



Manheim Township Middle School
Student Handbook
2025-2026 School Year

MISSION STATEMENT
NURTURE AND CHALLENGE FOR SUCCESS

Manheim Township Middle School
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A MESSAGE FROM OUR PRINCIPAL

Dear Student and Parents:

Welcome to the Middle School, 7th and 8th graders! We hope your summer was enjoyable and that you are ready to face the challenges and the responsibilities that this year will present to you. While we expect middle school students to possess an abundance of energy and enthusiasm, we also expect our students to demonstrate their ability to Show Respect, Take Responsibility, and Promote Health and Safety in the school setting. Information related to these three themes is found in this handbook.

The mission of Manheim Township Middle School, a bridge in the educational journey, is to ensure the academic success and social development of each young adolescent through an emphasis on life-long learning within an environment that fosters compassion, responsibility, personal wellness, and community involvement. It is the belief of our faculty and staff that every student should realize academic success through quality instruction delivered in an environment that fosters respect and responsibility and which is free from distractions.

Please read this Student/Parent Handbook carefully; the procedures and guidelines presented have been prepared to help students realize success in school. Please note that this is an overview, not a complete listing of the Code of Student Conduct. Knowing what is expected of you is an important part of becoming a responsible and successful student. Please remember that all MT schools are governed in accordance with policies established by the Manheim Township Board of School Directors. At any time during the school year, the School Board may update policies. Updated policies supersede any policies printed in this handbook or other school district publications. For the most current policies, contact your building principal or visit the school district web site at www.mtwp.net. Additionally, this handbook, which is not a contract between the school and parents/guardians or students, can be amended at the discretion of the building administration. If changes need to be enacted during the school year, the administration will communicate those changes to students, staff and parents/guardians via mailings, newsletters, website postings, or other means of communication.

We hope that positive, meaningful experiences are a part of each day for all of our students. However, if you experience difficulty at school, share the problem with one of your teachers, a school counselor, or a principal. Also, remember to share your achievements with us as well so we can celebrate them with you! We wish you much success during your middle school years. The teachers, counselors, and principals are here to support you, but please remember that your journey to school success begins with you and the effort you put forth to realize success. Welcome and good luck!

Sincerely,

Dr. Christine Resh

MTMS STAFF

HEALTH SERVICES

- Mrs. Jacqueline Phillips
- Mrs. Jessica Clawser
- Mrs. Jennifer Young
- Mrs. Beth Crist

STUDENT SERVICES OFFICE

- [Mr. Brendan Staudt](#), School Counselor
- [Mrs. Kara Rogers](#), School Counselor
- [Mrs. Kathy Spease](#), School Psychologist
- [Mrs. Christie Minnick](#), Counseling Office Secretary

ADMINISTRATIVE OFFICE

- [Dr. Christine Resh](#), Principal
- [Dr. Andrew Hull](#), Assistant Principal
- [Ms. Kara Frazier](#), Assistant Principal
- [Mrs. Jessica Chapman](#), Administrative Assistant
- [Mrs. Rilyn Garver](#), Attendance Secretary

7TH GRADE TEAMS

	7 CHARGERS	7 STREAKS	7 LIGHTNING	7 THUNDER
ENGLISH LANGUAGE ARTS	Ms. Brehman	Mr. Odenwalt	Ms. Elizardo	Ms. Adams
MATHEMATICS	Mrs. Pascuzzo	Mr. Gajecki	Mrs. Baker	Mr. Shank
SCIENCE	Mr. Anderson	Mr. Shenk **	Mr. Swavely **	Mrs. Greuter **
SOCIAL STUDIES	Mr. Paul **	Mrs. McNally	Mr. Goodling	Mr. Clarke

** Denotes Team Leader

7TH GRADE RELATEDS

ART	FCS	MUSIC	READING & LITERACY
Ms. Krepps	Mrs. Carrodo	Mrs. Swank	Mrs. Engle
CCR	STEM	WORLD LANGUAGE	PE/HEALTH
Ms. Smith	Mrs. Reasner	Sr. Iglesias Ms. Sterner Mr. Weaver Mr. Davis Mr. Blanco	Mr. Gilburg Mr. Lefever Mrs. Tassone Ms. Atkins

8TH GRADE TEAMS

	8 CHARGERS	8 STREAKS	8 LIGHTNING	8 THUNDER
ENGLISH LANGUAGE ARTS	Mrs. Romanos	Mr. Himelright **	Mrs. Hunley **	Mr. Adams
MATHEMATICS	Mrs. J. Smith	Mrs. Helm	Mrs. Porter	Mr. Smoker
SCIENCE	Ms. Englehardt **	Mr. Hardwig	Mrs. McKinne	Mrs. Spina **
SOCIAL STUDIES	Ms. Hines	Mrs. Good	Mr. Cotchen	Mr. Delany

** Denotes Team Leader

8TH GRADE RELATEDS

ART	FCS	MUSIC	STEM
Mrs. Michaud	Mrs. Marten	Mrs. Topping	Mrs. Schwartz
CCR	PE/HEALTH	WORLD LANGUAGE	READING, LITERACY, & MATH
Mrs. Campbell	Mr. Gilburg Mr. Lefever Mrs. Tassone Ms. Atkins	Mrs. Buckwalter-Roth Ms. Sterner Mr. Weaver Mr. Davis Mr. Blanco	Ms. Hall Mrs. Stevens Mrs. Dagen

SPECIAL SERVICES

SPECIAL EDUCATION	Mrs. Buckwalter Ms. Hollenbeck Mrs. Stelljes Mrs. Zinszer Mrs. Phifer Ms. Rodriguez Ms. Brown Ms. Metzler Ms. Lazzarotti Mr. Rhoads
GIFTED EDUCATION	Mr. Stump Ms. Reifsnyder

ENGLISH LANGUAGE DEVELOPMENT

[Mrs. Houghton](#)
[Ms. Flouras](#)

BAND, ORCHESTRA, AND CHORUS

[Mr. Scott Siegel](#)

[Mrs. Shenna Caravella](#)

[Mrs. Samantha Haldeman](#)

IMPORTANT PHONE NUMBERS

Manheim Township Middle School: 717-560-3111

Fire, Police, and Ambulance: “911”

CHILDREN & YOUTH SAFETY & SUPPORT SERVICES

- Police & Emergency Services: 911
- Safe to Say Tip Line: 1-844-723-2729 or www.safe2saypa.org
- Crisis Intervention of Lancaster: 717-394-2631
- National Suicide Prevention Lifeline: 1-800-273-8255
- Crisis Text Line: Text HOME to 741741
- PA Childline (Suspected Abuse/Neglect): 1-800-932-0313

EDUCATIONAL SERVICES

- MTSD District Office 717-569-8231
- MTSD Safe Schools Tip Line 717-940-4466
- Lancaster County Library 717-394-2651

HEALTH SERVICES

- Crisis Intervention 717-394-2631
- Poison Control Center 717-299-4546

POLICE

- Non-Emergency 717-569-6401, press 0
- Anonymous Crime Reporting 717-664-1180

RUNAWAYS

- Crisis Intervention 717-394-2631
- Natl. Runaway Switchboard 1-800-621-4000

RECREATIONAL & SOCIAL

- MT Parks & Recreation 717-290-7180

- Boy Scouts
- Girl Scouts

717-394-4063
717-397-8115

VOLUNTEER AGENCIES

- United Way Volunteer Center

717-299-3743

BELL SCHEDULES

Manheim Township Middle School							
2025-2026 Bell Schedule							
CHARGERS			STREAKS/ 8 THUNDER			LIGHTNING/ 7 THUNDER	
PERIOD	TIME		PERIOD	TIME		PERIOD	TIME
HR/REM	7:25-7:55		HR/REM	7:25-7:55		HR/REM	7:25-7:55
1	7:58-8:47		1	7:58-8:47		1	7:58-8:47
2	8:50-9:39		2	8:50-9:39		2	8:50-9:39
3	9:42-10:31		3	9:42-10:31		3	9:42-10:31
L	10:33-11:03		4	10:34-11:23		4	10:34-11:23
4	11:05-11:54		L	11:25-11:55		5	11:26-12:15
5	11:57-12:46		5	11:57-12:46		L	12:17-12:47
6	12:49-1:38		6	12:49-1:38		6	12:49-1:38
7	1:41-2:30		7	1:41-2:30		7	1:41-2:30

