

# **Lancaster Mennonite**

## **2017-2018**

### **Parent/Student Handbook**



“Teach me your way, O LORD, that I may rely on your faithfulness;  
give me an undivided heart, that I may fear your name.” Psalm 86:11

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# Foundational Statements

## OUR MISSION

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.

## GRADUATE PROFILE

Lancaster Mennonite School is a comprehensive PreK-12 school that prepares graduates for lifelong learning. The Christ-centered educational process develops the gifts of each student to live as a global citizen. It is expected that a graduate of LMS is a person who:

### **Academic**

- Infuses a Christ-centered faith into learning and understanding
- Has a love for learning and has developed skills that enable him/her to be a lifelong learner with the ability to solve problems, think critically and to work collaboratively with others
- Exhibits competency in basic subject matter, possesses knowledge in the academic disciplines, the arts and workforce skills
- Communicates effectively through speaking, writing and listening
- Incorporates technology appropriately and has the skills to analyze and manage information
- Has the knowledge and skills for success in his/her personal life, management of money, relationships and self-understanding
- Has a love for God's creation and its diversity in the natural environment and peoples

### **Spiritual**

- Is growing in relationship to Jesus Christ and a faith community
- Has a faith centered in Jesus Christ as the final revelation of God
- Is biblically literate, values and accepts the authority of Scripture, knows the history of the universal Christian church and the Anabaptist heritage and is able to bring these into discernment of faith questions
- Lives a life of discernment, spiritual growth and the discovery and development of gifts, by asking questions and seeking answers, through the practice of spiritual disciplines, the counsel of other Christians and the church
- Knows he/she is loved by God and shares this love with others by word and deed
- Cultivates a worldview informed by Christian Anabaptist teaching

### **Lifestyle**

- Practices global awareness, cultural sensitivity and humility, respect, an anti-racist lifestyle and compassionate living
- Practices stewardship of all God has entrusted in him/her, including the natural environment and is generous in giving of time and money to bless and serve others
- Shows commitment to forgiveness, understanding, reconciliation and non-violent resolution of conflict and respects all human life
- Participates and is accountable in the life of a church community
- Maintains healthy relationships with others in family, church, workplace and community
- Practices wellness of body, mind and spirit
- Practices a balanced ethic of work, service and leisure
- Lives with a sense of curiosity, wonder and mystery

The graduate profile is developed within the framework of *Confession of Faith in a Mennonite Perspective* that gives definition to the theological phrases in this profile.

## OUR PHILOSOPHY OF EDUCATION

Lancaster Mennonite School has as its foundation the belief that all truth is from God and that His truth is revealed in His inspired and infallible Word, the Bible. Proverbs 10:10 states that, "The fear of the Lord is the beginning of wisdom, and the knowledge of the Holy One is understanding." Our charge is to provide children with a Christ-centered education permeated by that truth and abounding in God's grace.

*"Our conscience testifies that we have conducted ourselves in this world...in the holiness and sincerity that are from God. We have done so not according to worldly wisdom, but according to God's grace." (1 Corinthians 1:12)*

Of highest importance is the spiritual welfare of our students. Their education will stress the saving knowledge of Jesus Christ and the importance of each individual's personal decision to follow Him. Our training will guide students toward developing an integrated, Biblical world view that will prepare them to serve as mature Christians in the home, the church, the workplace, and the world.

*“In Christ are hidden the treasures of wisdom and knowledge.” (Colossians 2:3)*

To prepare our students for that service, our academic program will challenge students to develop their God-given potential. Since each student is a unique creation of God, the school will employ a philosophy of education centered on students as individuals to meet their needs and challenge their abilities.

*“There are different kinds of gifts, but the same Spirit. There are different kinds of service, but the same Lord. There are different kinds of working, but the same God works all of them in all men.” (1 Corinthians 12:4-6)*

We recognize, however, that academic achievement cannot be valued above or separated from spiritual development. Our curriculum will weave a spiritual thread through all subjects and activities.

We recognize the importance of the teacher in the lives of our students and in the success of the mission of the Hershey Campus. As role models for our students, our teachers will be mature believers and Christ-like examples. Enabled by God and strengthened through the Holy Spirit, they will integrate academic material with spiritual truths.

*“A student is not above his teacher, but everyone who is fully trained is like his teacher.” (Luke 6:40)*

The Hershey Campus believes that children are a blessing from God and that the Bible gives the primary responsibility for educating children to their parents. Parents, in turn, choose this school to be an extension of their home for assistance in providing that education. Therefore, teachers, administrators, and staff will work in close cooperation with parents in providing consistent and challenging training for each student’s spiritual, intellectual, social, and physical development.

### **COMMUNICATION**

Lancaster Mennonite School wishes to encourage communication between students, their parents, and the staff about the school and the educational process. Furthermore, the school strives to involve parents in its operations. To that end we encourage parents to speak with teachers and administration. We also encourage parents to be aware of school matters by reading any newsletters or other written materials concerning the school and their child.

### **ACCOUNTABILITY**

The Hershey Campus will follow the New Testament principles of confrontation as detailed in Matthew 18:15-17. The Bible and the school regard gossip as inappropriate and sinful behavior.

*“If your brother sins against you, go and show him his fault, just between the two of you. If he listens to you, you have won your brother over. But if he will not listen, take one or two others along, so that every matter may be established by the testimony of two or three witnesses. If he refuses to listen to them, tell it to the church; and if he refuses to listen even to the church, treat him as you would a pagan or a tax collector.” (Matthew 18:15-17)*

Everyone involved with the Hershey Campus, parents, students and staff will be expected to carry out the principles of godly speech and confrontation.

It is our prayerful desire that matters will be resolved in a gracious, Christ-honoring way.

### **AFFILIATIONS**

The Hershey Campus is a member of the following organizations:

- Association of Christian Schools International (ACSI)
- Mid-Atlantic Christian School Association (MACSA)
- Commonwealth Christian Athletic Conference (CCAC)
- PA Interscholastic Athletic Association (PIAA)
- Member of the Mennonite School Council
- Accreditation through AdvancEd

### **NON-DISCRIMINATION STATEMENT**

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 (in person or via usage of social media) for any reason is not permitted 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 the student’s parents should immediately report such conduct to a teacher, the student’s principal or assistant principal, guidance counselor or the school superintendent immediately. 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.

## Medical/Health Policies

A trained first-aid provider is available to students for cases of illness or injury. A student requiring first-aid must report to the school office.

### **EMERGENCY FORM**

At the beginning of each school year, parents are required to fill out and sign an ***“Emergency Form.”*** It has important emergency information on it that will be readily available throughout the school year for school-related trips or off-campus activities. The

**“Emergency Form”** is also used to contact a parent in the case of an emergency or illness. It is imperative that parents keep all information on this form current.

### **MEDICATION POLICY**

Any student in need of taking prescriptive medication during school hours must submit **ALL** of the following to the school office:

1. A doctor’s written instructions must be on record in the school office for each prescriptive medication to be administered. These instructions can be faxed to the office. (FAX#: 835-0256)
2. A student’s parent/guardian must provide written permission for the administration of any prescriptive or over-the-counter medication. The **“Medication Consent Form”** is used for this purpose and can be obtained on the school website. This form must be signed by **BOTH** the parent and the student’s physician.
3. All medicine must be in the original container and labeled with: the child’s name, instructions for administration, content identification, and the name of the physician who ordered the medication. We recommend that you ask the pharmacist for a “school bottle” with a complete label that includes the information mentioned above and the amount of medication that will be needed at school.
4. Immediately upon arrival to school, all prescriptive medication is to be brought to the office by the student or parent.
5. NO prescriptive medication may be carried/kept in a student’s pocket, purse, lunchbox, book bag or locker. The only exceptions are a physician prescribed inhaler for asthma or an emergency anaphylactic kit with a written prescription in the office stating that the student may carry the medication with him/her.
6. The school office staff shall observe administration of prescriptive medication in the school office.
7. Parents/guardians may personally bring medication to the school office and administer it to their student at any time.

### **STUDENT ILLNESS**

#### 1. Staying Home

A. FEVER – If your child’s temperature is 100° or more – keep him/her home. Fever usually indicates illness. Your child may return to school when there is no fever for 24 hours.

B. COLD/SORE THROAT/COUGH – If your child is very congested and/or has frequent coughing or sneezing, keep him/her home. With a sore throat; if there is a fever or white spots in the back of the throat, keep him/her home.

C. STOMACH ACHE/VOMITING/DIARRHEA – Keep your child home if his/her stomach ache limits normal activities; if there is vomiting within the last 24 hours or if he/she has diarrhea. A child should be able to tolerate a normal diet before returning to school.

D. ANTIBIOTICS – When a child is placed on an antibiotic, he/she may return to school after 24 hours of treatment and is “fever-free”.

#### 2. Leaving Early

A student who becomes ill during the school day must report to the school office. The severity of the illness and the need to leave school must be reviewed with the trained first-aid provider. If a student needs to be sent home early from school due to illness, the school office staff or the administrator will contact a parent. Efforts to contact a parent will be made through the use of telephone numbers provided on the **“Emergency Form.”** Students will be released only to the individuals named on the **“Emergency Form.”** Students **may not call** parents to ask to be released as an alternative to seeing the first-aid provider. In the absence of the first-aid provider, the administrator or his designee will be responsible for release of the student.

We want to try to have a “HEALTHY” school, so please keep your child home when he/she is ill. Children do not learn well if they do not feel well. THANK YOU for your cooperation!

### **RELEASE FROM PHYSICAL EDUCATION CLASSES**

All written requests (physician and/or parental) for release from physical education classes shall be **submitted to the school office before morning classes begin**. Determination of the level of participation or exclusion will be made on an individual basis by an evaluation of presenting conditions. If an injury or illness necessitates an extended absence from physical education (more than two days), a written physician’s excuse is required to be on file in the school office.

## **Attendance Policy**

The Hershey Campus staff and administration believe that instruction within the classroom is vital to the learning process of all students attending our school. A day lost from class can never be replaced. It is more difficult for students to achieve their personal best and feel successful in their academic and social development without regular attendance in school. Parents/Guardians are required to assure and be responsible for the student’s attendance through the laws of the Commonwealth and the Hershey Campus.

### **SCHOOL DAY AND OFFICE HOURS**

Classes begin at 8:15 a.m. and end at 3:05 p.m. The main office doors open at 8 a.m. Students should be in their classroom by 8:10 a.m. and ready for classes to begin at 8:15 a.m. Students are counted as tardy if arriving after 8:15 a.m.

### **AFTERNOON DISMISSAL PROCEDURES**

1. Students will be dismissed under staff direction.
2. Students are to leave the building in an orderly manner.

3. If for any reason a parent should desire to pick up his/her student from school instead of allowing him/her to use the bus service, a written note must be submitted to the school office. In the event a note is not turned in to the office, a phone call from the parent will suffice.
4. In order for any student to be dismissed in any manner that differs from his/her regular dismissal procedure, parental permission is required.
5. Failure to notify the office through written or phone communication before 2:45 p.m. may result in your student being required to ride the bus home.

### **ABSENCE POLICY**

*\*Please review the following attendance policies. These steps are the parents/guardians responsibility. Reminders will not be sent home with the students. You can check your child's attendance in your Oncampus account.*

### **ATTENDANCE**

Parents should call the school office as soon as possible on the morning their student is absent or tardy. Parents may call the school office at 717-533-4900 or send an email to [hcoffice@lancastermennonite.org](mailto:hcoffice@lancastermennonite.org) to report a tardy or absence. An online *report absence form* or note from the parents/guardian should also be completed and submitted to the office upon your child's return to school. The online absence form is located at <https://www.lancastermennonite.org/hershey/information/report-absence/>. All attendance must be excused by a parent or legal guardian regardless of student's age within five days of your child's return. All attendance forms are located on our school website under Docs & Forms located at the bottom of the web page.

