



*Centered in Christ • Transforming Lives • Changing our World*

# LANCASTER MENNONITE SCHOOL

## Kraybill Campus

# STUDENT HANDBOOK

## 2009-10

(717) 653-5236

[www.lancastermennonite.org](http://www.lancastermennonite.org)

### Administration and Site Council

#### Administration

Superintendent .....	J. Richard Thomas	
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Principal .....	John Weber	
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#### Site Council

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Jonathan Gish .....	252-4427
Melanie Nell .....	665-1522
Holly Noll .....	653-6458
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## School Calendar Inside Back Cover

*The contents, policies, and procedures contained in the Student Handbook may be amended at any time.*

# STAFF AND HOMEROOMS

## Elementary

PreK (room 1) .....	Jessica Lloyd
Kindergarten (room 1) .....	Marie Burkholder
Kindergarten (room 5) .....	Jane Yoder
Grade 1 (room 2) .....	Heidi Steffen
Grade 1 (room 3) .....	Dot Hershey
Grade 2 (room 4) .....	Audrey Yoder
Grade 2 (room 8) .....	Sylvia Handwerk
Grade 3 (room 9) .....	Cara Engle
Grade 3 (room 10) .....	Mary Mast
Grade 4 (room 12) .....	Gena Fisher
Grade 4 (room 15) .....	MJ Smith
Grade 5 (room 13) .....	Kris Long
Grade 5 (room 14) .....	Keri Detweiler

## Middle School

Gr 6 Lit, 7 Lang Arts, 8 Hlth, PE (room 11).....	Nathan Rush
Grades 6-8 Music, PE (Music Room B) .....	Deanna Grager
Grades 6-8 Math (room 20) .....	Michelle Swartley
Grade 8 Language Arts (room 17) .....	Mary Bucher
Grades 6-8 Principal, 8th Bible Curriculum .....	J. Daniel Martin
Grades 6-8 Science (room 18) .....	Rebecca Wolgemuth
Grades 6-7 SS, Bible (room 19) .....	Millard Steckbeck
Grades 7-8 Home Tech (Kitchen) .....	Mary Ruhl
Grades 7-8 Home Tech (Meetinghouse) .....	Jim Baer
Grades 3-8 Computer, M. S. Challenge (room 16) ..	Val Garton
Grade 8 Soc Studies & Lit, Athletic Dir (room 17) ...	Ken Schildt
MS Spanish (room 13) .....	Paul Mumma

## All Grades

Learning Support .....	Lois Kennel
Learning Support (room 7 office)) .....	Anita Dickert
Learning Support, Grade 6 Language (room 7) .....	Mary Zehr
Teacher Assistant .....	Sherry Collins
Teacher Assistant .....	Cheri Rittner
Teacher Assistant .....	Kathleen Shuman
Librarian, 8th Grade Language (Media Ctr).....	Mary Bucher
Physical Education (Gym) .....	Candace Rosenberry
Spanish (room 6) .....	Betty Mumma
Art (room 21) .....	Wendy Weinstein
Elementary Music & Challenge (Music Room A) .....	Sylvia Weaver
IU Reading/Math.....	Marie Kipphorn
IU Counselor.....	Pat Gordon

# PHILOSOPHY OF EDUCATION

Lancaster Mennonite School offers a comprehensive Pre-K-12 program designed to educate the whole person. The school warmly welcomes students and families desiring an education in a learning community shaped by the following distinctives: Christ-centered, educational excellence, peace and service, community, and faith-infused opportunities.\*

Lancaster Mennonite School promotes excellence in a student-centered environment that is age and ability-appropriate and builds skills not only for further education but also for lifelong learning. Teachers provide academic support and challenge while guiding and encouraging students to develop their gifts and discover their calling. The faith-infused educational program nurtures students' spiritual life, curiosity, character and sense of responsibility. The school values teachers who invite students to transformational growth within the context of the local, national and global communities.

A diverse, multicultural environment that is welcoming, safe, trusting and respectful is an important component of the educational process. Lancaster Mennonite calls each student to personal faith and practices that value peacemaking and service. The school partners with the family and their congregation, Mennonite Church USA, other denominations and the wider community to transform students to change our world.

- The school's theological foundation is expressed in *Confession of Faith in a Mennonite Perspective*.

## MISSION STATEMENT

Lancaster Mennonite School offers a PreK-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.

## BELIEF STATEMENT

### **We believe that:**

- 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.
- 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.
- The school is a missional center 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.
- Education is not an end in itself but is part of the larger purpose of passing on faith. It invites students into a vital relationship with Jesus Christ and the community of faith and nurtures them to become all that God intends them to be.
- Educational excellence grows out of a learning community where students, teachers and parents have mutual respect for each other.
- An articulated PreK-12 spiritual formation program invites students to grow in relationship to Jesus Christ and the community of faith.
- Faculty members are selected who are in agreement with the Confession of Faith in a Mennonite Perspective and with the vi-

sion and mission of the school.

