

LANCASTER
MENNONITE

FAITH • EDUCATION • COMMUNITY

Lancaster Mennonite Family Handbook

2026-2027 School Year

MISSION: Rooted in Christ and guided by Scripture, Lancaster Mennonite School educates and disciples students through compassionate community, vibrant student life, and engaging curriculum.

VISION: Inspired by the transforming gospel of Jesus, Lancaster Mennonite School graduates embody their faith locally and globally in vocation, service, and peacemaking.

Lancaster Mennonite is a member of and receives our accreditation through Mennonite School Network (MSN). LM partners with two local Mennonite church conferences: ACC and LMC.

Welcome to Lancaster Mennonite School!



LINDSAY CARSON, ELEMENTARY PRINCIPAL

You belong here! We welcome your family to Lancaster Mennonite, and are grateful to be able to work together to provide your elementary student with a Christ-centered education that nurtures them to become creative and innovative learners. We're glad you're with us on the journey!



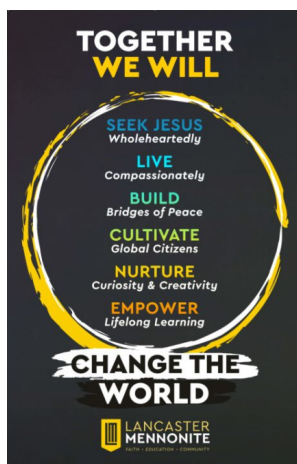
SETH BUCKWALTER, MIDDLE SCHOOL PRINCIPAL

Welcome to Lancaster Mennonite Middle School. 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.



KIRK BENNER, HIGH SCHOOL PRINCIPAL

It's my pleasure to welcome you to the high school! You are part of a caring community where you will be seen and known. My prayer is that you will encounter our loving and gracious God through experiences in high school that are transformative and life changing!



Parent/Student Covenant with the School

Lancaster Mennonite (LM) partners with parents/guardians to live out our mission to educate and disciple students through compassionate community, vibrant student life, and engaging curriculum. Parents play an integral role as members of the learning community in the educational growth, character development, and spiritual formation of students.

As partners, LM asks parents to commit to be active participants in the educational process, to respect all members of the school community, and to support the mission, vision, and policies of the school.

Parents and students covenant with LM to:

- Prayerfully support the mission and vision of the school as it seeks to prepare students to embody their faith locally and globally in vocation, service, and peacemaking.
- Communicate with clarity and kindness, demonstrating our communal commitment to restorative practices as we navigate relationships and conflict with compassion.
- Respect all members of the school community as children of God.
- Actively participate in the educational process, engaging regularly with teachers and encouraging student academic and personal growth
- Fulfill financial commitments to LM in a timely manner
- Support LM through generosity and volunteerism, giving regularly of time and resources to school events and fundraisers that enrich the educational experience of every student
- Abide by 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 procedures.

Parent-School Communication

- **Schoology** is the primary source of communication between students, families, and teachers as grades, schedules, school updates, and classroom communication is posted there.
- **SchoolMessenger** is the platform we use to send updates via email and text message. Emergency notifications, such as closings and delays, are communicated via SchoolMessenger.
- **System and Grade Level Email Newsletters** are used for regular information from the system office, grade level office, and the guidance department. Principals or teachers will send a weekly update to each family.
- **Parent-Teacher conferences** are scheduled in the fall and the spring using an online sign-up platform or can be scheduled with an e-mail or phone. Additional conferences may be scheduled by teachers or parents as needed throughout the year.
- **Key Webpages for information:**
 - Lunch menus, lunch payment (SchoolCafe) and other information: <https://www.lancastermennonite.org/lunch-2/>
 - Athletic schedules and information: <https://www.lancastermennonite.org/athletics/>
 - LM Calendar of events: <https://www.lancastermennonite.org/events/>
 - IT support: <https://tech.lancastermennonite.org>
- Student absences should be promptly reported by updating your student's dismissal plan on **PickUp Patrol** (PreK-6), contacting the school office with a reason for the absence (grades 7-12), or completing the **Trip Request form** (<https://forms.gle/vWbCPqHTmBprjq79>) for known absences in advance.
- When addressing problems or concerns, LM asks families to follow the steps shared by Jesus in Matthew 18, as outlined below:
 - For classroom matters, consult the teacher involved.
 - If, after consulting the teacher, you believe the classroom matter needs further attention, consult the principal.
 - For very serious concerns, instances of suspected harassment or abuse, or incidents involving a staff member, please contact the building principal directly.

CONTACT INFORMATION

● System & Business Office: (717) 509-4459 ● Admissions Office: (717) 740-2429 ● Elementary Office: (717) 740-2440 ○ lmeoffice@lancastermennonite.org ● Middle/High School Office: (717) 299-0436 ○ MS: stetlercs@lancastermennonite.org ○ HS: mendezjd@lancastermennonite.org ● IT office: support@lancastermennonite.org ● Before and After School Care: (717) 575-3971	School updates and news are sent electronically using the parent emails and phone numbers included on your initial application to LM. To add or change an e-mail address or phone number, notify the school office at 717-509-4459 or info@lancastermennonite.org.
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Section 1: Academics

Homework/Assignments

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. Middle and high school assignments can be found on Schoology. Elementary assignments are written in student planners and posted on Weekly Overviews on Schoology.

Grade Level Assignment Guidelines

- Grades PreK – K
 - Parents read to children (or children read to parents) 15 minutes daily and students may spend up to 10 minutes on other optional assignments.
- Grades 1 – 2
 - Parents continue to read aloud to children and encourage children to read independently at least 15 minutes per day. Students may complete other assignments up to 15 minutes per evening.
- Grades 3 – 4
 - Students will be expected to read independently 20 minutes per day.
 - Students may be expected to complete other assignments up to 20 minutes per day.
 - Instrumentalists will be expected to practice their instrument at home.
- Grades 5-8
 - Students may be asked to complete a weekly reading log of independent reading.
 - Students should expect math homework on most evenings.
 - Students will be given class time to complete longer term assignments and projects, but may need to complete projects at home.
 - Instrumentalists will be expected to practice their instrument at home.
- Grades 9-12
 - Students are expected to plan and execute homework independently. Length and intensity will vary by course type and level (Honors, AP, etc.) Assignments will include substantial reading assignments, research papers, lab reports, math practice, and long-term projects. Students should independently plan and execute preparing for exams.

Teachers will review class expectations and policies with students, including expectations regarding plagiarism and AI usage. Families with barriers to homework completion, whether due to internet access or other reasons, are encouraged to reach out to their child's principal or school counselor to consider options for support.

Report Cards & Grading

Report Cards

Report cards will be sent out via email at the end of each trimester (EL) & quarter (MS & HS).

MS & HS ONLY: Parents/Guardians may check Schoology to view information regarding their students' progress throughout the school year. Instructions are available at www.lancastermennonite.org/schoology.

Elementary 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. A score of a "4" denotes that a student has surpassed a specific grade-level expectation.

4 Beyond grade level expectations	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.
3 Meets expectations	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.
2 Approaching grade-level expectations	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.
1 Not yet meeting expectations	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.

Middle & High School Grading Scale

The following percentages are used in assigning grades:

A: Superior 90-100%

B: Good 80-89%

C: Average 70-79%

D: Below Average 60-69%

F: 59% and below

An incomplete grade is given only for emergency reasons approved in advance by the teacher and the school counselor.

Course Scheduling

Schedule or Course Changes [High School Only]

Dropping or adding courses after the opening of school will be made only for significant reasons and with the permission of parents, teachers, and a school counselor. No student may drop any course after the first two weeks of the semester except for urgent health reasons or principal's discretion. In such cases, the students will not receive credit for the dropped course(s). A WP (withdrawn passing) or WF (withdrawn failing) will be entered on the record, based on whether the student was passing or failing at the time of withdrawal.

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.

Student Success Team (SST) and Academic Support

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/STAMP 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.

Nonpublic School Services of IU13 (Tier II support for academics)

This state agency provides an instructor at school for remedial academic support in reading and math. The program provides individualized assistance for students, as determined by diagnostic testing. IU13 also provides speech therapy, school counseling, psychological services, English Language Development (ELD), and social work services. There are no additional charges for these services.

Tier III Academic Support

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

Spanish Immersion Program

Our Spanish Immersion program uses language as a tool to learn content rather than just another content area to study. Spanish Immersion students meet all academic standards of LM while becoming proficient in the Spanish language and developing cultural understanding. In order for students to have success, parents must commit annually to the parent home learning expectations for this program through the signing of this handbook. (See Appendix for the Spanish Immersion Parent Commitment Agreement)

Academic Integrity Policy

As those who seek Jesus wholeheartedly, we strive to model the life of Jesus through our actions that reflect honesty and integrity. Plagiarism is a form of cheating and stands in direct violation of expectations for our learning community. Plagiarism is the use of the words, ideas, or work of another (including AI) as if it were one's own or re-using one's own work as if it were new.

Examples of plagiarism include the following:

- Submitting, as your own work copied, in part or in whole, from another student or from print or electronic sources including ChatGPT or other AI tools
- Using direct quotes or paraphrased information without proper citation
- Incorporating another's phrases, ideas, images, charts, statistics or interpretations in your writing without proper citation including ChatGPT or other AI tools
- Collaborating with other students on individual assignments and either submitting similar work or having another student complete the work for you
- Resubmitting your own previous work as new
- Submitting work created in part or in whole that was generated by artificial intelligence

These definitions of plagiarism pertain to papers and essays as well as assignments and tests. Plagiarism is both unethical and illegal. Plagiarism and other forms of cheating will be dealt with severely under relevant LM policies.

