



LANCASTER
MENNONITE

FAITH • EDUCATION • COMMUNITY

Lancaster Mennonite Family Handbook

2025-2026 School Year

MISSION: Lancaster Mennonite School provides PreK-12th grade education in a diverse community that nurtures students to become creative and innovative learners who are prepared for college, career and life. Centered in Christ and committed to educational excellence, students are empowered to change the world through Christ-like love, peacemaking and service.

VISION: LM will be a leader in PreK-12th grade educational experiences of excellence and character. Through local and global connections in a Christ-centered community lives will be transformed and our world changed.

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!



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Table of Contents

Section 1: Academics

Homework & Assignments	5-6
Report Cards & Grading	6-7
Course Scheduling	7
Student Success Team & Academic Support	7-8
Spanish Immersion Program	8
Academic Integrity Policy	8-9

Section 2: School Procedures

Attendance Policy	9-11
Appearance & Dress Code Expectations	12-13
Closing & Delays	13
Flexible Instruction Days	13
Additional Policies & Procedures	13-14

Section 3: Guidelines for a Shared Community

General Guidelines for a Shared Community	14-15
Restorative Practices: Response Framework	16-19
Parent/Student Covenant with the School	19
Parent-School Relationship	19-20
School Life	20-22
Additional General Guidelines	22

Section 4: Safety

Custody Information	23
School Security	23
Mandated Reporting	23
Health Policies	23-24
Wellness Policy	24-25
Crisis Management	25
Discrimination, Harassment, and Bullying	25-26
Student Searches	26

Section 5: Transportation

Busing	26
Arrival & Dismissal	26-28
PickUp Patrol	28
Before and After School Care	29

Section 6: Technology

Technology Acceptable Use Policy	29-32
Personal Electronic Device Policy	32-33
Chromebook Use Agreement	33-34
AI Policy	34-37
Google Workspace for Education Policy	37-38

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. The school's intent is that the amount of time needed outside of class is minimal. Middle and high school assignments can be found on Schoology. Students are given time during the week to read independently and are guided in choosing what to read.

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
 - Parents and teachers will encourage children to read independently 20 minutes per day. Students may complete other assignments up to 20 minutes per day. Instrumentalists will be expected to practice their instrument at home as well.
- Grades 5-6
 - Students will be asked to complete a weekly reading log of independent reading. Students may 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.
- Grades 7-8
 - Students are encouraged to independently read outside of school. They should expect math homework on most evenings. Students will also need to complete some projects at home as well as study for tests and quizzes.
- 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.

At times students do not have a home environment that lends itself to completion of assignments started in school. Teachers and administrators need to be sensitive to situations like this and process possible means for students to be successful, such as a directed study hall or after school opportunity. Teachers will review their syllabus with classroom expectations and policies including those related to plagiarism and specific class requirements.

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 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. Admission is determined by diagnostic testing. IU 13 also provides speech therapy, school counseling, psychological services, 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 Lancaster Mennonite School while becoming proficient in the Spanish language and developing cultural understanding. In order for students to have success, parents should understand and be engaged in the commitments for the program. (See Appendix 1 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 LMS policies.

Section 2: School Procedures

Attendance Policy

School Day

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

MS: The main lobby doors open at 7:45 a.m. Students should report directly to their classrooms by 8:10. Classes begin at 8:15 AM and end at 3:05 PM.

HS: The main lobby doors open at 7:45 a.m. Classes begin at 8:15 AM and end at 3:05 PM.

All students are expected to be off campus by 3:30 PM unless in after school care or 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 or by emailing the campus office. Absences are considered unexcused until acceptable notification is received. If notification is not received within five days after the student returns to school the absence will be unexcused.

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 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 require a written request from a parent or caregiver, completion of an Educational Trip Form, and prior approval. Educational Trip Forms must be turned in to the office at least five days in advance of the trip. These forms can be found online or in the school office. A maximum of seven days will be excused.
- **Observation of a Religious Holiday**: Requires 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.

MS/HS ONLY: Each additional unexcused day results in **a point deduction from the quarter grade in each course**.

Tardies

A tardy is arriving at school after the start of the school day but before 10:00 AM. Arrival after 10:00 a.m. will be counted as a half-day absence. Tardies are excused using the same criteria as absences. Students are permitted three unexcused tardies per year without penalty. For each additional two tardies, students will be charged with a half-day unexcused absence.

MS/HS ONLY: After three unexcused tardies, students will receive a detention. If students miss more than 20% of any given class, they will not earn credit.

Early Dismissals

An early dismissal is departing from school before the end of the school day. Students must have written permission from a parent or caregiver to leave school prior to dismissal. 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 a.m. 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.
- No exposed midriffs will be permitted. Shirts must cover the midriff on all sides when the student is seated, standing or performing any other school-related activities (such as raising a hand, etc.).
- Dresses, skirts, and shorts length should be at or below 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.
- 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: Student may be required to change; warning issued by administration.