- A culturally diverse and educationally inclusive learning community is important for preparing students for life in the church and the local and global community.
- Education is a partnership of home, church and school.
- Students are nurtured to develop Christian character as they reflect the life of Jesus Christ as servant and peacemaker.
- Co-curriculars are an integral part of an excellent educational program.
- Christ-centeredness permeates all aspects of the educational program as faith and learning are integrated.
- Strong student-to-student and student-to-teacher relationships are formed in an Anabaptist learning community.
- Each student is valued as an individual, uniquely created by God.

## ATTENDANCE

### A. ABSENCES

School attendance is mandatory in Pennsylvania for children in grades 1-12. On days when your child is absent, parents/caregivers shall call or email the school the **morning** of the absence and notify the school of your child's absence and the reason for the absence. Call 653-5236 and leave a voice message or go the school's website [lancastermennonite.org](http://lancastermennonite.org) and use the drop down under Kraybill Campus and submit the requested information. Failure by parents/caregivers to call or email the school, on the day of the absence, will result in an unexcused absence.

Excusable absences include absences due to illness, funerals in the immediate family, and approved educational trips.

Parents are urged to consider the other students when deciding if their child is too ill for school.

Unexcused absences are those not mentioned above. If the student uses more than the three allowable unexcused days, the school will notify that student's local district for disciplinary measures.

## **B. EDUCATION TRIPS**

Planned family trips may be approved as educational trips if proper procedures are taken. Request forms are available at the office. **These need to be returned to the principal for processing and approval at least two weeks in advance of the trip.** Educational trips will generally not be approved during the last two weeks of school. All assignments and homework to be given during an educational trip absence shall be requested by the student from the teacher(s) before the trip. Students are expected to have all homework completed **within 3 days upon return.** Education trip projects/diaries are to be completed and handed in within 7 days of the student's return to school. Failure to complete the educational trip assignment within 7 days will result in the absences being unexcused. Library books due during educational trips must be returned or renewed prior to the trip. Parents are urged to exercise discretion in planning trips during school.

Students are marked absent for the day if they miss more than half of the school day.

In order for students to participate in after-school sports, students must be in school by 11:30 a.m. the day of the event.

Parents are urged to schedule medical appointments during out-of-school hours.

When this is not possible, students shall carefully follow the directions under "Tardiness." Such absences and tardies are excused. When picking up your child for an appointment or any reason, please stop by the office and the office will call your child out of class. **Do not go directly to your child's classroom.**

## **C. SCHOOL CLOSING OR DELAY**

School closing or delay due to snow or ice will be included as part of the Lancaster Mennonite School announcement on

WGAL TV(8), WITF TV(33), WDAC FM(94.5), WSBA FM(103),- WJTL FM (90.3), WROZ FM (101.3). Local weather conditions may require a separate listing for Kraybill Campus. In the event Kraybill Campus status is different than other LMS Campuses, the announcement will list Kraybill separately. Information on the status of school can also be found at lancastermennoniteschool.org and click on "school closing". The source of information for all weather related school closings or delays will be on the radio, TV channel 8, or website lancastermennonite.org. In event of an early dismissal due to weather, parents are requested to have made prior arrangements for child care in the event both parents are not at home.

#### **D. TARDINESS**

Any student who arrives late or leaves early must stop by the office to receive a tardy pass and be signed in or out by a parent. Please note, leaving early is considered as a tardy. A student who arrives after 10:00 is recorded as absent for 1/2 day, as is a student who leaves school before 1:15 p.m. Students leaving school for doctor appointments up to 1½ hours will receive a tardy. Students absent for over 1½ hours during the day for appointments will receive a 1/2 day absence. Four **unexcused** tardies in any quarter will be considered as one day unexcused absence.

## **CURRICULUM**

#### **A. BIBLE**

Middle school students are asked to furnish a personal Bible for use in school. Bibles shall have cross-references, a small concordance, and some maps. A translation (not a paraphrase) of personal choosing is acceptable. The NIV is recommended. It does not need to be a new Bible. Keep in mind that a student's Bible receives a lot of wear.

#### **B. HOMEWORK**

Assignments to be done outside of class are given at the discretion of the teacher. Normally, an assignment to be completed by the following day for a given class in the middle school will not take more than 30 minutes. In fact, most students will be

able to complete assignments in allotted class time and during study periods.

Additional help from teachers is available at lunchtime or during study periods. Students are responsible to complete assignments on time and will be penalized grade-wise for failure to do so. Students who do not have assignments completed on time may be asked to stay in at lunchtime or remain after school in order to complete assignments.

