



LANCASTER  
MENNONITE

*Centered In Christ • Transforming Lives • Changing Our World*

# Lancaster Mennonite Middle School Family Handbook

Welcome to Lancaster Mennonite Middle School. 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 education excellence in a community setting, the school exists to transform students so they can change our world through Christ-like love, peacemaking and service.

We are excited you are here. Within our walls, we want you to experience being known and loved by God and your team of teachers. This place is special! Here you will spread your wings, grow your minds, and nurture your spirits. As teachers, we pledge to encourage and support you, pray for you, advocate for you and believe in your success every day.

Integral to a positive life together is respect for God, one another and our space. This includes students, faculty, staff, property, and the educational process. At LMMS, we desire to maintain a community that models the life of Jesus and we want all individuals to experience being accepted, valued, and loved. As we interact with one another, our goal is to treat others as we wish to be treated.

School standards and expectations are established to guide our life together. While persons may have different opinions about nearly all of the standards, a common understanding is needed to live and work together as a school. One of the purposes of this handbook is to communicate standards and expectations. This handbook is not a comprehensive listing of school expectations and policies, but rather a general summary for your convenience. Not all situations are addressed. In addition to school-wide, teachers will establish specific standards in their classroom. The following habits are what guide our life together as a school community. These habits are built into the culture of our school and are also integrated into our discipline plan.

## **Parent/Student Covenant with the School**

We understand that being part of Lancaster Mennonite School is both a privilege and a responsibility. We partner with the school to:

- Support the mission of the school as it seeks to prepare students to follow in the way of Jesus, transform lives and change our world.
- Honor the community, recognizing that all members are children of God.
- Value and respect every person.
- Be active participants in the educational process, striving for excellence in every aspect of campus life.
- Uphold the policies and expectations of LM, recognizing the right of the school to dismiss any student or dissolve the relationship with any parent who does not cooperate with or remain supportive of the school and its disciplinary procedures.
- Fulfill our financial obligations in a timely manner.
- Support the school through volunteerism, finances and prayer.

We further understand that Lancaster Mennonite School has the right to suspend or terminate the enrollment of a student for reasons set forth in the Handbook, Code of Conduct or other published documents; for reasons that the Superintendent, within their discretion, considers to be detrimental to Lancaster Mennonite School, the student or to other students; or for failure to pay tuition and fees.

## **Daily Procedures for LMMS**

### **Arrival to School**

- Students arriving by bus should get off and enter the middle school doors to the main academic building. Students arriving by car should enter the north entrance by the traffic circle. We encourage students to be dropped off at 8:00.
- If students arrive before 7:55, they should report to Room 116 to wait. After this time, all students should go directly to their designated homeroom/crew.
- Students must report to homeroom/crew upon arrival and may not remain in the hallway.
- Devotions/gathering activities will begin at 8:05 a.m.

### **Dismissal Procedures**

- Dismissal is at 3:05. Students leaving school by bus will exit through the middle school doors directly to their waiting buses.
- Students riding with a high school carpool will go directly to the location agreed upon by the students' parents/caregivers and the driver.
- Students being picked up at the traffic circle will go directly to the traffic circle at dismissal. Middle school students must be picked up no later than 3:30 p.m., unless they are staying for an approved after school event (this includes athletic practices).
- **All middle school students must be off campus by 3:30 p.m. unless participating in a school sanctioned activity.**
- When school is dismissed early, the same procedures will apply. Students not picked up within 20 minutes after dismissal must wait in the campus office.
- Students may not leave campus for any reason without first signing out in the campus office.

## Visitors

***Parents, caregivers, and other visitors must report to the main campus office for a visitor's pass before going to a middle school classroom.***

## Attendance Policy

### • School Day

- Classes begin at 8:15 a.m. and end at 3:05 p.m. The main lobby doors open at 7:45 a.m. Students should be in their classrooms by 8:10.

### • Excused Absences

- A maximum of 15 days of cumulative excused absences with parental/caregiver notification are permitted during a school year. Parents/caregivers must notify the school of their child's absence and the reason in writing or by emailing the campus office. Absences are considered unexcused until acceptable notification is received. If notification is not received within five days after the student returns to school the absence will be unexcused.
- If students miss more than 20% of any given class, credit will not be earned. All absences beyond 15 days (excluding absences excused by a physician) require documentation from a physician in order to be excused. All absences beyond 15 days (excluding absences excused by a physician) require documentation from a physician in order to be excused.

