



*Lancaster
Mennonite
Middle School
Student/Parent
Handbook*

2010-2011

*Lancaster Mennonite School offers
a Pre-K - 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
Christ-like love, peacemaking, and service.*

Introduction to LMMS Student/Parent Handbook

School standards and expectations are established to guide our life together. While reasonable persons may have different opinions about nearly all of the standards, a common understanding is needed to live and work together as a school. One of the purposes of this handbook is to communicate standards and expectations. This handbook is not a comprehensive listing of school rules and policies, but rather a summary of some from the LMS Policy Manual for your convenience.* Not all situations are addressed. In addition to the general school standards, teachers may establish specific standards in their classroom.

Basic to a positive life together is respect of students, staff, property, and the educational process. Any action that disrupts the educational process is unacceptable. A summation of expectations in relationships is the Golden Rule, which is to treat others the way you want to be treated. This will result in a community of mutual respect and positive growth.

* *LMS reserves the right to interpret and apply, and modify or adopt, with or without notice, its rules and policies, at its discretion.*

Visitors

Parents and other visitors must report to the campus office for a visitor's pass before going to a middle school classroom. LMMS plans a Grandparent's Day each year and Lancaster Campus hosts Pastor's Day. Both days are on the school calendar and students are encouraged to invite grandparents, or those who represent that role in their lives, as well as their pastor or youth pastor to join them for the morning visit.

Prospective students are also encouraged to visit the school with advance registration. All student visitors are required to stop at the campus office to receive a visitor's pass before going to any part of the school. Visiting students in the middle school generally are invited to visit for half a day and are paired with a current student in the middle school for the planned time period. In most cases, local school districts will not provide bussing for guests of LMS students, so visitors should plan for their own transportation to and from LMMS. Visitors may not be accepted the last week of each semester or on special activity days.

Spiritual Nurture and Community-building

Middle School Chapel is generally held each Wednesday morning. Occasionally, the middle school will join the high school for a chapel or other assembly. The purpose of chapel is to provide regular opportunity for worship and Christian community. Special speakers are often invited to share with the students during chapels, a Spiritual Life Emphasis week and a Missions/Service Week. Other opportunities for Christian growth include year-long Bible classes at each grade level, daily devotional times in homerooms and a faith focus or integration in other classes.

Lancaster Campus Attendance

Regular school attendance is crucial for class objectives to be achieved. Pennsylvania law requires school attendance until the age of 17. Students absent from class have the responsibility to make up missed work.

Legal or Excused Absences. Excusable absences include illness, death in the immediate family, and impassable roads. An Educational Excuse Request Form, available at the office or on the school's website, is required five days in advance to request educational trips. If a trip is three days or more, the back of the Educational Excuse Request Form must be completed, obtaining teachers' signatures before the trip can be considered excused. This applies to church activities and trips with parents (overnight and educational). To maintain academic excellence, one week is normally the maximum excused educational family trip.

Illegal or Unexcused Absences. Phone calls to parents are made on a regular basis so that school and home may work together in promoting good attendance. LMS is required to report three or more illegal absences to the public school district in which the student lives. After three days of illegal absence, the district may take legal action against students or parents. Unexcused absences include those due to oversleeping, missing the bus, personal problems, hunting, fishing, farm shows (unless exhibiting), and trips (unless educational and approved five days in advance).

Attendance Line. Parents should call the attendance line (299-0436, ext. 550) by 8:30 am whenever their student will be late to or absent from school. If the attendance office does not receive a lawful excuse in writing or by phone within five days of a student's return to school following an absence, the absence is recorded as unexcused.

Early Dismissal. An early dismissal requires a written request from a parent stating the reason for the request and the time of dismissal and return. This request shall be presented at the office no later than 8:15 a.m. (Students must report to the office before leaving and when returning to campus.) If an early dismissal or absence is one half day or more, an Educational Excuse Request Form (obtained at the office) should be completed at least five school days before the desired absence.