### **C. MAKE-UP WORK**

Assignments missed because of absence are the responsibility of the student. During extended illness, the student or parent should make arrangements to complete assignments at home, if possible. Arrangements for make-up work must be made before a pre-planned absence and students are expected to have work completed within 3 days upon return. For unplanned absences, students will be given the number of days equal to those absent to make-up work.

### **D. MEDIA CENTER (LIBRARY)**

The Media Center, located in the middle of the elementary building, is intended for the use of students in all the grades and for the staff. The center contains books and magazines for enjoyment as well as resources for study projects. It also contains computers to locate books and a book check out system. The study area has seating for up to 25 students. Computers are available for student use in the Media Center under teacher supervision.

A quiet study atmosphere shall be maintained at all times. **No talking is permitted by students when passing through the Media Center going to and from classes.** Whispering shall be used by persons studying and working in the Media Center. Study carrels are available for independent study.

Library books may be checked out for a one week period (K-3) or two-weeks (4-8) . Reference materials may be checked out for overnight only and must be returned to the Media Center the following morning.

Students who have overdue books are fined 10¢ per item per school day overdue. Reference materials are 25¢ per school day overdue.

If a library book is lost, the student shall report it to the librarian immediately. If the book is not found after 4 weeks, the student will need to pay the cost of a replacement plus a \$2.00 processing fee.

## **E. PHYSICAL EDUCATION**

Students shall wear the prescribed clothing at school for P.E. classes. These guidelines shall be followed:

### **Elementary:**

- (1) Shorts, or slacks are preferable for girls.
- (2) No black soled sneakers.

### **Middle School:**

All students must change into their P.E. uniform, which consists of:

- (1) School designated shirt
- (2) Sweat pants or school designated shorts
- (3) Sneakers (no black soled sneakers).

Elementary students (K-5) have a physical education class two times each week. Middle school students (6-8) have a physical education class three times a week. Learning of skills and teamwork are emphasized. A note from home is needed for a student to be excused from active participation in P.E. classes; however, the student shall report to class and participate in whatever ways possible.

## **F. RECESS**

Elementary students (PreK-5) normally have a noontime and an afternoon recess. Students need exercise and are expected to play out of doors unless the weather is inclement. Parents are encouraged to dress their children adequately for outdoor play. Students shall have a note from parents in order to be excused from normal recess activities. When going to and from recess, there shall be no talking or running in the buildings. Students are permitted to use roller blades and scooters during recess only if an appropriate helmet is worn. A recess evacuation plan will go into effect in the event of a playground emergency.

## **G. TEXTBOOKS/SUPPLIES**

Students are responsible to take proper care of textbooks. Textbooks are loaned for the year. The condition of each text is recorded prior to the distribution of books. Texts will be assessed for any damage beyond the normal wear and tear of the book. This amount will be paid before the student receives the report card. All students are responsible to supply their own pencils, notebooks and paper. Middle school students are required to have covers on all textbooks and provide their own calculators.

## **H. REPORT CARDS**

Report cards are given four times each year. In middle school, mid-term progress reports will be given to students who are doing unsatisfactory work. A conference with the teacher is scheduled for each parent at the end of the first quarter. At the end of the third quarter another contact is made either by phone, note, or interview. An achievement test is given to all students in grades 2-8 prior to the end of the second quarter. Final 4<sup>th</sup> quarter report cards will be withheld in the event there is an outstanding tuition balance.

The grades given for the report card in grades K-2 are S (Secure), D (Developing), B (Beginning), A(+) or A (-) may be used with the S to help clarify a specific grade where applicable. Letter grades A,B,C... are used in grades 3,4,&5. Percentages are used in the Middle school, grades 6-8.

The normal grading scale for report cards in grade 3 through the middle school is as follows:

**94 - 100% = A Excellent**

**86 - 93% = B Good**

**76 - 85% = C Average**

**66 - 75% = D Needs Improvement**

**Below 66% = F Unsatisfactory**

Students and parents are encouraged to be in contact with teachers regarding any question on their progress.

**RETENTION:** A student may be retained in a grade or required to complete summer course work (for middle school) if the following conditions apply:

- Kindergarten – Student has not mastered capital and lower case letters and numbers 1-20
- Grades 1-2 – Student is achieving at ½ - 1 year below

- grade level in reading
- Grades 3-5 – Student is achieving over 1 year below grade level in reading, language arts, and mathematics
- Grades 6-8 – Student is failing two major subjects or four minor subjects (one major and two minor subjects)

**Honor Roll:** An academic honor roll is published each quarter for students in grades 6, 7 and 8 based upon the following criteria. A student must receive all “A’s” and “B’s” allowing only one “C” and receive no more than two comments for improvement.

## DISCIPLINE

### A. GENERAL

Students shall be respectful to teachers at all times and accept encouragement and discipline from their teachers. Teachers shall be consistent and fair in assigning and administering discipline.

