

# **MANHEIM TOWNSHIP SCHOOL DISTRICT**



## **2025-2026 LANDIS RUN INTERMEDIATE SCHOOL STUDENT/PARENT HANDBOOK**

*Our Mission:  
Nurture and challenge for success.*

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

**MANHEIM TOWNSHIP**  
**Landis Run Intermediate School**

*The Mission of the Manheim Township School District is to Nurture and Challenge for Success*

August 2025

Dear Student and Parents:

Welcome to Landis Run Intermediate School! At Landis Run Intermediate School, we strive to provide a rigorous educational experience where students reach their true potential. We will create a caring and connected environment of mutual respect and collaboration. As a learning community, we will nurture healthy relationships in which we each take responsibility for our own choices. The faculty and staff at Landis Run Intermediate School are committed to the following beliefs:

- Students learn at different rates using different styles and need to be reached at their unique levels and interests.
- Students need to be challenged through rigorous expectations, be successful academically, and be able to learn from failure.
- Students need clear guidelines, expectations, and limits in order to feel safe and to be successful. They need the freedom to make choices and to accept the consequences of those choices.
- Students need to be involved in a learning environment that includes the support of connected and caring community members, families, and school staff in order to be successful.
- Students can become well-rounded citizens who are lifelong learners through authentic experiences.
- Students desire peer acceptance and need opportunities to collaborate effectively and to demonstrate respect for others.
- Students need a chance to be children.

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 of you is an important part of becoming a responsible student. This handbook 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, web site 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 time at Landis Run Intermediate School. Remember that your journey to school success begins with you and the effort you put forth. Good luck!

Sincerely,

Dr. William Gillis  
Principal

Mrs. Alexis Yakstis-Startoni  
6th Grade Assistant Principal

Mrs. Amy Houck  
5th Grade Assistant Principal

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## Landis Run Intermediate School

### IMPORTANT DATES

|                             |   |
|-----------------------------|---|
| August 25, 2025             | First Day of School                                   |
| August 29, 2025             | No School   |
| September 1, 2025           | No School - Labor Day                                 |
| September 9, 2025           | 5 <sup>th</sup> grade Back-to-School Night, 6:00 PM   |
| September 10, 2025          | School Picture Day                                    |
| September 10, 2025          | 6 <sup>th</sup> grade Back-to-School Night, 6:00 PM   |
| September 24, 2025          | Early Dismissal Day - LRIS dismissal @ 1:15PM         |
| October 9, 2025             | Early Dismissal Day - LRIS dismissal @ 1:15PM         |
| October 10, 2025            | Teacher In-Service Day - no school for students       |
| October 13, 2025            | No School   |
| October 24, 2025            | School Picture Retakes                                |
| October 30, 2025            | End of Marking Period 1                               |
| November 4, 2025            | Early Dismissal Day - LRIS dismissal @ 1:15PM         |
| November 24-25, 2025        | Parent - Teacher Conferences - no school for students |
| November 26-28, 2025        | No School   |
| December 23, 2025           | Early Dismissal Day - LRIS dismissal @ 1:15PM         |
| December 24-January 2, 2026 | No School   |
| January 16, 2026            | Early Dismissal Day - LRIS dismissal @ 1:15PM         |
| January 19, 2026            | No School   |
| January 21, 2026            | End of Marking Period 2                               |
| January 30, 2026            | Teacher In-Service Day - no school for students       |
| February 12, 2026           | Early Dismissal Day - LRIS dismissal @ 1:15PM         |
| February 13, 2026           | Teacher In-Service Day - no school for students       |
| February 16, 2026           | No School - Snow Makeup Day                           |
| March 13, 2026              | Early Dismissal Day - LRIS dismissal @ 1:15PM         |
| March 16, 2026              | No School – Snow Makeup Day                           |
| March 31, 2026              | End of Marking Period 3                               |
| April 2, 2026               | Early Dismissal Day - LRIS dismissal @ 1:15PM         |
| April 3-6, 2026             | No School   |
| April 10, 2026              | Early Dismissal Day - LRIS dismissal @ 1:15PM         |
| April 21-24, 2026           | PSSA Testing - ELA Gr. 5 & 6                          |
| April 27-May 1, 2026        | PSSA Testing - Math Gr. 5 & 6; Science Gr. 5          |
| May 4-May 8, 2026           | PSSA Testing - Math Gr. 5 & 6; Science Gr. 5          |
| May 22, 2026                | Early Dismissal Day - LRIS dismissal @ 1:15PM         |
| May 25, 2026                | No School   |
| June 5, 2026                | End of Marking Period 4                               |
| June 5, 2026                | Last Student Day (tentative)                          |

