



Family Handbook

2023-2024



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Mission Statement

Ephrata Mennonite School partners with parents and churches to challenge students to become citizens of the Kingdom of God, who are Lifelong Learners and Team Players, through Diligent Work and Academic Excellence.

<i>School Motto:</i>	Learning to Serve
<i>School Colors:</i>	Blue and Grey
<i>Team Name:</i>	Legends
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Using the Handbook

Families will have access to an electronic edition of the handbook. The school recommends that staff, patrons, and students become familiar with the procedures, expectations, and guidelines outlined in this manual as they represent the standard to which they will be held.

For this edition of the handbook, ~~strikethrough~~ means that the phrase has been deleted and **red text** indicates the addition of new content.

Glossary of Terms

“Elementary” - Students in Grades K-6

“Secondary” - Students in Grades 7-12

“Middle School” - Students in Grades 7-8

“High School” - Students in Grades 9-12

“SIS” - School Information System (Sycamore Education)

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General Information

1963 Mennonite Confession of Faith (Condensed)

Please see the full version of the 1963 Mennonite Confession of Faith for more detailed information and supporting Scripture.

1. We believe in one God eternally existing as Father, Son, and Holy Spirit.
2. We believe that God has revealed Himself in the Scriptures of the Old and New Testaments, the inspired Word of God, and supremely in His Son, the Lord Jesus Christ.
3. We believe that in the beginning, God created all things by His Son. He made man in His divine image with free will, moral character, and a spiritual nature.
4. We believe that man fell into sin, bringing depravity and death upon the race; that as a sinner, man is self-centered and self-willed, unwilling and unable to break with sin.
5. We believe that there is one Mediator between God and man, the man Christ Jesus, who died to redeem us from sin and arose for our justification.
6. We believe that salvation is by grace through faith in Christ, a free gift bestowed by God on those who repent and believe.
7. We believe that the Holy Spirit convicts of sin, affects the new birth, gives guidance in life, empowers for service, and enables perseverance in faith and holiness.
8. We believe that the Church is the body of Christ, the brotherhood of the redeemed, a disciplined people obedient to the Word of God, and a fellowship of life, intercession, and healing.
9. We believe that Christ commissioned the Church to go into the entire world, making disciples of all nations and ministering to every human need.
10. We believe that it is the will of God that there should be ministers to teach the Word, to serve as leaders, to administer the ordinances, to lead the church in the exercise of discipline, and to serve as pastors and teachers.
11. We believe that those who repent and believe should be baptized with water as a symbol of baptism with the Spirit, cleansing from sin, and to declare their commitment to Christ.
12. We believe that the Church should observe the communion of the Lord's Supper as a symbol of His broken body and shed blood and of the fellowship of His Church until His return.
13. We believe in the washing of the saints' feet as a symbol of brotherhood, cleansing, and service, and also in giving the right hand of fellowship and the holy kiss as symbols of Christian love.
14. We believe that God has established unique roles for man and woman, symbolized by man's bared head in praying and prophesying and by woman's veiled head.
15. We believe that Christian marriage is intended by God to be the union of one man and one woman for life and that Christians shall marry only in the Lord.
16. We believe that Christians are not to be conformed to the world but should seek to conform to Christ in every area of life.
17. We believe that Christians are to be open and transparent in life, ever speaking the truth, and employing no oaths.
18. We believe that it is the will of God for Christians to refrain from force and violence in human relations and to show Christian love to all men.
19. We believe that the state is ordained of God to maintain order in society and that Christians should honor rulers, be subject to authorities, witness to the state, and pray for governments.
20. We believe that at death, the unsaved enter into everlasting punishment and the saved into conscious bliss with Christ, who is coming again and will raise the dead, sit in judgment, and bring in God's everlasting kingdom.