Middle school students will receive a noon detention for behavior or attitudes determined detrimental to the overall school spirit. This will be served for 30 minutes with an accompanying writing exercise assigned by the teacher issuing the detention.

Parents will receive a written notice to be signed and returned for each detention. **The 3<sup>rd</sup> detention in any one marking period will be served after school. The 5<sup>th</sup> detention in any one marking period results in a one day in school suspension.** Parents will be notified at least one day in advance of the after-school detention. It shall be the parents’ responsibility to provide transportation home for middle school students receiving an after school detention. Examples of actions resulting in detentions are:

- arguing or debating with teacher
- challenging accepted school standards
- loud, abusive, or suggestive language
- frequent classroom misbehavior
- lack of responsibility in completing assignments, or failure to return required papers, etc.
- passing notes during class or study hall

Other forms of discipline may include additional noon detentions, writing essays or sentences, after school detentions, isolations, etc.

Corporal punishment shall not be used as a form of student discipline. Teachers will give priority to the following discipline methods:

- non-verbal cues and verbal appeals
- confronting students to stop and think on their behavior
- holding students accountable to agreed upon behavior
- praise and rewards
- denial of recess privileges
- time outs

Parents of elementary students PreK-5 will receive a classroom/playground conduct report for disciplinary action given to their child for incidents of misbehaviors meriting a report.

## **B. CITIZENSHIP**

The school wants to help each student develop qualities of good character and good citizenship. To do this, standards of conduct are established. Students are expected to practice self-discipline, because the best control is internalized. However, parents and teachers need to help students when they fail to control or discipline themselves. The school encourages good citizenship through the use of a "Thumbs Up" program to recognize positive behavior.

## **C. HOUSE RULES**

Respect for teachers, other adults, and fellow students is expected at all times. Talking back, disregarding instructions, and wisecracks, **will not be permitted**. Kraybill Campus seeks to provide a learning environment characterized by wholesome relationships where all forms of discrimination and harassment, whether verbal or sexual, will not be permitted. Reports of harassments, whether on the part of students or school personnel, will be taken seriously and dealt with according to school policy.

Persons leaving a room have priority over those entering. Students waiting to enter a room shall wait **quietly** in line at the designated areas.

Lavatories are not intended to be visiting areas.

The art room in the middle school is restricted, except for planned classes and by special permission.

Elementary students have priority in use of the playground equipment north of the elementary building during recess. A sec-

tion of the playground equipment is designated for PreK children during recess periods.

Students in middle school grades 6-8 may bring a cell phone to use at after school events. Phones are to be kept out of sight and turned off during school hours.

**Students shall:**

1. Sit to swing.
2. Not climb up slide.
3. Seesaw with only one child on each end.
4. Remain in an upright position on the carousel and do not jump off and on the carousel when in motion.
5. Line up orderly and quietly before entering the elementary classroom building.

**When moving through the school students shall:**

1. Walk quietly in buildings and hallways (on the right side).
2. Be in their seats before the tardy bell rings.
3. Talk in low conversational tones in the building when talking is appropriate.
4. Raise their hands when they want to talk during a class period.
5. Use wholesome speech at all times.
6. Knock before entering when needing to talk with a student or teacher in another classroom.

**The following are not permitted:**

1. Leaning back on chairs.
2. Sitting on desktops, tables, and window ledges/sills.
3. Chewing gum (except by permission for special sports events.)
4. Bringing radios, pagers, beepers, laser pens, ipods and CD players to school. (Use of cell phones during school hours or on the bus).
5. Using malicious, profane, or suggestive language.
6. Bringing personal CDs or tapes except by permission of teachers.
7. Engaging in rough or unbecoming behavior.
8. Throwing objects in the building.
9. Tampering with the bells, intercom system, or the fire alarm.
10. Bringing pocketknives, toy or real guns, matches/lighters to school.
11. Throwing of snowballs.

## **D. SUSPENSION AND EXPULSION**

**A student who receives 5 noon detentions in one quarter will be suspended in-school for a minimum of one day.** The principal will then call a conference with the student and his/her parents.

Any student being suspended will be given a right to be heard prior to being suspended.

Suspensions may also be given in certain cases of unacceptable student conduct including the following: harassment, bullying\*, possession, distribution, or use of tobacco, harmful drugs, intoxicating drink, weapons, or any object used as a weapon (look-a-likes) including knives, matches/lighters, or obscene literature. Re-entry, after suspension, will be based upon the proper response of both the student and his/her parents. In some cases of suspension, a student may be expelled from school by action of the Superintendent.

The Superintendent at his/her discretion can determine if a student's behavior merits expulsion.