In accordance with Pennsylvania School Code, LM considers the following reasonable causes for absence from school with proper documentation:

- **Illness:** Administration may require a physician's note when absence is excessive.
- **Educational Trips and International Home Visits:** Trips require written parent/caregiver request and completion of an Educational Trip Form and prior approval. Educational Trip Forms must be turned in to the office at least five days in advance of the trip. These forms can be found online or in the school office. A maximum of seven days will be excused.
- **Observation of a Religious Holiday:** Requires written parent/caregiver request and prior approval.
- **Death in the Family**
- **Administrative Discretion**

### • Unexcused Absences

Any absence not included in the above list is considered unexcused. LM does not give a penalty for the first two unexcused absences during the school year. Each additional unexcused day results in a 2%-point deduction from the quarter grade in each course. Absences are unexcused until proper notification is received.

### • Tardies

A tardy is arrival to school after the start of the school day but before 3<sup>rd</sup> period. Arrival after 10 a.m. will be counted as a half-day absence. Tardies are excused using the same criteria as

absences. Students are permitted three unexcused tardies per year without penalty. After 3 unexcused tardies, students will receive an after-school detention and after each additional two tardies, students will be charged with a half-day unexcused absence. **If students miss more than 20% of any given class, credit will not be earned.**

- **Early Dismissal**

Students must have written parent/caregiver permission to leave school prior to dismissal. Students leaving more than two hours early will be charged a half-day absence.

- **PIAA Attendance Policy**

Per PIAA policy, if a student athlete is absent from school during a semester for a total of 20 or more school days, the student will lose eligibility until the student athlete attends school for a total of 45 school days following the 20<sup>th</sup> day of absence.

**In order to participate in an after-school activity, LM requires all students to arrive for the school day no later than 10 a.m. Students who arrive after this time will not be permitted to participate in the day's scheduled practice or competition.** Prior made medical and legal appointments may be an exception.

- **Notification of Excessive Absence**

- **Official First Notice:** When a student has accumulated three unexcused absence (current school year), the state views this as truant behavior. A written notification is sent home. If the student continues to accumulate unexcused days, a Truancy Mediation Conference will be held to develop an Attendance Improvement Plan.

- **Habitually Truant Status:** Under Pennsylvania law, if a student accumulates six unexcused absences during the course of a school year, the school must identify the student as "habitually truant" and the school must take further action immediately based upon the age of the student:

- For students under the age of 15: Truancy Mediation Conference and Attendance Improvement Plan, a referral to Lancaster County Children and Youth Agency and may include truancy citations. As a private school, LM reserves the right to require withdraw from school or proceed with expulsion due to excessive absence.
- For students under the age of 18: Truancy Mediation Conference and Attendance Improvement Plan, truancy citations, and may include a referral to Lancaster County Children and Youth Agency. As a private school, LM reserves the right to require withdraw from school or proceed with expulsion due to excessive absence.

- **10-Day Letter:** Notification that a student has accrued 10 absences during the current school year. This letter is for information only.

- **15-Day Letter:** Notification that a student has accrued 15 absences during the current school year that were not excused by a physician. All subsequent absences require a

doctor's note in order to be excused.

- Long term medically related absences are handled by administration on a case by case basis following a doctor's recommendation.

### **7th and 8th Grade Interdisciplinary Project Presentations**

Students in the 7th and 8th grade cohort may be required to attend a presentation of their quarterly project. These dates and requirements will be communicated to families at the beginning of each quarter so that they can plan accordingly.

### **Faith Formation, Spiritual Care and Community**

Faith formation is integrated into the middle school curriculum and is more explicitly developed through the *Encounter* curriculum, which is taught during Bible class. Students begin their day in homeroom with a devotional time and opportunities for prayer and sharing. There are also opportunities for corporate worship, reflection, and Christian community building through chapel and other activities.

### **Lunch Time and Campus Food Services**

Students may pack their own lunch or they may purchase lunches in the school dining hall. Upon enrollment, each student is given an identification number that is used as the PIN for the student's lunch account. Students purchasing food or beverage should go through the serving area and use their PIN at the cashier.

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

Students may carry closed water containers to class at the discretion of their classroom teacher. Open food and drink items from the dining hall are not permitted to be consumed in the hallways or in classrooms unless it is with teacher permission and/or for a planned class activity.

## **Academics**

### **Textbooks/School Equipment**

Textbooks and equipment are the property of the school and must be kept in good condition. Textbooks are numbered prior to issuance to students. Lost or damaged books or equipment will be charged to the responsible student.