## IMPORTANT PHONE NUMBERS

|  |                             |                             |
|--|-----------------------------|-----------------------------|
| <b>Landis Run Intermediate School</b>      |                             | 717-581-9124                |
| <b>Fire, Police, and Ambulance</b>         |                             | “911”                       |
| <b>Abuse &amp; Assault Issues</b>          | Child Line                  | 1-800-932-0313              |
|  | National Child Abuse        | 1-800-422-4453              |
| <b>Animal Services &amp; Emergencies</b>   | Humane League               | 717-393-6551                |
| <b>Children &amp; Youth Services</b>       | Contact Teen Help Line      | 717-394-2000                |
| <b>Consumer Services</b>                   | Better Business Bureau      | 1-900-225-5222              |
|  | Consumer Protection Bureau  | 1-800-441-2555              |
| <b>Educational Services</b>                | MTSD District Office        | 717-569-8231                |
|  | Safe2SaySomething           | 1-844-SAF2SAY<br>(723-2729) |
|  | Lancaster County Library    | 717-394-2651                |
| <b>Environmental Services</b>              | Emergencies                 | 1-800-541-2050              |
| <b>Health Services</b>                     | Crisis Intervention         | 717-394-2631                |
|  | Poison Control Center       | 717-299-4546                |
| <b>Police</b>                              | Non-Emergency               | 717-569-6401 press 0        |
|  | Anonymous Crime Reporting   | 717-664-1180                |
| <b>Runaways</b>                            | Crisis Intervention         | 717-394-2631                |
|  | Natl. Runaway Switchboard   | 1-800-621-4000              |
| <b>Recreational &amp; Social Awareness</b> | MT Parks & Recreation       | 717-290-7180                |
|  | Boy Scouts                  | 717-394-4063                |
|  | Girl Scouts                 | 717-397-8115                |
| <b>Suicide Prevention Hotline</b>          | Teen Hope Mental Health     | 1-800-784-2433              |
|  | Teen-Screening Programs     |                             |
| <b>Volunteer Agencies</b>                  | United Way Volunteer Center | 717-299-3743                |

## LANDIS RUN INTERMEDIATE SCHOOL DAILY SCHEDULE

|                |                             |
|----------------|-----------------------------|
| 7:50 AM        | Students report to Homeroom |
| 8:10 - 8:40 AM | Homeroom/Morning Meeting    |
| 90 minutes     | Language Arts               |
| 90 minutes     | Math                        |
| 45 minutes     | Science (every day)         |
| 45 minutes     | Social Studies (every day)  |
| 15 minutes     | Recess                      |
| 45 minutes     | Related Arts                |
| 30 minutes     | Lunch                       |
| 2:40 - 3:10 PM | REM                         |
| 3:15 PM        | Dismissal                   |

## SCHOOL DELAYS 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 Landis Run Intermediate School for information regarding school closings or delays.***

### One-Hour Delay Schedule

9:10 AM Homeroom  
3:15 PM Dismissal

### Two-Hour Delay Schedule

10:10 AM Homeroom  
3:15 PM Dismissal

## EARLY DISMISSAL DATES

### ***Dismissal at 1:15 PM***

September 24, 2025  
October 9, 2025  
November 4, 2025  
December 23, 2025  
January 16, 2026  
February 12, 2026  
March 13, 2026  
April 2, 2026  
April 10, 2026  
May 22, 2026

## **ACADEMIC/CURRICULAR INFORMATION**

### **SCHEDULE**

Students are assigned to a specific section on a team. Teams and sections are grouped heterogeneously. In some cases, there is regrouping for language arts and math. Fifth and sixth grade sections travel together to music, art, STEM, and physical education. Related Arts courses rotate through a 12 day cycle that continues throughout the entire school year.

### **STUDENT TEAMS**

There are three teams per grade level, each comprising six sections. 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 to understand homework, complete special assignments, learn rules and procedures, and to resolve certain problems encountered by students. Students can rely on their team teachers as “someone to talk to” when needed.

### **REM**

REM stands for Remediation, Enrichment, and Make-up activities. Students who need academic assistance are encouraged to meet with their teachers during REM, before or after school, or other arranged times. REM is an ideal time for students to seek extra help from their teachers and should be utilized whenever the need arises.

### **STUDENT MAKE-UP WORK / EXTRA HELP**

Work missed by students due to short, legal absences should be made up upon return within the same number of days absent. Work missed during extended absences may be completed at the teacher's discretion. Students who miss school because they are truant will receive consequences that may include zero credit for tests or assignments missed. After three consecutive days absent, parents may request missed work from the school.

### **PARENT PORTAL**

Students and parents may access information concerning homework, assignment due dates, grades and attendance through the Community Portal link on the LRIS website. We strongly encourage parents to create an account through the Community Portal, as a parent account offers important information not accessible through the student account.

## **PHYSICAL EDUCATION AND HEALTH PROCEDURES**

**Medical Excuses** - To be excused from participation in physical education activities for an extended period of time, a written doctor's excuse is necessary. ***Such excuses must be brought to the main office at the beginning of the school day.*** Medical excuses from a physician should list alternate activities in which a student could participate during class time. If a student is not capable of any participation, he/she will complete related written coursework in place of participating in class activities.

### **MEDIA CENTER INFORMATION**

The LRIS Media Center is an integral part of the educational program of the 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 thinking and communication. We aim to develop students as lifelong learners and readers through library media centers. Students will be able to identify the information needed, determine the necessary resources, retrieve, organize, interpret, evaluate and integrate information. With assistance, students will develop the information into presentations. In order to improve effectiveness and efficiency, students will evaluate their own ideas as well as the way in which they utilize 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**

- **Research:** Students working on a research assignment are welcome in the library/media center with a pass from their classroom teacher.
- **Borrowing and Returning Books:** Individual students may borrow or return books before school, during REM or at any time during the day (with permission/pass from their teacher). Students will have an opportunity to visit the library with their language arts teacher to check out books. Throughout the school year, electronic books are also available for students to check out.
- **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.
- **Remediation, Enrichment and Make-up (REM):** Students who have research



assignments or who wish to spend time in the library to read books or magazines may come to the library during REM. Students need to sign in when they arrive at the library.

### **ACCEPTABLE USE POLICY**

The library and classrooms are equipped with hardware and software that is used by all students. In order for the equipment to be operating properly when needed, all students have the responsibility to respect the equipment and use the materials in their intended manner.

All students and staff members are expected to follow school board policy #815 which outlines the acceptable use of district technology and devices.

