

# MANHEIM TOWNSHIP SCHOOL DISTRICT



## 2021-22 ELEMENTARY STUDENT/PARENT HANDBOOK

*Our Mission:  
Nurture and challenge for success.*

[www.mtwp.net](http://www.mtwp.net)

Dear Manheim Township Elementary Family:

Welcome to the 2021-22 school year! We are excited to work with you as a partner on your educational journey. As the elementary administrative team, we believe that these early school years are essential in the development of young people. We know all students have the tools it takes to succeed and agree that the best part of our jobs is watching students achieve success.

We also believe that students thrive best when there are clear expectations and routines. While each school may have slightly different routines, we work hard to maintain consistency whenever possible. Please read this Student/Parent Handbook carefully; the procedures and guidelines presented have been prepared to help students realize success in school. Knowing what is expected is helpful for everyone, and helps the transition from grade level to grade level and school-to-school.

Our elementary handbook outlines specific procedures related to many school functions and answers commonly asked questions. Our procedures are in place to maintain a safe and productive school environment. In addition, many of our procedures are required as per the Pennsylvania School Code and/or Manheim Township School Board Policy. **Please know that handbook contents may be adjusted and/or superseded by district protocols associated with COVID-19. Direct any questions on this topic to your building principal.**

Our elementary administrative team is confident that positive, meaningful experiences are a part of each day for all of our students. We believe that communication is a critical component for student success. If you have any questions, please contact your child's school directly so the principal can answer them for you. We look forward to a great 2021-22 school year!

Sincerely,

Ms. Nicole Reinking  
Brecht Principal

Dr. Andy Martin  
Bucher Principal

Ms. Travis Bash  
Neff Principal

Dr. Wendy Hancock  
Nitrauer Principal

Mrs. Trudi Smith  
Reidenbaugh Principal

Mrs. Elizabeth Edwards  
Schaeffer Principal

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## Elementary School Directory

### **Brecht Elementary School**

Principal: Ms. Nicole Reinking

1250 Lititz Pike  
Lancaster, PA 17601

Phone: (717) 291-1733  
Fax: (717) 735-0939

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### **Bucher Elementary School**

Principal: Dr. Andy Martin

450 Candlewyck Rd  
Lancaster, PA 17601

Phone: (717) 569-4291  
Fax: (717) 569-3060

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### **Neff Elementary School**

Principal: Ms. Travis Bash

Mailing Address  
PO Box 5134 School Rd  
Lancaster, PA 17601

Phone: (717) 569-8502  
Fax: (717) 569-8226

Physical Address (NO MAIL):

21 Valley Road  
Lancaster, PA 17601

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### **Nitrauer Elementary School**

Principal: Dr. Wendy Hancock

811 Ashbourne Ave  
Lancaster, PA 17601

Phone: (717) 569-4239  
Fax: (717) 569-7973

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### **Reidenbaugh Elementary School**

Principal: Mrs. Trudi Smith

1001 Buckwalter Rd  
Lititz, PA 17543

Phone: (717) 626-1000  
Fax: (717) 627-3887

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### **Schaeffer Elementary School**

Principal: Mrs. Elizabeth Edwards

875 Pleasure Rd  
Lancaster, PA 17601

Phone: (717) 392-6797  
Fax: (717) 735-8292

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**Visit all school websites by going to [www.mtwp.net](http://www.mtwp.net) and clicking on the school's tab.**

Elementary School Day: 9:00 AM - 3:40 PM  
Students may enter the building at 8:45 AM  
Office Hours: 8:00 AM - 4:00 PM

## **IMPORTANT DATES**

August 24, 2021	First Day of School for Students Grades 1-4
August 25, 2021	First Day of Kindergarten
September 3, 2021	No School
September 6, 2021	No School
October 7, 2021	Early Dismissal Day- Elementary dismissal @ 1:40 PM
October 8, 2021	Teacher In-Service Day- no school for students
October 11, 2021	No School
October 29, 2021	End of Marking Period 1
November 2, 2021	Early Dismissal Day- Elementary dismissal @ 1:40 PM
November 22-23, 2021	Teacher In-Service Day/Parent Conferences-no school for students
November 24-26, 2021	No School
December 22, 2021	Early Dismissal Day- Elementary dismissal @ 1:40 PM
December 23-31, 2021	No School
January 17, 2022	Teacher In-Service Day-no school for students
January 19, 2022	End of Marking Period 2
January 26, 2022	Early Dismissal Day- Elementary dismissal @ 1:40 PM
February 17, 2022	Early Dismissal Day- Elementary dismissal @ 1:40 PM
February 18, 2022	Teacher In-Service Day- no school for students
February 21, 2022	No School (Snow make-up day)
March 17, 2022	Early Dismissal Day- Elementary dismissal @ 1:40 PM
March 18, 2022	No School
March 21, 2022	No School (Snow make-up day)
April 29, 2022	End of Marking Period 3
April 5, 2022	Early Dismissal Day - Elementary dismissal @ 1:40PM
April 15, 2022	No School
April 18, 2022	No School
April 25-29, 2022	PSSA Testing- ELA Gr. 3 & 4
May 2-6, 2022	PSSA Testing- Math Gr. 3 & 4/Science Gr. 4
May 27, 2022	Early Dismissal Day - Elementary dismissal @ 1:40PM
May 30, 2022	No School
June 3, 2022	End of Marking Period 4; Last Student Day*

\*Last Student Day is tentative and based on snow make-up days. Make-up days will be used first; additional make-up days will be added to the end of the school year.

## **Elementary School Daily Schedule**

Arrival	8:45 AM
School Begins	9:00 AM
Academic Subjects	Daily
• English/Language Arts	
• Math	
• Science	
• Social Studies	
• Health	
Art/Music/Physical Education/Library	Once per six-day cycle
Library Book Exchange	Once per six-day cycle
Lunch	30 minutes
Recess	30 minutes Kindergarten, 25 minutes grade 1-4
Dismissal	3:40 PM

## **Six-Day Cycle**

All elementary schools will be utilizing a six-day cycle. This will only impact your child with regard to “specials” (Art, Music, P.E., Library). For example, rather than having art on Mondays, your child may have art on Day 3. This is extremely helpful when we miss days of school. If we do not have school on Monday of a certain week (due to holidays, snow days, etc.), the cycle days will resume once we are back in school, and your child will not miss an art day. The school district website ([www.mtwp.net](http://www.mtwp.net)) will always post which cycle day it is, and your child’s teacher will also keep you informed of the upcoming cycle days.

## **School Delay Or Closing**

Inclement weather may force the delay or close of school. This information may be found on a number of radio and TV stations or the school district website ([www.mtwp.net](http://www.mtwp.net)). ***Please DO NOT phone the school for information regarding school closings or delays.***

### **One-Hour Delay Schedule**

10:00 AM School Begins  
3:40 PM Dismissal

### **Two-Hour Delay Schedule**

11:00 AM School Begins  
3:40 PM Dismissal

## **Early Dismissal Dates**

### ***Dismissal at 1:40 PM***

- October 7, 2021
- November 2, 2021
- December 22, 2021
- January 26, 2022
- February 17, 2022
- March 17, 2022
- April 5, 2022
- May 27, 2022

## **Release From School**

Students will be released from school only to their parents, legal guardians, or a person authorized in writing by parents.