\*Please read excused trip information below

### **LEGAL OR EXCUSED ABSENCES**

Excusable absences include illness, death in the immediate family, impassable roads or other urgent reasons approved by the principal or the principal's designee. With pre-approval, educational trips, church activities and college visits may also be excused. Unexcused absences include those for job interviews, care for younger children, oversleeping, missed bus, personal problems, traffic (unless unusual circumstances), hunting or fishing, shopping, hair appointments, farm shows (unless exhibiting) and trips (unless educational and pre-approved).

LM does not give a penalty for the first three unexcused absences during the school year. Each additional unexcused day results in a 1% point deduction from the quarter grade in each course. Truancy from school and/or individual classes (unexcused absences without parental permission prior to the absence) results in a 2% point deduction from the quarter grade in each class missed. After the fifth absence for illness in a school year, the administration may require a note from a physician for all future absences for illness in order to record the absence as excused.

When a student is under 17, Lancaster Mennonite School is required to report excessive unexcused absences to the public school district in which the student resides. School district officials may take action against the student and the parents that could result in fines, participation in court mandated programs and/or suspension of the student's driving privileges. When a student has excessive absences a doctor or legal excuse will be required to be excused as well as a parent excuse card.

### **TARDY TO SCHOOL**

A tardy to school is classified as excused or unexcused using the same criteria as for general absences. Each student is permitted one unexcused tardy to school per semester without penalty. Students in grades 6-12 are assigned to an after-school detention for their second through fifth tardies to school. For the sixth and any subsequent tardy to school, the student will meet with an administrator to devise a plan to modify the behavior. Any student (grades K-12) who signs in at the office more than 45 minutes after the school day begins is recorded as absent for one-half day. Students are recorded as absent for an entire day if they miss more than one-half of a school day. Students who arrive and sign in at school after 12:00 p.m. are not permitted to participate in any extra or co-curricular activity for the remainder of the day. With permission of the coach, director, or other main advisor, students participating in a school-sponsored activity who are not able to leave campus before 11:00 p.m. will not be given an unexcused tardy if they sign in at the office and are in class by the start of period 2.

### **TARDINESS TO CLASS**

Students are expected to report to all of their classes on time.

- ***Excused Classroom Tardies:*** Students arriving late to a classroom because they were talking to another teacher must have a "***Teacher Pass***" from that teacher to whom they were speaking. This is considered an excused classroom tardy.
- ***Unexcused Classroom Tardies:*** Students arriving late to a classroom because they were in the bathroom, at their lockers, talking to friends, etc. (situations whereby they were not talking to a teacher) **ARE NOT to stop at the office for a pass to admit them to class.** This is considered an unexcused classroom tardy. Each classroom teacher will incorporate student tardiness into his or her classroom management procedures or grading procedures. Unexcused tardies may affect participation or effort grades for the day.

### **EDUCATIONAL/FAMILY TRIPS**

A request for excusing an educational trip is to be made at **least five school days in advance** of the requested absence. This policy applies to church activities and educational trips with a parent or other responsible adult. Educational Trip Request Forms can be found online or in the school office. To maintain satisfactory academic performance, the maximum number of days excused per school year should not exceed five.



1. The student must ask each of his/her teachers to sign an “*Educational Trip/Pre-Arranged Absence Request Form.*”
2. Parents must then sign the completed form and submit it to the office for the Principal’s/Administrator’s consideration. In deciding whether to permit the absence, the administrator will weigh the following:
  - academic achievement
  - duration of absence, attendance history
  - extenuating circumstances that would warrant the absence.
3. Homework will be assigned in advance so the student can keep up with the work to attain the skills that were missed during the absence. Upon return from an approved trip, each student is responsible to contact each of his/her teachers to turn in completed work, to get missed assignments, and to schedule missed tests and quizzes).
4. Students may be required to either share their experience with fellow classmates through the presentation of artifacts, souvenirs, pictures, slides, etc., or prepare a diary/journal to be handed into the homeroom teacher upon return.
5. For extended absences, the school encourages students to enroll in a school at the designated location or be home schooled.

**Please note** that we discourage families from taking educational trips during the first and the last weeks of school. Such trips may not be approved as excused absences.

### **COLLEGE TRIP FORM**

It is recommended to schedule college trips on days our school is not in session. A request for excusing a college trip is to be made at least **five school days in advance** of the requested absence. **Juniors** and **seniors** can visit **three** colleges/universities in a school year. College trip forms can be found in the school office or online.

### **EARLY DISMISSAL PROCEDURES**

#### **➤ Grades K-5 Dismissal procedure**

Parents are urged to leave their children in school all day. Doctor or other appointments should be scheduled outside school hours or on school holidays whenever possible. If a child needs to be dismissed early, he/she should bring a note to his/her teacher stating the time and reason. **Parents must come to the school office to sign their child out. Parents should not go to the classroom for their child. Students will only be dismissed with the permission of the office.** Your cooperation is imperative for the safety of all students.

#### **➤ Grades 6-12 Dismissal procedure**

Any student needing to be dismissed for medical reasons or other appointments should bring in an early dismissal slip to the office either the day before or the morning of the scheduled appointment. Doing so will enable teachers to be prepared to dismiss the student from class in a timely fashion. Early dismissal forms may be found in the appendix section of this handbook or may be obtained from the school office. The office will sign the student’s pass and record the appointment. During the class period when the student should leave for his/her appointment, he/she should show the teacher his/her pass, and the teacher should dismiss the student to the office. The parent or the person authorized to pick up the student must sign the student out from the office. Upon returning to school on the same day, the student must report to the office to sign in and to be readmitted to school. Parents are strongly encouraged to limit appointments during school hours.

### **SIGNING IN AND OUT OF SCHOOL**

1. Students who are leaving school for an excused appointment must present a parental note to the office at the beginning of the same day.
2. The office will issue an “*Early Dismissal Pass*” to the student.
3. The parent or the person authorized to pick up the student must sign the student out from the office. Upon returning to school on the same day, the student must report to the office to sign in and to be readmitted to school.
4. **Student Drivers** – Students who have driven to school and who have a parental permission slip must report to the office to sign themselves out before leaving for an appointment. Upon returning to school on the same day, the student must report to the office to sign in and be readmitted to school.
5. Parents are strongly encouraged to limit appointments during school hours. Students are responsible for making up any missed work while out of school for an appointment.

### **RELEASE OF STUDENTS TO THIRD PARTIES**

The school will release a student to a third party if that person is named in writing by the child’s parent. That person has to be named specifically as a person responsible in an emergency on the “*Emergency Card*” that is filed in the school office or the office must have a note dated from the parent asking HCS to release the student to this designated person. **STUDENTS MAY NOT BE RELEASED FROM THE CLASSROOM.** All release requests must come from the office.

### **SKIPPING CLASSES**

Students are expected to attend all of their scheduled classes. Making the choice to skip a scheduled class may result in receiving zeros for any work, assignments, quizzes, or tests in that class.

## Emergency Evacuation



The Dauphin County Emergency Management Agency will determine if the schools located in Derry Township must be evacuated for a nuclear emergency.

In the event of an emergency evacuation, parents are strongly encouraged to pick up their own children. Parents must report to the school office (or otherwise designated area) to sign-out their child(ren). The Hershey Campus staff will then bring your child(ren) to the school office. **Please do not go directly to your child's classroom for pick up.** All students will be moved to a general location for safety reasons.

Derry Township School District will provide transportation to our emergency evacuation site, Lickdale Elementary School. Once transportation arrives, **all students remaining will be transported to Lickdale Elementary School**, our host school. Parents should meet their child(ren) at the **host** school. Directions will be posted on the outside door of HCS. Please be assured that your child(ren) will be constantly supervised by HCS staff.

### DIRECTIONS TO LICKDALE ELEMENTARY SCHOOL

Begin on Sand Hill Road going south toward Roush Road; stay straight to go onto Roush Road. Turn right onto Bullfrog Valley Road. At the traffic light turn left onto West Governor Road/US-322. Stay straight to go onto Hersheypark Drive/39-W. Turn left onto PA-39 and proceed to the intersection of Route 22; turn right and proceed East on Route 22 to its intersection with Route 72; turn left (North) onto Route 72; proceed to Lickdale. At Lickdale, turn left at the signs pointing toward I-81. The Lickdale Elementary School lies on the left of this road after crossing I-81.

## Inclement Weather

### ANNOUNCEMENTS – RADIO/T.V. STATIONS

LMS announces any emergency closing information on the following stations:

**Radio:** WDAC (94.5), WJTL (90.3), WITF (89.5), BOB (94.9), KISS (99.3), WRVV (973), WLAN (97)

**Television:** WGAL (Channel 8), WHP-CBS (Channels 21 and 15), FOX 43

### DELAYED OPENING OR CANCELLATION

In the event of inclement weather or other emergencies, LMS will provide notice of delays, cancellations, etc. via the above listed radio and television stations. Although for the most part, the Hershey Campus will follow Derry Township School District's lead in regard to delays and cancellations, we reserve the right to deviate from Derry Township's decision if conditions warrant.

**NOTE: Do NOT call the school or listed stations for this information. Parents must listen to the radio or T.V. for the Announcement**

Parents of bus riders should watch for delays and closings for the Hershey Campus and also for their school district.

- If the Hershey Campus and your school district are both on a two hour delay, your student will be picked up two hours later than normal.
- If your school district has a two hour delay and the Hershey Campus does **not**, your child will be picked up two hours later than normal. Your student will not be marked tardy in this situation.
- If the Hershey Campus had a two hour delay and your school district does **not**, students will need to be transported to school two hours later than normal and should not ride the bus to school.
- If your school district is closed for the day and the Hershey Campus is open, no transportation will be provided by the school to your student. The student will be marked as having an excused absence for the day. Parents may choose to provide their own transportation for their student.

### EARLY DISMISSAL PRODEDURES

If your school district closes early due to inclement weather, we will dismiss your student(s) when that district bus arrives at the school. Please be aware that your district's dismissal time may differ from the time the Hershey Campus students are picked up. Please check our website for actual bus pick up times.

In the event that we would close early due to severe weather conditions or because of an emergency situation, the announcement will be made on the stations listed above.

## Transportation

The Hershey Campus and parents will cooperatively arrange for transportation to be provided to the school by the student's school district of residence. Parents, as well as the Hershey Campus, will contact the student's resident school district to make arrangements for bussing. Students are required to adhere to the school district's code of behavior when riding school buses and are subject to rules and disciplinary measures deemed appropriate by the school district. **Hershey Campus students are reminded that they are representatives of Christ.**

If your student will not be riding the bus in the morning, it is the parents' responsibility to call the school district to inform the transportation coordinator of this. If a parent is providing transportation to the school rather than sending the student on the bus, but wishes the student to be transported home that day, the school district must be informed. If the school district does not pick up a child at his home in the morning, it is assumed he/she will not need a ride home.

A parent may, of course, choose to provide transportation privately rather than take advantage of the public school bus transportation.