### **Technology Acceptable Use Policy**

- Lancaster Mennonite School recognizes that educational technology provides a valuable resource for students. The use of this tool requires both district-provided safeguards and student responsibility. To the best of its ability, LM provides a safe, secure technological environment for students in compliance with state and federal blocking and filtering regulations. Realizing the blocking and filtering software/hardware alone provides a false sense of security, LM contends that students must obtain the skills necessary to responsibly

navigate Internet usage and be held accountable for their behavior.

- It is important to note that the services and resources provided by LM are not the same as private home internet accounts. Students should have no expectation of privacy. Therefore, LM has the right to monitor, delete, and access all viewed, verbal, written actions performed or logged on its systems. Furthermore, LM considers any violation of this Responsible and Acceptable Use Policy to be a significant matter and reserves the right to limit, refuse or revoke access to its technology resources.
- The Lancaster Mennonite School's Responsible and Acceptable Use Policy applies to all technology resources including, but not limited to cell phones, tablets, personal laptop computers, school computers, audio and video equipment, networks, and storage devices. LMS students are expected to use school resources in an ethical, moral, and legal manner.
- All LM technology systems and information accessed, transmitted, and stored on them are governed by school policies and are subject to administrative supervision and inspection. LM reserves the right to monitor, access, retrieve, read and disclose all messages and other information created, posted, accessed or stored on its system without prior notice. School administrators may confiscate any electronic device from students suspected of being in violation of the Responsible and Acceptable Use Policy. Any student who violates this policy is subject to loss of technology privileges, disciplinary action, including but not limited to suspension and expulsion, and legal prosecution.

### **Media Center**

Middle school students will have access to the media center as a classroom or individually with a pass from the classroom teacher. The media center is open from 8:00 a.m. to 4:00 p.m. Students can also access the middle school specific library and check out books from there.

### **Physical Education Classes**

Students need opportunity for physical activity during the school day. Students are not permitted in the gym before or after school or when a teacher is not present. The P.E. teachers establish guidelines for use of the gym and locker room. All students will be assigned a locker in the locker room to store belongings. Students need to bring gym shorts and sneakers for class.

### **Middle School Students Enrolled in High School Classes**

With administrative and parent approval, middle school students are occasionally permitted to take high school classes when such an arrangement appears to be in the best interest of the student. Middle school students who successfully complete high school courses do not receive credit on their high school transcripts, but they may take the next level of a course sequence when they enter high school.

### **Screenings**

Students participate in some universal screenings that provide their teachers with valuable information about their academic levels. Most of these screenings occur in the fall, winter, and spring.

- **Acadience Reading K-8:** helps educators monitor reading proficiency and identify students who are at risk for reading difficulties in order to provide timely instructional support and prevent the occurrence of later reading difficulties.
- **FastBridge Spanish Immersion K-8:** provides the same kind of diagnostic reading information, just in Spanish.

- **Acadience Math K-6 and easyCBM 7-8:** measures numeracy, computation, and problem-solving that function as indicators of the essential skills that every child must master in order to become proficient in mathematics.
- **MAP Growth K-10:** measures achievement and growth through adaptive evaluations in math, reading, and language usage.

### Student Progress

Lancaster Mennonite uses Schoology to provide information regarding our students' progress. Parents will receive a code via email that grants them access to Schoology. A separate code will be issued for each child in a family. A parent can also contact the front office to obtain these codes. Instructions are available at [www.lancastermennonite.org/schoology](http://www.lancastermennonite.org/schoology).

- **Grade 5:** Parents can find class information on Schoology.
- **Grades 6-8:** Parents and students can access assignments and grades on Schoology throughout the entire year.
- All families will receive copies of report cards through School Messenger.
- **Report cards are used to:**
  - Inform parents of student progress towards specific, grade-level expectations
  - Bring parents into closer understanding of the work of the school
  - Record growth and achievement for students and parents
  - Assist the student, parents and the school in working cooperatively to build skills and address needs of students

### Grade 5 Grading Scale

In order to provide detailed information about student progress towards specific, grade-level expectations, a 4-point grading scale is used. On the 4-point scale, a score of a "3" shows mastery of the grade-level expectation. Students are expected to reach a "3" in each area by the end of the school year.

