



2019-2020

Annual Report

TO THE COMMUNITY

.....

NURTURE AND CHALLENGE FOR SUCCESS
ACCESS • EQUITY • OPPORTUNITY



Welcome

to the 2019-2020 Annual Report to the Community for Manheim Township School District. This publication reflects a small sample of the many achievements of our students and staff this past year. We are dedicated to building the future of tomorrow's leaders, and we are committed to informing the community of our district's accomplishments. In this report, you will find this past school year's (2018-2019) student achievement data, this year's (2019-2020) district finances, and the current state of the district.

Manheim Township School District Board of School Directors

The members of the Manheim Township School Board are volunteers who give their time and effort to provide MTSD students with a quality education while maintaining fiscal responsibility for their decisions. Board agendas and board meeting minutes can be found on our website at www.mtwp.net.

Mrs. Nikki Rivera,
President

Mrs. Joyce Stephens,
Vice President

Mrs. Janet Carroll

Ms. Sara Grosh

Mr. Steve Grosh

Mrs. JoAnn Hentz

Mr. Curtis Holgate

Dr. John Smith
Mrs. April Weaver

Non-Voting Members
Jennifer Davidson, *Secretary*
Donna Robbins, *Treasurer*
Henry Gingrich,
Student Representative
Luke Welch,
Student Representative



MTSD Board of School Directors

MTSD VISION

We are committed to the achievement of each individual's potential by providing a nurturing learning community that:

- Provides safety and mutual respect
- Stimulates curiosity and creativity
- Promotes personal integrity
- Encourages good citizenship

A challenging learning community that:

- Establishes high expectations and promotes individual achievement
- Encourages critical thinking and problem solving
- Inspires lifelong learning
- Provides opportunities for extracurricular experiences
- Facilitates collaborative communication
- Embraces the richness of diversity

School Board Work Sessions

- Second Thursday of each month, except Dec. and July
- Works sessions are held at the District Office, 7:00 p.m.
- Agendas can be found on the website at www.mtwp.net

School Board Meetings

- Third Thursday of each month, except Dec. and July
- Board meetings are held at the District Office, 7:00 p.m.
- Agendas can be found on the website at www.mtwp.net



District Office Leadership Team

Dr. Robin L Felty,
Superintendent
Dr. Dale Reimann,
Assistant Superintendent
Mrs. Donna Robbins,
Chief Operating Officer
Mrs. Marcie Brody,
Communications Specialist
Mr. James Dierolf,
Director of Food Services
Mr. Matt Gillis,
Transportation Generalist
Mr. Tom Koch,
Director of Plant Services
Mrs. Joni Lefever,
Director of Pupil Services
Mr. Dan Lyons,
Director of Technology Services
Dr. Karen Nell,
Director of Secondary Curriculum & Instruction
Mrs. Bette Oberle,
Director of Safety and Security
Mrs. Sharon Schaefer,
Director of Elementary Curriculum & Instruction
Mrs. Katherine Ward,
Director of Human Resources, Title IX Coordinator

School Administration

Mr. David Rilatt, *Principal, High School*
Mr. John Loose, *Assistant Principal, High School*
Mrs. Lisa Lyons, *Assistant Principal, High School*
Ms. Deborah Niemi, *Principal on Assignment, High School*
Mr. Matthew Johns, *Dean of Students, High School*
Mr. Roger Czerwinski, *Athletic Director, High School*
Mrs. Christine Resh, *Principal, Middle School*
Mr. Andrew Hull, *Assistant Principal, Middle School*
Ms. Sharon Cohen, *Assistant Principal, Middle School*
Mr. William Gillis, *Principal, Landis Run Intermediate*
Dr. Erin Birk, *Assistant Principal, Landis Run Intermediate*
Mr. Dana Schrodell, *Assistant Principal, Landis Run Intermediate*
Ms. Nicole Reinking, *Principal, Brecht Elementary*
Dr. Andrew Martin, *Principal, Bucher Elementary*
Ms. Travis Bash, *Principal, Neff Elementary*
Dr. Wendy Hancock, *Principal, Nitrauer Elementary*
Mrs. Trudi Smith, *Principal, Reidenbaugh Elementary*
Mrs. Elizabeth Edwards, *Principal, Schaeffer Elementary*



Superintendent Letter

We are proud to bring you the 2019-2020 Annual Report for the Manheim Township School District (MTSD). The report highlights the many achievements and significant dedication of our staff, students, families, and overall community as they work together to maintain a highly successful school district. A strong school system is essential for the development of healthy, thriving

communities. We are fortunate to have such ongoing support from staff, families, and the community for the many educational and extracurricular programs operating within our nine schools. As more families continue to move into the community and enroll their students into our school district, we are proud to offer educational excellence in all of our schools. The MTSD is recognized annually at the national and state levels for its student achievement.

