

I. Mission, Philosophy, and Objectives

Mission

Locust Grove Mennonite School provides an excellent education in a nurturing environment that prepares students for lifelong learning and invites them to personal faith, Christlike witness, peacemaking and service in a global society.

Philosophy

Locust Grove approaches education from the premise that the child is created and sustained by God Almighty. Locust Grove actively interacts with the Christian home and church in nurturing the whole child, believing that:

1. Education is the responsibility of the home, the church, and the school working together.
2. The school aids parents in fulfilling their obligation to bring the child up “in the training and instruction of the Lord” (Ephesians 6:4b) with the hope that one day the child will realize completeness through faith in Jesus Christ.
3. All knowledge becomes significant only as it is seen in the light of God’s inspired Word.
4. Standards of right and wrong are determined by the moral principles in God’s Word.
5. Christian education addresses the cognitive, physical, emotional, social, and spiritual needs of the child.
6. Self-worth is critical to learning.
7. Each child is unique and is to be valued as an individual.
8. The child flourishes in an atmosphere where teachers and staff model Christian values, compassion, and caring.
9. Every child’s potential is identifiable, achievable, and worthy of pursuit.
10. Society is strengthened by educated individuals with strong Christian character.

Objectives

Cognitive Domain

Proverbs 4:7 – “Wisdom is supreme; therefore get wisdom. Though it cost all you have, get understanding.”

Locust Grove Mennonite School exists to:

1. Provide a systematic curriculum, which allows the student to enter each new grade with a secure foundation for further learning.
2. Furnish the range of educational opportunities needed for each student to achieve his or her learning potential.
3. Offer opportunities for exploration, innovation, and creativity to expand learning.
4. Teach skills that promote problem solving, critical thinking, communication, and independence.
5. Facilitate learning by providing a positive school climate, which can make education a joyful experience for each student.

Physical Domain

I Corinthians 6:19-20 – “Do you not know that your body is a temple of the Holy Spirit, who is in you, whom you have received from God? You are not your own; you were bought at a price. Therefore honor God with your body.”

Locust Grove Mennonite School exists to:

1. Develop in each student an appreciation for the body as a temple of God.
2. Encourage the proper care of the body through the practice of good health habits.
3. Furnish regular opportunities for exercise.
4. Provide activities for development of motor skills.
5. Offer opportunities for participation in organized sports.

Emotional Domain

II Timothy 1:7 – “For God did not give us a spirit of timidity, but a spirit of power, of love, and of self-discipline.”

Locust Grove Mennonite School exists to:

1. Encourage the development of self-worth in each student through caring, respect, and trust.
2. Guide each student in using Christ as a model for appropriate expression of emotions.
3. Provide guidance to aid students in emotional development.

Social Domain

Matthew 7:12 – “So in everything, do to others what you would have them do to you, for this sums up the Law and the Prophets.”

Locust Grove Mennonite School exists to:

1. Create an atmosphere for wholesome interaction between peers.
2. Develop attitudes of respect, courtesy, fairness, and gracious acceptance of results in competitive situations.
3. Provide opportunities to share with those in need.
4. Assist the students in developing an understanding, appreciation, and respect for those of other cultures.
5. Promote respect for authority.

Spiritual Domain

John 6:45 – “It is written in the Prophets: ‘They will all be taught by God.’ Everyone who listens to the Father and learns from him comes to me.”

Locust Grove Mennonite School exists to:

1. Assure each student of God’s love and special purpose for his or her life.
2. Lead each student to God as Creator, Jesus Christ as Savior, and the abiding presence of the Holy Spirit.
3. Develop in each student the confidence that God’s Word is infallible.
4. Lead each student in meaningful communication with God through reading of His Word, prayer, and music.
5. Emphasize the importance of honoring God through service to school, church, community, and world.

II. Parent – Teacher Communication

Questions and Concerns

Teachers, administrators and staff are expected to give thoughtful attention to parental questions and concerns.

If a disagreement arises between a parent and a teacher or staff member, both parties are encouraged to work it out according to the guidelines offered in Matthew 18:15-17.