### BUS RULES

The Hershey Campus reserves the right to withdraw bus-riding privileges from any student who does not comply with the following rules:

1. Unless a teacher is present, the student is under the authority of the bus driver while on the bus.
2. After boarding the bus, a student is to remain seated until his or her destination is reached and the bus has stopped. Windows of the bus are not to be opened by a student unless directed so by the driver.
3. Students shall talk in a normal manner. Excessively loud noises or yelling will not be tolerated.
4. Students must keep hands, arms, head, etc. inside the bus at all times.
5. Students shall not throw anything (inside the bus or out the windows of the bus) while riding the bus.
6. Students shall not eat or chew gum on the bus, unless permitted to do so by the driver.
7. If students, who normally ride the bus home in the afternoons, will not be doing so on any given day, they should notify both the school and the bus driver.
8. To ride home with another student on the bus the following are required:
  - A. Reside in same school district
  - B. Be a registered bus rider in the same district
  - C. Send a note to school signed by the parent
  - D. Note needs to state with whom the student will be riding with
  - E. Note must be signed by an administrator

## **SCHOOL DISTRICT TRANSPORTATION DEPARTMENTS**

**Annville/Cleona School District .....867-7680 ext. 5081**  
Transportation Department  
520 South White Oak Street  
Annville, PA 17003

**Central Dauphin School District.....541-0680 ext. 281**  
Transportation Department  
714 Rutherford Road  
Harrisburg, PA 17109

**Derry Township School District.....566-7422**  
Transportation Department  
650 Clearwater Road  
Hershey, PA 17033

**Elizabethtown Area School District.....361-1816**  
Transportation Department  
2202 S. Market Street  
Elizabethtown, PA 17022

**Lower Dauphin School District.....566-5340**  
Transportation Department  
291 East Main Street  
Hummelstown, PA 17036

**Middletown Area School District.....948-3300 ext. 3010**  
Transportation Department  
100 Industrial Lane  
Middletown, PA 17057

**Northern Lebanon School District.....865-2117**  
Transportation Department  
P.O. Box 100, 345 School Drive  
Fredericksburg, PA 17026

**Palmyra Area School District ..... 838-3144 option 4**  
Transportation Department

1125 Park Drive  
Palmyra, PA 17078

**Steelton/Highspire School District.....704-3800 ext. 3871**  
PO Box 7645  
Steelton, PA 17113

# MORNING/AFTERNOON TRAFFIC PATTERN

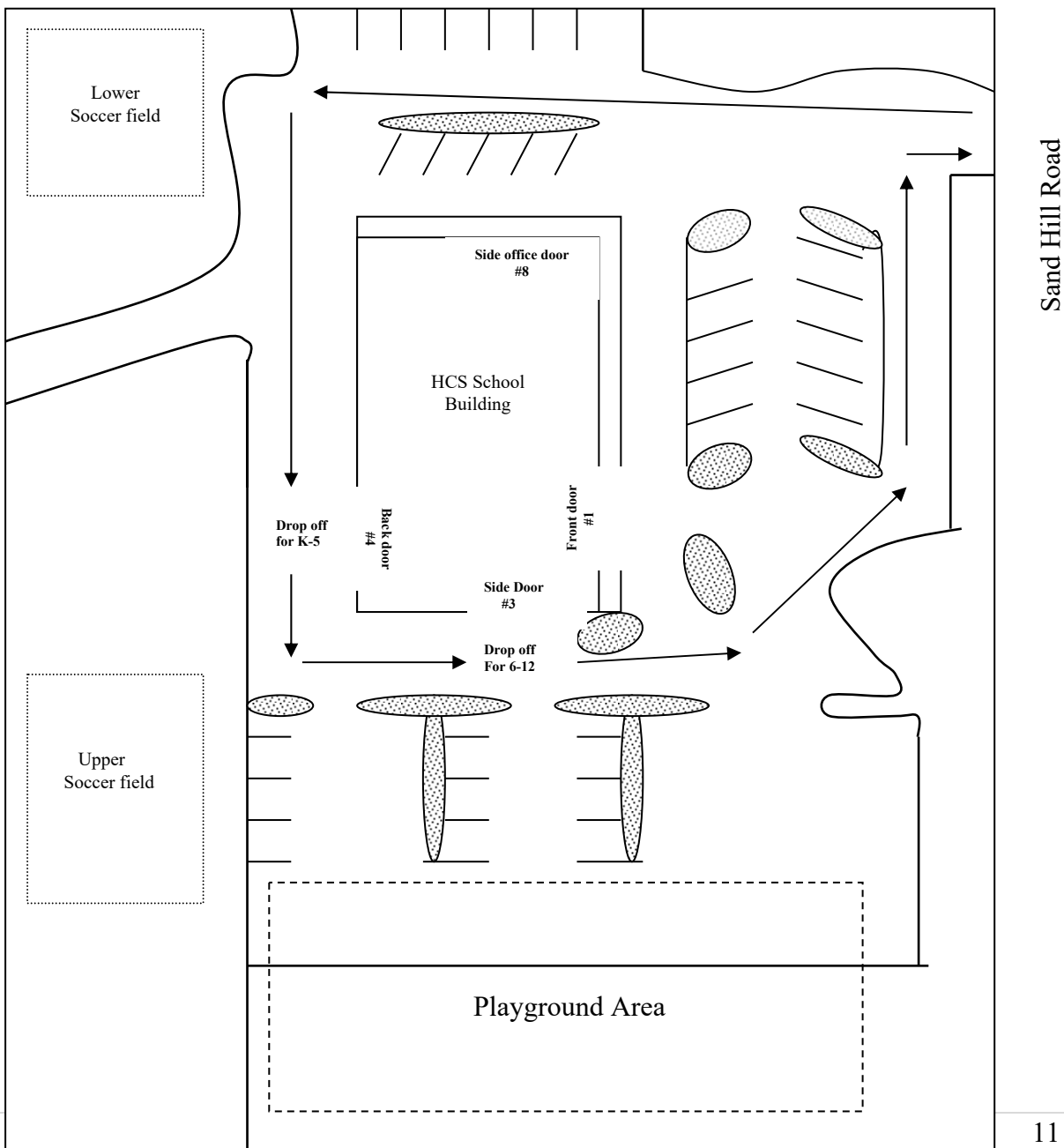
**Drop-off between 8:00am and 8:15am**  
**Pick-up 3:05pm**

All **buses** are required to pull into the school lot and drive along the front of the building to the main (#1) doors. Bus students will enter the main doors.

- Secondary students (6<sup>th</sup>-12<sup>th</sup>) will proceed to their homerooms.
- Elementary students (K-5<sup>th</sup>) will proceed into the gym.

All **cars** will pull into the school lot and proceed to drive along the lower side of the building, around to the back (#3) doors; then around to the side of the building; and then exiting at the entrance point.

- All parents will drop off/pick up their K-12<sup>th</sup> grade students at the side (#3) door.
- Students who drive to school will park in the designated lot near the playground and proceed into the building through the side (#3) door.



# Academics

## GRADES K-5

### *Parent/teacher conferences*

Parent/teacher conferences are considered an important part of our program. **They are held twice a year for grades K-5, once in the fall and once in the spring.** This is an important time for parents to both give and receive information on their child's progress. Please be prompt in keeping your scheduled appointment; arriving late for a scheduled conference may be affecting another's time.

### *Report Cards*

Report cards will be sent home **three times a year**. Please sign and return your child's report to school.

**Kindergarten** has its own report card with the following grading scale:

#### Key for Character Attributes

E = Excellent

G = Good

S = Satisfactory

N = Needs improvement

#### Key for Academic Skills

4 = Student demonstrates achievement/proficiency of the skill

3 = Student demonstrates appropriate progress developing the skill

2 = Student demonstrates that the skill is emerging

1 = Student cannot yet demonstrate the skill

/ = Skill not assessed this term

**First and Second Grades use the Primary Report Card** with the following grading scale:

A = Excellent/superior	4 = exceeds expectations
B = Good/above average	3 = Meets expectations
C = Average	2 = Progressing toward expectations
D = Below average	1 = Beginning expectations
U = Unsatisfactory	N = Not attempting expectations

**Third, Fourth and Fifth Grades use the Intermediate Report Card** with the following grading scale:

A+ 97-100	B+ 87-89	C+ 77-79	D+ 67-69	U <60
A 93-96	B 83-86	C 73-76	D 63-66	
A- 90-92	B- 80-82	C- 70-72	D- 60-62	

#### Academic Skills

4 = Consistently achieves academic objectives.

3 = Usually achieves academic objectives

2 = Sometimes achieves academic objectives. Requires re-teaching.

1 = Rarely achieves academic objectives with re-teaching.

#### Effort and Participation

4 = Consistently demonstrates

3 = Usually demonstrates

2 = Sometimes demonstrates

1 = Rarely demonstrates

### *Homework Guidelines*

Homework can be an integral part of the school program and may serve several purposes including, but not limited to the following: reinforce material taught in the classroom, develop research skills, develop time management skills, engage parents in the learning process and provide an opportunity for the student to study material beyond the scope of classroom work. It is important that parents support their child's teacher by making sure homework assignments are completed accurately, neatly and on time. Parents are encouraged to assist their child with difficult assignments based upon each student's abilities and level of learning.

While we recognize the role of homework in the academic process, we also recognize the importance of family time. In order to promote the concept of homework and, at the same time, encourage the ongoing development of the family unit, the following guidelines on homework volume are provided to assist teachers in the development of their work plans and to provide parents with an understanding of the school's expectations for work done at home.

#### **The guidelines are as follows:**

Grades 1-5: 0-15 minutes per grade per day. (i.e. 3<sup>rd</sup> grade could have 3 x 15 minutes, 4<sup>th</sup> grade could have 4 x 15 minutes, etc.) Additional time may be required to study for tests and complete projects.

These guidelines are based upon students working independently with limited parental supervision. These guidelines are not intended to be prescriptive; rather, they reflect the amount of emphasis that should be placed on time committed for the completion of homework assignments.

If a family emergency or illness arises, homework will be due based on the teacher's discretion. In such circumstances, a note should be sent to the teacher that explains why an assignment was not completed.

When a student is absent because of illness, it is the student's responsibility to make up the work missed. The student is responsible for obtaining from the teacher a list of work missed and a schedule for any make-up test. The teacher shall indicate when make-up work is due and when exams will be given. The student will be given a reasonable amount of time to make up the work, which should not exceed the number of days missed. For example, if a student was absent for two days, the work must be made up within two days. Work turned in as directed by the teacher will be graded for full credit. Assignments turned in late will be reduced at the discretion of the teacher, but no more than one full level/letter grade per day. During an extended illness, arrangements should be made by the family for the student (if

physically able) to keep current with assignments.

Parents who wish to take their children out of school to accompany them on an educational trip, must make the request to the school administration, in writing at least five (5) days in advance. (see *Attendance Policy* – pg. 7) Make up arrangements for absences due to trips should be **established PRIOR to the absence**. Teachers shall inform the student, prior to the absence, when missed exams will be taken and when other assignments are to be submitted. Assignments turned in late will be reduced at the discretion of the teacher, but no more than one full level/letter grade per day.

### **Standardized Tests**

Terra Nova 3 Achievement tests are administered in April to students in grades two through five. The In-View test is also administered to the third grade students. Teachers will administer these standardized tests to their own classes. Parents will receive a profile of their student's results with the report cards in June.

## **GRADES 6-12**

### **Academic Eligibility**

Academic studies are more important than extracurricular activities. We attend school for an education; therefore, academic responsibilities must come first. Class responsibilities include homework, studying for tests and quizzes, completing projects, and working diligently in class groups.

Homework and projects must be completed on time in order for students to earn the privilege to participate in extracurricular activities such as clubs, worship team, and interscholastic sports (see also **Athletic Eligibility** – pg. 18).

Students **must** be in attendance for 3 hours of academic instruction (half a school day) in order to be eligible to participate in any extracurricular activity on the same day.