The following abuses of technology-related resources will result in school discipline:

- Altering the condition of equipment, including disconnecting cables, switching keyboards or mice, etc., will result in suspension of student computer privileges during class, REM and other times for a designated period of time.
- Logging onto the network as another person for any reason is prohibited. Giving out another person's password or intentionally destroying or altering another student's file will result in disciplinary action.
- Intentional damage to hardware or software is destruction of school property and will result in suspension from school and the making of restitution for damages.
- All apps must be district provided. Logging on to websites that are not school appropriate and/or educational may result in loss of privileges and disciplinary action.

## **GRADES**

### **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. Students with disabilities and students participating in ESL/Bilingual Education programs shall participate in assessments, with appropriate accommodations when necessary.**

***(MTSD Board Policy 127)***

### **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%

Further information regarding grading for classes will be communicated by the teacher.

### **RETAKE 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 repeatedly request to retake an assessment to determine if the student is appropriately placed in the course or is in need of additional support and/or assistance.

### **GRADING SCALE**

In grades 5-8, students will receive percentage grades on their report cards based upon 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

- All Related Arts courses, with the exception of STEM (see below) are graded in the same manner.
- To encourage a growth mindset and encourage students to take learning risks in STEM, students in grades 5 and 6 will receive a Satisfactory (S) or Needs Improvement (N) grade rather than a percentage at the end of the marking period.

## **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:
  - o 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.
  - o 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.
- 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” in order to earn points), as long as the

homework is reviewed, discussed, or the teacher has posted the answers.

- A teacher also may 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**

|     |  |
|-----|--|
| 5-6 | <i>Not to exceed</i> 1-1 ½ 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 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.

## **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 two or more core academic subjects may result in 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. Parents are notified in writing by the principal and individual conferences may be held with the student, counselor, and principal at the request of the parent or the school.

## **ATTENDANCE POLICY**

### **ATTENDANCE**

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**

All absences are required to be treated as unlawful until the district receives a written excuse explaining the absence. For any absence to be excused, an excuse note must be signed by a parent/guardian and must be submitted to the school office within three (3) days following the absence. Standard excuse cards are available for parent/guardian convenience or notes can be provided on separate paper. Please provide the child's name, grade, date of absence(s), reason for absence, and parent/guardian signature. Parents may fax a **signed** excuse with the above information to the attendance office at (717) 735-0036. Parents may also enter a note in the Sapphire Parent Portal. Email is not accepted for attendance purposes.

The following are common examples of absences that are considered legal excuses: Illness, death in family, family emergency (restrictions apply), educational tours and trips with prior approval, and medical/dental appointments. Vacations are **not** considered an approved absence.

Students who are going to be absent, leave early or come in late due to a non-school activity (e.g., a club sport, dance, theater, etc.), must have a parent fill out a "Request for Intermittent Leave from School" form and submit a letter from their coach/director and provide an official schedule. For continuing absences regarding one specific activity, this agreement will be valid for one semester only from the date of parent request. The release form will need to be executed each semester for continuing events. Only those dates listed on the form and official schedule will be excused; if additional requests are needed at a later time, an additional form will need to be completed.

#### **Excused Absences for Religious Holidays:**

Upon receipt of a written request by 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.

Parents may request, and the school board may excuse, a student from school attendance to participate in an educational tour or trip not sponsored by the school district if the following conditions are met:

1. The parent/guardian submits a written request for excusal 2 school days **prior** to the absence. Tours and trips without prior approval are automatically coded as unlawful. The Educational Tour and Trip form is available on the website at [www.mtwp.net/about/attendance](http://www.mtwp.net/about/attendance)
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.

#### **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.

### **LATE ARRIVALS/ TARDINESS**

Students arriving at school between 7:50 a.m. and 8:10 a.m. should report directly to their homeroom. Students arriving after 8:10 a.m. should report to the office to sign in and obtain a late arrival slip to class. As with any absence, a parent/guardian signed excuse must be completed stating the reason for the late arrival. If arriving late due to a dental or doctor appointment a note from the physician **is required**. Government agency appointments will be excused when proof of the appointment is provided by the agency (court, social security, etc.). Lateness will be excused only for an illness, medical appointment, or family emergency; a signed parent note or appointment slip must be presented or faxed to verify excused late arrivals. Other late arrivals are unexcused. Transportation problems will not be excused unless there is a problem with

District-provided transportation.

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

After the student has accumulated five (5) instances of unexcused tardies to school, a letter will be sent to the parents/guardians indicating the tardy dates. 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. 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 SAIC (School Attendance Improvement Conference)
- 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

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.

### **EARLY DISMISSALS**

Students who need to leave school early for an appointment must present an excuse or fax signed by a parent or guardian noting the time and reason for departure. Students **must** provide a note from the physician or dentist when they return to school. If the student is going to a government agency appointment they **must** provide proof that they were at the

appointment from the agency (court, social security, etc.).

### **UNEXCUSED ABSENCES**

**Unexcused Absences** – These include the following:

1. Absence for which no explanatory note is submitted within 3 days following the absence.
2. Absence with parents' consent other than those considered excusable.
3. Leaving school during school hours and going directly home without the permission of school personnel.
4. All-day or individual class truancy.
5. All other absences except those listed under Excused Absences or those approved by the Superintendent.

*At no time may students leave the school before dismissal without the permission and knowledge of the office.* Such behavior is considered cutting class and will result in additional consequences.

### **AUTOMATED SCHOOL ATTENDANCE MESSAGE**

In the event that your child arrives at school after 9:00 a.m. or is absent from school, you will receive a phone call generated by an automated school messenger 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 the LRIS office immediately and we will contact your child's classroom teacher to verify the information.