Manheim Township Middle School							
2025-2026 Bell Schedule							
			Early Dismissal				
CHARGERS			STREAKS/ 8 THUNDER			LIGHTNING/ 7 THUNDER	
PERIOD	TIME		PERIOD	TIME		PERIOD	TIME
HR/REM	7:25-7:59		HR/REM	7:25-7:59		HR/REM	7:25-7:59
1	8:02-8:34		1	8:02-8:34		1	8:02-8:34
2	8:37-9:09		2	8:37-9:09		2	8:37-9:09
3	9:12-9:44		3	9:12-9:44		3	9:12-9:44
L	9:46-10:16		4	9:47-10:19		4	9:47-10:19
4	10:18-10:50		L	10:21-10:51		5	10:22-10:54
5	10:53-11:25		5	10:53-11:25		L	10:56-11:26

6	11:28-12:00		6	11:28-12:00		6	11:28-12:00
7	12:03-12:35		7	12:03-12:35		7	12:03-12:35

Manheim Township Middle School							
2025-2026 Bell Schedule							
			2-Hour Delay				
CHARGERS			STREAKS/ 8 THUNDER			LIGHTNING/ 7 THUNDER	
PERIOD	TIME		PERIOD	TIME		PERIOD	TIME
HR/REM	9:25-9:54		HR/REM	9:25-9:54		HR/REM	9:25-9:54
1	9:57-10:29		1	9:57-10:29		1	9:57-10:29
2	10:32-11:04		2	10:32-11:04		2	10:32-11:04
3	11:07-11:39		3	11:07-11:39		3	11:07-11:39
L	11:41-12:11		4	11:42-12:14		4	11:42-12:14
4	12:13-12:45		L	12:16-12:46		5	12:17-12:49
5	12:48-1:20		5	12:48-1:20		L	12:51-1:21
6	1:23-1:55		6	1:23-1:55		6	1:23-1:55
7	1:58-2:30		7	1:58-2:30		7	1:58-2:30

ACADEMICS

STUDENT TEAMS

- CHARGERS
- LIGHTNING
- STREAKS
- THUNDER

Teams provide teachers with an opportunity to meet and work with the same students during the school day. Teachers provide valuable help during the year in a number of ways in addition to delivering instruction and facilitating student learning. They help students understand homework, complete special assignments, learn rules and procedures, and to resolve certain problems that students encounter. Your team teachers are valuable to have as “someone just to talk to.”

STUDENT SECTIONING

At the Middle School, student placement into teams and sections is done randomly, except where learning needs dictate a particular team. Within teams, heterogeneous grouping is commonly used for instructional purposes, with ability grouping in some math classes. Sections are regrouped each period to provide students with maximum exposure to other students on the team. If necessary, teams may alter individual section placements to improve student performance.

SCHEDULE - GRADES 7 & 8

- Class periods are 49 minutes each;
- Teams are composed of four teachers and a Learning Support teacher;
- Core Courses are: English Language Arts, Math, Science, Social Studies; and A choice of one of three World Language Courses offered in grades 7 and 8: German, French, and Spanish; or Math Lab, Strategic Literacy or Literacy Extensions, which are offered to those students choosing not to pursue a World Language Course.
- The remainder of each student's schedule will be filled with Relateds Arts courses and/or courses designed to meet a student's individualized learning goals.

COURSES OF STUDY: GRADE 7

- **CORE SUBJECTS**
 - ELA
 - Math
 - Social Studies
 - Science
 - World Languages (Year 1 - First Half of Course 1)
 - German, Spanish, or French
 - Strategic Literacy or Literacy Extensions
 - Math Lab
- **RELATED ARTS**
 - Art
 - Family and Consumer Science
 - Fitness and Health
 - Music
 - Physical Education
 - College and Career Readiness 7
 - Technology Education
 - STEM

COURSES OF STUDY: GRADE 8

- **CORE SUBJECTS**

- ELA
- Math
- Social Studies
- Science
- World Languages (Year 2 - Second Half of Course 1)
 - German, Spanish, or French
- Strategic Literacy or Literacy Extensions
- Math Lab

- **RELATED ARTS**

- Art
- Family and Consumer Science
- Health
- Music
- Physical Education
- College and Career Readiness 8
- Technology Education
- STEM

MTSD K-12 ASSESSMENT PHILOSOPHY

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.

CATEGORIES FOR ACADEMIC GRADES

All assignments given throughout a marking period will be aligned with one of these three categories.

Homework – 5%

Formative Assessments – 35%

Summative Assessments – 60%

To ensure that grades fairly and accurately reflect a student's achievement, teachers will provide multiple graded opportunities in each marking period and update their gradebooks regularly.

There must be a **minimum** of three assignments/assessments in each required gradebook category (formative assessments, summative assessments, and homework, if graded). If homework is not assigned in a particular course, the 5% homework weighting will **not** be factored into the student's grade. As a result, those courses will exhibit **slightly higher** weighting in the formative and summative assessment categories.

MID-YEAR & END-OF-YEAR SUMMATIVE ASSESSMENTS (REPLACE MIDTERMS & FINALS)

Manheim Township School Teachers will choose whether they will administer mid-year summative assessments and/or end-of-year summative assessments based on the needs of their students and course content. These assessments will take place during the regularly scheduled school day. For courses administering mid-year and/or end-of-year summative assessments, these will take place during the 2nd and 4th marking periods and will follow a content-designated testing schedule so that these assessments are spaced out should the teacher choose to administer them during the last two weeks of the marking period. If a course will have a mid-year and/or end-of-year summative assessment, the teacher will communicate this information as well as the schedule for administration at the onset of the school year or semester.

GRADING SCALE

In grades 5-8, students will receive percentage grades on their report cards based on the following scale:

97-100 = A+
93-96 = A
90-92 = A-
87-89 = B+
83-86 = B
80-82 = B-
77-79 = C+
73-76 = C
70-72 = C-
67-69 = D+
63-66 = D
60-62 = D-
Below 60 = F

In grades 9-12, to compare a percentage in an individual course to letter grades or a 4.0 GPA scale, the following information may be used (as a guideline only) for unweighted percentages carrying one credit. Designated courses carry an added 5% (a 1.05 multiplier) or 10% (a 1.10 multiplier) when calculating a "weighted" GPA. These courses are identified in the MTHS EPG. At the high school level, the percentage grade will be used to calculate GPA.

90-100 = A (4.0)

87-89 = B+ (3.6)
83-86 = B (3.3)
80-82 = B- (3.0)
77-79 = C+ (2.6)
73-76 = C (2.3)
70-72 = C- (2.0)
67-69 = D+ (1.6)
63-66 = D (1.3)
60-62 = D- (1.0)
Below 60 = F (0.0)

RETAKES POLICY

The purpose of a retake is for students to increase their level of mastery of course content. The retake process is a team effort involving learners and teachers. The process involves additional instruction, additional student practice, and can involve students completing test corrections.

A student/parent-teacher conference may be scheduled for students who (a) did not invest a reasonable effort on the first assessment attempt, or for a student who (b) repeatedly requests to retake assessments in order to determine if the student is appropriately placed in the course or is in need of additional support and/or assistance.

The end result of the retake process is an opportunity for the student to demonstrate an increased level of mastery. Teachers will communicate in their course syllabus the specific district retake policy in accordance with their course.

Students in grades 7-8 may retake **one** locally created summative assessment per marking period (per course).

Additional information regarding test retake information for specific courses will be communicated by the teacher.

LATE WORK

Teachers assign work to students because it is meaningful and leads to mastery of standards. Therefore, the expectation is that students will complete the work due to the learning gained by completing the assignment. Teachers may exercise their professional judgment when deciding whether there are extenuating circumstances that warrant an exception to this guideline.

- A flat 10% deduction will be applied to late assignments/projects. When an assignment is submitted after the due date, students will have three (3) school days to submit the assignment. After the third day late, the student will earn a zero for that assignment. Teachers may exercise their professional judgment when deciding whether there are extenuating circumstances that warrant an exception to this guideline.