At this time, we are in the second year of the implementation of our district Comprehensive (Strategic) Plan and school-level Comprehensive Plans. As per the Chapter 4 regulations established by the Pennsylvania Department of Education (PDE), school districts are required to develop and submit a Comprehensive Plan every six years. This six-year process involves the development of two Comprehensive Plans spanning a three-year period. Thus, the goals of our current district and nine school Comprehensive Plans target identified district-level and school-level needs over a three-year period – the school years of 2018-2019, **2019-2020**, and 2020-2021. The district will facilitate the strategic planning process again during the 2020-2021 school year, as a mid-point review, in order to evaluate progress and develop the next three-year plan (for implementation during the 2021-2022 school year).

If you have not already done so, please review the Comprehensive Plans for your student(s)'s school and our district, which are posted on the district website at the tab labeled "Comprehensive Plan" (<https://www.mtwp.net/about/comprehensive-plan/>). The three (3) district-level goals and planned activities are as follows:

1. Implementing **effective instructional strategies** that incorporate 21st-century learning and innovation skills
2. Addressing **barriers to student learning** in order to increase student achievement and graduation rates
3. Ensuring **academically at-risk students are identified early and are supported** with needs-based interventions

Much work has been accomplished with these goals given their full year of implementation last school year (2018-2019). The work has continued into this school year, with an increased focus on several key planned projects and activities specific to (but not limited to) the following: (a) implementation of structured transition activities/programs for students entering middle school and high school (i.e., "WEB" and "Link Crew"), (b) continued development of a Multi-tiered Systems of Support (MTSS) Framework in grades K-6 that provides students with multiple levels of interventions, (c) promotion of strategies for building positive socio-emotional health within students, (d) provision of a grades 1-12 virtual academy, and (e) the incorporation of additional College & Career Readiness activities and coursework at the middle school and high school.

We are also focused on the continued growth of our early learning initiatives, including the development of a MTSD "Roadmap to Early Literacy," which involves the implementation of two new district stakeholder committees – an Early Childhood Team and an Early Literacy Committee. The Early Childhood Team will work in alignment with our MTSS Framework and the goals of our MTSD Roadmap to Early Literacy. The Early Literacy Committee will work in alignment with our Early Childhood Team in the implementation and evaluation of the district's established literacy goals, as well as the Pennsylvania Department of Education's "Pennsylvania State Literacy Plan."

Along these lines, we are also in the process of developing the structure for a MTSD Equity Leadership Team. These internal and external stakeholders will be instrumental in helping the district plan strategies for promoting student access and equity in our K-12 educational programming. The work of these individuals will be in

alignment with our MTSS Framework and our equity-related Comprehensive Plan goals, and will include intentional, targeted planning discussions on strategies for increasing educational equity in grades K-12. The goal of this team is to begin the research and planning for the creation of a district-wide Equity Plan.

The progress and achievements included in this 2019-2020 Annual Report reflect the ongoing support we receive from our internal and external communities. We thank our families and the larger community for their dedication to our students and Manheim Township School District.

Robin L. Felty, Ed.D.

Superintendent of Schools



About the Manheim Township School District

Manheim Township School District extends over 23 square miles and serves a community of approximately 38,000 citizens in 16,000+ residential dwellings, with over 30 percent of these households having children in the district. MTSD is a diverse school district in Lancaster County with over 780 employees who care for over 5,900 students in grades K-12. The district addresses our students' needs by providing educational services in one high school, one middle school (grades 7-8), one intermediate school (grades 5-6), and six elementary schools. The District Office, located at 450A Candlewyck Road, houses the Superintendent and Assistant Superintendent, as well as the Curriculum and Instruction, Business, Human Resources, Communications, Transportation, Pupil Services, Food Services, and Plant Services offices. Please visit the Manheim Township School District website for more specific information about each of the Manheim Township schools.

Statistics



STUDENT INFORMATION

Student Demographics

Caucasian	64%
African American	5%
Hispanic	16%
Asian	9%
Multi-Racial	6%
American Indian	0%

Current Enrollment Data

(as of October 2019)

Brecht Elementary	277
Bucher Elementary	416
Neff Elementary	336
Nitrauer Elementary	514
Reidenbaugh Elementary	363
Schaeffer Elementary	320
Landis Run Intermediate	959
Middle School	973
High School	1,819
TOTAL	5,977

389

Gifted Education Students

103

Home-schooled Students

Career and Technical Center Students

44

(Full day)

34

(Half day)

Charter Students in District

86

(Cyber)

6

(Brick/Mortar)

Private/Parochial School Students

629

English Language Learners (ELL)

218

Special Education Students in District

799

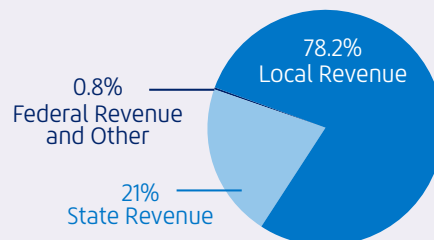
(Includes IU and out-of-district placements)

