



# Manheim Central Middle School Learner Handbook

MANHEIM CENTRAL MIDDLE SCHOOL  
261 White Oak Road  
Manheim, PA 17545

# Manheim Central Middle School Learner Handbook



**Educating and empowering learners to be  
lifelong difference makers.**

261 White Oak Road, Manheim PA 17545 717.664.1700  
[www.manheimcentral.org](http://www.manheimcentral.org)

## **Learner and Parent/Guardian Sign-Off Form**

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

[Learner Handbook Sign-Off Form](#)

## Learner Information

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

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

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

Title: \_\_\_\_\_

Title: \_\_\_\_\_

Username: \_\_\_\_\_

Username: \_\_\_\_\_

Password: \_\_\_\_\_

Password: \_\_\_\_\_

Title: \_\_\_\_\_

Title: \_\_\_\_\_

Username: \_\_\_\_\_

Username: \_\_\_\_\_

Password: \_\_\_\_\_

Password: \_\_\_\_\_

Learner Name:		Baron Time Learning Facilitator:				
	DAY 1	DAY 2	DAY 3	DAY 4	DAY 5	DAY 6
BLOCK 1						
BLOCK 2						
BLOCK 3						
BLOCK 4						
BLOCK 5						
BOC/BT						

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## GENERAL BUILDING INFORMATION

### ARRIVAL AND DISMISSAL

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

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

### LOCKERS

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

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

### BACKPACK GUIDELINES

**Learners are permitted to carry their school issued computer bag with them throughout the school day.** All other backpacks/bags need to be stored in your locker during the school day. Administration must approve the use of any other backpacks/bags.

### AGENDA BOOKS

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

### LEARNER VISITORS

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

## DRESS CODE

We at Manheim Central believe that learner dress and overall appearance should foster a positive and productive school environment and should reflect pride in oneself as well as in our school. We further believe that learner dress and appearance is a shared responsibility of the home and the school. The following principles, procedures, and guidelines will be in effect at all times with appropriate exceptions made on specifically designated school- wide special occasions such as Dress-up Day and Theme Days et. 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. 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 vulgar language.
- Bandanas or handkerchiefs used as head covers/hats, hoods, hats, caps (except for religious observance)
- Jewelry, clothing or accessories, and (hardware) that could be used as a weapon or could potentially cause injury to the wearer or others. For example, large or numerous chains, dog chains, wallet chains, and rings which adjoin several fingers or knuckles.
  - Sunglasses should not be worn in doors (except for medical purposes)
- Shoes must be worn at all times. No bare feet, slippers, or socks only are permitted.
- Clothing that exposes stomach, back, chest, upper thigh, and undergarments (such as: muscle shirts, tank tops (straps less than 2 inches, halter tops, tube tops, midriff blouses, and see-through blouses/tops)

Learners whose attire is not in accordance with the above guidelines will be required to take immediate action to comply with the guidelines. Learners dressed inappropriately will be required to change. Repeated violations of the dress code may result in further disciplinary action.

Any request for exceptions to the above guidelines or their interpretation may be presented to the building administrator. In all instances, the rights of the individual learner will be protected in accordance with the provisions of the United States Constitution and The Pennsylvania Bill of Learner Rights and Responsibilities. The right of enforcement resides with the school faculty and administration and the final decision, with regard to dress code, rests with the building principal.

## HOME ACCESS CENTER/WEB PAGES

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

## CELL PHONES/SMART PHONES/ELECTRONIC DEVICES

Refer to [MCSD Policy #237](#)

The Board recognizes that mobile phones and electronic devices are now an integral part of the daily lives and culture of many of the district's learners. Nonetheless, the Board believes that learners should have an educational environment free from unnecessary disruptions and distractions. The Board has determined that the presence of mobile phones and electronic devices has the potential to distract learners from their educational mission and to otherwise disrupt the educational environment.

**Middle School** - The Board prohibits the use of any electronic devices by any middle school learner while in district buildings, on district property and grounds and at school-sponsored activities except as follows below. An electronic device that is possessed by any learner in school buildings or on district property must remain powered off and kept out of sight at all times except as follows below.

- Learners may use electronic devices in the classroom during the school day for instructional purposes if, and only if, they have the prior permission of the teacher or building administrator to do so.
- Learners participating in after-school activities may use mobile phones under the following conditions:
- The mobile phone must remain off during the after-school activity.
- The mobile phone may be turned on and used following the activity or when authorized by the activity advisor, coach, or building administrator to make brief telephone calls to a parent/guardian, or other person providing transportation to the learner.

**5th and 6th grade learners** - Personal electronic devices are not permitted to be used during regular school hours. They must be turned off and put away prior to the start of the school day. Cell phones and other electronic devices may be used before the start of the instructional school day and after. Laser pointers (infrared) are not permitted in school. Learners may not use personal cameras or recording devices on school grounds or on school transportation. **Electronic devices used during the school day will be confiscated and must be picked up by a parent or guardian.**

**7th and 8th grade learners** - Personal electronic devices are not permitted to be used during regular school hours unless approved for educational purposes by a Learning Facilitator. Phones must be turned off and put away during the school day with the exception of lunch periods. Cell phones and other electronic devices may also be used before the start of the instructional school day and after.

1. Phone calls/text messages should not be made from a cell phone during the instructional day, all phone calls should be made from the office or classroom phones.
2. No photos or filming of any persons is permitted.
3. No posting on social media during the school day.
4. No learner should be in possession of another's electric device or cell phone at any time.
5. If a violation occurs administration discretion will be exercised to limit or remove cell phone privileges during the school day, including lunch periods.

**All learners - Earbuds and headphones are not permitted to be worn in the hallways or during any type of evacuation or emergency drill. Their use in classrooms is subject to Learning Facilitator discretion.**

Learners who desire to utilize a personal electronic reader (e.g., Kindle, Nook, iPad, eReader, Tablet) for the sole purpose of accessing literature must gain administrative approval.

### **OFFICE PHONES**

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

## **CHANGE OF ADDRESS/PHONE**

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

## **DO NOT PHOTOGRAPH**

Parents/guardians do have the right to prohibit the district from photographing or filming/digitally record their child for use in school publicity releases. Each year the district develops a Do Not Photograph list to help ensure that it complies with parent/guardian wishes. If you wish that your child NOT be photographed or filmed while participating in school activities, please check the appropriate information in Back to School Gateway. Learners on the Do Not Photograph list may still be photographed or filmed by classroom teachers for classroom bulletin boards, presentations, etc. The Do Not Photograph list only precludes the district from using pictures or video footage of listed learners as part of the school publicity release. Parents/guardians must notify classroom teachers directly to prohibit them from photographing or filming their child for use in classroom displays.

## **LIVE STREAMING:**

**[Refer to MCSD Policy #831](#)**

Manheim Central School District prohibits student video live streaming at any time during the school day, including while on district-provided transportation to and from school, or at any district-sponsored event that is not open to the general public, unless the building administrator has authorized the live streaming by giving written consent. Violation of Policy #831, its administrative guidelines, and/or state or federal laws will result in discipline up to and including expulsion. Manheim Central School District does not prevent employees, students, parents, and/or members of the public from live streaming district events open to the public. Students, parents, employees, and members of the public should not have any expectation of privacy while attending public events; they may be captured and broadcast on a livestream just as they could at any other public or community event, or facility open to the public. Manheim Central School District may use live streaming in remote learning/hybrid classes. Livestream instruction shall not be recorded by the district.

## **EMERGENCY DRILLS**

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

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

## **LOST AND FOUND**

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



## WATER

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

## WITHDRAWAL/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.

## INSURANCE

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

## LIBRARY

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

## PHYSICAL EDUCATION UNIFORMS

The Health and Physical Education Department has developed the following uniform policy for learners in grades five through twelve: Learners **MUST** wear a standard uniform consisting of:

- Plain maroon or black gym shorts  
No short running or cheering shorts
- T-Shirt  
Option 1: Gray t-shirt- plain or “Barons” or any Manheim Central team/ group on front  
Option 2: White t-shirt- must have some MC-related printing on the front; **NO PLAIN WHITE**
- Athletic socks
- Gym shoes/sneakers- No boots of any type.