<b>4</b> <b>Beyond grade level expectations</b>	A "4" means that the student is applying this skill in ways that go beyond what is expected at this grade level. In addition to mastery of expectations, the student demonstrates critical thinking and proficiency beyond grade-level expectations.
<b>3</b> <b>Meets expectations</b>	This is the expected goal. A "3" shows strong, consistent and excellent work that meets the grade-level expectation. The student demonstrates this skill independently.
<b>2</b> <b>Approaching grade-level expectations</b>	A "2" indicates that the student shows some understanding of this standard area, but does not demonstrate the skill independently, consistently, or to the expected proficiency. This is an area where the student is demonstrating ongoing growth.

<b>1 Not yet meeting expectations</b>	A score of a “1” indicates the student is not yet understanding the concept. The student needs significant additional support and modifications. This measurement may indicate a need for intervention.
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**Middle School Grading Scale**

A	90-100%
B	80-89%
C	70-79%
D	60-69%
F	Below 59%

**Homework and Assignments**

Assignments are given in class with some class time devoted to them. At times, students may need additional time to complete those assignments outside of class. The school’s intent is that the amount of time needed outside of class is minimal.

Students are given time during the week to read independently and are guided in choosing what to read.

- **Purpose of Assignments:**

- Encourage students to develop clear and meaningful communication through writing and speaking.
- Encourage problem solving, critical thinking, and creativity.
- Promote learning for a lifetime.
- Stimulate interest beyond the curriculum.
- Develop responsibility and self-discipline.
- Reinforce and refine fundamental skills.

- **Teachers’ Responsibility:**

- Establish and communicate a clear purpose for assignments in regard to student learning.
- Explain how to do the assignment, including good examples.
- Communicate clear expectations for each assignment. Check for understanding.
- Assign developmentally appropriate assignments that are not busy work.
- Make sure students fully understand the concepts and possess the skills needed to complete assignments.
- Structure assignments in such a way that students can accomplish them with relatively high success rates.
- Differentiate assignments as needed.
- Give feedback promptly.
- Discuss assignments and timetable among faculty to establish a balance of assignments.



- Avoid using homework as a punishment.
- **Students' Responsibility:**
  - Have a system to track assignments.
  - Be sure all assignments are clear; asking questions if necessary.
  - Set aside a regular time to read and study.
  - Find a quiet, well-lit study area free of electronics/social media.
  - Understand when an assignment is expected to be an individual or group effort.
  - Produce quality work.
  - Make sure assignments are done according to the given instructions and completed on time.
- **Parent Suggestions:**
  - Encourage your student(s) to set a regular, uninterrupted reading/study time each day.
  - Encourage your student(s) to establish a quiet, well-lit study area with necessary supplies.
  - Monitor the amount of time spent on assignments at home and communicate to the teacher if the amount of school work done at home disrupts family time or if the student is discouraged.
  - Be supportive to the student.
  - Maintain a balance between student ownership of work and parental involvement so that the student accepts responsibility.

At times students do not have a home environment that lends itself to completion of assignments started in school. Teachers and administrators need to be sensitive to situations like this and process possible means for students to be successful, such as a directed study hall or after school opportunity.

### **Parent/Caregiver-Teacher Conferences**

Conferences are helpful avenues through which parents/caregivers and teachers can discover ways the home and school can best work together for the benefit of the student. Parents/Caregivers will be invited to schedule Fall and Spring conferences with their child's teachers. (*Dates are on the calendar*). Additional conferences may be scheduled by teachers or parents as needed throughout the year.

### **School Counseling**

Lancaster Mennonite provides both academic and non-academic counseling to all students. The school counseling offices are located in the campus office. Parents/Caregivers are welcome to communicate any concerns with the middle school counselors.

### **Service Opportunities**

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

### **Sports**

LMMS sponsors junior high teams for interscholastic competition in selected sports. These teams are for students in grades 7 through 9. The LMYA (*Lancaster Mennonite Youth Athletics*) offers programs for students through grade 6. Please contact the campus office for more information.

### **Middle School Drama**

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

### **Other Middle School Activities**

LMMS has a Quiz Bowl team, Chess team, Yearbook, and various other activities in which students are invited to participate.

## **Expected Conduct and Understandings of Discipline**

### **Restorative Justice**

Restorative justice brings persons harmed by inappropriate behavior or conflict and those responsible for the harm into communication, enabling everyone affected by a particular incident to play a part in repairing the harm and finding a positive way forward. This process empowers individuals and groups to work together to improve their mutual understanding of an issue and jointly reach the best available solution.