FINANCE INFORMATION

MTSD Budget

2019-2020 Total Budget	\$101,920,345
Millage Rate	15.3103

MTSD Millage Ranking in Lancaster County –
6th Lowest Out of 16 Districts



MTSD Revenue

Local Revenue	\$78,309,238
State Revenue	\$21,049,949
Federal Revenue and Other	\$778,598

Total Revenue \$100,137,785

MTSD Expenditures

Instructional	\$55,067,600 (54.0%)
Support	\$30,263,025 (29.7%)
Non-instructional Services	\$1,635,520 (1.6%)
Other Expenditures & Financial Uses	\$14,954,200 (14.7%)

Total Expenditures \$101,920,345

STAFF INFORMATION

Average Teacher Salary: \$67,942

Starting Teacher Salary: \$51,322

10

Average Years of Teaching Experience

Teachers with Advanced Degrees

327

Staff Profile

Teachers 426

142	Elementary
52	Landis Run
67	Middle School
119	High School
46	Special Education

Support Staff 325

Administration 33

TOTAL 784

FREE AND REDUCED LUNCH

High School	30.57%
Middle School	29.06%
Brecht Elementary	38.49%
Bucher Elementary	40.00%
Landis Run	28.28%
Neff Elementary	21.13%
Nitrauer Elementary	25.44%
Reidenbaugh Elementary	20.33%
Schaeffer Elementary	35.80%

Total District Wide: 29.67%
(as of October 2019)

For additional information on the school district budget, please visit the Business Office page on our website at www.mtwp.net.





TESTING DATA FOR 2018-2019 YEAR

Student Achievement 2019

Manheim Township High School Exam Summary

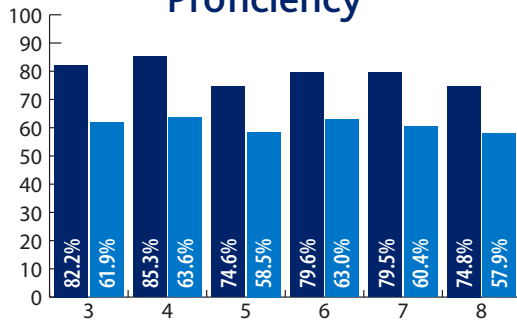
National Merit Program (Class of 2019) 1 Finalist — 2 Semifinalists — 8 Commended

2019 PSSA Results

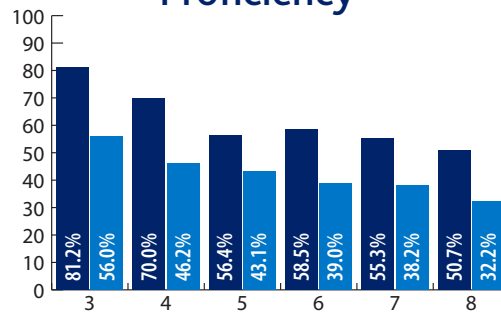
In Pennsylvania, the PSSA (Pennsylvania System of School Assessment) tests are used to measure a student's attainment of the academic standards while also determining the degree to which school programs enable students to attain proficiency of the standards. Below are the percentages of all students in the district Grades 3-8 who scored Proficient or Advanced in the subject area assessments: English Language Arts, Mathematics, and Science.

■ MT
■ State

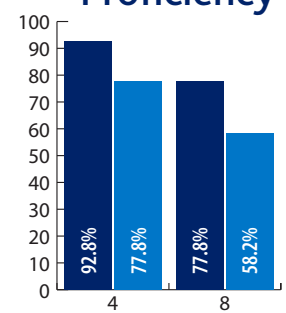
PSSA English Language Arts Proficiency



PSSA Mathematics Proficiency



PSSA Science Proficiency



Post High School Plans

College-bound students in the class of 2019 plan to attend more than 95 institutions in over 25 states. Based on data available in June 2019, the figures shown represent the percentages of the total class of 394 students continuing their education at various types of schools.

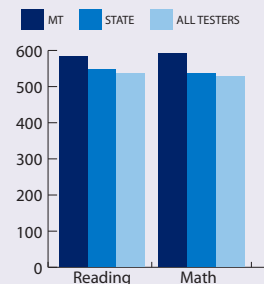
- Apprenticeship 2%
- Employment 4%
- Unknown 9%
- 64%** Four-Year Colleges
- 11%** Associate Degree/ Technical School
- 6%** Community College with intent to transfer
- 4%** Military

2019 MT SAT Scores

72% of the Class of 2019 took the SAT

MT Class of 2019	*Reading / Writing 582	Math 590
PA State Average	*Reading / Writing 545	Math 537
National Average	*Reading / Writing 531	Math 528

MT Total Average Score: 1172
(*Evidence-Based Reading and Writing)



2019 Advanced Placement Exams

87%

of AP Exam students received a score of 3 or higher

30%

of AP Exam students received a score of 5

316

students took a total of 632 exams

2019 ACT-Tested Graduates – Average ACT Scores

Grad Year 2019	Number of Students Tested		English		Math		Reading		Science		Composite	
	SCHOOL	STATE	School	State	School	State	School	State	School	State	School	State
	89	23,855	24.8	23.3	25.7	23.1	25.4	24.1	25.7	23.2	25.5	23.6

Lancaster County Career & Technology Center information on page 6.