Any time a student is absent from school for an unexcused/unlawful reason (including notes that are submitted after the third day), the student may receive a school consequence for the absence. If a student under the age of 17 accumulates six or more unlawful absences, the student and his/her parent or guardian may be subject to prosecution before a district magistrate for truancy.

### **SCHOOL ATTENDANCE IMPROVEMENT CONFERENCE (SAIC)**

The goal of the Manheim Township School District is to partner with families to ensure consistent school attendance for our students. Compulsory attendance is required by law, and if truancy goes unaddressed it can lead to numerous problems for youth. The Manheim Township School District offers a School Attendance Improvement Conference (SAIC) meeting after the 3<sup>rd</sup> unlawful absence to help guide the school and family on the path to eliminate 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 any concerns contributing to the student's truant behavior.

## **OTHER PROCEDURAL INFORMATION**

### **ANNOUNCEMENTS FOR STUDENTS**

LRIS special announcements are read over the P.A. system or displayed via video in classrooms, and a monthly calendar is posted in all classrooms. Student announcement information can also be accessed on the Class of 2032 and Class of 2033 Schoology pages.

### **DISTRIBUTION OF MATERIALS**

Students are frequently asked to take home a variety of materials for parent review. Materials range from information distributed school-wide, such as newsletters and event announcements, to individual records, such as grade and discipline reports. Students are a vital link in home-school communications; their role in delivering such materials to parents and guardians is critical. Disciplinary consequences result when students forge parent signatures or interfere with the transfer of materials between school and home.

### **ENVISIONS**

Envisions is a before and after school program intended as an alternative care option for parents whose children need supervision during these hours. There is a fee for this service and a limited number of spaces. Please call Envisions at 717-569-0796 for more information.

### **FIELD TRIPS**

Field trips and other curricular-related learning activities occurring outside the classroom are often scheduled at the discretion of the teams. 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 past 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)

Manheim Township School District requires all volunteers, who may in the course of their activities be left alone or working in small groups with students who

they are accountable for (such as field trips), to provide the standard clearances/forms. If you've been selected and notified by a teacher or an administrator as a volunteer/chaperone for an upcoming event, you must complete the necessary forms and return the forms to the Human Resources Department at the District Office. The individual applying for the clearances must appear in person. If you have any questions about becoming a volunteer, please or have specific questions about the background checks, please contact Human Resources at 717-569-8231. General information can be found on the MTSD website under community, then volunteer information. **The District requires a copy of your original clearances and will return the originals to you for your records.**

### **HANDLING A CONCERN**

Concerns and problems that develop in the course of normal school routines are best handled through effective communication among the individuals involved. Students and their parents are requested to 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 a building principal or 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 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.

### **PARENT-TEACHER COMMUNICATIONS**

Communication between home and school constitutes a vital link in the educational process. Specific class issues should be directed to the teacher involved. Parents are urged to contact teachers by email whenever they feel the need. If you do not have email the school secretary will email the teacher for you. Parents will normally hear back from staff within 24 hours.

**E-mail -** Teacher email addresses are found on the

school website. 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.

### **SOCIAL ACTIVITY GUIDELINES**

During the school year, the PTO sponsors 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.

#### **Specific evening event procedures include:**

- **Admission to Special Events:** Students must be identified as LRIS students to attend activities in the building. Students absent or suspended the day of the activity 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.
- **Student Pick-up and Drop-off:** Students must be dropped off in front of the school for special events. *For safety reasons, students may not leave school property during or after evening events unless accompanied by an adult. Parents must come into the school to pick up their child.*

### **STUDENT PARTIES/ TREATS**

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

### **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 guidance 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)

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).

### **TELEPHONE USE**

The telephone in the office is available for student use *before or after school and during lunch*. Students must be issued a pass to use the office phone. **Students should not utilize their personal cell phones or devices throughout the school day.**

### **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.

### **TRANSPORTATION PROCEDURES**

At dismissal, 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. A written, signed note **must** be sent to the school office for any change in transportation, i.e. bus rider to car rider. If a student is riding/walking home with a friend, both the sending and receiving parents must provide notes. Phone calls and emails will not be accepted.

**Bicycles:** All bicycles ridden to school should be registered with the MTPD. LRIS students who wish to ride a bike to school must have a "Bicycle Permission Form" completed by their parents. This form is available in the office and must be returned to the school. Students must walk their bikes once on school property. For security, bicycles should be parked and locked at the bike racks.

### **COUNSELING SERVICES**

Phone Extensions:

5th Grade—Ms. Caitlyn Flint—Ext. 3212

6th Grade—Mrs. Kathryn O'Connor—Ext. 3207

The school counselors function as coordinators who bring students, parents, and teachers together to discuss problems facing students and to plan solutions to solve these issues. A parent may make an appointment to meet with a team by contacting the counselor to set up an appointment with a team or team member. 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 fifth graders and sixth graders, and other students new to the

district with the new environment of Landis Run Intermediate School.

**Counseling:** Counseling is available to all students for any purpose. Many students have found assistance in making both educational and social decisions, adjusting to classes and teachers, getting along with peers, developing efficient study habits, and seeking direction for later life decisions.

**Group Counseling:** Through small, informal group sessions, topics concerning the academic and social life of students are discussed.

**Information:** Through the counseling office, students can seek information concerning test results, study habits, careers, education, course selection, and avenues for resolving problems.

Students 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. The counselors also assist with the coordination of parent-teacher conferences, and make referrals to other school district support staff.

**Appointments:** Students desiring an appointment with their counselor may obtain passes from their teachers or counselor. If the counselor is not immediately available students may complete a "Counselor Appointment Request" form (available digitally and in each classroom) to schedule an appointment with the counselor.

