

Lancaster Mennonite School

New Danville Campus

Lancaster Mennonite School offers a Pre-K through grade 12 comprehensive education in a nurturing and diverse environment that prepares students to be lifelong learners. Centered in Christ and committed to educational excellence in a community setting, the school exists to transform students so they can change our world through Christlike love, peacemaking, and service.

Lancaster Mennonite School is accredited by

- Middle States Association of Colleges and Schools

Lancaster Mennonite School–New Danville is a member of:

- Lancaster Area Council of Mennonite Schools (LACMS)
- Mennonite Education Agency (MEA)

The school is an agency of the Lancaster and Atlantic Coast Conferences of Mennonite Church USA. As a Mennonite school, we follow the *Mennonite Confession of Faith* and the Anabaptist/Mennonite interpretations of Scripture. The school teaches the doctrines of peace, nonresistance and love for all persons as taught by Jesus.



**LANCASTER
MENNONITE
SCHOOL**

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School Motto
“*Teach Me Thy Way*”

Core Values

1. Education is centered in Jesus Christ and its purpose is to help students understand what it means to live as a reconciled and reconciling people.
2. The theological foundation of the school is based on the authority of the Bible, as understood in *The Confession of Faith in a Mennonite Perspective*.
3. The school is a missional agency of the Atlantic Coast and Lancaster conferences of Mennonite Church USA. An excellent education is holistic in that it enables students to grow academically, socially, spiritually and physically.
4. Education is not an end in itself, but is part of the larger purpose of passing on the faith. It invites students into a vital relationship with Jesus Christ and the community of faith and nurtures them to all that God intends them to be.
5. Educational excellence grows out of a learning community where students, teachers and parents have mutual respect for each other.
6. An articulated K-12 spiritual formation program invites students to grow in relationship to Jesus Christ and the community of faith.
7. Faculty are selected who are in agreement with the *Confession of Faith in a Mennonite Perspective* and with a vision and mission of the school.
8. A culturally diverse and educationally inclusive learning community is important for preparing students for life in the church and local and global community.
9. Education is a partnership of home, church and school.
10. Students are nurtured to develop Christian character as they reflect the life of Jesus Christ as servant and peacemaker.
11. Co-curriculars are an integral part of an excellent educational program.
12. Christ-centeredness permeates all aspects of the educational program as faith and learning are integrated.
13. Strong student-to-student and student-to-teacher relationships are formed in an Anabaptist learning community.
14. Each student is valued as an individual, uniquely created by God.

Educational Outcomes

1. Students will be centered in Jesus Christ and will know the biblical story and the history of the Christian Church, including the Anabaptist story and theology.
2. Students will demonstrate the knowledge and skills needed to prepare them for further learning and for a successful career.
3. Students will demonstrate critical thinking, conflict resolution skills, disciplines of organization and responsibility, ethical decision making, problem solving, interpersonal skills, and interdependence in relationships.
4. Students will be responsible stewards of the earth's resources and their personal gifts, and they will view their bodies as temples of the Holy Spirit.
5. Students will choose occupations where they can follow the example of Jesus Christ as servant and peace builder in daily life.
6. Students will build strong relationships with family and church.
7. Students will value cultural diversity and will respect others different from themselves while holding to their personal values and faith.
8. Students will continue to grow in relationship with God and the community of faith and be a presence of Christ in the world.

Admissions

Admissions and tuition information is available from the New Danville Campus office (872-2506) as well as from the Admissions Office at Lancaster Mennonite School, 2176 Lincoln Highway East, Lancaster, PA, 17602. Phone: (717) 299-0436; Fax: (717) 299-0823; email: horstcl@lancastermennonite.org Web site: www.lancastermennonite.org

The school's biblical role is to work in conjunction with the home to mold students to be Christlike. On occasion, the atmosphere or conduct within a particular home may be counter to or in opposition to the biblical lifestyle the school teaches. In such cases, the school reserves the right, within its sole discretion, to refuse admission of an applicant or to discontinue enrollment of a student.

Parent-School Relationship

- It is the policy of the Lancaster Mennonite School system to plan activities that encourage the parent-teacher partnership in the education of their children/students and build positive relationships between the home and school.
- Planning for these activities is a function of the building principal and shall be carried out with the Site Council. The structure under which these activities are provided is a site decision.
- Parent Orientation is held in the fall and a family fun night in the spring.