- If homework is checked/graded in class, and the assignment is not completed, then the student will earn a zero for the assignment.

CHEATING/PLAGIARISM/ACADEMIC INTEGRITY & USE OF AI (ARTIFICIAL INTELLIGENCE)

Cheating and plagiarizing are serious academic infractions, but they are learning opportunities for our students.

Artificial Intelligence strategies to help ensure the integrity of written materials may include the following:

- Students will be notified when/if the use of AI is authorized and when it is not authorized. Please note that AI services are subject to review and approval by a panel of MTSD educators prior to being made available to student accounts.
- If AI is authorized, students should be instructed on properly citing its use as a resource.
- Assessment design should include multiple formats in addition to written papers.
- A student's writing competency should be assessed in school in addition to those assignments that may be completed at home.
- Teachers should use follow-up Q&A sessions on course content for any student suspected of academic dishonesty and discuss any concerns regarding academic integrity.
- AI Detection software tools may be utilized to help identify the use of AI, but are not yet accurate enough to be relied upon as the "sole source of truth/confirmation" regarding originality. When unauthorized use is suspected and flagged by an AI Detection Tool, teachers & administrators will combine this information with other observable data and strategies listed above to develop a complete picture of the submitted work before making allegations or issuing consequences.

At all grade levels and in all content areas, a student's first offense will be treated as a learning opportunity. The student will initially receive a zero for the assignment, parent contact will be made by the teacher, and the student will meet with the teacher before or after school to debrief the incident. The student will be expected to complete and resubmit the assignment for up to 75% credit (grade earned multiplied by .75). The teacher will determine the timeline for the resubmitted assignment within 3 days of the student-teacher meeting.

Second offenses and all offenses thereafter will result in parent contact from the teacher, an administrative referral for discipline, and an initial zero for the assignment. The student will be expected to complete and resubmit the assignment for up to 50% credit (grade earned multiplied by .50). The teacher will determine the timeline for the resubmitted assignment within 3 days of the student-teacher meeting.

K-12 HOMEWORK PHILOSOPHY & GUIDELINES

DISTRICT BELIEFS ABOUT HOMEWORK

- Homework has a purpose, and the purpose should be communicated to students and parents
 - Homework may be utilized as a formative assessment that is used to understand student comprehension of learning and inform instruction. If its results are not going to be used by the teacher to plan future instruction, homework should not be assigned.
 - Homework may be used as extra practice or an extension of learning.
- 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.
- 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.
- If a student is absent from class, there may be times when classwork may need to be completed outside of class time for “homework.”
 - Absence because of an 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.
- The district values designated “no new homework” days and times to allow students to catch up, work ahead, spend time with family/friends, or take a break in general.
 - “No New Homework Weekend” (occurs one time per marking period) is listed below for the 24-25 school year:
 - (MP1) October 11-12, 2025
 - (MP2) December 13-14, 2025
 - (MP3) February 14-15, 2026
 - (MP4) April 18-19, 2026
- Homework can be optional (not graded) or mandatory (graded), but it may not exceed more than 5% of a student’s marking period grade in any content area or at any grade level.
- If homework is assigned, teachers may grade for an appropriate attempt to answer the question or problem (it does not need to be “correct” to earn points), as long as the homework is reviewed, discussed, or the teacher has posted the answers.
- A teacher may also choose to grade for accuracy.
- Teachers are encouraged to differentiate based on the needs of the student. A “one size fits all” approach to homework is not always appropriate.

FREQUENCY & ESTIMATED TIME TO COMPLETE NIGHTLY HOMEWORK

MTSD supports the following time parameters regarding homework for our students. Please see the chart below with information about "how much time" your student should be spending (on average) on homework each night. If you have concerns, please email your student's teacher directly.

7-8	<i>Not to exceed</i> 1-1 ½ hours per night for all content areas combined (approx. 15-20 minutes per content area/teacher)
9-12	<i>Not to exceed</i> 1 ½-2 hours per night for all content areas combined (approx. 15-20 minutes per content area/teacher)

Additional Information:

- Students with disabilities and students participating in ELD/Bilingual Education programs shall participate in homework, with appropriate accommodations when necessary. This may result in a deviation from the guidelines listed above.
- Students who choose to take seven classes, multiple Honors classes, AP classes, and/or IB classes may find the time spent on nightly homework exceeds these estimations due to the scope & depth of material being covered in these classes.

REPORT CARDS

Students' progress is indicated on the end-of-marking period report card in terms of their achievement in each course. The Achievement grade will be recorded as:

- A+ = 97-100
- A = 93-96
- A- = 90-92
- B+ = 87-89
- B = 83-86
- B- = 80-82
- C+ = 77-79
- C = 73-76
- C- = 70-72
- D+ = 67-69
- D = 63-66
- D- = 60-62
- F = Below 60

- M: Medical Excuse
- I: Incomplete
- P: Pass

An “Incomplete” grade is issued only with administrative and/or school counselor approval when an extended illness or extenuating family circumstance is warranted. Incomplete work must be made up within ten school days after the end of the marking period. If incomplete work is not made up, a student will receive a zero for work not submitted. Zeros are factored into existing grades to determine the final marking period average.

Report cards will be issued four times in Grades 7 and 8 and will be posted for parents/guardians and students to view on the MTSD Community Portal.

INTERIM GRADE REPORTING

Parents are encouraged to sign up for the Sapphire Community Portal and to access it frequently along with Schoology in order to monitor student grades. Families without Internet access should contact their child’s school counselor in order to receive hard copies of the student’s grade reports at the midpoint of each marking period, as well as to receive assistance in obtaining low or no cost home Internet service.

PROMOTION/ RETENTION

Achievement of district and state standards plays an important part in determining promotion. In borderline cases, the presence or absence of sufficient effort can be a determining factor. However, the "Final Grade" on the report card essentially represents an Achievement grade. ([Policy #215](#))

Generally, failing three or more core academic subjects results in retention. Summer school is an option for students who wish to make-up failed classes and avoid retention.

If there is doubt concerning the student's promotion, each of the student's teachers will make an independent recommendation, and the principal will make the final decision on the basis of all the recommendations. Emphasis will be placed on those subjects necessary for continued progress in the school system as a result of their sequential nature.

Students in danger of being retained are notified personally through the school counselors.

COUNSELING SERVICES

The responsibility of the counseling department may be divided into four related areas, each one designed to meet the needs of the individual by providing the following services:

- **Orientation** - Programs are designed to acquaint seventh and eighth graders, and other students new to the district, with the new environment of the Middle School.
- **Counseling** - Counseling is available to all students for any purpose. Many students have found assistance in making both educational and social decisions, in adjusting to classes and teachers, in getting along with peers, in developing efficient study habits, and in seeking direction for later in life.
- **Group Counseling** - Through small, informal group sessions, topics concerning the academic and social life of students are discussed.
- **Information** - Through the counseling office, the student can seek information concerning test results, study habits, careers, education, course selection, and avenues for resolving problems.

A student may use any or all of these services as the need arises. If a student is aware of a problem, he/she should schedule an appointment with the counselor. It is a sign of STRENGTH rather than weakness for a person to recognize a problem and wish to do something about it. Many problems can be dealt with just by sharing them with an understanding and confidential source.

- **Appointments** - Students desiring an appointment with their counselor may obtain passes from their teachers or counselor, or by completing a "Counselor Appointment Request" form they can get in the Counseling Office if the counselor is not immediately available.
- **Emergencies** - A student may come to the Counseling Office in emergency situations with written permission from their teacher.

The counselors also are involved in assisting with the coordination of parent-teacher conferences and making referrals to other school district support staff.

STUDENT ASSISTANCE PROGRAM (SAP)

The Student Assistance Program team helps students who are having school-related problems because of mental or physical health concerns such as depression, anxiety, abuse, eating disorders and alcohol and/or drug involvement. The SAP team refers willing students to appropriate community agencies for assistance in dealing with these problems.

SAP team members in the building will be identified at the start of the school year.

STUDENT EXTRACURRICULARS & ACTIVITIES

The following list represents a cross-section of activities in which middle school students may participate. In some cases, there are restrictions based on space availability or grade level, but where there is interest, most students can be accommodated.