If a point of disagreement is not adequately resolved, the teacher or staff member should inform his or her supervisor. The supervisor will work with both parties in an attempt to bring understanding and resolution to the matter.

The supervisor may choose to inform and involve other school administrators, board members or personnel if further support is deemed necessary to resolve the matter or if school policy requires the involvement of certain personnel in specific situations.

Questions and concerns regarding the broader mission or functioning of the school should be addressed directly to the principal.

Communication

Communication between the school and home is very important. Teachers at Locust Grove strive to keep families informed and give thoughtful consideration to any questions and concerns that might arise. Parents are able to contact teachers by phone or e-mail as needed. Scheduled personal visits are also welcomed.

The best time to contact a teacher by phone is in the morning from 7:40 – 7:50 AM, or in the afternoon from 3:00 - 3:20 PM. Parents may call the school anytime during regular business hours to leave a message for a teacher. Teachers return calls at their earliest convenience.

Most faculty members at Locust Grove can be contacted by e-mail. A listing of faculty e-mail addresses is included in the school directory, which is distributed to all patron families at the beginning of every school year.

Parent-teacher conference days are scheduled once a year. Other conferences may be scheduled throughout the year when requested by a parent or teacher. A parent may visit a classroom teacher briefly before or after school to deliver a short message, but teachers are busy with classroom responsibilities and usually prefer to schedule personal meetings ahead of time. A phone call to a teacher's home is discouraged.

Clan Courier

The clan courier in each family will be the youngest child in grades one through eight. The clan courier will bring school correspondence home.

Parent Teacher Fellowship

Locust Grove's Parent Teacher Fellowship sponsors many events during the school year. The September Parent Teacher Fellowship features a time of dedicating the school year to God and conversations with teachers about classroom routines and expectations. Other events include class frolics, roller skates, Family Fun Night and the Book Sale.

Class Lists

Most grades at Locust Grove include two class sections. Class list assignments are made each summer. The students are the winners as parents and teachers work together to provide the best class setting possible. Parents are encouraged to help the selection process by refraining from requesting a certain class for their child unless there is a special circumstance to be considered. In those special circumstances, the school will make a good faith attempt to honor the request, if the request is received in the school office by the end of April. Teachers consider many aspects of the learning environment as they construct a suggested class list for the administration. Some of the components considered are:

- Students with special needs
- Academic ability
- Social relationships
- Leaders and followers
- Boy/girl ratio
- Learning and teaching styles

III. Student Enrollment

Enrollment Requirements

Parents should present health papers and a birth certificate upon the enrollment of kindergarten students. Placement for students transferring from other schools will be determined by transcripts of records from the previous school and/or an entrance exam administered at Locust Grove.

Kindergarten Eligibility

In order to provide social and physical development for school learning, Locust Grove believes it is better for a child to start school later rather than earlier. Therefore, the school recommends eligibility for kindergarten testing if a child has turned five by September 1. However, the school is open to exceptions where readiness and maturity are demonstrated. Final enrollment, based on readiness, is determined by a one-hour screening session administered to a small group of students by a team of qualified teachers. The Gesell School Readiness Test is included in the screening.

Statement of Inclusion

Children are admitted to Locust Grove regardless of cultural, racial, ethnic, or socioeconomic backgrounds. The school does not discriminate on the basis of race, color, or national origin in the administration of its educational policies, admissions policies, scholarship and loan programs, or athletic and other school-administered programs.

IV. School Day Itinerary and Procedures

Attendance

The school day begins at 8:00 AM and ends at 2:45 PM. The homeroom bell rings at 7:55 AM. The bell for the start of school rings at 8:00 AM. Students who arrive by car between 8:00 AM and 10:00 AM will be counted tardy. Students who arrive after 10:00 AM or leave before 1:30 PM will be counted one half day absent. Students leaving from 1:35 PM to 2:45 PM will be counted tardy.

A student who plans to go home other than his/her usual way must have a signed note by his/her parent. The note should be taken to the teacher in the morning for approval. A permission note is not necessary if a parent picks up a child. However, teachers in kindergarten through grade three need to know if a student does not plan to ride the bus home. Students may not ride another district bus. Students should ride only their assigned bus.