Dental and medical appointments are honored if you cannot schedule them at non-school times. Please give your child's teacher advance notice in writing. Please provide the school office with a doctor's note upon returning.

## **Attendance for Physical Education**

Physical Education is an important part of the elementary education curriculum. All students are expected to participate in physical education (PE). If a child needs to miss one PE class, the parent may send in a note and the child will be excused. If the child must miss additional PE classes, the parent must provide a doctor's excuse. Whenever possible it is preferred if the doctor provides specific restrictions so that the PE teacher can adapt the lesson for the student.

## **Transportation**

Students **MUST** ride the bus to which they are assigned. Please encourage your child to value this service and respect the bus drivers. If a student needs to be a "car rider," the office must be notified in writing. All changes to dismissal must be made prior to 3:00 PM.

## **School District Wellness Policy**

According to The Local Wellness Policy requirement established by Section 204 of Public Law 108-265, the Child Nutrition and WIC Reauthorization Act of 2004, the law requires each local education agency (LEA) participating in the National School Lunch Program and/or School Breakfast Program to develop a local wellness policy that promotes the health of students and addresses the growing problem of childhood obesity. In light of this School District policy, guidelines for nutritional standards include:

- Providing healthy foods such as fresh fruit and vegetables for classroom celebrations
- Minimizing unhealthy and non-nutritious snacks for classroom celebrations

## **Cafeteria: Breakfast & Lunch**

The USDA has extended the free meal waiver for the entire 2021-2022 school year. **All students are able to receive one complete breakfast meal and one complete lunch meal per day at no cost.**

Breakfast is available for all students from 8:45 AM-9:00 AM in the cafeteria.

Lunch orders are needed by 9:00 AM to allow for off site preparation and delivery of food to the cafeteria. Milk can be purchased separate from a student lunch for \$0.70. A la carte items are also available for purchase.

All students are given a cafeteria account in the School Cafe system through which meals can be paid. Funds of any amount may be placed on student accounts through building cashiers. Make checks payable to: *Manheim Township School District* or *MTSD*. Money can also be placed in your child's account by accessing information through the SchoolCafe link on the district's website. If there is no money in your child's account, a lunch purchase can be charged to his/her account but must be repaid ASAP.

See the Food Service web page found on Manheim Township's home site ([www.mtwp.net](http://www.mtwp.net) under "District") for details on how to pay for meals online, sign up for a SchoolCafe account that enables you to view your student's account and see monthly school lunch menus. All meals meet or exceed USDA's National School Lunch Program requirements. If your child has allergies, written notification must be given to the Health Room.

For the safety of our students, parents/guardians are not permitted to have lunch with their child/children during the school day in the school building. An exception to this policy may be made if the building principal elects to participate in a celebration, such as National Lunch Week. If the school is participating in a celebration where parents/guardians are invited to have lunch with their child, the building principal will establish specific guidelines for parents/guardians. Parents electing to participate in this celebration will not be permitted to bring in restaurant food from outside sources. (as per the School Board Policy # 907 approved on March 21, 2013)

### **SchoolCafe**

SchoolCafe allows you to make one-time or automatic deposits into your students' lunch accounts, monitor your students' purchases, and keep track of your students' balances and receive low balance notifications. SchoolCafe also enables users to view menus and rate menu items so that we know what our students enjoy most.

#### **New students/never used School Cafe?**

Go to [www.schoolcafe.com](http://www.schoolcafe.com) and follow the instructions to create an account.

#### **I forgot my Username or Password:**

Click on Forgot Your Username or Password? Enter your login name or email address. Answer your security question correctly and you'll be prompted to enter a new password. If you can't remember your security answer you may alternatively choose the option to receive a password reset request by email.

#### **How does my child make purchases using a SchoolCafe account?**

Students will use their 7-digit student ID number at the register in the cafeteria. This number is assigned to students at registration and can be found on Sapphire under the student information section. ID cards will be printed for elementary students and they can be scanned at the register PIN pads until the student learns his or her ID number.

#### **Can I monitor my child's purchases in SchoolCafe?**

Yes. You can restrict your child's snacks purchases by logging into SchoolCafe.

#### **What credit cards/methods of payment are accepted?**

Visa and MasterCard are accepted for online payments through SchoolCafe.. Cash and checks are accepted at your child's school and the District Office. The district is only able to accept checks written in blue or black pen ink. To ensure proper account credit, please write the student's full name on an envelope, as well as in the memo line if writing a check.

#### **Is there a fee for credit card payments?**

There is a \$2.25 fee per transaction via credit card. (MTSD does not control or collect this fee.) You are not required to make deposits via credit card to use SchoolCafe. You can make deposits via cash and checks at your student's school without incurring a fee. You can always view purchases and balances via School Cafe.

### **Who should I contact if a payment hasn't shown up in my child's balance?**

A payment should show up in your student's balance within 48 hours. Please verify the payment before contacting us. If you can verify that a payment has been made on your end but is not showing up in SchoolCafe, contact the Food Service Office at (717) 735-1720.

### **How do I transfer funds between students?**

If both students attend the same school, contact the cafeteria manager at the school. If they attend different schools, contact Stacy Smith at smithst@mtwp.net or (717) 735-1720.

### **We are moving and I would like a refund of my balance. Who do I contact?**

Refund requests are processed by Stacy Smith. Email or call smithst@mtwp.net or (717) 735-1720.

### **How do I...?**

The SchoolCafe website can help you set-up email notifications, schedule payments, cancel payments, etc. Login to your account and click on Help in the menu at the top of your screen.

### **Birthday Celebrations**

In light of our district wellness policy #246 and to make our classrooms as safe and inclusive as possible, only non-food items will be permitted for birthday celebrations. A few options could be: special pencils, bookmarks, stickers, or a donation of a book in your child's name to their classroom. Of course, it is optional if you choose to have your child celebrate his/her birthday in school. By eliminating food in the classroom for birthday celebrations, we reduce the risk of potential allergic reactions and health concerns. **Food items are not permitted.**

Please understand that we are not able to facilitate the receipt and delivery of gifts, flowers, balloons (and the like) to students within our school day. These deliveries are best reserved for time outside of the school day.

Invitations to outside birthday celebrations are permitted to be distributed in school if the entire class is invited. Please know the school staff is not permitted to share contact information (email address, phone numbers, physical address) with parents.

### **Recess**

Students go out for recess each day unless the weather is inclement. If a child needs to remain indoors due to illness, the parent may send in a note and the child will be excused. If the child must miss more than one day, the parent must provide a doctor's excuse. If a child needs to remain indoors, the placement of the child will be determined by the building principal.

### **Homework**

Helping students complete homework successfully depends upon setting strong expectations at home as well as at school. It is important to help students become responsible and independent – two of homework's most valuable end results.