Activities fall into the following categories:

- Academic Competition Organizations
- Athletics
- Musical / Performance Organizations
- School Clubs
- School Service Organizations
- Special Activities

ACADEMIC COMPETITION ORGANIZATIONS

Interested students may participate in these organizations that compete with other schools:

- Math Counts
- National Geography Bee
- Odyssey of the Mind
- Quiz Bowl
- Science Fair

SCHOOL DISTRICT ATHLETIC TEAMS (GRADES 7 OR 8)

- Basketball
- Cheerleading
- Cross Country
- Field Hockey
- Football
- Soccer
- Track and Field
- Wrestling

MUSICAL/PERFORMANCE ORGANIZATIONS

- Band
- Chorus
- Ensemble Singers
- Jazz Band
- Orchestra
- MTMS Performing Arts

SCHOOL SERVICE ORGANIZATIONS/OPPORTUNITIES

- Blue Streak Connections
- Aavidum
- TV Studio Technical Crew and Announcers
- MiniThon
- Rachel's Challenge/Kindness Club

PARKS & RECREATIONS PROGRAMS

Information on these programs is mailed to every home in the community by the MT Parks and Recreation Association.

ELIGIBILITY REQUIREMENTS - MIDDLE SCHOOL STUDENTS

The primary reason for students attending school is successful academic performance. Students are expected to put forth their best effort in the classroom or else risk losing the privilege to participate in middle school activities. In order to participate in Middle School activities, students may not be failing more than one subject at the end of the week preceding the scheduled activity.

“Middle School Activities” are defined as: (1) those events open to all students in the school and scheduled after the normal school day and (2) those activities which students join or for which they are selected and which meet regularly for a designated period of time. Such events/activities include, but may not be limited to the following: Quiz Bowl, TV studio, Odyssey of the Mind, School Dances and social events, etc.

Athletic Eligibility - Middle School students who are members of Middle School athletic teams are subject to eligibility requirements set forth in the High School's Extracurricular Participant Code of Conduct. Grades are monitored weekly; any student failing more than one subject during the sport season is subject to the following consequences:

- 1st week of ineligibility: may practice but may not compete in contests.
- 2nd & 3rd weeks of ineligibility: may not attend practice or compete in contests.
- 4th week of ineligibility: removal from team for remainder of season

Student-athletes are also subject to the provisions of Manheim Township School District Board [Policy 218.4](#) (a supplement to [Policy 227](#)) regarding acts of violence and use of controlled substances on or off school property 24 hours a day, 7 days a week.

ATTENDANCE PROCEDURES

For information regarding Manheim Township School District's Attendance Guidelines, please refer to the following link: [Attendance | Manheim Township School District](#)

Containing within the MTSD Attendance Link you will find information pertaining to:

- Excuse Forms
- Education Travel & Tour Forms
- Arrival & Dismissal Times
- Illegal Absences versus Excuses Absences
- Excuses Tardies versus Unexcused Tardies
- Attendance requirements per the State of Pennsylvania

Any questions regarding attendance for your student at Manheim Township Middle School may be directed to the MTMS Attendance Secretary via phone at 717-560-3111 x3229.

Students who have an early dismissal must be signed out of the main office by a parent or guardian. Parents or guardians must be present in Sapphire Community Portal and present a driver's license or other form of identification in order to excuse their child from school. Students will not be permitted to exit the building without a parent or guardian signing them out from the main office.

Board Policy #204

Regular school attendance is an essential part of every student's success and is necessary to gain the greatest benefit from the educational experience. Students who are frequently absent from school miss direct instruction and regular contact with their teachers. When a student is absent from school due to illness or family emergency, it is the expectation of the parent or guardian to notify the school in writing (excuse card or note authored by parent/guardian). Every absence and tardy is entered on the student's permanent record. Regular attendance affects scholastic performance and academic standing.

ANTICIPATED ABSENCES

Whenever an anticipated absence occurs, it is important that parents communicate with their school's office as soon as possible. The school will direct parents to complete required forms, notes, or proof of an event based on the reason for the absence.

UNLAWFUL AND UNEXCUSED ABSENCES Absences that do not meet the criteria indicated above shall be permanently considered unexcused. An out-of-school suspension shall not be considered an unexcused absence. School Notification of Parent/Guardian: The district staff will provide prompt notice to the parent or guardian for each incident of unexcused absence.

EXCUSES

Students who are absent, arrive late, or leave early, are required to provide a written excuse signed by the parent or guardian. The date and reason for the absence, tardy, or early dismissal should be clearly indicated on either a school excuse card or home stationery. All written excuses are to be turned in to the office on the day of an early dismissal or when the student returns to school after an absence. After the third day of absence with no excuse card or note from home, 3 the absence or tardy will be considered unlawful and marked as such on the report

card and the student's permanent record. Absence Excuse forms are available on the district website at <https://www.mtwp.net/about/attendance/> or at your school's office.

EXCUSED ABSENCE

The Board considers the following conditions to constitute reasonable cause for absence from school:

1. Illness
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 county 4-H, FFA, or combined 4H and FFA group, upon prior written request
9. Participation in a musical performance in conjunction with a national veterans' organization or incorporated unit, as defined in law, for an event or funeral.
 - a. The national veterans' organization or incorporated unit must provide the student with a signed excuse, which shall include the date, location, and time of the event or funeral.
 - b. The student shall furnish the signed excuse to the district prior to being excused from school.
10. Observation of a religious holiday observed by a bona fide religious group, upon prior written request from the parent or guardian.
11. Nonschool-sponsored educational tours or trips, if the following conditions are met:
 - a. The parent or guardian submits the required documentation for excusal prior to the absence, within the appropriate time frame.
 - b. The student's participation has been approved by the Superintendent or designee.
 - c. The adult directing and supervising the tour or trip is acceptable to the person in parental relation and the Superintendent.
12. College or post-secondary institution visit, with prior approval
13. Other urgent reasons that may reasonably cause a student's absence as well as circumstances related to homelessness and foster care. The district may limit the number and duration of nonschool-sponsored educational tours and trips (ETTs) and college postsecondary institution visits for which excused absences may be granted to a student during a school year. 4 A maximum of ten (10) days of cumulative, lawful absences verified by parental notification shall be permitted during a school year. All absences beyond ten (10) cumulative days, shall require an excuse form from a licensed practitioner of the healing arts. Parents/Guardians Notifying the School: Absences shall be treated as unexcused until the district receives a written excuse explaining the absence, to be submitted within three (3) days of the absence.

NONSCHOOL-SPONSORED EDUCATIONAL TRIPS OR TOURS (ETT)

Parents are urged to schedule educational trips or tours during days when school is not in session. Classroom work and interactions are important at all grade levels to stay on-pace with instruction and learning. ETT requests must demonstrate (via written documentation) 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.

Nonschool-sponsored educational trips or tours require a request form to be submitted at least two (2) school days prior to the trip and are limited to a cumulative total of five (5) days per school year.

Nonschool-sponsored educational trip or tour days also count towards the ten (10) total days that may be excused by a parent note. Building principals may or may not approve the request based on the student's attendance history. Absence(s) will be coded as unlawful if the form is not provided by the parent/guardian and approved prior to the trip. The forms are available on the district's website at <https://www.mtwp.net/about/attendance/> 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 and the parent will receive written notice of the first, second, and third unlawful absences. After the 10th consecutive unlawful day associated with the trip, the student will be withdrawn from the District rolls. Upon return, and prior to returning to school, the parent must re-enroll the child at the District Office. The child may not report directly back to the previous school-building assignment. We cannot guarantee that there will be available space in your child's previous classroom or school building depending on other enrollments that may have occurred during your child's absence. Once re-enrolled, any additional unlawful absences may result in the development of a School Attendance Improvement Conference (SAIC) for your child. Further unlawful absences will result in prosecution for State truancy law violations.

AFTER-SCHOOL GUIDELINES

Students in the building after dismissal must be with a teacher, coach, or other staff member. Students who are not with a staff member will be escorted from the building or to the office. Students who do not comply with this rule could be subject to disciplinary action.

CODE OF CONDUCT

Students, staff, and parents of the Middle School will strive to create, promote, and maintain a safe and supportive learning environment free of distractions created by disruptive students. A code of conduct has been established based upon three important concepts that will drive interactions among all members of the Middle School: respect, responsibility, and health/safety.