Tardy to School. Arriving at school on time develops an important skill. Students who arrive to school late (either by bus or car) must obtain a tardy pass to be admitted to school. Tardiness is excusable according to the guidelines used for absences. When a student is frequently tardy to school, a meeting is scheduled with the student and the parents to develop a solution to the problem. A student's performance and grade can also be damaged when missing all or part of a class. A student arriving more than 45 minutes after the school day begins is recorded as absent for one half day. A student is marked absent for the day if missing more than half of the school day. To be eligible to participate in afternoon or evening activities, students must be in school no later than noon.

Change of Status at LMS

Contact Information. Parents are asked to notify Christy Horst at extension 312 immediately with changes in home address, home or work phone number, e-mail address or emergency contact information.

Transfer or Withdrawal from School. A student wishing to transfer or withdraw from school must bring a signed statement from her/his parents to the principal, have an interview with an administrator, return all school property, and settle her/his account with the business office.

Daily Procedures for LMMS

Arrival to School

- Students arriving by bus should get off and enter the middle school doors to the main academic building. Students arriving by car should enter the north entrance by the traffic circle.
- Upon arriving on campus, students may visit their lockers and then report directly to their designated grade-level classroom.
- Students who have arrived by 8:00 am should report to their homerooms. Students should gather their books and materials from their lockers for their first and second period classes.
- Homeroom begins at 8:10. All middle school students should be in their assigned homeroom seat by the 8:10 bell.
- Attendance is taken at 8:15. If a student arrives between 8:10 and 8:15, he/she should report directly to his/her homeroom. Any student who arrives after the 8:15 bell will be counted tardy for the day.
- Once they arrive on campus, students may not leave campus without first signing out in the campus office.

Dismissal Procedures

- Dismissal is at 3:05. Students leaving school by bus should exit through the middle school entrance doors directly to their waiting busses.
- Students riding with a high school carpool should go directly to the location agreed upon by the students' parents and the driver.
- Students being picked up at the traffic circle should go directly to the traffic circle at dismissal. Students who are not picked up at the traffic circle by 3:20 will be escorted to the campus office where they should remain until they are picked up.
- After dismissal, middle school students may not be on campus unless under the direct supervision of a parent or a school staff member.
- When school is dismissed early, the same procedures will apply. Students not picked up within 20 minutes after dismissal will be escorted to the campus office to wait.

Lunch Time and Campus Food Services

Students may pack their own lunch or they may purchase lunches in the school dining hall. Food Services publishes a menu on the school website and posts the menus in the classroom. Menus include a feature lunch of the day, a salad bar, cold or hot sandwiches, and various a la carte items. Students are permitted to go through the food serving area one time and are only permitted to buy one snack item.

Upon enrollment, each student is given an identification number which is used as the PIN for the student's lunch account. Lunch money (preferably a check) can be mailed to the school, made payable to "Lancaster Mennonite Food Services." Please indicate your child's name and PIN on the check or with an attached note. Students purchasing food or beverage should go through the serving area and use their PIN at the cashier. Parents are welcome to request a printout of what their child has been purchasing.

All food must be eaten in the cafeteria. Students not purchasing food or beverage should go directly to the designated middle school seating area. When students are finished eating, they should dispose of their trash and/or return their trays to the window at the dish room. Tables, chairs, and floor must be clean before students are dismissed from the dining hall. Any middle school student wishing to use the restroom or leave the dining hall for any reason during his/her scheduled lunch period must first ask permission from a supervising teacher or administrator.

Students may carry closed water containers to class, but open food and drinks from the dining hall are not permitted to be consumed in the hallways or classrooms unless it is for a planned class activity. Gum and other snacks are also not permitted in the middle school unless special permission has been granted by a teacher.

Academics

Student Assignment Books. To encourage responsibility and organization, each student receives an assignment book to record homework and messages to parents. We ask parents to work together with the teachers in teaching students to be prepared for class. Students will also use a three-ring notebook with dividers to organize their handouts and notes for all their courses.