Student Achievement CONTINUED

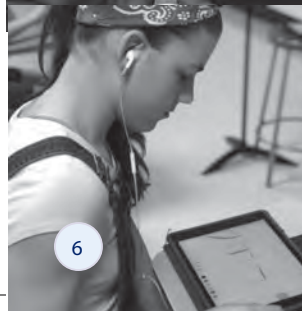
Lancaster County Career & Technology Center

Manheim Township is proud to partner with the Lancaster County Career & Technology Center (LCCTC) to offer our students the option to pursue technical educational training to prepare students for career opportunities in a STEM (Science, Technology, Engineering, Math) field. The LCCTC also offers half-day programs for students in grade 11 to provide the opportunity to explore different aspects of a career field. Introductory courses explore careers in construction, culinary arts, health care, manufacturing, transportation, and visual communications.

INDUSTRY CERTIFICATIONS EARNED 2018-2019

Our students earned nearly 200 industry certifications through the Lancaster County Career & Technology Center. They include some of the following:

- Architecture CAD/Design
- Automotive Mechanics
- Automotive Technology
- Bakery & Pastry Arts
- Cabinetmaking & Wood Technology
- Commercial Art
- Computer Systems Technology
- Culinary Arts/Chef
- Digital Design/Print Media
- Early Childhood Education
- Event Planning & Tourism Services Management
- Interactive Media and Web Design
- Plumbing
- Protective Services Academy
- Welding Technology



International Baccalaureate (IB)

Manheim Township juniors and seniors have the opportunity to earn an internationally recognized diploma that allows them to earn college credit while in high school, and gives our students another advantage in the college admissions process. The IB curriculum emphasizes an interdisciplinary, student-centered approach to learning with an emphasis on developing critical thinking skills.

2018-19 was the seventh year that Manheim Township students had the opportunity to earn the IB diploma. In May, 35 students sat for exams in at least one IB course, and six seniors earned the full IB diploma. Currently at the high school, 194 students are enrolled in at least one IB class, and 37 students (12 seniors, 25 juniors) are working toward the full IB diploma.

Students apply to the IB program in the fall of their sophomore year. For more information, contact Larry Penner, IB Coordinator, at pennerla@mtwp.net.



Spanish Immersion Program

The Manheim Township Spanish Immersion program is a district program that immerses students in Spanish while they learn the same MT curriculum based on the PA Standards. At the elementary level (grades 1-4), selected students from each of our six elementary schools learn Reading, Writing, Spelling, Mathematics, Science, Health, and Social Studies in Spanish. As the Spanish Immersion students continue to Landis Run Intermediate, Spanish is incorporated into homeroom, literacy (reading and writing activities), and intervention/enrichment. In grades 7 and 8, students have one period of Spanish daily that focuses on academic language preparation, with speaking, listening, writing, and reading at a high level of proficiency. In grades 9-12, Spanish may be scheduled as an elective for all immersion students.

Future Ready PA Index

The Future Ready PA Index is a collection of school progress measures related to school and student success. The Index includes a range of assessment, on-track, and readiness indicators to more accurately report student learning, growth, and success in the classroom and beyond. The Future Ready PA Index serves as Pennsylvania's one-stop location for comprehensive information about school success, and uses a dashboard-model approach to highlight how schools and students are performing and making progress on multiple indicators, rather than solely on standardized tests.

The Future Ready PA Index contains the most recent data available from the 2018-2019 school year. To review how Manheim Township School District schools are performing, go to the Future Ready PA Index website (www.futurereadypa.org) and search for Manheim Township School District.

Manheim Township High School Students Earn IT Industry Certifications Through Harrisburg University Partnership

Starting the 2019-2020 school year, Manheim Township High School partnered with Harrisburg University to provide high school students a clear path to industry-recognized IT certifications and in-demand careers through an innovative program called NuPaths.

NuPaths, an organization co-founded by Harrisburg University, offers multiple career pathways for the growing opportunities in IT. This workforce development program provides MT High School students an opportunity to enroll in a Digital Marketing course, earning high school elective credits as well as college credits at Harrisburg University. Students who successfully pass the course earn the IT certifications, as well as marketable and employable skills needed to land entry-level careers in the digital marketing field.

"Manheim Township School District is proud to partner with Harrisburg University to offer the NuPaths program to our high school students. This partnership provides even more options and real-world applications for our students to have exposure to career opportunities, earn college credits, and give them the tools and industry certifications they need for employment immediately following graduation," said MTSD Superintendent Dr. Robin Felty.

The Digital Marketing class, in its first year, filled up quickly, with a waiting list for students also interested in taking the course. The district hopes to partner with other business and industry leaders to expand workforce development and industry certification programs for its students.

