

Lancaster Mennonite School – New Danville

FAMILY HANDBOOK

Mission Statement:

To provide an excellent Christ-centered education in a diverse learning community for students in grades K-12. Students will learn the Christian story from an Anabaptist perspective and be invited to grow in faith and prepare for a life of witness, peacemaking and service in a global society.

Lancaster Mennonite School–New Danville is accredited by Middle States Association of Colleges and Schools

Lancaster Mennonite School–New Danville is a member of:

- Lancaster Area Council of Mennonite Schools (LACMS)
- Mennonite Elementary Educational Council (MEEC)

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

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Core Values

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

Educational Outcomes

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

Parent-School Relationship

- It is the policy of the Lancaster Mennonite School system to plan activities that encourage the parent-teacher partnership in the education of their children/students and build positive relationships between the home and school.
- Planning for these activities is a function of the building principal and shall be carried out under the Site Council. The structure under which these activities are provided is a site decision.
- At least two parent meetings shall be held each year at each site.

Admissions

Admissions and tuition information is available from the Admissions Office at Lancaster Mennonite School, 2176 Lincoln Highway East, Lancaster, PA, 17602. Phone: (717) 299-0436; Fax: (717) 299-0823; email: ayersej@lancastermennonite.org; Web site: www.lancastermennonite.org

- Kindergarten A child must be five years old by September 1 of the year for they plan to enter kindergarten. Final enrollment is based on readiness determined by Gesell testing and, if necessary, teacher observation.
- First Grade: A child must be 6 years of age by September 1. Exceptions will only be considered after outstanding maturity is evident. A form of academic and developmental testing will be done.
- Grade 2-8 Entrance: If records/application indicate past learning difficulties, the school reserves the right to administer an academic test to insure proper grade placement.

Homeschooled students need current achievement test results. Admission of students transferring from other schools will also be determined by:

- Records from the previous school.
- Recommendations from the previous school
- Entrance exam given at NDMS, if necessary

If a student is expelled from another school, or is not allowed to return because of behavior/discipline problems, and wishes to transfer to NDMS, a one-year interim is required. NDMS will not consider the application until one year after the closing date of the school year in which the expulsion/offense occurred.

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

Parent-School Communication

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

- The *REPORT*, covering K-12 news, is mailed each month to all LMS families.
- A weekly letter from homeroom teachers is given to students in grades K-5 to take home to parents. Letters are sent home to parents of middle school students as needed.
- Parent-Teacher conferences are scheduled at the end of first quarter. Other conferences are scheduled throughout the year upon request by either parents or teachers.
- Parent-Teacher Fellowship meetings are held in the fall and the spring of each school year.
- New Danville office hours are 7:45-3:45. Phone calls to the school should be made during these times. The best time to reach teachers directly by phone is between 3:00 and 3:15. Teachers may also be reached by their school email address. In the case of emergency, home phone numbers are listed on the back of the LMS calendar.
- Parents are encouraged to visit classes. Visiting times should be arranged with the office at least one day in advance.
- A student visitor is welcome to come to school with your child, but we ask that the office be notified at least one day in advance of the visit.
- When addressing a problem or concern, we follow Biblical principles, in a manner of Christian love and respect, using these steps:
 1. For classroom matters, consult the teacher involved.
 2. If, after consulting the teacher, you believe the classroom matter needs further attention, consult the principal.
 3. For policy matters, consult the principal.
 4. Requests for school board involvement are to come only after the principal has been consulted and the matter has been taken to the superintendent and has not been resolved satisfactorily.

Attendance

Absences: Entrance doors open at 7:45 a.m. School begins at 8:00 a.m. and dismisses at 2:40 p.m. Students who arrive after 10:00 a.m. or who leave before 12:40 p.m. are counted absent for one-half day.

According to the school attendance laws of PA, excused absences are granted for the following: student illness, death in the immediate family (parents, siblings, grandparents), impassable roads, and educational trips if requested in advance and approved by the principal. Other absences are considered illegal.

