/emergency contact will not be permitted to pick up a child.

If it becomes necessary to pick up your child(ren), the District will notify the parent/guardian where you can pick up your child(ren) known as the reunification site. It is important that parents/guardians/emergency contact persons follow the reunification guidelines communicated to the parent/guardian/emergency contact person and posted at the reunification site. School representatives will also be available to assist you at the reunification site.

Safety Drills Events

The Manheim Central School District strives to provide a safe and secure learning environment for all learners, faculty, and staff members. If an emergency arises, the Emergency Operations Manual provides detailed steps for staff and administration to follow, for the safety of all learners and staff. This manual is located in each school's office.

During each school year, we practice several types of safety drills with our learners: monthly fire drills, severe weather drills, bus evacuation drills (fall and spring) and intruder/lockdown drills. Our staff members have procedures that have been reviewed with our learners and will be followed when our drills take place.

Safe 2 Say

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

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

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

Academic Information

Attendance Policies

Attendance/Absence

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

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.

Absence Notes Required

After an absence from school, A student has 3 school days to submit an excuse note following a return from absence. Excuse notes may also be emailed to the school's attendance office. The note must contain the following information:

- The learner's full name
- The date(s) of absence
- The reason for the absence.
- The signature of the parent/guardian writing the note

If a note signed by a parent or guardian is not received within 3 days, the absence is counted as illegal. An excuse from a treating physician is allowable OR up to 10 days of student absence may be excused by an acceptable parent note. Should this limit be reached, all additional absences for illness may only be

excused with a note from a treating physician. Any parent's written excuse following the 10-day limit will be coded as illegal or unexcused.

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.

Educational Travel

The district limits the number and duration of excused non-school-sponsored educational tours to 5 days (trips, college or postsecondary institution visits). Habitually truant students' records need to be approved to determine if they are eligible to be approved for educational travel.

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.

Excessive/Unexcused Absences/Truancy

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

1. After the first unexcused absence, a letter will be sent to the parent.
2. After the third cumulative unexcused absence, a warning letter will be sent to the parent.
3. After the sixth cumulative unexcused absence, students are considered to be Habitually Truant, and an official notice of unexcused absences will be sent to the parents and a SAIP meeting will be scheduled.

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

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

NOTE: We cannot give 0 for work due to absence (Policy 204, School Code). 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.

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.

Tardiness

A learner is considered to be tardy when he/she arrives to school after 7:45AM. Arrival to school after 10:49AM will be considered a half day absence. A regular excuse form stating the reason for tardiness and signed by the parents must be returned to the attendance office within 3 days.

Early Dismissals

When the school is in session for a half-day (in-service, etc.) the day will end at 11:10AM and be marked as either a full day absent or a full day in attendance.

***IMPORTANT* – Learners who are not in attendance OR who leave school due to illness during the day will NOT be permitted to participate in school extra-curricular activities on that day. This includes all school activities and PTO events.**

Homework

Meaningful homework is given to reinforce skills that have been presented, to extend or enrich beyond classroom instruction, and to develop a sense of responsibility and self-discipline.

As learners advance through grade levels, it is typical for them to have approximately 10 minutes of homework for the grade in which they are in school (i.e. 2nd grade would receive 20 minutes of homework). It should be stressed, however, that learners vary in the time it takes to complete an assignment. If your child is having difficulty or is spending an excessive amount of time completing homework on a regular basis, the parent should discuss this with the teacher. We encourage parents to check-in daily with their child about their assignments and to assist without actually doing the homework.

The type of assignments, when they are assigned, and how they are checked is determined by the classroom teacher. Teachers will communicate with learners and parents at the beginning of the school year explaining their homework procedures and expectations regarding responsibilities of the learners. This will include what consequences will occur when learners fail to be responsible for their work, and assignments are incomplete or late. Modifications to homework procedures can be made for learners, as necessary, on a case-by-case basis.

Missed Classwork

When a learner is absent, please call the school office before lunch to request assignments. These assignments may be picked up in the office after school or sent home with a friend. This will help the child not become overwhelmed when he/she returns to school. Learners will have one day for each day of absence to complete his/her assignments. It is unreasonable to expect an ill child to complete several days of work in one evening. In the event of extenuating circumstances, you may want to contact your child's teacher.

Parent Conferences

To encourage home – school communication and engage parents/guardians in their child's learning, Parent-Teacher conferences will be scheduled in November and April according to the following schedule:

Back to School Night

September 11, 2025 from 6-8 PM

Fall Conference Dates

November 24 and 25, 2025

Spring Conference Dates

March 31 and April 1, 2026

Pennsylvania's Multi-Tiered System of Supports (PA-MTSS)

Multi-Tiered System of Supports (MTSS) is a comprehensive system of supports that includes standards aligned, high quality instruction, universal screening, and data-based decisions that are founded on what the learner needs. MTSS represents a broad set of evidence based best practices that may be implemented to include academics and behavior within a systematic problem-solving practice. MTSS is intended to help ALL learners meet with continual academic and behavioral success.