### **High School students (weekly eligibility evaluation) will be removed from extracurricular programs for:**

- Two grades below a 60% (E) in any subject, or fewer than four passing full credit courses
- Any student who fails to meet this requirement will lose his/her eligibility from the following Sunday through the Saturday immediately following the next Friday as of which he/she meets this requirement.
- Athletes must have passed at least four full-credit subjects or the equivalent during the previous grading period, except that eligibility for the first grading period is based on final grades from the preceding school year. Any athlete who fails to meet this requirement will lose his/her eligibility for 15 school days of the next grading period, beginning on the first day report cards are issued.

### **Middle School students (bi-weekly eligibility evaluation) will be removed from extracurricular programs for:**

- Two grades below a 60% (E) in any subject
- One grade below a 60% (E) and two grades below a 70% (D-) in any subject
- Any student who fails to meet this requirement will lose his/her eligibility from the following Sunday through the second Saturday immediately following the next Friday as of which he/she meets this requirement.

### **Academic Honors**

The purpose of these awards at LMS is to encourage progress or acknowledge excellence in academic achievement

<b>MIDDLE SCHOOL</b>	<b>HIGH SCHOOL</b>
<b><i>Principal's List</i></b> High Honors Roll in three marking periods or a minimum 3.9 GPA	<b><i>Principal's List</i></b>
<b><i>High Honor Roll</i></b> All A's; no more than one B	<b><i>High Honor Roll</i></b> Minimum 3.9 GPA
<b><i>Honor Roll</i></b> All A's and B's	<b><i>Honor Roll</i></b> Minimum 3.3 GPA

## ***Academic Integrity***

In any academic environment, it is essential that each student be responsible for his/her own work. Students are expected to complete assignments (both in and out of the classroom) without unauthorized assistance.

**CHEATING** is wrongfully giving, taking, or presenting academic information with the intent to deceive. Cheating includes, but is not limited to, the following: copying another student's class work, homework, projects, quizzes, tests, or providing answers for class work, homework, projects, quizzes, or tests.

**PLAGIARISM** is a type of intellectual theft in which a person intentionally or unintentionally presents another person's words, ideas, train of thought, images, sounds or other form of creative expression as his/her own without proper documentation. Proper documentation includes in-text citation and a reference list.

Consequences for violations for high school students may result in a zero for that assignment/test or a re-submission of the assignment/test for partial credit.

As a middle school student, a first offense of plagiarism is a second chance to complete the project and giving the student the grade of a new project. A second offense is an average of a 50% and the grade the second time the project is completed. For a third offense it is a zero and the project must still be completed.

## **ASSIGNMENT BOOKS**

Every student in grades 3-12 will be encouraged to use and maintain an assignment book each year. Assignments should be written in the assignment book for every class.

## **DROPPING OR ADDING COURSES**

A student may drop a course only during the first two (2) weeks of each semester. Teachers may recommend that a student drop or change from one course to a related course.

The teacher, the guidance counselor, the principal, and the student's parents must approve any change in the schedule.

The following steps will be followed when students submit a request to drop or add a course:

1. Discuss with teacher(s), parent(s), and student if this is a wise decision.
2. Help student to correct academic problem if one exists.
3. Check credits and course of study to ensure student will or will not need the course.
4. The student should try to complete the quarter unless it is agreed no progress is taking place.
5. Try to transfer the student to a similar class (ex. Algebra I transfer to General Math rather than to study hall).
6. Parent(s) need to write a letter stating they agree to the course change, a minimum of 2-weeks before the next quarter begins.
7. Every student is on a 4-week probation for each course determined by the administrator.
8. When a student withdraws from a course between 1-4 weeks, the following steps will be taken:
  - The original course is recorded onto the next report card as withdrawal pass or withdrawal fail.
  - The teacher of the new course will determine what course work will need to be made up by a certain date to meet course requirements.
  - If all requirements are met for the course, the grades earned will be recorded onto the report card for that quarter.
  - If the required course work is not met, an incomplete will be recorded on the report card. The student has 10 days to meet the course requirements or the student will receive an "E" for his/her grade for the course.

## **EXAMS/TESTS**

### ***Classroom Tests***

Each classroom teacher administers tests and quizzes in order to evaluate the students' academic progress and understanding. No more than two tests will be administered in major subjects on the same school day. Other teachers in major subject areas will attempt to limit quizzes if two tests are already scheduled for the same day. Specials teachers will not be able to limit tests due to the minimum amount of time during the week to administer tests and quizzes. A "Testing Calendar" is available on RenWeb for students and parents to access. Teachers record the days that they intend to administer tests in their subjects on this calendar. Students may check this calendar to help them organize their time in preparation for classes.

We will try to avoid administering tests following a major school event; however, if this is unavoidable, the teacher administering the test will give ample advanced notice to the students.

### ***Mid-terms and Finals***

Semester exams (mid-terms and finals) are administered to High School students in the core subject areas: English, math, science, and history/social studies. Students should keep all notes, quizzes, and tests each quarter to use in helping them prepare for these exams. All semester exams are administered during scheduled exam times. These exams are calculated as 1/5 of the yearly grade. Any student who is absent during the scheduled exam time must make arrangements with the appropriate teacher to complete his/her exams within one week of that time.



**Senior Exemption from Final Exams**

Seniors holding a cumulative yearly average of “A-“or greater, in any course, will be exempt from taking the final exam in that course. The exemption status of seniors will be determined two (2) weeks before the final exams begin. All seniors who meet the criteria for being exempt from taking a final exam must maintain the “A-“ cumulative average until final exams begin in order to remain exempt from taking the final exam for that subject. Seniors who are exempt from taking the final exam in any given class must also attend all classes until final exams begin.

**FINAL EXAMS** (see also **EXAMS/TESTS** – pg. 15)

**GRADING SYSTEM**

<b>A</b>	<b><u>Excellent</u></b>	<b><u>90-100%</u></b>	<b><u>GPA</u></b>	<b><u>Honors GPA</u></b>
	A+	98-100%	4.3	4.5
	A	93-97%	4.0	4.2
	A-	90-92%	3.7	3.9
<b>B</b>	<b><u>Above Average</u></b>	<b><u>80-89%</u></b>	<b><u>GPA</u></b>	<b><u>Honors GPA</u></b>
	B+	87-89%	3.4	3.6
	B	83-86%	3.1	3.3
	B-	80-82%	2.8	3.0
<b>C</b>	<b><u>Average</u></b>	<b><u>70-79%</u></b>	<b><u>GPA</u></b>	<b><u>Honors GPA</u></b>
	C+	77-79%	2.5	2.7
	C	73-76%	2.2	2.4
	C-	70-72%	1.9	2.1
<b>D</b>	<b><u>Below Average</u></b>	<b><u>60-69%</u></b>	<b><u>GPA</u></b>	<b><u>Honors GPA</u></b>
	D+	67-69%	1.6	1.8
	D	63-66%	1.3	1.5
	D-	60-62%	1.0	1.2
<b>E</b>	<b><u>Failed</u></b>	<b><u>0-59%</u></b>	<b><u>GPA</u></b>	<b><u>Honors GPA</u></b>
	E	0-59%	0.0	0.0

**I Incomplete** (2 week limit to make up all work)

**GRADUATION REQUIREMENTS**

A minimum of 26 credits (Carnegie units) earned in the ninth through twelfth grades is required for graduation, distributed as follows:

Bible.....	4.0 credits
English .....	4.0 credits
History.....	3.5 credits
Mathematics .....	3.0 credits
Science .....	3.0 credits
Foreign Language.....	2.0 credits
Health/Physical Education .....	1.6 credits
Arts & Humanities .....	1.4 credits
Computer Technology.....	1.2 credits
General Electives.....	2.3 credits

## **HOMEWORK**

### ***Basis and Rationale***

Homework is an integral part of the learning process and helps to provide a solid base for excellence in an educational program. Our purpose for assigning homework to the students is to:

- reinforce concepts taught in the classroom.
- provide additional practice in a skill being developed.
- provide an opportunity for the student to study material beyond the scope of classroom work.
- enhance or broaden the scope of the curriculum (i.e. research).
- develop time-management skills.
- incorporate you, the parents, in the team process of your child's education.

Students are expected to take home any class work they have not finished during the day. Some subjects demand homework on a regular basis to ensure standard competency. Homework will vary in the amount assigned due to the scheduling of specials classes and long-term class projects assigned. Students that work on projects in advance will have less homework.

It is important that parents support their child's teacher by making sure homework assignments are completed accurately, neatly, and on time. Parents are encouraged to assist their child with difficult assignments based upon his or her abilities and level of learning.

### ***Family Emergencies***

While the Hershey Campus recognizes the role of homework in the academic process, it also recognizes the importance of family time. If a family emergency or illness arises, homework will be due based on the teacher's discretion. In such circumstances, a note should be sent to the teacher that explains why an assignment was not completed.

### ***Missing Assignments***

Students are responsible to contact their teachers concerning class work, assignments, or tests missed during an absence or when they are out of class due to a special activity. It is the student's responsibility to make up all work that is missed to the satisfaction of the teacher. The teacher shall indicate when make-up work is due and when exams will be given. The student will be given a reasonable amount of time to make up the work, which should not exceed the number of days missed. For example, if a student was absent for two days, the work must be made up within two days. Work turned in as directed by the teacher will be graded for full credit. Assignments turned in late will be reduced at the discretion of the teacher, but no more than one full level/letter grade per day. During an extended illness, arrangements should be made by the family for the student (if physically able) to keep current with assignments.

Parents who wish to take their children out of school to accompany them on an educational trip must make the request to the school administration in writing at least five (5) days in advance (see also *Attendance Policy* – pg. 7). Make up arrangements for absences due to trips **should be established PRIOR to the absence**. Teachers shall inform the student, prior to the absence, when missed exams will be taken and when other assignments are to be submitted. Assignments turned in late will be reduced at the discretion of the teacher, but no more than one full level/letter grade per day.

### ***Requests for Homework Assignments***

All students should have homework partners whom they can call about assignments. When a student is absent for more than one day, parents may contact the school office (before noon) to request that the teachers send the student's homework assignments to the school office. Parents may then pick up the work at 3:15 p.m. **Please do not make this request for one day absences!** Another option would be to have the teacher send the work home with another student who lives near your home.

**MID-TERM EXAMS** (see also **EXAMS/TESTS** – pg. 15)

### **NATIONAL HONOR SOCIETY**

Sophomores (second semester), juniors or seniors with a cumulative 3.50 grade point average or higher may become candidates for selection into the National Honor Society. The complete criterion for selection is available from the school Guidance Counselor.

### **PARENT-TEACHER CONFERENCES**

We feel parent-teacher communication is essential to a successful educational experience. We encourage parents to make appointments directly with teachers if they have questions about their student's work or about grades received on reporting forms. Parents should feel free to call and schedule a conference with your student's teaching team whenever you have concerns that can be best addressed in a meeting. Please designate when calling whether you desire a conference with an individual teacher or the team of teachers.

Formal conferences will not be scheduled during the school year.

### **PROGRESS REPORTS**

Mid-term Progress Reports are sent home midway through each quarter. The Mid-term Report is designed to advise parents of student progress to date and to give both teacher and parents/guardians the opportunity to request a conference.

### **PROMOTION/RETENTION**

If a student receives a final grade of "E" for two or more core courses, subjects that meet at least 4 times per week (Bible, English, Math, Science, Social Studies, or Spanish), he/she must repeat the grade unless the student earns passing grades for those courses in an approved summer program. Exceptions may be approved for students with special needs; such a student may be placed into another grade without promotion.

If it appears that a student is in danger of failing a grade, the school will arrange for a conference early in the third quarter. The student, parents/guardians, Administrator, and the student's teachers will confer at this time to devise a strategy that will enable the student to improve performance and pass the grade

Students who successfully complete their academic requirements and who have exhibited behavior that is consistent with the standards and philosophy of the school will be advanced to the next grade on a preferential basis.