Textbooks. Textbooks and equipment are the property of the school and must be kept in good condition. Textbooks are numbered prior to issuance to students. Lost or damaged books or equipment will be charged to the responsible student and cost will be subject to the original price and the condition of the object(s).

Internet. The internet has become a standard part of communication and education for LMS students and parents. Students may utilize the internet at school for educational purposes only under adult supervision and guidance. LMS has also established appropriate-use policies and security filters to help guide students in appropriate internet use. Inappropriate usage of the school's internet access may result in privileges being suspended.

Media Center. Middle school students will have access to the media center as a classroom or individually with a pass from the classroom teacher. The media center is open from 8:00 a.m. to 4:00 p.m. Reference materials may be signed out for overnight use. Students may request materials not in the media center through Access PA and may access numerous periodicals via the Internet in the media center and in the classroom. Fines will incur for books that are overdue.

Physical Education Classes. Lancaster Mennonite believes middle school students need opportunity for exercise during the school day. P.E. classes are scheduled two or three times a week. Students are not permitted in the gym when a teacher is not present. The P.E. teachers establish guidelines for use of the gym and locker room. All students will be assigned a locker in the locker room to store belongings. Showers are optional. Students need to bring gym shorts and sneakers for class. Not dressing for P.E. class can negatively affect the student's grade.

Middle School Students Enrolled in High School Classes. Middle school students are permitted to elect a high school world language class in their eighth grade year. With administrative and parent approval, middle school students are occasionally permitted to take other high school classes when such an arrangement appears to be in the best interest of the student. Middle school students who successfully complete high school courses do not receive credit on their high school transcripts, but they may take the next level of a course sequence when they enter high school.

Achievement Tests. The middle school administers achievement tests to all students. The tests measure student achievement in cognitive areas related to reading and mathematics. The dates are given on the school calendar. Please plan your family schedule to allow proper rest during this time.

Reporting Student Progress. Report cards are issued quarterly during the academic school year and are distributed to students following the first three marking periods. The final report card is mailed to parents at the conclusion of the school year. Scholastic grades, comments about attitude, conduct and effort, as well as a record of absences are included on each report card.

Official Progress Reports are also a means by which teachers communicate with parents, usually around the mid-point of each quarter. These reports are mailed to the student's home. Not all students receive progress reports. Generally students who are receiving a D or F for a class receive a progress report, however, some teachers may give progress reports to announce outstanding performance or note significant changes in academic performance. We encourage parents to keep in regular communication with teachers, particularly if there are concerns. Contact information is available on the school calendar.

Parent-Teacher Conferences. Conferences are helpful avenues through which parents and teachers can discover ways the home and school can best work together for the benefit of the student. Parents will receive a notice a few weeks before Fall and Spring conference times to schedule a time with the student's homeroom teacher. (dates are on the calendar). Additional conferences may be scheduled by teachers or parents as needed throughout the year. All middle school teachers have email and phone extensions (listed on the school calendar and website) so that parents can keep in regular communication with teachers. Eighth grade students will participate in student-led conferences with their parents.

Promotion/Retention. Students failing multiple subjects will be recommended for review by the faculty and the administration. In all cases, the best interest of the individual student is critical when considering retention.

Eighth Grade Recognition. The eighth grade class celebrates their completion of middle school with an evening ceremony scheduled at the conclusion of the school year. (See specific dates on the school calendar.)

Guidance Services. Lancaster Mennonite provides both academic and non-academic counseling to all students. The guidance offices are located in the campus office. Parents and guardians are welcome to communicate any concerns with the middle school counselor.

Co-curricular Activities

Peer Leadership. High school students can serve as peer leaders for our middle school students. At LMMS, the PALS program connects mature high school students with small groups of middle schoolers once a week for a selected number of weeks. Goals include positive peer role models, an avenue for dialogue and, for 8th graders, some orientation to high school.