Promotion and Retention

In all cases of retention, the parents/guardians shall be fully involved and informed throughout the process. Parents/Guardians and learners shall be informed of the possibility of retention of a learner well in advance.

Academic achievement, attitude, effort, work habits, behavior, attendance and other factors related to learning shall be evaluated regularly and communicated to learners and parent/guardians.

The district shall utilize multiple measures of academic performance as determinants in promotion and retention decisions.

PSSA

Pennsylvania System of School Assessments (PSSA) are given in the spring of each school year in grades 3-4. All learners will be assessed in both English Language Arts (ELA) and Math.

The Pennsylvania System of School Assessment categorizes learner achievement into four performance levels. These performance levels have been adopted under Chapter 4 of the Pennsylvania School Code in the areas of mathematics, reading and writing. These descriptors are used to indicate learner performance on the PSSAs.

- Advanced: The Advanced Level reflects superior academic performance. Advanced work indicates an in-depth understanding and exemplary display of the skills included in the Pennsylvania Core Standards.
- Proficient: The Proficient Level reflects satisfactory academic performance. Proficient work indicates a solid understanding and adequate display of the skills included in the Pennsylvania Core Standards.

- Basic: The Basic Level reflects marginal academic performance. Basic work indicates a partial understanding and limited display of the skills included in the Pennsylvania Core Standards. This work is approaching satisfactory performance but has not reached it. There is a need for additional instructional opportunities and/or increased learner academic commitment to achieve the Proficient Level.
- Below Basic: The Below Basic Level reflects inadequate performance. Below Basic work indicates little understanding and minimal display of the skills included in the Pennsylvania Core Standards. There is a major need for additional instructional opportunities and/or increased learner PSSA commitment to achieve the Proficient Level.

PSSA Assessment Schedule for 2025-2026

Assessment	Dates	Grades
English Language Arts	April 21 – 25	Grades 3-4
Mathematics Make-ups	April 27-May 1 May 4-8	Grades 3-4

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. Please note that students will not be removed from our Manheim Central School District roster/enrollment report until a "Request for Records" from the new school district is received at Manheim Central Middle School.

Title 1 Information

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:

1. A comprehensive need's assessment is used to determine the focus area at each school
2. Each school has a Comprehensive Plan that guides decision making
3. The school engages in schoolwide reform strategies
4. Instruction occurs by highly qualified teachers and assistants
5. Strategies are used to increase parent engagement and involvement
6. Plans exist for transitioning learners from early childhood programs to elementary schools, from elementary to middle school, and from middle school to high school

7. Strategies exist to ensure assistance to learners in need of support
8. 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 teachers 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.

All are encouraged to view the Parent and Family Engagement Policy, found as Appendix A, to this handbook.

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

Behavioral Procedures and Policies

Learner Rights and Responsibilities (Board Policy #235) General Guidelines

Attendant upon the rights established for each learner 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, learners, 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 learner to:

1. Be aware of all policies, rules and regulations for learner behavior and conduct him/herself accordingly. Each learner shall assume that, until a rule is waived, altered or repealed in writing, it is in effect.
2. Volunteer information in matters relating to the health, safety and welfare of the school community and the protection of school property.
3. Dress and groom to meet standards of safety and health, and not to cause substantial disruption to the educational processes.
4. Assist the school staff in operating a safe school.
5. Comply with federal, state and local laws.
6. Exercise proper care when using district facilities, school supplies and equipment.
7. Attend school daily and be on time to all classes and other school functions.
8. Make up work when absent from school.
9. Pursue and attempt to satisfactorily complete the courses of study prescribed by local school authorities.
10. Report accurately in learner media.
11. Not use obscene language in learner media or on school property.

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

Disciplinary Procedures

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

Learners that violate the learner 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.

Level 1 Offenses:

Minor learner misbehavior which is handled by the supervising staff according to classroom, playground, and cafeteria rules and consequences are considered Level 1 Offenses.

Possible Consequences Include:

1. Loss of special privileges
2. Loss of recess
3. Removal from play
4. Time after school
5. Written assignment reflecting on the behavior

Level 2 Offenses:

Frequent or more serious learner behavior that requires office intervention, as well as bus misconduct, will be considered Level 2 Offenses.

Examples include, but are not limited to:

1. Unmodified Level 1 behavior
2. Classroom disturbance that results in being removed
3. Harmful, physical contact resulting from rough housing
4. Defiant behaviors
5. Vulgar language

Possible Consequences Include:

1. Discipline referral to the office
2. Administrative Discretion
    - Restitution
    - Reflective Assignment
    - Detention
    - Parent contact/involvement
    - Loss of privilege
    - Behavior contract
    - In- or out-of-school suspension

Level 3 Offenses:

More serious behavior code violations which may be harmful to property or the well-being of others are considered Level 3 Offenses.