Parents are responsible for transportation of students on days when Locust Grove has school but buses from their resident district are not operating. These dates are usually published in the *Release* found in Lancaster Mennonite's monthly report.

For the safety of all involved, all carpool students should arrive and depart school at the carpool area outside the front entrance. Carpool students should be picked up promptly once school has dismissed at 2:45 PM.

All students should heed the directions of the student safety patrols and supervising adults at dismissal times. They are working to assure the safety of everyone at this busy time of day.

Students are allowed to stay after school only if they are participating in a specific supervised activity such as athletics.

Students staying in after school care report to the after school care room at 3:00 PM and stay there until an authorized person picks them up. Carpool students will be sent to after school care if not picked up by 3:00 PM and applicable charges will be applied.

Transportation

Eleven public school districts provide bus transportation. State law requires school districts to transport any students from their districts to any non-public school of choice, located within ten miles of the border of the school district in which non-public students reside. Districts transporting students to and from Locust Grove are: Conestoga Valley, Eastern Lancaster County, Ephrata, Hempfield, Lampeter-Strasburg, Lancaster City, Manheim Township, Penn Manor, Pequea Valley, Solanco, and Warwick.

Most districts provide transportation according to their own district calendars, which means, at times, busing is not provided by some districts on days when those districts do not have school

and Locust Grove is in session. On those days, parents arrange transportation to and from school.

Many families choose to provide their own transportation to and from school each day. Families are invited to explore the possibility of forming car pools from common areas of the county.

Absence Policy

The school prefers that parents call the office at 394-7107 by 8:30 a.m. to report absences. If a call is not received by 8:30 a.m. a call will be made from the school office. This will be done on a regular basis so that school and home may work together in promoting good attendance. If you do not call to report the reason for absence, a written excuse card must be signed by a parent and returned to the homeroom teacher. If a proper excuse card has not been handed in by the fifth day following an absence (not cleared in advance), the absence becomes unexcused.

Parents should not send children to school who exhibit the following:

- A body temperature of 100 degrees Fahrenheit or greater
- A generalized body rash
- An inflamed eye with drainage (Pink Eye)
- Vomiting or diarrhea since the evening before school
- Head lice or nits (remaining after treatment for lice)
- Severe cold symptoms

Excused absences include the following:

- Illness
- Funerals
- Attendance at the PA Farm Show, if accompanied by an adult

The school must report illegal absences to the district office of the State Department of Public Education when the total accumulates to three days. Therefore, when a student has two days of illegal absence, a notice is sent to the principal.

Tardy Policy

Students who arrive by car between 8:00 AM and 10:00 AM will be counted tardy. When a student is tardy, he or she must go to the office first. Students who arrive tardy but go directly to the classroom will be sent to the office by the classroom teacher.

Excused tardies include only the following:

- Medical, dental, optical or other health-related appointment (with note from the office where appointment was scheduled)
- Circumstances discussed with the school ahead of time and pre-approved by a school administrator.

All late arrivals other than those described above will be considered unexcused.

The school policy for tardiness is as follows:

- When a student accumulates three unexcused tardies within one quarter, a warning letter is sent from the school principal to the family.
- If the student then accumulates two additional tardies during the same quarter, the family is required to submit to the school a written plan for getting their child to school on time.
- For each subsequent tardy within the same quarter, the family will be fined \$10.00. Fees collected for tardies will be applied toward the school's general operating budget.
- Families who do not comply with this policy will be referred to the Admissions Committee of the Board of Trustees.

Any tardies that a student accumulates are erased at the end of each quarter. All families begin each new quarter with zero tardies.

Educational Trips

The principal may grant permission for an educational trip if contacted at least one week before leaving school. The trip must be evaluated by the principal as being educational. It should include historical, geographical, or cultural activities (not swimming or skiing). Parents are urged to carefully weigh the consequences of instructional class time lost in light of the student's present school progress record. Before leaving for the trip, parents should check with teachers regarding homework assignments. Educational trip request forms may be picked up at the school office.

After School Care

If you need care for your child between the hours of 3:00 PM and 5:30 PM, call the school office by noon of the day you need this service. Cost is \$4.00 per hour and \$2.00 per half-hour.

