

# Information for All Students

## Student Insurance Available

If you have little or no insurance coverage for your child, a low-cost student insurance program is available for all students. Premiums for the program are paid by parents of the students insured. Information will be sent home with each student early in the school year. We encourage parents to review these optional plans.

## School Dress Is Important

In keeping with our goal to provide students with an environment for academic success, the Board of School Directors has adopted a school dress policy for all students:

- Students should be dressed in clean, neat apparel worn in its intended manner. Any clothing that will damage school property is not allowed.
- Shorts and skirts should be of appropriate length.
- Shoes or sandals must be worn at all times for the health and safety of all students.
- Labels or slogans on clothing presenting drug and alcohol, explicit messages or otherwise offensive words or designs are not permitted.

Please refer to your child's school student handbook for additional dress code information and guidelines.

## Smoke-free

For the health of our students, faculty and staff, Manheim Township School District is a smoke-free environment.

Smoking is prohibited in district buildings and vehicles. Smoking or carrying cigarettes or cigars by students is strictly prohibited and offenders are subject to fines.

## Say No to Drugs

Use or possession of, or being under the influence of narcotics, alcoholic beverages, drugs or look-alike substances is strictly prohibited.

A student cannot possess, use, transmit or be under the influence of any narcotic drug, hallucinogenic drug, steroid, amphetamine, barbitol, marijuana, alcoholic beverage, intoxicant or look-alike products of any kind in school buildings, on school buses, on school property, or off school property at a school activity, function or event.

Students violating this policy may receive an immediate full suspension (up to 10 days) and

also may be expelled. Suspension remains in force until an expulsion hearing is scheduled with the Discipline Committee of the Board of School Directors.

Proper use of a prescription drug authorized and prescribed by a registered physician for a medical condition is not considered a violation of this policy. All medications must be kept with the school nurse.

## Attendance Is Important

It is important that students are present every day school is in session. Regular attendance helps students be successful and achieve their full academic potential.

A record of each students' absences and tardiness is entered on the students' permanent record. Attendance records are frequently requested by colleges and employers.

## Attendance Policy

Attendance is required of all enrolled students during the days and hours that school is in session. A principal may excuse a student for temporary absences if he or she receives satisfactory evidence of the student's absence.

## Excused Absences

- Illness
- Quarantine
- Death in the immediate family
- Impassable roads

- Authorized school activities
- Educational trips need one week prior approval; accumulative maximum number of excused days permitted is 5 days.
- Recognized religious holidays of the student's religion as recognized by the school board. Students will be allowed to make up tests, be eligible for an award or compete for an award which occurs on the religious holiday

## Unexcused Absences

- Absence from school with parents' consent for reasons other than those considered excusable
- Leaving school during school hours without permission of a parent, guardian or authorized district personnel
- Absence through parental neglect
- Illegal employment
- Unlawful absence
- Absence from school without the knowledge or permission of parents, guardian or school district authorities.

*The complete attendance policy is available through the school office in each building.*

*If you have any questions about these or other school policies, please call the District Office (569-8231) or your school building.*

## Conduct of Students in Extra-Curricular Activities

Students who participate in co-curricular or extra-curricular activities, or who receive other school privileges, represent the District and its community and are often the object of public attention. According to Policy 218.3, the School District expects the following:

- The conduct of these students should always be above reproach.
- Students who participate in after-school activities have an obligation to project, at all times, a positive image of themselves, the School District and the community.

The application of this policy applies to students of Manheim Township in Grades 5 through 12 and:

- Is not limited to school hours;
- Does not replace existing School District policies regarding controlled substances, suspension and expulsion; and
- Applies to any actions that occur at any location, whether or not on school grounds.

This policy deals specifically with two areas of conduct which are prohibited:

- Drug and alcohol abuse
- Acts of violence

If you would like a copy of this policy, please contact your school principal. All school board policies are also on our website, [www.mtwp.net](http://www.mtwp.net).