Examples include, but are not limited to:

1. Unmodified Level 2 behavior
2. Vandalism
3. Smoking or tobacco possession
4. Fighting
5. Stealing
6. Harassing or threatening others

Possible Consequences Include:

1. Discipline referral to the office
2. Administrative Discretion
    - Restitution
    - Parent contact/involvement
    - Reflective Assignment
    - In- or out-of-school suspension
    - Notification of the Police

Level 4 Offenses:

Severe learner behavior that endangers learners or staff or which greatly interfere with the operation of the school shall be considered Level 4 Offenses.

Examples include, but are not limited to:

1. Unmodified or extreme Level 3 behavior
2. Possessing, using or selling drugs
3. Possession of a weapon such as knives, bullets, guns, etc. – including look-alikes
4. Terroristic threats

Possible Consequences:

1. Administrative Discretion
    - Parent contact
    - In- or out-of-school suspension
    - Notification of Police

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.

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

Within the first five (5) days of the implementation of an out-of-school suspension of more than three (3) but not more than ten (10) days, the learner is entitled to meet with the principal for an informal hearing. This meeting is to give an opportunity for the learner to explain the circumstances surrounding the event(s) for which he/she is being suspended and to demonstrate some compelling reason why he/she should not

be suspended. Sufficient advance notice of the time and place of the hearing shall be given to the learner and his/her parents or guardian.

Rules for the Informal Temporary Suspension Hearing Before the Principal:

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

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

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

Expulsion

When a learner has committed an offense, which is viewed by the principal and the superintendent as being unusually egregious, or if the learner has not modified his behavior following one or more temporary suspensions, the superintendent may recommend to the Board of Directors, that the learner be expelled from school for a period of more than ten (10) days.

Weapons

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

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

Tobacco and 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.

Drug and Alcohol Policy (Controlled Substances/Paraphernalia Board Policy #227)

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

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

Definitions

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

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

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

For purposes of this policy, 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.

Authority

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 laws and regulations, the procedures set forth in the memorandum of understanding with local law enforcement and Board policies.

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

Off-Campus Activities

This policy shall also apply to 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-sponsored activities in a School District vehicle.
2. The learner is a member of an extracurricular activity and has been notified that particular 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 operation 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 or timing of 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 school which:

1. Establish procedures to appropriately manage situations involving learners suspected of using, possession, 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 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 abuser 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. Body building 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 parents(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 learner violating this policy will be suspended for a period of ten (10) school days and referred to the Learner Assistance 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.
7. Any learner who manufactures, distributes or attempts to distribute drugs, alcohol or any mood-altering substance on school premises, at any school-sponsored activity anywhere, or while traveling to and from school or school-related activities, will be recommended to the Board of School Directors for expulsion.
8. Additional Requirements – any 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.
9. There are certain offenses that may be of such a grievous nature and the potential for harm so great that the principal may make an immediate recommendation for expulsion to the Board of School Directors, independent of the first offense provisions of this policy and regardless of the learner's status on the district suspension sequence.
10. 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 22 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 12.8.

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 this policy's 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.

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 requirement 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.

Bullying and Cyberbullying

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

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

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

1. Substantial interference with a student's education.

2. Creation of a threatening environment.

3.Substantial disruption of the orderly operation of the school.

Bullying, as defined in this policy, includes cyberbullying.

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

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

Bullying and Cyberbullying Consequence Matrix

- ***DIRECT*** bullying includes hitting, kicking, shoving, spitting, taunting, teasing, racial slurs, verbal sexual harassment, threatening and obscure gesture.
- ***INDIRECT*** bullying includes getting another person to assist spreading rumors and deliberate exclusion from a group or activity.

BEHAVIOR	1ST INCIDENT	2ND INCIDENT	3RD INCIDENT	4TH + INCIDENT
Verbal Bullying Using words to hurt others ***Examples:*** Name calling, teasing, put downs	Adult meets with learner Adult and learner fill out the reflection sheet and incident log Loss of recess	Adult meets with learner Adult and learner fill out the reflection sheet and incident log Parent phone call Loss of 2 recesses	Adult meets with learner Adult and learner fill out the reflection sheet and incident log Parent phone call Loss of 3 recesses	Adult meets with learner Adult and learner fill out the reflection sheet and incident log Principal decides disciplinary action per district policy
Social/Cyber Bullying: Using embarrassment, isolation, or rumors to hurt others ***Examples:*** Excluding others, spreading rumors, using social media to hurt others	Adult meets with learner Adult and learner fill out the reflection sheet and incident log Loss of recess	Adult meets with learner Adult and learner fill out the reflection sheet and incident log Parent phone call Loss of 2 recesses	Adult meets with learner Adult and learner fill out the reflection sheet and incident log Parent phone call Loss of 3 recesses	Adult meets with learner Adult and learner fill out the reflection sheet and incident log Principal decides disciplinary action per district policy
Physical Bullying: Using arms, legs or other parts of the body to hurt others ***Examples:*** Pushing, shoving, tripping, punching	Adult meets with learner Principal and/or counselor meets with learner; learner fills out reflection sheet Loss of recess	Adult meets with learner Adult and learner fill out the reflection sheet and incident log Principal decides disciplinary action	Adult meets with learner Adult and learner fill out the reflection sheet and incident log	Adult meets with learner Adult and learner fill out the reflection sheet and incident log