Schedule Changes or Cancellations

Your best source for information to discover if the school is delayed in opening or needs to close early is to dial Lancaster Mennonite School at 299-0436, Ext. 561.

Listen to the radio or watch the television for the Lancaster Mennonite School announcement. A decision to delay may change to a choice to close on some days.

If the school district in which you live is delayed or closed due to weather, your children's attendance may go by the district's decision. However, parents are encouraged to transport their children to school when Locust Grove is open.

Telephone Policy

Students must have a teacher-issued phone pass in order to use the office phone. Teachers will use their own discretion in issuing phone passes. Students are not permitted to call home for the following reasons:

- Homework
- To change their way home
- To stay for a game
- To go home with a friend

Parents may call the school office to leave a message for their child. However, students will not be called out of class to take a phone call unless it is an emergency.

V. Academic Standards and Grading

Assignments

Student assignments are to be written according to the teacher's instructions. All students beginning in grade three use a standard heading. In grades kindergarten through four, all written work is required to be in pencil. In grades five through eight, pencil should be used for daily work such as homework and tests while pen may be used for correcting, proofreading, taking notes, and preparing final projects or reports. Students should use twelve to fourteen size font and double spacing for typed reports. A manual, listing study skills and procedures, is available for parents who request it.

Grading System

100	A+
96 - 99	A
94 - 95	A-
92 - 93	B+
88 - 91	B
86 - 87	B-
84 - 85	C+
78 - 83	C
76 - 77	C-
70 - 75	D+
66 - 69	D
63 - 65	D-
0 - 62	F

Report Cards

A report card is issued every nine weeks for students in grades one through eight. Kindergarten students receive a report card for all quarters except the first quarter. The report card insert is to be signed by the parents and returned to the teacher promptly.

Promotion

A student is promoted to the next grade if he or she passes all the major subjects. Any student who earns failing grades is in danger of not being promoted. Factors such as ability, physical stability, and social maturity are also considered. Parents will be notified if the child is not progressing properly. In some cases, remedial help may be necessary. Upon completion of satisfactory work, eighth grade students receive certificates at the annual promotion ceremony.

VI. Standards of Discipline

General Conduct

1. Gum chewing is prohibited.
2. Running in the halls or on the ramps is not permitted. Students are expected to walk on the outside walkways to their buses or parents' cars.
3. Students should get their teacher's permission before leaving the classroom.
4. During class hours, students are to knock gently and secure the teacher's permission before entering a classroom other than their own.
5. Balls are not to be used in the school building except under teacher supervision.
6. Any pupil defacing property will be responsible for replacing it or paying for it.
7. Defaced workbooks must be replaced at the student's expense.
8. Any school property that is broken or lost should be reported immediately.
9. The teacher's desk is private. Students do not have free access to drawers and things in or on the teacher's desk.
10. Students may not go barefooted or stocking-footed unless the teacher requests it for a special activity.
11. Students may not boo others or engage in name-calling or improper speech.
12. Restrooms may be used when needed with teacher permission. Students should be aware of classroom procedures for restroom use which generally include the use of passes or a sign out sheet and allow one student in the restroom at a time.

Introduction to Disciplinary Policy

The faculty, staff and administration at Locust Grove are committed to providing patron families with a school climate in which their children can achieve a high standard of learning, nurture and social interaction. School discipline helps to make this possible. A clear and consistent system of discipline enables everyone to feel safe, loved and respected in the school environment. In addition, discipline that is appropriately understood and effectively practiced is a necessary tool for developing Christ-like character and responsibility in students.

The following disciplinary policy outlines the types of behaviors which are not acceptable in school or on school property at any time. These behaviors are classified within the policy as either minor or major offenses. Additionally, the policy indicates the types of corrective actions that are usually taken when students misbehave.

Behaviors that are not specifically stated in the policy will be assessed and responded to by the school administration on a case by case basis. Furthermore, school personnel are not limited to the corrective actions stated in the policy. Other creative ideas are sometimes used in cooperation with school administration and the student's family. Corporal punishment is never an option.