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

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 these radio and TV stations: WJTL (90.3), WGAL (Channel 8), FOX 43, and ABC27. You may also opt in for notification texts through the SchoolMessenger app/platform.

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. FIDs will be counted as a school day. LM will use up to five FIDs per school year.

- All teachers will post assignments on Schoology by 9:00am. Teachers may send print materials in advance of an FID, particularly for elementary students.
- Teachers will check their email and Schoology accounts regularly throughout the day and be available for questions until 3:05 p.m.
- Students without internet or device access should inform their teachers in advance and will be given a one-day extension for their assignments.
- Grades PreK-4th: Total time for all required assignments will equal approximately 2 hours. Assignments will be due the first day back in school following the FID.
- 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 p.m. on the FID.

Additional Policies and Procedures

Student Visitors

Prospective LM students are encouraged to visit the school. Students wanting to bring a visitor, and visitors themselves, must bring written permission from their parents. All visitation must be arranged in advance. Visits can be scheduled through the Admissions office or the main campus office. Visitors cannot be accepted the last week of each semester.

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 must sign a substance abuse policy that is in effect for the entire school year and during the summer when involved with a school activity.
- Each co-curricular activity may develop additional policies specific to the activity.

7

Section 3: Guidelines for Shared Community

General Guidelines for a Shared Community

God created us to live in the fullness of God's goodness: in peace with Him, 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

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 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 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

Parent/Student Covenant with the School

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

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

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

Parent-School Relationship

- Lancaster Mennonite School system plans activities that encourage the parent-teacher partnership in the education of their children/students and builds positive relationships between home and school.
- Administration and parent volunteers plan for activities and fundraisers. The structure under which these activities are provided is a principal's decision. All families are invited and encouraged to volunteer their time and resources as they are able, and to attend school events.
- A Parent Orientation and Engagement evening is planned early in the school year.
- Parent-teacher conferences are held twice a year.
- Parent/ Guardian volunteers play a major role in school life. Each family is encouraged to participate in at least one volunteer activity each year. All volunteers must have clearances on file in the office.

Parent-School Communication

Good communication and partnership between home and school are integral components of effective education.

- **Schoology** is the primary source of communication between students, families, and teachers as grades, schedules, and classroom communication is posted there.
- **System and Campus Newsletters** are used for monthly information from the system office, campus office and the guidance department. Schoology is also used for email messages. Principals or teachers will send a weekly divisional 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.
- When a student needs to be absent from school, please update your student's dismissal plan on PickUp Patrol (PreK-6), or email/call the school office with a reason for the absence (grades 7-12).
- When addressing a problem or concern, we follow Biblical principles in a manner of Christian love and respect, using these steps:
 - 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 or if an incident involves the teacher, please contact the building principal directly. This includes instances of suspected harassment or abuse.

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. At times there may also be openings for middle school students in high school drama productions. In order to create more opportunities for community building, the LMMS 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. Parents volunteers may be requested to help. LMMS 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. LMMS also sponsors junior high teams for interscholastic competition in selected sports.

HS: Our high school interscholastic athletic program provides fall, winter and spring opportunities for students to participate as a Blazer through the 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. The school 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 lunches 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 they have brought a note from a physician. A request for extended excused absence from recess must be accompanied by a statement from a physician. Parents are asked to have their children 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 will 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 will be asked to borrow a school coat if needed).*
- 50+ degree "Realfeel" - *outdoor recess, outerwear not enforced*

School Counseling

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

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 then 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.
- Fundraising on or off campus 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 teacher.
- 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 \(.gov\)](https://www.pennsylvania.gov). This includes all school employees, such as teachers, administrators, counselors, nurses, and other staff.

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.

If a student is sick with any of the above symptoms or is contagious, it is the responsibility of the parent or other person(s) listed on the emergency form to pick the student up from school without delay. If a student needs to be picked up early for illness or injury, the school nurse or school office will contact parents directly.

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. We 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 (or upon original entry to school), Grade 6, and Grade 11.
- Dental Exam Forms are required for Kindergarten (or upon original entry to school), 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 School Messenger system. Each family should confirm yearly that they are properly set up in the School Messenger system to receive messages from LM.

Discrimination, Harassment and Bullying

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

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

Forms for reporting: Discrimination, Harassment or Bullying and Racial Incidents reporting forms are available in any office or from the school counselor.

All Lancaster Mennonite students have the same rights, privileges, programs and activities generally made available to students at the school. LM does not discriminate in

administration of its educational, admissions, scholarship, loan, athletic and other school-administered programs and policies. Any discrimination or harassment is strictly forbidden and will not be tolerated. Any allegation of harassment or discrimination will be promptly investigated.