At the discretion of the School Administration, a student may not be advanced to the next grade for reasons which include, but are not limited to:

1. failure of two or more major subjects
2. teacher recommendation
3. parent request
4. excessive absences

### **REPORT CARDS**

Report cards will be distributed every nine weeks. The schedule of reporting periods and progress reports is published in the School Calendar.

### **REPORTING TO PARENTS**

The purpose of our reporting system is to give parents and students an indication of their progress. Each student's ability, attitude, application, and achievement are taken into account in grading.

Students should be encouraged to work for achievement, not for grades. Ideally, a student should learn to work in order to achieve and to please the Lord (Colossians 3:23), not simply for monetary awards and applause. Please do not compare your student's grades with those of other students, especially a brother or sister. Each student is different. Report cards are written on the basis of his/her progress and should be interpreted in accordance with his/her ability.

Parents are urged to ask for a conference at any time. The teachers and administration welcome such opportunities.

*"Whatever you do, work at it with all your heart, as working for the Lord, not for men."* (Colossians 3:23)

### **STANDARDIZED TESTS**

Terra Nova 3 Achievement tests are administered to grades 6, 7 and 8 in the spring. In-View is administered to grade 7. Parents will receive a profile of their student's results with the report cards in June.

### **STUDY HALLS**

Students are to use study halls for study. Every student should bring a book to read if he or she does not have homework or tests for which to study. Talking should be limited, and it will not be allowed if other students are being distracted.

## **Athletics**

### **ATHLETIC ELIGIBILITY**

LMS is a member of the Pennsylvania Interscholastic Athletic Association (PIAA).

PIAA requires the following eligibility guidelines of its member schools:

1. Athletes must be passing at least four full-credit subjects or the equivalent as of each Friday during a grading period. Any athlete who fails to meet this requirement will lose his/her eligibility from the following Sunday through the Saturday immediately following the next Friday as of which he/she meets this requirement.
2. Athletes must have passed at least four full-credit subjects or the equivalent during the previous grading period, except that eligibility for the first grading period is based on final grades from the preceding school year. Any athlete who fails to meet this requirement will lose his/her eligibility for at least 10 or 15 school days of the next grading period, beginning on the first day report cards are issued. Athletes whose school has four grading periods will be ineligible for at least 15 school days; athletes whose school has six grading periods will be ineligible for at least 10 school days.

### **ATHLETIC PARTICIPATION FEE**

A sports fee of \$100.00 per sport is to be paid at the beginning of each sports season. These fees help to offset field maintenance, sports officials, equipment, uniforms, travel costs, maintenance of supplies and equipment for the players, and rental costs.

### **GAME DAY ELIGIBILITY**

Students **must** be in attendance for three (3) hours (180 minutes) of academic instruction (half a school day) in order to be eligible to participate in any game on the same day.

### **PHYSICAL EXAMINATIONS**

All students who participate in extra-curricular interscholastic sports are required to have a sports physical examination. Athletes who do not have a "*Health Record and Questionnaire Parent/Guide Consent Form*" on file with the school office are ineligible to participate in any athletic event, including practices.

# Conduct and Discipline

## BASIS AND PHILOSOPHY

The philosophical basis for the discipline policy at the Hershey Campus stems from several biblical premises. First, the Lord is pleased with obedience and respect for authority. Secondly, in the security of order and structure, there is true liberty. Thirdly, though our systems of discipline are designed for consistency and fairness (i.e. equal treatment for all), there is still the liberty on the part of the teacher to discern the needs of the individual student to get to the root of a problem rather than treating just the symptoms. In this crucial area of discipline and conduct, it is expected that every parent will be willing to take an active, positive, and constructive part in the overall interaction of the home and school.

## DISCIPLINE OBJECTIVES

*“Discipline your son, for in that there is hope.” (Proverbs 19:18)*

Areas of concentration for all students:

1. Respect – towards all adults, school property, God’s name, and each other.
2. Self-control – in conduct and attitudes.
3. Obedience – for rules and teachers’ instructions.
4. Honesty – in speech, school work, and relationships.
5. Orderliness – in conduct, personal belongings, and assignments.
6. Kindness – in speech, actions, and attitudes.

## STANDARDS OF CONDUCT

In an atmosphere of definite and positive Christian standards of conduct, there is an opportunity for the development of strong and stable Christian character. Our students will refrain from the following:

1. Disrespect toward teachers, staff members and other students
2. Destruction or defacing of school property
3. Cheating on tests, homework, or other assigned work
4. Taking items that do not belong to them (i.e. stealing, “borrowing”)
5. Fighting or arguing
6. Use of obscene/profane language or rude/offensive gestures
7. Possession of obscene, pornographic or anti-Christian literature.
8. Possession of alcoholic beverages, illegal drugs or cigarettes. Because these items are illegal according to the law, possession or use of items of this nature may result in immediate suspension or expulsion from LMS.
9. Possession of toy guns, weapons, knives, or sharp devices that can be viewed as weapons may result in immediate suspension or expulsion from LMS.
10. (PDA) public displays of affection. No PDA’s are permitted either during the school day or during school functions.
11. Using electronic music devices such as MP3 players OR IPODS during the school day. Students may only use these devices on their bus to and from school if their bus driver permits them to do so.
12. Cell phones are not to be used during school hours. We realize that cell phones are becoming an integral part of people’s lives today; however, **cell phones are not to be used while at school or while attending school sponsored trips without special permission.** Any student who brings his/her cell phone to school must have them turned off and stored in his/her locker or risk having it confiscated. If lockers are not available, cell phones are to be turned off and left in the student’s book bag. If a student chooses to use his/her cell phone during the day, or if a student’s cell phone “rings” during the day, the phone will be confiscated.

Students involved in these activities will receive appropriate discipline, which may include probation, suspension, or both. Students also face the possibility of being asked to withdraw from LMS or face expulsion. The Administration reserves the right to add or subtract from the above list.

Students who physically assault another student or staff member may be reported to the Derry Township Police Department. The student and family will be investigated by the police department when an assault is reported. It is the responsibility of the administration to report incidents involving physical, aggressive acts.

## CODE OF CONDUCT AGREEMENT

The purpose of the Hershey Campus is to prepare students to reflect Christ in their lives; preparing them to live productive lives and to honor and glorify our Lord and Savior Jesus Christ. Students are expected to adhere to the school’s philosophy and Christ-centered lifestyle. This philosophy and this lifestyle are necessary to maintain the proper atmosphere and operation of the school.

The conduct of students in school strongly influences school achievement. While ultimate responsibility for student behavior rests with the parents and the students themselves, the LMS-Hershey Campus has an obligation to provide leadership in this respect and to ensure that appropriate standards are maintained when students are under school supervision.

Believing that discipline is a process by which students are guided to develop Christ-like characteristics, each teacher maintains classroom discipline in a manner in accordance with Christian principles as set forth in Scripture and stated school policy.

The Hershey Campus wants students to experience success in developing to their full potential while at the same time expecting students to conduct themselves properly at all times in accordance with Biblical principles. One roadblock to achieving these goals is inappropriate choices of behavior. Therefore, we ask parents to join with us to successfully implement our Code of Conduct. Our goal is

to foster greater learning in our classrooms. Positive parental support, combined with our structured yet nurturing environment in the classrooms, will achieve this goal.

Students at the Hershey Campus are responsible for their own actions, both in and out of school. Any serious violation of school policy or of civic or moral laws could result in serious disciplinary action. This is especially true in cases where the good reputation of the school with the surrounding community is placed in jeopardy.

**PLEASE NOTE:** *The following are guidelines for the LMS-Hershey Campus student conduct. The lists in this section are not exhaustive; they are only intended to cite examples of the seriousness of various infractions. The disciplinary response may vary, depending on the individual situation, but could include detention, suspension, probation, or expulsion.*

- It is expected that students will respect personal property of others; they will respect school property and treat it carefully to demonstrate good stewardship for the possessions that God has entrusted to us.
- Students are expected to refrain from speaking in a negative manner and from habitual complaining (negative attitude) in obedience to God's Word: *"Therefore encourage one another and build each other up. . ."*
- Bullying and harassment are a direct violation of God's Word: *"Do not let any unwholesome talk come out of your mouths, but only what is helpful for building others up according to their needs, that it may benefit those who listen."* On this basis, such actions and/or conduct will not be tolerated. The administration includes threats, taunting, sexual references, hitting and teasing in its definition of harassment even if incidents of this nature take place off campus or during non-school hours (i.e. through electronic media such as cell phones, chat rooms, internet websites, etc.).
- It is expected that students will refrain from sexual immorality, inappropriate body contact, insubordination, tobacco use, use of alcoholic beverages, use of illegal drugs, fighting, swearing, cheating, lying, stealing, destroying property, talking disrespectfully, and leaving school property without permission.

The schools Administration will assess situations in which inappropriate behaviors are exhibited, generate appropriate documentation, and communicate with parents. It is our desire to partner with parents as we administer discipline and resolve matters that violate the Student Code of Conduct.

### **CLASSROOM BEHAVIOR**

In addition to the guidelines previously stated, there are a few general rules that students must follow:

1. Students will follow directions the first time they are given.
2. Students will show respect for others and for school property.
3. Running, pushing, or causing disturbances in the building is not allowed.
4. Radios, CD and MP3 players, iPods, and other electronic devices of entertainment may not be used during the school day.
5. Cell phones may not be used during school hours and must be stored in lockers and be turned off. If lockers are not available, cell phones are to be turned off and left in students' book bags.
6. Classroom teachers will establish appropriate rules for individual classrooms and lunch.

### **CLASSROOM MANAGEMENT FOR GRADES K-5**

It is our desire that the elementary principal and teachers maintain order in the school to promote an atmosphere conducive to learning for all students.

#### ***In the Classroom***

1. Each classroom teacher will establish his/her classroom rules and reward system at the beginning of the school year. If the child displays inappropriate behavior and has not responded to the rewards system the teacher will contact the parents via email or phone
2. If the child continues to display inappropriate behavior after two attempts at correcting the problem the child will be sent to the principal. The principal will "counsel" the child and then will have the child call his/her parent and explain why he/she is in the principal's office. The principal will then speak with the parent.
3. For continued disruptive behavior the child will be sent to the principal and the parents will be called at which time a parent-teacher-principal conference will be scheduled. A behavior plan will be designed for the child.
4. Continuing referrals to the office may result in:
  - In school suspension
  - Out of school suspension
  - Recommendation to the school board for dismissal

#### ***Outside of the Classroom Setting***

The teacher in charge will handle the discipline procedures outside of the classroom setting (playground, gymnasium, hallways, bathrooms) in collaboration with the principal when necessary.

The teacher in charge will address incidents of inappropriate conduct or behavior with the student(s). The teacher in charge will report incident(s) to the classroom teacher(s). If necessary the teacher in charge will report the incident to the principal who will then work through the discipline process with the student and take the appropriate disciplinary measure.

### **RECESS GUIDELINES**

1. Respect school property. Follow teacher and aide directions. Keep hands and feet to yourself and play together peaceably.

2. No digging or pulling up of grass.
3. Students will follow directions from teacher or recess aide the first time.
4. When whistle blows, stop games, put all equipment away and line up right away.
5. Allow everyone who wants to play, play with you – be a good friend.

### **PLAYGROUND/RECESS RULES**

The recess play period is a vital part of the school day. Children need the physical activity and the change in temp that this break in the school day provides. On the playground, the children learn to abide by the rules and to practice good sportsmanship. Proper language and respect apply to the playground as well.