A restorative approach to discipline helps students recognize that all of their activities affect others and that people are responsible for their choices and actions. Restorative justice holds students accountable for their actions. It enables people to reflect on how they interact with each other and consider how best to prevent harm and conflict. At Lancaster Mennonite School we value the Biblical teachings of Jesus as we attempt to live out the model of peace, reconciliation and hope in everyday life that restorative justice represents.

### **Restorative Discipline, Suspension and Expulsion**

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

Our goal is to build a positive learning community with conduct that enhances the educational process. LM expects students to develop self-regulation and build positive relationships with others. Teachers respond appropriately when school standards and expectations are violated. Restorative practices are central to our handling of disciplinary matters.

The goal of discipline is not punishment, but rather changed behavior. It is expected that students and families will respect and work with teachers so that few discipline cases are referred to the administrator. In cases where the unacceptable conduct does not change, referrals will be made to the LMMS principal. Restorative conferences may be used to repair harm caused by unacceptable

behavior. Student mediation and negotiation strategies are also encouraged as methods for solving problems.

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

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

The school's response to disciplinary matters may include a community service assignment, restorative conference, detention, development of a plan to change behavior, fine, suspension, written personal reflections or apologies, etc. Restorative conferences may be used to repair harm caused by poor/unacceptable choices. In all cases, the goal is maintaining a positive school climate and enabling individual growth. Being a student at LMMS is a privilege that is based upon meeting expectations.

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

Expulsion: When restorative measures have failed, the student or family is uncooperative, the presence of the student in school is deemed inadvisable, or the student has violated law and the family has not withdrawn the student, administration reserves the right to expel the student.

### **Discrimination, Harassment and Bullying**

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

### **Bullying**

Bullying means an intentional electronic, written, verbal or physical act or series of acts directed at another student or students, which occurs in a school setting or where the behavior directly impacts the school setting, that is severe, persistent or pervasive and has the effect of doing any

of the following:

- Substantial interference with a student's education.
- Creation of a threatening environment.
- Substantial disruption of the orderly operation of the school.

Bullying, as defined in this policy, includes cyberbullying.

Forms for reporting bullying are available in the office or from the guidance counselor.

If a student suffers any such harassment or discrimination by another student, a staff member or faculty member or knows of such harassment or discrimination, the student or the student's parents/caregivers should report such conduct immediately to a teacher and/or the campus principal and fill out a bullying, discrimination or harassment form. All such reports will be investigated promptly by the school. If the school determines that bullying, harassment or discrimination has occurred, the offending student, staff member or faculty member will be subject to disciplinary action as determined by the school.

### **Other Campus Expectations**

Displays of affection are not permitted on campus.

Soliciting or literature distribution is not permitted on campus without administrative approval.

Fundraising on or off campus is not permitted without administrative approval.

Skateboards are not permitted on campus.

Students may not cross the Mill Stream at any time unless they are attending an athletic competition or are under the direct supervision of school staff.

### **Electronic Devices**

Electronic devices are not permitted to be used or visible during the school day (from the time the student arrives on campus until dismissal) unless requested by the teacher. LMMS students turn-in electronic devices to their crew/homeroom teacher upon arriving to school. If you need to contact your child immediately, please phone the school office at 717-299-0436.

### **Appearance and Dress Code Expectation:**

LM desires that students come to school in clothing that is appropriate for our school context, creating a **positive, professional educational atmosphere** and celebrates human dignity. Our dress code is designed to ensure that all students are respected. Just as certain jobs and professions maintain certain expectations for dress, so, too, does LM.

*"Do you not know that your bodies are temples of the Holy Spirit, who is in you, whom you have received from God? You are not your own; you were bought at a price. Therefore, honor God with your bodies."* (1 Corinthians 6:19-20)

- Shirts must have straps at least 2.5 inches wide (approximately three fingers wide). Spaghetti straps, tube tops, muscle shirts, halter-tops, off-the-shoulder tops, and/or strapless tops are not permitted.
- No exposed midriffs will be permitted. Shirts must cover the midriff on all sides when the student is seated, standing or performing any other school-related activities (such as raising

- a hand, etc.).
- Dresses, skirts, and shorts length should be at or below finger tips extended. •  
Jeans may have rips but not above the knee.
- Undergarments must be concealed at all times. Clothing that reveals undergarments, whether due to transparency, length, style, or cut is not permitted. Pants must be worn at the waist and may not reveal undergarments.
- Pictures, messages, and symbols on clothing, jewelry, or other accessories may not contain profanity or obscenity or include references to tobacco, vaping, alcohol, drugs, violence, or illegal activity. Pictures/messages/symbols with sexual, racist, oppressive, satanic, or generally negative connotations may not be worn. Pictures/messages/symbols directly related to/referring to political candidates or politicians may not be worn.
- Hats, hoods, sunglasses may not be worn during the school day.
- Distinctive military clothing (military camouflage or clothes promoting the military) may not be worn.
- No pajamas or sleepwear may be worn.
- Footwear must be worn at all times. Safety considerations may dictate the type of footwear worn in specific classes or school settings.