Students have certain rights and responsibilities inherent in the code of conduct and their membership in the school community.

The Board recognizes that student conduct is closely related to learning. An effective educational program requires a safe and orderly school environment. [Click here to access a full copy of School Board Policy 218 - Student Discipline.](#)

STUDENT RIGHTS

- Students shall not be deprived of equal treatment and equal access to the educational program, due process, and a presumption of innocence.
- Students have the right to be valued and treated with respect.
- Students have the right to expect they will be educated in a safe, supportive environment.
- Students have the right to expect they will be able to learn in an atmosphere of order and cooperation.
- Students have the right to expect that staff will fairly implement the Middle School Code of Conduct.

Student rights carry certain responsibilities, including respect for the rights of others, obedience to established procedures, and compliance with school authority.

STUDENT RESPONSIBILITIES

Students have the responsibility to be aware of and to follow Middle School Rules and Procedures.

Students have the responsibility to allow others to express their opinions and to show tolerance and **RESPECT** toward others.

RESPECT

Students will show respect for themselves, for each other, and for everything and everyone involved with their education.

STUDENTS WILL:

- Follow directions of faculty and staff
- Use school-appropriate language & gestures
- Be truthful, polite, and courteous
- Work without distracting others
- Dress appropriately
- Refrain from public displays of affection

STUDENTS WILL NOT:

- Harass, threaten, verbally abuse, or extort anyone
- Alter, destroy, or steal school/others' property

- Copy or use anyone else's work and claim it as their own
- Students will take **RESPONSIBILITY** for their actions and will follow instructions, avoid disrupting the learning opportunities of others, and complete all work assigned to the best of their ability.

RESPONSIBILITY

Students will take responsibility for their learning and their behavior.

STUDENTS WILL:

- Be on time
- Attend all classes & functions as scheduled
- Bring all necessary books/supplies to class
- Participate in class
- Do all work to the best of their ability
- Turn in all assignments on time
- Ask for academic help when needed
- Have a pass when outside their classroom
- Follow all school/classroom procedures and accept consequences

Students have the responsibility to act in a way which respects the **HEALTH, SAFETY**, and property of themselves and others.

HEALTH & SAFETY

Students will act in ways that promote the health and safety of themselves and others.

STUDENTS WILL:

- Ask for help when they have problems by consulting a teacher, a counselor, an administrator, and/or the SAP team.
- Report to an adult any activities that threaten the health and/or safety of students or school personnel.
- Follow safety rules and procedures as outlined in the handbook.

STUDENTS WILL NOT:

- Use or possess alcohol, drugs, tobacco, or vaping products (Board Policy #222)
- Bring weapons to school (firearms, explosives, knives, razors, etc.) (Board Policy #218.1)
- Possess dangerous objects (lighters, matches, laser pens, etc.)
- Possess cell phones during the school day. Phones should remain in their locker. (Board Policy #237)
- Fight (verbal or physical) (Board Policy #218.3)
- Engage in pushing, shoving, tripping, hitting, kicking, or other horseplay
- Resort to intimidation, harassment, name calling, bullying or threats (Board Policy #218.2 & #249)
- Extort others

COMMON STUDENT CONDUCT GUIDELINES

- Students are not permitted to have cell phones on them during the school day. Cell phones should be silenced or powered off and placed in their locker throughout the school day.
- Smart Watches should be placed in Airplane mode and not used for communication. Students may be asked to remove their smart watches during assessments.
- Students are not permitted to wear earbuds, airpods, or headphones during the school day unless instructed by a teacher to do so for educational purposes.
- Students are expected to conduct themselves in a safe and appropriate manner during the school day. This behavior includes but is not limited to:
 - Walking in the halls
 - Keeping hands, feet, and other body parts to themselves
 - Using appropriate language and volume that does not threaten, attack, or harass another individual
 - Showing respect and good citizenship to all faculty, staff, students, administrators, and visitors
 - Helping to maintain a clean and safe learning environment

DISCRIMINATION AND TITLE IX / SEXUAL HARASSMENT AFFECTING STUDENTS

Per School Board Policy No. 103 (Discrimination and Title IX/Sexual Harassment Affecting Students), the district does not discriminate in any manner, including Title IX sexual harassment, in any district education program or activity.

To access additional information related to Policy No. 103, the district's Compliance Officer and Title IX Coordinator, Ms. Katherine Ward, can be reached at the Manheim Township School District Office - 450A Candlewyck Road, Lancaster, PA, 17601 - wardka@mtwp.net - 717.569.8231.

FIELD TRIPS

Field trips and other curricular-related learning activities occurring outside the classroom are often scheduled at the discretion of the administration. Students will be supervised on these trips by faculty and approved chaperones. All school rules apply during field trips, and student cooperation during such events is critical. Learning opportunities inherent in such activities must be made available to all students, but if behaviors warrant, alternative arrangements may be made for certain students whose conduct interferes with the learning process. ([Policy # 121](#))

Students frequently need to contribute to the cost of field trips. Participation in such learning experiences will not be denied to any student because of personal financial constraints. ([Policy #231](#))

GENERAL PROCEDURES

ANNOUNCEMENTS FOR STUDENTS

Middle School announcements are televised on Monday, Wednesday, and Friday mornings during homeroom and are read orally on alternate days. Student bulletin information can also be accessed on the Middle School's website weekly.

BACKPACKS

To avoid clutter in classrooms and to limit the transport of dangerous or illegal items, students may not wear their backpacks in school, except when taking their PE clothes to and from the locker room. When gym class is over, students must return their backpacks to their lockers.

BUILDING SECURITY

In an attempt to protect the safety of our students during the school day, all external building doors are locked. After the start of school, all students, parents, and other visitors are to enter the building through the main office. Students are NOT to open doors to let anyone into the buildings, including other students or teachers.

CHILD ABUSE

The Pennsylvania Child Protective Services Law requires all school personnel to report suspected or reported incidents of child abuse to the Lancaster County Children & Youth Agency. This law places the school in a reporting, not investigative, role, and it is the policy of the Manheim Township School District to comply with the law to the fullest extent.

EMERGENCY PROCEDURES/DRILLS

Fire evacuations, severe weather drills, and intruder drills are conducted periodically throughout the school year. During drills, students are to move quickly and quietly to their assigned locations; cooperation and compliance with established procedures and teacher direction are critical during emergency drills and procedures.

HALL PASSES

Every student will sign in and out of their designated classroom using a designated sign out procedure. Electronics such as phones and iPads are not permitted in the restrooms or locker rooms.

Students desiring to go to another teacher must have a signed pass from that teacher. During REM, team teachers may allow students to go to another classroom if a pass is presented. Students are expected to be in their new destination for REM by 7:30 am or five minutes after REM begins.

HANDLING CONCERNS

Concerns and problems that develop in the course of normal school routines are best handled through effective communication among the individuals involved.

Students & their parents will follow a five-step process in addressing school-related concerns:

- **Step 1** - Parent and Actual Employee Involved: Deal directly with the district employee with whom you have the concern. Parties involved have the best information and make up the logical starting point in resolving the situation.
- **Step 2** - Parent and Employee's Immediate Supervisor: If resolution is not reached, contact the immediate supervisor of the district employee, likely the building principal or grade-level assistant principal, to discuss the concern and desired outcome.
- **Step 3** - Parent and District Supervisor: If resolution is not reached, contact the Assistant Superintendent, the district person who has supervisory responsibility over all middle school issues.
- **Step 4** - Parent and Superintendent: If resolution is not reached, meet with the Superintendent in an effort to resolve the concern.
- **Step 5** - Parent and School Board: If resolution is not reached, meet with the school board.

IDENTIFICATION

Any time that a member of the staff requests identification from a student, the student is expected to provide this information, sharing his or her name truthfully if/when asked. Failure to do so may result in disciplinary action for defiance.

LOCKERS

Each student will be assigned a locker. All lockers have been equipped with a built-in combination lock. It is the student's responsibility to keep his/her locker locked at all times. Students who forget their locker combinations are to go to the main office, with identification, and their combinations will be provided. Students are not to share or switch lockers with others. The expectation is that students store all belongings inside of their locker and not on top of their locker. Items found on top of lockers will be brought to the lost and found. Electronic devices found on top of lockers will be brought to the main office.