Service Days. An important aspect of education at LMS is that of service. Students are encouraged to think of ways they can give back to their school and community as well as show Christ-like love to others. There are various opportunities throughout the year when students will participate in service opportunities or projects both on or off-campus.

Sports. LMMS sponsors junior high teams for interscholastic competition in selected sports. These teams are for students in grades 7 through 9 and may be made up of students from several LMS campuses. The Mennonite Sports Organization offers programs for students in grade 6. Please contact the campus office or the athletic office for more information.

Middle School Drama. Middle School students may audition for the middle school drama usually performed in late winter. At times there may also be openings for middle school students in high school drama productions.

Middle School Clubs. Clubs meet one period per week and change each quarter. There are a wide variety of choices. Field trips and service projects are interwoven throughout the year.

Other Middle School Activities. LMMS has a Quizbowl team, a Science Olympiad team and an elected Student Council. The LMMS yearbook staff is also made up of students. Some of these activities meet as clubs or after-school depending on who leads them.



where we learn:

- ❖ **Community**
- ❖ **Service**
- ❖ **Peacemaking**

Expected Conduct and Understandings of Discipline

School conduct is to be of a nature that promotes our mission in education. Our goal is to build a positive learning community with conduct that enhances the educational process. LMS expects students to develop self-discipline and build positive relationships with others. Teachers respond appropriately when school standards and expectations are violated.

The goal of discipline is not punishment, but rather changed behavior. It is expected that students will respect and work with teachers so that few discipline cases are referred to an administrator. In cases where the unacceptable conduct does not change, the discipline response will depend on both the incident and the student's cumulative conduct record.

The school's response may include a community service assignment, conference, detention, development of a plan to change behavior, fine, suspension, writing think papers, etc. At times the student's pastor may be included in the process. Restorative conferences may be used to repair harm caused by unacceptable behavior. In all cases, the goal is maintaining a positive school and enabling individual growth. Being a student at LMS is a privilege that is based upon meeting expectations.

The school will respond to out-of-school behavior when it could affect in-school behavior, have a negative effect on other students, interfere with the school's operations, or violate the standards of conduct the school expects of its students. If a student experiences an arrest or conviction, the school will conduct a review of the situation, including the student's enrollment status and conditions of enrollment.

Discrimination and Harassment. 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 the students at the school. The school also 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 the student's parent's should report such conduct immediately to a teacher, the campus principal, or the school's 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.

Miscellaneous Campus Expectations

- Displays of affection are not permitted on campus.
- Soliciting or literature distribution is not permitted on campus without administrative approval.
- Fundraising on or off campus is not permitted without administrative approval.
- Skateboards are not permitted on campus.
- Students are required to have passes when in the hallways during class periods.
- Snowballs may not be thrown on campus.
- Students may not cross the Mill Stream at any time unless they are attending an athletic competition or are under the direct supervision of a parent or school staff.

Electronic Devices. Radios, ipods, MP3 players, mobile phones, and other electronic devices are not permitted during the school day (from the time the student arrives on campus until dismissal). If there is an urgent need to use a mobile phone, the student should first secure permission from a teacher. Teachers may take electronic devices if they are seen in class.

Appearance. LMS desires that students come to school in neat, clean, and modest clothing that is appropriate to create a positive, Christian, educational atmosphere. For boys and girls, shirts (with sleeves) manufactured as outer wear and dress or denim slacks, along with skirts or dresses for girls, meet the school standards. The following standards are in effect immediately upon entering the buildings in the mornings until exiting the campus at the end of the day.