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

Tardies: A tardy is defined as missing less than two hours of the school day as a result of arriving after 8:00 a.m., leaving before 2:40 p.m. or missing part of the school day for an appointment. An excuse card must be completed for each tardy. Students with tardies cannot be considered for perfect attendance. Students arriving on a late bus are not considered tardy.

Educational Excused Absences: Students may participate in an educational trip if it is approved by the principal. Request forms, available from the office, should be turned in at least one week in advance of the trip. Classwork missed will need to be made up, and a written report summarizing the experience may also be required when applicable. Parents should consider the consequences of instructional time lost before requesting an excused absence.

Excuse Cards: An excuse card must be completed and returned for each absence and tardy, except an Educational Excused Absence. The excuse card should be returned to the office no later than the day following the absence or tardy. Blank excuse cards are available from the office. In lieu of submitting an excuse card, parents may call the office and leave a message when a child is at home ill, or when the child will be arriving late to school or leaving before the end of the school day. The office will record this as a “verbal excuse.”

Safety and School Entrance

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

Transportation

Bus transportation is provided by the school district in which a student resides. School doors are unlocked at 7:45 a.m. Buses unload students between 7:45 and 8:00 a.m. and pick up between 2:40 and 2:50 p.m.. The school is not responsible for students before 7:40 a.m. Carpoled students should not arrive before 7:40 a.m. and are to leave no later than 3:00 p.m.

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

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

Walking: Students who walk to and from school also need to bring a note if they will leave at a different time or in a different manner than usual.

Cancellations & Delays Due to Weather

Parents can learn about weather related emergency school closings for Lancaster Mennonite School by calling the Lancaster office at (717) 299-0436 at extension 561, or by tuning in to these FM radio stations: WDAC (94.5), WJTL (90.3), WIOV (105) or to WGAL-TV Channel 8.

In the event of early dismissals due to weather, information will also be available through the channels above, but parents may also call the New Danville office directly for information at 872-2506.

Volunteers

Parent volunteers play a major role in school life. The school's goal is to have every patron family participate in at least one volunteer activity each year.

Academics

Progress Reports: At mid-quarter, parents are informed by a Progress Report if grades indicate that the student could receive a D minus or an F on their report card. The report includes recommendations on how to improve the grade.

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

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

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

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

Grades 2-3: 15-30 minutes per evening

Grades 4-5: 30-45 minutes per evening

Grades 6-8: 45 – 90 minutes per evening.

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

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

Learning Support: This program offers individualized instruction for students in all grades with learning needs. Admission to the program is done in consultation with the parents, teachers and principal. An additional fee is charged for the program.

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

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

School Supplies: A list of supplies for each grade is available from the office.

School Programs: Two major drama/music programs are held each year: at Christmas and in the spring.

Private Instrumental Lessons: Private lessons can be taken during the school day. There is a charge for the lessons. Information is sent home at the beginning of the school year.

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

Phone Use

Students may use the school office phone, with permission, during designated times. All calls are to be made from the school office.

Recess

- Students in elementary grades have a time of daily recess. Middle school students have a break during their lunch time.
- Use of personal equipment during recess must be cleared with the homeroom teacher before being brought to school.

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

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

Lunch and Milk Program

Students bring their own lunches and eat in their homerooms. Milk for lunch may be purchased at the office through a subsidized state program. Currently, parent volunteers provide a hot lunch once a week at a minimal cost. Order forms for these lunches are sent home with students.

Health and Safety

- A nurse from the Penn Manor School District serves LMS-ND. All students receive height, weight and vision screenings once a year.
- First-aid treatment is given by school personnel. If a student has an injury requiring further medical attention, the parents are informed immediately.
- School staff are not permitted to administer medication to students without written permission from parents. This includes over-the-counter medicine such as Tylenol, cough syrup, etc. Medications given by the staff are done only for a short period of time, e.g., for a cold. Medication must be sent to school in a container with the prescription labeled by a pharmacist or physician.
- Physical and dental exams and immunizations are required by the state. Information is sent home about these when they are due.