Teachers in the elementary grades are more likely to modify discipline than teachers in the middle school. Middle school teachers are expected to follow the discipline policy more explicitly. However, all teachers are sensitive to an individual student's maturity and personal development when making disciplinary decisions.

Locust Grove believes strongly in the Christian school philosophy of the three-fold cord (home, church and school) in matters of discipline. The expectation exists that students enrolled at Locust Grove are being taught in the home and church to respect and cooperate with persons in authority. Furthermore, Locust Grove enrolls students under the assumption that families are committed to supporting and working with the school in response to problem behavior, which at times might include involvement with the family's pastor.

Minor Offenses

Definition: Disobeying basic school rules and classroom expectations. Examples include running or jumping in the hallway, talking at inappropriate times, throwing objects indoors, calling out in class, not paying attention, etc.

Students who demonstrate minor offenses are usually subject to one or more of the following options. Options vary depending on the frequency, intensity and duration of the offense.

- Option 1 Teacher makes eye contact with the student, stands in close proximity to the student, and gently reminds the student of expected behavior or uses other general classroom management techniques.
- Option 2 The student is given a time-out within the classroom.
- Option 3 The student is asked to leave the room for a period of time (either to stand in the hallway or go to another designated location).
- Option 4 The student is issued a silent lunch away from peers (in middle school).
- Option 5 The student may be held after class to talk about his or her behavior.
- Option 6 The student may lose a portion of his or her privileges such as recess, eating lunch with peers, freedom to socialize before or after school, etc.
- Option 7 The student may be sent to an administrator's office.
- Option 8 Under certain circumstances the administration may elect to assign a student to full or partial in-school suspension. In-school suspension is often used by the administration as an intermediate level of discipline in which a student does not receive a student conduct report, but does experience a stern consequence.

Repeated minor offenses will be considered a major offense at the discretion of the school administration.

Major Offenses

Definition: Major offenses include, but are not limited to, any type of disrespect toward school personnel, intentional defiance, cheating, lying, fighting, stealing, vandalism, swearing, vulgarity, inappropriate physical contact, expressing obscenities and repeated minor offenses.

A student who commits a major offense is issued a student conduct report. Each consecutive student conduct report, regardless of the offense, brings progressively harsher consequences for a student. Potential consequences include, but are not limited to, in-school or out-of-school suspension, restriction from scholastic sports, manual labor and detention. Other consequences may be enforced when deemed wise by the administration.

In most cases, the progression of consequences and procedures for student conduct reports is as follows:

First Report

The first student conduct report will state the problem as well as the school's intended response. The report must be signed by a parent and returned to the teacher the next school day. The school will then follow through with the stated disciplinary action.

Second Report

The second student conduct report will state the problem and a more significant response. Depending on the nature of the offense, a second student conduct report might result in an out-of-school suspension from which the student is permitted to return only after a conference with his or her parents and school administrators. The decision to suspend, length of suspension and terms of re-admittance vary with circumstances and are at the discretion of school administration in cooperation with the student's family.

Third Report

A student who receives a third conduct report is in serious jeopardy of being expelled from school. The student is suspended immediately and indefinitely when a third report is issued. During the suspension, school administrators and faculty who are involved with the student discuss and evaluate the situation. A recommendation that the student be permanently expelled or otherwise disciplined is submitted to the school's admissions committee where a final course of action is determined.

VII. Library

The library at Locust Grove Mennonite School is an educational hub through which students and faculty can access a variety of information and ideas to enrich learning at every grade level. The library houses over 10,000 cataloged items including books, encyclopedias, periodicals, compact discs, videos and other materials. The library is fully automated with a computerized card catalog for easy and efficient searching. In addition, the library offers several student computers equipped with a variety of educational software and access to selected educational sites on the World Wide Web. Students in grades four through eight are able to conduct Internet searches using the following three search engines: Yahoooligans, AskJeeves for Kids, and Google. The library has filtered Internet access only, and students will also be supervised when conducting Internet searches.

