Manheim Township School District - Work Session Agenda

Thursday, November 12, 2026 6:00 PM
Manheim Township School District Office, 450A Candlewyck Road, Lancaster, PA 17601

1.	**Meeting Opening**	**Speaker(s):** Mr. Grenter, Board President
2.	**Action for Voting Meeting - November 19, 2026**	
3.	**Manheim Township Community Comments**	**Speaker(s):** Mr. Grenter, Board President
4.	**Adjournment**	**Speaker(s):** Mr. Grenter, Board President

Manheim Township School District

Board Agenda Item

	Information Only	Work Session	Regular Session Action Item	Regular Session Consent Item
Date:		11/12/2026		11/19/2026

Subject: First Reading for Policy No. 221 - Dress and Grooming

Contact Person: Dr. Martin J. Hudacs, Acting Superintendent

Policy / Code: Policy 221 - Dress and Grooming

Summary: First Reading of this Policy is part of the Systematic Review of School Board Policies. As outlined in Policy 003, and referenced in the PA Public School Code, "The Board shall exercise leadership through its rule-making power by adopting Board procedures and policies for the organization and operation of the school district."

Attachment: Draft Policy No. 221 - Dress and Grooming

Recommendation: First Reading for Policy No. 221 - Dress and Grooming

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BOARD POLICY

221 Dress and Grooming

POLICY NUMBER	REVISED	LAST REVIEWED	VERSION
221	2/20/2023	2/16/2023	v2.4
DOCUMENT STATUS	**WORKFLOW**	**PRINTED**	
UNDER REVIEW	First Reading	11/6/2026	

Purpose

The Board recognizes that each student's mode of dress and grooming is a manifestation of personal style and individual preference.

Authority

The Board has the authority to impose limitations on students' dress in school. The Board will not interfere with the right of students and their parents/guardians to make decisions regarding their appearance, except when their choices disrupt the educational program of the schools or constitute a health or safety hazard.[1][2]

The Board directs compliance with Board policy and law prohibiting discrimination, including but not limited to protections addressing:[3][4]

1. **Protective hairstyles, including but not limited to hairstyles such as locs, braids, twists, coils, Bantu knots, afros and extensions.**
2. **Religious creed including head covering and hairstyles historically associated with religious creeds.**

Students may be required to wear certain types of clothing while participating in physical education classes, technical education, extracurricular activities or other situations where special attire may be required to ensure the health or safety of the student.[2]

The Board directs district staff to support students experiencing educational instability by waiving penalties related to a delay in compliance with Board policy or school rules related to dress and grooming. [5]

Delegation of Responsibility

The building principal or designee shall be responsible to monitor student dress and grooming, and to enforce Board policy and school rules governing student dress and grooming.

The Superintendent or designee shall ensure that all school rules implementing this policy impose only the minimum necessary restrictions on the exercise of the student's taste and individuality.[2]

Staff members shall be instructed to demonstrate, by example, positive attitudes and compliance with Board policy and school rules related to dress and grooming. [6]

PSBA Revision 3/26 © 2026 PSBA

Legal Footnotes

[1] 24 P.S. 1317.3
LEGAL REFERENCE

[2] 22 PA Code 12.11
LEGAL REFERENCE

[3] 43 P.S. 951 et seq
LEGAL REFERENCE

[5] Pol. 251 — Students Experiencing Homelessness, Foster Care and Other Educational Instability
POLICY REFERENCE

[6] Pol. 325 — Dress And Grooming
POLICY REFERENCE

Manheim Township School District

Board Agenda Item

	Information Only	Work Session	Regular Session Action Item	Regular Session Consent Item
Date:		11/12/2026		11/19/2026

Subject:	First Reading for Policy No. 246 - School Wellness
Contact Person:	Dr. Martin J. Hudacs, Acting Superintendent
Policy / Code:	Policy 246 - School Wellness
Summary:	First Reading of this Policy is part of the Systematic Review of School Board Policies. As outlined in Policy 003, and referenced in the PA Public School Code, "The Board shall exercise leadership through its rule-making power by adopting Board procedures and policies for the organization and operation of the school district."
Attachment:	Draft Policy No. 246 - School Wellness
Recommendation:	First Reading for Policy No. 246 - School Wellness

MTSD

POLICY PORTAL™ PSBA

BOARD POLICY

246 School Wellness

POLICY NUMBER	ADOPTED	REVISED	VERSION
246	6/15/2026	8/21/2025	v2.19
DOCUMENT STATUS	**WORKFLOW**	**PRINTED**	
UNDER REVIEW	First Reading	11/6/2026	

PURPOSE

The Manheim Township School District recognizes that student wellness and proper nutrition are related to students' physical well-being, growth, development and readiness to learn. The Board is committed to providing a school environment that promotes student wellness, proper nutrition, nutrition education and promotion, and regular physical activity as part of the total learning experience. In a healthy school environment, students will learn about and participate in positive dietary and lifestyle practices that can improve student achievement.

AUTHORITY

The Board adopts this policy based on the recommendations of the Wellness Committee and in accordance with federal and state laws and regulations.[2][3]

To ensure the health and well-being of all students, the Board establishes that the district shall provide to students:

1. A comprehensive nutrition program consistent with federal and state requirements.
2. Access at reasonable cost to foods and beverages that meet established nutrition guidelines.
3. Physical education courses and opportunities for developmentally appropriate physical activity during the school day.
4. Curriculum and programs for grades K-12 that are designed to educate students about proper nutrition and lifelong physical activity, in accordance with State Board of Education curriculum regulations and academic standards.

DELEGATION OF RESPONSIBILITY

The Superintendent or designee shall be responsible for the implementation and oversight of this policy to ensure each of the district's schools, programs and curriculum is compliant with this policy, related policies and established guidelines or administrative regulations.[2][3]

Each building principal or designee shall annually report to the Superintendent or designee regarding compliance in his/her school.[3]

Staff members responsible for programs related to school wellness shall report to the Superintendent or designee regarding the status of such programs.

The Superintendent or designee shall annually report to the Board on the district's compliance with law and policies related to school wellness. The report may include:

1. Assessment of school environment regarding school wellness issues.
2. Evaluation of food services program.
3. Review of all foods and beverages sold in schools for compliance with established nutrition guidelines.
4. Listing of activities and programs conducted to promote nutrition and physical activity.
5. Recommendations for policy and/or program revisions.
6. Suggestions for improvement in specific areas.
7. Feedback received from district staff, students, parents/guardians, community members and the Wellness Committee.

The Superintendent or designee and the established Wellness Committee shall conduct an assessment at least once every three (3) years on the contents and implementation of this policy as part of a continuous improvement process to strengthen the policy and ensure implementation. This triennial assessment shall be made available to the public in an accessible and easily understood manner and include:[2][3]

1. The extent to which each district school is in compliance with law and policies related to school wellness.
2. The extent to which this policy compares to model wellness policies.
3. A description of the progress made by the district in attaining the goals of this policy.

At least once every three (3) years, the district shall update or modify this policy as needed, based on the results of the most recent triennial assessment and/or as district and community needs and priorities change; wellness goals are met; new health science, information and technologies emerge; and new federal or state guidance or standards are issued.[3]

The district shall annually inform and update the public, including parents/guardians, students, and others in the community, about the contents, updates and implementation of this policy via the district website, student handbooks, newsletters, posted notices and/or other efficient communication methods. This annual notification shall include information on how to access the School Wellness policy; information about the most recent triennial assessment; information on how to participate in the development, implementation and periodic review and update of the School Wellness policy; and a means of contacting Wellness Committee leadership.[2][3]

GUIDELINES

Recordkeeping

The district shall retain records documenting compliance with the requirements of the School Wellness policy, which shall include:[3][4]

1. The written School Wellness policy.
2. Documentation demonstrating that the district has informed the public, on an annual basis, about the contents of the School Wellness policy and any updates to the policy.
3. Documentation of efforts to review and update the School Wellness policy, including who is involved in the review and methods used by the district to inform the public of their ability to participate in the review.
4. Documentation demonstrating the most recent assessment on the implementation of the School Wellness policy and notification of the assessment results to the public.

Wellness Committee

The district shall establish a Wellness Committee comprised of, but not necessarily limited to, at least one (1) of each of the following: School Board member, district administrator, district food service representative, student, parent/guardian, school health professional, physical education teacher and member of the public. It shall be the goal that committee membership will include representatives from each school building and reflect the diversity of the community.[2]

The Wellness Committee shall serve as an advisory committee regarding student health issues and shall be responsible for developing, implementing and periodically reviewing and updating a School Wellness policy that complies with law to recommend to the Board for adoption.

The Wellness Committee shall review and consider evidence-based strategies and techniques in establishing goals for nutrition education and promotion, physical activity and other school based activities that promote student wellness as part of the policy development and revision process.[3]

Nutrition Education

Nutrition education will be provided within the sequential, comprehensive health education program in accordance with curriculum regulations and the academic standards for Health, Safety and Physical Education, and Family and Consumer Sciences.[6][7][8]

Nutrition education in the district shall teach, model, encourage and support healthy eating by students. Promoting student health and nutrition enhances readiness for learning and increases student achievement.

Nutrition education shall provide all students with the knowledge and skills needed to lead healthy lives.

Nutrition education lessons and activities shall be age-appropriate.

Nutrition curriculum shall teach behavior-focused skills, which may include menu planning, reading nutrition labels and media awareness.

Lifelong lifestyle balance shall be reinforced by linking nutrition education and physical activity.

The staff responsible for providing nutrition education shall be properly trained and prepared and shall participate in appropriate professional development. The district shall develop standards for such training and professional development.[9]

Nutrition education shall extend beyond the school environment by engaging and involving families and the community.

Nutrition Promotion

Nutrition promotion and education positively influence lifelong eating behaviors by using evidence-based techniques and nutrition messages, and by creating food environments that encourage healthy nutrition choices and encourage participation in school meal programs.

District schools shall promote nutrition through the implementation of Farm to School activities, where possible. Activities may include, but not be limited to, the initiation/maintenance of school gardens, taste-testing of local products in the cafeteria and classroom, classroom education about local agriculture and nutrition, field trips to local farms and incorporation of local foods into school meal programs.

District staff shall cooperate with agencies and community organizations to provide opportunities for appropriate student projects related to nutrition.

District food service personnel shall review and implement research-based, behavioral economics techniques in the cafeteria to encourage consumption of more whole grains, fruits, vegetables and legumes, and to decrease plate waste.

District schools shall offer resources about health and nutrition to encourage parents/guardians to provide healthy meals for their children.

Physical Activity

District schools shall strive to provide opportunities for developmentally appropriate physical activity during the school day for all students.

A physical and social environment that encourages safe and enjoyable activity for all students shall be maintained.

District schools shall partner with parents/guardians and community members and organizations, such as YMCAs, Boys & Girls Clubs, local and state parks, hospitals, etc., to institute programs that support lifelong physical activity.

Physical activity shall not be used or withheld as a form of punishment.

Students and their families shall be encouraged to utilize district-owned physical activity facilities, such as playgrounds and fields, outside school hours in accordance with established district rules.

Physical Education

A sequential physical education program consistent with curriculum regulations and Health, Safety and Physical Education academic standards shall be developed and implemented. All district students must participate in physical education.[7][8][10]

Instruction involving the collection of a student's height and weight measurements must be conducted in a manner that protects student confidentiality. The calculation of body mass index (BMI) is prohibited.[10]

1. Quality physical education instruction that promotes lifelong physical activity and provides instruction in the skills and knowledge necessary for lifelong participation shall be provided.

2. Physical education classes shall be the means through which all students learn, practice and are assessed on developmentally appropriate skills and knowledge necessary for lifelong, health-enhancing physical activity.

3. A comprehensive physical education course of study that focuses on providing students the skills, knowledge and confidence to participate in lifelong, health-enhancing physical activity shall be implemented.

4. A varied and comprehensive curriculum that promotes both team and individual activities and leads to students becoming and remaining physically active for a lifetime shall be provided in the physical education program.

5. Adequate amounts of planned instruction shall be provided in order for students to achieve the proficient level for the Health, Safety and Physical Education academic standards.