After-School Spectator Sports

Students not on sports teams may stay for after-school games if they are under parental supervision. If an adult other than the parent will be supervising the student, permission from the parents in the form of a note is to be given to the office in the morning indicating who is supervising the student. After 3:00, students will wait outside the office until their parent comes for them. Phone calls home to ask for permission to stay for a game should not be made.

Media Center

The media center has books, filmstrips, magazines and video tapes for student and classroom use. The policies are as follows:

- A quiet atmosphere is to be maintained.
- Books are borrowed for two weeks and may be renewed for another two weeks. Kindergarten students borrow books for one (1) week.
- A fine of \$.05 a school day is charged for overdue books. There is a 3-day grace period before students are fined for overdue books. Kindergarten students do not have to pay fines.
- Lost books must be paid for at the cost of replacing the book.
- Reference books may be checked out for one day only. The fine is \$.10 a day if not returned.
- A fine of \$1.00 is charged for a book taken from the media center without being checked out.

Discipline

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

LMS-New Danville is committed to a restorative rather than punitive approach to discipline which includes counseling, apologies, prayer and parental involvement. Restorative discipline is based on a motivation of love to help each child become conformed to the image of Jesus.

Suspension and Expulsion

The principal, in consultation with the Superintendent, has the authority to suspend a student from school for a period not to exceed ten days when other

disciplinary measures have failed or if the presence of the student in school is deemed inadvisable. Expulsions from school are made only by action of the board of directors.

General Guidelines for our Life Together:

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

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

- Teachers' desks are private. Students do not have free access to drawers and things on top of teachers' desks.
- Running in the halls and classrooms is not permitted. Students are expected to walk outside while going to their bus or car
- Eating and drinking is to be done in homerooms under teacher supervision, not in the halls, gym, bathrooms, media center or outside.
- Students may not leave the school grounds without permission.
- Playing hardball (baseball) is not permitted.
- Throwing snowballs is not permitted.
- CD/tape players should not be used at school, sports or on field trips. Exceptions are sometimes made for bus trips or other situations by the teacher who is in charge of the event.
- A written excuse by a parent or doctor is required for a student to be excused from the physical education program.
- School property that is broken should be reported immediately. If the damage was caused by student behavior, he/she is responsible to pay for or replace the object.
- Gum chewing is not allowed.
- The use of tobacco, alcoholic beverages and other illicit drugs is prohibited.

The following are examples of unacceptable behavior:

- Being tardy to class.
- Unfinished homework and failure to use class time wisely.

- Classroom behavior which disrupts the right of others to learn.
- Disrespectful attitudes toward other students or staff members.
- Failure to respect the property of others.
- Disobedience/lying/stealing/cheating.
- Obscenities and immoral actions.
- Vandalism.

These consequences may be used when students fail to follow guidelines:

1. Loss of free time.
2. “Time out” – (a short time outside of class, in the office)
3. Student sent to the principal.
4. Manual work.
5. Suspension of involvement in extra-curricular activities.
6. Detention / suspension
7. Other disciplinary action deemed suitable.

Dress Guidelines

1. Modest length dresses, skirts, shorts, slacks or jeans are appropriate for girls.
2. Slacks, jeans and modest length shorts for boys.
3. The following should not be worn:
 - Clothes which are sleeveless, tight fitting/midriff exposing or have holes or tatters
 - Clothing with inappropriate messages/pictures
 - Military or camouflage clothing
 - Sleeveless, tank top sports jerseys (even with a tee shirt under them)
4. Jewelry may be worn but boys should not wear earrings. For safety reasons, students are asked not to wear jewelry in physical education classes.
5. For safety reasons, school code requires that students wear footwear which is secure on the feet. Thong, flip-flop, or sports-type sandals should not be worn. Students should wear appropriate sneakers for physical education classes.

MIDDLE SCHOOL

1. Homeroom devotions are held at the start of each day.
2. During the first part of the lunch period, students eat in their homerooms. They may then stay in the room or go outside or to the gym.
3. Lockers are assigned to 7th and 8th graders. Sixth graders have cubbies in their homeroom. Coats and backpacks are kept in the lockers during the day. LMS-ND reserves the right to search lockers or school bags if there is a reasonable belief that objectionable materials, drugs or weapons might have been brought to school.