Parent-School Communication

Good communication between home and school is an integral component of effective education.

- Communication from the superintendent and building principal will be sent by E-link. At other times, email messages are sent from the office as reminders of upcoming events or other important information.
- A weekly letter from homeroom teachers is given to students to take home to parents.
- Parent-Teacher conferences are scheduled at the end of first quarter and again in the spring. Other conferences may be scheduled throughout the year upon request by either parents or teachers.
- New Danville office hours are 8:00-3:45. The best time to reach teachers directly by phone is between 3:15 and 3:30. Home phone numbers of staff and school email addresses are distributed at Parent Orientation. The phone numbers are also listed on the back of the all-school calendar sent home the first day of school.
- Parents are encouraged to visit classes. Visiting times should be arranged with the office at least one day in advance.
- A student visitor is welcome to come to school with your child, but we ask that the office be notified at least one day prior to the visit.
- When addressing a problem or concern, we follow Biblical principles, in a manner of Christian love and respect. Please contact the teacher and/or principal with questions and concerns.

ATTENDANCE AND TRANSPORTATION

School entrance doors open at 8:00 a.m. Classes start at 8:25 a.m. with dismissal at 3:00 p.m. Students who arrive after 10:00 a.m. or who leave before 1:00 p.m. are counted absent for one-half day.

Absent/Tardy: If you know that your child will be absent or late (tardy) to school, please notify the school office with the reason. To ensure the safety of our students, if a call has not been received regarding an absentee, the school office personnel will contact the parents. Students arriving after 8:25 a.m. are considered tardy.

According to the school attendance laws of PA, excused absences are granted for the following: student illness, death in the immediate family (parents, siblings, grandparents), impassable roads, and educational trips if requested in advance and approved by the principal. School policy states that absences for the following are unexcused: missed bus, oversleeping, personal problems, visits to other schools, farm show (unless exhibiting), hospitalization of family unless an emergency exists, hunting/fishing, hair appointments, shopping, etc.

Illegal absences are counted according to the number of offenses rather than days. A half-day illegal absence, for example, is considered one of the three illegal absences permitted. If a child has more than three illegal absences, the superintendent of the school district in which they reside will be notified.

Excused Absences: Parents may request an excused absence for a trip or other family matter. Request forms, available from the office, should be turned in at least one week in advance of the trip so homework can be prepared by the teacher.

School Entrance / Safety

To promote a safe and secure environment for our students, the main lobby and other outside doors are kept locked during the school day. (These doors can be easily exited for emergencies.) Parents and guests who visit or volunteer during the day should use the main door by the office and sign the visitors' log located there.

Transportation

Bus transportation is provided by the school district in which a student resides. Buses unload between 8:00 and 8:25 a.m. and pick up between 3:00 and 3:15 p.m. Carpoled students should not arrive before 8:00 a.m. and should leave by 3:15 p.m.

If a student is going home other than his/her usual way, please notify the office in the morning. Students from one school district may not ride a bus from another district due to insurance restrictions. If a student needs to go home on another bus within his/her district, a note should be given to the New Danville office the day before so permission can be requested from the district transportation coordinator.

Bicycles: Students wishing to ride bicycles to school should bring a permission note from home and present it to the principal before riding to school. Bicycles are not allowed in the building.

Walking: Students who walk to and from school should advise the office of their plans the first day of school. They should also bring a note if they will leave at a different time or in a different manner than usual.

Cancellations, Delays and Early Dismissals Due to Weather

Parents can learn about weather related emergency school delays and closings for Lancaster Mennonite School by calling the Lancaster office at (717) 299-0436, ext. 561, checking the web at www.wgal.com or by tuning in to these stations:

- FM Radio: WDAC (94.5), WJTL (90.3), WIOV (105), BOB (94.9), WLAN (97)
- TV WGAL (Channel 8), WHTM (Channel 27), WHP-CBS (Channel 21)

ACADEMICS / SCHOOL LIFE

Report Cards are sent home every quarter (9 weeks) to:

- Inform parents of student progress
- Bring parents into closer understanding of the work of the school.
- Record for students their growth or achievement
- Assist students in evaluating their growth or achievement
- Assist the student, parents and the school in working cooperatively to benefit the student.

Homework: The following general guidelines are used in assigning homework:

Grades K-1: memory work and spelling – five to 15 minutes per evening.