Section 2: School Procedures

Attendance Policy

Families play a key role in making sure students get to school. Strong attendance benefits students' health and success in school and beyond. Families are expected to make a plan for on-time, strong attendance, and to make every effort to schedule trips and appointments in such a way that allows students to attend school, and to communicate about any known absences.

School Day

EL: Doors open at 7:55am. Classes begin promptly at 8:10 and end at 3:00pm.

MS: Doors open at 7:45am. Students should report directly to their classrooms by 8:10am. Classes begin at 8:15am and end at 3:05pm.

HS: Doors open at 7:45am. Classes begin at 8:15am and end at 3:05pm.

All students are expected to be off campus by 3:30pm unless in After School Care or an extracurricular activity under the supervision of a faculty member or coach.

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. 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.

This may be appealed to administration since hospitalizations, school related activities, doctor excused illnesses or other exceptions may apply to this understanding. All absences beyond 15 days require documentation from a physician in order to be excused.

MS/HS ONLY: If students miss more than 20% of any given class, then students will be in danger of not receiving credit and having a F as a final failing grade.

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.
- **College Visits:** Juniors and Seniors can take up to three days to visit colleges or universities per year. College trip forms must be completed and submitted to the office at least five days before the day of visitation.
- **Educational Trips and International Home Visits:** Trips may be excused by a parent or caregiver submitting an Educational Trip Form at least five days in advance of the trip. You may access the form [here](#), or on the school website. A maximum of 7 days will be excused.
- **Observation of a Religious Holiday:** Requires a 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. Absences are unexcused until proper notification is received.

Tardies

A tardy is arriving at school after the start of the school day but before 10:00am. Arrival after 10:00 am. 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. For each additional two tardies, students will be charged with a half-day unexcused absence.

MS/HS ONLY: After three unexcused tardies or absences, students will receive a detention.

Early Dismissals

An early dismissal is departing from school before the end of the school day and are only permitted with parent or caregiver notification to the office. Dismissal before 1:00pm will be counted as a half-day absence. Early dismissals are excused using the same criteria as absences. Students are permitted three unexcused early dismissals per year without penalty. For each additional two early dismissals, students will be charged with a half-day unexcused absence.

PIAA Attendance Policy

Per PIAA policy, if a student-athlete in grades 7-12 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 20th day of absence.

To participate in an afterschool activity, LM requires all students to arrive for the school day by 10:00 am. Students who arrive after this time will not be permitted to participate in the

day's scheduled practice or competition. Prior medical and legal appointments may be an exception, as well as at the principal's discretion.

Notification of Excessive Absence

- **Official First Notice:** When a student accumulates three unexcused absences (during the current school year), the state views this as truant behavior. A written notification is sent home. If the student continues to accumulate unexcused absences, a parent conference will be held, potentially with the involvement of a school counselor, social worker, and/or principal, 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 potential truancy citations. As a private school, LM reserves the right to require withdrawal 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 a potential referral to Lancaster County Children and Youth Agency. As a private school, LM reserves the right to require withdrawal 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. All subsequent absences require a doctor's note in order to be excused.

Appearance and Dress Code Expectations

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.

- 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.

- 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 fingertips 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, non-religious head coverings, and sunglasses may not be worn.
- Distinctive military clothing (military camouflage or clothes promoting the military) may not be worn.
- No pajamas or sleepwear may be worn, except on special "spirit days."
- 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, remove accessories or asked not to wear that item in the future. 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: Students may be required to change; warning issued by administration.

Repeated Offenses: Response will be managed at the discretion of administration which may include contact with a parent.

Additional Guidelines for Chapel and Concert presentations

Appearance on stage should not distract from the intended message or presentation.

Considerations:

- Presentations from the stage have an elevated level of formality and professionalism that should be reflected in dress.
- Perspective from pews onto the stage creates a different appearance than might be expected otherwise (shorts seem shorter, etc.).
- Those on stage represent our school community; self-expression is not the focus.

- The purpose of chapels and concerts is worship and community, and we desire to emphasize this focus. We wish to deliberately avoid distractions and offenses from on stage.

Extensions/clarifications of Appearance and Dress Code Expectations:

While on stage, participants should:

- Avoid shorts or skirts that are shorter than mid-thigh.
- Avoid tops that fall off the shoulder at all, or that reveal cleavage or the mid/low back.
- Avoid tops that reveal midriff when hands are raised.
- Choose graphics/images whose messaging aligns with the school community's core values.
- Avoid clothing choices that give the illusion or impression of being out of dress code, even though they are "technically OK" (e.g. flesh-colored leggings; baggy tops that conceal shorts underneath, etc.).
- Choose minimal or non-distracting accessories and makeup (e.g. full-face facepaint).
- Be mindful of how clothes and appearance can be affected by sitting or moving in different ways.

Students whose appearance may distract during chapels/presentations may be asked not to participate on stage as planned, and an administrative team member will follow up with them as per dress code protocol. Students may be offered alternative clothing options from the office if appropriate in order to make participation possible.

Closings and Delays

Information about weather-related emergency school closings will be posted on the school website www.lancastermennonite.org, LM Facebook and Instagram pages, and on Schoology. Information is also available on WJTL 90.3 (Radio) and WGAL Ch. 8 (Web/TV). You may also opt in for notification texts through the SchoolMessenger and Schoology app/platforms.

Flexible Instructional Days

To improve the predictability of the school calendar and eliminate the need for make-up days, LM employs a Flexible Instructional Day (FID) Plan. FIDs enable academic work to be completed at home when inclement weather necessitates closing the school building. FID work is required for grades 5-12, and FID will be counted as a school day. Elementary students may be given optional FID work.

- MS/HS teachers will post assignments on Schoology by 9:00am. Teachers may send print materials in advance of an FID, particularly for elementary students.
- Teachers will check email and Schoology regularly throughout the day and be available for questions until 3:05 pm.
- Students without internet or device access should inform their teachers in advance and will be given a one-day extension for their assignments.

- Grades PreK-4th: FID work will be optional, though may be required in the unlikely event of prolonged school closure.
- Grades 5-12: Each assignment should require approximately 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 pm. on the FID.

Additional Policies and Procedures

Student Visitors

Prospective LM students are encouraged to visit the school. All visitation must be arranged in advance. Visits can be scheduled through the Admissions office.

Valuables

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. We do not have closed lockers in the building.

Eligibility Requirements [MS & HS ONLY]

- Eligibility requirements apply to all extracurricular activities. Participation in these activities is a privilege and requires a satisfactory academic and conduct report.
- Academic eligibility is determined weekly and at the end of each quarter. Two or more failing grades at the end of a week results in ineligibility for the next week. Two or more failing grades at the end of a quarter results in a 20-day ineligibility beginning with the day of report card distribution.
- Normally students receive one week of ineligibility for each day of school suspension for discipline reasons. An unsatisfactory conduct record at the end of a quarter or the accumulation of unsatisfactory activities may result in a time of ineligibility. Students who are ineligible or in suspension may not practice or play with the team.
- Students participating in a co-curricular activity agree to abide by the following substance abuse policy that is in effect for the entire school year and during the summer when involved with a school activity.
 - To protect the health and wellbeing of our high school students and the integrity of the activity, LMS has regulations to encourage positive, life-giving choices and discourage substance use. Parents and school staff must work together to educate and challenge students who choose to use substance detrimental to their wellbeing.
 - This policy applies to any student involved in a co-curricular activity, leadership position, public performance, or other activity related to school or under the supervision of school personnel. The following are prohibited: the possession, use, or distribution of alcohol, tobacco, illegal drugs or the possession or abuse

of any controlled substance (or the possession of paraphernalia related to such items). *Students who remain present when any such activity occurs are considered to be participants.*

- This policy is in effect 24 hours a day and 365 days a year while enrolled at LM and participating in a co-curricular activity. If a student violates the policy prior to their participation in an activity covered by this policy, the student will be declared ineligible for a period of time at the beginning of the activity in keeping with the policy.
- If the offense occurs while the student is involved in a co-curricular activity, the suspension shall be for a period of up to 30 calendar days from the date of the infraction. If the student is not currently involved in a co-curricular activity, the suspension time of up to 30 calendar days begins with the start of the co-curricular participation.
- To help bring closure to the infraction, a restorative discipline circle will be held with the student and those directly impacted by the choice of the student. It is the desire of the school that students seek and receive help before they are confronted with an infraction. To this end, students involved with alcohol, tobacco, or drugs who have not been found in violation of this policy and willing seek help and follow through with corrective actions may be exempt from the sanctions of this policy, in the discretion of LMS.
- LMS reserves the right to take additional disciplinary action and to apply more or less severe penalties than those described in the guidelines.
- Each co-curricular activity may develop additional policies specific to the activity.

7

Section 3: Guidelines for Shared Community

General Guidelines for a Shared Community¹

God created us to live in the fullness of God's goodness: in peace with God, with each other, and with the world around us. The realities of sin and brokenness in our world inhibit the fullness of life God desires and intends for all people. Through Christ, we are rescued and can join in the work of the kingdom of reconciliation and restoration.