Extra-curricular Opportunities

Student Council, worship team, yearbook, science and computer clubs, intramurals, chess, crafts/art are some of the activities offered.

Athletic Program

Students may participate in intramural sports (practice and games twice a week) at the New Danville campus or in the interscholastic Lancaster/Lebanon league (daily practice) at the Lancaster campus.

Intramural sports: Girls' volleyball, basketball, soccer; boys' soccer, basketball

Interscholastic Sports: Girls' cross-country, field hockey, basketball; boys' cross-country, soccer, basketball

- Students who are absent from school are ineligible to participate in after-school sports on the day of their absence. A student must arrive at school by 11:30 a.m. in order to participate that day.
- There is a small fee per sport for the use of school jerseys and shorts.
- In some situations, students having behavioral or academic problems in the classroom may be excluded from the athletic program for as long as deemed appropriate.

SCHOOL POLICIES

Selection of Instructional Materials and Library Books

Textbooks and other instructional materials shall be chosen by the professional staff with final approval vested in the principal. A book review committee of parents may be set up by the administrator for counsel.

In choosing library books, the overall purposes, goals and convictions of the school should be taken into consideration. The following system will be incorporated because of the inevitability that there will be varying opinions of what books should be included in the media center. The librarian and a group of parents appointed by the librarian will read books that are considered for the library as well as books that parent has found objectionable. If the committee members are unable to come to a consensus regarding the acceptability of a book, the librarian will make the final decision. If a parent or student objects to a book in the library, the parent will be asked to read the book and write a review stating objections. The committee will review the parent's concern, weigh the value of the book against the objections, and make a decision about including or excluding the book from the library collection.

Because a book is in the library does not mean that LMS-ND condones every part or situation characterized in the book, but rather feels that the overall literary content is such that it is important not to disqualify it from the library.

Teaching Controversial Issues

A "controversial issue" is defined as an area of significant academic inquiry about which substantial segments of the community, the constituency and/or the church hold sincere conflicting points of view. This pertains primarily to the middle school level rather than the elementary. In all discussions, it shall be the responsibility of the instructor to uphold the Lordship of Christ and His claims upon the individual.

It shall be the responsibility of the instructor to present fairly and fully the opportunity and means for students to study, consider and discuss all sides of issues, including but not limited to, political philosophies.

It shall be the responsibility of the instructor to refrain from advocating partisan causes or selfish propaganda of any kind through any classroom or school device. Instructors may express personal views as long as students are encouraged to reach their own decision independently.

Discrimination & Harassment Policy

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

If a student suffers any such harassment or discrimination by a student, a staff member or faculty member, or knows of such harassment or discrimination, the student or student's parents immediately should report such conduct to a teacher, the student's principal or 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.

Universal Health Precautions:

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

1. Treat all bodily fluids as though they are infectious. You will probably not always know if a fellow employee or a student has an infectious disease such as HIV virus, AIDS, etc. By treating all bodily fluids as infectious, you protect not only yourself, but others also.
2. To handle discharges from another person's body (particularly body fluids containing blood) wear gloves. Wash hands thoroughly with soap and running water when finished. Always have a pair of latex gloves and plastic bag accessible in your classroom.
3. Dispose of contaminated disposable latex gloves and other contaminated materials in sealed plastic bags which then are placed in plastic-lined waste containers. Gloves and plastic bags are available from the office.
4. Avoid punctures with objects that may contain blood from others. For instance, do not pick up broken glass with bare hands, but use a dustpan and brush instead.
5. Carefully dispose of trash that contains sharp objects. Use containers that cannot be broken or penetrated by such objects instead of plastic trash bags. Do not bend, break or recap needles.
6. Be sure all surfaces that have blood, or other potentially infectious materials containing blood, on them are properly cleaned with an EPA approved disinfectant which is available at the office.