If a student suffers any such harassment or discrimination by 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.

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 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

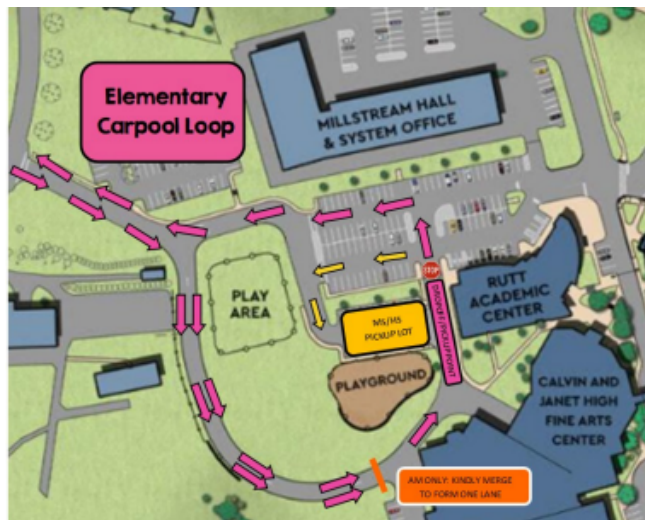
Bus transportation for grades K-12 is provided by the school district in which a student resides, or by Lancaster Mennonite buses. Public school districts that offer free busing include Conestoga Valley, Eastern Lancaster County, Hempfield, Lampeter-Strasburg, Solanco, School District of Lancaster, Manheim 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. LM offers one paid bus route that runs to the Manheim/Mount Joy area.

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.
- As soon as your car reaches the drop-off zone (PINK RECTANGLE), please have students unload. Parents should not get out of their car. Please do not wait for a staff member to open the car door. Have your child practice unbuckling and having their backpack ready.
- 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

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.
- 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, and your FACTS account will be billed. If your child is not registered for ASC, they will be billed the "late fee" rate.

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.

- Devotions/gathering activities will begin at 8:05 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 campus office.
- Students may not leave campus for any reason without first signing out in the campus 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 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 2:30 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-4]

Before and After School Care is available for students who are registered - registration occurs prior to the start of school and space is limited. Students must consistently follow school behavioral expectations in order to remain registered for the program.

Before School hours: 7:00-7:55 am

After School hours: 3:00-5:00 pm

Cost: \$8.75/hour billed by full hour or part thereof. For example, a family who drops off at 7:45 will be billed \$8.75 for use of the hour. A family who picks up at 3:25pm will be billed \$8.75 for use of the first hour of after care. A family who picks up at 4:10 will be billed \$17.50 for use of both hours of after care.

This program is dependent on adequate staffing, and if there are ever any program changes, families will be notified well in advance. Changes to a child's default after school plan should be made through the Pick Up Patrol app. Parents must pick up students promptly and keep payments up to date in order to continue using the before or after school program. 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.

Students are not permitted to stay after school unless participating in a school-sponsored, supervised activity such as after school care, athletics, drama, etc. If students are not picked up by 5:00pm, an additional late fee of \$1.00 per minute will be charged.

These programs are located in the multipurpose room of the Rutt Academic Center. Drop-off and pick-up locations are the same as regular carpool.

Section 6: Technology

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

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 for educational purposes only.
- The purpose of the electronic communication system is to assist in preparing students for success in life and work in the 21st century by providing them with access to a wide range of information and the ability to communicate globally.
- As an educational institution LM embraces the value of implementing technology in the classroom. Students are permitted, but not required, to bring laptops, Chromebooks, tablets, cell phones, and other electronic devices to school and use them in class at the discretion of each individual teacher.

Responsibilities and Privileges

- Teachers and the Media Center Director will work together to implement 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 signed the Responsible and Acceptable Use 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 personal email and Schoology accounts. It is assumed that parents are supportive of the Responsible and Acceptable Use 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

- Personal Devices Students using personal technology devices or school-provided technology devices during the school day must adhere to the following guidelines:
 - Devices are to be used solely for educational purposes including research and the completion of assignments.
 - The teacher has complete discretion as to whether or not electronic devices can be used in their classroom and the intent for which they are used.
 - Students are responsible for securing and maintaining their devices, and LM is not responsible for the student's personal equipment.
 - Students are responsible for charging their devices outside of the classroom.
 - Personal devices will remain in silent mode during the school day.
 - Students will promptly disclose to a teacher or other staff member any written message or image they receive that is harmful, inappropriate and/or makes them feel unsafe or uncomfortable.
- 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. 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 and caregivers assume the role of monitoring a student's online activities and ensuring adherence to the Student Responsible and Acceptable Use Policy.

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

- Recording, transmitting or posting photos or video 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 video 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. LMMS 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 LMMS 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.