Statement on Christian Marriage, Gender, and Sexuality

- We believe that marriage is an institution ordained of God from Creation. It is God's sole design that a man should leave his father and mother and cleave to his wife and become one flesh in love and mutual submission. It is His will that marriage be a pure, exclusive union between one man and one woman for life, beautifully reflecting the relationship between Christ and His Church. Any other definition of marriage, including the remarriage of a divorced person, is therefore a counterfeit and contrary to the Word of God. (Genesis 2:24, Mark 10:2-12, Romans 7:1-3 Ephesians 5:21-33)
- We believe that God has fearfully and wonderfully made each person in His image as distinctly either male or female. By rejecting one's biological gender, a person is in turn rejecting the image of God he or she bears and the person He created them to be. (Genesis 1:27, Psalm 139:14, Mark 10:6)
- We believe that physical intimacy is designed by God to occur only between a man and a woman who are united together in the bonds of Christian marriage, and any physical intimacy occurring outside of this covenant is contrary to the commands of God in Scripture. Therefore, we believe that any form of sexual immorality (adultery, fornication, homosexual or bisexual conduct, bestiality, incest, and the use of pornography) is sinful and therefore an abomination to God. We reject any action or statement that would imply compatibility between Christian conduct and sexual immorality of any kind. (Matthew 5:18-20, I Corinthians 6:9-10, 18, 7:2-5 Hebrew 13:4)
- We believe that God, in His infinite mercy, offers redemption and forgiveness to all who confess and forsake their sins and in turn seek His mercy and forgiveness through Jesus Christ. The same redemption that is available for all sinners includes the sexually immoral. (John 3:16, 8:3-11, Acts 3:19, Romans 10:9-10, I Corinthians 6:9-11)
- We believe that each individual must be shown kindness, respect, compassion, and love. Therefore, any form of hateful or harassing behaviors, attitudes, or speech toward any person are to be renounced because they are not in line with Scripture and therefore against the doctrines held by Ephrata Mennonite School. (Mark 12:28-31, Luke 6:31, I John 4:8)
- We believe that in order to further the mission of Ephrata Mennonite School and to provide a biblical role model to our students and community, it is required that all persons employed by Ephrata Mennonite School in any capacity, including those who serve as volunteers, attend as students, or are patrons, agree to abide by and adhere to this Statement on Marriage, Gender, and Sexuality. (Matthew 5:16, Philippians 2:14-16, I Thessalonians 5:22)

Statement on the Sanctity of Human Life

We believe that all human life is created in the image of God with a living soul. Therefore, human life is of immeasurable value in all of its forms, including the unborn, the elderly, the physically or mentally disabled, and any other condition or stage from the time of conception until natural death. As followers of Christ, we are compelled to defend, protect, and value all human life. (Genesis 1:26-27, 2:7, Psalm 139)

Final Authority for Matters of Belief and Conduct

The 1963 Mennonite Confession of Faith and following Position Statements do not contain the entirety of the beliefs of Ephrata Mennonite School. Jesus, the perfect revelation of God, is literally the Word of God made flesh. Jesus, therefore, is the final authority. Furthermore, we embrace a Christocentric interpretation of the Bible. We affirm the Bible is inspired and trustworthy and speaks with authority for our lives today. For the organizational purposes of Ephrata Mennonite School's faith, doctrine, practice, policy, and discipline, our Pastoral Advisors are Ephrata Mennonite School's final interpretive authority on the Christocentric meaning and application of the Bible.

Philosophy of Education Statement

Ephrata Mennonite School seeks to prepare students for service in the Kingdom of Jesus Christ. It is our goal that students will give allegiance to Jesus, the Word of God, as their King and also that they will embrace the Bible as the sole Word of God, inspired and trustworthy and speaking with authority for their lives. Recognizing each child is uniquely created and gifted by God, Ephrata Mennonite School partners with parents and churches, believing that:

- Discipleship in the way of Jesus is most effectively achieved when home, church, and school consistently model Christian character and shared values.
- Foundational to a life of Christian service is a life dedicated to following Jesus as His disciple and a growing relationship with God. In keeping with the Anabaptist understanding of Scripture, students will learn that passages such as Jesus' Sermon on the Mount are meant to guide daily living rather than to describe unattainable ideals. The school partners with parents in training and instructing their children in the Lord with the goal of developing committed followers of Christ who will demonstrate godly behavior in every area of life.
- The Bible is to be central in a Christian's life, and therefore, connections will be made between Kingdom values and subject area curriculum when appropriate.
- Conduct in all situations should be in harmony with the teachings of Scripture. The school aims to instill self-discipline, a strong work ethic, and a spirit of cooperation in children with the goal of displaying a testimony of their faith to the world.
- A holistic education addresses the spiritual, cognitive, social, emotional, and physical aspects of each child.
- Each child as a unique creation of God has potential that flourishes when it is identified and nurtured.
- Children develop self-worth as they gain an understanding of what God desires for them to do to further His Kingdom.
- A relevant education equips students with skills to serve their local churches and communities and to respond to future challenges in ways that utilize peacemaking and mutual sharing to achieve community strengthening results.

Core Values

- Kingdom Citizens
- Lifelong Learners
- Team Players
- Diligent Work
- Academic Excellence

Profile of the Ideal Graduate

Kingdom Citizens:

- Work to serve and advance the global Kingdom of God and reject nationalism and the kingdoms of this world.
- Understand and are committed to “kingdom values” and radically following Jesus.
- Participate as church members, investing time and resources to serve the local church.
- Trust the Bible as the authority which directs their daily lives.

Lifelong Learners:

- Have the academic and social skills necessary to manage independent learning.
- Have a disposition that values humility and continual learning.
- Have made preparations for college, career, and/or Christian service opportunities.

Team Players:

- Serve those with spiritual and physical needs to build God’s kingdom on earth.
- Receive and give feedback in reflective and redemptive ways.
- Train to lead teams and groups of people (classmates, committees, youth groups, etc.).
- Acquire the self-discipline to regulate and sustain healthy personal behaviors.

Diligent Work:

- Demonstrate integrity and responsibility in career pursuits that promote “kingdom values”.
- Use spiritual gifts, as appropriate, to minister to others.
- Persevere through difficulty to overcome adversity.

Academic Excellence:

- Skillful and well-versed in music, visual arts, and technology.
- Fluent in English and conversant in at least one foreign language.
- Widely learned in the humanities, science, and mathematics.
- Effective written and oral communicators.

Profile of the Ideal Staff Member

Kingdom Citizens:

- Work to serve and advance the global Kingdom of God and reject nationalism and the kingdoms of this world.
- Understand and are committed to “kingdom values” and radically following Jesus.
- Participate as church members, investing time and resources in their local church.
- Trust the Bible as speaking with authority for their daily lives.

Lifelong Learners:

- Have the academic and social skills necessary to manage independent learning.
- Have a disposition that values humility and continual learning.
- Demonstrate success in college, career, and/or Christian service opportunities, expressing commitment to their discipline and to developing pedagogical expertise.
- Believe every student can learn.

Team Players:

- Serve those with spiritual and physical needs that God places in their care.
- Receive and give feedback in reflective and redemptive ways.
- Train to lead teams and groups of people (colleagues, small groups, committees, church, etc.).
- Acquire the self-discipline to regulate and sustain healthy personal behaviors.

- Confront conflict openly in a positive and professional manner.

Diligent Work:

- Demonstrate integrity and responsibility in career pursuits that promote “kingdom values”.
- Use spiritual gifts, as appropriate, to minister to others.
- Persevere through hard work to overcome adversity.

Academic Excellence:

- Skillful and well-versed in music, visual arts, and technology.
- Widely learned in their discipline area.
- Proficient in pedagogical practices, lesson preparation, and assessment strategies.
- Effective written and oral communicators.

Profile of the Ideal Patron

Kingdom Citizens:

- Work to serve and advance the global Kingdom of God and reject nationalism and the kingdoms of this world.
- Understand and are committed to “kingdom values” and radically following Jesus.
- Participate as church members, investing time and resources to serve the local church.
- Trust the Bible as speaking with authority for their daily lives.