Children develop a feeling of group responsibility as they play during recess.

During times of extended cold weather, parents are asked to dress their children warmly for outside play. When the temperature is below 25°F, a decision for indoor/outdoor recess will come from the office. The decision will be based on the sun's warmth and the wind chill factor. Boots are needed to play in the snow. Sneakers of any kind are not allowed in the snow. Sleds and snowboards are not permitted. Students must be prepared for the weather with the appropriate clothing.

Wrestling and tackle football are not permitted.

### **CLASSROOM MANAGEMENT FOR GRADES 6-12**

It is our desire that the Principals and teachers maintain order in the school to promote an atmosphere conducive to learning for all students.

#### ***In the Classroom***

Discipline procedures in the classroom will be handled by faculty and staff members. They will use the following steps to maintain discipline in the classrooms and throughout the school:

- Verbal Warning – The faculty/staff member will take time to speak with the student about his or her misconduct / inappropriate behavior. This verbal warning will be recorded on the student's behavioral record located on the RenWeb program. Parents will have access to this. A teacher may have the student meet with him or her at a designated time to further discuss the matter with the student.
- E-mail Notification – 1) A student and parent may receive ***an e-mail notice*** if misconduct/inappropriate behavior continues after receiving a *verbal warning*. 2) A student may receive an e-mail notification if his/her behavior, conduct, or attitude warrants receiving one, even if a verbal warning was not issued earlier. The faculty/staff member will discuss the matter with the student and an e-mail will be sent during the school day to him/her for the infraction(s). Consequences for misconduct will be assigned by the teacher in an appropriate manner.
- Parent Phone or School Conference – If an e-mail notification does not resolve the disciplinary matter, the faculty/staff member will also contact the parents to discuss the situation and to elicit their help as we work with their child. A student may be required to spend time in the teacher's room during lunch or another designated time to further discuss the matter with him/her.  
At the discretion of the teacher, assigned seating may be used to help a student be successful in making necessary adjustments to correct misconduct/inappropriate behavior.
- After-school Detention – If a parent conference does not resolve the current issue, a student will receive an ***After-school Detention*** (monitored by faculty/staff member), and a 24 hour notice will be given to parents that an after-school detention has been issued to their child. Serious first offenses may require an immediate after-school detention without the three previous steps listed in this section. Direct parent contact will take place before meeting with the student to discuss the situation. **Work or extracurricular activities are not acceptable excuses for non-attendance in detention assignments.** Failure to report to an assigned detention will result in the student receiving an additional after-school detention or possibly a suspension. Detention time provides the faculty/staff member concentrated time to discuss the issue/concern with the student or to assign appropriately related work for the student to complete.

**Seniors** who receive an after school detention will have their senior privileges (arriving late in the morning, leaving early at the end of the school day, participating in extended lunchtime) revoked for a period of **1 week**.

#### ***Outside of the Classroom Setting***

Discipline procedures outside of the classroom (hallways, chapel times, lunch times, etc.) will be handled by faculty and staff members in collaboration with the Principal.

Faculty or staff members will address incidents of inappropriate conduct or behavior with the student. The faculty/staff member will report the incident to the principal, who will then work through the discipline process with the student and take the appropriate disciplinary measures.

### **SUSPENSION AND EXPULSION** (Grades 6-12)

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

- Violence (physical and verbal, including bullying)
- Actions involving injury to persons or destruction or misuse of property
- Violation of local, state or federal laws
- Use, possession or being under the influence of tobacco, alcohol or illegal drugs on campus and off-campus school functions

- Abuse of legal drugs
- Truancy from school or classes
- Accumulation and continuation of minor offenses
- Other conduct that is disrespectful to persons or disruptive of the educational process

A school administrator may suspend a student, either in school or out of school, for up to thirty days. Since the ultimate goal of the suspension is reconciliation and healing, one response cannot fit every student. Decisions to suspend will take into account relevant factors such as the developmental stage of the student, behavior patterns and whether the offending actions were spontaneous or premeditated. Parents will be notified of the action/consequence in all cases, but before it is enforced in all cases.

When a student is suspended, the student or parent may request an informal hearing. An informal hearing is a meeting with the appropriate school official designated by the principal to explain the circumstances surrounding the event for which the student is being suspended and to allow the student to show why the student should not be suspended. Whenever appropriate, a student should participate in a restorative meeting before returning to classes. This is an important step for reconciliation and healing.

When the restorative process fails to bring a satisfactory reconciliation, or where there is an unwillingness to change behavior, or a need for a lengthier separation from the school community, or when otherwise deemed to be in the best interest of the school community, an administrative team comprised of the superintendent and building principals may expel a student from school for the remainder of the school year. All suspensions result in an unsatisfactory citizenship grade.

When a student is expelled, the student or a parent may request an informal hearing. An informal hearing is a meeting with the appropriate school official designated by the superintendent to explain the circumstances surrounding the event for which the student is being expelled and to allow the student to show why the student should not be expelled. If a student or parent disagrees with the expulsion, the student or the parent may appeal to the Executive Board, which shall have the option of reviewing the record or appointing a Board committee to conduct a hearing. A decision of the majority of the Board committee shall be final and binding on the student and on the school.

## K-5 Bullying Prevention Policy

In the elementary division (kindergarten through grade 5) we strive to provide an environment characterized by respect for one another and treating each other the way we would want to be treated. Our anti-bullying policy is derived from the premise that we should love our neighbor as ourselves. (*John 13:34-35; Mark 12:31*) Therefore, the Hershey Campus will focus on the *prevention* of bullying based on biblical principles.

Key Verse: Matthew 7:12 “So in everything do to others what you would have them do to you, for this sums up the law and prophets.”

Definition: Bullying is “when someone repeatedly and on purpose says or does mean or hurtful things to another person who has a hard time defending himself or herself.” (Olweus p. xii)

*In other words, bullying is when someone repeatedly and on purpose says and does mean or hurtful things to another person who has a hard time defending himself or herself. The three major components of this are: aggressive behavior, pattern of repeated behavior over time and an imbalance of power or strength. The key to identifying true bullying is when there is an imbalance of power. (Olweus)*

Bullying behaviors include the following:

- Hurting someone physically by hitting, kicking, tripping or pushing
- Stealing or damaging another person’s things
- Ganging up on someone
- Teasing someone in a hurtful way
- Touching or showing private body parts
- Spreading rumors or untruths about someone
- Leaving someone out on purpose, or trying to get other children not to play with someone

### Five Core Principles: A Focus on Prevention

1. Warmth, positive interest and involvement in caring adults *Mark 10:14*
2. Consistent use of positive consequences for pro-social behavior such as helping one another, including others, encouraging one another. *Ephesians 4:32; Galatians 5:22-23; I Thessalonians 5:11; I John 3:23*
3. Firm limits to unacceptable behavior
4. Consistent use of nonphysical, non-hostile negative consequences when rules are broken.
5. Adults who function as authorities and godly role models *Proverbs. 22:6; Isaiah 54:13; Deuteronomy 6:6-9; Titus 1:7-8; II Timothy 3:14-15; James 2:1*

Students at the Hershey Campus will do the following to prevent bullying: *Prov. 6:16-19*

- Treat each other with respect *Matthew 7:12; I Peter 2:17; Romans 2:9-11*
- Refuse to bully others *Colossians 3:12-14; Psalms 34:13-14*
- Refuse to let others be bullied *Colossians 3:12-14; II Timothy 12:7*

- Refuse to watch, laugh or join in when someone is being bullied. *Colossians 3:12-14; Psalms 82:4; Ephesians 4:29; Ephesians 5:7-9*
- Try to include everyone in play, especially those who are left out. *Proverbs 17:17; Philippians 2:3*
- Report bullying to an adult at school and an adult at home *II Timothy 1:7*

Teachers and adults in authority will do the following to prevent bullying and help children feel safe at school:

- Closely supervise students in all areas of school: structured and non-structured
- Watch for signs of bullying and take immediate action
- Respond quickly and sensitively to bullying reports using the **Four A Response** process: Affirm feelings, Ask questions, Assess the child's safety, Act as a coach (*Steps to Respect*)
- Look into all reported bullying incidents carefully

Consequences for Violation of the Anti-Bullying Policy: *Depending on the severity and nature of the incident(s) administration will take one or more of the following steps when bullying occurs.*

- Intervention, warning, redirection
- Notification of parents
- Resolution with the target of the bullying
- Referral to school support staff (CAIU counselor)
- Loss of recess and/or other school privileges
- In school suspension
- Out of school suspension
- Expulsion

Resources: The Holy Bible; Olweus Bully Prevention Program; Steps to Respect: A Bullying Prevention Program

## Anti-Harassment Policy (6-12)

The policy of the Hershey Campus is to provide an academic environment that is free from harassment—whether based on sex (gender), race, color, national or ethnic origin, age, or disability—an environment that is free from all forms of intimidation, exploitation, and harassment (including sexual harassment), where all individuals treat each other with dignity and respect. The school includes bullying in its definition of harassment. The school is prepared to take action to prevent and correct any violations of this policy. This policy applies to the actions of administration, teachers, staff, parents, volunteers, and students. Anyone who violates this policy will be subject to discipline, up to and including termination or expulsion.

The school does not tolerate harassment of students, nor does it tolerate reprisals against any student who makes a harassment complaint. Administration, teachers, staff, volunteers, and students who violate this policy are subject to disciplinary action, including expulsion from school or discharge from employment. Any administrative personnel who receives a complaint of harassment and fails to appropriately report it or take corrective action pursuant to this policy are also subject to disciplinary action, up to and including discharge.

### I. Definitions and Prohibited Acts

1. **Sexual harassment:** “Sexual harassment” means unwelcome sexual advances, requests for sexual favors, and other verbal, visual, or physical conduct of a sexual nature, made by someone from or in the work or educational setting, under any of the following conditions:
  - Submission to the conduct is explicitly or implicitly made a term or condition of an individual’s academic status or progress. This may occur by clearly stated acts or words or by implied acts or words.
  - Submission to, or rejection of, the conduct by the individual is used as the basis of academic decisions affecting the individual.
  - The conduct has the purpose or effect of having a negative impact on the individual’s academic performance, or of creating an intimidating, hostile, or offensive educational environment.
  - Submission to, or rejection of, the conduct by the individual is used as the basis for any decision affecting the individual regarding benefits and services, honors, programs, or activities available at or through this school.
2. **Unwelcome and Offensive:** The fact that a student may not openly object to others’ actions or words does not prove that they were unwelcome. Under the law of harassment, or bullying and intimidation, a student does not have to openly object to others’ actions or words to prove that the actions or words are unwelcome. Harassment, bullying, or intimidation may occur even if the student originally remains silent or fails to show disapproval. Acts and statements that may not offend some people may be highly offensive to others. Therefore, all employees, volunteers, and students should be sensitive to the feelings of others whether they object or not.
3. **Verbal Harassment:** Prohibited statements include, but are not necessarily limited to, the use of derogatory descriptions of a student or group of students based on race, color, disability, ethnic or national origin, or age. It is also a violation of this policy to state stereotypical classifications concerning race, national or ethnic origin, color, age, or disability of a student or group of students, especially if they are repeatedly made. Although some students or individuals may enjoy discriminatory identifications and jokes, the school does not tolerate such on its premises or during working hours.



Examples of prohibited statements include, but are not necessarily limited to, derogatory or vulgar comments regarding a person's gender, sexually vulgar language, remarks about a person's physical anatomy or characteristics, dirty jokes, sexual innuendo, or display of written or graphic materials. Also prohibited are suggestive pictures, magazines, posters, offensive cartoons, and other words or pictures of a suggestive nature. Also prohibited are statements that demean women.