6. A local assessment system shall be implemented to track student progress on the Health, Safety and Physical Education academic standards.

7. Students shall be moderately to vigorously active as much time as possible during a physical education class. Documented medical conditions and disabilities shall be accommodated during class.

8. Safe and adequate equipment, facilities and resources shall be provided for physical education courses.

9. Physical education shall be taught by certified health and physical education teachers.

10. Appropriate professional development shall be provided for physical education staff.

Social Media

A social media literacy program consistent with curriculum regulations and academic standards shall be developed and implemented to address the following:[7][8][23]

1. **Mental, psychological and physical effects of social media and mobile device use.**
2. **Potential impacts of social media and mobile device use on academic growth and learning.**
3. **Safe use of social media, including how to recognize suspicious online behavior including, but not limited to:**
   a. **Cyberbullying.**
   b. **Predatory behavior.**
   c. **Potential human trafficking.**
4. **Personal security and privacy on mobile devices.**

Other School Based Activities

1. Safe drinking water shall be available and accessible to students, without restriction and at no cost to the student, at all meal periods and throughout the school day.[11][12][13][24]

2. Nutrition professionals who meet hiring criteria established by the district and in compliance with federal regulations shall administer the school meals program. Professional development and continuing education shall be provided for district nutrition staff, as required by federal regulations.[9][15][16][17]

3. District schools shall provide adequate space, as defined by the district, for eating and serving school meals.

4. Students shall be provided a clean and safe meal environment.

5. Students shall be provided adequate time to eat: ten (10) minutes sit down time for breakfast; twenty (20) minutes sit down time for lunch.

6. District schools shall implement alternative service models to increase school breakfast participation where possible, such as breakfast served in the classroom, "grab & go breakfast" and breakfast after first period to reinforce the positive educational, behavioral and health impacts of a healthy breakfast.

7. Meal periods shall be scheduled at appropriate hours, as required by federal regulations and as defined by the district.[11]

8. Students shall have access to hand washing or sanitizing before meals and snacks.

9. Access to the food service operation shall be limited to authorized staff.

10. Nutrition content of school meals shall be available to students and parents/guardians.

11. To the extent possible, the district shall utilize available funding and outside programs to enhance student wellness.

12. Administrators, teachers, food service personnel, students, parents/guardians and community members shall be encouraged to serve as positive role models through district programs, communications and outreach efforts.

13. The district shall support the efforts of parents/guardians to provide a healthy diet and daily physical activity for children by communicating relevant information through various methods.

14. The district shall maintain a healthy school environment to optimize conditions for learning and minimize potential health risks to students, in accordance with the district's school environmental health program and applicable laws and regulations.

Nutrition Guidelines for All Foods/Beverages at School

All foods and beverages available in district schools during the school day shall be offered to students with consideration for promoting student health and reducing obesity.

Foods and beverages provided through the National School Lunch or School Breakfast Programs shall comply with established federal nutrition standards.[11][12][15][16]

Foods and beverages offered or sold at school-sponsored events outside the school day, such as athletic events and dances, shall offer healthy alternatives in addition to more traditional fare.

Competitive Foods -

Competitive foods available for sale shall meet or exceed the established federal nutrition standards (USDA Smart Snacks in School). These standards shall apply in all locations and through all services where foods and beverages are sold to students, which may include, but are not limited to: a la carte options in cafeterias, vending machines, school stores, snack carts and fundraisers.[3][18][19]

For purposes of this policy, **school campus** means any area of property under the jurisdiction of the school that students may access during the school day.[3][18]

For purposes of this policy, **school day** means the period from midnight before school begins until thirty (30) minutes after the end of the official school day.[3][18]

The district may impose additional restrictions on competitive foods, provided that the restrictions are not inconsistent with federal requirements.[18]

Fundraiser Exemptions -

Fundraising activities held during the school day involving the sale of competitive foods shall be limited to foods that meet the Smart Snacks in School nutrition standards, unless an exemption is approved in accordance with applicable Board policy and administrative regulations.[20]

The district may allow a limited number of exempt fundraisers as permitted by the Pennsylvania Department of Education each school year: up to five (5) exempt fundraisers in elementary and middle school buildings, and up to ten (10) exempt fundraisers in high school buildings. **Exempt fundraisers** are fundraisers in which competitive foods are available for sale to students that do not meet the Smart Snacks in School nutrition standards.[18]

The district shall establish administrative regulations to implement fundraising activities in district schools, including procedures for requesting a fundraiser exemption.

Non-Sold Competitive Foods -

Non-sold competitive foods available to students, which may include but are not limited to foods and beverages offered as rewards and incentives, at classroom parties and celebrations, or as shared classroom snacks, shall meet or exceed the standards established by the district.

If the offered competitive foods do not meet or exceed the Smart Snacks in School nutrition standards, the following standards shall apply:

1. Rewards and Incentives:
    a. Foods and beverages shall not be used as a reward or incentive in district schools.
2. Classroom Parties and Celebrations:
    a. Classroom parties/celebrations with food/beverages shall be limited to no more than one (1) per month in each classroom.
    b. Classroom parties shall offer a minimal amount of foods (maximum 2-3 items) containing added sugar as the primary ingredient (e.g., cupcakes, cookies) and will provide the following:
        i. Fresh fruits/vegetables; and
        ii. Water, 100 percent juice, 100 percent juice diluted with water, low-fat milk or nonfat milk.
    c. When possible, foods/beverages for parties and celebrations shall be provided by the food service department to help prevent food safety and allergy concerns.
    d. All food items provided to students must be commercially processed and packaged. Homemade or home-baked items are not permitted. Each item must have a legible nutrition label attached, as required by applicable food and labeling regulations.
3. Shared Classroom Snacks:
    a. Shared classroom snacks must meet the criteria established/outlined in Item No. 2 above.

The district shall provide a list of suggested nonfood ideas and healthy food and beverage alternatives to parents/guardians and staff, which may be posted via the district website, student handbooks, newsletters, posted notices and/or other efficient communication methods.

Marketing/Contracting -

Any foods and beverages marketed or promoted to students on the school campus during the school day shall meet or exceed the established federal nutrition standards (USDA Smart Snacks in School) and comply with established Board policy and administrative regulations.[3] [18]

Exclusive competitive food and/or beverage contracts shall be approved by the Board, in accordance with provisions of law. Existing contracts shall be reviewed and modified to the extent feasible to ensure compliance with established federal nutrition standards, including applicable marketing restrictions.[21]

Management of Food Allergies in District Schools

The district shall establish Board policy and administrative regulations to address food allergy management in district schools in order to:[22]

1. Reduce and/or eliminate the likelihood of severe or potentially life-threatening allergic reactions.
2. Ensure a rapid and effective response in case of a severe or potentially life-threatening allergic reaction.
3. Protect the rights of students by providing them, through necessary accommodations when required, the opportunity to participate fully in all school programs and activities.

Safe Routes to School

1. The district shall cooperate with local municipalities, public safety agency, police departments and community organizations to develop and maintain safe routes to school.

2. District administrators shall seek and utilize available federal and state funding for safe routes to school, when appropriate.

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Legal Footnotes

[2] 42 U.S.C. 1758b
LEGAL REFERENCE

[3] 7 CFR 210.31
LEGAL REFERENCE

[4] 7 CFR 210.15
LEGAL REFERENCE

[6] 24 P.S. 1513
LEGAL REFERENCE

[7] Pol. 102 — Academic Standards
POLICY REFERENCE

[8] Pol. 105 — Curriculum Development
POLICY REFERENCE

[9] Pol. 808 — Food Services
POLICY REFERENCE

[10] 24 P.S. 1512.1
LEGAL REFERENCE

[11] 7 CFR 210.10
LEGAL REFERENCE

[12] 7 CFR 220.8
LEGAL REFERENCE

[13] 24 P.S. 701
LEGAL REFERENCE

[15] 42 U.S.C. 1751
LEGAL REFERENCE

[16] 42 U.S.C. 1773
LEGAL REFERENCE

[17] 7 CFR 210.30
LEGAL REFERENCE

[18] 7 CFR 210.11
LEGAL REFERENCE

[19] 7 CFR 220.12
LEGAL REFERENCE

[20] Pol. 229 — Student Activity Fundraising
POLICY REFERENCE

[21] 24 P.S. 504.1
LEGAL REFERENCE

[22] Pol. 209.1 — Food Allergy Management
POLICY REFERENCE

[23] 24 P.S. 1556
LEGAL REFERENCE

[24] 24 P.S. 742.1
LEGAL REFERENCE

Manheim Township School District

Board Agenda Item

	Information Only	Work Session	Regular Session Action Item	Regular Session Consent Item
Date:		11/12/2026		11/19/2026

Subject: First Reading for Policy No. 249 - Bullying / Cyber Bullying

Contact Person: Dr. Martin J. Hudacs, Acting Superintendent

Policy / Code: Policy 249 - Bullying / Cyber Bullying

Summary: First Reading of this Policy is part of the Systematic Review of School Board Policies. As outlined in Policy 003, and referenced in the PA Public School Code, "The Board shall exercise leadership through its rule-making power by adopting Board procedures and policies for the organization and operation of the school district."

Attachment: Draft Policy No. 249 - Bullying / Cyber Bullying

Recommendation: First Reading for Policy No. 249 - Bullying / Cyber Bullying

MTSD

POLICY PORTAL™ PSBA

BOARD POLICY

249 Bullying/Cyberbullying

POLICY NUMBER	ADOPTED	REVISED	VERSION
249	12/7/2008	9/19/2024	v2.17
DOCUMENT STATUS	**WORKFLOW**	**PRINTED**	
UNDER REVIEW	First Reading	11/9/2026	

PURPOSE

The district is committed to the maintenance of a safe, positive learning environment for all students that is free from bullying and cyberbullying. Bullying and cyberbullying are inconsistent with the rights of students and the educational and programmatic goals of the district and are prohibited. Bullying is prohibited at, or in the course of, district-sponsored programs or activities, including transportation to or from school or school-sponsored activities. Cyberbullying is prohibited regardless of where the conduct originates or occurs, including conduct occurring away from school grounds, outside school hours, or through personally owned devices or accounts, provided that the conduct has the effect of substantially interfering with a student's education, creating a threatening environment, or substantially disrupting the orderly operation of the school. Conduct occurring away from school grounds that does not have one of those effects is not cyberbullying under this policy, although it may be addressed under other Board policies or referred to parents/legal guardians or law enforcement as appropriate.

The district will promptly and equitably respond to, investigate, and resolve all reports of alleged bullying and cyberbullying, whether conveyed verbally or in writing, including off campus cyberbullying when it has the effect of substantially interfering with a student's education, creating a threatening environment, or substantially disrupting the orderly operation of the school.

In addition to initiating the procedures described in this Policy, a designated employee or building principal shall ensure that reported conduct which meets the definition of other laws, regulations, or Board policies is also appropriately addressed in accordance with those applicable laws, regulations, or Board policies, including but not limited to, incidents under the Safe Schools Act[1], reports of educator misconduct, threats, or reports of suspected child abuse.

Violations of this policy, including acts of retaliation as described in this policy, or knowingly providing false information, may result in disciplinary consequences under applicable Board policy and procedures.

AUTHORITY

Under Pennsylvania Law, school entities must adopt a policy relating to the prohibition of bullying and cyberbullying.[2] All incidents of alleged bullying or cyberbullying must be promptly investigated, and the policy must contain an investigation procedure.[3]

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[1]24 P.S. §§ 13-1301-A to 13-1309-A

[2] 24 P.S. § 13-1303.1-A(a)

[3]24 P.S. § 13-1303.1-A(a)

DELEGATION OF RESPONSIBILITY

The Superintendent shall designate at least one School Official per building to process reports of bullying or cyberbullying.[4] These individuals shall keep adequate records of the receipt of reports and their disposition.

DEFINITIONS

Artificial Intelligence ("AI") generated or modified media shall mean text, code, images, audio or video data that has been created or modified from its original source data through the use of AI technology, programs or platforms.[5]

Bullying means an intentional electronic, written, verbal or physical act, or a series of acts:[6]

(1) directed at another student or students;

(2) which occurs in a school setting;

(3) that is severe, persistent or pervasive; and

(4) that has the effect of doing any of the following:

(i) substantially interfering with a student's education;

(ii) creating a threatening environment; or

(iii) substantially disrupting the orderly operation of the school.