School lockers are the property of Manheim Township School District and are subject to random inspections without prior notification. In addition, if there is a reasonable suspicion that a school rule or the law has been violated, lockers will be opened and searched by school personnel. ([Policy #226](#))

LOST & FOUND

Lost items should be turned in to the main office. Students who have lost items are to check the lost and found area. No item of great value should be brought to school unless it is kept in the office for safekeeping. The school will not be responsible for lost or stolen items.

MONEY

Students should not bring large sums of money to school. Money should be carefully secured at all times. Money will not be loaned from the office.

HAZING

Hazing - the reckless or intentional endangerment of the emotional or physical health or safety of another student is not permitted. The term includes any forced conduct, which would result in embarrassment or could adversely affect the emotional or physical health or dignity of another. Any student who engages in hazing will face disciplinary action.

HEALTH ROOM - NURSE'S OFFICE

The school nurse or a nurse's aide is on duty daily. A student who feels ill may not leave school unless granted permission by the nurse. The school nurse will make any necessary telephone calls to parents. Students who are injured or suffer from sudden illness during the school day shall be referred to the nurse for evaluation at once.

Immediate first aid will be given to all students injured in school. If necessary, parents will be notified so they may arrange further treatment.

HEALTH ROOM PROCEDURES

All students must present a pass to be seen in the health room. Students may not “stop in” between classes or visit the health room without a pass; such students will be returned to class without a pass. The only exceptions are emergencies in the hallways, injuries in gym class, or vomiting and nosebleeds.

If a child needs to take medicine during the school day, the exact dosage will be administered by the school nurse or nurse's aid. Parents and physicians should complete the Medication Request Form, which should be brought to school along with the medication, in the original container, marked with the dosage and the student's name and section. All medications are to be brought to the healthroom by a parent or guardian. Medicines may not be kept in lockers nor carried by the student. Unclaimed medication will be discarded at the end of the school year ([Policy # 210](#)).

Inhalers are considered prescribed medication and must not be shared with other students.

LUNCH

LUNCH PRICE:

- \$2.80 for student lunch
- \$4.25 for staff lunch

LUNCHROOM RULES FOR STUDENTS:

1. Students must be in the cafeteria at least 5 minutes after lunch starts or have a pass from a teacher/office etc.
2. Students who have a working lunch or lunch detention with a teacher must have a pass from that teacher, or lunch detention slip, to leave the cafeteria.
3. Students are expected to purchase their lunch, sit down at a table, and talk quietly with one another while eating lunch.

4. There should be no more than 8 students per round table and no more than 10 students per long rectangular table.
 - a. Students should not be moving chairs.
5. If you need to get up for any reason, raise your hand. The lunch monitor will dismiss you to use the restroom, get up to go through the lunch line, get napkins, ketchup, etc.
6. Students are not permitted to go to their locker or a teacher's classroom during lunch.
7. Phones, iPads and other electronic devices are not permitted in the cafeteria.
8. The cafeteria line will close five minutes before lunch is over to prepare for the next group.
9. Monitors will dismiss students table by table to throw away trash and clear their trays.
 - a. The expectation is that students clean up your table completely, including the floor.
10. Monitors will check tables and floor area, and if clean, students will be dismissed by zone.
 - a. Students may not leave the cafeteria until their zone is dismissed by a staff member.

**Lunch Monitors reserve the right to remove any student from their table if they do not comply with the rules above.*

ADMINISTRATIVE LUNCH DETENTION RULES FOR STUDENTS:

1. Students will be given a LUNCH DETENTION PASS from one of the Principals on the day assigned to serve lunch detention.
 - a. DO NOT LOSE THIS PASS! YOU WILL NEED IT TO ENTER THE LUNCH DETENTION ROOM.
2. You must arrive to your ADMINISTRATIVE LUNCH DETENTION classroom within 8 minutes of your lunch start time. Failure to comply with this rule will result in additional consequences.
 - a. *If you are late, you will remain in the lunch detention room & be referred to the office for additional consequences.*
3. If you have packed a lunch, report directly to the ADMINISTRATIVE LUNCH DETENTION classroom listed on your LUNCH DETENTION PASS.
4. If you are purchasing a lunch, your LUNCH DETENTION PASS must be presented to the cafeteria monitors upon entering the cafeteria.
 - a. Go directly to the front of the food line and select a FOAM TRAY. Purchase your lunch.
5. Report to the ADMINISTRATIVE LUNCH DETENTION classroom listed on the LUNCH DETENTION PASS.
6. Show the LUNCH DETENTION PASS to the Detention Monitor. (Remember, you will not be able to enter the classroom without the pass).
7. Sit quietly as directed by the monitor and eat your lunch. NO TALKING TO OTHERS.
8. PHONES, IPADS OR OTHER ELECTRONIC DEVICES are not permitted.
9. At the end of the lunch period, throw out your trash, clean off your desk and report to your next scheduled class.

**The Administrative Lunch Detention Monitors have strict guidelines to follow. Any student who does not comply with the rules may be referred to the Principals for an ADMINISTRATIVE DETENTION AFTER SCHOOL.*

McKINNEY-VENTO ACT

Homelessness is defined as lacking a fixed, regular & adequate nighttime residence. McKinney-Vento defines homelessness 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 above situations; and/or
- Unsheltered.

As part of the McKinney-Vento 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;
- Are categorically eligible for services such as Head Start and Title One services; and
- Have a right to dispute.

MEDIA CENTER INFORMATION

The Middle School Media Center is an integral part of the educational program of our middle school.

The District believes that information literacy provides students with the skills necessary to access a broad base of knowledge, as well as skills in critical thinking and communication.

Working within library media centers, students, as life-long learners and readers, will be able to identify the information needed; determine the necessary resources; retrieve; organize; interpret; evaluate and integrate information into their assignments. In order to improve effectiveness & efficiency, students will evaluate their own ideas, as well as the way in which they utilized the information process.

These skills will be achieved through the application of varied technologies, while maintaining an enthusiasm for leisure reading and literature.

MEDIA CENTER PROCEDURES

- **Assignments** - Students working on assignments are welcome in the media center with a pass from their classroom teacher.
- **Borrowing and Returning Books** - Individual students may borrow or return books before school, after school, or at any time during the day (with permission/pass from their teacher). Grades 7-8 students will have an opportunity to visit the library with their English Language Arts teacher to check out books.
- **Overdue Materials** - Overdue library materials will limit any additional loans.
- **Lost/Damaged Materials** - If library materials become lost or severely damaged, it is expected that the student will pay the replacement cost for the material, plus the cost of processing the material. *If damage that has occurred is minimal, the librarian will base the fee assessment on an evaluation of the damage incurred.*

PARENT/TEACHER COMMUNICATIONS

Communication between home and school constitutes a vital link in the educational process. Parents are urged to contact teachers whenever they feel the need. Parents should expect a response within 24 hours unless communication takes place over a weekend or holiday.

- **Phone** - Specific class issues should be directed to the teacher involved (see “Handling a Concern”). At the MS, such calls will be forwarded to a teacher’s voice mail.
- **E-mail** - Teacher email addresses are accessible via Sapphire and Schoology. Parents are asked to use their child’s name in the subject line and to identify their relationship to the student in the email text.

PLEDGE OF ALLEGIANCE

PA Legislative Act 57 of 2002 allows students to decline reciting the Pledge of Allegiance. Those students choosing not to participate in the pledge may not interfere or disrupt others who wish to pledge the flag.

PHYSICAL EDUCATION PROCEDURES

To participate in physical education and fitness classes, students **must** meet the following criteria:

1. Students are **not permitted** to participate in class activities wearing the same clothes they wore to school. Students are required to wear an appropriate t-shirt, athletic shorts and athletic sneakers for all class activities.
2. All absences, with the exception of school field trips, religious holidays and bereavement services, must be made up to earn daily credit.
3. All parent and medical notes regarding accommodations should state “**what the student can do rather than what they can’t do**” for class activities. Long-term health issues are reviewed by school personnel and accommodations are made on a case-by-case basis.

Students who fail to meet the criteria can attend REM make-up classes to improve their grade.