**Emergencies:** A student may come to the Counseling Office in emergency situations with written permission from a teacher.

#### **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 will be identified at the start of the school year.

#### **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

### **SAFETY AND SECURITY**

#### **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 buildings through the designated main entrance doors. Students are ***NOT*** to open doors to let anyone into the building, including other students or teachers.

#### **BACKPACKS**

To avoid clutter in classrooms and to limit the transport of dangerous or inappropriate items, students may not wear their backpacks throughout the school day, unless given permission by administration. Backpacks will be stored in students' lockers.

#### **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**

In compliance with relevant law, our school conducts monthly fire drills in order to practice the safe, quick, and orderly evacuation of our building. Severe weather drills and lockdown drills are also 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.

### **GLASS/OPEN CONTAINERS**

Students are not permitted to enter the school with beverages and other items in glass or open containers. Glass bottles and containers present a safety hazard and are not permitted in the school.

### **HALL PASSES**

Every student will carry a teacher created pass or iPad when he/she is outside his/her assigned classroom during a teaching period. A pass is good only for the purpose stated. Students desiring to go to another teacher must have a teacher created pass from that teacher. Students who leave the room must sign in and out.

### **HALLWAY SAFETY**

Students are expected to **walk** in the hallways and on the stairs. They should keep to the right side when moving through the halls and on the stairs. Students should carefully transport their district issued iPads carefully when traveling in the hallways. Running and horseplay in the hallways and elsewhere in the building will not be tolerated.

### **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 combination lock. It is the student's responsibility to keep his/her locker locked at all times. Lockers are best visited before and after school, before and after physical education class, before and after lunch, before REM and at the discretion of the teacher. Students who forget their locker combinations are to ask their homeroom teacher, and their combinations will be provided. *Students are not to share or switch lockers with others.*

*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 AND FOUND**

Lost items should be turned into the lost and found area. 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.

### **NURSE / HEALTH ROOM**

The school nurse is on duty daily from 8:00am to 3:30pm. *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. From 2:30 until the end of the day the nurses will be available for EMERGENCIES ONLY. 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. *The nurse is not responsible for giving medical treatment to injuries and wounds incurred outside of the school day.*

**Health Room Procedures:** All students must have a pink pass to be seen in the health room. Students may not “stop in” between classes or visit the health room without permission from a teacher; such students will be returned to class. The only exceptions are emergencies in the hallways, injuries in gym class, or vomiting and nosebleeds. An adult bringing a student to the health room may serve as a pass.

Medication, **both prescription and over the counter**, should be provided to the school in a container appropriately labeled by a pharmacist or physician. Labels should include: name of student, name of medication, time to be given, dosage and physician's name. In compliance with **School Board Policy No 210**, all medication must be brought to the nurse's office or the main office **by the parent/guardian** or by another designated adult. To protect your child and other students, the student may not keep medication with them unless they have permission to self-carry emergency medications. Students are expected to come to the Health Room at the appropriate time to take their medication. **A parent/guardian must come to school to pick up any medication that is being returned.** Both parent and physician signatures are required to permit the nurse to administer the medication. Signatures **are required** for acetaminophen (Tylenol), calcium carbonate/simethicone (antacid), diphenhydramine (Benadryl), ibuprofen (Advil, Motrin) and naproxen (Aleve). Health Information Form needs to be completed and returned to school each year

### **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.

### **VISITORS**

Visitors are required to sign in when they arrive in the main office of the school. Visitors' badges will be issued. All visitors must receive permission 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.*

## **CODE OF CONDUCT**

THE FOLLOWING INFORMATION IS BASED ON  
THE ELEMENTARY STUDENT CODE OF  
CONDUCT

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 protection for 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.

### **SCHOOL WIDE POSITIVE BEHAVIORAL EXPECTATIONS**

- Establish regular, predictable, positive learning and teaching environments.
- Train adults and peers to serve as positive models.
- Teach and model behavioral expectations.
- Create systems for providing regular positive feedback, including acknowledgement of students when they are "soaring by doing the right thing."
- Improve social competence.
- Develop environments that support academic success.

Students at Landis Run Intermediate will SOAR (Seize Opportunities, Achieve Results) throughout the school day by following our core behavioral values of ***Respect, Responsibility and Safety.***

### **RESPECT**

**RESPECT** is defined as a feeling of great regard or esteem and a willingness to show consideration. It also means to recognize the worth or importance of another person or object. 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
- Complete work without distracting others
- Dress appropriately

### **RESPONSIBILITY**

**RESPONSIBILITY** is defined as the act of being accountable for one's conduct and obligations. It means understanding and choosing for oneself between right and wrong, and accepting the consequences related to these choices. Student rights carry certain responsibilities, including respect for the rights of others, obedience to established procedures, and compliance with school authority. Students will take responsibility for their learning and their behavior.

#### ***Students will:***

- Be on time
- Attend all classes and functions as schedule
- Bring all necessary books/supplies to class
- Participate in class
- Have a pass when outside their classroom
- Follow all school/classroom procedures and accept consequences

#### ***Student Responsibilities***

- Students have the responsibility to allow others to express their opinions and to show tolerance and respect toward them.
- Students have the responsibility to act in a way that respects the safety, health, and property of themselves and others.
- Students have the responsibility to follow instructions, to avoid disrupting the learning opportunities of others and to complete all work assigned to the best of their ability.
- Students have the responsibility to be aware of and to follow LRIS rules and procedures.
- Student responsibilities include regular attendance, effort in classroom work, and adherence to school rules and regulations.
- Students share a responsibility with the

administration and faculty to develop a climate within the school that is conducive to wholesome learning and living.