Cyberbullying means conduct that meets the criteria in paragraphs (1), (3), and (4) of the definition of "bullying" when an individual uses electronic technology or communication, including data, computer software or online platforms regardless of their origin, or uses a device, system, network, internet service, email, social media or other digital means, including AI generated or modified media to effectuate the conduct.[7] Because paragraph (2) of the definition of bullying is not incorporated into this definition, conduct need not occur in a school setting in order to constitute cyberbullying. The required connection to the school is supplied instead by paragraph (4): the conduct must have the effect of substantially interfering with a student's education, creating a threatening environment, or substantially disrupting the orderly operation of the school. Accordingly, conduct

originating or occurring away from school grounds, outside school hours, or through personally owned devices or accounts may constitute cyberbullying, but only where that effect is present. The district will evaluate the effect of the conduct within the school environment rather than the location of the conduct.

A **Report** is a verbal or written conveyance of information to a School Official tending to suggest a violation of this policy.

Retaliation shall mean actions including, but not limited to, intimidation, threats, coercion, or discrimination against a victim or other person because they report bullying or cyberbullying or participate in an investigation or other process addressing bullying or cyberbullying.

School Official means an appropriate school staff person designated by the Superintendent to process reports made under this policy.[8]

School Setting means in the school, on school grounds, in school vehicles, at a designated bus stop or at any activity sponsored, supervised, or sanctioned by the school.[9]

Student with a disability means a student who is an individual with a disability as defined in the Rehabilitation Act of 1973[10], as amended, or a child with a disability as defined in the Individuals with Disabilities Education Act[11].

GUIDELINES

Reporting

The Board encourages students who believe they or others have been subject to bullying or cyberbullying to promptly report such incidents to any District employee or school staff person, even if some elements of the related incident took place or originated away from school grounds, school activities or school conveyances.

Students and parents/legal guardians may make verbal or written reports of bullying or cyberbullying. A School Official shall provide the reporting party with the Discrimination/Harassment/Bullying/Cyberbullying Report Form ("Report Form"). The School Official shall handle the report objectively, neutrally, and professionally, setting aside any personal bias that might favor or disfavor the reporting student or any student accused of violating this policy.

When a student's behavior indicates a threat to the safety of the student, other students, school employees, school facilities, the community, or others, District staff shall report the student to the threat assessment team in accordance with applicable law and Board policy and administrative regulations.[12][13][14]
A referral to the threat assessment team does not relieve the School Official of the obligation to process and investigate the report under this policy.

[4]24 P.S. § 13-1303.1-A(a)

[5]24 P.S. § 13-1303.1-A(e)

[6]24 P.S. § 13-1303.1-A(e)

[7]24 P.S. § 13-1303.1-A(e)

[8]24 P.S. § 13-1303.1-A(a)

[9]24 P.S. § 13-1303.1-A(e)

[10] 29 U.S.C. § 705(9)(A), (20)(A)

[11] 20 U.S.C. § 1401(3)(A)

[12] 24 P.S. § 13-1302-E

[13] [Reference any local Board Policy]

[14] [Reference any local Board regulations]

Investigation and Determination

A School Official who receives a Report Form shall perform intake to determine which policy or policies are implicated.

A report that can be interpreted at the outset to allege conduct prohibited by Policy 103 or 104 shall be handled as a joint, concurrent investigation coordinated with the full participation of the Compliance Officer and Title IX Coordinator. If potential issues of discrimination or harassment based on a protected class are identified at any point during an investigation under this policy, the Compliance Officer and Title IX Coordinator shall be promptly notified, and the investigation shall proceed jointly and concurrently to address both the alleged discrimination or harassment and the alleged bullying or cyberbullying.[15]

Upon determining that the Report Form should be processed under this policy, the School Official must contact the parents/legal guardians of all parties named in the Report Form without undue delay. Regardless of whether or not the parents/legal guardians have knowledge of the conduct in the Report Form, the School Official must initiate a comprehensive investigation into the conduct that could violate this policy. If the reporting party declines to complete the Report Form, the School Official who receives a verbal report of conduct that may constitute bullying or cyberbullying shall promptly reduce the report to writing on the Report Form and proceed with intake under this policy. An investigation shall not be delayed or withheld because the reporting party declines to complete the Report Form.

The Superintendent or designee shall create administrative regulations to this policy that contain detailed investigation procedures. Investigation procedures may be amended without Board approval.

Any designated School Official for the building in which the reported conduct arose shall ensure an investigation is completed to determine whether the reported conduct violates this policy. The School Official may designate themselves or another District administrator as the investigator, unless a conflict of interest exists that would prevent an impartial investigation.

Under most circumstances, a final written determination about a policy violation will be made within sixty (60) calendar days of the initiation of an investigation. The timeframe may be extended for good cause. Good cause may include but is not limited to: (1) the absence of a party or witness; (2) concurrent law enforcement activity; (3) the need for language assistance or accommodations for disabilities; (4) appointment of a third-party, such as a law firm, to conduct any step of the procedure; or (5) breaks in the school calendar.

The results of the investigation must be documented in a final written determination. The administrative regulations must contain guidelines for the contents of the final written determination.

Upon completion of the final written determination, the parents/legal guardians of any student involved in the incident must be informed of the disposition of the Report Form (i.e., whether the conduct constituted a policy violation).[16] Unless permitted by law, parents/legal guardians shall not be apprised of another student's consequences or discipline when the investigation culminates in consequences or discipline.

Appeals shall not be provided.

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[15] [Reference any local Board policies on discrimination/harassment]

[16] 24 P.S. § 13-1303.1-A(a)

Title IX Sexual Harassment and Other Discrimination

Every report of alleged bullying that can be interpreted at the outset to fall within the provision of policies addressing potential violations of law against discrimination shall be handled as a joint, concurrent investigation into all allegations and coordinated with the full participation of the Compliance Officer/Title IX Coordinator. If, in the course of a bullying investigation, potential issues of discrimination are identified, the Title IX Coordinator/Compliance Officer shall be promptly notified, and the investigation shall be conducted jointly and concurrently to address the issues of alleged discrimination as well as the incidents of alleged bullying.

Discipline

For conduct covered by this policy other than sexual harassment, discipline may be applied prior to the completion of the entire investigation process. In the event of a finding that bullying or cyberbullying did not occur, the discipline record shall be expunged. Discipline for a violation of this Policy shall be in accordance with other Board policies and the Student Code of Conduct up to and including expulsion.[17]

Student with a Disability

Students with disabilities are entitled to certain disciplinary protections as further described in other Board policies and under the law, including the right to a Manifestation Determination Review under certain circumstances.[18] Special education administrators must be consulted when a written report involves a student with disabilities.

Confidentiality

Confidentiality of all parties, witnesses, the allegations, the filing of a complaint and the investigation shall be handled in accordance with applicable law, regulations, this Policy, and the District's legal and investigative obligations. This policy shall be applied consistent with the Family Educational Rights and Privacy Act ("FERPA") and its implementing regulations, however the District's obligation to comply with Title IX and its implementing regulations is not obviated or alleviated by FERPA.[19] In the event of a direct conflict between a specific Title IX regulatory requirement and FERPA, the Title IX requirement controls; FERPA otherwise continues to govern the disclosure of student education records throughout the investigation.[20]

Any notification to parents/legal guardians required by this policy shall be limited to information the District is permitted to disclose. A parent/legal guardian shall not be apprised of another student's education records, including any consequences or discipline imposed, except as permitted by law.

Retaliation Prohibited

Retaliation, as defined in this Policy, is prohibited. Anyone who feels as though they have been retaliated against in violation of this Policy should report the retaliation to a School Official. In the event that the person accused of retaliation is the School Official, the report should be made to the Superintendent.

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[17] 24 P.S. § 13-1303.1-A(a); [Reference any local Board policies on Student Discipline, Suspension, and Expulsion]

[18] 20 U.S.C. § 1415(k)(1)(E)

[19] 34 C.F.R. § 106.6(e)

[20] 85 FR 30424

Publication and Education

This policy shall be posted on the District's website, made available in every classroom, and posted at a prominent location in each school building.[21] This policy shall be reviewed at least every three (3) years.[22] This policy shall be included in the Code of Student Conduct and any Disciplinary Action Schedule, which shall be disseminated annually to students.[23]

Within ninety (90) days of the adoption of this policy, and at least once per school year thereafter, a School Official will cause all students to be educated, using developmentally appropriate strategies, about the District's prohibition on bullying and cyberbullying as well as the procedures for reporting bullying and cyberbullying incidents.[24] Students shall also be educated on the definition of bullying and cyberbullying and the harms of bullying and cyberbullying at least annually.

The district may develop, implement, and evaluate bullying and cyberbullying prevention and intervention programs and activities.[25] Such programs shall provide district staff and students with appropriate training for effectively responding to, intervening in, and reporting incidents of bullying and cyberbullying.

Reporting

At least one School Official per building must be designated to track reports of bullying or cyberbullying.

The District shall annually provide the information required by law, including on acts of bullying or cyberbullying as defined in this Policy, to the Pennsylvania Department of Education on the required form or document.[26]

Consequences for Violations

A student who violates this Policy shall be subject to appropriate disciplinary action consistent with the Code of Student Conduct, which may include:

1. Counseling within the school;
2. Parental conference;
3. Loss of school privileges;
4. Transfer to another school building, classroom, or school bus;
5. Exclusion from school-sponsored activities;
6. Detention;
7. Suspension;
8. Expulsion;
9. Referral to law enforcement officials.

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[21] 24 P.S. § 13-1303.1-A(b)

[22] 24 P.S. § 13-1303.1-A(c)

[23] 24 P.S. § 13-1303.1-A(b); 22 Pa. Code § 12.3; [Reference any local Board policy on Student Discipline]

[24] 24 P.S. § 13-1303.1-A(b)

[25] 24 P.S. § 13-1303.1-A(a)

[26] 24 P.S. § 13-1319-B(b); 24 P.S. § 13-1303.1-A(d)

Manheim Township School District

Board Agenda Item

	Information Only	Work Session	Regular Session Action Item	Regular Session Consent Item
Date:		11/12/2026		11/19/2026

Subject:	Second Reading for Policy No. 105.2 - Exemption from Instruction
Contact Person:	Dr. Martin J. Hudacs, Acting Superintendent
Policy / Code:	Policy No. 105.2 - Exemption from Instruction
Summary:	Second Reading of this Policy is part of the Systematic Review of School Board Policies. As outlined in Policy 003, and referenced in the PA Public School Code, "The Board shall exercise leadership through its rule-making power by adopting Board procedures and policies for the organization and operation of the school district."
Attachment:	Draft Policy No.105.2 - Exemption from Instruction
Recommendation:	Second Reading and Final Approval for Policy No. 105.2 - Exemption from Instruction

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BOARD POLICY

105.2 Exemption From Instruction

POLICY NUMBER	VERSION	DOCUMENT STATUS	PRINTED
105.2	v1.8	DRAFT	10/2/2026

Authority

The Board adopts this policy to ensure that parents/guardians have the right to have their children excused from specific instruction that conflicts with their **sincerely held** religious **and/or moral** beliefs.[1] [2]

The rights granted by this policy are granted to parents/guardians of students enrolled in this district when the students are under the age of eighteen (18) and to the students themselves when the student is eighteen (18) or **older**.

Delegation of Responsibility

The Superintendent or designee shall notify parents/guardians of this policy at least annually, at the beginning of each school year, and within a reasonable time after any substantive changes regarding the contents of this policy.

Guidelines

The district shall excuse any student from specific instruction, subject to the following conditions:

1. To assist the school district in ensuring that the student is excused from the correct specific instruction, the request must be made in writing and must detail the specific instruction from which the student is to be excused**, including the reason(s) for the request.**

2. The written request to be excused shall be sent by the parent/guardian or student **who is eighteen (18) or older** to the **classroom teacher and building principal.** One (1) copy of the request shall be retained in the student's permanent school records, one (1) copy kept by the school principal, and one (1) copy submitted to the teacher from whose instruction the student is to be excused.