\*Bullying includes any action directed against another student or group of students or staff member which is intended to ridicule, humiliate, or intimidate a student or has that effect including physical, emotional or mental harm. Bullying also includes threatening, taunting, teasing, name calling, or misuse of technology to harass, tease, intimidate, threaten or terrorize another person or student.

## **EMERGENCIES**

### **A. CALLING CHAIN**

A telephone chain is set up for each bus route. This will be used in emergencies to notify parents about irregularities of a particular bus schedule. It is important that messages are moved accurately and rapidly along these lines. If someone is not at home, the caller should skip that "link" and go on to the next name on the list. Families may also be notified via E-Link.

### **B. INFORMATION CARD**

Each year parents are requested to fill out an Emergency Information Card for each student. This card provides names of persons and doctor to contact in case of emergency. The services of Norlanco Family Health Center are used when the designated doctor is not available.

### **C. ALLERGIC REACTIONS**

Parents of students who have allergic reactions shall provide written instruction and/or medication to the office to be kept on file in case of an emergency at school. Parents of students who have allergic reactions to certain food items shall supply the student with a separate snack in primary grades. Food items may not be exchanged in cases of students known to receive allergic reactions.

### **D. EMERGENCY RESPONSE PLAN**

The school has a responsibility for the safety and welfare of all their students. Accordingly, plans have been made for their safety in the event of an emergency situation or an incident at TMI Nuclear Station. The school is not located within the ten mile radius of the plant, but a portion of the students do reside within that zone.

If an emergency requiring local evacuation did occur at TMI, or a countywide mandatory evacuation, the following directions would be in effect: All students should be picked up at school. In case of a mandatory evacuation of the school, all students will be transported to Lancaster County Bible Church located on Route 772 east of Mount Joy. In the event of a countywide evacuation, parents shall go to the Kraybill campus to pick up their child. In all cases, parents will be informed of the procedure via radio, the telephone chain and E-Link. Students will remain at the evacuated site until picked up by parents or designated persons.

## **EXTRACURRICULAR ACTIVITIES**

### **A. FIELD TRIPS**

Field trips can be valid educational learning experiences. Two factors which need to be considered in planning all field trips are cost and time. It is assumed that all such trips relate directly to classroom study. All field trips shall be approved by the principal. A signed permission slip is needed for each child to accompany the class on trips. Notification of field trips will be provided by the classroom teacher via notes or letters. School authorized vehicles will be used for such trips.

Volunteer parents are welcome to assist the teachers on the trip for additional supervision, however, **it's requested that pre-school siblings do not participate** in order to minimize distractions and ensure full attention to students. Students are not permitted to purchase souvenirs except as pre-arranged by teachers.

## **B. INTERSCHOLASTIC SPORTS**

Interscholastic sports teams are organized for middle school students in soccer, field hockey, basketball, boys softball, girls volleyball, and track and field. Interscholastic sports are comprised of same gender only.

Kraybill Campus is a member of the Commonwealth Christian Athletic Conference. Good sportsman-ship, diligence in schoolwork, acceptable conduct and attitudes, and team spirit are required of students who are a part of these activities. Any other students wishing to remain after school to watch an athletic event needs a parent signed permission slip presented to the homeroom teacher. All students not on the team who are attending a game must wait in the media center after school until the game begins. Parents/caregivers are asked to attend the game with their child and be responsible for the child. Students shall remain outside the buildings during the athletic event or in the gym during basketball or volleyball games. During practice, students who are not members of the interscholastic team are not permitted to stay after school as a spectator in the practice area.

In order to participate in after school interscholastic sports, students must have a physical examination. A student must also be in school by 11:30 a.m. on the day of the game in order to play.

Students become ineligible for participating in interscholastic sports for a period of one week if two teachers mark any of the following for a period of one week: a) academic average is less than 66% in any class, b) late or unfinished homework, or c) misbehavior. The faculty evaluates students weekly. A failing grade at midterm (midterm report) or at the end of a marking period (report card) disqualifies a student from participating on an athletic team for a minimum of one week. The student is eligible to participate again if and when the failing grade has been raised to a passing grade. If a student receives a third detention during a sports season, the student is ineligible for athletic participation for

the next three games which are played. Any subsequent detention in the same sports season makes the student ineligible for the next three additional played games.

Transportation home from these after-school activities is the responsibility of the parents.

### **C. YEARBOOK**

Each year the 8<sup>th</sup> grade class has the responsibility of preparing a school yearbook. Through hard work, it provides good experience for individual students as well as the class in doing a meaningful project, meeting deadlines, and in working together. Yearbooks will be prepared and funded by the class under the supervision of staff persons and can be purchased by orders taken in the fall for delivery toward the end of the school year.

## **MIDDLE SCHOOL**

### **A. SCHEDULE**

The bell notifies the teacher and the class that dismissal time is here, but the teacher, not the bell, dismisses the class.