HIV Policy

The school is committed to face the challenge to deal lovingly and redemptively with students known to be HIV positive or testing positive for presence of antibodies to the AIDS virus. As God's people, we do not endorse a fearful response, but rather seek to express proper attitudes and Christian

love to persons with AIDS. It is the intention of NDMS to admit or continue to enroll students with AIDS according to the following guidelines:

- Each AIDS infection case shall be considered on an individual basis. The decision about admitting or continuing to enroll an infected student will be based upon the behavior, neurological development and the physical condition of the student. The expected type of interaction with others in the school environment and the probability of contagion will likewise be considered in this decision.
- A student known to be infected shall be admitted to the school subsequent to the unanimous approval of a screening committee composed at least of the student's physician, a public health expert or school physician, the student's parents, the building principal and other appropriate school staff. If no agreement is reached by the screening committee, the matter should be referred to the school board for further consideration, and a decision will be made by them after consultation with appropriate medical experts and the child's parents.
- The parents or guardians of an infected student who has been permitted to attend school are responsible for securing such regular medical evaluations, as determined by the school administration, as to permit a reliable assessment of any change in their child's condition that indicates an unacceptable increase in the chance of the student infecting others. Parents or guardians must authorize the release of the results of these evaluations to the appropriate principal. Their failure to release such regular medical evaluation or to authorize the release of the results will jeopardize the child's continued enrollment.
- A student previously excluded from school may be admitted or readmitted, pursuant to reevaluation under the admission procedures specified above, if there is sufficient improvement to warrant admission.
- First consideration should be given to placing the infected student in the regular educational setting, consistent with the appropriate precautions needed to avoid infecting others, or becoming infected with other diseases transmitted by fellow students or others connected with the school.

Persons involved in the education and care of AIDS-infected students must respect the student's dignity by maintaining confidentiality. The number of personnel who are aware of the child's condition should be kept at a minimum necessary to assure proper care and supervision of the infected student, while at the same time providing for the safety and good health of other students and teachers in the school. The necessary personnel for our purposes are: 1) homeroom teacher 2) P. E. instructor 3) Principal/office.

For precautionary reasons, all faculty and board will be informed that a student on campus is HIV positive, but only the above (#1-3) will know the student's identity.

No medical information about an AIDS-infected individual may be released publicly. As Christians we recognize a tension between the individual's need for confidentiality and the scriptural principle of openness or transparency ("walking in the light"). Sharing openly about one's needs always involves personal risk and vulnerability; however, support and care from a loving community are also possible results. As a Christian community, we desire that persons give serious consideration to this option.

LMS-ND Internet Acceptable Use Policy

Our Purpose/Internet Access: The purpose of this access is to enhance the educational/instructional program at LMS-ND in the following ways:

1. Pupils and faculty will be able to use the Internet for research.
 2. The school will be able to communicate with the world community via electronic means.
 3. Pupils will be prepared to utilize the Internet in high school and college.
- **Internet Access Security:** Internet access will be guarded via password and/or security programs. The media center and computer instructor and professional staff will have access to any passwords, etc. Staff will be expected to guard this access privilege closely. No pupil will be allowed to know this password for any reason. In addition, no pupil will utilize Internet service without a responsible staff person present. Internet access will be

guarded via password and security filters. Inappropriate usage of the school's Internet access may result in privileges being suspended.

- **E-mail privileges** will be reserved for staff. Only under special circumstances, and with specific permission, will pupils be granted the right to send e-mail. Student use of e-mail privileges will be granted with the stipulation that the purpose of the e-mail is classroom or school project related and that a staff member supervise said electronic mailing.
- **Copyright Laws:** All staff and pupils will respect copyright and software laws as currently established.
- **Acceptable Use/Unacceptable Use:** Staff and pupils will use the school's internet access with the understanding that certain behaviors and activities are acceptable and others are unacceptable. Examples of acceptable use would include searching for information for term papers, sending e-mail to other schools for the purposes of establishing electronic pen-pals, or setting up a web site for the school. Unacceptable use could include vulgar or suggestive language, accessing of pornographic sites, damaging or modifying computer software settings, damage to hardware because of careless behavior, or other inappropriate behaviors as determined by the principal or other adult supervisors.
- **Supervision and Access:** Students will use the school's internet access only with adult supervision and guidance. Under no circumstances will this rule be circumvented.

Crisis Management

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