- 4. Physical Sexual Harassment:** Prohibited actions include, but are not necessarily limited to, touching a student in a sexually suggestive way, or touching another so as to invade his or her personal privacy. This includes intentional touching or intentional movements made in order to observe another in a sexual manner. Also prohibited are physical acts such as hitting and pushing, and making physical gestures of a sexual nature. As a general rule, any act or touching of a person that most individuals refrain from doing with a stranger should not be done with another student.
- 5. Sexual Harasser:** A harasser may be a male harassing a female, a female harassing a male, a male harassing a male, or a female harassing a female, just as long as the harassment is sexually based or based on the gender of the student.
- 6. Race, Color, National or Ethnic Origin, Age, and Disability Harassment:** Unwelcome statements, name calling, or other verbal or physical conduct based on a student's race, color, national or ethnic origin, age, or disability is prohibited if and when any of the following occurs:
  - Submission to the conduct is explicitly or implicitly made a term or condition of an individual's academic status or progress. This may occur by clearly stated acts or words or by implied acts or words.
  - Submission to, or rejection of, the conduct by the individual is used as the basis of academic decisions affecting the individual.
  - The conduct has the purpose or effect of having a negative impact on the individual's academic performance, or of creating an intimidating, hostile, or offensive educational environment.
  - Submission to, or rejection of, the conduct by the individual is used as the basis for any decision affecting the individual regarding benefits and services, honors, programs, or activities available at or through this school.
- 7. Electronic Harassment:** Harassment may occur through a number of mediums or means, including electronic communications. The student anti-harassment policy applies to all harassment, including any that occurs by or through any type of electronic communication. This includes, but is not necessarily limited to, Internet, email, cell phones (including picture phone or text messaging as well as voice), PDA's or other communication devices, and facsimile (fax) communications of any type. This list of electronic devices is not inclusive, and the policy is intended to cover other types of electronic communication.
- 8. Physical Harassment:** Prohibited actions include, but are not necessarily limited to, the following:
  - Display of signs, pictures, cartoons, written statements, or other material that denigrates, intimidates, bullies, or otherwise discriminates against any student based on race, color, national or ethnic origin, age, or disability.
  - General harassment, pushing, shoving, or other intentional acts perpetrated in whole or in part because of the student's race, color, national or ethnic origin, age or disability.
- 9. Definition of Bullying or Intimidation:** "Bullying or Intimidation" means any written, oral, or physical act or gesture that a reasonable person under the circumstances should know will have the effect of harming a student or damaging his or her property or placing a student in reasonable fear of harm to his or her person or damage to his or her property, or that has the effect of insulting or demeaning any student or group of students in such a way as to disrupt or interfere with the school's educational mission or the education of any student. Harassment, intimidation, or bullying includes a gesture or an act, whether written, oral, or physical, that is reasonably perceived as being motivated by a characteristic such as sex (gender), race, color, national or ethnic origin, age, or disability.
- 10. Examples of Harassment, Bullying, or Intimidation:** Unwelcome conduct of this type can include a wide range of verbal, visual, or physical conduct of a sexual or other nature. Among the types of conduct that would violate this policy are the following:
  - Unwanted sexual advances or propositions
  - Offering academic benefits in exchange for sexual favors
  - Making or threatening reprisals after a negative response to sexual advances
  - Visual conduct such as leering, making sexual gestures, or displaying sexually suggestive objects or pictures, cartoons, or posters
  - Verbal conduct such as making or using derogatory comments, epithets, slurs, and jokes about a student's race, color, national or ethnic origin, age, or disability
  - Verbal abuse of a sexual or other nature; graphic verbal commentaries about an individual's body, race, color, national or ethnic origin, age, or disability; sexually degrading words used to describe an individual; suggestive or obscene letters, notes, or invitations
  - Physical conduct such as touching, assaulting, impeding, or blocking movements
  - Any conduct that has the effect of insulting or demeaning a student or group of students in such a way as to disrupt or interfere with the school's educational mission or that is severe, persistent, or pervasive so that it creates an intimidating, threatening, or abusive educational environment

## II. Application of Anti-harassment Policy

The student anti-harassment policy applies to school hours; to any school-sponsored event or activity, including during school-arranged transportation of any type to or from an event or activity, and whether the activity or event occurs on or off the school campus; while on school property or at school-leased facilities; or at any other time when the event or activity has any school recognition.

Additionally, as a Christian school, the school has the right to expect and does expect that students and any employee of the school will conduct themselves in a Christ like manner and/or as a Christian role model. Conduct violating these biblical standards—whether occurring at school or during school-sponsored events, activities, or functions or not, or on campus or not—is subject to appropriate action by the school.

### III. Prohibited Actions

1. **Employee-Student Harassment, Bullying, or Intimidation:** Employee-student harassment, bullying or intimidation of any type is prohibited.
2. **Student-Student Harassment, Bullying, or Intimidation:** Student-student harassment, bullying or intimidation of any type is prohibited.

### IV. What to Do If You Experience or Observe Harassment, Bullying, or Intimidation

Students who feel that they have been subjected to conduct of a harassing, bullying, or intimidating nature are encouraged to promptly report the matter to one of the school officials designated below.

Students who observe conducts of a harassing, bullying or intimidating nature are also encouraged to report the matter to one of the school officials designated below. All complaints will be promptly investigated.

### V. Confidentiality

Every effort will be made to reasonably protect the privacy of the parties involved in any complaint. However, the school reserves the right to fully investigate every complaint and to notify a student's parent/guardian and appropriate government officials as the circumstances warrant.

### VI. Protection Against Retaliation

It is against the school's policy to discriminate or retaliate against any person, including any student, who has filed a complaint involving harassment, bullying, or intimidation or who has testified, assisted, or participated in any manner in any investigation, formal proceeding, or hearing concerning harassment, bullying, or intimidation. However, if in the course of an investigation or subsequently the school learns that a student or others have made a complaint that was not in good faith or it was known to be false at the time of the complaint, the school reserves the right to take appropriate action. Making false complaints or complaints not made in good faith can jeopardize someone's reputation.

### VII. Procedure for Investigation of a Complaint and Taking Corrective Action

When one of the school officials designated in this policy receives a complaint, he or she shall immediately inform the Headmaster. Administration will then direct an investigation. If the investigation confirms the allegations, prompt corrective actions shall be taken. The individual who suffered the harassing, bullying, or intimidating conduct shall be informed of the corrective action taken. In addition, any employee or student found to be responsible for harassment, bullying, or intimidation in violation of this policy will be subject to appropriate disciplinary action up to and including expulsion or termination. The severity of the disciplinary action will be based on the circumstances of the infraction.

## Dress Code

The students of the Hershey Campus need to be aware of the importance of learning to dress appropriately and are expected to accept the responsibility that their appearance needs to be neat, clean, and reflective of Christ in modesty. It is not the school's desire to unduly focus on the outward appearance of students, but it is critical to focus first and foremost on the attitude and heart of students. In regard to school clothing, students and their parents should discuss school outfits with a personality that expresses each student. It is an important life skill for students to learn how to choose appropriate clothing that is considered to be in good taste by the school population and school visitors.

Teachers and Administration will use their own discretion to determine if students are adhering to the dress code. Listed below are guidelines for appropriate school-wear that will help guide choices of school clothes:

- Articles of clothing with appropriate words or symbols only are allowed (avoid language, logos or slogans referring to drugs, alcohol, bad language, sexual innuendo, etc.).
- Clothing should be neat in appearance and not be sloppy such as oversized shirts, pants, pajama pants and baggy sweat pants.
- Leggings, spandex, yoga pants and compression pants (any form fitting stretch pant) must have a skirt, shorts, long tailed shirt, or dress of appropriate length, falling closer to the knee than mid-thigh, worn over the items listed above or they will not be permitted.
- Bandannas, visors, hoods, and other non-religious head coverings are not to be worn in school. Girls may wear hair accessories including headscarves.
- Hair color needs to be in natural tones.
- Halter-tops, spaghetti straps, tank tops, cropped shirts, cut-off shirts, or low cut shirts are not allowed. While shirts do not have to be tucked in, all shirts need to be long enough to be tucked in. Shirts that hang completely over the shorts are to be tucked in.
- Pants and shirts are to be free from holes, stressed holes or patches and loose fitting.
- Clothing should be worn that no undergarments are shown.
- Girls may wear earrings on earlobes and at most one cartilage piercing per ear. Boys may not wear earrings or any exposed body piercing jewelry.
- Students may not have any exposed tattoos or body piercings, gauges, spikes, bars, or jewelry on/in nose, lips or tongue.

- Girls must wear a one-piece bathing suit or tankini that covers the entire midriff area with modest neckline and boys must wear a shorts-style bathing suit for school activities requiring bathing suits.
- Students may wear shorts if they do not have loose leg openings and if they are of modest length (mid thigh) and fit (this also applies to gym and school sports).
- Elementary students may wear sandals with straps, but flip-flops should not be worn due to safety and health concerns.
- Appropriate PE attire is required for all students in Grades 6-12. The students will be given time to change prior to and after their PE class.
- Only non-marking shoes will be allowed in the gymnasium.

For attire worn that is not in line with school guidelines, we will graciously encourage students to adhere to the guidelines. If a student habitually is wearing attire not in line with the guidelines, we will send an email or phone call home to the parents/guardians seeking your assistance.

## Daily Student Life

### BACKPACKS/BOOK BAGS

The teacher will designate an appropriate place for storage. Students are expected to have the books they need for class with them. They may use backpacks/book bags to travel between classes; however, backpacks may not remain on students' desks during class.

### BUILDING/HALL PASSES

Students who need to leave the classroom (restroom, locker, etc.) anytime during a given period must have a hall pass.

Students who need to see another teacher for any given reason must obtain a "**Teacher Pass**" from that teacher and present that pass to his/her classroom teacher for approval and signature. Upon arrival at his/her destination, the students must present the pass to be signed by the destination teacher as well.

### CHAPEL

Chapel is scheduled weekly for Elementary and middle school. High school will have chapel four days of the week. Students will assist with music and announcements. Special speakers will be scheduled throughout the year. **Parents and visitors are always welcome to attend Chapel.**

### FIELD TRIPS

Field trips are an important and integral component of the academic program. They serve to make learning an active rather than a passive endeavor. They also instill the sense within the students that learning is not only purposeful, but that it can also be fun.

A field trip is a trip that is included as a learning experience and is part of the required curriculum. A field trip is a privilege and is therefore subject to certain discipline standards for attendance.

All field trips are carefully chaperoned by staff members with additional supervision being provided when needed by parents.

**Parents who will be helping to chaperone class trips, student activities, etc. will need to fill out and submit a "Chaperone and Volunteer Driver Form" and are required to obtain the following clearances: PA Criminal History Record Check and PA Child Abuse History Clearance. If a parent has lived outside of Pennsylvania in the last ten years they must also obtain the FBI Federal Criminal History. All required clearances must be on file in the school office before the parent can participate in volunteering.**

The Pennsylvania Department of Transportation has established new transportation laws that affect our students. Whenever we go on field trips or travel any time with students, the following will apply:

- **Child Restraint Systems.** Passenger cars that transport children are required for all children age four through seven to be in a child safety seat system or an appropriate fitting child booster seat. All children eight through 17 must be buckled in a seat belt no matter where they sit in a vehicle.
- **Lighted headlamps in signed work zones.** All drivers are required to have lighted headlamps in signed work zones. This provision ensures increased visibility of vehicles in work zones, and enhanced driver awareness of the work zones.