- Girls' dresses or skirts shall be long enough to be clearly modest, being no more than two inches shorter than the top of the knee. Dress or denim shorts that are no shorter than four inches above the top of the knee are appropriate school dress. Cut-offs, frayed hems or holes do not meet school standards.
- Pictures, messages, and symbols on clothing and jewelry shall be in keeping with the mission and values of the school. Examples that do not meet standards include those related to tobacco products, alcohol, drugs, any music group, or pictures/messages/ symbols with sexual or racist connotations.
- Hats, form-fitting clothing, clothing that exposes the midriff, bandannas, distinctive military or camouflage clothing, body piercing (other than the ears), unusual hair colors and styles, and clothing or jewelry that is disruptive to the educational process are not allowed during the school day. Jewelry may not be worn in some classes or co-curricular activities where safety is an issue such as, but not limited to technology education, physical education classes, and athletics. Appropriate footwear should be worn at all times. (*Added note:* Leggings do not qualify as appropriate pants, however, may be worn like tights under a skirt or shorts which are within the school code for length.)

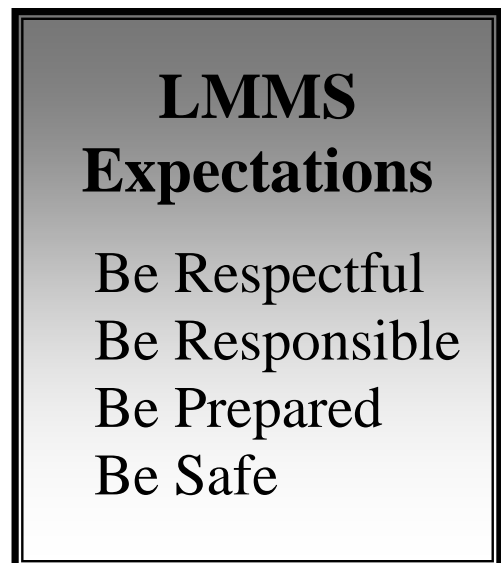
Suspension and Expulsion. As a Christian community, LMS is committed to fostering and nurturing a culture of peace, safety, respect, mutual accountability, and trust. When any one of us engages in behavior that damages or threatens to harm our community, our first response must be to ensure the safety of our students and staff. Violence, whether physical or verbal, is not tolerated. We understand violence to include any behaviors that cause another person to feel threatened or unsafe. Those who engage in violent behavior are separated from the school community while the situation is processed by the administration.

As a Christian community, we are also committed to reconciling love. When the bonds of our community are broken, our desire is for restoration. Restorative conferences may be used to repair harm caused by unacceptable behavior. Student mediation and negotiation strategies are also encouraged as methods for solving problems. In all cases, it is important to respect the dignity of the individual through due process.

In a Christian community, the intent of discipline cannot only be to search out and chastise wrongdoers. The purpose of discipline is to be attentive to, and when necessary, reach out to one another to restore the bonds of community.

A school administrator may suspend a student for any behavior that damages or threatens to harm our school community, or when suspension is otherwise determined to be in the best interests of the school community. Examples of such behaviors include, but are not limited to:

- Violence (physical and verbal, including bullying).
- Actions involving injury to persons or destruction or misuse of property.
- Violation of local, state, or federal laws.
- Use or possession of weapons.
- Use, possession, or being under the influence of tobacco, alcohol, or illegal drugs on campus and at off-campus school functions.
- Abuse of legal drugs
- Truancy from school or classes
- Accumulation and continuation of minor offenses
- Other conduct that is disrespectful to persons or disruptive of the educational process



Safety and Security

For the safety of our students, our school and personal property we ask that students and parents note the following points:

Health Concerns. If a student becomes ill during school hours, he or she should request a pass from the classroom teacher to report to the nurse's office (in the campus office area). The teacher will report this illness to the office immediately. If necessary, a parent will be called to pick up the student. Students requiring medications during school hours must keep the medicine in the campus office and report to the office at the specified time to take the medication.

Accidents. All accidents and injuries occurring during the school day must be reported to the supervising teacher or coach. Parents will be notified immediately in a case where a student is injured.

Lockers. Each student is assigned an individual locker for school use. For reasons of health and safety, students are responsible for their locker and should use only the locker assigned to them. Students should keep their lockers neat, clean, and free from food purchased at school. Lockers are the property of the school and can be searched.