As an Anabaptist Christian community, we express that "Jesus is the center of our faith, community is the center of our lives, and reconciliation is the center of our work" (Palmer Becker, 2017). Our goal in all discipline is **repentance, reconciliation, restoration, and transformation.**

Our Discipline Philosophy

¹ This section (through expulsion) is a direct reprint from the Employee Manual. Cross-check all updates/edits.

Student choices determine the consequences, whether positive or negative, and students must accept responsibility for their actions. Lancaster Mennonite School prioritizes a restorative approach to discipline, which includes interventions such as counseling, apologies, prayer, reconciliation, and parental involvement. Consequences will be assigned to students as part of a holistic restorative process. Restorative discipline is based on a motivation to help each child know and demonstrate the reconciling love of Jesus.

The school is responsible for clearly defining behavioral guidelines and maintaining a safe environment, and informing parents of any consistent pattern of misbehavior and its consequences. Parents are responsible for supporting school policies and teacher authority in dialogue with their children.

Restorative Practices Defined



Restorative Justice is centered in the belief that all people are created worthy and are wired for positive relationships. When we do things that negatively impact others and create harm to those relationships, it is our individual and collective responsibility to make things right.

Restorative Practices are the skills and processes that help us build, nurture, and repair relationships to form a healthy, supportive, just, and Christ-centered community.

We build our Christ-centered community through:

- **Rootedness:** Building our community rooted in God's love (Eph 3), God's Word (Psalm 1), and God's Son, Jesus (Col 2)
- **Relationship Building:** Creating opportunities for meaningful connections between students, faculty, and families
- **Conflict Prevention:** Teaching students biblical principles of communication, empathy, and conflict resolution
- **Community Engagement:** Involving all stakeholders in creating and maintaining a positive school culture
- **Character Formation:** Integrating Christ-like character into daily interactions and expectations

Lancaster Mennonite utilizes a **tiered support system** combined with **leveled responses** to meet individual student needs:

Tiers of Support (provided by staff):

- Tier 1: Community-wide strategies for **all students** to engage in **proactive peacebuilding, conflict prevention, and behavior support and modeling.**

- Tier 2: **Intervention strategies** for **a few students**, focusing on accountability, peaceful conflict resolution, repairing harm, and restoring relationships.
- Tier 3: **Intensive interventions** for **a few students**, focusing on safety, repairing harm, and restoring relationships.
- Tier 4: **Emergency Interventions** for **rare occurrences**, requiring immediate administrative action.

Restorative Practices: Response Framework

We expect most LM students will have little problem following school expectations. Reconciliation strategies, part of the restorative practices framework, are the approach taken when disciplinary issues arise. Students and their families are expected to fully cooperate with the restorative process as part of the school community.

When disciplinary issues arise, parents can expect:

- **Caring Counsel:** Faculty and administrators will listen, counsel, and seek to understand
- **Clear Communication:** Regular updates on your student's progress and any concerns
- **Collaborative Process:** Your involvement in developing solutions and supporting your student
- **Restorative Focus:** Emphasis on growth and relationship repair rather than punishment alone. Restorative measures will be our primary approach, used whenever possible.
- **Biblical Foundation:** Responses are rooted in Scripture and Christ's example of grace and truth
- **Individual Support:** Appropriate tier of support matching your student's specific needs

Response Levels

Procedural	Some behavior expectations (like tardiness or classroom procedures) have an assigned consequence that serves as a reminder of the procedure and do not fall into the restorative framework. These are minor issues that are resolved with the classroom teacher.
Level 1	Level 1 describes actions that do not align with classroom expectations. Minor disciplinary issues at this level are primarily overseen by classroom teachers with redirection or conversation.
Level 2	Level 2 describes actions that create relational harm in the learning community. Disciplinary issues at this level involve additional staff, parents, or administrators and will often result in agreed-upon consequences and restorative actions. The use of restorative conferencing or circles may be employed.

Level 3	Level 3 describes actions that are highly disruptive to the learning environment. Disciplinary issues at this level involve multiple stakeholders and may result in suspension or expulsion in addition to restorative actions. Restorative conferencing or circles may be used. A supported re-entry is provided following suspensions.
Level 4	Level 4 describes actions that are dangerous or illegal. Emergency interventions for disciplinary issues at this level involve immediate administrative action followed by restorative methods as applicable.

Restorative Conversations and Actions

Restorative Conversations: We regularly facilitate reconciliation between community members who have caused offense and those they have impacted. Restorative conversations can range from informal brief exchanges between staff and students to formal scheduled restorative conferences.

Our approach moves from informal to formal responses as needed:



Formal Restorative conferences may be used to repair harm caused by poor/unacceptable choices or actions. These formal conferences will often include teachers, students, parents, administrators, and other community members as needed. A facilitator (typically a trained administrator) will guide the process to ensure a thorough process. In all cases, the goal is to maintain a favorable school climate and enable individual growth. All community members, including parents and staff, are expected to participate when needed.

Restorative Actions follow a restorative conversation and provide a response to repentance, repair harm, and restore community. They may include:

- Acts of service for the school or individuals
- Repair or improvement to physical property
- Written or verbal apologies
- Writing thinking papers
- Development of a behavior plan
- Guided study of relevant Scripture passages or related readings
- Other acts exemplifying the fruit of the Spirit
- Supported detention or suspension

Detention (MS/HS only) is typically held before school, after school, or during lunch/recess. Once scheduled, detention dates cannot generally be changed.

Out-of-School Behavior

The school will respond to out-of-school behavior when it affects in-school behavior, hurts other students, interferes with the school's operations, or violates the standards of conduct the school expects of its students. If a student is arrested or convicted, the school will conduct a review of the situation, including the student's enrollment status and the conditions of enrollment.

Suspension and Serious Disciplinary Issues

As an Anabaptist Christian community, LM 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, verbal or non-verbal, 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 our first and primary approach to handling disciplinary matters.

The goal of discipline is not punishment, but instead a repentant heart and changed behavior. It is expected that students and families will respect and work with teachers so that few discipline cases are referred to administrators. In cases where unacceptable conduct persists, referrals will be made to the division principal. Restorative conferences may be used to repair harm caused by inappropriate behavior. Student mediation and negotiation strategies are also encouraged as methods for solving problems. In all cases, it is important to respect the dignity of the individual through due process.

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, sexual, 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, vapor products, or illegal drugs or substances on campus and at off-campus school functions
- Abuse of legal drugs
- Accumulation and continuation of minor offenses

- Other conduct that is disrespectful to persons or disruptive of the educational process

Expulsion: When restorative measures have failed, are not viable, or when it is inadvisable for the student to be present at school, the administration reserves the right to expel the student.

Our Deep Hope: That through this restorative approach, students will experience God's love and grace, develop Christ-like character, and become agents of reconciliation in their communities and beyond. *"Therefore, if anyone is in Christ, the new creation has come: The old has gone, the new is here! All this is from God, who reconciled us to himself through Christ and gave us the ministry of reconciliation."* - 2 Corinthians 5:17-19

School Life

Activities (Drama, Clubs, etc.)

EL: Fine arts programs are held at Christmas and in the spring. All students are expected to attend and perform in the concerts. Other extracurricular activities throughout the school year may include: Chess Club, Girls on the Run, Math4Girls, Envirothon, and more.

MS: Middle School students may audition for the middle school drama, usually performed in late winter or early spring. Fine arts programs are held at Christmas and in the spring. All ensemble students are expected to attend and perform in these concerts. In order to create more opportunities for community building, the MS staff will plan several student socials throughout the school year. These socials may be during or after school hours and will include teacher led activities and games. Parent volunteers may be requested to help. MS has a Quiz Bowl team, Chess team, Envirothon team, Yearbook, and various other activities in which students are invited to participate.

HS: All high school students participate in a weekly club during the school day which rotates on a trimester basis. Student organizations provide leadership opportunities in many different areas. All students are encouraged to consider engaging in extracurricular activities throughout the year where gifts and abilities can be explored, students can become well rounded in their involvements, and where a holistic high school experience can be achieved.

Athletics

EL: Lancaster Mennonite Youth Athletics (LMYA) offers competitive and recreational athletic opportunities in a Christian context for students in grades K-6.

<https://www.lancastermennonite.org/athletics/lmya/>

MS: Lancaster Mennonite Youth Athletics (LMYA) offers competitive and recreational athletic opportunities in a Christian context for students in grades K-6. MS also sponsors

junior high teams for interscholastic competition in select L-L League sports in fall, winter, and spring.

HS: Our high school interscholastic athletic program provides fall, winter, and spring opportunities for students to participate as a Blazer through the L-L League in PIAA. Students are encouraged to participate in athletics as they are able to develop skills, have fun, build team spirit and continue to build character.

Faith Formation

Faith formation is integrated into the curriculum and is more explicitly developed through the *Encounter* curriculum, which is taught during Bible class. Students begin their day in homeroom with 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.

Field Trips

LM views field trips as valuable educational experiences. Students have the opportunity to participate in various field trips each school year. LM typically covers the cost of transportation, but students may be charged a fee for activities or admission.

Lunch

Students may pack their own lunch or they may purchase lunch in the school dining hall. Monthly lunch menus are available on the school website. Open food and drinks other than water are not permitted to be consumed outside of the dining hall unless it is with teacher permission and/or for a planned class activity. Free and reduced lunches are available to qualifying families.