3. The written request must contain a statement that the specific instruction described conflicts with the **sincerely held** religious **and/or moral** beliefs of the student or of the parents/guardians.

4. The parent/guardian and/or student may request suggested replacement educational activities. The only permissible educational activity for this purpose shall be **substantially similar** instruction that is consistent with the learning objectives set for the **course**.

5. The building principal shall determine where the student shall report during the time the student is excused.

6. All students excused from specific instruction shall be required to achieve the academic standards established by the district as necessary for graduation. [3] [4]

Exemption from Dissection Activities

Students have the right to decline to participate in an education project involving dissection, vivisection, incubation, capture or other harm or destruction of an animal or any part of an animal.[5]

The district must notify students and parents/guardians of their right to decline participation in such activities at least three (3) weeks prior to the start of the education project. Students who do not participate in such activities will be assigned an alternative education project.[5]

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Legal Footnotes

[1] 22 PA Code 11.7
LEGAL REFERENCE

[2] 22 PA Code 4.4
LEGAL REFERENCE

[3] Pol. 102 — Academic Standards
POLICY REFERENCE

[4] Pol. 217 — Graduation
POLICY REFERENCE

[5] 24 P.S. 1523
LEGAL REFERENCE

Manheim Township School District

Board Agenda Item

	Information Only	Work Session	Regular Session Action Item	Regular Session Consent Item
Date:		11/12/2026		11/19/2026

Subject:	Second Reading for Policy No. 204.1 - Virtual Attendance and Wellness Checks
Contact Person:	Dr. Martin J. Hudacs, Acting Superintendent
Policy / Code:	Policy No. 204.1 - Virtual Attendance and Wellness Checks
Summary:	Second Reading of this Policy is part of the Systematic Review of School Board Policies. As outlined in Policy 003, and referenced in the PA Public School Code, "The Board shall exercise leadership through its rule-making power by adopting Board procedures and policies for the organization and operation of the school district."
Attachment:	Draft Policy No. 204.1 - Virtual Attendance and Wellness Checks
Recommendation:	Second Reading and Final Approval for Policy No. 204.1 - Virtual Attendance and Wellness Checks

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BOARD POLICY

204.1 Virtual Attendance and Wellness Checks

POLICY NUMBER	VERSION	DOCUMENT STATUS	PRINTED
204.1	v1.2	DRAFT	10/14/2026

Proposed addition Proposed deletion

PURPOSE

This policy establishes standards for wellness checks for students who receive academic instruction exclusively through the district's virtual instruction program for the full school year. Wellness checks are conducted to verify attendance and to facilitate the safety and well-being of students.

AUTHORITY

The Board directs the maintenance of a wellness check process that complies with state law.[1]

This policy shall be posted on the district's publicly accessible website.[1]

DEFINITION

District employee/representative – a district teacher, administrator or other district representative who is subject to mandated reporter requirements for child abuse under the Child Protective Services Law.[2][3]

DELEGATION OF RESPONSIBILITY

The Superintendent or designee shall be responsible for implementing this policy.

It shall be the responsibility of the designated district employee/representative to administer wellness check procedures in accordance with applicable law and this policy.

GUIDELINES

Weekly Wellness Checks

Weekly wellness checks must be conducted for each student enrolled in the district's virtual instruction program who receives academic instruction exclusively through virtual means for the full **or partial** school year.[1]

At least once during any week consisting of three (3) or more full or partial academic instructional days, a district employee/representative shall ensure that each student is visibly seen and communicated with in real time either, in person or through electronic means.[1]

Wellness Check Methods

Acceptable methods of conducting wellness checks include:[1]

1. A student turning on a webcam and the district employee/representative visibly seeing and communicating with the student during synchronous online instruction.
2. Virtual or face-to-face participation by the student in any of the following activities:
    a. Health screenings.
    b. Standardized testing.
    c. Advising sessions.
    d. Tutoring sessions.
    e. In person, school-sponsored activities chaperoned by a district employee/representative.

Excused Absence Exemptions

A student may be exempt from a wellness check on the day a check is attempted if the student has an excused absence pursuant to applicable attendance requirements.[1] [4][5]

If this occurs, the district shall conduct the wellness check on the next school day or another school day during the same week. If a student has an excused absence for all school days during the same week, the student shall be exempt from the wellness check requirement for that week.[1] [4][5]

Internet or Power Outage Exemptions

A student may be exempt from a wellness check when the student's household experiences a documented Internet or power outage during the day and time of the attempted wellness check.[1]

If this occurs, the district shall conduct the wellness check on the next school day or another school day during the same week following resolution of the outage.[1]

The student's parent/guardian shall provide documentation of the outage to the district as soon as possible.[1]

Failure to Complete a Required Wellness Check

Within one (1) school day after a student fails to complete a required wellness check, the district shall:[1]

1. Make documented and ongoing efforts to complete the required wellness check and contact the student's parent/guardian using at least two (2) different methods of communication; and
2. Provide written notice to the parent/guardian, in the parent's/guardian's preferred language, stating that the required wellness check has not been completed.

Wellness Review Conference

If the required wellness check is not completed within three (3) school days following the issuance of written notice, the district shall immediately schedule a wellness review conference to occur within one (1) school day. The wellness review conference may be conducted in person or through electronic means.[1]

The wellness review conference will be conducted to:[1]

1. Complete the required wellness check through real-time visual interaction with the student;
2. Reestablish communication with the student and the student's parent/guardian; and
3. Identify interventions to facilitate future participation in wellness checks.

The wellness review conference shall convene as scheduled regardless of whether the student or the student's parent/guardian participates.[1]

In-Person Wellness Check

If a student does not participate in the wellness review conference, the district must conduct an in-person wellness check within twenty-four (24) hours of the scheduled conference, even if this time period falls on a weekend or holiday.[1]

When the district has been unable to reach or obtain a response from the student or the student's parent/guardian, the Superintendent or designee may consult with the district solicitor for guidance.

Wellness Check Records

The district shall maintain accurate records of all wellness checks, including the date, time, method, and outcome of each check.[1]

District administrators are prohibited from altering attendance records for wellness checks after a wellness check has been performed, except to correct an identified error.[1]

Reporting Requirements

Any district employee/representative who observes an indications of abuse, neglect or harm to a child during a wellness check, wellness review conference, or related contact, the district employee/representative is required to report the concerns in accordance with law and Board policy.[1][2][3]

The district shall maintain documentation sufficient to demonstrate compliance with this policy and applicable law.[1]

Such documentation shall be provided to the Pennsylvania Department of Education (PDE) upon request. Failure to comply with the with such requests may result in:[1]

1. A requirement to report to PDE the date, time and method of each wellness check for each student enrolled exclusively in the district's virtual instruction program.
2. Mandating district educators, administrators and staff to complete child abuse recognition, prevention and reporting training annually.
3. Requiring the district to meet in person with each student enrolled in a virtual instruction program at least once during the school year following the school year in which the district was found to be out of compliance.
4. Prohibiting the district from being awarded a competitive state grant by PDE until the district demonstrates compliance.

Legal Footnotes

[1] **24 P.S. 1327.4**
LEGAL REFERENCE

[2] **23 Pa. C.S.A. 6301 et seq**
LEGAL REFERENCE

[3] **Pol. 806 — Child Abuse**
POLICY REFERENCE

[4] **24 P.S. 1329**
LEGAL REFERENCE

[5] **Pol. 204 — Attendance**
POLICY REFERENCE

Manheim Township School District

Board Agenda Item

	Information Only	Work Session	Regular Session Action Item	Regular Session Consent Item
Date:		11/12/2026		11/19/2026

Subject: Second Reading for Policy No. 227 - Controlled Substances/Paraphernalia

Contact Person: Dr. Martin J. Hudacs, Acting Superintendent

Policy / Code: Policy No. 227 - Controlled Substances/Paraphernalia

Summary: Second Reading of this Policy is part of the Systematic Review of School Board Policies. As outlined in Policy 003, and referenced in the PA Public School Code, "The Board shall exercise leadership through its rule-making power by adopting Board procedures and policies for the organization and operation of the school district."

Attachment: Draft Policy No. 227 - Controlled Substances/Paraphernalia

Recommendation: Second Reading and Final Approval for Policy No. 227 - Controlled Substances/ Paraphernalia

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BOARD POLICY

227 Controlled Substances/Paraphernalia

POLICY NUMBER	ADOPTED	VERSION	DOCUMENT STATUS
227	2/20/2003	v2.3	UNDER REVIEW
WORKFLOW	**PRINTED**		
Second Reading	11/5/2026		

Purpose

The Board recognizes that the **use and** abuse of controlled substances **as defined in this policy** is a serious problem with legal, physical and social implications for the whole school community. **The purpose of this policy is to prohibit student possession, use and/or distribution of controlled substances, except as permitted by applicable state or federal law and Board policy.** [1] [2]

Definitions

For purposes of this policy, **controlled substances** shall include:[3][4]

1. **Any** controlled substance prohibited by federal or **Pennsylvania** laws.
2. Look-alike drugs.
3. Alcoholic beverages.
4. Anabolic steroids.
5. Drug paraphernalia.
6. Any volatile solvents or inhalants, such as but not limited to glue and aerosol products.

7. Substances that when ingested cause a physiological effect that is similar to the effect of a controlled substance as defined by state or federal laws.

8. Prescription or nonprescription (over-the-counter) medications, except those for which permission for use in school has been granted pursuant to Board policy. [1] [2]

For purposes of this policy, **under the influence** shall include any consumption or ingestion of controlled substances by a student.

For purposes of this policy, **look-alike drug** shall include any pill, capsule, tablet, powder, plant matter or other item or substance that is designed or intended to resemble a controlled substance prohibited by this policy, or is used in a manner likely to induce others to believe the material is a controlled substance.

Authority

The Board prohibits students from using, possessing, distributing and being under the influence of any controlled substances during school hours, at any time while on school property, at any school-sponsored activity, and during the time spent traveling to and from school and to and from school-sponsored activities.[5][6][7]

The Board may require participation in drug counseling, rehabilitation, testing or other programs as a condition of reinstatement into the school's educational, extracurricular or athletic programs resulting from violations of this policy.

In the case of a student with a disability, including a student for whom an evaluation is pending, the district shall take all steps required to comply with state and federal laws and regulations, the procedures set forth in the memorandum of understanding with law enforcement and Board policies.[8][9] [10] [11] [12] [13]

Off-Campus Activities

This policy shall also apply to student conduct that occurs off school property or during nonschool hours to the same extent as provided in Board policy on student discipline. [14]

Delegation of Responsibility

The Superintendent or designee shall develop administrative regulations to identify and control substance abuse in the schools which:

1. Establish procedures to appropriately manage situations involving students suspected of using, possessing, being under the influence or distributing controlled substances. **[15]** **[16]**[17]

2. Disseminate to students, parents/guardians and staff the Board policy and administrative regulations governing student use of controlled substances.

Guidelines

Violations of this policy may result in disciplinary action up to and including expulsion and referral for prosecution. **[14]** **[18]** **[19]**

The Superintendent or designee shall immediately report required incidents and may report discretionary incidents involving **the prohibited** possession, use or sale of controlled substances on school property, at any school-sponsored activity or on a conveyance providing transportation to or from a school or school-sponsored activity to the **law enforcement agency** that has jurisdiction over the school's property, in accordance with state law and regulations, the procedures set forth in the memorandum of understanding with law enforcement and Board policies. **[13]** **[15]** **[16]**[20][21][22]

The Superintendent or designee shall notify the parent/guardian of any student directly involved in an incident involving **the prohibited** possession, use or sale of controlled substances as a victim or suspect immediately, as soon as practicable. The Superintendent or designee shall inform the parent/guardian whether or not the **law enforcement agency** that has jurisdiction over the school property has been or may be notified of the incident. The Superintendent or designee shall document attempts made to reach the parent/guardian. **[13]**[20][23]

In accordance with state law, the Superintendent shall annually, by July 31, report all incidents of **prohibited** possession, use or sale of controlled substances to the **PA Department of Education on the required form.** **[13]** **[15]** **[16]**

In all cases involving students and controlled substances, the need to protect the school community from undue harm and exposure to drugs shall be recognized.