Medical Excuses – To be excused from participation in physical education activities, a written doctor’s excuse should be filed with the nurse’s office prior to PE class. All medical notes should include a list of alternative activities in which the student could participate during class time. In the event of an extenuating circumstance that prevents a student from participating for an extended period of time, the Health and Physical Education Department will review the case to determine the best course of action. All decisions in such situations are handled on a case-by-case basis, and each recommendation will reflect what’s in the best interest of the student.

REM

REM stands for “Remediation, Enrichment, or Make-Up” activities. Musical groups may also rehearse during this time. REM occurs during the first 30 minutes of each school day from 7:25 - 7:55am. All students should report to their assigned homeroom no later than 7:25am for attendance and may then report to REM if in a different location than their homeroom.

SCHOOL DELAY OR CLOSING

Inclement weather may force the district to delay the start of the school day, close for the day, or operate on a Flexible Instruction Day (FID). This information will be communicated out from the District, will be posted on local TV stations, and also communicated on the district website (www.mtwp.net).

The Bell Schedule for a 2-hour delay is listed at the beginning of this handbook.

SOCIAL ACTIVITY GUIDELINES

During the school year, WEB and PTO sponsor dances, fun nights, and/or other after school or evening activities. To ensure the success and continuation of such events, students are expected to behave in the same manner as required during regular school hours. Eligibility requirements apply to all school sponsored social events.

- **Procedure for Ticket Sales at the MS** - All tickets will be sold prior to the event. A list of students who purchased tickets will be maintained.
- **Note:** Students who receive administrative discipline or are deemed ineligible may be denied participation in certain school activities.
- **Admission to Special Events** - Students must be identified as Middle School students to attend activities in their respective buildings. Identification cards may be required for admittance to the activity. Students without tickets will not be admitted to the dance/fun night, unless their names appear on the list of tickets sold. Students absent, suspended or ineligible the day of the dance/fun night are not permitted to attend.
- **Student Conduct** - All school rules are in effect during evening activities, including dress code guidelines. Students who behave in a manner that is inappropriate will be taken to the office where they will call their parents to take them home. Suggestive or rough dancing and horseplay are forbidden at extracurricular events.
- **Student Pick-up and Drop-off** - Students must be dropped off and picked up in front of the school or at the back of the school parent drop off loop. For safety reasons, students may not leave school property during or after evening events unless accompanied by an adult or with written parent permission.

STUDENT DRESS CODE

The purpose of the Middle School is to provide all students with the best education possible. When student dress interferes with the teaching-learning process, materially or substantially disrupts the school's educational climate, or presents a health/safety hazard, the issue will be addressed. Just as most businesses establish guidelines for workplace dress, MTMS is the place of business for staff and students, and expectations regarding appropriate dress will be maintained.

THE FOLLOWING GUIDELINES WILL BE FOLLOWED REGARDING STUDENT CLOTHING:

- Student clothing must be clean, neat, and worn in the manner intended by the designer; clothing that is in poor condition or may damage school property may not be worn (language from School Board Policy #221).
- Clothing that is frayed or fringed is not permitted unless designed that way by the manufacturer.
- Students may not wear clothing that advertises or suggests a direct or double meaning regarding drugs, alcohol, tobacco, or sex/obscene acts, and clothing may not display inappropriate or profane language.
- Clothing that is sheer enough to see through or designed to show undergarments is unacceptable.
- Robes & slippers are not acceptable.

UPPER BODY

- The base of any top worn must be long enough to cover the entire midriff of the student when they are standing, walking about, or sitting and leaning forward at a table or desk. Shirts that do not meet this standard are unacceptable.

LOWER BODY

- Pants must be worn over the hips so they do not sag. Pant legs may not drag on the ground as this creates a safety hazard for the owner and those moving around them.
- Lower body clothing designed or worn in a manner to reveal under garments is not acceptable.

FOOTWEAR

- Footwear must be safe for the owner and must not pose a hazard to others. Slippers are not acceptable.

HEAD WEAR/COVERINGS

- Head wear/coverings are not permitted. Exceptions: 1) head coverings worn for religious purposes, and 2) hair bands worn back off the forehead to pull hair back away from the face.

OUTERWEAR

- Clothing designed specifically for use outside may not be worn in school and must be put in the students' lockers. This includes coats, jackets, and quilted vests. Students should keep a sweatshirt, sweater, or other long-sleeved clothing item in their locker in the event they get cold and need to add another layer.

Students who fail to meet these guidelines will be addressed by teachers, counselors, and/or administration on a case by case basis.

STUDENT PARTIES

Students are not permitted to host individual birthday parties or other celebrations in the cafeteria. Parents may not bring pizza, cake, soda or any other outside food for a select group of students to consume at lunch. Such celebrations need to be planned for after-school hours.

Please click the following link for more information regarding [Student Wellness and Smart Snack Information including Student Parties and Snacks](#).

STUDENT RECORDS

Upon written request, parents or guardians may access their child's records. Review of records is done in the presence of administration or school counselor personnel, who shall be responsible for interpretation of the records. Except when students transfer to another school within the state, student records will not be released without a signed parent/guardian release form. ([Policy #216](#))

TELEPHONE USE

The telephone in the office is available for student use before or after school and during lunch.

If a parent receives communication directly from their child about feeling ill and wanting to be picked up, it is recommended that you call the nurse to discuss your child's concern. Students are not permitted to use their cell phones during school hours.

TEXTBOOKS

All hardcover textbooks should be covered during the first week of school. Students will be required to pay the replacement cost of lost or damaged books as follows:

<u>Age of Book</u>	<u>Replacement Cost</u>
1-2 years old	Full Value
3 years old	80%
4-6 years old	50%
7+ years old	10%

TRANSPORTATION PROCEDURES

At dismissal, students should report promptly to the designated loading areas (students are to board their buses immediately after exiting the building). It is the student's responsibility to get on the bus before it leaves. Once underway, the buses WILL NOT stop to accept additional passengers. If students miss their bus, they will have to make their own arrangements to get home. Students are required to ride the bus to which they are assigned.

Bicycles - All bicycles ridden to school should be registered with the MTPD. For security, bicycles should be parked and locked at the bike racks.

"School Board regulations forbid non-licensed operators and non-licensed motorized vehicles from using school drives, parking areas and school grounds." (Resolution of Manheim Township School Board 10/21/72 and posted effective February 1984)

VISITORS

Visitors are required to sign in when they arrive in the lobby or main office of the school. Visitors' badges will be issued. All visitors must receive permission from the principal before visiting any student, teacher, or classroom. ([Policy #907](#)) Non-resident, parochial or private school students will not be permitted to visit their friends' classes.

SURVEYS

For information about the district's use of surveys with students, please see [Board Policy 235.2-Surveys](#). This policy sets forth information regarding the management of surveys in the district, the collection and use of information for marketing purposes, and is consistent with relevant law and regulations. It also includes information about personal and protected information, as addressed by the Protection of Pupil Rights Amendment (PPRA).

SUSPENSIONS AND EXPULSIONS

BACKGROUND:

Per School Board Policy No. 233, the district must "define & publish the types of offenses that would lead to exclusion from school."

The chart below outlines the offenses, relevant policies, and handbook locations that reference the reasons that a student may be excluded from school attendance for disciplinary reasons.