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

Uniforms may be purchased at a variety of stores including:

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

## **FIELD TRIPS**

### **Refer to [MCSD Policy #121](#)**

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

## **SUBSTITUTE TEACHERS AND VOLUNTEERS**

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

## **ATTENDANCE**

### **Refer to [MCSD Policy #204](#)**

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

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

1. A tardy is defined as absent from the start of the day (7:45) until 10:49.
2. If a learner is absent, an excuse from a treating physician is allowable OR up to 10 days of student absence may be excused by an acceptable parent note. Should this limit be reached, all additional absences for illness may only be excused with a note from a treating physician. Any parent written excuse following the 10-day limit will be coded as illegal or unexcused. Case by case exceptions may occur and must be reviewed and approved by the building principals.
3. A learner has 3 school days to submit an excuse note following a return from absence. Excuse notes may also be emailed to the school's attendance office.
4. An attendance letter is mailed home when a learner has 3, and 6 illegal/unexcused attendance days documented.
5. If a learner accumulates 3-5 days of illegal absences, a 3-day illegal notice letter will be sent to the parent/guardian. This includes specific information from the PA Attendance Law.
6. 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'.

7. 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 or older) AND/OR a referral to the Children and Youth Agency (Truancy Referral) for support and monitoring (if 14 or younger).
8. 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.

### **BLENDED CYBER LEARNERS**

Learners who take at least one course in the MCMS building and/or the other courses through our MC Virtual Academy MUST sign in at the MS office upon entering and then report to class. Excusal notes must be submitted within three days of an absence to our attendance secretary and/or an email to our Coordinator of Online Learning.

### **TARDINESS**

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

Consequences for tardiness shall be as followed:

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

### **LEARNER ABSENCES**

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

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

1. Illness, including if a learner is dismissed by designated district staff during school hours for health-related reasons.
2. Obtaining professional health care or therapy service rendered by a licensed practitioner of the healing arts in any state, commonwealth, or territory.
3. Quarantine.
4. Family emergency.
5. Recovery from accident.
6. Required court attendance.

7. Death in family.
8. Participation in a project sponsored by a statewide or countywide 4-H, FFA or combined 4-H and FFA group, upon prior written request.
9. Participation in a musical performance in conjunction with a national veterans' organization or incorporated unit, as defined in law, for an event or funeral.
  - a. The national veterans' organization or incorporated unit must provide the learner with a signed excuse, which shall include the date, location, and time of the event or funeral.
  - b. The learner shall furnish the signed excuse to the district prior to being excused from school.
10. Observance of a religious holiday observed by a bona fide religious group, upon prior written request from the person in parental relation.
11. Non-school sponsored educational tours or trips if the following conditions are met:
  - a. The person in parental relation submits the required documentation for excusal prior to the absence, within the appropriate timeframe.
  - b. The learner's participation has been approved by the Superintendent or designee.
  - c. The adult directing and supervising the tour or trip is acceptable to the person in parental relation and the Superintendent.
12. College or postsecondary institution visit with prior approval

The district may limit the number and duration of non-school sponsored educational tours or trips and college or postsecondary institution visits for which excused absences may be granted to a learner during the school year.

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

1. Submit a note from his/her parent or guardian to the school attendance office. The note should be submitted the day the learner returns to school, even if phone contact was made during the absence.
2. The note must contain the following information:
  1. The learner's full name
  2. The date(s) of absence
  3. The reason for the absence. Acceptable excuses include personal illness, death in the immediate family, pre-approved educational travel and pre-approved release time for religious instruction.
  4. The signature of the parent/guardian writing the note
3. If a note signed by a parent or guardian is not received within 3 days, the absence is counted illegal.

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

### **EARLY DISMISSALS**

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

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

### EMERGENCY FARM PERMIT

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

### RELIGIOUS INSTRUCTION

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

### EXCESSIVE/ UNEXCUSED ABSENCES

Continued and excessive unexcused absences will result in the formation of a Learner Attendance Improvement Plan (SAIP) according to the Manheim Central policies and PA Act 138. 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 unexcused absence, a warning letter will be sent to the parent.
3. After the sixth unexcused absence, learners are considered to be Habitually Truant, and an official notice of unexcused absences will be sent to the parents and a SAIP meeting will be scheduled.
4. A referral may be initiated for prosecution for subsequent unexcused absences after the official notice has been received. This procedure follows the state laws on public school attendance.
5. After 10 days of absence, a warning letter will be sent to the parent.
6. After 15 cumulative days of absence, a doctor’s note will be required to have an absence excused (parent notes are not excused). Also, a referral to the social worker will be made. Note: Proof of other reasonable causes for absence according to Policy 204 are also allowable. For students 14 and under, a referral may be initiated to Children and Youth Services. For students 15 and over, the case may be referred for prosecution. This procedure follows the state laws on public school attendance.
7. If there is not a doctor’s excuse, the absence(s) will be counted as unexcused.
8. A SAIP meeting (Learner Attendance Improvement Plan) may be scheduled with parents and learner.

**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.**

### HOMEWORK/MISSED CLASSWORK

When a learner is absent from school, it is the responsibility of the learner to make arrangements with the teacher to make up missed work. It is expected that all work missed will be made up within a day or two after a short absence and within two weeks after an extended absence. When long term (two weeks or more) projects are assigned, those projects are due on the specified date or the next day the learner returns to school. Failure to complete an assignment within the specified time frame may result in a zero.

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

### **EDUCATIONAL TOURS AND TRIPS POLICY**

Learners wishing to be excused for educational experiences such as non-school sponsored sports, hunting, farm show, theater, lessons (music, gymnastics), vacations or trips must secure a request form from the attendance office. This form will be completed by the parent and returned to the attendance office to request an excused absence at least one week before the scheduled event. Prior approval is required for the absence to be considered excused. If the principal excuses the trip, the learner should then take the form to each teacher he/she has to gather assignments for the days to be missed. Within two days of returning to class, the learner should arrange to make up all class work, tests, quizzes, and other assignments missed. A maximum of five such days will be allowed in one school year. All additional days will be recorded as illegal or unexcused. It is recommended that these days not be scheduled during published PSSA and Keystone testing dates or the beginning or the end of the school term.

## **MARK REPORTING**

### **REPORT CARDS**

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

### **GRADING SCALE**

**A+ = 98%- 100%**  
**B+ =88%-89%**  
**C+ =78%-79%**  
**D+ =68%-69%**  
**F = 59% or below**

**A =93%-97%**  
**B =83%-87%**  
**C = 73%-77%**  
**D =63%-67%**

**A- =90%-92%**  
**B- =80%-82%**  
**C- =70%-72%**  
**D- =60%-62%**

### **HONOR ROLL**

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

### **PROMOTIONAL POLICY**

Learners who fail the equivalent of two (2) or more credits or fail four (4) or more courses may be

retained in their current grade level. All Core Content classes (ELA and Math) are worth one credit. Science and Social Studies are worth .5 credit. All Encore Classes (Physical Education/Health, Music, Art, STEM, FCS, FLEX, Computer Science) are worth .25 credit. At the conclusion of a Marking Period, when a learner fails a class, administrators and counselors meet with each learner who has failed a class so that a plan of action can be created.

### **TUTORIAL ASSIGNMENTS**

Tutorial assignments are given to the learner for homework completion, preparation for tests or quizzes, or enhancement of study or organizational skills. During this assignment, the learner and teacher will be working one-on-one or in a group setting. Learners assigned to after school tutorials will receive written notice twenty-four hours in advance. This notice must be signed and brought back to school the next day. Failure to return this notice or attend the tutorial assignments may result in parent notification and further disciplinary action.

### **CHEATING**

In any academic environment it is essential that each learner be responsible for his/her own schoolwork. Plagiarism, cribbing, and cheating are unacceptable. When it has been determined that a learner has cheated, he/she will be denied credit for the assignment and subject to disciplinary action.

**Copying another learner's homework is considered cheating.**

## **BEHAVIOR EXPECTATIONS**

### **LEARNER BEHAVIOR CODE**

#### **[MCSD Policy # 218](#)**

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

- Learner responsibilities include regular school attendance, conscientious effort in class work, and conformance to school rules and regulations. Most of all, learners share with administration and faculty a responsibility to develop a climate within the school that is conducive to wholesome learning and living.
- No learner has the right to interfere with the education of his/her fellow learners. It is the responsibility of each learner to respect the rights of teachers, learners, and administrators and all others who are involved in the educational process.
- Learners should express their ideas and opinions in a respectful manner so as not to offend or slander others.



- It is the responsibility of the learner to:
  - Be aware of all rules and regulations for learner behavior and conduct themselves in accordance with them.
  - Be willing to volunteer information in matters relating to health, safety and welfare of the school community and the protection of school property.
  - Assume that until a rule is waived, altered, or repealed it is in full effect.
  - Assist the school staff in operating a safe school for all learners enrolled.
  - Be aware of and comply with state and local laws.
  - Exercise proper care when using school facilities and equipment.
  - Attend school daily, except when excused, and be on time at all classes and other school functions.
  - Make all necessary arrangements for making up work when absent from school. Pursue and attempt to satisfactorily complete the courses of study prescribed by the State Board of Education and the Manheim Central Board of School Directors.
  - Avoid inaccuracies in learner newspapers or publications and indecent or obscene language.
  - Comply with all the provisions of the Criminal Code Cosmetic and Harmful Drug Act and the Juvenile Act of 1972, the "Look-Alike" Drug Law of 1982 and Act 145 (The School Tobacco Control Law)
- Care of School Property: The education of youngsters represents a large investment of money provided by the nation's citizens. Every time someone mishandles a book, carves on a desk, writes on a wall, breaks a window, destroys equipment, or damages materials, some of this investment is wasted. Any learner responsible for these actions will be held responsible for repair or replacement. Any learner deliberately damaging school property shall have the necessary repairs made or be assessed a sum sufficient to pay for the damages and will also be subject to disciplinary action.