## **SAFETY**

*SAFETY* involves:

- Use hands and feet safely while playing
- Report problems to an adult
- Listen to directions of all adults the first time
- Be aware of your surroundings
- Use school supplies safely
- Use walking feet
- Reach out to trusted adults when needed
- Walk in line one at a time to get on and off the bus
- Keep backpack and belongings out of the aisle
- Keep hands, feet, and objects inside the bus at all times

## **BULLYING & HARASSMENT**

**Bullying and Cyber-Bullying** (S.B. policy #249) shall mean the intentional electronic, written, verbal or physical act, or series of acts, that are severe, persistent, or pervasive and has/have the effect of, or create a reasonable apprehension. (Policy #249) All students need to work together to stand up to bullies and bullying. By embracing the following rules, students can help make LRIS free from bullying:

1. **We will not bully other students.**
2. **We will help students who are bullied.**
3. **We will include students who are left out.**
4. **If we know of someone who is being bullied, we will tell an adult.**

**Harassment** shall consist of verbal, written, graphic or physical conduct relating to an individual's actual or perceived race, color, national origin/ethnicity, gender, age, disability, sexual orientation or religion when such conduct:

1. Is sufficiently severe, persistent or pervasive that it affects an individual's ability to participate in or benefit from an educational program or activity or creates an intimidating, threatening or abusive educational environment.
2. Has the purpose or effect of substantially or unreasonably interfering with an individual's academic performance.
3. Otherwise adversely affects an individual's learning opportunities.

**Sexual Harassment** is any "harassment" relating to sexual conduct, particularly unwelcome sexual advances, unwelcome requests for sexual favors, and other inappropriate verbal, graphic, or physical conduct of a sexual nature (Policy #248).

***Students are strongly encouraged to report incidents of bullying they experience or witness to the principals, counselors, teachers, or other adults in the school.***

## **BUS CONDUCT**

**Transportation on school vehicles is a privilege granted to students by the Manheim Township School District.** It is not a right that is guaranteed to students. School vehicles are considered to be an extension of the school buildings and grounds. All of the rules and policies that students are expected to follow while at school are in effect when the students are in or around the school vehicle and at the school bus stop. (Policy #810)

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 video cameras that record images and audio while the bus is in operation. As per Policy # 810.2, all video and audiotapes 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 of the vehicle's window, nor throw anything from the bus.

The following guidelines refer to bus conduct:

- Pupils **may only** ride the bus to which they have been assigned both to and from their designated pick-up point. **Students may not ride as guests on any other bus.**
- Bus drivers cannot wait for late arrivals at the bus stop, as they must adhere to a strict schedule. Road, weather and/or traffic conditions could affect this schedule. ***Students should be at their bus stops at least 5 minutes prior to the designated pick-up time.***
- The driver is in complete charge of the bus.
- The responsible person(s) will pay to repair damage to a bus.

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

- Shouting or other actions that are disruptive or distracting to the driver or to other motorists

- and pedestrians.
- Throwing of objects inside, out of, or near the vehicle.
- Verbal or physical abuse toward other people.
- Destruction of school or other people's property.
- Use of vulgar or unacceptable language.
- Smoking or use of matches or lighter.
- Littering.
- Any activity that endangers the welfare or safety of others.
- Possession of weapons.
- Possession of drugs and/or alcohol.

### **BUS DISMISSAL CONDUCT**

#### **Students will:**

- Behave in an appropriate manner.
- Follow all school rules on the bus loading area, bus loading zones, and designated bus stops.

#### **Students will not:**

- Use or consume on the bus loading area: candy, drinks, or food items, skateboards or rollerblades, footballs, hacky sacks, Frisbees, or other thrown objects.
- Engage in the following activities on the bus loading area: fighting, punching, kicking, vulgar or profane language, standing or jumping off bus loading area seats, running, pushing, or shoving others.

### **CAFETERIA GUIDELINES**

#### **Students will:**

- Keep voices at a conversational level (Level 1).
- Bring only containers of individual servings to lunch; large soda bottles, large bags of snacks, and other quantities that cannot be consumed by one person, are prohibited. All energy drinks are prohibited at LRIS. **Students should not bring in glass containers.**
- Deposit all trash in containers provided.
- Remain in the cafeteria during the entire lunch period unless given permission to leave by the lunchroom monitor; if you wish to use the telephone in the office, ask the lunchroom monitors for a pass.
- Have a pass to leave the cafeteria to work with a teacher during lunch.
- Give the cafeteria monitor your attention when he/she is speaking either at your table or to the entire group.
- Be dismissed by table by the lunchroom monitor when tabletops and floor have been cleaned.

#### **Students will not:**

- Reserve seats in the cafeteria. The seat you take when you enter the cafeteria remains yours for the entire lunch period.
- Cut into the serving line or allow others to do so.

- Beg or extort food or money.
- Throw food or other objects in the cafeteria.
- Take food bought at breakfast or lunch from the cafeteria.

### **CHEATING / PLAGIARISM**

Cheating occurs when a student has taken another person's thoughts, writing or work and submits this work as his/her own. Examples of cheating include:

- Citing published works or Internet sites without giving credit to the author or source (this is referred to as plagiarism)
- Copying another student's answers on a test
- Using written answers prepared before the test
- Passing answers to other students on a test in progress or previously taken
- Talking during a test without permission
- Stealing tests or using tests stolen by another
- Copying other students' homework with or without their consent
- Making work available for someone else to copy and claim as their own
- Changing answers on work being corrected without permission

**Students who cheat** will lose credit for the work in question as determined by the teacher and/or administration. Students may also be subject to other consequences when plagiarism or cheating on a test occurs and will complete an assignment regarding consequences associated with plagiarism or cheating in real-world situations.