Homework may be required for a variety of reasons:

- To provide essential practice for skills needed and covered in regular classroom instruction.
- To expand upon concepts or topics introduced during regular classroom lessons.
- To review material to be covered on quizzes or tests.
- To provide an opportunity to move through content at an accelerated rate.
- To bring the student into contact with out-of-school educational resources, where available.

- To inform parents of what their children are learning at school by providing an opportunity for students and parents to work together.
- To provide an opportunity for students to undertake projects requiring larger blocks of time than are available during school hours.
- To develop independent work habits and good time management skills.
- To promote a growing sense of responsibility in the student.
- To make up work missed during an absence.

We believe that homework should follow significant interaction between a teacher and a student. Therefore, teachers will hold to these practices:

1. *Absence because of illness – Please contact your child’s teacher regarding missed work.*
2. *Absence because of educational tour or trip – Parents and students should communicate with the teacher(s) to determine a plan to complete missed work upon returning to school.*
3. *Time given to students to complete homework assigned following absences due to illness or travel will be sensitive and realistic for the students, parents and teachers.*

### **Getting A Handle On Homework**

Make Sure Your Child Has...

- Aids to good organization, such as a weekly assignment calendar to schedule homework along with other extracurricular activities, book bag, and folders.
- A quiet place to work free from distractions with good light.
- Basic supplies, such as paper, pencils, markers and a ruler.
- A regular time each day for doing homework.

### **Questions To Ask Your Child ...**

- *What’s the assignment today?*
- *Is the assignment clear? (If not, suggest calling a classmate.)*
- *When is it due?*
- *Do you need special resources (e.g., a trip to the library or access to a computer)?*
- *Do you need special supplies (e.g., graph paper or poster board)?*
- *Have you started today’s assignment? Have you finished it?*
- *May I see it?*
- *Is it a long-term assignment (e.g., a term paper or science project)?*
- *For a major project, would it help to write out the steps or make a schedule?*
- *Would a practice test be useful?*

### **Other Ways To Help ...**

- *Do your desk work (pay bills, balance the checkbook, plan menus) at the other end of the table while your child does homework.*
- *Offer an activity when homework is done (games, reading aloud, outside play) to help children learn to delay gratification.*
- *Look over your child’s homework, but don’t do the work.*
- *Meet the teachers early in the year and find out about the homework policy.*
- *Review teacher comments on homework that has been returned and discuss it with your child.*
- *Contact the teacher if there is a problem or need you can’t resolve.*
- *Write a note to the teacher immediately if the assignment took too long, or if your child had trouble with the assignment.*
- *Congratulate your child on a job well done!*

Remember, homework for elementary students may not be a paper and pencil task! **Nightly reading, spelling, practice, and review of math facts are “standing assignments”** to be done even if the teacher provides no other homework.

### **Bringing Things To School**

The only time students should bring toys, electronic games, etc. to school is when their teacher/principal instructs them to do so (Show and Tell, for example). The students will assume responsibility for any items brought to school. Such belongings can be lost or broken at school presenting a problem for the child. We would appreciate your help in keeping toys at home.

### **Report Cards / Conferences**

The school year consists of four report card periods, with written reports concluding each period. Report cards will be available electronically through the Sapphire Community Portal. Please access [this link](#) to sign up for an account if you don't already have one. Parent-teacher conferences are scheduled in November to coincide with the end of the first marking period. If you'd like to schedule an additional conference, please contact your child's teacher.

### **Lost And Found**

Students should be responsible for their own clothing and lunch-bags. Name tags on these items are helpful. Unclaimed clothing is kept in the lost and found. Small “found” items such as jewelry are kept in the school office. Unclaimed items are periodically disposed of or donated to charity.

### **Dress Guidelines For Manheim Township Elementary Students**

Students must dress appropriately so as not to disrupt the educational atmosphere of the classroom. Students are permitted to wear: shorts, skirts, skorts, and dresses at mid-thigh length or longer. Students who dress inappropriately, as outlined below will change clothing (provided by school or parent) before returning to class. Any clothing that disrupts or creates a reasonable apprehension of disruption of the educational environment, including but not limited to the items mentioned below will be deemed unacceptable (School Board policy 221.).

Students are NOT permitted to wear:

Clothing, jewelry or any other attire that disrupt or create a reasonable apprehension of disruption of the educational environment; present a health or safety concern; contain lewd, profane or obscene language or messages; advertise or advocate the use of alcoholic beverages, drugs, or other illegal behavior or behavior that violates Board policy; include messages that advocate violence and mayhem or messages that have as their sole purpose the harassment and/or intimidation of others in the school community.

Revealing attire:

- Halter or tube tops & shirts too short to tuck into pants
- Tops with spaghetti straps or off the shoulder
- See-through blouses or low-cut tops
- Low-cut pants that expose the midriff, belly, or back (whether sitting, moving, or raising arms)
- Muscle shirts
- Any clothing which reveals undergarments
- Shorts or skirts that are above mid-thigh

Inappropriate attire:

- Hats, caps, bandanas, sweatbands (with the exception of hair bands worn off the forehead to pull hair back away from the face) and other head coverings not worn for religious purposes
- Sunglasses or other accessories that impede learning
- Dresses or skirts so long as to drag on floor
- Pants that drag on the floor
- Shoes that limit any activity

All the elementary schools are air-conditioned. Students are encouraged to wear “layers” so that they can adjust their clothing for different indoor and outdoor temperatures. Students are not excused from school activities, such as recess, because of their clothing choices. Students should wear clothing that lets them move and play safely (example: sneakers, shorts, T-shirts) when physical education is scheduled. Students should come to school clean and neatly dressed so they are ready to learn.

### **McKinney-Vento Homeless Assistance Act**

Homelessness is defined as lacking a fixed, regular, and adequate nighttime residence.

**McKinney-Vento** defines homeless as:

- Living in shelters or transitional housing
- Living in cars, parks or substandard housing
- Sharing the housing of others due to loss of housing or economic hardship (Doubled-Up)
- Living in hotels/motels or campgrounds
- Migrant youth who are living in the above situations
- Unsheltered

As part of the **McKinney-Vento Homeless Assistance Act**, homeless students:

- Receive a free, appropriate public education
- Enroll in school immediately and attend classes while the school gathers required documents
- Enroll in the local school where they are living or remain in their original school
- Receive transportation to their original school, if requested
- Receive comparable services as housed students, including special education services
- Receive free lunch
- Categorically eligible for services such as Head Start and Title One services
- Right to Dispute

### **MTSD K-12 Assessment Philosophy**

*To nurture and challenge all learners for success, we believe the purpose of assessment is to measure and communicate progress and achievement toward mastery of core concepts and standards.*

**Assessment should be a collaborative process between learners and teachers with support from families.**

### **K-12 Homework Philosophy & Guidelines**

#### **District Beliefs about Homework**

- Homework has a purpose, and the purpose should be clearly communicated to students and parents

- Homework is a formative assessment that is used to understand student comprehension of learning and inform instruction.
- It is the shared responsibility of students, parents, and teachers to communicate if a student is having difficulty completing homework. This communication will provide opportunities to support individual student needs.
- If a student encounters difficulty in completing the homework, he/she has permission to stop (without an academic penalty) provided he/she adheres to the following:
  - K-6 – student provides a note/email from a parent or communicates directly with the teacher. Students will not be penalized for not returning a signed reading log or agenda.
- Teachers shall be mindful that resources for completing homework vary at home, including parental assistance. Accordingly, teachers will work with families to make necessary accommodations.
- Engagement with literacy (digital and/or print) is a valued and celebrated task for homework, especially at the elementary level.
  - K-6 students should be reading daily (independently, with an adult or buddy, or being read to by someone else), and they should be encouraged to take a book home for pleasure reading every day.
- If a student is absent from class, there may be times when class work may need to be completed outside of class time for “homework.”
- Absence because of approved educational tour or trip: Parents and students should communicate with the teacher(s) to determine a plan to complete missed work upon returning to school.
- Time given to students to complete homework assigned following absences due to illness or travel will be sensitive and realistic for the students, parents, and teachers.