Anabolic Steroids

The Board prohibits the use of anabolic steroids by students involved in school-related athletics, except for a valid medical purpose. Body building and muscle enhancement, increasing muscle bulk or strength, or the enhancement of athletic ability are not valid medical purposes. Human Growth Hormone (HGH) shall not be included as an anabolic steroid.[24]

Students shall be made aware of the dangers of steroid use; that anabolic steroids are classified as controlled substances; and that their unauthorized use, possession, purchase or sale could subject students to suspension, expulsion and/or criminal prosecution. [18] [25]

Reasonable Suspicion/Testing

If based on the student's behavior, medical symptoms, vital signs or other observable factors, the building principal has reasonable suspicion that the student is under the influence of a controlled substance, the student may be required to submit to drug or alcohol testing. The testing may include but is not limited to the analysis of blood, urine, saliva or the administration of a Breathalyzer test.

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Legal Footnotes

[1] Pol. 210 — Medications
POLICY REFERENCE

[2] Pol. 210.1 — Possession/Use of Asthma Inhalers/Epinephrine Auto-Injectors
POLICY REFERENCE

[3] 35 P.S. 780-102
LEGAL REFERENCE

[4] 21 U.S.C. 812
LEGAL REFERENCE

[5] 24 P.S. 510
LEGAL REFERENCE

[6] 24 P.S. 511
LEGAL REFERENCE

[7] 22 PA Code 12.3
LEGAL REFERENCE

[8] 22 PA Code 10.23
LEGAL REFERENCE

[9] 20 U.S.C. 1400 et seq
LEGAL REFERENCE

[10] Pol. 103.1 — Nondiscrimination — Qualified Students With Disabilities
POLICY REFERENCE

[11] Pol. 113.1 — Discipline of Students with Disabilities
POLICY REFERENCE

[12] Pol. 113.2 — Behavior Support
POLICY REFERENCE

[13] Pol. 805.1 — Relations With Law Enforcement Agencies
POLICY REFERENCE

[14] Pol. 218 — Student Discipline
POLICY REFERENCE

[15] 24 P.S. 1306.2-B
LEGAL REFERENCE

[16] 24 P.S. 1319-B
LEGAL REFERENCE

[17] 42 Pa. C.S.A. 8337
LEGAL REFERENCE

[18] Pol. 233 — Suspension and Expulsion
POLICY REFERENCE

[19] Pol. 236 — Student Assistance Program
POLICY REFERENCE

[20] 22 PA Code 10.2
LEGAL REFERENCE

[21] 22 PA Code 10.21
LEGAL REFERENCE

[22] 22 PA Code 10.22
LEGAL REFERENCE

[23] 22 PA Code 10.25
LEGAL REFERENCE

[24] 35 P.S. 807.1
LEGAL REFERENCE

[25] 35 P.S. 807.2
LEGAL REFERENCE

Manheim Township School District

Board Agenda Item

	Information Only	Work Session	Regular Session Action Item	Regular Session Consent Item
Date:		11/12/2026		11/19/2026

Subject: Second Reading for Policy No. 610 - Purchases Subject to Bid/Quotation

Contact Person: Dr. Martin J. Hudacs, Acting Superintendent

Policy / Code: Policy No. 610 - Purchases Subject to Bid/Quotation

Summary: Second Reading of this Policy is part of the Systematic Review of School Board Policies. As outlined in Policy 003, and referenced in the PA Public School Code, "The Board shall exercise leadership through its rule-making power by adopting Board procedures and policies for the organization and operation of the school district."

Attachment: Draft Policy No. 610 - Purchases Subject to Bid/Quotation

Recommendation: Second Reading and Final Approval for Policy No. 610 - Purchases Subject to Bid/Quotation

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BOARD POLICY

610 Purchases Subject to Bid/Quotation

POLICY NUMBER	VERSION	DOCUMENT STATUS	PRINTED
610	v2.2	DRAFT	10/2/2026

Authority

It is the policy of the Board to obtain competitive bids and price quotations for products and services where such bids or quotations are required by law or may result in monetary savings to the school district.[1][2]

Guidelines

The amounts contained in this policy regarding competitive bid and price quotation requirements are subject to adjustments based on the Consumer Price Index.[1][2][3]

Competitive Bids

When seeking competitive bids, the Board shall advertise once a week for three (3) weeks in not less than two (2) newspapers of general circulation.[1][2]

After due public notice advertising for competitive bids, the Board shall be authorized to:

1. Purchase furniture, equipment, school supplies and appliances having an aggregate value of more than the yearly established rate as set forth by the Department of Labor and Industry, unless exempt by law.[2]

2. Contract for construction, reconstruction, repairs, maintenance or work on any school building or property having an aggregate value of more than the yearly established rate as set forth by the Department of Labor and Industry, unless exempt by law.[1]

The Board prohibits the practice of splitting purchases to avoid advertising and bidding requirements.[1][2]

With kind, quality and material being equal, the bid of the lowest responsible bidder meeting bid specifications shall be accepted upon approval of the Board, unless the Board chooses to reject all bids.[1][2]

The Board recognizes that emergencies may occur when imminent danger exists to persons or property or continuance of existing school classes is threatened, and time for bidding cannot be provided because of the need for immediate action. Bidding decisions in the event of such emergencies shall be made in accordance with existing legal requirements. The Superintendent is authorized to allocate funds necessary to address the emergency and will notify the School Board of estimated expenses.[1]

{ } Electronic Bidding

The Board shall receive bids electronically for competitive contracts, except for construction and design services, in compliance with applicable laws and Board policy.[4][5]

The district shall electronically maintain the confidentiality of the bid until the bid opening.[5]

{ } Competitive Electronic Auction Bidding

The Board shall adopt a resolution approving the use of competitive electronic auction bidding for contracts for supplies or services, but not for construction or design services.[4][1]

An invitation for bids shall be issued and shall include:[1]

1. Procurement description.
2. All contractual terms, when practical.
3. Conditions applicable to procurement, including a notice that bids will be received in an electronic auction manner.

Public notice and advertisement of the invitation for bids shall be given in the manner required for non-electronic bidding.

Bids shall be accepted electronically at the time and in the manner designated in the invitation for bids.

During the auction, bidders shall be able to review their bid rank or the low bid price, and may reduce their bid prices during the auction.

At the conclusion of the auction, the record of the bid prices received and the name of each bidder shall be open to public inspection.

After the auction period has expired, the district shall grant in writing withdrawal of a bid when the bidder requests relief and presents credible evidence of a clerical mistake due to reasons permitted by law, within the time period established by the district.

The contract shall be awarded within sixty (60) days of the auction by written notice to the lowest responsible bidder, or all bids may be rejected. Extensions of the award date may be made by written, mutual consent of both parties.

Price Quotations

Unless exempt by law, at least three (3) written, **electronic**, or telephonic price quotations shall be requested by the Board for:[1][2]

1. Furniture, equipment, school supplies and appliances having an aggregate value of more than the yearly established rate as set forth by the Department of Labor and Industry.[2]

2. All contracts for construction, reconstruction, repairs, maintenance or work on any school building or property, having an aggregate value of more than the yearly established rate as set forth by the Department of Labor and Industry.[1]

If it is not possible to obtain three (3) quotations, a memorandum must be kept on file showing that fewer than three (3) qualified vendors exist in the market area. The written price quotations, written records of **electronic** or telephonic price quotations and memoranda shall be kept on file for three (3) years.

Work Performed by District Maintenance Personnel

The Board may authorize district maintenance personnel to perform construction, reconstruction, repairs or work having a total cost or value of less than the aggregate value of the yearly established rate as set forth by the Department of Labor and Industry.[1]

Construction Change Order Authorization

During a construction project proceeding pursuant to contractual approvals by the School Board, change orders related to such a project, which are not required to be bid by law, may be approved as follows:

1. **Change Orders less than $25,000 - Approved by the Superintendent.**
2. **Change Orders greater than $25,000 - Approved by the Board President, and subsequently ratified at the next School Board meeting.**

Delegation of Responsibility

The Board may grant the Board Secretary or Chief Operating Officer the authority to purchase supplies and award contracts in the amount and manner designated by applicable law.[1][2]

NOTES:

The Department of Labor and Industry shall publish notice, in the Pennsylvania Bulletin prior to January 1 of each calendar year, of the annual percentage change and the unadjusted or final adjusted base amounts at which competitive bidding is required and written or telephonic price quotations are required, respectively, for the calendar year beginning the first day of January after publication of the notice. This policy will be adjusted annually based on the notice published in the Pennsylvania Bulletin.

Act 4 of 1974 – Withdrawal of Bids – 73 P.S. Sec. 1602

Legal Footnotes

[1] **24 P.S. 751**
LEGAL REFERENCE

[2] **24 P.S. 807.1**
LEGAL REFERENCE

[3] **24 P.S. 120**
LEGAL REFERENCE

[4] **62 Pa. C.S.A. 4602**
LEGAL REFERENCE

[5] **62 Pa. C.S.A. 4603**
LEGAL REFERENCE

Manheim Township School District

Board Agenda Item

	Information Only	Work Session	Regular Session Action Item	Regular Session Consent Item
Date:		11/12/2026		11/19/2026
Subject:	Second Reading for Policy No. 810 - Transportation			
Contact Person:	Dr. Martin J. Hudacs, Acting Superintendent			
Policy / Code:	Policy No. 810 - Transportation			
Summary:	Second Reading of this Policy is part of the Systematic Review of School Board Policies. As outlined in Policy 003, and referenced in the PA Public School Code, "The Board shall exercise leadership through its rule-making power by adopting Board procedures and policies for the organization and operation of the school district."			
Attachment:	Draft Policy No. 810 - Transportation			
Recommendation:	Second Reading for Policy No. 810 - Transportation			

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BOARD POLICY

810 Transportation

POLICY NUMBER	VERSION	DOCUMENT STATUS	PRINTED
810	v2.1	DRAFT	10/9/2026

Purpose

Transportation for students shall be provided in accordance with law and Board policy.

Definitions

School bus means a motor vehicle that is designed to carry eleven (11) passengers or more, including the driver, and is used for the transportation of preprimary, primary or secondary school students to or from public, private or parochial schools or events related to such schools or school-related activities.[1]

School vehicle means a motor vehicle, except a motorcycle, designed for carrying no more than ten (10) passengers, including the driver, and used for the transportation of preprimary, primary or secondary school students while registered by or under contract to the school district. The term includes vehicles having chartered, group and party rights under the Pennsylvania Public Utility Commission and used for the transportation of school children.[1]

Authority

The Board shall provide transportation for resident students in grades kindergarten through 12 to the district's public schools and charter, regional charter and nonpublic schools located in the district or within the district's transportation boundary or other placements as required by law or agreements. The district's transportation boundary is a distance not exceeding ten (10) miles by the nearest public highway outside the school district's border.[2][3][4]

The Board shall purchase, lease, equip and maintain school buses/vehicles and/or contract for school bus/vehicle services for transportation of students to and from school at regularly scheduled hours and for field trips and extracurricular activities.[2][3][5][6][7] [8] [9] [10] [11]

The Board shall provide transportation for students living within the prescribed limits when walking conditions to the school are found to be hazardous by the Department of Transportation.[3][12]

The Board shall provide transportation for students with disabilities, without regard to distance or hazardous walking conditions, when required by the student's individualized education program (IEP) or Section 504 Service Agreement.[13] [14] [15] [16] [17]

The Board shall provide **free** transportation for eligible resident students who are enrolled in nonpublic schools or charter schools as required by law. **Transportation provided to charter school students need not be identical to transportation provided to traditional public school students.**[2][4] [18] [19]

The Board shall provide transportation for children in foster care in accordance with federal and state laws and regulations, and the local transportation plan.[20] [21]

The Board shall provide transportation for homeless children and youths in accordance with federal and state laws and regulations. [21] [22]

The Board prohibits any diesel-powered motor vehicle weighing 10,001 pounds or more to idle for more than five (5) minutes in any continuous sixty-minute period while parked, loading or unloading, except as allowed by law.[23]

The Board shall ensure that permanent signs, notifying drivers of the idling restrictions, are maintained on district property at locations where diesel-powered motor vehicles weighing 10,001 pounds or more load or unload. Signs shall also be posted at locations that provide fifteen (15) or more parking spaces for such diesel-powered motor vehicles.[24] [25]

Delegation of Responsibility

The school bus/vehicle driver shall be responsible to maintain order while students are being transported.