### **CLASSROOM CONDUCT**

In order to create an orderly learning environment in their classrooms, teachers will establish classroom standards at the beginning of the year. These standards should be discussed with each class so there is no misunderstanding of the teacher's expectations. Just as each teacher has the right to establish order in his/her classroom, every student has the responsibility to obey reasonable expectations. While the standards of behavior may vary somewhat among teachers, most will require students to:

- Cooperate with others at all times
- Respect the rights of others
- Bring needed supplies and homework to class
- Participate in the manner requested by the teacher

### **DESTRUCTION OF SCHOOL PROPERTY**

Willful or deliberate destruction of school property is vandalism and will be dealt with according to school district policy. Students involved in acts of vandalism to school property may face suspension or expulsion and could be prosecuted under civil law. Students will also

pay repair/replacement costs for vandalized property. Accidental breakage or destruction of school property will be treated in the following manner (Policy #224):

*"If, in the judgment of the responsible school official, a piece of equipment or school property is damaged or destroyed through student carelessness or neglect; and if in the judgment of the school official the damage could have been avoided by the exercise of reasonable restraint or the use of good judgment, the student will be required to pay replacement or repair costs to a degree determined by the school."*

### **DRESS GUIDELINES**

Included in the school dress policy (Policy #221) approved by the Board of School Directors are guidelines related to the suitability and acceptability of school apparel. School officials will impose limitations on dress or attire, which interferes with the teaching-learning process, disrupts the school's educational climate, or constitutes a health or safety hazard. The following guidelines will be followed at LRIS regarding student clothing.

#### ***Specific dress guidelines for grade 5-6 students:***

- Student clothing must be clean, neat, and worn in the manner intended by the designer.
- Students may not wear clothing that advertises or suggests a direct or double meaning regarding drugs, alcohol, tobacco, weapons, profane language or sex/obscene acts.
- Clothing that is sheer enough to reveal undergarments is not permitted.
- Robes and 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.
- Lower body clothing designed or worn in a manner to reveal underwear is not acceptable.

#### ***Footwear***

- Footwear must be safe for the owner and must not pose a hazard to others. Slippers are not acceptable. For safety reasons, footwear must be worn at all times.

#### ***Head Wear/Coverings***

- Students may not wear head coverings of any kind, including hats and hoods, unless worn for religious, medical or safety purposes.

#### ***Outerwear***

- Winter coats, jackets, capes, and/or other outerwear should be placed in student lockers at the beginning of the day.

- Sunglasses are not permitted, unless for medical reasons.

### **Enforcement**

- If clothing or accessories do not meet these guidelines, students will be required to change/make a correction to come into compliance.
- If the student does not have an appropriate alternative to wear, their parent/guardian will be contacted and asked to bring a change of clothes to school.
- Every effort will be made to maintain the dignity of the student and minimize the loss of instructional time.
- Administrative discretion may be used in matters of dress and grooming.

LRIS is 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.

### **DRUGS AND ALCOHOL**

The Board of School Directors has adopted the following policy: 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 (including "look-alike" substances), 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).

### **ELECTRONIC DEVICES**

**(UPDATED OCTOBER 2022)**

#### **ELEMENTARY/INTERMEDIATE SCHOOL**

The Board prohibits the use of electronic devices by students during the school day in district buildings; on district property; on district buses and vehicles; and during the time students are under the supervision of the

district. The Board prohibits use of electronic devices in locker rooms, bathrooms, health suites and other changing areas at any time.

An electronic device that is possessed by any student in school buildings or on district property must remain powered off and kept out of sight at all times except as outlined below.

Students may use electronic devices in the classroom during the school day for instructional purposes, if and only if they have prior permission of the teacher or building administration to do so.

Nothing in this policy shall affect the ability of the building administrator or his/her designee to grant approval for the use of an electronic device by a student because of a student's urgent health or safety needs or in the event of an emergency.

Nothing in this policy shall affect the provision or use of an electronic as stated in an Individualized Educational Program or Section 504 Service Agreement.

Electronic devices used without the permission of a teacher and/or administrator may be confiscated (Policy #237). Depending on the circumstances involved during the confiscation of the device, disciplinary consequences may also be assigned.

### **ELEVATOR USE GUIDELINES**

#### ***Student Use:***

Students with a medical need for elevator use will meet with the school nurse to obtain the elevator code, review the guidelines and expectations with the nurse, and agree to follow all rules for riding the elevator.

#### ***Expectations:***

- 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.
- Students may only ride the elevator to get to their classes on the lower level or the 2nd floor.
- Students will not engage in horseplay, sit on the floor of the elevator, or climb on anything while riding the elevator.
- The maximum number of students in the elevator at a time is two (2).
- Elevators are not to be used during planned or unplanned evacuation drills or in true/actual fire emergencies.
  - 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.
  - 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.

- In the event that the elevator gets stuck while occupied, students should remain calm and get help/assistance via the elevator phone.
  - Students should not try to pry open the doors or climb on top of the elevator to access an upper floor.
  - Wait for help to arrive.
- Students who observe other students misusing the elevator or any other MTSD building facilities should report the behavior to a teacher or administrator.
- Students may be subject to disciplinary action for violating any of the above rules/guidelines.

### **FIGHTING**

Fighting on school grounds or in the school building, or during a school-sponsored activity, including traveling to and from school is not permitted. Fighting will result in school discipline with possible police involvement (Policy #236).

### **FIREWORKS/IGNITABLE OBJECTS**

Fireworks and other ignitable objects are not allowed in school. Use of such items will result in suspension from school.