Recess [PreK-8]

Students need time daily for outdoor playground activities and free play, weather permitting. Playground aides and/or teachers provide supervision during the recess period. All students must go outside for recess when it is offered unless excused by a physician or the school nurse. Students must wear the appropriate seasonal clothing and footwear for safe playground activities. Staff will use the following temperature and outerwear guidelines to ensure student safety and comfort:

- Below 25 degree "Realfeel" - *indoor recess*
- 25-50 degree "Realfeel" - *students may go outside for recess, and must wear appropriate outerwear (When at or below 32°, hoodies, cardigans, or light zip-ups are not sufficient by themselves. Extra outerwear is available, and students may be asked to borrow a school coat if needed).*
- 50+ degree "Realfeel" - *outdoor recess, outerwear not enforced*

Residential Life

Our high school Residence Hall boarding provides an opportunity for students to grow socially and spiritually in a community where they care for themselves and each other. In addition to benefiting students who participate in the residence hall program, the program enriches the entire school with an international perspective. Residence hall students and parents should refer to the the Residence Hall Handbook for a full list of policies and guidelines for residential students.

School Counseling

Lancaster Mennonite provides both academic and non-academic counseling to all students. The school counseling offices are located in the grade level offices. Parents/Guardians are welcome to communicate any concerns with the counselors. LM also values the support of a school social worker and offers school-based counseling services through Samaritan Counseling.

Additional General Guidelines

- When students arrive on campus, whether by bus or car, they must remain on campus until school is dismissed. Students may not arrive to school early and leave prior to the start of class.
- Students may not cross over the Mill Stream unless attending an athletic competition, or under direct staff supervision.
- Millstream and Graybill Halls are closed during the school day.
- Bulletin board announcements must be approved by an administrator before they may be displayed.
- Snowballs may not be thrown on campus.
- The school is not liable for damages to musical instruments, electronic devices, or any personal items brought on campus.
- Displays of affection are not permitted on campus.
- Soliciting or literature distribution is not permitted without administrative approval.
- Skateboards, hoverboards, scooters, etc. are not permitted on campus.
- Food may not be delivered to campus without the approval of a staff member.
- Items found on campus are to be turned in to the office to be placed in lost and found.
- Students are required to have hall passes with them at all times when in the hallways. [Middle & High School Only]

Section 4: Safety

Custody Information

The school uses a student's birth certificate to assume custodial arrangements. If there are any changes to the student's custody arrangements, parents must notify the school immediately and provide legal documentation (custody orders, protection from abuse orders, change of address, etc.) in order for the school to make adjustments in order to support the custody arrangements. Without documentation, the school cannot restrict contact (picking a child up from school, receiving school emails, etc.) from a parent listed on the birth certificate.

School Security

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

Mandated Reporting

All staff employed at Lancaster Mennonite are mandated reporters. This means they are legally required to report suspected child abuse or neglect to the appropriate authorities, [according to the Commonwealth of Pennsylvania \(.gov\)](#). This includes all school employees, such as teachers, administrators, counselors, nurses, and other staff.

Act 44 Notification of Weapon Incidents²

In accordance with Pennsylvania Act 44 of 2025 (24 P.S. §1303.2-A), Lancaster Mennonite School is required to notify parents/guardians and school employees when an incident involving the possession of a weapon occurs on school property, at a school-sponsored activity, or on school-provided transportation.

For purposes of this law and school policy, a weapon includes, but is not limited to, any knife, cutting instrument or tool, nun-chuck stick, firearm, shotgun, rifle, or any other tool, instrument, or implement capable of inflicting serious bodily injury. Students, please do not bring these items to school or keep them in your car on school property.

² This subsection also appears in the Employee Manual. Any edits should be revised in both documents.

Notification will generally be provided within 24 hours of the school's awareness of an incident, unless circumstances require a different timeline. Notifications may be limited to the school building, campus, activity, or transportation group directly affected by the incident, as permitted by law.

To protect student privacy and comply with the Family Educational Rights and Privacy Act (FERPA) and other applicable laws, notifications will not include personally identifiable information about students involved in the incident.

Lancaster Mennonite School remains committed to maintaining a safe, caring, and Christ-centered learning environment. Students are prohibited from possessing weapons on school property, in vehicles on school property, at school-sponsored events, or while participating in school-related activities. Violations will result in disciplinary action and may be reported to law enforcement as required by law.

Health Policies

First Aid

School personnel will give first-aid treatment if a student has an injury requiring immediate medical attention. If school personnel give first-aid treatment, the parents are informed immediately. If immediate medical attention is required, 911 will be called by a school employee.

Illness

Students may not attend school if they exhibit any of the following –

- Temperature of 100 degrees or higher. Students need to be fever free without medication for 24 hours before they may return to school.
- Vomiting or diarrhea within 24 hours before school. Students may return to school 24 hours after the last episode of vomiting and/or diarrhea.
- Contagious conditions such as but not limited to, flu, strep throat, pink eye, impetigo, scabies or ringworm.

The school nurse, or if unavailable a member of the administrative staff, will assess whether a student should be dismissed early due to illness or injury, and if necessary, will contact the parent/guardian directly. Students are discouraged from contacting parents or guardians by phone or text prior to being evaluated by the school nurse. Early dismissal due to illness or injury will be excused only when the school nurse, or a member of the administrative staff, determines that it is medically necessary. It is the responsibility of the parent/guardian to promptly pick up a student from school in the event of illness. If a parent or guardian cannot be reached, the student will not be permitted to leave school prior to the end of the school day.

Medication

School personnel are not permitted to administer any medication to students without written permission from physician and parent on the Medication Consent Form. This includes over-the-counter medicine such as Tylenol, cough syrup, etc. Prescription medication must be dropped off by an adult at the school office in the original container with the prescription labeled by a pharmacist or physician. Students may not carry medications to or from school. LM cannot accept expired medications.

For your child to receive any medication during the school day (prescription or over-the-counter), the following forms are required:

- Medication Consent Form signed by parent, including medication order signed by physician
- Asthma Action Plan (for asthma medications/inhalers only)
- Allergy Action Plan (for allergy medications/epi-pens only)

Health Screenings

Health Screenings will be completed every fall by Conestoga Valley school nurses. This includes height, weight, vision, and hearing screenings. All results will be sent home to parents/guardians.

State Required Health Documents

- Physical Exam Forms are required for Kindergarten, Grade 6, and Grade 11.
- Dental Exam Forms are required for Kindergarten, Grade 3, and Grade 7.
- Please submit these forms to the school nurse prior to the start of the school year or as soon as possible.
- Immunization records are required upon admission to school. Please submit any updated immunization records to the school office.

Wellness Policy

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

- Classroom parties may offer minimal amounts of food 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. Acceptable beverages include water, milk, 100% fruit juices and fruit blend juices.

- Teachers may opt to send treat foods home instead of serving them at school due to scheduling or to accommodate possible allergies. Non-food birthday treats are preferred.

Crisis Management

Lancaster Mennonite employs a Crisis Management Team that evaluates and maintains robust crisis management plans for a variety of scenarios the school may face. This committee also ensures that:

- Building safety and security is routinely evaluated and maintained
- Safety training and drills are routinely conducted for all staff and students
- Coordination with community resources are maintained

If the need for emergency communication is needed, families will be contacted through the SchoolMessenger system. Each family should confirm yearly that they are properly set up in the SchoolMessenger system to receive messages from LM.

Discrimination, Harassment and Bullying³⁴

Freedom from discrimination, harassment, bullying

The School is committed to providing a positive, safe, and secure learning community for all students. The School strives to maintain an educational environment in which discrimination, harassment, hazing, or bullying in any form will not be tolerated. Staff members and students are responsible for maintaining an educational environment free of discrimination, harassment, or bullying and for respecting the rights of fellow students and staff. No LM student or faculty member should be subjected to cyberbullying regardless of whether it originated on or off the school's campus. Any discrimination or harassment based on race, color, national origin, ethnic origin, religion, citizenship, disability, or gender is strictly forbidden and will not be tolerated. A victim of discrimination, harassment, or bullying should not be made to feel responsible for being victimized and is urged to report so the wrongful conduct can be stopped.

Definitions:

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.

³ This policy is in compliance with and references BP 6.8, printed in full as an appendix.

⁴ This section is reprinted in the employee manual. All revisions should be made in both documents.

- Substantial disruption of the orderly operation of the school.

Bullying, as defined in this policy, includes **cyberbullying**.

Hazing⁵ is any activity that recklessly or intentionally endangers the mental or physical health or safety of an individual or group of individuals, or damages property, for the purpose of initiation or membership, regardless of the person's willingness to participate in the activity.

Reporting Discrimination, Harassment, and Bullying at LM

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.

LM school counselors and principals will be the primary contacts for students who wish to report bullying incidents.

LM officials may report incidents of bullying to law enforcement depending on the criminal nature of the offense.

Forms for reporting: Discrimination, Harassment or Bullying, and Racial Incidents are available in any office or from the school counselor. Any student or parent may also use the PA Safe2Say system to file a report.

All Lancaster Mennonite students have the same rights, privileges, programs, and activities generally available to students at the school. LM does not discriminate in the administration of its educational, admissions, scholarship, loan, athletic, and other school-administered programs and policies.

Student Searches

Students may be searched by authorized school personnel having reasonable suspicion. A search of a student includes a search of the student's (a) person, (b) clothes being worn or carried, (c) cubby, (d) pocketbook, briefcase, duffel bag, book bag, backpack (e) computer, or any other container used by the student for holding or carrying personal belongings of any kind and in the possession or immediate proximity of the student. If a student refuses

⁵ This policy is in compliance with PA Act 31 of 2016.

the search, parents will be contacted. Further refusal may result in administrative action including and up to dismissal. If the suspicion involves a substance or object that may injure the student or other students, local authorities will be notified.