Lifelong Learners:

- Have a disposition that values humility and continual learning.
- Have a commitment to build relationships with faculty and staff.
- Have a willingness to share their learning experiences with the school.

Team Players:

- Serve those with spiritual and physical needs that God places in their care.
- Receive and give feedback in reflective and redemptive ways.
- Participate in various teamwork and committee efforts.
- Handle conflict and disagreements in a positive and professional manner.
- Maintaining open and consistent communication with the school community.

Diligent Work:

- Demonstrate integrity and responsibility in career pursuits that promote “kingdom values”.
- Use spiritual gifts, as appropriate, to minister to others.
- Persevere through hard work to overcome adversity.
- Accept financial responsibility connected to the education of their child(ren).

Academic Excellence:

- Have a strong commitment to support their child(ren) in meeting academic expectations.
- Have a desire to “learn with their child” by participating in their educational experience.
- Use appropriate decorum when corresponding with faculty and staff.

Admissions

- Ephrata Mennonite School enrolls students in kindergarten through Grade 12. Enrollment is open to students without regard to gender, race, nationality, or ethnic origin.
- Ephrata Mennonite School is designed to work in partnership with Christian homes that are actively involved in training their children in harmony with the values of the school.
- Part-time kindergarten is offered on a Monday/Thursday or Tuesday/Friday full-day basis with both sections attending together for a full-day each Wednesday.
- Families that wish to attend Ephrata Mennonite School must support the mission of the school, commit to following the school guidelines and policies, and be willing to support the 1963 Mennonite Confession of Faith and the Position Statements outlined in the Family Handbook.
- In cases where older students repeatedly express a desire to leave the school, Ephrata Mennonite School leadership will seriously consult with the student's parents to determine what is in the best interest of the child.
- New families are accepted into the school at the sole discretion of the Ephrata Mennonite School Board.
- To ensure proper placement, incoming students will be evaluated in math and literacy.

Enrollment Interest

Patrons interested in enrollment are encouraged to arrange a visit to the school by contacting the front office. New patrons are also expected to participate in:

- Kindergarten Observations and Testing (held in March for prospective patrons with an incoming kindergartner)
- New Family Orientation (August)

Tuition Information

Tuition rates are available on the school website and by contacting the front office. Tuition rates for the upcoming year are available by January 15 of each year. Tuition payments can be made in two ways:

- 10 monthly payments, due on the 15th of each month from August through May.
- 1 payment in full by August 15 (2% discount will be granted with this option).

All outstanding bills (tuition, fees, etc.) from the current school year need to be paid in full in order to re-enroll for the following school year. If there are extenuating circumstances where a bill is unable to be paid, please be in conversation with the Head of School, who may bring it to the School Board for intervention. Please note that all outstanding bills also need to be paid in full for Ephrata Mennonite School to release transcripts, diplomas, or other official documentation.

Financial Aid

Families that find the tuition charge prohibitive may apply for a need-based scholarship. EMS participates in the Pennsylvania Educational Improvement Tax Credit (EITC) program. A link to the application for need-based scholarships can be found on the school's website and needs to be submitted by the end of April for the following school year.

Refund Policy for Tuition and Other Fees

Should a student not complete a full academic year at Ephrata Mennonite School for any reason, the following guidelines will be used in determining the amount of tuition that will be

refunded to patrons:

- A refund of 80% of the prorated remaining tuition and fees will be applied for students leaving during the school year.
- In the case of prepaid tuition, please allow up to 30 days for refund checks to be sent.

Code of Conduct

Attendance Policy

Pennsylvania law requires regular school attendance until the age of 17. Students are expected to attend school, classes, and any required extracurricular class activities on a regular basis. Exceptions are permissible if PA Form PDE 4503 is submitted to the local school district office.

Length of School Day

The school day begins at 8:25 a.m. and concludes at 3:04 p.m. An Early Dismissal means students will be dismissed at 12:00 p.m. and will not eat lunch at school.