**Frequency & Estimated Time to Complete Nightly Homework**

K-2	<b><i>Not to exceed</i></b> 15 minutes per night of some type of reading, plus 5 minutes per night for other content areas combined (20 minutes total)
3	<b><i>Not to exceed</i></b> 15 minutes per night of some type of reading, plus 15 minutes per night for other content areas combined (30 minutes total)
4	<b><i>Not to exceed</i></b> 15 minutes per night of some type of reading, plus 25 minutes per night for other content areas combined (40 minutes total)

**Additional Information:**

- Students with disabilities and students participating in ESL/Bilingual Education programs shall participate in homework, with appropriate accommodations when necessary. This may result in a deviation from the guidelines listed above.
- Spanish Immersion may have varying estimated times for homework assignments due to programming.
- K-6 – Homework may be assigned Monday-Thursday with no new assignments being given on Fridays.

## Health Services At-a-Glance

*Manheim Township Health Services seeks to provide an optimum educational environment by promoting a climate of health and well-being and minimizing absenteeism*

### **When Should a Student Stay Home From School?**

- Fever of 100 degrees or greater
- Vomiting and/or diarrhea
- Severe, persistent cough or other respiratory symptoms that the child can not manage at school

### **When Should a Student Return to School?**

- Fever free for 72 hours/3 days without medication
- Free from vomiting and diarrhea for 24 hours

### **Medication Administration During the School Day**

If your child needs to take medication during the school day a parent or designated adult must bring the medication to school with a completed Medication Permission Form signed by a doctor and a parent. Medication must be in a properly labeled container. Medication Permission Forms are available on the MTSD website (mtpw.net) or from the Health Room.

### **Emergency Epinephrine Administration**

Per Pennsylvania law, emergency epinephrine may be administered to students who have a known history of severe life-threatening allergies and have a prescription for an epinephrine auto-injector, and to students who have their first life-threatening allergic reaction to an unknown or undiagnosed allergy while at school.

Parents or legal guardians may decline to have emergency epinephrine administered to their child in the event he or she exhibits signs of a severe allergic reaction. To opt-out, a parent/guardian must sign and return the district's exemption form to the school nurse, acknowledging the possible negative health consequences for their child if he or she is experiencing a severe allergic reaction and does not receive emergency epinephrine. Please contact your school nurse for additional information.

### **Head Lice**

Head lice infestation is not associated with any disease but causes a high level of anxiety among parents of school aged children. We recommend that you check your child's hair and scalp weekly to identify an infestation early in its course. Discourage your children from sharing hats, hair accessories and head to head contact. Lice are tiny bugs that can be seen scampering across the scalp. They crawl quickly but do not fly or jump. The eggs they lay are sometimes easier to see. They appear as tiny specks attached to the hair strand and cannot be flicked away or moved easily like hair casts or dandruff. Nits are often found at the neck hairline, crown of head and above the ears. If you find head lice on your child, treatment products can be purchased over the counter at any drug store. Follow the directions exactly and notify the school nurse. We will check your child on return to school and again in one week. The products do not kill the eggs, which can hatch and restart the infestation. For this reason, it is critical to remove all nits.

**Attendance**

Students should strive to be present every day school is in session and arrive to school on time. Please call your school nurse if your child has a health condition that is affecting his/her attendance.

**Concussions**

If your child has been diagnosed with a concussion, please provide the School Nurse with documentation of the diagnosis from the physician. The Concussion Management Team will assist your child as he/she recovers.

**Emergency Contacts**

Please keep your emergency contacts current throughout the school year. It is critical for the school to be able to reach a parent or designee during the school day in the event of illness, injury or any other emergency.

## ELEMENTARY ATTENDANCE POLICIES/PROCEDURES

The Manheim Township School District requires that school age students enrolled in district schools attend school regularly, in accordance with state laws. Students should strive to be present every day school is in session. Every absence and tardy is entered on students' permanent records. Regular attendance affects scholastic performance, social development, and academic standing. The educational program offered by the district is predicated upon the presence of the student and requires continuity of instruction and classroom participation in order for students to achieve academic standards and consistent educational progress.

### Excused Absences

#### Excused Absences:

All absences are required to be treated as unlawful until the district receives a written excuse explaining the absence. For any absence related to illness, death in family, family emergency (restrictions apply) to be excused, an excuse note or email must be signed by a parent/guardian and must be submitted to the school office within three **(3) days** upon the student's return to school. Standard excuse cards are available for parent/guardian convenience or notes can be provided on separate paper, or electronically via email. Please provide the child's name, grade, date of absence(s), reason for absence, and parent/guardian signature. An emailed excuse information without a scanned signature is not an acceptable format.

#### Excused Absences for Religious Holidays:

Upon written request by a parent/guardian, an absence for observance of a student's religion on a day approved by the School Board as a religious holiday shall be excused.

#### Excused Absences for Educational Tours and Trips:

Parents are urged to schedule educational trips or tours during days when school is not in session. Classroom work and interaction is important even in the lower grades in order to stay on grade level. Requests must demonstrate that the trip will provide an opportunity for the student's educational enrichment under the direction and supervision of an adult acceptable to the parents/guardians and the Superintendent. A trip may be considered an educational experience if it broadens the student's understanding of social, cultural or geographic values and concepts.

Educational trips or tours and family educational trips require a request form to be submitted **at least five (5) days prior** to the trip and are limited to a cumulative total of five (5) days per school year. The forms are available online or at your school's office. Any trip or tour days taken in excess of the five (5) cumulative days will be coded as unlawful absences.

1. The parent/guardian submits the educational tour/trip request form (see *Parent Forms* on [mtwp.net](http://mtwp.net)) for excusal **at least five (5) days** prior to the absence. Tours and trips without prior approval are automatically coded as unlawful.
2. The student's participation has been approved by the Superintendent or designee, prior to the absence.
3. The adult directing the tour or trip is acceptable to the parents/guardians and the Superintendent or designee.
4. The tour or trip does not exceed five (5) school days.
5. The maximum number of excused absences for educational tours and trips has not exceeded five (5) cumulative school days for the school year. Absences that exceed five (5) school days will be considered unlawful.