- 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

Lancaster Mennonite will assign Chromebooks to all students in grades 3–12 for learning during the school day only. Devices are for school use only and stay in the classroom. Chromebooks are to be used only during class time, as directed by teachers. Chromebooks should be returned to the designated cart or location at the end of each day to be charged and secured, as instructed by teachers. No Chromebooks are taken home. Our goal is to provide safe, effective tools for learning.

Chromebook Care Expectations

- Students must treat devices with care.
- Use Chromebooks only for schoolwork.
- No food or drink near the device.
- Always carry with two hands.
- Do not remove or tamper with labels, settings, or serial numbers.
- No personal touches — no stickers, writing, wallpaper changes, etc.
- Don't stack items on top or lean on the Chromebook.

- Avoid cleaners and sprays – ask for help if cleaning is needed.
- Report any damage or issues immediately to a teacher or IT support.
- Do not try to fix the Chromebook yourself.
- Do not share your password or lend your Chromebook to others.
- Do not log on to Chromebooks that are not assigned to you.
- Carefully plug in and unplug charging cords.
- All Acceptable Use Policy rules apply.

Internet Safety & Monitoring

There is no expectation of privacy on school devices. School staff may review Chromebook activity at any time. All school Chromebooks are monitored and filtered through:

- Bark – scans activity for safety concerns (bullying, inappropriate content)
- Palo Alto – filters web access to block unsafe or distracting sites

Chromebook Misuse Consequences

OFFENSE	ACTION TAKEN	EXAMPLES
Level 1	Warning. Device may be taken for the day.	Misuse or accidental damage.
Level 2	Temporary loss of privileges. Parent notified	Repeated rough handling, cracked screen, broken keys. Repeated misuse.
Level 3	Long-term loss of device. Parent notified. Student may pay repair costs (up to \$450).	Major or repeated damage, negligence.

**Normal hardware or software malfunctions are not the student's responsibility.

Loaners & Loss

Loaner Chromebooks may be available if a student's device needs repair – but availability is limited. Lost devices must be reported immediately. If not found, the replacement cost is \$450.

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.

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 some of the rules and policies for your convenience. Please refer to the Policy Manual posted online for more complete rules and policies. LM reserves the right to interpret and apply, modify or adopt, with or without notice, its rules.

APPENDIX 1:

Spanish Immersion Parent Commitment Agreement

The Spanish Immersion program at Lancaster Mennonite equips students to become proficient in Spanish while meeting all academic standards. In order for students to have success, parents should understand and be engaged in the commitments for the program. Please review the following statements:

- In the first three years of the Spanish Immersion program (Kindergarten – Grade 2) all classroom instruction will be in Spanish. Beginning in Grade 3, students will receive an English class. Gradually the amount of English will increase each year thereafter until entering the maintenance phase in the Middle School.
- At the beginning of the program some children could feel some stress and frustration since they may not fully understand all that the teacher is saying.
- The Spanish Immersion program is designed for a minimum six-year period and removing a child from the program, particularly in the earlier years (Kindergarten – Grade 3), could require supplementary tutoring in order to transition successfully into an English-only program.
- Reading instruction in English is to be done in the home. There will be no direct English literacy instruction in Kindergarten – Grade 2. Parents should be aware that there may be an initial delay in acquiring English literacy. However, parents are expected to take responsibility for developing their child's English literacy through direct practice at home. Learning to read in Spanish and English involve the same processes, but in order to build both languages simultaneously, direct and consistent parent support of English reading at home is essential.
- Spanish Immersion students are held to the same academic standards and they will be required to do the same standardized testing as any other child in our school system.
- Parental involvement is highly correlated with success at school. Parents need to support their children academically, even if they don't speak or understand Spanish, by showing interest in school, ensuring that homework is completed, reading

together in English, communicating with the teacher, and seeking community opportunities to expose children to Spanish. Parent(s)/guardian(s) must agree to support entry into the Spanish Immersion program and to attend any parent meetings and Spanish Immersion events.

Having read the above statements, I commit to the following:

1. I will ensure that my child comes on time to school each day since regular attendance is vital to success in the program.
2. I recognize that no English literacy instruction will be given from Kindergarten through Grade 2 and I commit to ensuring that my child develops English literacy skills at home.
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 my child is discovered to have learning problems that make success in the program very difficult, I will agree to have him/her reassigned to an English classroom based on the recommendation of the teacher and/or administration.
5. I also understand that my child's participation in the Immersion program is considered on a trial basis and that continued participation in the program will be evaluated and a determination made on future enrollment in the program. This may result in a need to reassign my child to an English classroom.

Your signature on the Annual Parent/Student Covenant confirms that you have read and understand the Spanish Immersion Parent Commitment Form and are willing to fulfill all of the requirements described.

Appendix 2: Carpool Map