Manheim Township High School Offers Flexible Virtual Learning Program

The Manheim Township Virtual Academy is designed to give students and families a learning option for all types of learners. We offer flexible learning options for students on a full-time, blended with traditional classroom learning, or single course basis. The district participates in the largest consortium for online learning in Pennsylvania: Capital Area Online Learning Association (CAOLA), and has access to five different platforms and over 300 courses. Students enrolled in the Virtual Academy have access to all the same services and extracurricular activities as a traditional student.

Some of the benefits of MT Virtual Academy include:

- A Manheim Township School District diploma

- Participation in the district's graduation ceremony
- Participation in district-level sports, clubs, organizations, band, musicals, and much more
- Homecoming, prom, and other school events
- Accessibility to Career and Technology Centers
- Access to guidance counselor services
- Flexibility to the standard school day
- The ability to create a schedule composed of both online and live classes

For more information, please visit our website: mtwp.net/about/curriculum/ and click on Virtual Learning Program.



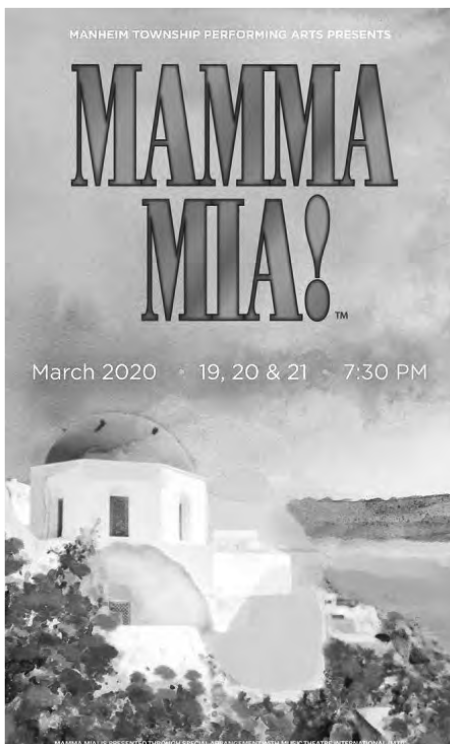
MTHS BSN Online Debuts Humans of MT!

Manheim Township High School's student publication, BSN Online, has started a Humans of MT section on their website. So far 12 students have been featured in a creative journey that follows the same process as the popular Humans of New York. The feature provides a special glimpse through the eyes of teenagers today: special memories, juggling schedules, body image, and values are all topics that are briefly discussed in a journalistic way. Learn more about Humans of MT, and what our high school students are doing, on the BSN website at bsnonline.mtwp.net or on Instagram at [@bsn_online](https://www.instagram.com/bsn_online).

Manheim Township Middle School Construction Project Update

The Middle School Construction project remains on schedule and, as of this time, will be completed at the start of the 2021-2022 school year. As community members, parents, and students drive through the campus, the concrete walls are visible, and the mechanical work is in place. The second floor of the library is coming together, and the stairwells are being installed. It has been a great work in progress for our students to see.

All School Board presentations, as well as financial information and a historical timeline of the project, are posted on the school district website. We encourage residents, parents, and staff to take the time to review the dedicated construction page on our website, www.mtwp.net/construction/. We will continue to post all information, presentations, and project updates with the intent of providing up-to-date and clear information to the Manheim Township community.



Early Childhood Learning Corner

Programs and helpful tips for early childhood education in a playful environment. For complete and detailed information, please visit the Early Childhood Education page on our website: www.mtwp.net/community/mt-early-childhood-education/



Plant the Seed of Learning is an early childhood education initiative that supports the foundation of learning for children ages birth to 2. By age 3, 85 percent of a child's core brain structure is formed, driving the need to support a child's education from birth. The classes listed below will offer helpful tips on early childhood education in a playful environment. Local medical and school district professionals will present the classes.

**ALL
CLASSES
ARE
FREE!**

Advance registration is required at
www.PlantTheSeedOfLearning.org

2020 CLASSES

All class times are 6:00 – 7:00 p.m.
for children up to age 2.

March 5	BRAIN & LITERACY Cocalico	At WellSpan Ephrata Community Hospital
March 5	BRAIN & LITERACY Lampeter-Strasburg	At Women & Babies Hospital
April 9	YOUR BABY CAN TALK Warwick	At WellSpan Ephrata Community Hospital
April 9	YOUR BABY CAN TALK Conestoga Valley	At Women & Babies Hospital
May 14	PLANT THE SEED OF SCIENCE Ephrata	At WellSpan Ephrata Community Hospital
May 14	PLANT THE SEED OF SCIENCE Manheim Township	At Women & Babies Hospital



STEM Starts Now

STEM Starts Now is a digital subscription program that helps infants and children by supporting their parents/caregivers with regular emails tailored to their child's age and development levels. Parents and caregivers of children newborn to age 5 in Manheim Township School District can subscribe for FREE by going to www.STEMstartsnow.com.

Click on Join, then Group Membership, and enter the code MT2020 for a free subscription.