Excused Absences

Pre-Planned absences may or may not be approved by the administration. Parents anticipating an extended absence of their student(s) should file a request form at the beginning of the school term alerting EMS to the potential absence. Discretion, however, is strongly advised in seeking approval for trips that take place during the days that school is in session. Please remember that planned absences have a negative impact on regular class studies and grades. Therefore, parents are asked to give careful consideration before finalizing a trip during the school year. This form does not apply to absences due to illness; appointments with a doctor, dentist, or therapist; to attend funeral services; impassable roads; or any other urgent reason as approved by the Head of School. Please notify the front office of absences of this nature.

When planning an absence, parents must comply with the following procedures and parameters:

- Submit an Excused Absence Request Form (link available on Sycamore).
- The form must be completed thoroughly and submitted no later than **2 5** days prior to the requested absence. For example, a request submitted on **Wednesday Monday** for Friday of the same week will be considered excused. Late submission of an absence request will not be classified as excused.
- Excused Absence Requests may accumulate up to 7 days per school year (Kindergarten, 4 days). Any exceptions will be considered and may or may not be approved by the Head of School. Sick days will be considered excused absences but will not be counted towards a student's vacation requests.
- Absences exceeding the seven-day limit, late arrivals, and unexcused early dismissals will be considered unexcused absences and will result in a fee as described below.

Parents of Elementary students are responsible to communicate with the student's teacher at least 24 hours in advance regarding assignments that will be missed.

Secondary Students are responsible to complete assignments as they are posted on Sycamore. The teacher is not expected to provide future assignments to students anticipating an

absence.

Excuse Notices

Anytime a student is not able to arrive on time, needs to leave early, or will miss a day of school due to an illness or emergency, parents are asked to contact the front office by the start of school (8:25 a.m.) to inform the receptionist of the change. This can be done in the following ways:

- Phone Call - (717) 738-4266
- Email - office@ephramennonite.org
- A note signed by parents and delivered to the receptionist by a sibling.

If the front office does not receive a lawful excuse through one of the above channels within 3 days of a student's return to school following an absence, it will be recorded as an unexcused absence.

Unexcused Absences

Absences that have not been approved prior to the day of absence are unexcused. The school has also designated certain days in which excused absences will not be granted. These days include important events such as Christmas and Spring Programs, Roadside Cleanup, Track & Field, Secondary Testing, etc. Due dates and the percentage loss on assignments will be determined and posted at the discretion of the teacher.

Ephrata Mennonite School is required to report excessive unexcused absences to the local public school district in which the student resides.

A \$100/day fine will be charged per student who is absent without approval; a maximum fine of \$200 may be charged per family per day. ~~Students who are absent without approval will be fined \$100/day for an unexcused absence.~~ Seniors who meet academic requirements for graduation but fail to meet minimum attendance requirements will be allowed to attend commencement exercises but will not receive a diploma or an official transcript until all fines incurred by absences are paid in full.

Signing In/Out for Tardiness or Early Departure

Students arriving after 8:25 a.m. or departing before dismissal, 3:04 p.m., must sign in and out at the attendance log located at the front office, stating their arrival/departure time and the reason they are tardy or leaving early. Parents picking up students early should report to the front office so the receptionist can contact the student's teacher and excuse them from class. The school does not grant permission for students to leave campus unless prior communication between the parent and administration has occurred.

Tardiness during the School Day

Secondary Students have 5 minutes between classes to report to the next class. Students who are tardy to class without permission or a prior arrangement can expect a corrective conversation with the teacher. Repeated occurrences may result in a detention and/or a \$25 fine.

Attendance Records

The school day is broken into four quarters. The receptionist keeps attendance records using the following:

- Quarter 1: 8:25 a.m. - 10:30 a.m .

- Quarter 2: 10:30 a.m. - 12:00 p.m.
- Quarter 3: 12:00 p.m. - 1:30 p.m.
- Quarter 4: 1:30 p.m. - 3:04 p.m.

Students absent during any quarter, or part of one, are counted as being absent for $\frac{1}{4}$ of a day. Absences are compounded according to the amount of quarters a student is absent.