## **BULLYING/CYBERBULLYING**

### **MCSD Policy # 249**

The Board is committed to providing a safe, positive learning environment for district learners. The Board recognizes that bullying creates an atmosphere of fear and intimidation, detracts from the safe environment necessary for learner learning, and may lead to more serious violence. Therefore, the Board prohibits bullying by district learners. Bullying means an intentional electronic, written, verbal or physical act or series of acts directed at another learner or learners, which occurs in a school setting and/or outside a school setting, that is severe, persistent, or pervasive and has the effect of doing any of the following: 1) Substantially interfering with a learner's education. 2) Creating a threatening environment. 3) Substantially disrupting the orderly operation of the school. Bullying, as defined within policy number 249, includes cyberbullying and the school setting is defined as in the school, on school grounds, in school vehicles, at a designated bus stop or at any activity sponsored, supervised, or sanctioned by the school. Learners who have been bullied need to report such actions promptly to an adult authority figure within the school. Learners who see bullying taking place must also report such behaviors to an adult authority figure within the school immediately. Consequences for bullying range from detentions to possible suspensions or expulsions from school and/or referral to law enforcement. If alleged bullying can be interpreted as discrimination a joint, the Title IX Coordinator shall be promptly notified, and the investigation shall be conducted jointly and concurrently to address the issues of alleged discrimination as well as the incidents of alleged bullying. Each learner shall be responsible to respect the rights of others and to ensure an atmosphere free from bullying.



## MANHEIM CENTRAL MIDDLE SCHOOL'S BULLYING BEHAVIOR CHART

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

### REPORTING METHODS

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

**Safe2Say Something:** Safe2Say Something is a youth violence prevention program run by the Pennsylvania Office of Attorney General. The program teaches youth and adults how to recognize warning signs and signals, especially within social media, from individuals who may be a threat to themselves or others and to “say something” BEFORE it is too late. Learners may report using the Safe2say website, phone, or the mobile app.

**Threat Assessment Team (Act 18):** Protecting the safety of learners, staff and others on school property is a paramount concern to the Manheim Central School District. We have District and Building Level Threat Assessment Teams that have been trained in assessing and addressing various types of threat including, but not limited to the intention/threat/ideation of an individual or group of persons to harm another person(s), building and/or property. Additionally, all staff and learners receive annual training on

how to identify potential threats and the process for reporting a threat. If you have information that indicates there may be a threat to an individual, group, building or property, report it immediately. If it is an emergency dial 911. Otherwise, contact a member of the Threat Assessment Team (listed below) or report anonymously through Safe2Say [www.safe2saypa.org](http://www.safe2saypa.org) 844-Saf2Say (844-723-2729)

**SAFETY TEAM MEMBERS:**

Krystle Nemeth (Principal)

Elizabeth Bender (Assistant Principal)

Angie Forwood (School Nurse)

Christina Mercandetti (School Counselor)

Bianca Palmer (School Counselor)

Adam Webb (School Security Officer)

(SAP assessor)

School psychologists, school-based therapists, and specific teachers with knowledge of the situation

**THE USE OF AUDIO AND VIDEO MONITORING EQUIPMENT - [MCSD Policy # 816](#)**

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

**WEAPONS POLICY - [MCSD Policy # 218.1](#)**

The PA Crimes Code lists possession of a weapon in the school environment as a misdemeanor of the first class. Therefore, **ALL** violations under this policy shall be reported to the local police department.

The Board recognizes the importance of a safe school environment relative to the educational process. Possession of weapons in the school setting is a threat to the safety of learners and staff and is prohibited by law. The Board prohibits learners from possessing and bringing weapons and replicas of weapons into any school district buildings, onto school property, to any school-sponsored activity, and onto any public vehicle providing transportation to school or a school-sponsored activity or while the learner is coming to or from school.

A weapon is defined as including but 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. A learner is in possession of a weapon when the weapon is found on the person of the learner; in the learner's locker; under the learner's control while on school property, on property being used by the school, at any school function or activity, at any school event held away from the school, or while the learner is coming to or from school.

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

## **THREATS - MCSD Policy # 218.2**

Learners who verbally and/or physically endanger others will be suspended from school for a specified minimum number of days. Any physical confrontation of any kind will not be tolerated. Consequences will be incurred based upon the level of the offense. This will be determined by building administration.

The Board recognizes the danger that terroristic threats by learners present to the safety and welfare of district learners, staff, and community. The Board acknowledges the need for an immediate and effective response to a situation involving such a threat. Terroristic threat shall mean 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. The Board prohibits any district learner from communicating terroristic threats directed at any learner, employee, Board member, community member or property owned, leased or being used by the district.

## **DISCIPLINARY PROCEDURES**

The team of Learning Facilitators will provide the opportunity for a learner to correct behavioral problems before more serious consequences are implemented. Learners that continue to violate the behavior code will be subject to consequences appropriate to the type of infraction.

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

### **Level 1 - Minor Offenses**

- Minor learner misbehavior will lead to a behavior log.
- Eight behavior logs in a marking period will lead to a consequence.
- Examples: Disrespect of self, others, property, tardy to class, inappropriate behavior or minor classroom disruptions.

Possible Consequences:

- Loss of privileges
- Time after school/detention
- Lunch detentions
- Written assignment reflecting on the behavior

### **Level 2 - Major Offense resulting in a conduct referral**

- Frequent or more serious learner behavior that requires office intervention or bus misconduct.
- Examples: Unmodified level 1, continued classroom disturbances that result in being removed, rough housing, defiant behaviors, vulgar language

Possible consequences:

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

### Level 3

- More serious behavior code violations which may be harmful to property or the well-being of others.
- Examples: Unmodified level 2, vandalism, smoking or tobacco possession, fighting, stealing, harassing, or threatening others.

Possible Consequences: Discipline referral to the office Administrative Discretion

- Restitution
- Parent contact/involvement
- In or out of school suspension
- Notification of the police

### Level 4

- Severe learner behavior that endangers learners or staff or which greatly interferes with the operation of the school. Examples: Unmodified or extreme level 3 behavior, possessing, using or selling drugs, possession of a weapon, threats.

Possible Consequences:

- Administrative Discretion
- Parent contact
- In or out of school suspension
- Notification of police
- Expulsion hearing

**In addition, if there is a safety concern with a learner, administrative discretion will determine if the learner is able to participate in the field trip.**

### DETENTION

After school detention will be held on Tuesdays and Thursdays for 7th and 8th grade learners and on an as needed basis for 5th and 6th grade learners (covered by administration). Detention hours are from 2:45 PM - 3:45 PM. Learners are expected to read or work quietly on school related material. Failure to do so will result in further disciplinary action by the school. Detention forms will be sent home for parent or guardian signature. After school detention slips will be sent home twenty-four hours in advance of the assigned detention. Failure to return the signed slip the following day will result in two detentions. If the two detention forms are not signed, or the learner does not serve the detention a suspension may be issued.

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

### SUSPENSION - [MCSD Policy # 233](#)

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

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

**Rules for the Informal Temporary Suspension Hearing**

At the hearing:

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

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

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

**Due Process Requirements for Informal Hearing**

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

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

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

**SUSPENSION SEQUENCE**

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

<b>SEQUENCES</b>	<b>DISCIPLINARY RESPONSE</b>	<b>INTERVENTION</b>
1	1-3 Day Suspension	Parent contact by building administrator (either in person, by telephone or by mail)
2	Minimum 3 Day Suspension	Parent conference with building administrator and referral to guidance counselor

3	Minimum 5 Day Suspension	Parent conference with building administrator, guidance counselor & school social worker
4	Minimum 5 Day Suspension	Parent conference with the middle school principal
5	Minimum 7 Day Suspension	Parent conference with the Middle School Principal, Guidance Counselor, Social Worker and Assistant Superintendent
6	Minimum 7 Day Suspension	Parent Conference with the Middle School Principal and Social Worker. <i>Letter sent to the parent or guardian indicating that the next suspensible infraction of school rules will result in a recommendation to the Board of School Directors for expulsion</i>
7	10 Day Suspension	(Pending Board Action) Recommendation for Expulsion

Any learner who returns to school following an expulsion and commits a suspension offense will be suspended on at least Step 4 of the Suspension Sequence.