Teachers will inform the office of dress code violations so that students will be called to the office and informed privately.

Students who do not follow the dress code may be asked to change clothes or remove accessories. If the student does not have appropriate clothing in which to change, a parent/caregiver may be asked to provide it. The school may also provide clean alternatives when possible. Repeated dress code infractions may result in additional consequences as noted below.

First Offense: Student required to change; warning issued

Repeated Offenses will be managed at the discretion of the principal which will include contact with a parent.

### **Safety and Security**

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

### **Health**

- Parents should not send children to school who exhibit the following: a temperature of 100 degrees or greater, a generalized body rash, an inflamed eye with drainage, head lice or nits (remaining after treatment of lice), strong cold symptoms, or vomiting or diarrhea since the evening before school. Students should be fever-free for 24 hours before coming to school. Parents should email the office or call and leave a message when a child is at home ill.
- School personnel are not permitted to administer medication to students without written permission from physician and parent on the Medication Consent Form available at each campus office. This includes over-the-counter medicine such as Tylenol, cough syrup, etc. Medication Consent Forms can also be found on the website.
- Prescription medication must be sent to school in a container with the prescription labeled by a pharmacist or physician.
- Physical exams, dental exams, and immunizations are required by the state. Information is sent home about these when they are due.
- School personnel will give first-aid treatment. If a student has an injury requiring further immediate medical attention, the parents are informed immediately.
- If immediate medical attention is required, 911 will be called by a school employee.

- A nurse from the public-school district serves the LM campus. All students receive height, weight, and vision screenings once a year from the nurse.

**Please follow the school wellness policy/guidelines listed below for refreshments for school parties and birthday treats.**

- Classroom parties may offer minimal amounts of foods with one item that contains added sugar (i.e. mini cupcakes, doughnut holes, small serving of cookies, brownies, mini candy bar or a small serving of ice cream or popsicle). These sugar treats should be limited to special occasions such as a birthday treat. Two healthy foods should accompany a sugar-added treat.
- Suggestions of healthy foods include: fruits, vegetables, cheese, yogurt, dried fruit and trail mix.
- Teachers need to inform the class and parents of foods that may trigger food allergy reactions (including peanut and nut allergies) so persons can avoid those foods if necessary.
- Acceptable beverages include water, milk, 100% fruit juices and fruit blend juices.

**We strongly discourage students from bringing valuable items to school.**

Students are responsible for the security of anything of value that is brought to school.

**Communication Between School and Home**

Parents/Caregivers are encouraged to attend middle school events to meet the teachers, visit classrooms and talk directly with school administrators. Check the school calendar/website for dates and times.

Teachers post class assignments and information on Schoology, accessed through the Lancaster Mennonite website. In our efforts to care for our earth, LM is trying to limit the amount of paper the school uses. Parents are encouraged to reference the LM website for school information.

**LM Flexible Instructional Day (FID) Plan**

In order to improve the predictability of the school calendar and eliminate the need for make-up days throughout the spring and into June, LM is introducing a Flexible Instructional Day (FID) Plan. FIDs allow academic work to be completed at home when inclement weather requires closing the school building. FIDs will be counted as a school day. LM will use up to five FIDs per school year.

- All teachers will post assignments on Schoology by 9:00 a.m. Each assignment should require approximately 20-30 minutes of time. Teachers may give additional homework as appropriate.
- Due dates and times will be posted by the teacher on Schoology. Assignments will be due no earlier than 4:00 p.m. on the FID.
- Teachers will check their email and Schoology accounts regularly throughout the day and be available for questions until 3:05 p.m.
- Students without internet or device access should inform their teachers in advance and will be given a one-day extension for their assignments.

**Emergency School Closings.** Information about weather-related emergency school closings will be posted on the school website [www.lancastermennonite.org](http://www.lancastermennonite.org), Facebook page and on Schoology. Information is also available on these radio and TV stations: WJTL (90.3), WDAC (94.5), WITF

(89.5), WGAL (Channel 8), FOX 43.

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