General Discipline

The school supports parents in helping students develop self-discipline, respect for their peers, and respect for those in authority. Teachers are expected to establish norms in their classrooms that are consistent with the goals and philosophy of the school. When there is a conflict between a teacher and student, the teacher will use the EMS core values to discipline the student with a restorative conversation that includes appropriate restitution.

Elementary Discipline Policy

Teachers of students in Grades K-6 address discipline needs within their classrooms based on an age-appropriate plan of action for their students.

Secondary Discipline Policy

Teachers should use their discretion in creating room-specific disciplinary procedures with the support of Teacher Team Leaders. *All discipline is at the discretion of administration and can be applied with or without following a particular progression.* However, a typical progression of discipline in a classroom may be as follows:

1. Discipleship conversation with the student.
2. Discipleship conversation with the student and a phone call with parents to discuss the issue and to inform them of the detention procedures as described below for repeated violations.
3. Discipleship conversation with a detention served with the involved teacher after dismissal on the same day as the incident. Students are asked to complete homework, work projects, or engage in dialogue to resolve their behavioral issues. Students required to serve a detention will be fined \$25. Parents must arrange an alternative way home for the detained student.
4. Discipleship conversation with out-of-school suspension in which the student remains at home for a period of time designated by administration. Each out of school suspension will be concluded by a parent, child, and school administration meeting. The suspension will be considered an excused absence.

Discipline Categories

Below are listed common categories of behavior that result in discipline being administered:

- Food/Drink Infraction – eating, drinking, or chewing gum *without permission*
- Dress Code – students dressed in a manner not in accordance with the dress code
- Hallway Infraction – running, loitering, or walking around without permission
- Language – disrespectful or inappropriate speech
- Procedures – refusing to follow directions and protocol or not cooperating
- Talking – speaking without permission or at an inappropriate time
- Tardy – arriving late to a class or activity
- Trespassing – accessing another student's or a teacher's spaces or belongings without

permission

Personal Conduct

Respect

- Students are expected to promptly and cheerfully obey all authority (parents, teachers, bus drivers, etc.).
- Students are expected to show courtesy and respect for other students, teachers, and visitors in their cooperation with each other.
- Students are to address all faculty and school staff by title and last name.
- Students must regard the desks, lockers, and personal belongings of teachers and other students as private property and are not permitted to remove or use objects, computers, or other equipment on/in a teacher's desk.
- Students are expected to assume responsibility for property damage (building, furniture, books, equipment, etc.) when it occurs and to give an immediate report to a teacher or a member of administration. Students or their parents will be expected to pay for damage done through carelessness, roughness, or abuse.
- Students are to respect classes that are in session in any building at any time.

Personal Property

- The school does not assume responsibility for personal items that are brought to school.
- Personal items, athletic equipment, or student supplies need to be stowed in student areas or lockers or taken home daily.

Textbooks

- Textbooks are marked with an identification number. At the end of the year, students are responsible to return each book issued in good condition.
- Writing in/on textbooks is not acceptable.
- A fine may be charged for damaged books. Payment is expected for books that are not returned.

Behavior

- Students are expected to practice Christian standards of moral and social conduct. Fighting, cheating, and stealing are considered serious offenses.
- Students must abstain from inappropriate physical contact (pushing, hitting, punching, kicking, pinching, biting, spitting, etc.) in the school setting. A general "hands off" rule is to be observed.
- Physical, sexual, racist, and verbal abuse will not be tolerated. Any form of bullying or intimidation will not be tolerated. The school reserves the right to discipline a student for actions taken off-campus that adversely affect the safety and well-being of other students (i.e. cyberbullying, sexting, substance abuse, reckless driving, etc).
- Students are expected to choose words that are helpful for building each other up. Improper speech, name-calling, and gossip are not acceptable. Obscenity in words or action or lauding in any way those things which are condemned by Scripture is not acceptable.
- Students are asked to highly regard the safety of others.
- In the event that a teacher does not arrive for a class, students are expected to contact the office within 3 minutes of the scheduled start of class.