The school bus/vehicle driver shall report all incidents, including, but not limited to, discipline problems, medical problems, bullying/harassment, safety issues, accidents or injuries, and violations of Pennsylvania's School Bus Stopping Law to the Superintendent or designee as soon as practicable.

The building principal may suspend a student from bus transportation for disciplinary reasons, and the parents/guardians shall be responsible for the student's transportation.[7]

The Superintendent or designee shall be responsible to:

1. Maintain records and make required reports regarding school transportation.[5][7]
2. Distribute rules governing student conduct during transport; such rules shall be binding on all students transported by the district.[7]
3. Provide each school bus/school vehicle driver with:
    a. The Pennsylvania School Bus Driver's Manual;
    b. The written rules for student conduct on buses/vehicles;
    c. The procedures for evacuation drills; and
    d. Any additional laws and applicable Board policies and administrative regulations which apply to school bus/vehicle drivers.
4. Establish administrative regulations that specify the number of chaperones to accompany students in connection with school-related activities and field trips.[7] **[26]**
5. Prepare a district map or schedule indicating each bus stop and bus route.[7]

Guidelines

Student Health Information

When necessary for student safety, or when required by a student's IEP or Section 504 Service Agreement, a school bus/vehicle driver shall be provided with relevant student health and medical information. [16] [17] [27] [28] [29] [30]

School bus/vehicle drivers shall maintain the confidentiality of student health/medical information in accordance with district policies and procedures and applicable law. [31] [32]

Evacuation Drills

Bus evacuation drills shall be conducted twice a year and reported to the Pennsylvania Department of Education, in accordance with law and Board policy. [33] [34] [35]

Legal Footnotes

[1] 75 Pa. C.S.A. 102
LEGAL REFERENCE

[2] 24 P.S. 1361
LEGAL REFERENCE

[3] 24 P.S. 1362
LEGAL REFERENCE

[4] 24 P.S. 1726-A
LEGAL REFERENCE

[5] 22 PA Code 23.1
LEGAL REFERENCE

[6] 22 PA Code 23.2
LEGAL REFERENCE

[7] 22 PA Code 23.2
LEGAL REFERENCE

[8] Pol. 610 — Purchases Subject to Bid/Quotation
POLICY REFERENCE

[9] Pol. 611 — Purchases Budgeted
POLICY REFERENCE

[10] Pol. 818 — Contracted Services Personnel
POLICY REFERENCE

[11] 75 Pa. C.S.A. 3345.1
LEGAL REFERENCE

[12] 67 PA Code 447.1 et seq
LEGAL REFERENCE

[13] 22 PA Code 23.3
LEGAL REFERENCE

[14] 24 P.S. 1374
LEGAL REFERENCE

[15] Pol. 103 — Discrimination/Harassment Affecting Students
POLICY REFERENCE

[16] Pol. 103.1 — Nondiscrimination — Qualified Students With Disabilities
POLICY REFERENCE

[17] Pol. 113 — Special Education
POLICY REFERENCE

[18] Pol. 140 — Charter Schools
POLICY REFERENCE

[19] Pol. 140
POLICY REFERENCE
Referenced policy is not available in this policy book.

[20] 20 U.S.C. 6312
LEGAL REFERENCE

[21] Pol. 251 — Students Experiencing Homelessness, Foster Care and Other Educational Instability
POLICY REFERENCE

[22] 42 U.S.C. 11432
LEGAL REFERENCE

[23] 35 P.S. 4601 et seq
LEGAL REFERENCE

[24] 35 P.S. 4601
LEGAL REFERENCE

[25] 67 PA Code 212.101
LEGAL REFERENCE

[26] Pol. 121 — Field Trips
POLICY REFERENCE

[27] Pol. 209.1 — Food Allergy Management
POLICY REFERENCE

[28] Pol. 209.2 — Diabetes Management
POLICY REFERENCE

[29] **Pol. 210 — Medications**
POLICY REFERENCE

[30] **Pol. 210.1 — Possession/Use of Asthma Inhalers/Epinephrine Auto-Injectors**
POLICY REFERENCE

[31] **Pol. 113.4 — Confidentiality of Special Education Student Information**
POLICY REFERENCE

[32] **Pol. 216 — Student Records**
POLICY REFERENCE

[33] **24 P.S. 1517**
LEGAL REFERENCE

[34] **75 Pa. C.S.A. 4552**
LEGAL REFERENCE

[35] **Pol. 805 — Emergency Preparedness and Response**
POLICY REFERENCE

Manheim Township School District

Board Agenda Item

	Information Only	Work Session	Regular Session Action Item	Regular Session Consent Item
Date:		11/12/2026	11/19/2026	

Subject: Replacement of HS Datacenter Servers and Off-Site Backup Appliance

Contact Person: Dan Lyons, Director of Technology Services

Summary: MTSD Technology Services is proposing replacement of the existing HS Datacenter server platform in advance of the anticipated end of support in Spring 2027. Additionally, it is recommended to replace the existing off-site backup appliance, currently set for end of support in Spring 2028.

These replacements are being recommended now, in order to proactively avoid significant cost increases that are anticipated to occur over the next 6-12 months.

The attached solution outlines a 5-year support agreement, necessary licensing, and implementation services, as aligned to the Multi-Year Plan. All pricing is through the PA COSTARS state contract.

Attachment: PRESENTATION-HS_Datacenter_Replacement-11122026.pdf

Recommendation: Approve the purchases of virtual server hardware, backup appliance, and related deployment services from Ahead, Inc. at a total project cost of $477,653.09.


MANHEIM TOWNSHIP
SCHOOL DISTRICT
MT

HS Datacenter & Off-Site Backup Systems Replacement

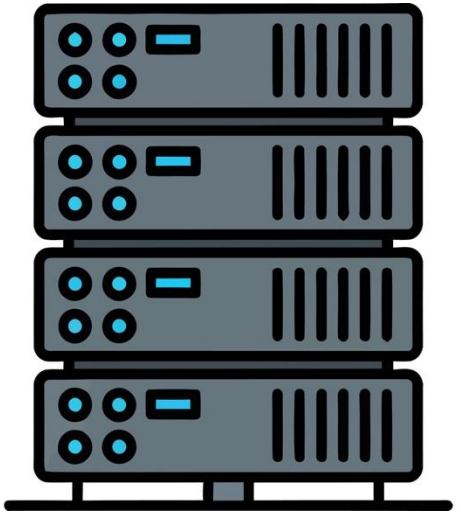
November 12, 2026

Mr. Dan Lyons – Director of Technology Services

Present Configurations

- **<u>High School Datacenter</u>:**
  - Services entirety of MTSD for Accounts, Security, Phone System, and more.
  - 4 “Physical Host” Servers provide computing & storage resources for 40+ “Virtual Servers”
  - Purchased in January of 2020 for ~$200,000
  - Commissioned in February/March… *7 Years of Service!*

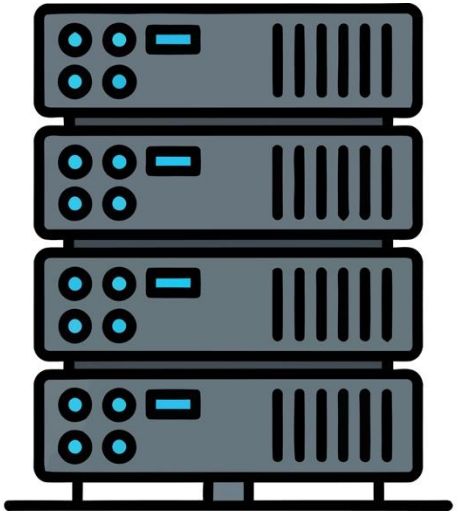
- **<u>Off-Site / Remote Backup System</u>:**
  - Geographically diverse from HS Datacenter, located at IU13
  - Provides Disaster Recovery protections for all MTSD Servers
  - Purchased in August 2021 for ~$50,000
  - Commissioned in September… *5 Years of Service!*



Proposed Upgrades & Factors

- **<u>Replace HS Datacenter Hosts</u>:**
  - Obtain new 4 Node Server Array
  - Obtain new “Top of Rack” Switching
  - 5 Years of Support & Maintenance Included
  - Part of Multi-Year Plan for Capital Reserve:
    - Originally Slated for Summer 2025
    - Extended Service each of Past Two Years due to Performance Satisfaction
    - *While still performing sufficiently, End of Support is approaching.*

- **<u>Replace Backup System</u>:**
  - Obtain new Backup Appliance
  - 5 Years of Support & Maintenance Included
  - Previously part of General Fund Plan for 27-28
  - *Reflected in Multi-Year Plan for Future Capital Reserve*



External Factors

- Artificial Intelligence industry is driving significant cost increases and supply chain issues for all forms of computing hardware, most noticeably RAM, CPU/GPU, and Flash Storage.

- Prices on “server-grade” components in these categories have been rising an average of 30% every 60 days…

Future Cost Projections

Items	November 2026 $	Proj. April 2027 $	*Differential*
VSAN Ready Nodes	$271,347.82	$364,610.07	***$93,262.25***
Backup Appliance*	$154,382.22	$222,310.40	***$67,928.18***
Deployment Services	$51,923.05	$55,000*	***$3,076.95***
Total Costs	**$477,653.09**	**$641,920.47**	***$164,267.38***

** Note: Current backup appliance could be extended an extra year of support at a cost of $19,000.*

- *This would "lower" the costs today by ~$140,000.*
- *The appliance would still need to be replaced no later than Winter 2027.*
- *At that time, the district would be projected to spend $225,000*
- *This effectively equates to a "penalty" of $85,000 to wait.*

Recommendation

Approve purchase of virtual server hardware, backup appliance, and related deployment services from Ahead, Inc. at a total project cost of $477,653.09.

- *All pricing is via COSTARS state contract.*
- *Capital Reserve Funds will be utilized, with the differential between original Multi-Year Plan projections and present economic conditions being more than covered by the "unutilized" portion of the HS PA System Replacement project budget.*
- *Recommendation represents ~ 8 months of research & evaluations across multiple vendors and ecosystems.*

Questions & Discussion


MANHEIM TOWNSHIP
SCHOOL DISTRICT
MT

Manheim Township School District

Board Agenda Item

	Information Only	Work Session	Regular Session Action Item	Regular Session Consent Item
Date:		11/12/2026	11/19/2026	

Subject: Talking Points Contract

Contact Person: Toni Martindell, Director of Curriculum & Instruction

Summary: TalkingPoints is a family communication platform that enables district staff to connect with families through text messaging without requiring an app or login. Its two-way translation capabilities support communication in more than 150 languages, allowing families to communicate in their preferred language. Built-in speech-to-text and text-to-speech features further promote accessibility and inclusion.

Effective October 19, 2026, TalkingPoints transitioned from a free service to a paid subscription model, with Mrs. Martindell negotiating a reduced rate of $1 per student, lowering the cost from the initial quote of $13,500 ($2.25 per student) to $6,000 for approximately 6,000 students for the remainder of the 2026–2027 school year.

Attachment: Presentation Slide Deck: **Talking Points 2026-2027**

Recommendation: Approval of the Talking Points Contract in the amount of $6,000 for 6000 students for the remainder of the 26-27 school year.

Talking Points

Toni Martindell
Director of Curriculum & Instruction

Request for Approval

Approval of the Talking Points Contract in the amount of $6,000 for 6000 students for the remainder of the 26-27 school year

Why Talking Points

Every family deserves meaningful access to communication with their child's school.

- Two-way family-school communication platform that automatically translates messages into more than 150 languages.
  - **Breaks down language barriers**
  - **Creates meaningful two-way communication**
  - **Strengthens family-school partnerships**

October Talking Points Update

The free Talking Points text messaging with 2-way translation functionality was suspended as of October 19, 2026.