**EXPULSION - MCSD Policy # 233**

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

**RULES FOR EXPULSION OR FULL SUSPENSION HEARING:**

The formal hearing shall observe the due process requirements of:

1. Notification of the charges in writing by certified mail to the learner's parent/guardian.
2. At least three (3) days' notice of the time and place of the hearing, which shall include a copy of this policy, hearing procedures, and notice of the right to representation by legal counsel. A learner may request the rescheduling of the hearing when s/he demonstrates good cause for an extension.
3. The hearing shall be private unless the learner or parent/guardian requests a public hearing.
4. Representation by counsel at the parent's/guardian's expense and parent/guardian may attend the hearing.
5. Disclosure of the names of witnesses against the learner and copies of their written statements or affidavits.
6. The right to request that witnesses against the learner appear in person and answer questions or be cross-examined.
7. The right to testify and present witnesses on the learner's behalf.
8. A written or audio record shall be kept of the hearing and a copy made available to the learner at the learner's expense, or at no charge if the learner is indigent.
9. The hearing shall be held within fifteen (15) school days of the notice of charges, unless a delay is mutually agreed to by both parties or is delayed by:
  - o The need for laboratory reports from law enforcement agencies.
  - o Evaluations or other court or administrative proceedings are pending due to a learner's

- invoking his/her rights under the Individuals with Disabilities Education Act (IDEA).
  - Delay is necessary due to the condition or best interests of the victim in cases of juvenile or criminal court involving sexual assault or serious bodily injury.
10. Notice of a right to appeal the results of the hearing shall be provided to the learner with the expulsion decision.

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

### **CORPORAL PUNISHMENT**

Manheim Central School District policy states that corporal punishment WILL NOT be administered by district employees.

### **DRUG AND ALCOHOL AWARENESS POLICY - [MCSD Policy # 227](#)**

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

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

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

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

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

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

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

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

### **Off-Campus Activities**

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

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

### **Delegation of Responsibility**

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

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

### **Guidelines**

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

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

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

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

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



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

### **Anabolic Steroids**

The Board prohibits the use of anabolic steroids by learners involved in school-related athletics, except for a valid medical purpose. 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 parent(s)/guardian(s) concerning the incident and will seek additional information that could guide disposition of the possible policy violation.
4. The learner shall be sent home or removed from the school to receive medical attention if required. When parent(s)/guardian(s) cannot be reached, the principal or other school authority will decide to obtain medical treatment for the learner or temporarily isolate the learner.
5. The principal will notify the police for appropriate investigation and disposition.
6. Any learners violating this policy will be suspended for a period of ten (10) school days and referred to the Learner Assistant Program (SAP) Team for assessment and intervention. The SAP teams will refer the learner to a professional trained to assess substance abuse problems and make recommendations for treatment. Any learner who complies with the recommendation of the assessor will not be recommended for expulsion regardless of his/her status on the district suspension sequence. Any learner who refuses to go for an assessment will be recommended to the Board of School Directors for exclusion.
7. Any learner who manufactures, distributes or attempts to distribute drugs, alcohol or any mood-altering substance on school premises or at any school-sponsored activity anywhere, or while traveling to and from school or school-related activities, will be recommended to the Board of School Directors for expulsion.
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 Superintendent/Principal may make an immediate recommendation for expulsion to the Board of School Directors, independent of the first offense provisions of this *policy* and regardless of the learner's status on the district suspension sequence.
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 PA Code 12.6 and 12.8 as outlined in the learner handbook. In all cases, learners will be afforded and notified of due process rights under 22 EA Code I 2.8.

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

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

### **Penalties – Second Offense**

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

### **TOBACCO POLICY - MCSD Policy # 222**

The Board recognizes that tobacco presents a significant health and safety hazard that can have serious consequences for both users and nonusers and the safety and environment of the schools.

For purposes of this policy, tobacco includes a lighted or unlighted cigarette, cigar, pipe or other smoking product or material and smokeless tobacco in any form.

For purposes of this policy, electronic cigarette means any device that is designed or intended to provide a vapor of nicotine, flavor and/or other substance(s) that is inhaled by the user. The term shall include any such devices, whether they are manufactured, distributed, marketed, or sold as e-cigarettes, e-cigars, e-pipes, or under any other product name or descriptor.

The Board prohibits possession, use or sale of tobacco and electronic cigarettes by learners at any time in a school building and on any property, buses, vans, and vehicles that are owned, leased, or controlled by the school district.

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.

### **Delegation of Responsibility**

The Superintendent or designee shall annually notify learners, parents/guardians, and staff about the district's tobacco policy by publishing such policy in the Learner Behavior Code, learner handbook, parent newsletters, posted notices, district website and other efficient methods.

The Superintendent or designee shall develop administrative regulations to implement this policy.

### **Guidelines**

The Superintendent or designee may report incidents of possession, use or sale of tobacco by learners 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 tobacco immediately, as soon as practicable. The Superintendent or designee shall inform the parent/guardian whether or not the local police department that has jurisdiction over the school property has been or may be notified of the incident. The Superintendent or designee shall document attempts made to reach the parent/guardian.

In accordance with state law, the Superintendent shall annually, by July 31, report all incidents of possession, use or sale of tobacco by learners in the Office for Safe Schools on the required form.

A learner convicted of possessing or using tobacco in violation of this policy may be fined up to fifty dollars (\$50) plus court costs or admitted to alternative adjudication in lieu of imposition of a fine.

### **LEARNER SEARCHES**

#### **Refer to [MCSD Policy # 226](#)**

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

School officials have the authority to lawfully search learners or their belongings, including lockers, automobiles, purses, backpacks, clothing, and other possessions, without a warrant, when in school, on school grounds or when otherwise under school supervision, if there is a reasonable suspicion that the place or thing to be searched contains prohibited contraband, material that would pose a threat to the health, safety and welfare of the school population, or evidence that there has been a violation of the law, Board policy, or school rules. The scope and extent of searches must be reasonable in relation to the nature of the suspected evidence, contraband, or dangerous material and to the grounds for suspecting that it may be found in the place or thing being searched.

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

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

The Superintendent or designee, in consultation with the district solicitor, shall develop guidelines and procedures to implement this policy, and shall ensure that school staff who are involved in carrying out

searches or determining when searches will be conducted receive appropriate periodic training about such procedures and currently applicable legal standards.

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

### **Individualized Suspicion Searches**

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

All learners of the Manheim Central School District are to notify the school principal, counselor, teacher or adult employee of the district about any learner or employee that may possess or be involved with prohibited contraband or material that would pose a threat to the health, safety and security of the school population should notify the school principal or their immediate supervisor or such knowledge. This is to include, the use, transfer or possession of prohibited materials, being under the influence of drugs or alcohol, or furnishing a learner or employee any alcohol, drugs, narcotics, or health endangering compounds while on or about the school property or while attending a school related function. Learners or their belongings, including lockers, automobiles, purses, backpacks, clothing, and other possessions, may be searched without a warrant when in school, on school grounds or when otherwise under schools supervision, if there is a reasonable suspicion that the place or thing to be searched contains prohibited contraband, material that would pose a threat to the health, safety and welfare of the school population, or evidence that there has been a violation of the law, Board policy, or school rules. The scope and extent of searches must be reasonable in relation

to the nature of the suspected evidence, contraband, or dangerous material and to the grounds for suspecting that it may be found in the place or thing being searched.

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

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

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

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

individualized basis.

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

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

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

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

### **Searches Upon Consent**

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

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

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

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

### **Locker Inspections and Searches**

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

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

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

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

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

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

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

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

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

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

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

### **DISCRIMINATION/SEXUAL HARASSMENT/BULLYING/HAZING/DATING VIOLENCE/RETALIATION**

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

Prosecution. Manheim Central School District does not discriminate in any manner, including Title IX sexual harassment, in any district education program or activity. More information on Title IX and Policy 103/104 can be found on our district website.

For more information or to report a concern, please contact the Manheim Central School District Title IX Coordinators:

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

## **LEARNER RIGHTS/RESPONSIBILITIES**

### **MCSD Policy # 235**

This policy sets forth guidelines by which learner rights and responsibilities are determined, consistent with law and regulations.

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

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

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

The Superintendent or designee shall develop administrative regulations consistent with law and Board policy to ensure that learner rights under specific conditions are properly recognized and maintained.