We strongly discourage students from bringing valuable items to school. Students are responsible for the security of anything of value that is brought to school. Students may not use personal locks on their lockers, but combination locks can be obtained at the campus office for a deposit of \$10. The deposit fee is refunded when locks are returned.

Students may check with their homeroom teachers regarding the storage of musical instruments or large sports bags. Valuables or large bags should not be stored or left in the hallways

Lost and Found. Items found in the middle school area should be turned in to the school office to be placed in lost and found. There are lost and found boxes located in the main office and the gym. A fee may be charged to claim lost articles. Items not claimed are donated to charities.

Communication between School and Home

Parent Nights and Grade-level Family Gatherings. Parents are encouraged to planned middle school events to meet the teachers, visit classrooms and talk directly with school administrators. Check the school calendar and middle school newsletters for dates and times.

Homework and Projects. The middle school teachers ask students to keep their assignment books up-to-date so parents can see what homework has been assigned. Teachers also post class, project and some homework information on wikis, accessed through the LMS website.

Middle School News. The middle school team puts together a monthly newsletter to keep parents informed of news and important upcoming events. Paper copies will be distributed as necessary; however, copies will also be posted on the LMMS wiki's.

School-wide Activities and Events. In our efforts towards Creation Care, LMS is trying to limit the amount of paper the school uses. Parents are encouraged to reference the LMS website for school information. It is important to notify the school when family contact information changes because school administrators are able to contact parents directly and efficiently regarding various school events and activities via email using the addresses in our database.

Emergency School Closings. Parents can learn about weather-related emergency school closings by calling the school at 717-299-0436, ext. 561 or by tuning in to these stations: WDAC (94.5), WJTL (90.3), WIOV (105), WITF (89.5), BOB (94.9), WHP (580), KISS (99.3), WRVV (97.3), WLAN (97), WGAL (Channel 8), WHP-CBS (Channel 21, Channel 15).

LMMS Daily Schedules

REGULAR DAY

Homeroom	8:10—8:18
PERIOD 1	8:20—9:03
PERIOD 2	9:06—9:49
PERIOD 3	9:53—10:28
PERIOD 4	10:32—11:15
PERIOD 5A	11:18—11:44
PERIOD 5B	11:48—12:15
PERIOD 5C	12:18—12:44
PERIOD 6	12:48—1:31
PERIOD 7	1:35—2:18
PERIOD 8	2:22—3:05

TWO-HOUR DELAY

Homeroom	10:15—10:25
PERIOD 1	10:28—10:56
PERIOD 2	10:59—11:27
PERIOD 3	NONE
PERIOD 4	11:31—11:59
PERIOD 5A	12:03—12:29
PERIOD 5B	12:33—12:59
PERIOD 5C	1:03—1:29
PERIOD 6	1:33—2:01
PERIOD 7	2:05—2:33
PERIOD 8	2:37—3:05

1ST THURSDAY OF MONTH

Homeroom	8:10—8:18
PERIOD 1	8:20—8:55
PERIOD 2	8:58—9:33
PERIOD 3	9:37—10:12
PERIOD 4	10:16—10:51
ACTIVITY	10:55—11:15
PERIOD 5A	11:18—11:44
PERIOD 5B	11:48—12:15
PERIOD 5C	12:18—12:44
PERIOD 6	12:48—1:31
PERIOD 7	1:35—2:18
PERIOD 8	2:22—3:05

3RD THURSDAY OF MONTH

Homeroom	8:10—8:18
PERIOD 1	8:20—9:03
PERIOD 2	9:06—9:49
PERIOD 3	9:53—10:28
PERIOD 4	10:32—11:15
PERIOD 5A	11:18—11:44
PERIOD 5B	11:48—12:15
PERIOD 5C	12:18—12:44
ACTIVITY	12:48—1:08
PERIOD 6	1:12—1:47
PERIOD 7	1:51—2:26
PERIOD 8	2:30—3:05