The following policies apply to the library:

1. All students are required to follow library rules and procedures when checking out materials or spending time in the library. Library rules and procedures are clearly explained to all students by the librarian at the start of each school year.
2. Students in kindergarten through sixth grade may borrow library materials from the general collection for one school cycle and may renew materials twice. Students in grades seven and eight may borrow materials for two school cycles but may renew materials only once.
3. Reference encyclopedia volumes may be used in the library or taken to a classroom. These encyclopedias must be returned to the library by the end of each school day. The librarian sometimes grants special permission for students to take an encyclopedia home overnight.
4. Some older encyclopedia volumes, which are not considered reference-only, are circulated within the general collection and may be borrowed by students for extended use at home.
5. Borrowed materials should be returned to the return book cart in the library.
6. A three-day grace period is extended to students when borrowed materials are past due. Overdue notices are issued during this time. After three days, students accumulate a debt of five cents per day until the materials are returned or the debt reaches \$5.00. Students are charged fifty cents per day with no grace period for overdue reference materials. Reference materials are only permitted to go home for one night with permission from the librarian. The full replacement cost is assessed for any materials which are lost or badly damaged.
7. Books or other materials in need of repair should be given to the librarian rather than mended at home.
8. The school values the opinions of patron families for managing and expanding library services and materials. During the annual Book Week at Locust Grove, parents may purchase books to read and critically review at home. Upon review, most families choose to donate the books to the school library.
9. The school librarian is pleased to offer personal attention and instruction to those students with special research or reading interests.

VIII. Technology

Power School

Power School provides families with 24-hour online access to student grades and lunch count information. Parents are able to remain current with their child's grades throughout the entire school year. Enter the web site, <http://www.lancastermennonite.org>, click on Locust Grove, then click on Power School - Parents and enter your child's user ID and password. Call the office if you need either of these.

Using the Computer as an Educational Tool

Students in grade K – 3 have informal access as a group to the computer lab at anytime by signing up for a lab time. Students in grade 4 – 8 will have more formal access to the computer through weekly sessions led by the computer instructor and their classroom teacher. During these sessions they learn to integrate technology into their learning through research, word processing, etc. In addition, fourth and fifth grades have one quarter of daily instruction on keyboarding skills.

IX. Physical Education and Recess

Physical Education Classes

Grades Kindergarten through Five

- Classes will be co-educational.
- Each section of grades one through five will have physical education three times per week.
- Students must have athletic shoes with a non-marking, rubber outer sole for class.
- Girls may wear modest shorts or sweat pants underneath their regular school attire for physical education class.
- Students must have a note from home to be excused from physical education.
- Students in grade five will have the option to change into shorts, culottes, or sweat pants for physical education classes.
- Students are evaluated with the regular report card.

Grades Six through Eight

- Boys and girls from each grade meet separately for three periods per week.
- Students must wear the school physical education shirt that is purchased from the school, athletic shoes, socks, and slacks, sweat pants, culottes, or shorts.
- Students must have school dress on when leaving physical education class unless they have an athletic activity right after school.
- Students are evaluated with the regular report card.

Recess

- Students in grades kindergarten through eight have a time of daily recess.
- The use of personal equipment should be cleared with the homeroom teacher prior to bringing it to the school.
- The recess area includes the paved area west of the building and the grass area north and west of the building.
- Students may be kept in their rooms during recess for unfinished work or discipline reasons.
- A note must be brought from home to be excused from recess.

X. Extracurricular Activities

Athletic Program

Junior High/Middle School Athletics

The PIAA defines Junior High athletic programs as those comprised of students in grades 7-9 and the high school as grades 10-12. Students in grade 9 will play with the high school program if no JH program exists. If there is a JH program, grade 9 students may play at either the HS or JH level, but not both. The number of 9th graders playing at the HS level varies with each sport and is based on numbers and ability. Sixth grade students may participate in the youth sports programs or with the Blue team at New Danville

In general, we will offer two or three JH interscholastic teams: JH Varsity, JHJV Gold and JHJV Green. The JH Varsity will play at Lancaster and play the LL League schedule set by the league. The JHJV Gold will play at Lancaster and may play both LL League and CCAC schools. The JHJV Green team will play at Locust Grove and may play both LL League and CCAC schools. The teams at Lancaster will be five days per week and at Locust Grove four days per week. In addition, the Blue team will play at New Danville two days per week and compete against mostly Mennonite schools.