### **Maximum School Year Cumulative Excused/Lawful Absences:**

Pennsylvania law allows a maximum of **ten (10)** school days cumulative excused/lawful absences verified by parental notification during a school year. All cumulative excused/lawful absences verified by parent note beyond **ten (10)** days will require an excuse from a physician.

**Please note: educational trip/tour days are counted towards the ten (10) cumulative days.**

### **Unlawful Absences**

1. Absence for which no excuse is submitted within three (3) days following the absence.
2. Absence with parent's consent other than those considered excusable.
3. Leaving school during school hours and going directly home without the permission of school personnel.
4. All other absences except those listed as Excused Absences or those approved by the Superintendent.

### **Late Arrivals/Tardiness**

Students are to be in school at or before 9:00 a.m. If a student has accumulated five (5) instances of unexcused tardies, a letter will be sent to the parents/guardians indicating the tardy dates. If your child is late or is absent, you will receive a phone call generated by an automated school message program stating that your child is not in school. Upon every 10th unexcused tardy, a letter will be sent to parents/guardians. School administration, under the direction of state code, will make the final determination on whether a tardy will be considered excused or unexcused.

Consequences for tardy to school are as follows, but may vary on individual student circumstances and needs.

- After the first 5 instances: Student check-in/phone call home
- After the 2nd notification (10 unexcused tardies) : Parent conference- Tardy SAIP
- After the 3rd notification (20 unexcused tardies): Referral to District Attendance Officer/District Social Worker
- After the 4th notification (30+ unexcused tardies): Depending on the condition/reasons for the tardies, the following actions are at the discretion of the building level administration:
  - Referral to county agencies
  - Referral to District Magistrate

Note: Tardiness for reasons such as oversleeping, missing the bus, and car troubles are not excused tardies.

Students are expected to be in their building at the start of the school day. Tardiness is excused in cases of illness, doctor appointment, bus delays, or extreme emergencies as determined by the building principal, and shall be accompanied by a note from a parent or guardian. Failure to submit a tardy excuse signed by a parent/guardian within three (3) days of the tardy will be considered an unexcused tardy.

### **Automated School Attendance Message**

In the event that your child arrives at school after 9:40 A.M. or is absent from school, you will receive a phone call generated by an automated school message program stating that your child is not in school. If you concur with this information, nothing more is necessary except to send a properly completed excuse note when your child returns to school. If you believe your child is in school, please call your child's school office immediately and we will contact your child's classroom teacher to verify the information.

### **School Attendance Improvement Plan (SAIP)**

The goal of the Manheim Township School District is to partner with families to ensure consistent school attendance for our students. Compulsory attendance is the law, and if truancy goes unaddressed it can lead to numerous problems for youth. The Manheim Township School District offers a School Attendance Improvement Plan (SAIP) to help guide the school and family on the path to the elimination of truancy. A cooperative school-family conference is scheduled to engage participants involved in the student's life to explore possible solutions to increase the student's school attendance. Maintaining open communication between the student and adults will facilitate positive outcomes. The purpose of the school-family conference is to discuss the cause(s) of truancy and develop a mutually agreed upon plan to assure regular school attendance. The school family conference provides all individuals the opportunity to identify, understand, and explore all issues contributing to the student's truant behavior.

### **PBIS (Positive Behavioral Interventions and Supports) and Classroom Meetings**

Our elementary buildings utilize PBIS (Positive Behavioral Interventions and Supports). PBIS is a team-based process including a broad range of systemic and individualized strategies for achieving important social and learning outcomes. PBIS focuses on preventing problem behavior of all students at the school-wide, classroom, non-classroom, and individual levels. PBIS instruction is embedded into elementary classroom meetings, which take place every morning in K-6 classrooms. Manheim Township School District's K-6 PBIS core values focus on respect, responsibility, and safety.

## **Manheim Township School District Code of Student Conduct**

The Manheim Township School District Code of Student Conduct was developed to inform you of the crucial nature of a positive learning environment that includes clearly defined expectations for student attendance and behavior. The Board of School Directors has approved numerous policies to address areas relating to pupils within the Board's policy manual. The Code of Student Conduct includes reference to each of these applicable Board approved policies. Copies of these policies are available in the district office, school offices, and libraries and the district website at <http://www.mtwp.net>. These policies contain within them, the legal citations from which they were developed. When student behaviors are inappropriate and impact negatively on a positive learning environment, the disciplinary options that are identified in the Code of Student Conduct will be utilized by School Administrators.

This publication meets the federal requirements of No Child Left Behind (NCLB), Section 4114 (7) (e) by establishing a code of student conduct that clearly states the responsibilities of students, teachers, and administrators in maintaining a classroom environment that –

- Allows a teacher to communicate effectively with all students in the class;
- Allows all students in the class to learn;
- Has consequences that are fair and developmentally appropriate;
- Considers the student and the circumstances of the situation; and is enforced accordingly.

This Code of Student Conduct also:

- Meets the legal requirements of Section 12.3(c) of the Pennsylvania Code, which requires that the District adopt these provisions and distribute copies to both students and parents/guardians.
- Meets the requirements of Act 26 of 1995 as it relates to possession of weapons and the Safe Schools Initiative.
- Establishes a rational standard of behavior that is expected of all students in achieving the objective of providing a safe environment for the pursuit of knowledge.
- Helps prepare students for life in a democratic society where adopted laws govern and maintain a measure of protection and security for all citizens within the framework of freedom.
- Supports our Mission Statement.

This Code of Student Conduct was designed to help provide a safe school environment that is conducive to learning. The Code outlines the cooperative effort among students, parents and school personnel and defines the essential role of each participant in the process.

Please review this Code of Student Conduct to ensure your understanding in this vital approach toward guiding our young people and providing a safe school environment.

## **FOREWORD**

Manheim Township School District has a compelling responsibility to develop reasonable rules and regulations regarding student conduct. Schools have an institutional responsibility to provide a safe and healthy environment for all students. The climate of the school must provide for the protection of the rights of students to receive an education. Excellence in education requires an orderly instructional environment. Teachers must be able to teach and students must be able to learn in an environment that is free from undue disruption. This Code of Student Conduct is intended to be a clear and understandable message of the critical nature of this mission.

### *Elements of a Positive Learning Environment*

The maintenance of a positive learning climate in the schools of the district is dependent upon the provision of a controlled environment free from undue disruption and destruction. To accomplish this objective, four critical elements must exist:

1. The school board and administration must determine the rules and regulations that apply to student conduct, the penalties for violations, and the rights and responsibilities of individuals within the system.
2. School personnel must be familiar with the structure of the system and work diligently to insist upon proper behavior and guide students toward self-discipline.
3. Students must be aware of all rules and regulations and be willing to assume progressively greater responsibility for their behavior.
4. Parents/Guardians must be familiar with the rules and regulations and be willing to support the school in the attempt to provide a productive climate for learning.

This Code of Student Conduct is intended to provide a base for this interaction and cooperation of these critical elements.