Section 5: Transportation

Busing

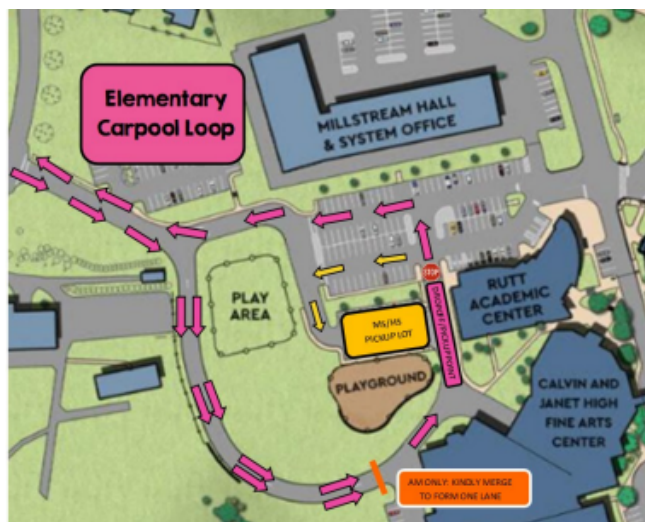
Bus transportation for grades K-12 is provided by the school district in which a student resides, or by Lancaster Mennonite buses. Public school districts that offer free busing include Conestoga Valley, Eastern Lancaster County, Hempfield, Lampeter-Strasburg, Solanco, School District of Lancaster, Manheim Township, Penn Manor, Pequea Valley, and Warwick. Please contact the transportation office in your school district of residence to set up busing for your student. Busing is not available for PreK students.

Arrival & Dismissal

Elementary Arrival

Carpool students should not arrive before 7:55 am (unless being dropped off at Before School Care). All elementary families must use the carpool lane (PINK ARROWS), unless given special principal permission.

- Please form two lanes until you reach the merging point (ORANGE LINE). At this point, kindly merge into one lane.
- Students must unload as soon as their car reaches the drop-off zone (PINK RECTANGLE). **Parents should not get out of their car.** Students are expected to open their own car door and hop out with their belongings without staff assistance.
- Do not drive out around unloading vehicles if your child is already out of the car. Wait until all cars pull forward.
- Our doors close at 8:10. Families arriving after 8:10 must check in with their child at the office.

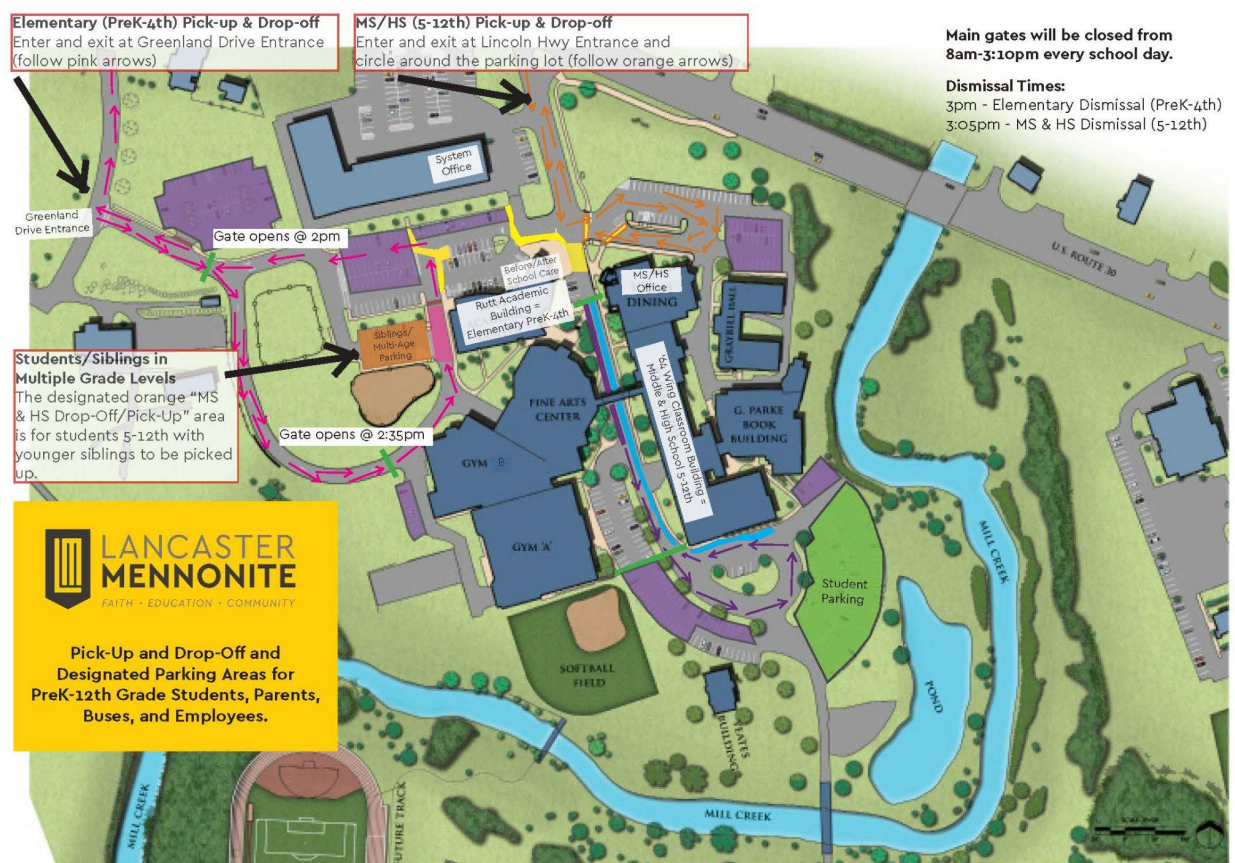


Elementary Dismissal

Elementary students are dismissed at 3:00pm. Please form two lanes the entire way through the carpool lane.

- Please have your numbered car tag hanging/visible for our car tag readers. Please keep it hanging until you leave the campus.
- Numbered car tags are required for student pick up. If you do not have a car tag, you may be asked for ID or be asked to exit the carpool line and check in at the front office. If you need more car tags, please contact the elementary office.
- If anyone other than a parent will be picking their child up from school, please update the child's dismissal plan with the person's name, and provide that person with your car tag or car tag number.
- If you have both elementary AND middle/high school students, please pick up your elementary students first, then pull around and park in the MS/HS school pickup lot. (YELLOW RECTANGLE)
- If your child is not picked up by 3:15 they will be sent to After School Care if it is available (ASC), and your FACTS account will be billed. If your child is not registered for ASC, they will be billed the "late fee" rate.
- When school is dismissed early, the same procedures will apply.

Carpool Map



- Legend/Key**
- Employee Parking Areas
 - Student Parking Area
 - Crosswalks
 - Elementary (Grades 1-4) Drop-off/Pick-up Area
 - MS & HS (Grades 5-12) Drop-off/Pick-up Area (with siblings; parents with multi-age students)
 - Elementary Bus Drop-off/Pick-up (K-4th)
 - MS/HS Bus Drop-off/Pick-up (5-12th)
 - Gates - closed from 8am-3:10pm

Last updated
July 2026

Middle & High School Arrival [See Appendix 2]

- Carpool students should not arrive before 7:55am. Students must report to their homeroom upon arrival and may not remain in the hallway. Phones and smart watches are turned in for the day.
- 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.
- MS: Devotions/gathering activities will begin at 8:10 AM.
- Announcements are read at 8:15 am.

Middle & High School Dismissal

- Dismissal is at 3:05 pm. 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.
- When school is dismissed early, the same procedures will apply. Students not picked up by 3:15 must wait in the HS/MS office.
- Students may not leave campus for any reason without first signing out in the HS/MS office.

Driving to School [HS ONLY]

Student drivers must park in the designated student parking lot. A parking pass is expected for all student drivers and can be obtained from the high school office for a \$5 refundable fee. All cars must be parked in designated parking spaces. Drivers of cars not parked in a designated parking space may be fined or towed at the driver's expense. Costs could exceed \$75. Students are not to be in their cars or the parking lot during the school day. The campus speed limit is 5 miles per hour. The school is not liable for damage to any vehicles brought on campus.

PickUp Patrol [PreK-6th grade]

- The PickUp Patrol (PUP) Dismissal System is used for Prek-6th students to help manage dismissal time and for parents to communicate changes to their student's regular dismissal plans.
- Parents should create an account on PickUp Patrol and set a "default dismissal plan." We will dismiss your child based on the dismissal information you put into the PickUp Patrol app, so be sure to confirm the default dismissal plan before the start of each school year. New parents will receive an email with instructions for how to register.

- Dismissal plan changes can be entered from a smartphone or computer in advance and at any time up until 2:30pm on the day of the change. After 2:30, changes will not be accepted, except in the case of an emergency. To ensure the safety of all students, please plan accordingly and limit these exceptions to emergencies only.
- If your student will be absent from school, report the absence using PickUp Patrol by 9:00am on the day of the absence.

Before and After School Care [PreK-4th grade]

Before and After School Care is available for registered students in PreK-4th grade only. Families must register annually.