Individual sports will be handled differently:

Boys Soccer, Boys Basketball, Girls Basketball

Those who want to try out for the JH Varsity will come to Lancaster. Those who are not selected may play for the JHJV Gold or JHJV Green team based on their interest and the professional judgment of the coaching staff. There will be an effort to make the JHJV Gold and JHJV Green team equitable in size ability. ND will host the Blue team two times per week, playing mostly Mennonite schools.

Field Hockey, Girls Soccer

All players will be at Lancaster to form two JH teams and play the complete LL League schedule with the possibility of some games with CCAC schools. ND will host the Blue team in girls soccer two times per week, playing mostly Mennonite schools.

Cross Country

All runners join at Lancaster to form one boys and one girls team for LL League meets.

Baseball

LG will host a baseball team for 7th and 8th graders, playing a non-league schedule with CCAC and other schools with JH baseball programs. The LL does not sponsor JH baseball.

Girls Volleyball

A JH program will be continued at the LG facility for 7th and 8th graders to play a non-league schedule with CCAC and LL League schools. ND will host the Blue team two times per week, playing mostly Mennonite schools.

Youth Sports Program

Youth programs will be started in field hockey in the fall and boys and girls basketball in the winter for students in grades 3-6 from all three sites. These will be Saturday morning programs with field hockey at LG and basketball at Lancaster.

Track and Field

Our goal is to form a JH track team to follow on the heels of the HS program that becomes a varsity sport in 2004-2005. In the interim, LG will continue to participate in the MACSA and possibly the CCAC track and field meets. New Danville will continue to participate in the MACSA track and field meet

Understandings

- *More than three teams in a sport will be formed if needed.
- *Locust Grove will withdraw membership in the CCAC.
- *Transportation will be provided between LG and Lancaster due to proximity.
- *Those playing on the Blue team are responsible for their own transportation.
- *ND students are responsible for their transportation to Lancaster and LG.
- *Programs in boys volleyball and girls fast-pitch softball should be started very soon

Piano Lessons

Parents of new piano students should call the school office by the end of August, indicating their interest in piano lessons on a contract basis. Parents of returning piano students should call the school office only if they do not wish for their child to continue taking piano lessons at school. Music instructors will provide lessons during the school day. Contracts will be sent home within the first few weeks of school.

Instrumental Lessons

Brass, woodwind and percussion lessons will be offered each afternoon. Individual and group lessons are available every week. Weather permitting, second semester may include more than twelve sessions. Instrumental purchase/rental charges are the responsibility of the parents.

XI. Health and Safety

Appropriate outdoor attire such as heavy coats, mittens, and boots are encouraged for recess during cold and inclement weather. This attire should be labeled so the rightful owner can be found if students misplace it.

Eating is to be done only at lunchtime except for special classroom snacks, parties or occasional athletic events where refreshments are served. Exchanging of food among students at lunchtime is allowed only with teacher permission. Water bottles are allowed in the classroom and encouraged especially during hot weather.

Medication Policy

Parents should make arrangements with the office staff when medications are to be dispensed to students during the school day.

Long Term Medication

If your child will be taking medication on a regular basis at school, the following procedure should be followed:

1. A prescription authorization form must be filled out and signed by the physician and the parent.
2. Medication **must** be sent to the office in a properly labeled prescription bottle. The bottle **must** contain the correct dosage as stated on the label.
3. A new prescription authorization form must be filled out by the physician for any change in the dosage of the medication.

Short Term Medication

If your child will be taking medication on a short-term basis during the school year, the following procedure should be followed:

1. A note must be sent to the office with a doctor's signature and complete directions. Include the name of the student, the dosage of the medication, why it is needed and when and for how many days it is to be given.
2. Medication must be sent in a properly labeled prescription bottle or the original container.

XII. Parent Opportunities and Responsibilities

Parent Volunteers

Parents are asked to fill out a volunteer sheet at the beginning of each school year to indicate the types of volunteer service they are willing to provide. Locust Grove is very grateful to the many parents who help with school functions both in and out of the classroom.