## **General Provisions**

### *Free Education and Attendance*

All persons residing within the Manheim Township School District between the ages of 6 and 21 are entitled to a free and full education in the public schools of the district. Parents and guardians of all children of ages 8 to 16 are required by the Compulsory Attendance Law to ensure that their children attend school. Students who have not graduated and are attending regularly may not be asked to leave school after they have reached 17 years of age if they are fulfilling their responsibilities as students. A student may not be excluded from school nor from extra-curricular activities because of being married or pregnant, unless it can be medically determined that the activity would be harmful to the health and welfare of the individual. Consistent with the Pennsylvania Human Relations Act (43 P.S. §§ 951-963), and all other non-discrimination statutes, no student shall be denied access to a free and full public education on account of race, religion, gender, sexual orientation, national origin, or disability.

### *Educational Environment*

The Manheim Township School District is committed to maintaining an educational environment free from hazing, harassment and intimidation. All employees and students are to be treated with dignity, respect and courtesy, regardless of race, gender, religion, disability, age, national origin or sexual orientation. Harassment or intimidation shall be defined as any action that is so offensive as to undermine or detract from another student's worth or educational experience. Students who feel they are being harassed should see a guidance counselor and/or a principal. Students who are found guilty of hazing, harassment or intimidation shall be subject to appropriate discipline. Any of the above may also violate local, state and/or federal law and may be the basis for exclusion under those provisions.

To the extent the District disciplines a student for verbal expression, the District does not intend to regulate any particular viewpoint or content, that is, constitutionally protected free speech, but rather to set a standard to address the appropriateness of the manner in which the message is conveyed and to protect against substantial disruption or interference with the rights of other students or the work of the school.

#### *Statutory Authority*

Public schools are governed by the complex interaction between the U.S. Constitution, the Statutes of the General Assembly of the Commonwealth of Pennsylvania, the Regulations of the State Board of Education, policies of the board of school directors, and court decisions. Administrative regulations at the district and building levels flow from these laws.

The general authority of school officials can be found in Section 510 of the School Code that reads in part:

*The board of school directors in any school district may adopt and enforce such reasonable rules and regulations as it may deem necessary and proper, regarding the management of its school affairs and the conduct and deportment of all pupils attending the public schools in the district, during such time as they are under the supervision of the board of school directors and teachers, including the time necessarily spent in coming to and returning from school.*

This general authority is extended to administrators and teachers in Section 1317 of the Code. This section gives school personnel in Loco Parentis (in place of the parent) status and reads:

*Every teacher, vice-principal and principal in the public schools shall have the right to exercise the same authority as to conduct and behavior over the pupils attending his school, during the time they are in attendance, including the time required in going to and from their homes, as the parents, guardians, or persons in parental relation to such pupils may exercise over them.*

This broad authority is limited by the constitutional rights of students, court decisions, and the Regulations of the State Board of Education. All actions under this section must meet the test of reasonableness.

Suspension and expulsion of students are also authorized by statute. Section 1318 of the statute provides:

*Every principal or teacher in charge of a public school may temporarily suspend any pupil on account of disobedience or misconduct, and any principal or teacher suspending any pupil shall promptly notify the district superintendent or secretary of the board of school directors. The board may, after a proper hearing, suspend such child for such time as it may determine, or may permanently expel him. Such hearings, suspension, or expulsion may be delegated to a duly authorized committee of the board, or to a duly qualified hearing examiner, who need not be a member of the board, but whose adjudication must be approved by the board.*

The length of exclusion from school and the nature of the hearings required are outlined in Section 12.8 of the State Board Regulations.

The Board of School Directors of the Manheim Township School District has adopted policies that relate to its expectations regarding school climate and pupil conduct. Copies of these policies are available in the district office, school offices, and libraries and on the district web site at <http://www.mtwp.net>.

## **EXPECTATIONS**

*Student Responsibilities (from 22 Pa Code 12.2)*

Student responsibilities include regular attendance, effort in classroom work, and adherence to school rules and regulations. Most of all, students share a responsibility with the administration and faculty to develop a climate within the school that is conducive to wholesome learning and living. No student has the right to interfere with the education of his or her fellow students. It is the responsibility of each student to respect the rights of teachers, students, administrators, and all students who are involved in the educational process. Students should express their ideas and opinions in a respectful manner.

It is the responsibility of the students to conform to the following:

1. Be aware of all rules and regulations for student behavior and conduct themselves in accordance with them. Students should assume that until a rule is waived, altered or repealed in writing, it is in effect.
2. Volunteer information in matters relating to the health, safety and welfare of the school community and the protection of school property.
3. Dress and groom to meet fair 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 for all students enrolled therein.
5. Comply with Commonwealth and local laws and regulations.
6. Exercise proper care when using public facilities and equipment.
7. Attend school daily and be on time for all classes and other school functions.
8. Make up work when absent from school.
9. Pursue and attempt to complete satisfactorily the courses of study prescribed by the Commonwealth and Manheim Township School District authorities.
10. Report accurately and not use indecent or obscene language in student newspapers or publications.

### **Student Behavior Expectations**

All Manheim Township elementary students will:

1. Treat everyone with respect.
2. Treat personal and school property with respect.
3. Maintain a positive and safe environment.
4. Act responsibly and accept consequences for actions.
5. Come to school prepared for learning.
6. Use appropriate volume and language at all times.

These behaviors are expected from all students while on school property, which includes the playground and the bus. It is recognized that mistakes will be made, and district staff will take the opportunity to teach and allow each student to grow. Consequences for the behavior will be based upon the developmental needs of the child.

### **Discipline**

A positive educational atmosphere is critical for student success. For learning to occur, appropriate behavior is expected. Infractions of class or school rules will result in consequences. Please contact your child's teacher or the principal with any questions concerning disciplinary procedures.

### **Possible Consequences**

- Warning
- Requirement to do action again correctly/appropriately

- Disposal of gum and candy
- Confiscation of distracting objects
- Written apology
- Restitution
- Clean-up duty
- Loss of privileges
- Special assignment
- If misbehavior continues: A conduct report will be completed, and the student will meet with the principal. The child’s parents will be informed. Additional steps could be detention and/or suspension.

The Manheim Township School District recognizes that some behaviors are unacceptable. These unacceptable behaviors could include but are not limited to: physical fighting, obscene language/gestures, stealing, vandalism, harassment, physical intimidation, and hazing. For drug and alcohol offenses, please refer to the Manheim Township District Policy.

### **Disciplinary Procedures**

The following is a list of behavior offenses and disciplinary procedures to be used for the students on school property. The behaviors and the disciplinary procedures are broken into three levels. As the behaviors increase in severity, the disciplinary actions to be taken become more severe.