## **MAINTAINING PROFESSIONAL ADULT/LEARNER BOUNDARIES**

Refer to [MCSD Policy #824](#)

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

## **BUSSING**

### **SCHOOL BUS SAFETY CODE OF CONDUCT - MCSD Policy # 810**

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

Learners will be expected to adhere to the following guidelines:

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



distract the driver or other learners. Electronic items and cell phones are not to be used on the bus for phone calls, pictures, videotaping, or audio recording.

**Consequences may include:**

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

\*\*\*Administrative discretion is always reserved to modify the discipline imposed.

\*\*\*Responsibility for transporting a suspended learner to and from school lies with the parent/guardian.

**SPECIAL TRANSPORTATION REQUESTS:**

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

**Temporary:**

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

**Permanent:**

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

**THE USE OF AUDIO AND VIDEO MONITORING EQUIPMENT ON SCHOOL BUSES**

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

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

## **TECHNOLOGY**

### **NETWORK/INTERNET POLICY**

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

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

Manheim Central School District has implemented internet safety measures to effectively address the following, both through general policy and the use of filtering technology:

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

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

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

### **1:1 LAPTOP POLICY**

All learners will receive an MCSD issued laptop and MUST follow all rules and regulations outlined within the MCSD 1:1 handbook. You can access the 1:1 handbook on the district website.

### **ACCEPTABLE USE OF ELECTRONIC RESOURCES - Refer to [MCSD Policy # 815](#)**

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

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

The use of the district's technology resources is for appropriate school-related educational and operational purposes and for the performance of job duties consistent with the educational mission of the district. Use

for educational purposes is defined as use that is consistent with the curriculum adopted by the district as well as the varied instructional needs, learning styles, abilities, and developmental levels of learners. All use for any purpose must comply with this policy and all other applicable codes of conduct, policies, procedures, and rules and must not cause damage to the district's technology resources.

All employees and learners are responsible for the appropriate and lawful use of the district's technology resources. This policy is intended to ensure that all users continue to enjoy access to the district's technology resources and that such resources are utilized in an appropriate manner and for legitimate purposes.

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

The Superintendent or his/her designee is ultimately responsible for overseeing the district's technology resources. The Superintendent will designate a network administrator who will serve as the coordinator and supervisor of the District's technology resources and networks, and who will work with other regional and state organizations as necessary to educate users, approve activities, provide leadership for proper training for all users in the use of the District's technology resources and the requirements of this policy, and who will establish a system to ensure that users who access District technology resources have agreed to abide by the terms of this policy.

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

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

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

### **District Technology Resources**

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

### **User**

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

### **Unauthorized Use Prohibited**

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

use District technology resources is prohibited.

### **Use of Personal Electronic Devices - Refer to [MCSD Policy # 237](#)**

The use of personal electronic devices on the district network is permitted only on designed networks. When a user connects a personal electronic device to a District network or District technology resources, this policy and its guidelines apply. Users are subject to the same levels of monitoring and access as if a District-owned device were being utilized. Users who connect a personal electronic device to a District network explicitly waive any expectation of privacy in the content exchanged over the district technology resources.

### **Privacy**

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

### **Internet Filtering and CIPA Compliance**

The district utilizes content and message filters to prevent users from accessing material through District technology resources that has been determined to be obscene, offensive, pornographic, harmful to minors, or otherwise inconsistent with the district's educational mission. The Superintendent or his/her designee shall establish a procedure for users to request that a legitimate website or educational resource not be blocked by the district's filters for a bona fide educational purpose. Such requests must be either granted or rejected within three school days pursuant to the established procedure.

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

### **Monitoring**

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

### **District Provided Resources**

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

### **General Prohibitions**

The following uses of District technology resources are prohibited:

1. Use of technology resources to violate the law, facilitate illegal activity, or to encourage others to

- do so.
2. Use of technology resources to violate any other District policy.
  3. Use of technology resources to engage in any intentional act which might threaten the health, safety, or welfare of any person or persons.
  4. Use of technology resources to cause or threaten to cause harm to others or damage to their property.
  5. District resources shall not be used for bullying/cyber bullying, sending terroristic threats, hateful mail, harassing communications, making discriminatory remarks, and offensive or inflammatory communications.
  6. Accessing or transmitting material likely to be offensive or objectionable to recipients, including but not limited to, that which may be defamatory, inaccurate, obscene, sexually explicit, lewd, hateful, harassing, discriminatory (as it pertains to race, color, religion, national origin, gender, marital status, age, sexual orientation, political beliefs, receipt of financial aid, or disability), violent, vulgar, rude, inflammatory, threatening, profane, pornographic, offensive, terroristic, and/or illegal.
  7. Use of technology resources to create, access, or to distribute obscene, profane, lewd, vulgar, pornographic, harassing, or terroristic materials, firearms, or drug paraphernalia.
  8. Interference with or disruption of the district systems, network accounts, services, or equipment through, but not limited to, the propagation of computer “worms” and “viruses,” Trojan Horses, and trapdoor program code. The user may not hack or crack the network or others’ computers, whether by Parasite ware or Spyware designed to steal information; viruses and worms; other hardware or software designed to damage the district systems, or a component of the network; to strip or harvest information, to completely take over a person’s computer, or to allow the intruder to “look around.”
  9. Altering or attempting to alter other users’ or system files, system security software, system or component settings, or the systems themselves, without authorization. Intentionally obtaining, modifying, or attempting to obtain or modify the files, passwords, and data belonging to other users.
  10. The attempted physical harm or attempted destruction of District technology resources.
  11. Use of technology resources in a manner that attempts to circumvent any system security measures.
  12. Use of technology resources to intentionally obtain or modify files, passwords, and/or data belonging to other users or to the district. Distributing or publishing a password, identifying code, personal identification number, username, or any other confidential information about a computer, computer system, network, or email account or database.
  13. Impersonation of another user, use of pseudonyms, gaining or attempting to gain network access through fraudulent means, and anonymous network access.
  14. Accessing, interfering, possessing, or distributing confidential or private information without permission from the district administration, e.g., accessing other learners’ accounts to obtain their grades. Users may not violate the privacy or security of electronic information contained on the network.
  15. Using technology resources to send any District information to another party, except in the ordinary course of business as necessary or appropriate for the advancement of the district’s business or educational interests.
  16. Use of technology resources to commit plagiarism.
  17. Installing, loading, or running software programs, applications, or utilities not explicitly authorized by the district technology staff. Loading or using of unauthorized games, programs, files, music, other electronic media, pirated software, and peer-to-peer file-sharing software. Network users will not download files unless instructed to do so by a teacher who has obtained authorization for the Superintendent or his/her designee.
  18. Installing unauthorized computer hardware, peripheral devices, network hardware, or system

hardware onto technology resources.

19. Unauthorized or illegal installation, distribution, reproduction, copying, or use of copyrighted materials. Users cannot infringe upon the intellectual property rights of others or otherwise violate copyright law.
20. Engaging in activity which is for commercial, for-profit, or for any other business purpose (except where such activities are otherwise permitted or authorized under applicable District policies); conduction unauthorized fundraising or advertising on behalf of the District and non-school organizations; reselling of District computer resources to individual or organizations who are not related to the District; or use of the District's name in any unauthorized manner that would reflect negatively on the District, its employees, or learners. "Commercial purposes" are defined as offering or providing goods or services or purchasing goods or services for personal use.
21. Use of technology resources for political lobbying or campaigning, not including learner elections (e.g. learner government, club officers, homecoming queen, etc.)
22. Use of District technology resources to tether or otherwise connect to a non-District owned device to access an unfiltered and/or unmonitored internet connection.
23. The use of proxies or other means to bypass internet content filters and monitoring.
24. Accessing or transmitting any form of gambling, including but not limited to, basketball and football pools, any other form of betting, or any games of chance.
25. Unauthorized access into the restricted system or changing settings or access rights to a restricted system or account.
26. The use of encryption software that has not been previously approved by the district.
27. Use, which is not school or work related, except for incidental personal use. E-mail is not to be used for the mass mailing of non-educational or non-work-related information or for the sending of unsolicited commercial electronic mail messages, commonly known as spam.
28. Scanning the District's technology resources for security vulnerabilities.
29. Fraudulent copying, communications, or modification of materials in violation of copyright laws.
30. Participation in discussion or news groups that cover inappropriate and/or objectionable topics or materials, including those that conform to the definition of inappropriate matter in this policy.
31. Participation in unauthorized Internet Relay Chats, instant messaging communications (on-line, real-time, conversations) that are not for school-related purposes or required for employees to perform their job duties.
32. Unauthorized scanning of the district systems for security vulnerabilities.
33. Unauthorized wiring, including attempts to create unauthorized network connections, or any unauthorized extension or retransmission of any computer, electronic communications systems, or network services, whether wired, wireless, cable, or by any other means.
34. Damaging the District systems or networking equipment through the user's negligence or deliberate act, including acts taken for purposes other than causing harm which are in violation of this policy.
35. Failing to comply with requests from appropriate teachers or District administrators to discontinue activities that threaten the operation or integrity of the district systems or network equipment.