Families now have to download the app or visit the web version of the tool to see messages.

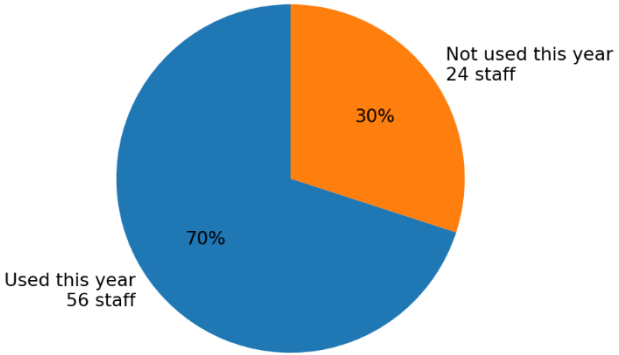
They will only receive a notification on their devices that they have a Talking Points message.

What our staff is telling us:

TalkingPoints is reaching MTSD families

80 staff survey responses | November 3–5, 2026

Reported use this school year



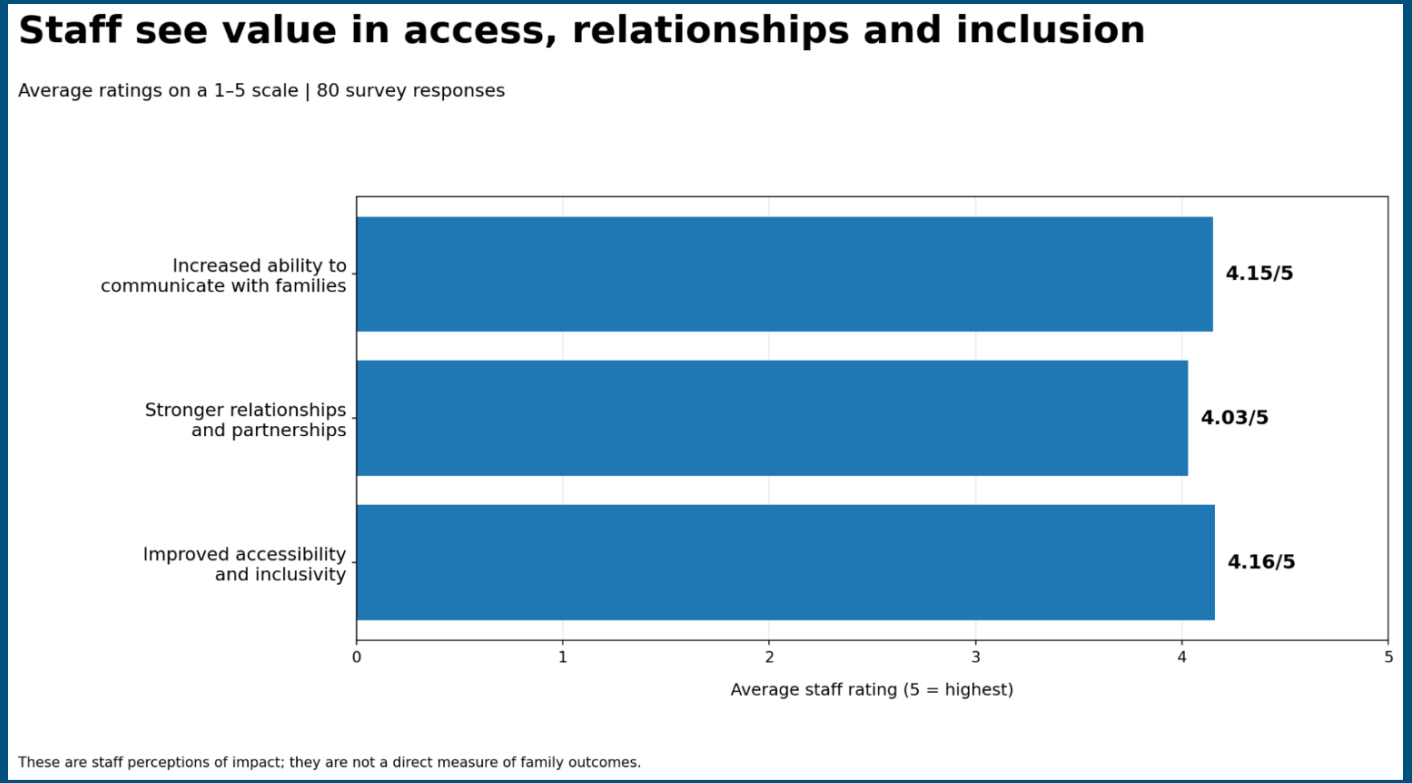
70%

of respondents reported communicating with at least one family through TalkingPoints.

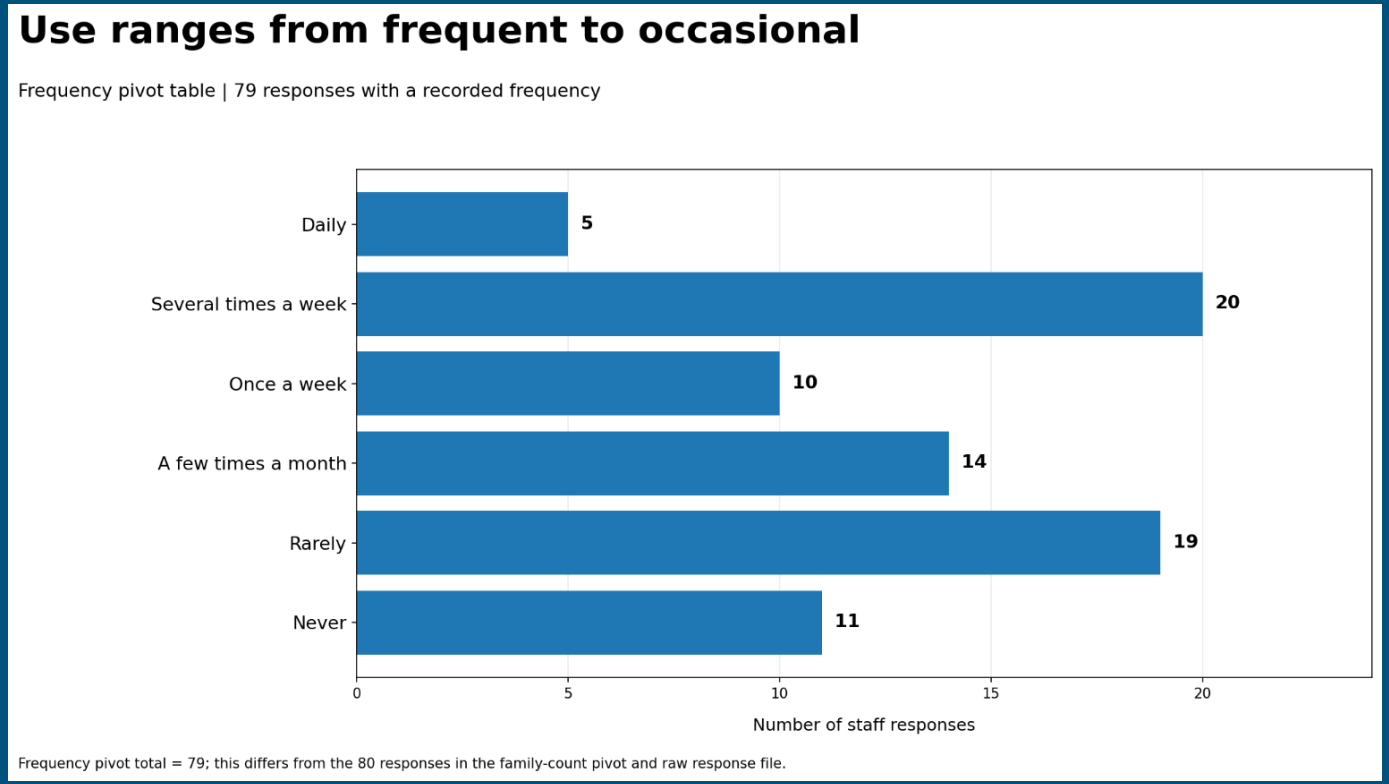
56 of 80 respondents

Note: Based on the family-count pivot table. 24 respondents selected “I have not used TalkingPoints.”

What difference is Talking Points making?



What difference is Talking Points making?



What difference is Talking Points making?

“In previous years, I had a student whose family did not speak English. This app was the greatest method of day-to-day communication. I used to get nothing back and forth from parents, either through written notes or Seesaw, but Talking Points made it possible for me to reach out with simple questions, and the parents were able to respond quickly.

I also no longer required the help of a translator or phone service to schedule meetings or call when the student was sick and needed picked up from school. This app helped increase the communication back and forth, and when a student in non-speaking in a special education classroom, the communication between parents and teacher is so important!”

Future use of Talking Points

We will be evaluating usage data and using feedback to determine if MT will adopt Talking Points to replace our Sapphire communication tool in the 27-28 school year.

If this shift occurs, we predict it will be a cost neutral decision.

Questions?

Manheim Township School District

Board Agenda Item

	Information Only	Work Session	Regular Session Action Item	Regular Session Consent Item
Date:		11/12/26		11/29/26

Subject:	Recommendation for Field Trip Approval(s) by the MT Board of School Directors
Contact Person:	Dr. Dale Reimann, Assistant Superintendent
Summary:	Per School Board Policy No. 121, *The Board shall approve only those field trips that takes students out of state or overnight*. The enclosed trip(s) is(are) being brought before the board for approval, given that it/they is/are of "overnight" and/or "out of state" status.
Attachment:	Summary(ies) of MTSD field trip(s) recommended for approval by the MT Board of School Directors
Recommendation:	Recommend to approve the presented out of state or overnight field trip(s)

MTSD Field Trips (Overnight and/or Out-of-State) Recommended for Approval by the MT School Board in November 2026	Trip #1	Trip #2	Trip #3	Trip #4	Trip #5
Teacher/Advisor/Director(s) Requesting/Supervising the Trip	Scott Siegel	Samantha Haldeman	Shenna Caravella	Matt Kirchoff	Shenna Caravella
Class/Program/Club/Group Taking the Trip	HS Symphonic Band	HS Chorus	HS Orchestra	Baseball	High School String Orchestra
Trip Destination(s)	Dallastown HS, Dallastown PA	Middletown Area HS, Middletown PA	Hershey HS, Hershey PA	Myrtle Beach SC -Ripken Complex	1375 E. Buena Vista Dr, Lake Buena Vista, FL 32830
START DATE	1/15/2027	1/29/2027	2/5/27	2/13/27	2/13/27
END DATE	1/16/2027	1/30/2027	2/6/27	2/15/27	2/17/27
Overnight and/or Out-of-State	Overnight	Overnight	Overnight	Both	Both
Purpose of Trip	PMEA District Band Festival	PMEA District Chorus Festival	PMEA District Orchestra Festival	Baseball training	The mission of this experience is to provide students with a high-quality performance opportunity that cultivates musical excellence, strengthens ensemble unity, and promotes personal responsibility through a shared artistic endeavor.
Trip Participants	Band Students selected via audition	Chorus Students selected via audition	Orchestra Students selected via audition	Varsity Baseball team	High School Orchestra students
Tentative Mandatory Meeting Date for Overnight Trips	1/4/27	1/4/27	1/4/27	12/2/26	8/27/2026
Total Costs for Nursing Services @ $50 per hour (if applicable)	No - PMEA provides a nurse on site throughout the duration of all music festivals.	No - PMEA provides a nurse on site throughout the duration of all music festivals.	No - PMEA provides a nurse on site throughout the duration of all music festivals.	None	N/A
# of Students	10 (estimated - actual number determined by audition results)	10 (estimated - actual number determined by audition results)	10 (estimated - actual number determined by audition results)	18	30
# of Employee and/or Board Approved Volunteer Chaperones	1	1	1	4	4
REGISTRATION COST	$1200 ($120 per student x 10 - no charge for directors)	$1200 ($120 per student x 10 - no charge for directors)	$1200 ($120 per student x 10 - no charge for directors)	$1,800 ($100 per student x 18)	$67,050=$2,235pp X 30 students. 4 chaperones (no cost)
REGISTRATION COST Paid by	District (HS Clubs 810)	District (HS Clubs 810)	District (HS Clubs 810)	Booster Club	Family/Student
Hotel Costs	$750 ($75 per student x 10 students x 1 night)	$750 ($75 per student x 10 students x 1 night)	$750 ($75 per student x 10 students x 1 night)	$6,600 ($100 pp x 18 students and 4 chaperones x 3 nights)	Included in Registration
Anticipated # of Students per Room	1-4	1-4	1-4	Students will stay with their families	4
Hotel Costs paid by	District	District	District	Family/Student/Chaperone	N/A