<b>Level One Offenses</b>	
<p><b>Behaviors</b> Behaviors could include, but are not limited to:</p> <ol style="list-style-type: none"> <li>1. Running, tripping, pushing, hitting or other similar aggressive acts</li> <li>2. Throwing objects</li> <li>3. Unauthorized use of toys, audio devices, collectibles or other similar items</li> <li>4. Name calling</li> <li>5. Dress code violations</li> <li>6. Misuse of equipment on the playground</li> <li>7. Cafeteria misconduct</li> <li>8. Writing/passing inappropriate notes</li> <li>9. Violation of AUP (Acceptable Use Policy)</li> </ol>	<p><b>Potential Consequences</b> The following consequences may be used at the discretion of the building administrator.</p> <ul style="list-style-type: none"> <li>● Verbal warning</li> <li>● Written warning</li> <li>● Parent contact</li> <li>● Apology</li> <li>● Loss of privileges</li> <li>● Meeting with an administrator</li> </ul>

## Level Two Offenses

### Behaviors

Behaviors could include, but are not limited to:

1. Repeated level one violations
2. Using foul or other inappropriate language, gestures, or objects
3. Disruptive behavior
4. Disrespect/defiance to adults
5. Bullying (S.B. policy #249)
6. Fighting or physical confrontation without physical injury
7. Bus misconduct
8. Cheating, lying, forged signatures
9. Leaving school grounds without permission
10. Graffiti or vandalism
11. Threats
12. Endangerment compromising the safety of self or others
13. Extortion
14. Counterfeiting

### Potential Consequences

The following consequences may be used at the discretion of the building administrator.

- Verbal warning
- Written warning
- Parent contact
- Apology
- Loss of Privileges
- Meeting with an administrator
- Detention
- In-School Suspension
- Out-of-School Suspension
- Loss of bus privileges
- Restitution
- Possible police involvement

## Level Three Offenses

### Behaviors

Behaviors could include, but are not limited to:

1. Repeated level two violations
2. The student is engaged in a physical altercation with another student that results in injury
3. Stealing
4. Sexual harassment
5. Pattern of bullying (S.B. policy #249)
6. Threats with credible intent to harm
7. Serious or habitual bus misconduct
8. Violation of MTSD controlled substance policy (S.B. policy #227)
9. Violation of the MTSD weapons policy (S.B. policy #218.1)
10. Violation of the MTSD tobacco policy (S.B. policy #222)

### Potential Consequences

The following consequences may be used at the discretion of the building administrator.

- Immediate parent contact
- Loss of Privileges
- Meeting with an administrator
- Detention
- In-School Suspension
- Out-of-School Suspension
- Restitution
- Possible police involvement
- Expulsion

Note: The Manheim Township Controlled Substance Policy states that “a student shall not possess, use, transmit, nor be under the influence of any narcotic drug, hallucinogenic drug, steroid, amphetamine, barbitol, marijuana, alcoholic beverage, or intoxicant of any kind in school buildings, on school buses, on school property, or off school property at a school activity, function or event. Violation of this school district policy will result in a full suspension (up to 10 days) immediately.

Suspension will remain in force until an expulsion hearing is scheduled with the Discipline Committee of the Board of School Directors. Use of a drug in accordance with a medical prescription from a registered physician shall not be considered a violation of this rule provided the medication is stored in the health room and is administered by the school nurse. Any exception to this policy must be cleared with the nurse. Under no circumstance should a student give another student prescription or over-the-counter medication (including inhalers).

### **Bullying and Cyberbullying (S.B. policy #249)**

The Manheim Township School District promotes Bully-Free Schools. It is important that all students understand that bullying will not be tolerated. Acts of bullying are intentionally cruel, repeated over time, and are not provoked or reciprocated. The behavior can be, but is not limited to, physical (hitting, kicking, tripping), relational (isolating your playgroup, gossiping, spreading rumors), or verbal (threats, name calling, teasing).

Bullying is:

- One sided – it only goes one way/teasing back and forth is not bullying; two-sided arguments are not bullying
- Intentional – on purpose; not an accident
- Repeated – it is done over and over again

### **Transportation**

All school rules and policies are in effect when students choose to ride the buses or school vans. Additional rules are posted in each school bus to provide for their safe operation. Violations of school rules may result in the suspension or termination of bus riding privileges. Each bus is equipped with a video camera that records images and audio while the bus is in operation. As per Policy number 810.2, all video and audio tapes are the property of the school district and may be used by the district, as it deems appropriate. The school district encourages adult supervision at each bus stop, as parents are responsible for their children at the bus stop. School officials have limited jurisdiction at bus stops.

Students should be cooperative and follow the school bus or van driver’s instructions. The driver has the authority to assign students to designated seats. For reasons of safety, it is required that students remain seated the entire time that they are in the bus or the van. Students should never place any part of their body out the vehicle’s window.

The following actions are prohibited while a student is in the school vehicle:

1. Any activity that endangers the welfare or safety of others.
2. Shouting or other actions, which are disruptive or distracting to the driver or to other motorists and pedestrians.
3. Verbal or physical abuse toward other people.
4. Destruction of school or other people’s property.
5. Use of vulgar or unacceptable language.
6. Smoking or use of matches or a lighter.

7. Throwing of objects inside, out of, or near the vehicle.
8. Littering.
9. Possession of weapons.
10. Possession of drugs and/or alcohol.

### **Electronic Devices**

No recording/picture taking may take place in any school setting without the prior knowledge and consent of the teacher. Radios, TV's, electronic games, cassette or CD players and laser pointers are not permitted in school. To reduce noise and distraction in the hallways, make classes more conducive to learning, and maintain safety on buses, radios, tape and CD players are to remain at home. If observed during the school day, they will be confiscated and kept in the office. (Personal music devices such as iPods may be an exception with administrative permission.)

Telephone pagers and beepers are not permitted on "... school grounds, at school sponsored activities and on buses" (Pennsylvania School Code, Sec. 1317.1).

Cell phones are also banned during the school day. If seen or heard, the phone will be confiscated, retained in the school office and will be returned to the student on the first occasion and to the parent on subsequent offenses. Disciplinary action will result after the third offense.

### **Weapons**

A student shall not knowingly possess, handle or transport a weapon or any object that can reasonably be considered a weapon (an object which could inflict bodily injury on others) or any look-a-like weapon at any time on the school grounds, in school buildings and on school transportation vehicles, or off school grounds at any school activity, function or event. (Spray irritants or "stink bombs" which create an unsafe environment will be considered as an endangerment to public safety and welfare and could be considered a weapon if used in an offensive manner.)

Violation of this policy would make the student liable for suspension or expulsion. (Policy #218.1) Any student who is at school who finds him or herself to be in possession of an object which may be considered a weapon or a look-a-like weapon should immediately self-report to a teacher, counselor or administrator. Doing so could minimize any consequences which might befall the student.

### **In-School & Out-of-School Suspension and Expulsion (Policy #233)**

*In-school suspension* means a student attends school but is removed from regular classes. The student is assigned to a supervised in-school suspension area where the student will continue regular class assignments. Only students assigned to in-school suspension are permitted in the in-school suspension room.

*Out-of-School Suspension* means exclusion from school as determined by a building administrator/superintendent.

*Temporary Suspension (in or out-of-school)* shall mean exclusion from school for an offense for a period of up to three school days in accordance with policies of the Board of School Directors. The student and parent/guardian(s) will be informed of the reason for suspension and will have a chance to respond prior to the suspension becoming effective.

*Full Suspension (in or out-of-school)* shall mean exclusion from school for an offense for a period of four to ten school days, after an informal hearing with a principal is offered to the student and the student's parents, in accordance with policies established by the Board of School Directors.