### **Search and Seizure**

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

The district reserves the right to monitor, track, log, and access any electronic communications, including but not limited to, Internet access and e-mails, at any time for any reason. Users have no expectation of

privacy in their use of the district systems and technology, even when used for incidental personal reasons. Further, the district reserves the right, but not the obligation, to access any personal technology device of user brought onto the district's premises or at district events, or connected to the district network, containing district programs, data, or learner data, in order to ensure compliance with this policy and other district policies, to protect the district's systems, and to comply with all applicable laws. Everything that users place in personal communications or files should be written as if a third party will review it.

### **Consequences for Inappropriate Use of District Technology**

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

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

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

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

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

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

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

Users should be aware that under Pennsylvania law it is a crime to access, alter, or damage any computer system, network, software, or database, or any part thereof, with the intent to interrupt the normal functioning of an organization. It is also unlawful to knowingly and without authorization disclose a password to any computer system or network, to gain unauthorized access to a computer or to interfere with the operation of a computer, or to alter any computer software without authorization. Violations of

these sections of Pennsylvania law are a felony punishable by a fine up to \$15,000 and up to seven (7) year imprisonment. Disclosure of a password to a computer system or network knowingly and without authorization is a misdemeanor punishable by a fine up to \$10,000 and imprisonment of up to five (5) years.

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

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

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

## LEARNER SERVICES

### LEARNER ASSISTANCE PROGRAM (SAP)

Learner Assistance is an early intervention program designed to identify learners who are experiencing problems including alcohol, tobacco, other drugs, and mental health issues that affect their school performance. Learner Assistant Program Team Members are a professionally trained team including school staff and liaisons from community mental health and drug and alcohol agencies. SAP team members are trained to identify issues, determine whether the presenting issue lies within the responsibility of the school, and to make recommendations to assist the learner and the parent. When the issue lies beyond the scope of the school, the SAP team will assist the parent and learner so they may access services within the community. The two primary goals of the program are (1) to intervene early before problems become destructive or unmanageable and (2) to link learners with the appropriate sources of support in both the school and community. SAP team members do not diagnose, treat, or refer to treatment; but they may refer a learner to a liaison who may screen or assess for further community-based services and support. The program is designed to provide caring support. Referrals may come from learners, teachers, administrators, counselors, family members, or any other concerned person. A referral form may be obtained in the guidance office and online under guidance resources. All contact with the Learner Assistance Program is confidential.

### MCKINNEY-VENTO EDUCATION HOMELESS CHILDREN & YOUTH ASSISTANCE ACT

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

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

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

- Enroll immediately and participate in the full school program as an independent student



- Receive credit accrual to remain on track with their education
- Receive assistance to prepare for and improve their readiness for college
- Receive verification from the district homeless liaison of their unaccompanied youth status for higher education financial aid determinations.

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

### **SCHOOL BASED BEHAVIORAL HEALTH OUTPATIENT SERVICES**

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

### **SPECIAL EDUCATION: CHILD FIND**

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

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

### **TELEHEALTH**

We have had occasional requests for telehealth appointments (with private providers) to occur at school during the school day. Space is extremely limited as we do not have a dedicated private space available on a consistent basis. If resources are not available to support your request it may be denied. Additionally, parents must notify the school of this request at least 5 business days in advance.

### **SCHOOL NURSE SERVICES – [MCSD Policy #210](#)**

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

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

### **Prescription/Over the Counter (OTC) Medications**

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

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

### **Inhalers**

1. Follow the above guidelines for prescription drugs and over-the-counter medications, except for the self-administration procedures set forth below.
2. Learner's bringing an inhaler to school must provide a written statement from the learner's health care provider confirming the need for the use of the drug at school, and proper dosage instructions.
3. All inhaler medication must be in a properly 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 learner's inhalers shall be kept in the nurse's office unless a learner has written permission from his/her parent and health care provider to self-administer such medication. The school district reserves the right to assess a learner's ability to safely self-administer an inhaler when

- developing the learner's Individual Health Care Plan.
5. Whenever learner self-administer their own inhalers on an as-needed basis, they must check in with the school nurse after any such usage or otherwise report such usage as specified in the learner's Individual Health Care Plan.

### **Naloxone:**

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

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

The 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 had determined the need and after confirmation of the licensed prescriber's written order while on a field trip.
2. The learner's parent is responsible for notifying the district of the learner's need to take medication while on a field trip. This information shall be provided on the Health Information section of the Field Trip permission form provided by the learner's teacher.
3. The learner's parent is responsible to bring in any medication to be dispensed to his/her child.  
**Please follow all medication guidelines as presented above.**
4. Whenever possible, the parent/guardian of the child needing medication should be invited to be a chaperone and the parent/guardian will administer the medication
5. A parent/guardian can obtain, from the licensed prescriber, a temporary order to change the time of administration so as to not occur during the field trip or to omit the dose for the day of the field trip.

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

### **DENTAL EXAMINATIONS**

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

If your child has seen the family dentist since the first day of 6<sup>th</sup> grade, please have the dental form completed by your dentist and return to the school nurse by **the beginning of February**. If your learner does not have a family dentist, the school dentist can perform an exam in March, upon written consent of the parent. Because repair work is not done at school, the school dentist will refer your child to his/her family dentist should a condition requiring correction be found. Dental forms can be found on the

school's website or by calling the main office.

### **PHYSICAL EXAMINATIONS**

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

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

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

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

### **HEAD LICE**

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

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

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

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

#### **Readmission:**

After the in-home treatment has been initiated and live lice have been removed, the child may return to school, even if nits persist. The nurse will continue to work with the family through the lice treatment and provide daily checks of the child before school each day. Once the nurse has verified that the child is lice/nit free, parent/guardians will be given notification that the child no longer needs daily checking in the nurse's office at the start of each day.

#### **Nits:**

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

1. The parent/guardian is notified by phone and encouraged to comb nits out at least daily for the next two (2) weeks.
2. The learner is not sent home from school.
3. Information related to detection and elimination of head lice is sent home with the learner in a

- sealed envelope.
4. If future checks reveal an increased number of nits present or it is obvious to the school nurse that the learner's hair has not been treated (live lice are present), the parent/guardian will be contacted for follow up.

### **SUNSCREEN APPLICATION BY LEARNERS**

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

**Please note that only non-aerosol topical sunscreen is permitted.**

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

## **FOOD SERVICE**

### **CAFETERIA PAYMENT**

Learners will be given the option to use a finger scan to pay for their lunches.

### **CAFETERIA PROCEDURES/RULES**

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

## EXTRA-CURRICULAR ACTIVITIES

### SCHOOL SPONSORED EVENTS

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

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

### STUDENT COUNCIL

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

### CO-CURRICULAR AND EXTRACURRICULAR ELIGIBILITY

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

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

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

**The complete guidelines for the Baron Code are displayed on the district website and can also be obtained through a coach/advisor.**

## **ATHLETIC TRAINING EDUCATION PROGRAM**

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

## **TITLE 1**

### **WHAT IS TITLE 1?**

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

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

Below are the major components of a Schoolwide Title 1 Program:

1. A comprehensive needs 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 facilitators as far as their professional learning, has been a strategy that has been implemented at both Elementary and Middle School. In addition, both Doe Run and Baron use the Title 1 funding to support the STEM Education work that has been part of the elementary curriculum since 2017-2018.

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

## **Manheim Central Middle School Title 1 Parental Engagement Policy 2022-23:**

- In support of strengthening student academic achievement, Manheim Central School District acknowledges that parents share the school's commitment to the educational success of their children. The district believes that all children can learn and aspires to promote the desire to become a lifelong learner in all students.
- This policy establishes the LEA's expectations for parental involvement and describes how the LEA will implement a number of specific parental involvement activities. We recognize that a child's education is a responsibility shared by both school and family and agree that to effectively educate all students, schools and parents must work as partners. Parent and family involvement is an on-going process that assists parents and families in meeting basic obligations as their child's first educator, and promotes clear, two-way dialogue between home and school so that parents are supported as leaders and decision makers at all levels, concerning the education of their children.
- Parents and school staff will jointly develop the Title I Parent Involvement Program. The Parent Involvement Program will include a school-parent compact and support the development, implementation, and regular evaluation of the parent involvement program by parents and guardians.
- Manheim Central School District recognizes that a child's education is a responsibility shared by parents, teachers, administrators, and students. In order for a child to reach his/her fullest potential, our schools and parents must work together as equal partners.