- 8:20 *Tardy bell (students shall be in their seats before bell rings)*
- 9:11 *End of Period 1*
- 9:14 *Beginning of Period 2 - Tardy Bell*
- 9:55 *End of Period 2*
- 9:58 *Beginning of Period 3 - Tardy Bell*
- 10:39 *End of Period 3*
- 10:42 *Beginning of Period 4 - Tardy Bell*
- 11:23 *End of Period 4*
- 11:26 *Beginning of Period 5*
- 12:07 *End of Period 5 - Beginning of Lunch Period*
- 12:39 *Beginning of Period 6 - Tardy Bell*
- 1:20 *End of Period 6*
- 1:23 *Beginning of Period 7 - Tardy Bell*
- 2:04 *End of Period 7*
- 2:07 *Beginning of Period 8 - Tardy Bell*
- 2:48 *End of Period 8 - Report to homeroom for dismissal to buses*
- 2:55 *Dismissal to Buses*

### **B. CLASS GIFT**

It is traditional for each 8<sup>th</sup> grade class to present a gift to the school at the closing day exercises. Many fine gifts have been given to the school over the years and are deeply appreciated.

### **C. CLASS PARTIES**

Class parties are occasions for students to have great times together in a less structured manner. Each middle school homeroom may have one school-sponsored party per year. All class parties whether planned by the homeroom teacher or parents, must be approved by the principal before information may be sent home to parents/caregivers. All class parties shall be held in the afternoon or evening under the supervision of the homeroom teacher, who will prepare and send an information and permission note to all parents involved. It is assumed that activities will be planned in order that all students feel free to participate.

### **D. LOCKERS AND DESKS**

Lockers are provided for students in grades 6-8 to store their books, coats, lunches and personal belongings. They shall be kept neat and orderly at all times. Students shall not post pictures/posters on the outside of the locker. Textbooks may be damaged if not placed properly in their lockers. A student shall not open another student's locker without permission. Lockers are school property and shall be used with care. Locks are unhandy and unnecessary in a school where respect for each other is practiced. Students who choose to put a lock on their locker shall give their homeroom teacher a key or the combination for the lock. Lockers will be checked for neatness and orderliness each quarter. Desks and tables shall be kept clean and unmarked. Hallways shall be kept free of books and paper.

## **TRANSPORTATION**

### **A. ARRIVAL**

Upon arrival, elementary students shall go directly to their rooms. Middle school students have five minutes to get their books and be seated in their homerooms. If a student needs to speak to another teacher or a student in another room, permission shall be secured from the homeroom teacher. Students shall take care of school office business immediately after getting off the bus or at noontime. Students not in their seats by 8:20 a.m. are considered tardy. **Non-bussed students should not**

**arrive before 8:00 a.m. or remain after 3:10 p.m.** All students arriving before 8:00 a.m. should report directly to the media center and remain there until dismissed by the adult monitor. All students arriving to school by car shall be dropped off in front of the school and not at the rear of the school at the gym due to monitoring and supervising purposes.

## **B. BUSES**

Bus transportation is provided for students only. Parents are not allowed to ride buses except when accompanying a class on a field trip.

Busing arrangements are worked out between the parents and the transportation committee of the school. In districts providing non-public transportation, parents are responsible to make busing arrangements with the district transportation coordinator. Riding the bus is a privilege that has certain responsibilities. Respect for property and obedience to the bus driver shall be shown at all times. Failure to meet these requirements may mean losing bus privileges for a few days. Students shall remain seated at all times while the bus is in motion. The following behavior will not be tolerated: getting out of seats, throwing objects, eating food and chewing gum, putting any objects or parts of the body outside the window, teasing younger children, rude behavior, loud and excessive noise, or lack of respect toward the driver. A bus conduct report will be issued for misbehaviors. Accumulation of three bus conduct reports in one year may result in denial of bus privileges. The purpose of these regulations is to assure safe and enjoyable transportation.

It is important that students are ready for the bus each morning. Drivers are not obligated to wait for students beyond the time of pickup. When it is foggy and/or slippery, riders should be ready to board their buses a few minutes earlier than usual.

A student not planning to ride the bus in the evening shall inform the driver when he/she gets off the bus in the morning. A student riding on a bus other than his/her usual one shall inform both drivers. **Students shall have written permission from parents to ride another bus, to get off at a different bus stop, and if parents will be picking up their student.** This note is to be given to the office, not the teacher. Students without written permission will be denied riding on the friend's bus.

Parents who are transporting their children home by car on early dismissal days shall pick up students at the gymnasium/

auditorium entrance in the rear parking area to avoid congestion in the bus loading area in front of the school. Parents transporting children home by car on regular school days shall pick up the students in front of the school after the buses leave. Students being picked up by parents shall wait in the Media Center until the parents come in to meet the student. All students must be accompanied by an adult when walking through the parking lots to the car.