– Sponsored by Owl Hill Learning Centers –

Give your child a Head Start!



Head Start offers a free, high-quality pre-kindergarten program for 3 or 4 year olds from income eligible families.

CHILD AND FAMILY SERVICES INCLUDE:

- Free meals for children
- Health and development screenings
- Help for children with challenging behaviors
- Home visits and parent teacher conferences
- Family support services
- Parent workshops

PLEASE CONTACT A STAFF MEMBER TO LEARN MORE INFORMATION OR TO SCHEDULE AN APPOINTMENT TO APPLY.



Phone: 717-299-7301 x 3012
Website: caplanc.org
E-mail: headstart@caplanc.org

MANHEIM TOWNSHIP SCHOOL DISTRICT PRESENTS: *Sprouting Learners* AN EARLY CHILDHOOD INITIATIVE AGES 3 - 5 YEARS

Sprouting Learners is an early childhood district initiative to provide access for all students and their families to pre-K experiences. Our Sprouting Learners programs are open to all children ages 3-5, and we are committed to fostering family and community partnerships to encourage lifelong learning.



Helpful tips for early childhood education
in a playful environment

Please join us for free hands-on classes as we learn
and play together!

BUCHER ELEMENTARY SCHOOL
FEBRUARY 27th AND MAY 7th
5:00 – 6:30 p.m.

DINNER WILL BE SERVED.

FREE LEARNING MATERIALS AND BOOKS WILL BE AVAILABLE.

For more information or to RSVP, please contact Cindy Lux at luxcy@mtwp.net or 717-569-8231 x3041.



Transportation

Approximately 6,500 students who reside in the Manheim Township footprint are transported to and from school every day. Students are bussed to the nine Township school buildings and an additional 24 non-public schools, 1 Charter School and 13 Special Education locations. Students with special needs are bussed on a daily basis to various county schools. Buses for field trips, tutoring programs, the district's Immersion Program, and other special shuttles are arranged through the district's Transportation Department. Brightbill Transportation, the bus contractor for the district, employs over 58 bus drivers and 14 van drivers. Other bus contractors are also utilized for special situations.

Radios on the buses permit the Brightbill dispatcher and school personnel to communicate directly with drivers. Cameras are used as needed to assist the driver and school personnel in helping to improve student behavior and overall safety for students on the buses.

Approximately 680,000 miles are traveled annually by the buses for regular school-to-home and home-to-school transportation, even though the district is relatively small at 22.6 square miles. Additional miles are driven for field trips, athletic trips, and activity runs.



Child Nutrition

More than 444,500 school lunches and 111,700 school breakfasts are served annually in our nine schools by a dedicated and well-trained staff of over 50 full- and part-time employees in our Food Services Department. In addition, four summer meal program sites were sponsored serving over 4,600 lunches to community children.

Over the past year, our Food Services Department provided meal menus with healthier choices at all grade levels. Current school meals include more whole grains, additional fiber, lower sodium content, and a decrease in added sugars. Nutritional guidelines and federal nutrition regulations, which limit the fat content, sugar content, and portion size of foods served, are implemented throughout Manheim Township School District. For the past few years, we have received a grant to provide a free summer lunch program for students. Given the increasing interest, we hope to continue to offer a summer lunch program.

As of June 2017, MTSD has updated the Student Wellness Policy that impacts competitive and non-competitive foods students encounter during the school day. This affects fundraisers, classroom parties, and using food as rewards.

To learn more about MTSD's Food Services Program, the Student Wellness Policy, child nutrition, and monthly menus, please visit the Food Services page on the website: www.mtwp.net/about/food-services/

Notification of Rights under FERPA

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. They are:

- (1) The right to inspect and review the student's education records within 45 days of the day the school receives a request for access. Parents or eligible students should submit to the school principal a written request that identifies the record(s) they wish to inspect. The school principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
- (2) The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate or misleading. Parents or eligible students may ask the school to amend a record that they believe is inaccurate or misleading. They should write the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when the school is notified of the request for a hearing.
- (3) The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception that permits disclosure without consent is disclosure to school officials with legitimate education interests. A school official is a person employed by the school as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the school board; a person or company with whom the school has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.
- (4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the school system to comply with the requirements of FERPA. The name and address of the office that administers FERPA is: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, DC 20202.

Directory Information Notice

The school may disclose certain information, known as directory information, in its discretion without consent. Directory information is generally not considered harmful or an invasion of privacy if released. Directory information may be disclosed to entities such as outside organizations that manufacture class rings or publish yearbooks. In addition, two federal laws require schools receiving assistance under the Elementary and Secondary Education Act of 1965 (ESEA) to provide military recruiters, upon request, with three directory information categories – names, addresses and telephone listings – unless parents or students have advised the school that they do not want the student's information disclosed without their prior written consent.