### General Expectations

- Manheim Central School District schools agree to implement the following statutory requirements:
  - Manheim Central School District will offer activities and procedures for the involvement of parents in all of our Title I schools consistent with section 1118 of the Elementary and Secondary Education Act (ESEA). These programs, activities, and procedures will be planned and operated with meaningful consultation with parents of participating children.
  - All Title I schools will include parents in the development of a school-parent compact on a yearly basis. The school district will work with each school to ensure that the required school-level parent and family engagement policies meet the requirements of section 1118(b) of the ESEA.
  - The school district will incorporate the district wide parent and family engagement policy into its LEA Plan developed under section 1112 of the ESEA.
  - All families are welcomed and encouraged to participate in family involvement activities. The LEA and schools will provide full opportunities for the participation of parents with limited English proficiency, parents with disabilities, and parents of migratory children, including providing information and school reports required under section 1111 of the ESEA in an understandable and uniform and, including alternative formats upon request, and, to the extent practicable, in a language parents understand.
  - If parents have any concerns about the district's parent involvement plan, they may submit their thoughts in writing to the Director, Miss Tracy Fasick or call 717-664-8542. This information will be shared with parents and the school board, and concerns will be forwarded to the State Department of Education.
  - When applicable, the school will involve the parents of children served in Title I, Part A schools in decisions about how to spend the 1% of Title I, Part A funds reserved for parental involvement; and will ensure that not less than 95% of the 1% reserved goes directly to the schools.
  - Manheim Central School District and all Title I schools will be governed by the following statutory definition of parental involvement and expects that its Title I schools will carry out programs, activities, and procedures in accordance with this definition.



- Parental involvement means the participation of parents in regular, two-way, and meaningful communication involving student academic learning and other school activities, ensuring:
  - That parents play an integral role in assisting their child’s learning.
  - That parents are encouraged to be actively involved in their child’s education at school.
  - That parents are fully partners in their child’s education and are included, as appropriate, in decision-making and on advisory committees to assist in the education of their child.
  - The carrying out of other activities, such as those described in section 1118 of the ESEA.
  - The school will inform parents and parental organizations of the purpose and existence of Parental Information and Resource Centers if one exists.
- II. Description of how Manheim Central School District schools will implement and review parental involvement policy components:
  - Manheim Central School District schools will involve parents in the joint development and/or review of its district wide parental involvement plan and school level plans under section 1112 of the ESEA during an annual Parent and Family Engagement meeting held annually each spring. At this meeting, the Parent and Family Engagement survey results will be reviewed, and the discussion will add to the changes and revisions needed to improve Family and Parent Engagement.
  - Manheim Central School District schools will involve parents in the process of school review and improvement under section 1116 of the ESEA by inviting parents to be part of the following committees of their choice:
    - Comprehensive Planning Committee-District Level Planning that occurs every four years. The plan guides the district as it carries out the goals defined in the plan.
    - Schoolwide Title I Annual Meetings-The district and each Title I school hold annual meetings for parents to provide input regarding Title I programming using the Schoolwide Comprehensive Planning Template.
    - Act 48 Professional Development Committee The committee meets annually to review the district’s professional development goals and plans for future professional learning.
    - Parent Advisory Committee-Each school has a parent advisory committee of which parents can participate and provide input.
    - PTO Meetings-Held monthly at each school. All parents are welcomed and encouraged to attend.
- Manheim Central School District schools will provide the necessary coordination, technical assistance, and other support to assist Title I, Part A schools in planning and implementing effective parental involvement activities to improve student academic achievement and school performance. Some of the following will be used but not limited to:
  - Coordination of Independent Reading Leveling Assessment levels for parents to act as home coaches – sent home each fall
  - Parent teacher conferences and how to prepare for an effective conference to be shared with teachers and parents prior to the initial conference each year.
  - Bingo nights at all schools (sometimes virtual)
  - Baron Breakfast events at all Title 1 schools
  - Manheim Central Reads Initiative (bi-annual)
  - Elementary Reading Nights
  - Family Movie Nights at all schools

- Science/STEM Nights
  - Parent Trainings/Meetings regarding technology and academic standards
  - My Adult and Me Night
  - PTO Meetings
  - Badging Progress Report
  - After School Programs
  - Summer Learning Opportunities
- The Manheim Central School District will coordinate and integrate parental involvement strategies in Part A with parental involvement strategies under the following other programs: Head Start, Parents as Teachers, and State-Operated Preschool Programs, by providing relative information regarding programs at kindergarten registration, Back-to-School Night, Open House, and Parent Involvement meetings. A transition plan will be utilized to make the transition of students from each program into the Manheim Central School District elementary schools both smooth and successful. The elementary principals visit the Pre-K Programs each year to interact and read to children coming to kindergarten. The district also created a Welcome to Kindergarten Video for those coming to kindergarten in 2022-2023 and has partnered with Dr. Amy Ketchum to provide STEM Starts Now Back to School Kits to help incoming kindergarten learners prepare for kindergarten.
  - All Manheim Central parents will have the opportunity to complete a survey reviewing the parental involvement activities offered at each building and the services provided. The evaluation will include identifying barriers to greater participation by parents in parent involvement activities (with particular attention to parents who are economically disadvantaged, are disabled, have limited English proficiency, have limited literacy, or are of any racial or ethnic minority background). The school district will use the findings of the evaluation at its Parental and Family Engagement Annual Meeting to create, update, and add activities and strategies for more effective parental involvement opportunities, and to review, if necessary (and with the involvement of parents) its family and parent engagement policies. This review will occur annually during a Parent Involvement meeting held in the spring each year.
  - Manheim Central School District will build the schools' and the parents' capacity for strong parental involvement. In order to ensure effective involvement of parents and to support a partnership among the schools involved, parents and the community will be invited to provide input on how to improve student academic achievement. The schools will make available the following activities specifically described below:
    - The school district, with the assistance of its schools and parents, will assist parents of children served at the annual Back-to-School Night held in each building and through additional workshops and meetings held throughout the year. Assistance in understanding topics listed below will be provided:
      - State academic content standards
      - Reading/Math Assessment Information
      - Student achievement standards
      - State and local academic assessments including alternate assessments
      - Literacy best practices
      - Technology resources
      - Transition Information
  - The school district, with the assistance of its schools, will provide materials and offer training and information to help parents work with their children to improve their children's academic achievement and mental health. Such trainings and information will include, but are not limited to:

- Information pertaining to the Independent Reading Leveling Assessment (IRLA) will be sent home in the fall with all students in order for parents to serve in the “home coaching” role.
- Literacy and assessment training will occur at the annual Back-to-School Night, Parent Advisory Council meetings, PTO meetings, and at an annual Technology and Literacy workshop held each year. Information on activities, such as workshops, conferences, classes, including any equipment or other materials that may be necessary to ensure success will be circulated to the parents of students in the program.
- Managing and Balancing Home and School
- Mental Health and Wellness
- How to help with transitions that occur at certain grade levels
- The school district, with the assistance of its schools and parents, will educate its teachers, pupil services personnel, principals, and other staff, on how to communicate with and work with parents as equal partners in the value and utility of contributions of parents and on how to implement and coordinate parent programs and build ties between parents and schools through:
  - Parent teacher conferences held in both fall (November) and spring (March/April) each year
  - Teachers viewing the SPAC skits annually in order to gain parental perspective
  - PTO meetings at each school on a monthly basis
  - Parent advisory meetings in fall and spring at each school
  - Faculty meetings held at individual schools
  - Parent and Family Engagement Events Held Throughout the Year at All Schools
  - Baron Book Mobile Summer Opportunities
  - Summer Learning Opportunities
  - After School Learning Opportunities
- The school district will, to the extent feasible and appropriate, coordinate and integrate parental involvement programs and activities with Head Start, Reading First, Even Start, Home Instruction Programs for preschool children, Parents as Teachers Program, and public preschools and other programs. The district will encourage and support parents in more fully participating in the education of their children by:
  - Delivering Baron Baby Bags to all newborns in the District with District information on services available to young children.
  - Communicating with Pre-K parents via the district website, flyers, Facebook, and Twitter.
  - Coordinate principals reading to local pre-k centers each spring.
  - Providing all Birth to Age 5 children in the district with a free STEM Starts Now subscription.
  - Handing out to all incoming kindergarten families, STEM Starts Now Kindergarten Readiness Kits to help prepare children for kindergarten.
  - Ensuring that a smooth and successful transition occurs between these programs and a student’s transition into kindergarten by following the school district’s transition plans.
  - Providing parents with the link to the Welcome to Kindergarten Videos for each school.
  - Baron Book Mobile Summer Opportunities
- The school district will ensure that information related to the school and parent programs, meetings, and other activities is sent to the parents of participating children in an understandable and uniform format, including alternative formats upon request, and, to the extent practicable, in a language the parents can understand. Information on activities, such as workshops, conferences, classes, including any equipment or other materials that may be necessary to ensure success will be circulated to the parents of students in the program by using the following:
  - Flyers and newsletters in a language parents can understand
  - Postings on the district and school websites