### **FOOD AND DRINKS**

Food and beverage items, excluding bottled water, may only be consumed in the cafeteria during lunch, unless under the supervision of a teacher in his/her classroom. Coffee, soda, iced tea, fruit drink/juice/punch and sport drinks are examples of liquids that may not be consumed in classrooms, before or after school, except during special activities. **Students should not have glass containers at any time in Landis Run Intermediate School.** The school nurse may grant students with an existing medical condition an exception from this policy.

### **PUBLIC DISPLAYS OF AFFECTION**

Prolonged hugging and kissing are inappropriate school behaviors. In addition, other forms of prolonged physical contact are also prohibited and could result in disciplinary action.

### **SELLING OF ITEMS**

Individual students are not permitted to sell items (including gum) on school property for personal profit or to benefit non-school organizations/causes. School-sponsored groups or clubs must obtain administrative approval before undertaking fund-raising projects (Policy #229).

### **SNOWBALLS**

Throwing snow or ice can cause serious injury to others and will not be permitted on school property. Students who throw snowballs may receive consequences up to and including suspension from school.

## **TOBACCO**

Smoking or the possession of cigarettes or other forms of tobacco, including snuff, in/on school property will be regarded as a serious breach of school rules and will result in suspension from school and a possible fine. (Policy #222)

## **VIDEO SURVEILLANCE**

Cameras are positioned around Landis Run Intermediate School to monitor activity. Persons in and around Landis Run Intermediate School public spaces should not have expectations of privacy. The district may use images captured by video cameras, as it deems appropriate. (Policy #810.2)

## **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-alike 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 that 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 that might befall the student.

## **TEACHER DISCIPLINE**

As part of our expectations specific to Landis Run Intermediate School, our staff has been working with your children to learn how to be successful in 5<sup>th</sup> and 6<sup>th</sup> grade. We continually encourage your children and support them as they grow academically, socially and behaviorally. Students at this age require limitations. The information below outlines the steps teachers will use when students do not meet expectations or stay within the limits.

### **Student Behavior Expectations**

All LRIS 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.

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

## **SCHOOL DISCIPLINE**

If misbehavior continues, the student will meet with an administrator. The child's parents will be informed. Additional steps may be taken to address student behavior.

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.

## **IN SCHOOL AND 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 or 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.

The following (page 23) is a list of behavior offenses and disciplinary procedures to be used for 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.

### **DISCIPLINARY PROCEDURES**

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 participant, 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 record. This action is taken on a majority vote of the entire School Board and must be preceded by a formal hearing for the student.

| Level One Offenses   |   |
|--|---|
| <b>Behaviors</b><br>Behaviors could include, but are not limited to: <ul style="list-style-type: none"> <li>● Running, tripping, pushing, hitting or other similar aggressive acts</li> <li>● Throwing objects</li> <li>● Unauthorized use of toys, audio devices, collectibles or other similar items</li> <li>● Name-calling</li> <li>● Dress code violations</li> <li>● Misuse of equipment on the playground</li> <li>● Cafeteria misconduct</li> <li>● Writing/passing inappropriate notes</li> </ul>   | <b>Potential Consequences</b><br>The following consequences may be used at the discretion of the building administrator: <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> <li>● Detention</li> </ul>   |
| Level Two Offenses   |   |
| <b>Behaviors</b><br>Behaviors could include, but are not limited to: <ul style="list-style-type: none"> <li>● Repeated level one violations</li> <li>● The use of foul or other inappropriate language, gestures, or objects</li> <li>● Disruptive behavior</li> <li>● Disrespect/defiance to adults</li> <li>● Bullying (S.B. policy #249)</li> <li>● Fighting or physical confrontation without physical injury</li> <li>● Bus misconduct</li> <li>● Cheating, lying, forged signatures</li> <li>● Leaving school grounds without permission</li> <li>● Graffiti or vandalism</li> <li>● Threats</li> <li>● Endangerment compromising the safety of self or others</li> <li>● Extortion</li> </ul> | <b>Potential Consequences</b><br>The following consequences may be used at the discretion of the building administrator: <ul style="list-style-type: none"> <li>● Immediate Parent contact</li> <li>● Apology</li> <li>● Loss of Privileges</li> <li>● Meeting with an administrator</li> <li>● Detention</li> <li>● In-School Suspension</li> <li>● Out-of-School Suspension</li> <li>● Loss of bus privileges</li> <li>● Restitution</li> <li>● Possible police involvement</li> <li>● Expulsion</li> </ul> |
| Level Three Offenses   |   |
| <b>Behaviors</b><br>Behaviors could include, but are not limited to: <ul style="list-style-type: none"> <li>● Repeated level two violations</li> <li>● The student is engaged in a physical altercation with another student that results in injury</li> <li>● Stealing</li> <li>● Sexual harassment</li> <li>● Pattern of bullying (S.B. policy #249)</li> <li>● Threats with credible intent to harm</li> <li>● Serious or habitual bus misconduct</li> <li>● Violation of MTSD controlled substance policy (S.B. policy #227)</li> <li>● Violation of the MTSD weapons policy (S.B. policy #218.1)</li> <li>● Violation of the MTSD tobacco policy (S.B. policy #222)</li> </ul>                  | <b>Potential Consequences</b><br>The following consequences may be used at the discretion of the building administrator: <ul style="list-style-type: none"> <li>● Immediate parent contact</li> <li>● Loss of Privileges</li> <li>● Meeting with an administrator</li> <li>● Detention</li> <li>● In-School Suspension</li> <li>● Out-of-School Suspension</li> <li>● Restitution</li> <li>● Possible police involvement</li> <li>● Expulsion</li> </ul>  |