BEHAVIOR	1ST INCIDENT	2ND INCIDENT	3RD INCIDENT	4TH + INCIDENT
		as per district policy	Principal decides disciplinary action per district policy	Principal decides disciplinary action per district policy

Discipline of Students with Disabilities

Refer to MCSD Board Policy #113.1 available via the District's Policy Manual on the District's website.

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

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

Discipline of Students Convicted/Adjudicated of Sexual Assault

The Board shall comply with the disciplinary requirements established by state law regarding students who have been convicted or adjudicated delinquent of sexual assault upon another student enrolled in this district, regardless of whether the sexual assault took place inside or outside of the school setting.

Behavior Support

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

Appeal Procedure

1. If the complainant or accused is not satisfied with the principal's decision, he/she may file a written appeal to the Assistant Superintendent.
2. The Assistant Superintendent shall review the initial investigation and report and may also conduct a reasonable investigation. S/He shall prepare a written response to the appeal. Copies of the response shall be provided to the complainant, the accused, building principal, and others directly involved, as appropriate.

For additional information, see Board Policy No. 248.

School Bus Guidelines

To provide safe transportation for our learners to and from school striving to meet the transportation needs of our learners and parents and in accordance with the law.

School Bus Safety Code of Conduct

This code reflects an emphasis on positive behaviors and universal values such as responsibility, respect, and citizenship. Proper conduct on the school bus shall be the joint responsibility of the learner, the parent, the bus driver, and school officials. The School Bus Safety Code of Conduct provides learners and parents with a summary of the district's behavioral expectations while they are on the bus as well as disciplinary actions the district may take in the event a learner violates those expectations.

Parents are encouraged to review and discuss the School Bus Safety Code of Conduct with their children to help them understand and assume responsibility for safe, acceptable bus conduct. In the event of misconduct by learners, the privilege of riding the school bus may be removed at any time.

Prior to Loading the Bus:

1. Students have a responsibility to be at the designated stop on time. The driver cannot be expected to wait. Parents are responsible for their student's behavior prior to loading the bus.
2. Students should stay at least 10 feet away from the roadway while waiting for the bus and at least 10 feet away from the moving bus and wait until the bus stops before approaching it.
3. Students will only be picked up at designated stops.

While on the Bus: Students will: Respect the bus driver, other students, property, and themselves.

1. Obey the bus driver's instructions/directions the first time given.
2. Keep hands/feet off other people and their property.
3. Sit correctly in the assigned section while the bus is in motion.
4. Speak only to those around them in conversational Voice Level 0-2 using respectful words.
5. Communicate any problems or conflicts with the bus driver.

After Leaving the Bus:

1. If a student must cross the road after leaving the bus, he/she shall wait for the driver's signal and then cross in front of the bus.
2. If a student lives on the side of the road on which the bus stops, he/she shall move away from the bus immediately after getting off.
3. Students will be dropped off only at designated bus stops.

To ensure the safety of all students, the following guidelines have been established to respond to students that interfere with the safety of others on MCSD provided transportation.

LEVEL 1

- Failure to follow driver's directions
- Standing, not facing forward, while bus is moving

- Boarding/exiting at other than assigned stop
- Excessive noise or misbehavior
- Horseplay (i.e., Playing/trading cards, throwing objects, chanting loudly)
- Food or drink on bus
- Other forms of misbehavior that, in th**e view of the bus driver, create a safety concern**

Consequences:

- Driver will contact transportation supervisor to alert them of the continued issue on the bus before a written warning is issued.
- First Offense: Driver address with learner in the moment
- Second Offense: Driver address with learner in the moment
- Third Offense: Written warning and/or building level consequences
- Fourth Offense: Written warning and/or building level consequences
- Fifth Offense: Considered Level 2

LEVEL 2

- Reoccurring Level 1 behaviors
- Threatening comments
- Disrespecting others
- Possession or use of anything that may be considered a weapon
- Running beside a moving bus
- Distracting the driver
- Use of obscene or profane actions / language
- Extending any body parts out of the window while bus is moving
- Throwing or shooting objects
- Vandalism of school or student property
- Inappropriate use of electronic devices
- Confirmed case of harassment and/or bullying

Consequences:

- Driver will contact transportation supervisor to alert them of the continued issue on bus.
- First Offense: Written warning, building level consequence and/or bus suspension
- Second Offense: Written warning, building level consequence and/or bus suspension
- Third Offense: Considered Level 3

LEVEL 3

- Reoccurring Level 2
- Possession of tobacco (including e-cigs), alcohol or illegal drugs and/or paraphernalia
- Possession of a weapon (including look a likes & toys), ammunition, or fire
- Assault, violence toward bus driver or student(s)
- Flagrant disregard for safety

Consequences:

Driver will contact the transportation supervisor to alert them of the continued issue on the bus.