Before School Care: 7:30-8:00 AM – \$4.50/day

After School Care: available from 3:00-4:30 PM

3:00-4:00 - \$9/day

3:00-4:30 - \$13.50/day

- This program is dependent on adequate staffing, and if there are ever any program changes, families will be notified in advance.
- Parents must keep payments up to date in order to continue using the before school care program.
- Students must demonstrate consistent positive behavior in order to remain registered.
- There is no before school care if we have a weather delay.
- There is no after school care when dismissed early for scheduled early dismissals (unless staffing is such that the school could offer it on occasion) or inclement weather.
- These programs are located in the multipurpose room of the Rutt Academic Center.
- Changes to a child's dismissal plan should be made through the Pick Up Patrol app.
- If students are not picked up by 4:30pm, an additional late fee of \$1.00 per minute will be charged, and emergency contacts will be called. Families who accumulate over 45 total minutes late in the school year per family unit, or 30 minutes or more in a single day, will be contacted by school administration to set up a plan for continued participation in the program.
- Billing occurs monthly through FACTS.
- Pick-up and drop-off location is the same as regular carpool.

Students are not permitted to stay after school unless participating in a school-sponsored, supervised activity such as after school care, athletics, drama, etc.

Section 6: Enrollment, Tuition and Billing

Continuous Enrollment Agreement

In order to provide our families with a system of enrollment that is seamless and paperless, we utilize a continuous enrollment system where students are continually enrolled from their initial enrollment into LM until the graduation of the student(s) from Lancaster Mennonite, or the termination of this agreement as provided herein. Accordingly, the term of this agreement shall be in effect from the date of enrollment and shall renew automatically for each successive academic year until graduation from LM unless this agreement is terminated by LM or written notice of termination from the parent/guardian is received in the LM Admissions Office on or before February 1 of each year.

Simply stated, if a student(s) will not be returning the following school year, it is the parent's responsibility to notify LM in writing by February 1 of the current school year. If such timely notice is not received, the student will be considered enrolled for the following school year. In February, the parent/guardian will be charged the non-refundable Annual Enrollment Fee to their FACTS account. If the fee is not paid by March 1, the fee will increase by \$100. Beginning with June payment as set forth in the tuition plan, the parent/guardian will become responsible for tuition payments. LM reserves the right to amend this agreement as needed with reasonable notice.

Annual Enrollment Fee

A non-refundable annual enrollment fee is required for students to be enrolled for the next school year. For each subsequent year the student(s) is enrolled at LM, this fee will be automatically charged to the family's FACTS account each year. Once paid, the enrollment fee is non-refundable, except when contingent on financial aid.

Tuition Management

Tuition for the following academic year will be published each year in January. Tuition shall be paid according to the plan chosen by parent/guardian in their FACTS (<https://factsmgt.com/>) account. New families will be contacted by FACTS to set up their payment plan. Payments for the following school year run on a 12 month cycle beginning in June.

Enrollment and Financial Terms and Conditions

The following is reprinted from the Continuous Enrollment Agreement for reference:

- I/We agree that the term of my student(s) continuous enrollment begins with this signed Continuous Enrollment Agreement, and thereafter continues automatically through completion of grade 12, or if necessary, until the official LM withdrawal procedures are completed.
- I/We understand that the annual enrollment fee will be billed to our FACTS account in February, and in each subsequent year.
- I/We understand that the enrollment fee is non-refundable, except when contingent on financial aid.
- I/We understand that delinquent accounts may result in my student(s) being un-enrolled at Lancaster Mennonite School.
- I/We recognize the right of Lancaster Mennonite 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, including all financial obligations.
- I/We understand that report cards, transcripts, and diplomas will be released only when a family's tuition account is paid in full.
- I/We have reviewed the current Fees and Financial Policies and agree to fulfill all financial obligations in a timely manner.

Financial Aid

LM provides various discounts, merit scholarships for new students (grades 6-12) and need-based financial aid to make an LM education affordable for as many families as possible. Financial aid funds are distributed based on many factors such as income, family size and expenses. Because Lancaster Mennonite considers many factors in determining financial aid, we require a professional, confidential third-party online financial assessment of all applicants.

Financial aid requests usually exceed the amount of available funding. Therefore, please note that in order for all qualified students to receive financial aid, you may not receive the full amount for which your student is eligible.

Lancaster Mennonite School participates with the Educational Improvement Tax Credit program and the Opportunity Scholarship Tax Credit program. These programs (monitored by the Commonwealth of Pennsylvania) are funded by area businesses that make contributions on behalf of our school to nonprofit organizations.

More information on our financial aid process and application is found on our [website](#).

Incidental Billing

Incidental charges that are separate from tuition will be billed to your family FACT account. These charges may include, but are not limited to:

- Before school care
- After school care
- Class fees
- Athletic fees
- Drama fees
- Field trips
- Damaged or lost book fees
- Middle School activity fee
- Unpaid lunch balances
- Testing fees (SAT, PSAT, etc.)
- Senior Trip costs
- Mini-courses
- Class trips
- Re-enrollment fees
- Other school related expenses

Most incidental fees are due within 10 days of being invoiced. Please ensure that auto-withdrawal has been set up for incidental fees, as this payment option is separate from tuition auto-withdrawal and is not activated automatically when tuition auto-withdrawal is established.

Lunch

LM provides daily lunch service for students and employees. To put money in student accounts, you may send cash or a check to the office (made payable to LM). You can also set up an online payment account at [SchoolCafé](#) using [this guide](#).

Menus, application for free and reduced lunch, and other details on our lunch program can be found on our website: <https://www.lancastermennonite.org/lunch-2/>

Section 7: Technology

Acceptable Use and Responsibility Policy

Introduction

Lancaster Mennonite 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 Acceptable Use and Responsibility Policy to be a significant matter and reserves the right to limit, refuse or revoke access to its technology resources. The LM Acceptable Use and Responsibility Policy applies to all technology resources including, but not limited to cell phones, tablets, personal laptop computers and mobile devices, school computers, audio and video equipment, networks, and storage devices.

LM 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.

Purpose

- Lancaster Mennonite School provides students with access to an electronic communication system, which includes Internet access and google workspace accounts (grades 3-12) for educational purposes only.
- The purpose of the electronic communication system is to assist in preparing students for success in life and work by providing them with access to a wide range of information and the ability to communicate globally.

Responsibilities and Privileges

- Teachers and the Librarian will work together to implement a curriculum to assist students in developing the critical thinking skills necessary to responsibly navigate electronic resources and discriminate among and evaluate information sources.
- Access to the system's electronic communication system through school resources is a privilege, not a right, and may be revoked for anyone who uses these resources inappropriately as outlined by this policy or as determined by school officials in their sole discretion.
- Any costs, charges, liabilities or damage due to misuse of the computers are the student's responsibility.

Access to the System

- Once a middle school or high school student has agreed to the Acceptable Use and Responsibility Policy (by signing the handbook agreement form) the student will be issued the needed information to access the Lancaster Mennonite School network, and the student's LM email and Schoology accounts. It is assumed that parents are supportive of the Acceptable Use and Responsibility Policy unless they chose to opt out of allowing their student to participate by contacting the student's Principal.
- Access is intended for educational purposes only. An LM issued password is intended for the sole use of the student to which it was issued and should not be shared with any other individual.

Responsible and Acceptable Usage

- School Resources
 - School technology resources are to be used for educational purposes only.
 - Students are encouraged to use electronic school resources to enhance academic curriculum. Access to a broad, diverse body of material as provided via the internet allows students to increase the breadth and depth of their learning, while encouraging perspective-taking at the local and global level.
 - During the school day, school resources must be used under the supervision of an LM faculty/staff member.
 - MS: If there is a special circumstance approved by the Principal and permission is given to take a Chromebook home, a policy device form must be signed by the student and parent and returned to the school. If an LM device is taken home, parents must sign the take-home policy.

The following uses of LM technology and personal devices are considered unacceptable:

- Recording, transmitting or posting photos or videos of a person without their knowledge and consent.
- Accessing social media sites during class time.
- Accessing Internet sites and media content that may jeopardize student safety or cause a disruption to the learning environment and run counter to the school's philosophy and mission.
- Engaging in indecent or illegal activities including (but not limited to) using derogatory and/or explicit language, bullying or harassing another individual or group, posting offensive or explicit images, or planning illegal or inappropriate activities.
- Disclosing personal contact information to any person or company on the Internet or through email.
- Attempting to gain unauthorized access to any of the school's Internet systems - this includes logging in under another identity and/or attempting to access another person's files attempting to interfere with or disrupt network users, services, LM school data or data of another student, or equipment, either locally or off campus.

- Attempting to bypass the LM network filter.
- Transmitting threatening, obscene, harassing or malicious words, images or other materials.
- Emailing or posting images, photos or videos of LM employees. This includes the creation of fan pages or groups on social networking sites.
- Posting photos or logos that are the intellectual property of Lancaster Mennonite School.

Personal Electronic Device Policy

EL: Students may use the school office phone with permission. All calls are to be made from the office. Students may not use cell phones or smartwatch technology during the school day.

MS: 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. MS students turn-in electronic devices to their homeroom teacher upon arriving at school. If you need to contact your child immediately, please phone the school office at 717-299-0436 and ask for the MS Administrative Assistant.

HS: To help promote increased engagement, more focused learning and a greater sense of community, LM High School faculty will implement the following cell phone/electronic/ear bud policy.