Parents or eligible students may refuse to let the school release any or all of this information. If you do not want this information released, you must send written notice annually to your child's school office before the first day of the school year. The following information regarding students is considered directory information: (1) name, (2) photo, (3) home address, (4) telephone number, (5) date and place of birth, (6) major field of study, (7) participation in officially recognized activities and sports, (8) weight and height of members of athletic teams, (9) dates of attendance, (10) degrees and awards received, and (11) the most recent previous educational agency or institution attended by the student.

Pest Management Plan

The Manheim Township School District abides by the provisions of Act 35/36 2002 of the Commonwealth of Pennsylvania – Integrated Pest Management. In accordance with this plan, non-chemical pest management treatment will be implemented whenever practical. Advance notification of pesticide treatment will be posted prior to all applications. Parents or guardians may also request individual notification prior to pesticide use within the school district by contacting the Plant Services Department. All reports of inspections and our management plan are on file in the Plant Services Office located at the District Office. Anyone interested may examine these reports by appointment by contacting the Plant Services Department at 717-560-3080.

Asbestos Management Plan

The Manheim Township Asbestos Management Plan has been approved by the Board of Directors and the Pennsylvania Department of Education. All school buildings are inspected every six months by a third-party consultant and have been found to be in compliance with the rules and regulations of AHERA regarding this subject. All reports of inspections and our management plan are on file in the Plant Services Office located at the District Office. Anyone interested may examine these reports by appointment by contacting the Plant Services Department at 717-560-3080.

Anti-Bullying and Harassment Policy

The Manheim Township School District Board of School Directors is committed to providing a safe, positive learning environment for district students. The Board recognizes that bullying and unlawful harassment create an atmosphere of fear and intimidation, detract from the safe environment necessary for student learning, and may lead to more serious violence. Therefore, it shall be the policy of the school district to maintain an educational environment in which bullying and harassment in any form is not tolerated (Policy no. 249).



Annual Public Notice of Special Education Services and Programs, Services for Gifted Students, and Services for Protected Handicapped Students

State and federal special education regulations require each school district to provide notice to the community by publishing an annual public notice to parents, in newspapers, on the website, or by other media, regarding the school district's identification and screening activities, the location and time of the activities, and also any evaluation activity that takes place in the Manheim Township School District.

The district is required to provide a free appropriate public education (FAPE) to children with disabilities who are determined, through the evaluation process, to need special education and related services under IDEA and 22 PA School Code Chapter 14. A school-age child with a disability, who is determined to be in need of special education and related services, is identified as a child with a disability for special education in need of specially designed instruction. The following are disability categories under IDEA:

Autism, Deafness, Hearing Impairment, Multiple Disabilities, Other Health Impairment, Traumatic Brain Injury, Specific Learning Disability, Speech or Language Impairment, Deaf-Blindness, Emotional Disturbance, Intellectual Disability, Orthopedic Impairment, Visual Impairment

Early Intervention: Children ages 3 through the age of admission to first grade are also eligible if they have developmental delays and, as a result, need special education and related services. Developmental delay is defined as a child who is less than the age of beginners and at least 3 years of age and is considered to have a developmental delay when one of the following exists: (i) The child's score, on a developmental assessment device, on an assessment instrument that yields a score in months, indicates that the child is delayed by 25% of the child's chronological age in one or more developmental areas. (ii) The child is delayed in one or more of the developmental areas, as documented by test performance of 1.5 standard deviations below the mean on standardized tests. Developmental areas include cognitive, communicative, physical, social/emotional and self-help. For additional information, you may contact IU13 Early Intervention – Preschool Special Education at 717-606-1601.

Screening Activities: The Manheim Township School District conducts ongoing screening activities throughout the school year to identify students who may have a disability and be in need of special education services. Screening is conducted in the student's home school unless other arrangements are necessary. If a child is identified by the district as possibly in need of such services, the school district will seek parental consent to conduct an evaluation. Parents can request screening in writing for their children by contacting the building principal.

Evaluation Process: When screening indicates that a student may have a disability, the school district will seek parental consent to conduct an evaluation. "Evaluation" is the procedure used to determine whether a child has a disability and if the child's disability is of the nature and extent that the child would be eligible for special education and related services. Evaluation procedures used are determined on an individual basis by a Multi-disciplinary Team, which includes the parents. Evaluation for the purpose of determining if a child has a disability eligible for special education does not include the procedures or basic tests that are administered to all children.

Parents who think their child is exceptional may request, at any time, that the school district conduct an evaluation. This request should be made in writing to the building principal. If a parent makes an oral request for an evaluation, the school district shall provide the parent with a form for that purpose within 10 days of the oral request.

Independent Educational Evaluation: Parents also have the right to obtain an independent educational evaluation. The school district must provide to parents, on request, information about where an independent educational evaluation may be obtained and criteria application for independent evaluations. Under certain circumstances, such an independent educational evaluation may be obtained at public expense.

Consent: School entities cannot proceed with an evaluation or with the initial provision of special education and related services without the written consent of the parents. For additional information related to consent, please refer to the Procedural Safeguards Notice, which can be found at

the PaTTAN website, www.pattan.net/. Once written parental consent is obtained, the district will proceed with the evaluation process. If the parent disagrees with the evaluation, the parent can request an independent education evaluation at public expense.