First Offense: Bus suspension at the administrator's discretion up to including bus riding privileges suspended for the remainder of the school year and/or disciplinary action as outlined in the school handbook for the same offenses

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

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

Items Banned from the School Bus

1. Jars, bottles, glass objects
2. Weapons, guns, knives, razor blades, squirt guns, fireworks, aerosol cans and non-aerosol spray bottles, matches, lighters, inflated balloons
3. Controlled substances including drugs, alcohol, tobacco, and drug paraphernalia
4. Large sports equipment such as skis, snow boards, scooters, skateboards
5. All other items deemed dangerous or that present a safety hazard

Items Requiring Special Instructions

1. Roller blades, ice skates and other sport footwear must be in a carry bag.
2. Musical instruments that are too large to fit on a learner's lap are prohibited unless prior permission is given by the driver for larger instruments (determined by available room on the bus).
3. Electronic items such as game players, iPods, iPads, and smart phones may be used with headphones so as not to distract the driver or other learners.
4. Special projects, plants, and food items must be in a closed container to prevent spillage or leaking, and to prevent a safety hazard.
5. Small items like toys, balls, marbles, rubber bands, etc. should be kept in a backpack or bag. Rolling and thrown objects are serious safety hazards to the driver and learners.
6. Electronic items and cell phones are not to be used on the bus for phone calls, pictures, videotaping, or audio recording.

Temporary Emergency School Bus Permission Slip

This form is the only document a bus driver will be authorized to accept for any temporary changes to a bus route or stop. It must be signed by the school principal.

This form is available from the Transportation Page of the District Website. For any questions, please contact the Transportation Coordinator at 717-664-8520.

Use of Audio and Video Monitoring Equipment

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.

Kindergarten Learner Drop-Off Procedures:

1. Kindergarten learners within school attendance areas are assigned to an all-day session based on the learner's residence.
2. Kindergarten learners may be picked up in the morning from or delivered in the afternoon to a babysitter or their residence within the attendance district.
3. Unless otherwise directed by parents, the district transportation department will not drop off kindergarten learners at a bus stop without a parent being present. If a parent wishes, he/she may choose to designate another responsible adult (over the age of 18) or an older sibling (in 3rd grade or above) to be responsible for the kindergarten child. To make this designation, parents must complete a Release and Waiver of Kindergarten Learner Drop-Off Procedure Form and return it to the Transportation Coordinator at the Manheim Central Business Office.
4. If the parent has not signed a Release and Waiver of Kindergarten Learner Drop-off Procedure Form designating another responsible adult or older sibling, and a parent is not present at the bus stop, the driver will return the kindergarten learner to one of our school buildings in lieu of an unattended drop-off. Parents will be notified from what building their child can be picked up.
5. After the third (3rd) time the parent, designated adult or older sibling is not present to receive the kindergarten learner at the bus stop, bus privileges will be suspended for up to five (5) consecutive days. Subsequent failure to comply with this procedure may result in loss of bus privileges for the remainder of the year.

Visitors, Volunteering, & Community Engagement

Welcome Visitors!

Persons wishing to visit a school should make arrangements in advance with the school office in that building.

Upon arrival at the school, visitors must register at the office where they must provide any required information or identification to protect the health and safety of students, staff and the school community, as well as receive a pass and be informed of the school's health and safety rules, which must be followed prior to entry and while the visitor is in the school building and on school property.

Ring the buzzer at the door outside the office, and we will be able to speak to you and then unlock the door.

All parents and visitors must sign in at the school office immediately upon entering the school building. All volunteers must have their current volunteer clearances in accordance with MCSD guidelines. A badge is available in the office and must be worn while you are on school grounds.

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

Classroom Visitation

Parents are welcome to visit the school, as they are an important part of a child's education and learning. If you wish to visit your child's classroom, please obtain the permission of the principal in advance by calling the school office. The principal will notify the teacher of the time and date of the arranged visit.

Volunteering at MCSD

The Manheim Central School District offers many opportunities for parents and community members to be involved in the educational experience of learners. The District values the strong community and school partnership which enriches the education of learners and allows the community to become more familiar with the District's many offerings and events. In an effort to continue this strong relationship and ensure the safety needs of learners, the District requires specific clearances depending on a person's level of involvement/interaction with learners. If interested in serving as a volunteer, please visit the Volunteering Page on the District Website.

Treats/Birthday Food/Classroom Snacks/Outside Food

Refer to MCSD Policy #246 available via the District's Policy Manual on the website.