Grades 2-3: 15-30 minutes per evening

Grades 4-5: 30-45 minutes per evening

Weekend homework is not given and tests are not scheduled on Mondays. As a family and church-centered school, we see the weekend as a time for family, church and fun.

Memory Work: Memorization of scripture, poems and songs is an organized part of the curriculum. Memorization is done on a monthly or quarterly basis.

Nonpublic School Services of I.U. 13: This state agency provides an instructor at school for remedial academic support in reading and math. The program provides individualized assistance for students. Admission is determined by diagnostic testing. I.U. 13 also provides speech therapy and psychological services. There are no additional charges for these services.

Field Trips: The school supports field trips as a valuable educational experience. A *Field Trip Permission* form is sent home at the beginning of the year to be signed and returned.

School Supplies: A list of student supplies necessary for each grade is available from the office and is sent home in the summer mailing.

School Programs: Programs are held at Christmas and in the spring.

Private Instrumental Lessons: Private lessons can be taken during the school day for an added charge. Please check with the office for further information.

Chapel: Chapel is held once a week, and is a time of singing, prayer, worship and praise. Often a guest speaker is invited.

Volunteers: Parent volunteers play a major role in school life. The school's goal is to have every family participate in at least one volunteer activity each year. A volunteer sign-up sheet is distributed each year.

Phone Use

- 1.) Students are asked not to bring cell phones to school unless parents have contacted the office to make arrangements.

- 2.) Students may use the school office phone with permission. All calls are to be made from the school office.

Lunch

A daily hot lunch program is provided. Milk can be purchased with a packed lunch. Monthly lunch menus are available at the office or on the Lancaster Mennonite website at www.lancastermennonite.org.

Recess

- Students have a time of daily recess
- Use of personal equipment during recess must be cleared with the homeroom teacher before being brought to school.

General Playground Guidelines: Students must stay on school property and within sight of the supervising teacher.

- Slides: use ladder to climb, slide sitting down, facing front only.
- Swings: one person per swing, remain seated, no jumping from swing.

Library

The library has books, magazines and videos for student and classroom use. The library policies are as follows:

- Books may be borrowed for two weeks and may be renewed once for another two weeks. Kindergarten students borrow books for one (1) week.
- PreK and Kindergarten students may check out two books per week; first and second graders may check out three books per week; and fourth and fifth graders may check out five books per week.
- Lost books must be paid for at the cost of replacing the book.

Health

- A nurse from the Penn Manor School District serves the New Danville campus. All students K-6 receive height, weight and vision screenings once a year.
- Physical and dental exams and immunizations are required by the state. Information is sent home about these when they are due.
- First-aid treatment is given by school personnel. If a student has an injury requiring further medical attention, the parents are informed immediately.
- School staff are permitted to administer medication to students who have signed medical release forms on file. This includes over-the-counter medicine such as Tylenol, cough syrup, etc. Both prescription and non-prescription medication must be in the original container. Prescription medication must be labeled by a pharmacist or physician.

GENERAL GUIDELINES FOR OUR LIFE TOGETHER

Character growth, classroom behavior, attitudes and effort are an integral part of student achievement. Student choices determine consequences, positive or negative, and we believe that

students must accept responsibility for their behavior. Lancaster Mennonite School is committed to a restorative rather than punitive approach to discipline which includes counseling, apologies, prayer, reconciliation and parental involvement. Restorative discipline is based on a motivation of love to help each child become conformed to the image of Jesus.

The school is responsible to clearly define and consistently enforce classroom rules, and to inform parents when their child shows a consistent pattern of misbehavior and what the consequences are. Parents are responsible to support school policies and teacher authority in dialogue with their children.

The following guidelines will help us as we strive to create an atmosphere which promotes learning and in which all students are safe and feel secure.

- Teachers' desks are private. Students do not have access to drawers and items on teachers' desks.
- Students should not run in the halls and are expected to walk outside when going to their bus or car
- Students should not leave the school grounds without permission.
- Playing hardball (baseball) is not permitted.
- Throwing snowballs is not permitted.
- Electronic devices should not be used at school or on field trips
- A written excuse by a parent or doctor is required for a student to be excused from the physical education program.
- School property that is broken should be reported immediately to the supervising teacher or the office. If the damage was caused by student behavior, he/she is responsible to pay for or replace the object.
- Gum chewing is not allowed. The use of tobacco, alcoholic beverages and other illicit drugs is prohibited.