Program Development: Once the evaluation process is completed, a team of qualified professionals and parents determine whether the child is eligible. If the child is eligible, the Individualized Education Program (IEP) team meets, develops the program, and determines the educational placement. Once the IEP team develops the program and determines the educational placement, school district staff, intermediate unit staff, or charter school staff will issue a Notice of Recommended Educational Placement/Prior Written Notice (NOREP/PRN). Your written consent is required before initial services can be provided. The parent has the right to revoke consent after initial placement.

Gifted Education: The Manheim Township School District conducts child find activities for children who may be eligible for gifted services via 22 Pa. School Code Chapter 16. Parents who suspect that their child is in need of specially designed instruction beyond that required in 22 Pa. School Code §16.22. If a student is both gifted and eligible for special education, the procedures in IDEA and Chapter 14 shall take precedence. For additional information, please contact the Director of Pupil Services at 717-569-8231.

Protected Handicapped Students: In compliance with state and federal law, and 22 Pa. School Code Chapter 15, the Manheim Township School District will provide to each protected handicapped student, without discrimination or cost to the student or family, those related aids, services or accommodations that are needed to provide equal opportunity to participate in and obtain the benefits of the school program and extracurricular activities. In order to qualify as a protected handicapped student, the child must be of school age with a physical or mental disability that substantially limits a major life activity or prohibits participation in or access to an aspect of the school program. These services and protections for "protected handicapped students" are distinct from those applicable to all eligible or exceptional students with disabilities enrolled in special education programs.

For additional information related to Section 504/Chapter 15 services, the parent may refer to Section 504, Chapter 15, and the Basic Education Circular entitled Implementation of Chapter 15. Parents may also contact the building principal to request further information on the rights of parents and children, provision of services, evaluation and screening (including purpose, time and location), and due process procedures.

Confidentiality: The Manheim Township School District, and to some extent the intermediate unit, maintain records concerning children enrolled in the school, including students with disabilities. All records are maintained in the strictest confidentiality. Parental consent, or consent of an eligible child who has reached the age of majority under state law, must be obtained before personally identifiable information is released, except as permitted under the Family Educational Rights and Privacy Act (FERPA). The age of majority in Pennsylvania is 21. Each participating agency must protect the confidentiality of personally identifiable information at collection, storage, disclosure, and destruction states. One official at each participating agency must assume responsibility for ensuring the confidentiality of any personally identifiable information. Each participating agency must maintain, for public inspection, a current listing of the names and positions of those employees within the agency who have access to personally identifiable information. For additional information related to student records, the parent can refer to the Family Educational Rights and Privacy Act (FERPA).

This notice is only a summary of the screening, evaluation, services activities, and rights and protections pertaining to children with disabilities, children thought to be disabled and their parents. For information about these policies and procedures, rights of confidentiality, and access to educational records, or to request an evaluation or screening of a public or private school child, parents should contact the Director of Pupil Services at 717-569-8231.





Manheim Township School District
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Lancaster, PA 17606-5134
www.mtwp.net

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Dates to Remember

Due to space limitations, this calendar represents district-wide events scheduled on or after February 1, 2020.

Thursday, February 13Early Dismissal
Friday, February 14Inservice Day, No School
Monday, February 17No School (Snow Make-up Day)
Thursday, March 12Early Dismissal
Friday, March 13No School
Monday, March 16No School (Snow Make-up Day)
Tuesday, March 31Early Dismissal
Friday, April 10No School
Monday, April 13No School
Friday, May 22Early Dismissal
Monday, May 25Memorial Day, No School
Thursday, June 4Graduation

*Friday, June 5Last Student Day (tentative)

**Last student day is tentative and dependent on snow make-up days.
Snow make-up days on 2/17/20 and 3/16/20 will be used first; additional
snow make-up days will be added to the end of the school year.*

ATTENTION RESIDENTS: 2020 Census is Coming!

The U.S. Constitution calls for a headcount of all people living in the U.S. and its territories every 10 years. The Census is very important for a variety of reasons. It determines the:

- Distribution of 675 billion federal dollars each year to state and local governments (approximately \$2,093 per person).
- Districting of U.S. House of Representatives.
- Decision-making at all levels of government including funds that the Manheim Township School District receives to support our learners in each of our schools.

The official census day is April 1, 2020. Residents can fill out the census online, by phone, or through U.S. mail. Please watch for more information in local and national news.

It is imperative to understand your part in this significant event. This is an important initiative, it is confidential, and is very easy. To learn more about it, visit the United States Census Bureau website at census.gov.



MTSD is active on Facebook and Twitter. Follow us for student news, school reminders, weather announcements, and community events.

Online kindergarten registration for the 2020-2021 school year is open! Please visit the Student Registration page on our website for details: www.mtwp.net/about/student-services/student-registration/