SUMMARY CHART:

OFFENSE OR RELATED POLICY/INFRACTION NAME	SOURCE	APPLIES TO	DEFINITION, CITED TEXT, AND/OR RELEVANT INFORMATION
Discrimination and Title IX / Sexual Harassment Affecting Students	Policy 103	All	<p>Discrimination shall mean to treat individuals differently, or to harass or victimize based on a protected classification including race, color, age, creed, religion, sex, sexual orientation, gender identity/expression, ancestry, national origin, marital status, pregnancy, or handicap/disability.</p> <p>Harassment is a form of discrimination based on the protected classifications listed in this policy consisting of unwelcome conduct such as graphic, written, electronic, verbal or nonverbal acts including offensive jokes, slurs, epithets and name-calling, ridicule or mockery, insults or put-downs, offensive objects or pictures, physical assaults or threats, intimidation, or other conduct that may be harmful or humiliating or interfere with a person's school or school-related performance when such conduct is:</p> <ol style="list-style-type: none"> 1. Sufficiently severe, persistent or pervasive; and 2. A reasonable person in the complainant's position would find that it creates an intimidating, threatening or abusive educational environment such that it deprives or adversely interferes with or limits an individual or group of the ability to participate in or benefit from the services, activities or opportunities offered by a school.
Weapons Violations	Policy 218.1	All	<p>Weapon - the term shall include but not be limited to any knife, cutting instrument, cutting tool, nunchaku, firearm, shotgun, rifle, replica of a weapon, and/or any other tool, instrument or implement capable of inflicting serious bodily injury.</p>

Terroristic Threats	Policy 218.2	All	<p>Terroristic threat - shall mean an intentional direct or indirect communication, whether electronic, written, verbal, physical or otherwise evidenced through conduct, act:</p> <ol style="list-style-type: none"> 1. To commit any crime of violence with the intent to terrorize another; 2. To cause evacuation of a building, place of assembly or facility of public transportation; 3. To cause terror or serious public inconvenience with reckless disregard of the risk of causing such terror or inconvenience, or 4. To otherwise cause serious public inconvenience by creating a substantial disruption to the school setting.
Fighting	Policy 218.3	All	<p>Disorderly Conduct - a person is guilty of disorderly conduct if, with intent to cause public inconvenience, annoyance or alarm, or recklessly creating a risk thereof, s/he:</p> <ol style="list-style-type: none"> 1. Engages in fighting or threatening, or in violent or tumultuous behavior 2. Makes unreasonable noise 3. Uses obscene language or makes an obscene gesture 4. Creates a hazardous or physically offensive condition by any act which serves no legitimate purpose of the actor
Sexual Assault	Policy 218.5	All	<p>Sexual assault – means any of the following offenses:</p> <ol style="list-style-type: none"> 1. Rape 2. Statutory sexual assault 3. Involuntary deviate sexual intercourse 4. Sexual assault 5. Aggravated indecent assault 6. Indecent assault

Tobacco/Smoking Devices	Policy 222	All	<p>State law defines the term tobacco product to broadly encompass not only tobacco but also vaping products including Juuls and other electronic cigarettes (e-cigarettes). Tobacco products, for purposes of this policy and in accordance with state law, shall be defined to include the following:</p> <ol style="list-style-type: none"> 1. Any product containing, made or derived from tobacco or nicotine that is intended for human consumption, whether smoked, heated, chewed, absorbed, dissolved, inhaled, snorted, sniffed or ingested by any other means, including, but not limited to, a cigarette, cigar, little cigar, chewing tobacco, pipe tobacco, snuff and snus. 2. Any electronic device that delivers nicotine or another substance to a person inhaling from the device, including, but not limited to, electronic delivery systems, and electronic cigarette, a cigar, a pipe and a hookah. 3. Any product containing, made or derived from either: <ol style="list-style-type: none"> a. Tobacco, whether in its natural or synthetic form; or b. Nicotine, whether in its natural or synthetic form, which is regulated by the United States Food and Drug Administration as a deemed tobacco product. 4. Possible Consequences <ol style="list-style-type: none"> a. 1st Offense: 1 Day of In School Suspension b. 2nd Offense: 1 Day of Out of School Suspension c. 3rd and Subsequent Offenses: Additional Out of School Suspension and potential prosecution
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Controlled Substances/Paraphernalia	Policy 227	All	<p>For purposes of this policy, controlled substances shall include all:</p> <ol style="list-style-type: none"> 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 over-the-counter drugs, such as aspirin, Motrin, Advil, cough syrup, etc., except those for which permission for use in school has been granted pursuant to Board policy
Electronic Devices	Policy 237	All	<p>Students are not permitted to possess their cell phone during the school day. This is defined as when they enter the building until dismissal. Students who do not comply with this policy will be directed to either put their phone in their locker or turn their phone in to the main office. Failure to comply with this policy may result in the following:</p> <ol style="list-style-type: none"> 1. Lunch detention 2. After school detention 3. In School Suspension <p>Additionally, the administration may schedule a meeting with the family to devise an Electronic Device Plan with a student and parent where their cell phone is checked in to the main office at the start of every school day.</p>

Hazing	Policy 247	All	<p>Hazing occurs when a person intentionally, knowingly or recklessly, for the purpose of initiating, admitting or affiliating a student with an organization, or for the purpose of continuing or enhancing membership or status in an organization, causes, coerces or forces a student to do any of the following:</p> <ol style="list-style-type: none"> 1. Violate federal or state criminal law 2. Consume any food, liquid, alcoholic liquor, drug, or other substance which subjects the student to a risk of emotional or physical harm 3. Endure brutality of a physical nature, including whipping, beating, branding, calisthenics or exposure to the elements 4. Endure brutality of a mental nature, including activity adversely affecting the mental health or dignity of the individual, sleep deprivation, exclusion from social contact or conduct that could result in extreme embarrassment 5. Endure brutality of a sexual nature 6. Endure any other activity that creates a reasonable likelihood of bodily injury to the student
Bullying/Cyberbullying	Policy 249	All	<p>Bullying means conduct that occurs in a school setting which consists of an intentional electronic, written, verbal, physical or otherwise evidenced through conduct, act or series of acts, directed at another student or students, which occurs in a school setting, that is severe, persistent or pervasive and has the effect of doing any of the following:</p> <ol style="list-style-type: none"> 1. Substantially interfering with a student's education; 2. Creating a threatening environment; or 3. Substantially disrupting the orderly operation of the school <p>Bullying, as defined in this policy, includes cyberbullying.</p>
Use \of Livestream on School District Property	Policy 831	All	<p>Livestream video, as used in this policy, shall mean utilizing any camera to broadcast live video content through the internet, including through a social media platform.</p>

Acceptable Use Policy	Policy 815	All	<p>Consequences for Inappropriate Use of District Technology</p> <p>Violations of this policy may result in the temporary or permanent revocation of a user's right to access district technology resources. Additionally, students may be subject to other forms of disciplinary actions for violations of this policy and/or local, state, and/or federal law.</p>
Administrative Detention, Lunch Detention, ISS & OSS (Refer to MTSD Policy #233)	MTMS Staff Handbook	MTMS	<ul style="list-style-type: none"> • Classroom misconduct • Bullying/Unlawful Harassment • Cutting Admin Detention • Cutting Class • Cutting teacher detention • Defiance/Insubordination • Directed Profanity or use of Offensive Gestures • Damage to/ destruction of school property • Extortion • Forged signature • Intimidation or threats • Leaving School Grounds without permission • Possession, use, or dealing of alcohol or drugs • Possession or use of tobacco products • Possession or weapon • Possession of dangerous object • Stealing

ELEVATOR AND ELEVATOR USE

I. Student Use:

- A. Students with a medical need for elevator use will meet with the school nurse to obtain and sign out an elevator key, review the guidelines and expectations with the nurse, return the elevator key each afternoon, and follow all rules for riding the elevator.

II. Expectations:

- A. Students may have one (1) other student ride the elevator with them when they require assistance with their books/binders/belongings. If a student does not require such assistance, they may not bring any other student(s) onto the elevator.
- B. Students may only ride the elevator to the first and second floors.
- C. Students will not engage in horseplay, sit on the floor of the elevator, or climb on anything while riding the elevator.
- D. The maximum number of students in the elevator at a time is two (2).

- E. Elevators are not to be used during planned or unplanned evacuation drills or in true/actual fire emergencies.
 - 1. If you are safely able to navigate stairs and are close to a stairwell, do so only if you are certain that you can do so without endangering yourself or others.
 - 2. If assistance is needed, evacuation teams are available at both of these stairwells. Ask for help if you need it; evacuation teams can either assist you or carry/take you down the stairs in a Stryer evacuation chair.
- F. In the event that the elevator gets stuck while occupied, students should remain calm and get help/assistance via the elevator phone.
 - 1. Students should not try to pry open the doors or climb on top of the elevator to access an upper floor.
 - 2. Wait for help to arrive.
- G. Students who observe other students misusing the elevator or any other MTSD building facilities should report the behavior to a teacher or administrator.
- H. Students may be subject to disciplinary action for violating any of the above rules/guidelines.