### **C. BICYCLES**

If a bicycle is ridden to school, it shall be placed in the designated area until dismissal. Bicycle riders shall not arrive at school before 8:15. They shall report to homeroom within five minutes after arrival.

Bicycles shall not be ridden at recess or at noon. Bicycle riders shall wait at an appropriate place and leave after the buses have gone. Motorized vehicles are not permitted to be driven by students on school grounds at any time.

### **D. DISMISSAL**

Students are dismissed (beginning with kindergarten) from their homerooms at the end of the school day. Middle school students are excused from their last class at 2:48 p.m. to get their books, coats, etc., before reporting to their homerooms, from which they are dismissed at 2:55. Elementary students are also dismissed at 2:55. Students shall walk as they go to their buses.

All students riding in cars shall be dropped off and picked up at the front of the school (except on early dismissal days) and not in the rear because of monitoring purposes. All students must be accompanied by an adult when walking through the parking lot to the car.

### **E. EARLY DISMISSAL**

Students desiring to be excused before the close of the school day for any reason must present a written request from their parents to the school office in the morning. The student shall give the excuse slip to the teacher from whose room he/she

will be leaving. **Parents shall not go the classrooms to pick up their children, but shall go to the office and remain in the lobby while the office contacts the classroom.**

## **F. WALKING**

Students who normally ride the bus to school shall bring written permission before walking home from school. A note shall be given to the office as well as the bus driver.

# GENERAL INFORMATION

## **A. APPEARANCE CODE**

Jesus as Lord applies to all areas of life. One's appearance reflects in some measure one's identity. In our society clothes are used to show feelings, position, wealth, etc. (as illustrated in James 2:2-7).

As Christians, we are to do "all to the glory of God." In the Christian school, we do well to consider the freedom Christ gives us and consider our actions lest they contradict our commitment.

Parents have the main responsibility for determining the dress and grooming practices of their children. The impact of peer pressure on a child is mostly determined by the parents' response to their own peer group.

There are a wide range of convictions and opinions concerning personal appearance. It is essential to maintain respect and sensitivity to one another. The school expects students to maintain high standards of appearance that respects the quality of character that is important to God. Too much emphasis on physical appearance is distracting and inappropriate.

The school desires a reasonable balance between dress that is neat, comfortable and modest while also being functional for physical activity.

All students are expected to accept and conform to these standards during the school day. Any style of dress or appearance that seems to interfere with the learning environment shall be eliminated. The school encourages a clean, neat, and wholesome appearance. Extremes in personal appearance shall be avoided.

A student should not cause undue attention to the body by his/her appearance. **The following appearance and dress**

**items are not permissible:**

- Cotton sweat suits, military apparel (including camouflage clothing) and shirts or blouses with offensive or suggestive messages
- Tight fitting or excessively worn clothing
- Pants worn below the waist exposing the underwear or with cuffs touching the floor
- Caps and bandanas worn indoors
- Spandex shorts worn for class (includes gym uniform)
- Waist chains
- Short shorts, flared skirts, and dresses (no shorter than finger tip length when both hands are extended at side)
- Sleeveless shirts and blouses (no cap sleeves)
- Makeup - example: colored nail polish, colored eye and lip makeup, glitter
- Transparent clothing or clothing that exposes the midribs or cleavage
- Rings (except purity), bracelets
- Dangling or hoop earrings – girls (post on lobe only)
- Earrings of any kind – boys
- Long dangling necklaces
- Flip-flops or high heeled shoes (sandals permitted)
- Clothing pins, jewelry, accessories or other items of adornment displaying obscene, profane, derogatory, violent, or gang related messages, themes, designs, or pictures including alcohol and tobacco products and illegal substances
- Tattoos
- Hair styles that obscure the field of vision

**B. CLASS PLACEMENT**

The school reserves the right for class sectioning. The factors of ability, gender, leadership, and personality are used to determine balance between classes.

**C. GRADE PLACEMENT**

The school reserves the right to place students at appropriate grade levels. The school is of the opinion that in grade placement for kindergarten all areas of a child's being affect learning, and he or she cannot learn at their optimum if immaturity is ex-

hibited in one or more of the areas. The best time to rectify immaturity is at the start of the child's education and for this reason some families may be asked to wait a year before sending their child to kindergarten. For students transferring to the Kraybill Campus, the academic, social, and emotional factors will determine grade placement. Middle school students must meet selected academic standards before being promoted.

#### **D. GRIEVANCE PROCEDURE**

As a school community, an open and direct communication of concerns among staff and parents shall be encouraged. In order to promote constructive feedback on school policy or in registering a concern or complaint with a teacher, the following procedure based upon the Biblical injunctions in Matthew chapters 5 and 18 shall be observed.