The following are examples of unacceptable behavior:

- Being tardy to class.
- Unfinished homework and failure to use class time wisely.
- Classroom behavior which disrupts the right of others to learn.
- Disrespectful attitudes toward other students or to staff members.
- Failure to respect the property of others.
- Disobedience/lying/stealing/cheating
- Obscenities and immoral actions
- Vandalism

The following consequences may be used when students fail to follow guidelines:

1. Loss of free time.
2. "Time out" – (a short time outside of class, in the office)
3. Student sent to the principal.
4. Suspension of involvement in extra-curricular activities.

5. Detention / suspension
6. Other disciplinary action deemed suitable.

Suspension and Expulsion

The principal, in consultation with the Superintendent, has the authority to suspend a student from school for a period not to exceed ten days when other disciplinary measures have failed or if the presence of the student in school is deemed inadvisable. Expulsions from school are made only by action of the board of directors.

Appearance Guidelines

Lancaster Mennonite School desires that students come to school in neat, clean and modest clothing that is appropriate for a safe and positive Christian educational atmosphere. The following guidelines will help to provide this environment:

1. Modest length dresses, skirts, shorts, slacks or jeans are appropriate for girls.
2. Slacks, jeans and modest length shorts are appropriate for boys.
3. Please note the following clothing and accessory guidelines:
 - Clothes which are torn, tattered, have holes or are frayed are not appropriate.
 - Clothing with inappropriate messages / pictures not in keeping with the values of the school should not be worn.
 - No fake nails, please, as this distracts from the educational environment.
 - Distinctive military attire should not be worn.
 - Cell phones are not permitted to be used during the school day and should be kept in backpacks.
4. For safety reasons:
 - Sneakers must be worn for P.E. classes.
 - Students should not wear jewelry in P.E. classes.

SCHOOL POLICIES

Selection of Instructional Materials and Library Books

Textbooks and other instructional materials shall be chosen by the professional staff with final approval by the principal. Because a book is in the library does not mean that the school condones every part or situation characterized in the book, but rather feels that the overall literary content is

such that it is important not to disqualify it from the library. A book review committee of parents may be set up by the principal for counsel.

Discrimination & Harassment Policy

Lancaster Mennonite School admits students of any race, color, national origin or ethnic origin to all the rights, privileges, programs and activities generally made available to students at the school. The school does not discriminate on the basis of race, color, national origin or ethnic origin in administration of its educational, admissions, scholarship, loan, athletic and other school-administered programs and policies. Any discrimination or harassment based on race, color, national origin, ethnic origin or gender is strictly forbidden and will not be tolerated. Any allegation of harassment or discrimination will be promptly investigated.

If a student suffers any such harassment or discrimination by another student, a staff member or faculty member, or knows of such harassment or discrimination, the student or student's parents immediately should report such conduct to a teacher, the principal or superintendent. The school will not retaliate against a student who makes such a report. All such reports will be investigated promptly by the school. If the school determines that harassment or discrimination has occurred, the offending student, staff member or faculty member will be subject to disciplinary action as determined by the school.

Universal Health Precautions:

The school shall maintain compliance with Universal Health Precautions to prevent the spread of infectious disease in the school setting. Staff are instructed to:

1. Treat all bodily fluids as though they are infectious as it is not necessarily known whether or not a fellow employee or a student has an infectious disease such as HIV virus, AIDS, etc. By treating all bodily fluids as infectious, school personnel and students are protected.
2. Handle discharges from another person's body (particularly body fluids containing blood) wearing gloves. Hands are to be thoroughly with soap and running water when finished. Latex gloves and plastic bags are accessible in the classroom with additional supplies available in the school office.
3. Dispose of contaminated disposable latex gloves and other contaminated materials in sealed plastic bags which then are placed in plastic-lined waste containers.
4. Avoid punctures with objects that may contain blood from others, i.e., do not pick up broken glass with bare hands, but use a dustpan and brush instead.
5. Carefully dispose of trash that contains sharp objects. Use containers that cannot be broken or penetrated by such objects instead of plastic trash bags. Do not bend, break or recap needles.
6. Be sure all surfaces that have blood, or other potentially infectious materials containing blood, on them are properly cleaned with an EPA approved disinfectant which is available at the office.