With a growing number of food allergies and dietary concerns, we are requesting that parents and learners ***refrain from bringing edible treats to school as a form of celebration.***

Manheim Central takes great pride in making our learners feel special on their birthday with announcements, classroom songs, etc. If you would like to recognize your child on their birthday, we encourage you to share a non-edible item that supports the learning process. Some ideas may include a classroom book (signed and dated by the learner), pencils, erasers, etc.

Chaperone Guidelines

First and foremost, we would like to thank you for your interest in our learners and your willingness to serve as a chaperone. To make this trip as educational and nurturing as possible, we ask that you follow a few simple guidelines. The learners will look to you as an adult role model and the teacher(s) will ask you to be directly responsible for implementing his/her instructions for the trip. It should be understood that while the learners are not physically in the school building, they are under the school policies that would be in effect as if they were. This will certainly create a safe, educational, and wholesome experience for all participants.

Below are a few guidelines that we would ask you please to follow as a chaperone for your child's field trip:

1. Supervise the learners as per the teacher's instructions.
2. Chaperones are prohibited to have additional guests on the trip
3. Dress appropriately (modesty and safety); clothes advertising drugs, alcohol, tobacco, or violence should not be worn.
4. Be prompt (when meeting time deadlines).
5. Follow limits set for spending money, etc.
6. Do not discuss your child's academic/behavior progress/concerns with the teacher.
7. Fulfill the expectations the teacher sets for the trip's itinerary.
8. Follow the bus policy.
9. Ideas and opinions should be expressed in a respectful manner.
10. No smoking or use of tobacco products (Act 45).
11. Weapons, including replicas, are prohibited at any school-sponsored activity (Act 26).
12. Chaperones must ride the bus unless otherwise specified.

Student Services

School Counselors

Learners are encouraged to visit with their building's school counselor, as needed. School counselors specialize in personal/social services. Parents may telephone the building office or email the counselor to discuss needs or concerns of their child(ren). Counselors may act as a liaison between home and school, refer parents to resources in the school, and provide connections for parents with outside support agencies.

Student Assistance Program/Elementary Learner Assistance Program (ESAP)

SAP and ESAP provides learners and families with assistance in accessing school and community services/resources to help with mental health issues, drug and alcohol issues, suicide ideations, or any other problems a learner may be experiencing.

They do not diagnose, treat, or refer learners for treatment. However, through an assessment process, they may provide families with information and resources in order to secure the proper services. SAP/ESAP's goal is to help eliminate barriers so learners will succeed in school. If your child is in need of help and you wish to refer them, please contact your school counselor.

HS SAP Referral Form

School Health Services/Nurse

Manheim Central provides nursing services in all school buildings. This program is designed to aid in the development of good health habits. For a child to function well, it is necessary that s/he enjoys sound physical, emotional and mental health.

Child Abuse

The Pennsylvania Child Protective Services Law requires all school personnel to go to the Pennsylvania Child Welfare Portal whenever they have reason to suspect that a child may have been abused. The law directs the schools to cooperate with the Lancaster County Children and Youth Agency with the investigation of such cases.

It is the policy of Manheim Central to comply with the Child Protective Services Law to its fullest intent.

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.

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 notified that the child no longer be checked by the nurse at the start of each day.

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 is untreated (live lice present), parents/guardians will be contacted for follow-up/pick-up.

Health Screenings

All students are screened for height, weight and vision. At select grades students are also screened for hearing (Grades K,1,2,3,7,11). Parents/guardians will be notified of these screenings.

Illness at School

School nurses are not expected to diagnose medical problems and are not permitted to treat illnesses. You will be informed if your child becomes ill or is injured at school. Transportation in such instances is the responsibility of the parent. If an appointment with a physician or dentist is necessary in case of an emergency, the school nurse will coordinate with the parent.

If your child has been absent from school with cold/flu symptoms, they must be fever, vomiting and diarrhea free ***for at least 24 hours*** without taking fever-reducing medicine before returning to school. If your child has pink eye, they must be on antibiotic drops for at least 24 hours prior to returning to school.

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 in excess of that covered by the policy. Information concerning CHIP is available online (Children's Health Insurance Program) and in the school office.

School Health Records

A cumulative health record, as well as an electronic health record, for each child is kept in the nurse's office of the school. This record includes the health history form completed upon original registration. It is requested that the parent inform the nurse of significant matters in the health of the child such as, immunizations, allergies, serious illnesses, operations or special examinations.

Emergency forms must be maintained and updated annually for each child so that in case of a sudden illness or accident, parents may be notified immediately at home or at work. Please contact the nurse with any change in health information.

Medication Policy

Refer to MCSD Board Policy #210 available via the District's Policy Manual on the District's website.