1. Speak directly and privately to the teacher or person involved to resolve the issue.
2. If the concern remains unresolved, contact the principal. A meeting between the persons involved may be necessary to seek a mutual understanding. If the issue involves the principal, the superintendent shall be contacted.
3. In the event an issue remains unresolved after steps 1 and 2, submit the complaint in writing to the superintendent.

Observance of the above scriptural practice demonstrates respect and integrity in relationships. The school operates by the principles of agreeing and disagreeing in love and seeks to resolve disputes by using methods of conflict transformation.

#### **E. LUNCH**

Food service is not provided at the school; however, milk and orange juice are available. During the winter months of January and February, pizza is available and can be ordered each week. Students shall take a minimum of ten minutes to eat lunch each day. For middle school students, food from lunches shall not be eaten between classes. Lunch areas shall be left free of crumbs and food wrappers. **Red punch drinks shall not be brought to school for lunches or parties** to prevent carpet

stains from accidental spills. Free milk under the free milk program is available to children whose families qualify.

Lunch period is scheduled between 11:20 and 12:10 for elementary students PreK-2 and 11:40-12:30 for students in grades 3-5. Elementary students (PreK-5) shall eat lunch in their classrooms under the direction of the teachers.

Middle school lunch period is scheduled from 12:07 to 12:35. Students (6-8) will eat in the Meetinghouse under the direction of a lunchroom supervisor. Talking shall be in conversational tones. Students wishing to go out-of-doors (gymnasium during inclement weather) will be dismissed by the lunchroom supervisor if their eating areas are clean. One teacher will be available to help students organize their recreation

## **F. MEDICAL**

A Donegal School Nurse is accessible to the Kraybill Campus for regular examinations, immunizations, etc., as well as for emergencies. The nurse keeps the student school health records current and is available for consultation.

A health room is connected to the office. Students who become ill while at school may lie down in this room until their parents can be notified to come and take them home.

All student medications shall be brought to school by a parent/caregiver accompanied by a signed authorization form. Medications shall not be sent to school with the child on the bus. The form and medication for PreK-5 students should be given to the classroom teacher, who will log the information and make it available to the student for self-administration at the appropriate time. Middle school students' medications should be given to the office rather than the homeroom teacher.

All cases of contagious diseases (including head and body lice, and pink eye) must be reported to the school office immediately.

If a diagnosis of lice is made at school, students shall be taken home by parents for treatment as soon as possible. Students will be readmitted to school after the first treatment, pending examination for proper treatment and removal of nits. Students with eyes appearing red or pink should not be sent to school until the eyes appear normal. If a student is diagnosed

with pink eye they may not return to school before completion of treatment or written excuse from a physician.

### **G. STUDENT ACCIDENT INSURANCE**

A policy covering injuries from the time of leaving home to the time of returning home has been purchased for all students as part of the registration process.

### **H. TELEPHONES**

A telephone is available at the office for student, parents, and visitor use. Students shall have written permission from their teachers to go to the office to use this phone. **It is intended to be used for appropriate purposes only.** Calling home for parents to bring forgotten homework, practice instruments, and gym outfits is discouraged. Parents wishing to talk with a teacher may call the teacher and leave a message on the teacher's voice mail. Messages for students can be taken by the office throughout the day and given to the student, however, this should be used infrequently and only for urgent matters. Students in middle school may bring a cell phone to use at after school events. Phones are to be kept out of sight and turned off during the school day.

### **I. VISITORS**

A student wishing to bring a friend to visit school shall receive permission at least 24 hours in advance. Student visitors are expected to follow the school's appearance code and behavioral guidelines. An adult shall accompany visitors under 9 years of age. Parents are asked to make arrangements with the school a day in advance of any visit. **All visitors, including parents picking up their children, shall report to the school office. The office will call the student out of class.**

### **J. CUSTODIAL RIGHTS/CONDITIONS**

In situations where the child's parents are separated or where the child is under the custodial care of persons other than the child's biological parent, the school must by law grant access to school records and provide school information to the child's biological/custodial parents unless a court order restricting access to the school records and information is provided to the school by the biological/custodial parent. Parents/custodial care-

givers are responsible to provide the school with a copy of the court ordered custodial agreements.

#### **K. CONFIDENTIALITY**

The school seeks to practice confidentiality in all areas of a student's personal information. Exceptions involve abuse, drugs, weapons and incidences when a student poses to harm himself/herself or others. Parents/caregivers and proper authorities will be immediately notified in cases that involve abuse, drugs, weapons or when a student poses to harm himself/herself or others.

Teachers reading student's journal writings will immediately contact parents/caregivers and or proper school authorities in the event the writings contain anything that may deal with abuse, drugs, weapons and incidences when a student poses to harm himself/herself or others.