Internet Acceptable Use Policy

- *Internet Access Security:* Internet access will be guarded via password and/or security programs. The library and computer instructor and professional staff, only, will have access to any passwords. Students will utilize Internet service only when a responsible staff person is present.
- *E-mail privileges* are reserved for staff. Student use of e-mail privileges could be granted with the stipulation that the purpose of the e-mail is classroom or school project related and that a staff member supervise said electronic mailing.

- *Copyright Laws:* All staff and students will respect current copyright/software laws.
- *Acceptable Use/Unacceptable Use:* Staff and students will use the school's Internet access with the understanding that certain behaviors and activities are acceptable and others are unacceptable. Examples of acceptable use would include searching for information for term papers, sending e-mail to other schools for the purposes of establishing electronic pen-pals, or setting up a web site for the school. Unacceptable use would include inappropriate language, accessing pornographic sites, damage to software settings and hardware, or other inappropriate behaviors as determined by the principal and other responsible staff.

Crisis Management

1. The superintendent, building principal, athletic director and the administrative assistant will work together to handle any crisis situation with the media, school and parents.
2. The principal and/or the school superintendent is the official spokesperson for the school and will be the person(s) who communicate the official school position regarding a crisis situation to the media and the school community. The administrative assistant will be the liaison through whom details of contacting outside persons are routed. The superintendent and principal will communicate as soon as possible with the staff and then with the students and parents to get the facts out without over-sensationalizing the event. Reporters from the media will not be allowed to speak with students or staff.
3. Staff members are assigned to various tasks to manage a crisis with homeroom teachers having responsibility for supervising their classes.
4. A crisis management team will deal with follow-up details. This will include the superintendent, building principal, local pastor, and one or two staff members. It will include counseling from staff members and local pastors.

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EARTHQUAKE POLICY

Stay as safe as possible during an earthquake. Be aware that some earthquakes are actually foreshocks and a larger earthquake might occur. Minimize your movements to a few steps to a nearby safe place and if you are indoors, stay there until the shaking has stopped and you are sure exiting is safe.

If indoors

At a signal, shout: "Drop and Hold!" See that all students take cover under desks or tables, and then take cover yourself.

- If there isn't a table or desk near you, cover your face and head with your arms and crouch in an inside corner of the building.

- Stay away from glass, windows, outside doors and walls, and anything that could fall, such as lighting fixtures or furniture.
- Use a doorway for shelter only if it is in close proximity to you and if you know it is a strongly supported, load bearing doorway.
- Stay inside until the shaking stops and it is safe to go outside. Research has shown that most injuries occur when people inside buildings attempt to move to a different location inside the building or try to leave.
- When the severe quaking appears to be over pick up your class attendance list and keep it with you.
- Turn off all gas, electricity and power equipment
- Check for any injured students
- Take your class out to the designated area on the field by way of designated route and leave your doors unlocked for search/ rescue team Emphasize that the class stay together on the way to the field and appoint a responsible student to lead your class while you bring up the rear, seeing that everyone has cleared the room. Follow closely with the class, continuing actively to keep them together, and insisting they all go out to the field.
- Take an alternate route if yours is blocked and do not use elevators.
- Be aware that the electricity may go out or the sprinkler systems or fire alarms may turn on.
- Assemble on the field in your designated location, stay with your class. Maintain some separation from classes around you.
- Take attendance of your class noting anyone that is missing from the group.
- Have students relax, sit down, lie down on the grass if they wish; but keep them together; no wondering around on the field. Periodically call roll. No radios!

If outdoors

- Stay there.
- Move away from buildings, streetlights, and utility wires.
- Once in the open, stay there until the shaking stops. The greatest danger exists directly outside buildings, at exits and alongside exterior walls. Many of the 120 fatalities from the 1933 Long Beach earthquake occurred when people ran outside of buildings only to be killed by falling debris from collapsing walls. Ground movement during an earthquake is seldom the direct cause of death or injury. Most earthquake-related casualties result from collapsing walls, flying glass, and falling objects.

If trapped under debris

- Do not light a match.
- Do not move about or kick up dust.
- Cover your mouth with a handkerchief or clothing.
- Tap on a pipe or wall so rescuers can locate you. Use a whistle if one is available. Shout only as a last resort. Shouting can cause you to inhale dangerous amounts of dust.