MTSD Field Trips (Overnight and/or Out-of-State) Recommended for Approval by the MT School Board in November 2026	Trip #1	Trip #2	Trip #3	Trip #4	Trip #5
Transportation Provider	Brightbill Bus or MTSD Van (transportation based on number of students participating.) Parents responsible to provide transportation home after the festival concert performance.	Brightbill Bus or MTSD Van (transportation based on number of students participating.) Parents responsible to provide transportation home after the festival concert performance.	Brightbill Bus or MTSD Van (transportation based on number of students participating.) Parents responsible to provide transportation home after the festival concert performance.	Family/Student/Chaperone	Poppins Travel Company and Selected Airline(s)
Total Est. Mileage	40 miles roundtrip	62 miles roundtrip	57 miles roundtrip	1120 round trip	Flights
Transportation Costs	$116(40 miles x $2.91) (if a bus is needed, this will change but the numbers now require a van)	$180 (62 miles x $2.91) (if a bus is needed, this will change but the numbers now require a van)	$166 (57 miles x $2.91) (if a bus is needed, this will change but the numbers now require a van)	$4,400 ($200 per student x 18 and per chaperone x 4)	Included in Registration
Transportation Costs paid by	District	District	District	Family/Student/Chaperone	N/A
Other Expenses	$195 (1 substitute); Student Meals included with registration fee	$195 (1 substitute); Student Meals included with registration fee	$195 (1 substitute); Student Meals included with registration fee	$660 (Food for pre-or post game meals, $15 pp x 18 players & 4 chaperones x 2 meals)	Meals included in Registration
Other Expenses paid by	District	District	District	Family/Student/Chaperone	N/A
Amount Funded by District Budget (Non-Transportation Funds)	$2,145	$2,145	$2,145	$0.00	$0
Amount Funded by District Budget (Transportation Funds)	$116.00	$180.00	$166.00	$0.00	$0
Total Trip Cost Paid by District	$2,261	$2,325	$2,311	$0.00	$0
Amount Funded by Student/Family	$0	$0	$0	$11,660.00	$67,050=$2,235pp X 30 students. 4 chaperones (free)
Amount of any "other" funding source(s)	$0.00	$0.00	$0.00	$0.00	$0
Total Paid by Booster Club	$0.00	$0.00	$0.00	$1,800.00	$0
Grand Total for Trip	$2,261	$2,325	$2,311	$13,460.00	$67,050

MTSD Field Trips (Overnight and/or Out-of-State) Recommended for Approval by the MT School Board in November 2026	Trip #6	Trip #7	Trip #8	Trip #9	Trip #10
Teacher/Advisor/Director(s) Requesting/Supervising the Trip	Scott Siegel	Aaron Moldoff	Samantha Haldeman	Shenna Caravella	Aaron Moldoff
Class/Program/Club/Group Taking the Trip	HS Symphonic Band	High School Wrestling (Boys)	HS Chorus	HS Orchestra	High School Wrestling (Boys)
Trip Destination(s)	Easton Area HS, Easton PA	Spring Grove High School, 1490 Roths Church Rd, Spring Grove, PA 17362	Kutztown Area HS, Kutztown PA	Spring Grove Area HS, Spring Grove PA	550 Hersheypark Dr, Hershey, PA 17033
START DATE	2/18/27	2/26/27	3/4/27	3/11/27	3/11/27
END DATE	2/20/27	2/27/27	3/5/27	3/13/27	3/13/27
Overnight and/or Out-of-State	Overnight	Overnight	Overnight	Overnight	Overnight
Purpose of Trip	PMEA Region Band Festival	Post Season - Districts	PMEA Region Chorus Festival	PMEA Central Region Orchestra Festival	Post Season - PIAA States
Trip Participants	Band Students selected via audition at the District Band Festival	Wrestling District Qualifiers	Chorus Students selected via audition at the District Chorus Festival	Orchestra Students selected via audition at the District Orchestra Festival	Wrestling State Qualifers
Tentative Mandatory Meeting Date for Overnight Trips	Participating students are from the same pool that have already participated in the meeting on 1/4/27.	2/24/27	Participating students are from the same pool that have already participated in the meeting on 1/4/27.	Participating students are from the same pool that have already participated in the meeting on 1/4/27.	3/9/27
Total Costs for Nursing Services @ $50 per hour (if applicable)	No - PMEA provides a nurse on site throughout the duration of all music festivals.	None	No - PMEA provides a nurse on site throughout the duration of all music festivals.	No - PMEA provides a nurse on site throughout the duration of all music festivals.	None
# of Students	6 (estimated - actual number determined by audition results)	7	6 (estimated - actual number determined by audition results)	6 (estimated - actual number determined by audition results)	2
# of Employee and/or Board Approved Volunteer Chaperones	1	5	1	1	5
REGISTRATION COST	$900 ($150 per student x 6 - no charge for directors)	None	$900 ($150 per student x 6 - no charge for directors)	$900 ($150 per student x 6 - no charge for directors)	None
REGISTRATION COST Paid by	District (HS Clubs 810)	None	District (HS Clubs 810)	District (HS Clubs 810)	None
Hotel Costs	$900 ($75 per student x 6 x 2 nights)	$2,100 ($175 per room x 6 rooms x 2 nights)	$450 ($75 per student x 6 x 1 night)	$900 ($75 per student x 6 x 2 nights)	$2,100 ($175 per room x 4 rooms x 3 nights)
Anticipated # of Students per Room	1-4	2	1-4	1-4	2
Hotel Costs paid by	District	MTSD	District	District	MTSD

MTSD Field Trips (Overnight and/or Out-of-State) Recommended for Approval by the MT School Board in November 2026	Trip #6	Trip #7	Trip #8	Trip #9	Trip #10
Transportation Provider	MTSD Van Parents responsible to provide transportation home after the festival concert performance.	MTSD Van	MTSD Van Parents responsible to provide transportation home after the festival concert performance.	MTSD Van Parents responsible to provide transportation home after the festival concert performance.	MTSD Van
Total Est. Mileage	158 miles round trip	80	93 miles round trip	77 miles round trip	60
Transportation Costs	$460 (158 miles x $2.91) (if a bus is needed, this will change but the numbers now require a van)	$233 (80 miles x $2.91)	$271 (93 miles x $2.91) (if a bus is needed, this will change but the numbers now require a van)	$224 (77 miles x $2.91) (if a bus is needed, this will change but the numbers now require a van)	$175 (60 miles x $2.91)
Transportation Costs paid by	District	MTSD	District	District	MTSD
Other Expenses	$195 (1 substitute); Student Meals included with registration fee	$600 for meals ($25 per day x 2 days x 12 people	$195 (1 substitute); Student Meals included with registration fee	$195 (1 substitute); Student Meals included with registration fee	$525 for meals ($25 per day x 3 days x 7 people)
Other Expenses paid by	District	MTSD	District	District	MTSD
Amount Funded by District Budget (Non-Transportation Funds)	$1,995	$2,700	$1,545	$1,995	$2,625
Amount Funded by District Budget (Transportation Funds)	$460	$233	$271	$224	$175
Total Trip Cost Paid by District	$2,455	$2,933	$1,816	$2,219	$2,800
Amount Funded by Student/Family	$0.00	$0	$0.00	$0.00	$0
Amount of any "other" funding source(s)	$0.00	$0	$0.00	$0.00	$0
Total Paid by Booster Club	$0.00	$0	$0.00	$0.00	$0
Grand Total for Trip	$2,455	$2,933	$1,816	$2,219	$2,800

MTSD Field Trips (Overnight and/or Out-of-State) Recommended for Approval by the MT School Board in November 2026	Trip #11	Trip #12	Trip #13
Teacher/Advisor/Director(s) Requesting/Supervising the Trip	Scott Siegel	Scott Siegel, Shenna Caravella, Samantha Haldeman	Shawn Robbins
Class/Program/Club/Group Taking the Trip	HS Jazz Band	HS Band/Orchestra/Chorus/Jazz	Honors American Studies in Context; Honors English 11; AP Literature and Composition classes
Trip Destination(s)	Dallastown HS, Dallastown PA	Erie Convention Center, Erie PA	Broadway: 1681 Broadway Street / New York, New York 10019
START DATE	3/19/2027	4/14/27	4/15/27
END DATE	3/20/2027	4/17/27	4/15/27
Overnight and/or Out-of-State	Overnight	Overnight	Out of State
Purpose of Trip	PMEA District Jazz Band Festival	PMEA All-State Festival	Students will see The Great Gatsby Musical on Broadway.
Trip Participants	Jazz Band Members selected via audition	Band/Orchestra/Chorus/Jazz Students selected via audition at the Region Festivals	Honors American Studies in Context, Honors English 11, AP Literature and Composition
Tentative Mandatory Meeting Date for Overnight Trips	3/15/27	Participating students are from the same pool that have already participated in the meeting on 1/4/27.	4/12/27
Total Costs for Nursing Services @ $50 per hour (if applicable)	No - PMEA provides a nurse on site throughout the duration of all music festivals.	No - PMEA provides a nurse on site throughout the duration of all music festivals.	$650
# of Students	4 (estimated - actual number determined by audition results)	6 (estimated - actual number determined by audition results)	101
# of Employee and/or Board Approved Volunteer Chaperones	1	3 (chaperones also attending PMEA In-Service Conference - costs budgeted and approved in C&I budget)	11
REGISTRATION COST	$480 ($120 per student x 4 - no charge for directors)	$1200 ($200 per student x 6)	$5,488 ($49 pp x 112)
REGISTRATION COST Paid by	District (HS Clubs 810)	District (HS Clubs 810)	Family/Student/Chaperone
Hotel Costs	$300 ($75 per student x 4 x1 night)	$1800 ($100 per student x 6 x 3 nights)	n/a
Anticipated # of Students per Room	1-4	1-4	n/a
Hotel Costs paid by	District	District	n/a

MTSD Field Trips (Overnight and/or Out-of-State) Recommended for Approval by the MT School Board in November 2026	Trip #11	Trip #12	Trip #13
Transportation Provider	MTSD Van Parents responsible to provide transportation home after the festival concert performance.	MTSD Van Parents responsible to provide transportation home after the festival concert performance.	Melard Coach
Total Est. Mileage	65 miles round trip	712 miles roundtrip	319 miles round trip
Transportation Costs	$189 (65 miles x $2.91) (if a bus is needed, this will change but the numbers now require a van)	$2137.16 (712 miles x $2.91 = $2072) + ($65.16 PA Turnpike Toll ($32.58 each way with EZ-Pass))- will change if bus is needed	$6,600 (2 coach buses; $58.93 pp)
Transportation Costs paid by	District	District	Family/Student/Chaperone
Other Expenses	$195 (1 substitute); Student Meals included with registration fee	$1,170 (3 substitutes x 2 days); Student Meals included with registration fee	$5,455 ($975 for 5 substitutes and $4,480 for 2 meals x 112 people @ $20 per meal)
Other Expenses paid by	District	District	District/Family/Student/Chaperone
Amount Funded by District Budget (Non-Transportation Funds)	$975	$4,170	$1,625 (for nurse and subs)
Amount Funded by District Budget (Transportation Funds)	$189	$2,137.16	$0
Total Trip Cost Paid by District	$1,164	$6,307	$1,625
Amount Funded by Student/Family	0	0	$16,568
Amount of any "other" funding source(s)	0	0	$0
Total Paid by Booster Club	$0.00	$0.00	$0
Grand Total for Trip	$1,164	$6,307	$18,193