- Blackboard Connect messages (either voice or email)
- Facebook and Twitter
- Email
- School-Parent Compact
- Each school in the district receiving Title I funds, shall jointly develop with parents of students served in the program, a School-Parent Compact, outlining the manner in which parents, school staff and students share responsibility for improved student achievement in meeting academic standards. The compact shall:
  - Describe the school’s responsibility to provide high-quality curriculum and instruction in a supportive and effective learning environment, enabling students in the Title I program to meet the district’s academic standards.
  - Indicate the ways in which parents will be responsible for supporting their children’s learning, such as monitoring attendance, homework completion, and screen time; volunteering in the classroom; and participating, as appropriate, in decisions related to their child’s education and positive use of extracurricular time.
  - Address the importance of parent-teacher communication on an ongoing basis through, at minimum, parent-teacher conferences, frequent reports to parents, and reasonable access to staff.
- Adoption
  - This district wide Parent Involvement Policy has been developed jointly with, and agreed on, with parents of children participating in Title I, Part A programs, as evidenced by the feedback of parents and family members who attended the Parent and Family Engagement Meeting on March 25, 2022.
  - This policy was approved by the Manheim Central School District Board on June 20th and will be in effect for the period of one year from June 20th, 2022 to June 2023. The school District will distribute this policy to all parents of participating
  - Title I, Part A in the first two weeks of the 2022-2023 school year and post on the District’s website.

**Manheim Central Middle School TITLE I School – Parent Compact 2022-23**

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

***Manheim Central Middle School Responsibilities***

The school understands the importance of the school experience to every learner and their role as educators and models. Therefore, the school agrees to carry out the following responsibilities to the best of their ability:

- Provide high-quality curriculum and instruction in a supportive and effective learning environment that enables the children served under this part to meet the challenging State academic standards as follows:
  - Instruction with the hybrid rotational model
  - American Reading Company: Targeted skill instruction on learner independent reading level
  - Instructional/Technology Coaching Support
  - Provide opportunities for ongoing two-way communication between families and teachers through a minimum of the following, as per Every Learner Succeeds Act known as (ESSA)
  - Parent-teacher conferences bi-annually (in Fall and Spring during) which the compact shall be discussed as the compact relates to the individual child’s achievement or as requested

- Posting homework on Schoology
- Teachers sending weekly emails, notes home, updates, or phone calls
- Parent information sessions
- Provide parents with frequent reports on their child’s progress as follows:
- Interim Progress Reports (IPRs) updated each week on Thursday at 12pm found on Home Access
- Reports cards every 9 weeks which can be viewed on the home access center
- Schoology updates
- Strive to address the individual needs of the learner with respect and access to quality learning experiences
- Provide a safe, positive, and healthy learning environment
- Offer opportunities to volunteer that may include but is not limited to:
  - 6<sup>th</sup> Grade Hero fair
  - Back-to-school night
  - Volunteer in classroom
  - Mini thon
  - Spring and Fall Fest
  - 8<sup>th</sup> Grade Celebration
  - Junior Achievement YES! event
  - Field trip chaperone
  - Field Day volunteer to run events
  - Family Bingo Night
  - Career Day participant in 6<sup>th</sup> grade
  - Vocal/Instrumental concerts

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Teacher Signature

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Date

***Parent Responsibilities***

We as parents understand that participation in my child’s education will help his/her achievement and attitude. Therefore, parents will continue to carry out the following responsibilities to the best of their ability:

- Encourage children to talk to their teachers if they do not understand something
- Feel free to ask their reading teacher or classroom teacher for assistance when needed
- Go over assignments each night
- Encourage reading at home each night with the goal of reaching the 45 minutes required daily
- Review all school communications and respond when needed
- Review the learner responsibilities with my child
- Attend school related events as able and serve, when possible, on school or advisory groups
- Participate, as appropriate, in decisions relating to the education of their child and positive use of extracurricular time
- Encourage my child to show respect for all members of the school community and school property
- Reinforce respectful treatment and use of technology and encourage responsible digital citizenship

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Parent/Guardian Signature

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Date

***Learner Responsibilities***

I \_\_\_\_\_, will share the responsibility to improve my academic achievement and achieve Pennsylvania's high standards. Specifically, I will:

- Come to school on time every day prepared, ready to engage in learning
- Become a better reader by practicing at home to build stamina
- Be responsible for my own behavior
- Complete classwork and homework that is neat and reflects my best effort
- Maintain a positive attitude toward school and actively engage and participate in my own learning
- Demonstrate appropriate digital citizenship and appropriate use of district technology
- Do my best to communicate with my parents/guardians
- Learn and grow from my mistakes and ask for help when needed

\_\_\_\_\_  
Learner Signature

\_\_\_\_\_  
Date

## MCMS Behavioral Expectations Be a Difference Maker.....Be a Baron!

Settings	All Settings	Hallway & Lockers	Cafeteria	Bathroom & Locker Room	Bus	Arrival & Dismissal	Classroom & Technology	Special Events	Courtyard/Recess
<b>Be Responsible</b>	-Be school ready (charged laptop, bring necessary materials, following dress code, positive attitude). -Use school and community property for its intended use. -Eat food only in designated areas and dispose of trash properly.	*Expectations for ALL settings, PLUS -Keep your locker and our learning center clean. -Arrive to your destination promptly. -Use your own locker. -When necessary, have agenda/ signed pass.	Expectations for ALL settings, PLUS -Clean up area and throw materials away. -Follow proper bathroom procedure	-Expectations for ALL settings, PLUS -Go with a signed Agenda and return in a timely manner. -Wash your hands. -Sign-Out when leaving classroom and sign-in back into classroom. -Use proper sanitary procedures. -No writing utensils.	Expectations for ALL settings, PLUS -Be at your bus on time. -Move to your waiting location quickly and safely.	Expectations for ALL settings, PLUS -Report directly to your waiting area before or after school hours -Arrive <b>on</b> time	Expectations for all settings, PLUS: -Use materials and technology appropriately (follow learning facilitator's instructions). -Complete assignments on time to the best of your ability. -Listen to and read assignment and activity directions. -Recycle appropriate materials	Expectations for ALL settings, PLUS -Report to designated area. -Be accountable for your own actions.	Expectations for ALL settings, PLUS -Proper use of supplied equipment -Remain in boundaries outlined by facilitator -Dress appropriately for temperature.
	<b>Be Respectful</b>	-Use designated voice level. -Use appropriate language and tone. -Be respectful to all people and property. -Follow adult directions. -Honor personal space. -Help others.	-Use appropriate language and voice level 0-1 -Allow learners access to lockers as needed.	-Voice level 0-2. -Follow cafe procedures. -Use appropriate table manners.	-Voice level 0-1. -Clean up after yourself. -Be aware of others and their privacy.	-Voices level 0-2. -Keep yourself and your belongings in your own space. -Listen to the driver.	-Voices level 0-2. -Personal devices used appropriately	-Use appropriate voice level for activity. -Do your own work. -Include others in group work. -Give positive comments and feedback.	-Voice level 0-4 (appropriate for the event). -Follow dress code for the event. -Show enthusiasm appropriate for the event. -Adhere to the code of conduct for spectator events. -Give full attention to presenter/event.
<b>Be Safe</b>		-Report any concerns to an adult immediately. -Remain in assigned location. -Keep hands, feet, and objects to yourself. -Follow all Emergency procedures during safety drills.	-Walk on the right side. -Take most direct route to your destination. -Eyes up and see surroundings.	-Wait for your section to be called to get lunch. -Only leave cafeteria with permission or with an adult. -Follow food allergy policies.	-Leave technology in locker/classroom. -Keep your feet on the ground. -Be in your own personal space. -Report suspicious activity and issues to an adult immediately.	-Stay seated and face forward. -Keep the aisle clear. -Obey crossing guards. -Wait for bus to stop and line up safe distance away. -Stay on sidewalks and walkways.	-Remain in the designated areas until dismissed -Remain on school property after being dropped off in the morning -Remain on sidewalks and walkways.	-Use seating and furniture as intended (4 on the floor, standing on the floor, not on tables).	-Remain in designated area. -Enter and exit in an orderly fashion.

## District Mission, Vision, and Values

- **Mission**
  - Ignite passion and purpose to empower Difference Makers
- **Vision**
  - MCSD recognizes that learning has no limits, is flexible, continuous, and life-long.
  - 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 difference is 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.