Parents help to organize class parties and activities during the school year. Some parents volunteer to occasionally supervise a class during a lunch or recess period to give the teacher a break. Other parents volunteer their time in classrooms to assist individual students with special learning needs. Parents also play an important role in serving lunch, acting as chaperones, helping in the library and working at school functions.

Parents may also be asked to serve on various committees or task forces.

Every patron family is encouraged to support the school's viability. Financial contributions are greatly appreciated. Many families also contribute their time and talents to support various fundraisers throughout the school year.

Families are encouraged to pray for teachers, administrators, staff members, board members, students and various school events. A calendar with specific prayer requests is prepared and sent home to families each month. Prayer offered on behalf of the school makes a great impact on the health and well-being of the entire Locust Grove community.

Fundraising

Tuition only covers part of the operating costs of the school. As members of Locust Grove each of us is responsible to aid in generating the additional funds needed to operate our school. One way is participating in several fundraisers throughout the year: Entertainment Books, Spaghetti Dinner, Family Fun Night/Book Sale, and our annual Auction. Volunteering with all of the fundraisers is also an excellent way to fellowship with others and feel a part of the Locust Grove family.

Room Parents

Room parenting is a very rewarding job and a neat way to get to know your child's teacher. When you sign up to be a room parent, you will meet with the room parent coordinator. At the end of the year there is a tea for all room parents. Some examples of tasks room parents perform are:

- Celebrating the teacher's birthday
- Encouraging contributions to the Teacher Appreciation Gift fund at Christmas
- Arranging parties and snacks
- Contributing to the gift for Teacher Appreciation Week

XIII. Other Helpful Information

Field Trips

Each class takes an annual field trip in the spring, but teachers may choose to have additional field trips throughout the year. At the beginning of the year, teachers will send a letter to parents stating tentative field trip plans for the year. A “General Field Trip Permission Form” will be included for parents to sign and return.

Students will generally be transported by buses with the cost divided among the students.

A letter stating specific details and a “Field Trip Notice Form” will be sent to parents prior to each trip. These forms must be signed and returned, granting permission for a child to accompany the class.

Student Visitation

Students are encouraged to bring friends to visit the school on Prospective Student Days. On other days, permission must be cleared with an administrator at least one day before the visit. Half-day visits are preferred.

Pretzel Day

At Locust Grove Mennonite School, springtime comes with an added bonus – Soft Pretzels! For over 40 years, the students of Locust Grove have enjoyed the change of seasons with a delicious soft pretzel, now with the help of Auntie Anne’s, Inc.

Pretzel Day originally began as a gift to the students from school founder, Daniel Glick. The tradition, which now spans generations, was officially given to Auntie Anne’s Hand-Rolled Soft Pretzels in 1997. Glick assisted until he passed away. “Auntie” Anne Beiler, founder of Auntie Anne’s, Inc., and a distant relative of the Glick’s, gladly accepted the role of pretzel giver on behalf of her company.

Pretzel Day begins with an estimated 500 pretzels donated for students and faculty to enjoy. Auntie Anne’s, Inc. supports more than 700 Auntie Anne’s Hand-Rolled Soft Pretzel units in 42 states and a dozen other countries in various parts of the world. Founded in 1988, the company continues to open new stores at a rate, averaging approximately five per month.

Teacher Appreciation Week

In the spring, close to National Teacher Appreciation Week, we ask the room parents to coordinate a way to thank the teachers. This can vary from giving flowers, to each person doing something unique, to card showers, or even a photo album! Often the room parents will ask for donations for whatever project is chosen.

Student Gift Exchange

Students in grades kindergarten through six will participate in a classroom gift exchange prior to Christmas. Gifts should be marked for “boy” or “girl” with the giver’s name on the inside.

In grades seven and eight, students will draw names among the entire seventh and eighth grade student body. A special dress-up party will be held from 6:00 – 9:00 PM on a Saturday evening in the school gym. Students should bring their gift to be given that evening.

XIV. Continuing the Partnership

It is our hope that you have gained a clear understanding of our policies and procedures, so that they will be a positive foundation to guide you throughout the year. You are encouraged to keep the Family Handbook to refer to as needed. As you can see Locust Grove is committed to assisting Christian families in equipping children for life-long learning and service to Christ. Thank you for your partnership with us.