On the day or days a student is assigned to in-school or out-of-school suspension, the student may not practice or participate in any school activity on or off campus. This includes but is not limited to concerts, clubs, or other school sponsored events. Students also may not attend school-sponsored events as a spectator or audience member.

If a suspension ends on a Friday, the student may not participate, practice or attend on Friday but may do so on Saturday. If a suspension carries over a weekend, the student will not be permitted to attend or participate in weekend events.

*Expulsion* means exclusion from school for an offense for a period exceeding ten school days, and may mean permanent removal from the school rolls. This action is taken on a majority vote of the entire School Board and must be preceded by a formal hearing for the student.

**ACCEPTABLE USE OF THE COMPUTERS, NETWORK, INTERNET, ELECTRONIC  
COMMUNICATIONS, AND INFORMATION POLICY**  
**Based on MTSD School Board Policy #815**  
*Acceptable Computer Equipment and Network Use*

**Purpose**

The purpose of the AUP Guidelines is to give students and parents/guardians an understanding of the general rules and guidelines for using the MT network. In case of a discrepancy between a board policy or revised administrative guideline and the provisions of this guideline, the policy/guideline most recently adopted or revised shall prevail.

Students and parents/guardians should be aware that this document is reviewed annually because policy and guideline revision is an ongoing process. Changes enacted during the school year will be communicated to students, parents/guardians, and staff via bulletins, newsletters and the school website.

**Introduction**

Internet and MT Network access is available to students, staff and community in the Manheim Township School District (MTSD) to promote educational excellence in MTSD by facilitating resource sharing, innovation and communication through vast, diverse and unique resources. The Internet and MT Network shall be limited to educational and instructional purposes related to course curricula appropriate to the user.

With access to computers and people all over the world also comes the availability of material that may not be considered to be of educational value in a school setting. MTSD firmly believes that the valuable information and interaction on this worldwide network far outweigh the possibility that users may procure offensive material that is not consistent with the educational goals of MTSD.

The smooth operation of the MT Network relies upon the proper conduct of all users who must adhere to strict guidelines. These guidelines are provided here so users are aware of their responsibilities. This requires efficient, ethical and legal utilization of the network resources. If a Manheim Township School District user violates any of these provisions, his or her access to the Internet and MT Network will be temporarily or permanently terminated. Violation of the Acceptable Use Policy could jeopardize continued enrollment in a course that depends on computer access. In addition, appropriate school or legal proceedings may be deemed necessary for those who violate any part of this agreement after signing the Application for Internet and MT Network Access.

**Acceptable Use**

The use of the MT Network and of the Internet must be in support of education and research and consistent with the MTSD educational objectives. All persons who access the Internet and MT Network must conduct themselves in a responsible, ethical, and polite manner while using the network.

In keeping with the acceptable use policy all users are expected to abide by the following rules of network etiquette:

- Be polite and refrain from using abusive messages.
- Refrain from swearing or using vulgarities or any other messages deemed inappropriate by the network administrator.
- Abstain from illegal activities.

- Do not reveal your personal address or phone number(s) or those of others.
- Do not use another person's e-mail address.
- Do not use the network in such a way as to disrupt the use of the network by others.
- Respect the rights of all other users to an open and hospitable technology environment.

### **Unacceptable Use**

The following is a list of some of the uses of district computer equipment and network which are prohibited:

- Vandalism will not be tolerated. Vandalism is defined as any malicious attempt to harm or destroy data, software, or hardware of another user or the MT Network.
- Transmission of any material in violation of any federal or state regulation is prohibited. This transmission includes copyrighted material, threatening or obscene material or material protected by trade secret. Commercial activities and political lobbying are also prohibited.
- Illegal use of copyrighted work (which includes but is not limited to: print, music and digital media) is prohibited. Any data uploaded to or downloaded from the network will be subject to the Copyright Law, "Fair use guidelines" and the Digital Millennium Copyright Act. (To read the text of the copyright law of 1976, visit the U.S. Copyright Office Home page located at <http://lcweb.loc.gov/copyright>.)
- Subscriptions to listservs must be pre-approved by MTSD. Users should never download or install any commercial software, shareware, or freeware onto network drives or disks, unless they have written permission from the School Administration or Network Administrator.
- Activity which is illegal or which either does or promotes any of the following:
  - Transmission of offensive materials.
  - Harassment.
  - Discrimination.
  - The acquisition or distribution of obscene material.
- Activity, which is done for profit, unless sanctioned by the School District.
- Loading, distribution, or use of unauthorized games, programs, music, files or other electronic media.
- Use of district technology, equipment, network or the Internet for copying, cracking, communication, or taking or modifying of material in violation of law.
- Attempting to seek information on, modify, or obtain copies of files, data, or passwords belonging to other users, or to misrepresent themselves on the network.
- Disruption of the work of others, including the destruction, modification, or abuse of hardware or software.
- Attempt to circumvent network security measures.
- Unauthorized disclosure, use or dissemination of personal information regarding minors.
- Access to materials, images, or photographs that are obscene, pornographic, lewd, or otherwise illegal.
- Fraudulent copying, communications, or modification of materials in violation of copyright laws.
- Any other use of the network, Internet, or computer equipment or technology not done in support of the educational program of Manheim Township School District.

**Privacy** - Users should not expect that files stored on district servers or computers will be private. To guarantee smooth operations, the System Administrator has the authority to monitor all email and network files. Other school district personnel have "read-only" access to student files in order to evaluate student work and ensure appropriate use of network resources. Messages or files relating to or in support of illegal activities will be reported to the proper authorities. Creation of inappropriate data files could result in the loss of network privileges.

**Email** - At designated locations and times students who have signed the Application for Internet and MT Network Access may use personal email accounts with teacher permission for educational purposes. Students may be granted email use at the sole discretion of school personnel.

**System Security** - Security on any computer system is a high priority, especially when the system involves many users. Users are required to report any security problems to the system administrator and are forbidden to demonstrate the problem to other users.

**Security restrictions include the following:**

- Do not log on the network as another person.
- Do not seek information on, obtain copies of, or modify files, other data, or passwords belonging to other users.
- Do not represent other users on the network.
- Do not log on or attempt to log on the network as a system administrator.
- Do not attempt to bypass any security. If software security is disabled, report this to a teacher.

**Charges** - MTSD assumes no responsibility or liability for any charges incurred by a user on the Internet or MT Network. Under normal operating procedures, no cost will be incurred.

**Errors / Omissions / Risks** - MTSD makes no warranties of any kind, whether expressed or implied, for the service it is providing. MTSD will not be responsible for any damages, including loss of data resulting from delays, non-deliveries, missed deliveries, or service interruptions. Use of any information obtained via MTSD is at the user's risk. MTSD specifically denies any responsibility for the accuracy or quality of information through its services.

**Consequences** - The use of the Internet and MT Network is a privilege, not a right. Inappropriate use will result in a cancellation (either temporary or permanent) of those privileges as well as appropriate disciplinary action. In addition, school or legal action may be pursued. Any user identified as a security risk or having a history of problems with other computer systems may be denied access. Violation of the Acceptable Use Guidelines could jeopardize continued enrollment in a course that depends on computer access.