- Personal laptops may not be used during the school day without written permission granted for educational necessity. All students will have access to a school-owned Chromebook.
- Upon entering each class, students will be required to place their cell phone in a designated area set forth by the teacher. This will most likely be a hanging organizer or another form of cell phone storage set forth by the teacher.
- This expectation will be consistent for all regular classes, study halls, advisory, clubs and flex time. The school is equipped with enough Chromebooks and computer labs for all students to have access to Schoology and internet resources for school work.
- Students may pick up their phone when they leave the room at the end of each period. This includes the expectation that phones remain in the room during bathroom breaks.
- Students can have and use their phone appropriately in between class periods and at lunch. While phones will be in student's possession during chapel, the expectation remains that cell phones, electronics and earbuds are not to be used or seen during chapel. For restroom use during chapels, students turn in their cell phone to the teacher on duty in the chapel lobby as they sign out.

Unapproved phone use during class may result in students turning in their phone to the office for the remainder of the day and/or having a conversation with administration.

Teachers can use their discretion if phone use is part of the lesson plan to meet the objectives of the course curriculum. Teachers will consistently and effectively implement this understanding as we strive to continue to be a Christ-centered educational community where we live out LM's core values while also balancing aspects of the effective use of technology in our community.

Chromebook Use Agreement

Purpose

Lancaster Mennonite School (LMS) provides Chromebooks to students in grades 3–12 to support learning. This agreement outlines the school's and family's shared responsibility for the safe, effective, and appropriate use of these devices, and the expectations that apply to all students, as well as additional expectations specific to the Grades 9–12 one-to-one (1:1) take-home program.

Device Ownership

Each Chromebook is the property of LMS and is loaned to the student for educational purposes only for the duration of the school year. Students in grades 3–8 will leave their Chromebooks at school each day. Students in grades 9–12 are expected to bring their Chromebooks to and from school each day. All Chromebooks remain the property of the school and must be returned when requested or if a student withdraws prior to the end of the school year.

Use of the Chromebook is a privilege. By accepting this agreement, the student and family acknowledge responsibility to protect and safeguard school property and to return it in good condition.

General Use (All Grades, 3–12)

- Chromebooks are for schoolwork and educational purposes only.
- Students may not deface, destroy, or modify the device, or install/use any applications other than those owned or approved by LMS.
- Do not remove or tamper with labels, settings, or serial numbers.
- No personal customization, no stickers, writing, etc., on the device.
- Always carry the device fully closed; do not stack items on top of or lean on the device.
- Keep food and drink away from the device.
- Avoid cleaners and sprays.

- Report any damage or technical issues immediately to a teacher or IT support. Do not attempt to repair the device yourself.
- Keep all account credentials and passwords confidential; do not share them.
- Do not log into a Chromebook that is not assigned to you.
- Carefully plug in and unplug charging cords.
- Students agree to follow teacher and school staff direction regarding when and how Chromebook use is permitted.
- All other Responsible and Acceptable Use policies in the Family Handbook apply.

(Grades 3–8: Chromebooks remain at school. Devices should be returned to the designated cart or location at the end of each day, as instructed by teachers, to be charged and secured. Devices are not taken home.)

Internet Safety & Monitoring

Students and families should have no expectation of privacy when using an LMS-issued Chromebook. School staff may review Chromebook activity at any time, whether the device is used at school or, for Grades 9–12, at home. All LMS Chromebooks are monitored and filtered through:

- **Bark** – scans activity for safety concerns such as bullying or inappropriate content. (on and off campus)
- **Palo Alto** – filters web access to block unsafe or distracting sites. (on campus only)

Chromebook Misuse & Consequences

Consequences may apply for either damage to the device or inappropriate use of the device. Repeated or more serious violations result in escalating consequences, as outlined below.

Level	Action Taken	Damage/Handling Examples	Inappropriate Use Examples
1	Warning. Device may be taken for the remainder of the day.	Minor misuse or accidental damage.	Non-educational use during class time (e.g., games, unapproved sites) without evading school filters.
2	Temporary loss of privileges. Parent notified.	Repeated rough handling; cracked screen; broken keys; repeated misuse.	Installing unapproved software/extensions; sharing password/account access; attempting to access blocked content.

3	Long-term loss of device. Parent notified. Student may be responsible for repair/replacement costs. Disciplinary referral.	Major or repeated damage; negligence.	Deliberately bypassing or disabling monitoring/filtering software; accessing, storing, or distributing prohibited content; other serious policy or law violations.
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Normal hardware or software malfunctions are not the student's responsibility.

Damage, Loss & Replacement Fees

- **Lost or unrepairable device:** replacement fee up to \$550.
- **Repair (screen or other damage):** repair fee up to \$50.
- **Lost or damaged charger:** replacement fee of \$35.

Fees are based on LMS's assessment of the damage and circumstances (e.g., negligence vs. normal wear, per the Grades 9–12 section below). Damage and replacement fees will be charged to the family's FACTS account.

Lost devices must be reported immediately. LMS may seek reimbursement from, or on behalf of, students for any physical damage to, loss of, or failure to return school property.

Loaner Devices

Loaner Chromebooks may be available if a student's assigned device needs repair.

Grades 9–12: One-to-One (1:1) Take-Home Program

Students in Grades 9–12 are issued a Chromebook. Each student is assigned a single device for the entire school year, which the student takes home each day (a departure from the classroom cart model used in Grades 3–8).

Daily Expectations

- The student's Chromebook should travel with the student between home and school each day.
- The student's charging cable should remain at home
- The Chromebook must be charged at home each night so it arrives at school ready for use.
- Use of the Chromebook at home remains subject to LMS monitoring and filtering software, consistent with the Internet Safety & Monitoring section above.

Normal Wear vs. Negligence

LMS distinguishes between normal hardware/software malfunction and damage caused by negligence or misuse:

- Normal malfunctions (e.g., battery degradation, manufacturer defects) occurring during ordinary use are not the student's or family's financial responsibility and will be addressed by LMS/IT at no charge.
- Damage resulting from negligence, misuse, or failure to follow this agreement (e.g., exposure to food/liquid, physical abuse of the device) is subject to the repair and replacement fees outlined above.

End-of-Year Collection

All Grades 9–12 Chromebooks and chargers are collected by LMS at the end of the school year for inspection, maintenance, and reassignment. Devices must also be returned earlier if a student withdraws prior to the end of the school year.

Charger

One charger is loaned to each Grades 9–12 student along with the Chromebook. Replacement fee for a lost or damaged charger is \$25.

Parent/Guardian Responsibilities

By signing the Family Handbook, I acknowledge and agree that:

- I am financially responsible if my student damages or loses the Chromebook, subject to the distinctions outlined above.
- I will supervise my student's use of the Chromebook and the internet at home.
- I will report any problems with the Chromebook and will not attempt to repair it myself.
- I will make sure my student recharges the Chromebook battery each night (Grades 9–12).
- I will make sure my student brings the Chromebook to school each day.
- I will ensure the Chromebook is returned to LMS when requested, or if my student withdraws.

Student Responsibilities

By signing the Family Handbook, I acknowledge and agree that:

- I am financially responsible if I damage or lose the Chromebook, subject to the distinctions outlined above.
- I will follow the policies of the Family Handbook and abide by all local, state, and federal laws when using the Chromebook.
- I will treat the Chromebook with care and keep food and drink away from it.
- I will transport the Chromebook only in its assigned case.
- I understand I am responsible for a pressure-damaged or cracked screen on my assigned device, per the fee schedule above.
- I will not modify software on the Chromebook or install unapproved applications.
- I will not release personal information to strangers when using the Chromebook.
- I will keep my account and password secure and will not share them with anyone else.
- *(Grades 9–12):* My Chromebook is my responsibility and will stay in my possession or be securely stored (e.g., locked in my locker) at all times. I will bring my charged Chromebook to school each day, in its case.

AI Policy

Lancaster Mennonite School recognizes that artificial intelligence tools are increasingly present in educational, professional, and personal environments. As we prepare students for future academic and career success, we believe in fostering responsible, ethical, and human-centered use of AI technologies that align with our Christ-centered mission and educational values.

Our approach to AI emphasizes the development of critical thinking, creativity, and human judgment while utilizing technology as a tool to enhance learning rather than replace essential skills. We are committed to transparency, academic integrity, and fostering digital citizenship.

Student AI Use Standards

Core Expectations

All students using AI tools must demonstrate:

- **Academic Integrity:** AI must be used transparently and honestly. Students will declare any use of AI in assignments and projects as required by their teachers. Developing personal thinking, writing, and problem-solving skills remains essential to education at Lancaster Mennonite.
- **Responsible Use:** AI tools must be used in ways that respect privacy, avoid plagiarism and copyright infringement, and promote genuine learning rather than shortcuts. Students will not use AI to complete work meant to demonstrate personal knowledge and skills.

- **Human-Centered Learning:** AI serves as a tool to assist and enhance learning, not replace thinking and creativity. Students will develop their own capabilities while using AI appropriately to support educational goals.
- **Transparency:** Students must be truthful about when and how AI has been used in their work, following all teacher guidelines regarding AI use for specific assignments and assessments.

Declaration Requirements

Students must clearly identify any AI assistance used in their work:

- **Written assignments:** Include statements such as "AI assistance was used for [specific purpose, e.g., brainstorming, editing suggestions, research starting points]."
- **Projects and presentations:** Acknowledge AI use in credits or bibliography sections.
- **When uncertain:** Students should ask their teacher for clarification on AI use expectations.