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

Guidelines for Prescription and Over-the-Counter (OTC) Medications (including Essential Oils)

The school nurse will oversee 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 parents must provide written consent for the dispensing of medication to his/her child at school, as well as written orders from the health care provider prescribing the medication, which states the learner must take the medication during the school day.
2. The health care provider shall provide written instructions for the administration of the medication to the 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/guardian** must bring the medications to school in the original container. The medication must remain in the original container in which it is received. Medications arriving in baggies or envelopes will not be accepted. Learners cannot bring medication to school in their backpack.
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 medications 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 learner's medications 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.

Guidelines for Inhalers

Refer to MCSD Board Policy #210.1 available via the District's Policy Manual on the District's website.

1. Follow the above guidelines for prescription drugs and over-the-counter medications, except for the self- administration procedures set forth below.
2. Learners 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 labelled 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 learners' 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. When 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.

Guidelines for Medication Procedures on Field Trips

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

1. Standing order and prescription medication may be administered by an approved licensed RN or LPN after an appropriate assessment has determined the need and after confirmation of the licensed prescriber's written order while on a field trip.
2. The 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 in a properly labeled prescription bottle. 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 field trip or to omit the dose for the day of the field trip.
6. Delegation form will be provided by the school nurse by request.

The school nurse may consult with a learner's health care provider, if questions arise regarding the dispensing of medication to the learner. If the 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 instructions originally provided.

If you have any questions regarding the above medication policy, you may contact the school nurse.

Physical and Dental Examinations

The Pennsylvania Department of Health requires that school learners receive regular physical and dental examinations. The mandated grades are as follows:

- Physical Examinations – Kindergarten, grades 6, 11, and new entrants
- Dental Examinations – Kindergarten, grades 3 and 7, and new entrants.

To provide continuity of care, it is recommended that your family physician/dentist complete these examinations. In lieu of a completed examination report by your physician/dentist, the school physician/dentist will complete the necessary examination in school upon written permission. Please note: The school dentist does not do dental corrections and will refer the learner to a family dentist for repair.

Sunscreen

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 for their child to apply sunscreen during school hours, at a school-sponsored activity, or while under the supervision of school personnel.

A school may cancel or restrict the possessions, application, or use of a non-aerosol topical sunscreen product by a learner if any of the following occurs:

- The learner fails to comply with school rules concerning the possession, application, or use of the non-aerosol topical sunscreen product.
- The learner shows an unwillingness or inability to safeguard the non-aerosol topical sunscreen product from use by other learners.

In such cases, the school entity will provide written notice of the cancellation or restriction to the learner's parent/guardian.

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.

McKinney-Vento Education of Homeless Children and Youth Assistance Act

Definition: 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.

Rights - 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.

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 provided through school counseling. For the 2025-2026 school year, Manheim Central School District will continue to partner with Community Services Group (CSG) to provide outpatient mental health counseling to learners. CSG employs a licensed therapist to provide this service at all school buildings throughout the district. Individual counseling sessions are 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 Learner Services Office at 717-664-8521.

Trauma Informed Approach

The Board recognizes the impact that trauma may have on the educational environment of the schools, individual student achievement, and the school community as a whole. The Board desires to address the effects of trauma in order to meet the academic, behavioral and professional needs of students and staff. The purpose of this policy is to direct district staff to develop and implement a plan for trauma informed approaches to education throughout the district.

Threat Assessment Team Act 18

Amended Article 13- 2019 Threat Assessment Team- must inform students, school employees and parents and guardians are informed of the existence and purpose of the team. Our policy also requires annual staff, safety team and student training

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

INCLUDE LIST SAFETY TEAM MEMBERS (principal, assistant principal, nurse, counselor, psych, school-based therapist, SRO, teacher-incident specific teachers, SAP Assessor

Special Education Services

Refer to MCSD Board Policy #113 available via the District's Policy Manual on the District's website.

Manheim Central School District conducts ongoing identification activities as part of its school program for the purpose of identifying students who may be in need of special education and related services (eligible students). School districts, intermediate units, and charter schools are required to conduct child find

activities for children who may be eligible for services via Section 504 of the Rehabilitation Act of 1973, 22 PA Code Chapter 16 (Gifted Services), and IDEA and Chapter 14 (Special Education). Individualized services and programs are available for children who are determined to to have an educational exceptionality and need specially designed instruction to participate and make progress in the general education curriculum. Success for individual students is accomplished by providing positive experiences and appropriate reinforcements to encourage excellent self-esteem and confidence.

If you believe that your school-age child may be in need of special education and related services, screening and evaluation processes designed to assess the needs of the child and his/her eligibility are available to you at no cost, upon written request. You may request screening and evaluation at any time, whether or not your child is enrolled in the District's public school program. Requests for evaluation and screening are to be made to the Director of Special Education, Ms. Keisha McCauleyat 717-664-8546.

Behavior Support

Refer to MCSD Board Policy #113.2 available via the District's Policy Manual on the District's website.

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

Confidentiality of Special Education

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

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

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

School Board Policies to Note

Discrimination/Sexual Harassment/Bullying/Hazing/Dating Violence/Retaliation

Refer to MCSD Policy #247,252, and 249 are available via the District's Policy Manual on the website.