## **INTERNET AND COMPUTER USE POLICY**

We are pleased to offer students access to the Internet. To gain access to the Internet, all students must obtain permission as verified by the signatures on the Internet User Agreement/Permission Form. Some classes require use of the Internet and this requirement is fulfilled with the permission of a student's parent or guardian.

### ***What is possible?***

With the growth of the Internet, students are now able to research information that was only available at the local library or museum. Access to the Internet will enable students to explore thousands of libraries, databases, museums, and other repositories of information that are located throughout the world. Students may use the Internet for research reports, educational games, and for Internet integrated curriculum. Families should be aware that some material accessible via the Internet might contain items that are illegal, defamatory, inaccurate, or potentially offensive. In an effort to provide safe use of the Internet, the school has software to ensure a measure of protection; and Internet use will only be allowed under the supervision of a teacher. Students will be denied the use of chat rooms, e-mail, and other forms of communication with people outside the school via the Internet for safety reasons unless a teacher sponsors the communication. While the purposes of the school are to use Internet resources for constructive educational goals, students may find ways to access other materials. We believe that the benefits to students from access to the Internet in the form of information resources exceed the disadvantages. Parents and guardians of minors are responsible for setting and conveying the standards that their children should follow when using media and information sources. Therefore, we support and respect each family's right to decide whether or not to apply for access. Please be aware that the school has software to provide a measure of protection for the students, although some sites may not be blocked out.

### ***What is expected? What are the rules?***

Students are responsible for appropriate behavior on the school's computer network just as they are in a classroom or on a school playground. The use of the network is a privilege, not a right, and may be revoked if abused. The user is personally responsible for his/her actions in accessing and utilizing the school's computer resources. The students are advised never to access, keep or send anything that they would not want their parents or teachers to see.

- **Privacy**: Network storage areas may be treated like school lockers. Network Administrators may review communications to maintain system integrity to insure that students are using the system responsibly.
- **Storage capacity**: Users are expected to remain within allocated disk space and or other material that take up excessive storage space.
- **Illegal copying**: Students should never download or install any commercial software, shareware, or freeware onto network drives or disks, unless they have permission from the teacher in charge. Students should not copy another student's work or intrude into other student files.
- **Inappropriate materials or language**: Profane, abusive or impolite language should not be used to communicate nor should materials be accessed which are not in line with the rules of Christian behavior. ***A rule that students must follow while on the Internet is to never view, send, or access materials that they would not want teachers, administration, and parents to see.*** Should students encounter such material by accident, they will not be punished; but the material that is viewed must be reported to the teacher immediately.

### ***Succinct Advice:***

These are guidelines to follow to prevent the loss of network privileges at the Hershey Campus:

- The School Internet can only be used in the presence of a teacher.
- Computers must not be used to harm or interfere with another student's work.
- Any purposeful damage to computers or the network in any way will result in disciplinary action.
- All software on the computers will be installed with the express permission of the computer teacher.
- Copyright laws must be obeyed.
- Students may not view, send or display offensive messages or pictures.
- Conserve limited resources such as disk space or printing capacity.
- Respect other students' work by staying out of their personal folders, work or files.
- Notify an adult immediately, if by accident, materials are encountered that violate the rules of appropriate use.
- Students will be held accountable for their actions and will suffer a loss of privileges if the "Computer and Internet Use Policies" are violated.

### ***Personal Laptop Usage:***

Students who desire to use their personal laptops in class to take notes, to help keep record of assignments, or to complete assignments that require the use of a computer must obtain permission to do so. A "***Personal Laptop Usage Permission***" form must be signed by the student and the parent, and the student must meet with the Principal to discuss usage guidelines.

## **LOCKERS**

Lockers are assigned to each student in grades 5-12 at the beginning of the school year. These lockers are the property of the school and are subject, therefore, to inspection at any time if there is probable cause to do so.

Students are to use their assigned locker only and not share or trade with another student. Likewise, students are not to use empty lockers.

The school will not be responsible for items missing from lockers. Students should not keep valuable items or cash in their lockers without a combination lock. If a student places combination locks on his/her locker, the combination must be given to the school office. Locks requiring keys are not allowed.

Students may use their locker between classes. We recommend that books for several classes be collected at a time due to the short time period between classes. Using lockers between classes is not an excuse for being late to class.

Locker usage is a privilege. Each student is to keep his/her locker neat, clean, and organized. Opened food or drink items are not to be stored in lockers. Locker privileges may be suspended for messy, disorderly, or dirty lockers as well as for items in the locker that are inappropriate.

## **LOST AND FOUND**

A "Lost and Found" box is kept near the school office. Students should search for missing books and/or property in this area. If a student wishes to reclaim any item from the lost and found box, he/she must do so through the school secretary; students are not permitted to simply take items out of the lost and found box. They will be required to pay a 50-cent recovery fee for each item.

Students who find books or other items that belong to another student should turn them in to the office.

## **LUNCH**

### ***Hot Lunch Program***

Students will have the option to either purchase a lunch through school or provide their own lunch. The Monday lunch option rotates between Chinese and R&K Sub, Tuesday option is Papa John's Pizza and the Thursday option is Subway subs. The Hershey Campus has contracted with Derry Township School District to provide a hot lunch option to school families. These lunches are ordered for the month and are paid in advance. The menu and the order forms will be emailed out prior to the upcoming month. Please complete the order form for each one of your students and follow the instructions regarding the RETURN DATE. The lunches are ordered from Derry Township the week prior to the week of service. The menu is also posted on the school web site.

**Please note days that your students are not in school. Avoid ordering hot lunch for the following days:**

1. Class field trips
2. In-service days that do not involve all grades. (ex: parent teacher conferences)
3. Special activities – speech meets, ACSI activities, appointments, etc.

### ***Lunch Credits***

Lunch credits WILL NOT be issued unless the school office has been notified AT LEAST 24 hours in advance and a lunch credit has been requested.

Exceptions:

**Snow Days:** If the Hershey Campus is closed, a credit will be issued to all hot lunch recipients before the next hot lunch menu is distributed. Do not deduct a credit on your menu order without a lunch credit coupon.

**Sick Days:** As a courtesy, we will issue a credit for hot lunch provided the office is notified of a sick day credit request prior to 9:00am on the day of the hot lunch. If your student will be off school for several days, please contact the school office in advance, so that a credit can be issued for each lunch missed.

Hot lunch is served by volunteers. If you would like to help, please notify the school office.

**There is no access to refrigeration, so please be aware of this as you pack your children's lunches.**

### ***Lunch Guidelines***

1. All food and drink must be consumed at tables; students are not to be walking around while eating.
2. Students are to choose their seats after they have received their food and remain in those seats until lunchtime is over.

## **PARENTAL INVOLVEMENT OPPORTUNITIES**

Parental involvement is strongly encouraged in all aspects of our school. Our program is greatly enriched by our parents' involvement. There are many avenues for you to share your talents:

- helping in the classroom: tutoring a student, sharing a special project, volunteering to teach an enrichment class or providing a resource for a field trip
- driving for a field trip
- fundraisers: Two major fund-raisers are **1**) the Race for Education (fall) and **2**) the Annual Spring Auction
- Open Houses: talking with perspective students/parents
- Parent/Teacher Fellowship: has numerous committees in which your participation would be welcomed and appreciated.

A volunteer form will be sent home at the beginning of the school year.

Parents who will be helping to chaperone class trips, student activities, etc. will need to fill out and submit a “Chaperone and Volunteer Driver Form” and must have the required clearances. (see also FIELD TRIPS – pg. 27)

### **PHONE CALLS**

If it becomes necessary for a student to make a telephone call, he/she must use the phone in the school office. Students may use this phone during the school day if they obtain a phone pass from their teacher. **The use of cell phones (actual calls or text messaging) is to be limited during the school day.**

### **PROPERTY OR SCHOOL EQUIPMENT DAMAGE**

1. Students should be held accountable to respect school property.
2. Parents may be asked to pay the costs of repairing/replacing damaged equipment, parts of the facility, etc.
3. Students should know that if they damage their tables or desks (chiseling holes, carving grooves, etc.), their parents will be charged appropriate fees.

### **SCHOOL DAY**

School hours for all students is from **8:15 a.m. to 3:05 p.m.** Students should not arrive before 8:00 a.m. Proper supervision of your child will not be available before this time. Students are expected to leave campus immediately at the close of the school day unless attending an official school event or under the direct supervision of a staff member.

### **STUDENT DRIVERS**

The following rules are to be observed:

1. The vehicles will be parked in the designated parking area.
2. Vehicles must be parked properly within parking lines; there is to be no double parking.
3. Once a vehicle is parked, it is not to be driven until the end of the school day or unless the student is dismissed early.
4. No student is to be “around” vehicles without permission from school staff.
5. Student drivers are not to leave HCS during the lunch hour or other times without the permission of the school principal and parents.
6. Student drivers should drive through the parking lot slowly (10 mph), watching out for pedestrians. Aggressive driving will not be permitted; students who drive in such a manner will have his or her driving privileges suspended for a period of time.
7. Seniors who fill out the senior lunch form and have parent signature may drive for senior lunch.
8. The student may carry only those passengers for whom permission has been granted by the school office. A student may not ride in the private car of another student going to or from school unless a note from the parents of the student riding, and a note from the parents of the student driving, granting permission to do so is filed in the school office. Students in the same family are exempt from this rule.

### **STUDENT INSURANCE**

The parent’s personal health insurance is the primary coverage for accidents requiring medical attention. The school’s accident insurance policy is the secondary coverage and picks up where the primary coverage stops.

### **TEXTBOOKS**

Textbooks and other educational resource materials are loaned to students for the academic year. The textbooks that are issued are either the property of the school or the property of the PA Department of Education. Accordingly, students are required to care for their textbooks properly.

#### ***Good Stewardship***

Students are to cover all textbooks they receive from teachers within one (1) week of receiving them. These books should be covered in such a manner that will provide adequate protection to help lengthen the life of the book. We expect students to be good stewards and take proper care of these materials.

Students who damage, destroy, or lose these textbooks and/or resource materials will be responsible to pay for damages or replacements. A notice will be sent home to the parents, and charges will be added to the tuition balance due. Students owing any money for textbooks at the end of the year will not receive their report cards until charges are paid.

#### ***Book Replacement Fees***

Many of our issued textbooks belong to the State of Pennsylvania. The Department of Education holds the school accountable for lost or damaged textbooks and charges us for unreturned or damaged books. Such charges are passed on to the parents and are determined on the following basis:

- Books damaged, yet repairable – **\$5.00**
- New books lost or damaged beyond repair – **Replacement cost of new book.**
- One (1) year old books lost or damaged beyond repair – **75% of the replacement cost for a new book.**
- Two (2) year old books lost or damaged beyond repair – **50% of the replacement cost for a new book.**
- Books lost or damaged beyond repair over two (2) years old – **25% of the replacement cost for a new book.**

Any textbooks that are found on the school grounds will be placed in the “**Lost and Found**” box in the school office. Students may retrieve their lost textbooks from the lost and found, but they will be required to pay a 50-cent recovery fee (see also **LOST AND FOUND** – pg. 28).

#### **VISITORS AND STUDENT GUESTS**

**Visitors:** All school guests **MUST** register/sign-in at the school office. **This includes parents coming to help out in the classroom for any reason.** For the safety of our students, we must be aware of each visitor/parent that is in the building. The visitor/parent should then sign-out in the office when leaving the building. **All visitors must acquire a visitor pass.**

**Student Guests:** Guests of Hershey Campus students, who are interested in enrolling at the LMS-Hershey Campus, are allowed to visit our classes; but the Hershey Campus student **MUST** ask the administrator either in written form or verbally at least one day before the guest would like to visit. The guest student must conform to the same standards of conduct and dress code expected of all students.