Prohibited Uses

The following uses of AI are not permitted:

- Using AI to complete assessments, quizzes, or tests unless specifically authorized
- Submitting AI-generated content as original work without proper attribution
- Using AI to circumvent learning objectives or skill development requirements
- Accessing AI tools during restricted times or assignments as specified by teachers
- Using AI in ways that violate copyright, privacy, or ethical standards

Academic Integrity Expectations

- All AI use must be disclosed and attributed
- Students must be able to explain and defend work that includes AI assistance
- Original thinking and personal reflection must be evident in student work
- Plagiarism policies apply to AI-generated content used without proper attribution

As stated in our Academic Integrity Policy: "Plagiarism is the use of the words, ideas, or work of another (including AI) as if it were one's own or re-using one's own work as if it were new." This includes "submitting work created in part or in whole that was generated by artificial intelligence" and "incorporating another's phrases, ideas, images, charts, statistics or interpretations in your writing without proper citation including ChatGPT or other AI tools."

Faculty and Staff AI Use Standards

Educational Applications

Faculty members are encouraged to use AI tools that enhance teaching effectiveness, personalize learning experiences, and support administrative tasks while maintaining:

- **Transparency:** Clear communication to students when AI tools are being used in instruction or assessment.
- **Privacy Protection:** Ensuring data protection when using AI tools and maintaining confidentiality compliance.
- **Pedagogical Purpose:** Using AI tools to support specific learning objectives while maintaining focus on developing students' critical thinking and core competencies.
- **Professional Development:** Engaging in ongoing learning about AI capabilities, limitations, and ethical considerations.

Boundary Setting

Teachers are responsible for:

- Clearly defining when AI use is allowable, limited, or prohibited for specific assignments
- Designing assessments that:
 - Measure authentic student learning and skill development
 - Distinguish between AI-assisted work and independent student capability
 - Include both AI-permissible and AI-restricted components as appropriate
 - Focus on higher-order thinking skills requiring human judgment and creativity
- Providing instruction on proper AI use and citation methods
- Adapting teaching methods to incorporate AI literacy while preserving essential student learning objectives

Note: This policy is designed to evolve in response to rapidly changing technology, while maintaining our commitment to educational excellence, Christian values, and preparing students to be creative and innovative learners. Questions about specific AI use cases should be directed to classroom teachers or the Assistant Superintendent.

LM Social Media Accounts

Lancaster Mennonite recognizes the value of social media as a tool for communication, connection, and sharing the stories of our school community. Official LM social media accounts help share school news, celebrate student achievements, highlight activities, and engage with families, alumni, and the broader community.

Because social media reflects on Lancaster Mennonite School and its community, all school-affiliated accounts must be used responsibly and in ways that align with LM's mission, values, and community expectations.

Official LM Social Media Accounts

Official LM social media accounts include accounts managed by school employees, students, clubs, athletic teams, academic departments, offices, and other school-affiliated groups. This includes, but is not limited to, platforms such as Facebook, Instagram, YouTube, LinkedIn, TikTok, and other emerging social media platforms.

Before creating an account representing an LM program, team, club, or organization, approval must be obtained from the Director of Marketing and Communications. All official accounts must:

- Be created only for recognized LM entities or activities.
- Have an identified account manager who is communicated to the Marketing and Communications Office.
- Share account access information with the appropriate school supervisor and the Marketing and Communications Office.
- Use approved branding, logos, and graphics when applicable.
- Follow LM communication guidelines and reflect the school's mission and values.

Content and Communication Expectations

Content shared through official LM social media accounts should represent Lancaster Mennonite in a positive and appropriate manner. Account managers should use good judgment when posting content, responding to comments, or interacting with other accounts.

Posts, comments, photos, videos, and accounts followed by official LM social media channels should reflect respect for others and be consistent with LM's mission as a Christ-centered community.

Students managing or contributing to LM social media accounts should work with their advisor, coach, club leader, or supervising employee to understand expectations for posting, responding to messages, and seeking approval when needed.

Copyright and Use of Content

LM social media accounts must follow copyright laws and respect the work of others. Photos, videos, graphics, music, written content, and other materials shared online should:

- Be created by LM or the person posting the content;
- Be in the public domain;
- Have appropriate permission or licensing; or

- Qualify for appropriate use under copyright guidelines.

When possible, credit should be given to the original creator or source.

Maintaining Active Accounts

Official LM social media accounts should be regularly monitored and updated. Accounts that remain inactive for more than one year may be reviewed and may be deactivated or removed in consultation with the Marketing and Communications Office.

Questions regarding LM social media accounts or appropriate use should be directed to the Marketing and Communications Office.

Google Workspace for Education Policy

At Lancaster Mennonite School, we use Google Workspace for Education to provide comprehensive educational technology services to our students. Google Workspace for Education is a set of education productivity tools from Google including Gmail, Calendar, Docs, Classroom, and more used by tens of millions of students and teachers around the world. At Lancaster Mennonite School, students will use their Google Workspace for Education accounts to complete assignments, communicate with their teachers, sign into their Chromebooks, and learn 21st century digital citizenship skills.

Unless you opt out as described below, your child will automatically be provided with a Google Workspace for Education account for use in their educational activities. This account will be created and maintained by Lancaster Mennonite in accordance with our educational technology policies. If you opt out, we will not create a Google Workspace for Education account for your child. Not providing consent to use Google services will greatly impact your child's educational experience. For example, students who cannot use Google services may not be able to complete assignments or collaborate with peers or sign into school devices. Note: The student may not be able to participate fully in some class activities if Google access is required for collaborative work, digital testing, etc.

The information below provides answers to common questions about what Google can and can't do with your child's personal information, including:

- What personal information does Google collect?
- How does Google use this information?
- Will Google disclose my child's personal information?
- Does Google use student personal information for users in K-12 schools to target advertising?
- Can my child share information with others using the Google Workspace for Education account?

Please read this information carefully and contact us with any questions you may have.

Opt-Out Process

If you do not want your child to have a Google Workspace for Education account, you may opt out by contacting our IT Department by emailing support@lancastermennonite.org no later than the first day of school. Your opt-out request must include:

- Your child's full name and grade level
- Your contact information
- An alternative, private email account that your child will use for core educational services delivery

Important: By opting out of Google Workspace for Education, you acknowledge that you will be responsible for providing and maintaining an alternative private email account for your child and a personal chromebook. This account will be necessary for your child to access core educational services, receive important communications from teachers, and participate in certain digital learning activities. Students without Google Workspace accounts may need to use alternative software or methods to complete some assignments and collaborate with peers. Opting out of a Google Workspace account for your child inhibits our ability to deliver our full academic program. It creates additional liabilities, including the inability to monitor and filter internet use on campus.

If you want to learn more about how Google collects, uses, and discloses personal information to provide services to us, please review the [Google Workspace for Education Privacy Center](https://www.google.com/edu/trust/) (at <https://www.google.com/edu/trust/>), the [Google Workspace for Education Privacy Notice](https://workspace.google.com/terms/education_privacy.html) (at https://workspace.google.com/terms/education_privacy.html), and the [Google Privacy Policy](https://www.google.com/intl/en/policies/privacy/) at <https://www.google.com/intl/en/policies/privacy/>).

This handbook is not a comprehensive listing of school rules, expectations and policies, but rather a summary of the most applicable policies to students and families, formatted for your convenience. LM reserves the right to interpret and apply, modify or adopt, with or without notice, its rules and policies.

APPENDIX A – Spanish Immersion (SI) Parent Commitment Agreement

The Spanish Immersion (SI) program at LM equips students to become bilingual and biliterate while meeting all academic standards. To promote success, parents should understand and be engaged in the following commitments:

- **Language Progression:** In Kindergarten – Grade 2, all instruction is in Spanish. Beginning in Grade 3, students receive an English writing class. The amount of English increases gradually until entering the maintenance phase in the Middle School.
- **Home Learning: Parents are expected to take responsibility for developing their child's English literacy through direct daily practice at home. There will be no direct English literacy instruction in Kindergarten – Grade 2.** Learning to read involves the same process in both languages, but in order to build both simultaneously, direct and consistent parent support of English reading at home is essential.
- **Disposition:** Students who are self-motivated, confident in unfamiliar situations, and able to persist through challenges often experience the least stress in the SI program.
- **Time Commitment:** The program is designed for a minimum six-year period and removing a child early could necessitate tutoring to transition successfully into an English-only program. Students may experience an initial delay in English literacy skills.
- **Standards:** SI students are held to the same academic standards and their skills will be regularly assessed on the same testing schedule as their grade-level peers.
- **Parent Expectations:** SI parents can support their children academically (even if they don't speak Spanish) by showing interest in school, ensuring homework and **daily English reading** is completed, communicating with the teacher, and seeking community opportunities to expose children to Spanish. Parents must make every effort **to attend parent meetings and SI events**.

Your signature on the Annual Parent/Student Covenant confirms that you have read and understand the commitments below, and are willing to fulfill all of the requirements described.

1. I will ensure that my child comes on time to school each day since regular attendance is vital to success in the SI program.
2. I commit to ensuring that my child develops English literacy skills at home, recognizing that LM provides no English literacy instruction in Kindergarten through 2nd grade.
3. I understand that removing my child from the program could require tutoring for my child to transition successfully into an English-only program, and that my child may require English tutoring in order to remain in the program if recommended by the school team.
4. If teachers or administrators find that my child experiences learning difficulties that make success in SI difficult, I will agree to have them reassigned to an English classroom.
5. I understand that my child's participation in the Immersion program is on a trial basis and that continued enrollment in the program will be consistently evaluated.