Manheim Central School District is committed to providing a safe, positive learning and working environment for students and staff that is free from bullying, hazing, dating violence, sexual harassment, and other discrimination, and retaliation. These activities are prohibited in connection with any student activity or organization regardless of whether the conduct occurs on or off school property or outside of school hours. No student, parent/guardian, coach, sponsor, volunteer, or district employee shall engage in, condone or ignore any form of bullying, hazing, dating violence, sexual harassment, and other

discrimination, or retaliation. MCSD encourages students who believe they, or others, have been subjected to these forms of discrimination to promptly report such incidents to the building principal or designee. Reports will be investigated according to the process established in School Board Policies (including but not limited to 247, 252, 249, and 103) and consequences for students who violate these policies can range from SAP referral to Suspension/Expulsion and may include Criminal Prosecution. Manheim Central School District does not discriminate in any manner, including Title IX sexual harassment, in any district education program or activity. More information on Title IX and Policy 103/104 can be found on our district website. For more information or to report a concern, please contact the Manheim Central School District Title IX Coordinators:

Dr. Amy Flannery, Assistant Superintendent
Compliance Officer/Title IX Coordinator (Students)
281 White Oak Rd., Manheim, PA 17545
(717) 664-8540; titleix@manheimcentral.org

Enrollment

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

The Board shall enroll school age students eligible to attend district schools, in accordance with applicable laws and regulations, Board policy and administrative regulations. The district shall not enroll a student until the parent/guardian has submitted proof of the student's age, residence, and immunizations and a completed Parental Registration Statement, as required by law and regulations.

Field Trips

Refer to MCSD Policy #121 available via the District's Policy Manual on the 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 a result of patterns of poor attendance, academics, and/or discipline. Administration will make the final decision on cases in question.

Learner Device Guidelines

All learners are issued technology as an integral part of our curriculum. The use of this technology is governed by Board Policy and the Handbook for Elementary Learners. Students must use the district provide case

Live Streaming and Zoom

Refer to MCSD Policy #831 available via the District's Policy Manual on the 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. However, District administrators may prohibit livestreaming at specific events hosted by the District on a case-by-case basis to comply with the law, to comply with contract terms, or to prevent a substantial

disruption to the public event.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.

Maintaining Professional Adult Student Boundaries

Refer to MCSD Policy #824 available via the District's Policy Manual on the 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, found via the district's policy manual on the district website, through Policy 103 (Discrimination/Title IX Sexual Harassment Affecting Students) and/or Policy 104 (Discrimination/Title IX Sexual Harassment Affecting Staff), or by making a general report verbally or in writing. Upon receipt of a report, school staff shall promptly notify the building principal. For more details, please refer to Policy 824 (Maintaining Professional Adult/Student Boundaries), available via the district's policy manual on the district's website.

Naloxone

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

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

Network and Internet Policy- Acceptable Use of Electronic Resources

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

The acceptable use policy clearly states what is expected of individuals. Violators of the policy may be subject to additional disciplinary action up to loss of privileges, suspension from school, or expulsion. Refer to the Computer Guidelines and the internet policy for additional information.

Searches

Refer to MCSD Policy #226 available via the District's Policy Manual on the website.

School officials have the authority to lawfully search students or their belongings, including lockers, automobiles, purses, backpacks, clothing, and other possessions, without a warrant, when in school, on school grounds or when otherwise under school supervision, if there is a reasonable suspicion that the place or thing to be searched contains prohibited contraband, material that would pose a threat to the health, safety and welfare of the school population, or evidence that there has been a violation of the law, Board policy, or school rules.

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.

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.

Use of Audio and Video Equipment in District Buildings and Grounds

Refer to MCSD Board Policy #816 available via the District's Policy Manual on the District's website.

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

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

Video Surveillance

Refer to MCSD Board Policy #810 available via the District's Policy Manual on the District's website.

Video surveillance may occur in and around the school and on school buses. The use of video recording from surveillance systems shall be subject to other board policies, including policies concerning the confidentiality of learner and staff records.

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

Vandalism/Defacing/Destruction of School Property

Refer to MCSD Board Policy #224 available via the District's Policy Manual on the District's website.

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

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

Appendix A – Parent and Family Engagement Policies

Our Title IA schoolwide plan is in the main office for review at any time. If you need an alternative language, please let us know and we will ensure that is provided for you.

District Parent and Family Engagement Policy 2025-2026

Baron Family Engagement Policy 2025-2026

Doe Run Family Engagement Policy 2025-2026

Middle School Family Engagement Policy 2025-2026

Appendix B – School-Parent Compacts

Our Title IA schoolwide plan is in the main office for review at any time. If you need an alternative language, please let us know and we will ensure that is provided for you.

Baron Family-Parent Compact 2025-2026

Doe Run-Parent Compact 2025-2026

Middle School School-Parent Compact 2025-2026