Relationships & Dating

While the cultivation of healthy relationships among peers is encouraged, the school setting is not an appropriate place for the development of boy/girl relationships that are obsessive or exclusive. Students must know the following behaviors are not permitted:

- Teasing or disrespectful comments to each other about boyfriends/girlfriends.
- Public displays of affection such as hand-holding, hugging, kissing, etc.
- The school reserves the right to administer full disciplinary measures and to require appropriate counseling and accountability to address immorality or pregnancy that is a result of inappropriate relationships. Additional information regarding the school's position on sexual immorality can be found in the school's Statement on Christian Marriage, Gender, and Sexuality.

Weapons & Illegal Substances

- A student using or in possession of these items on campus at any school-sponsored event, extra-curricular activity, or in any vehicles operated or being used by the school, can expect immediate suspension and/or expulsion:
 - Illegal drugs (The school reserves the right to require drug testing for students who arouse a reasonable suspicion of drug usage.)
 - Alcoholic beverages or nicotine products, etc.
 - Incendiary/combustible materials.
 - Pornographic or other inappropriate materials.
 - When off-campus behavior and action impact on-campus influence, the school reserves the right to address students who use or are in possession of these items outside of school hours and to administer the disciplinary action listed above.
- Weapons, including toy replicas and knives of any kind, which include pocket knives, are not to be on campus or brought to school in vehicles.
- Weapons shall include but not be limited to the above. Weapons are further defined as any tool or instrument which is capable of inflicting bodily harm.
- Students who violate this weapons policy by committing any of the following may be expelled from school for at least the remainder of the school year and may be expelled beyond that for a longer period of time, up to permanent expulsion:
 - Causing bodily harm to any person with a weapon.
 - Causing the evacuation of the school building.
 - Possession of a firearm.
 - Possession of an explosive device.
 - Threatening any person with a weapon.

Driving/Parking - Will be updated for SY 2023-24

- Students are not permitted to drive to school functions, activities, or field trips during the school day. Exceptions may be considered by the administration if parental permission is obtained.
- Students who drive to school should park only in the spaces ~~along Stevens Road in the lower parking lot~~, backing into the space so that they have a clear view to pull out at dismissal.
- Students are not permitted to access their vehicles during the school day unless permission has been granted by administration.
- Reckless driving may result in the loss of driving privileges to school.

Food & Drinks

- Food, candy, and drinks are not permitted during formal assemblies in the gym or large-group chapels and events like ~~guys/girls devotions, Spiritual Life Week,~~ **Spiritual Life Block, Choir,** etc.
- Food, candy, and gum chewing are not permitted unless a teacher has made an exception. **Students are permitted to bring water to class provided it is kept in a container with a closed top. Beverages other than water consumed outside of the cafeteria require prior approval from a teacher or other staff member** ~~Drinks with a closed top are permitted in class.~~
- Students are not permitted to order-in food unless it is for a class-wide activity or an occasion in which a teacher is responsible.
- The use, possession, or distribution of substances labeled/sold for their stimulant properties or mood-altering substances on campus are prohibited. This includes, but is not limited to, substances labeled as energy drinks, tablets, capsules, or mints. Responses to violations are at the discretion of administration and may include detention, suspension, or expulsion.

Communication and Involvement

School Information System (SIS)

Ephrata Mennonite School uses a school information system (SIS) called Sycamore School (<https://app.sycamoreeducation.com>) to keep parents informed and updated on events, classes, student grades, and communication. Parents and secondary students are given login information so that this system can be accessed from home or on mobile devices. The following documents are updated and available through Sycamore:

- Yearly School Calendar
 - An annual school calendar will be sent home at the start of each academic year. Families are asked to plan vacations, out-of-school appointments, and other absences as strategically as possible so that students can participate in as much of the school year as possible.
 - There are numerous activities on the calendar with a double asterisk (**) indicating activities for which excused absences will not be granted if a student misses the activity.
 - As activities related to specific classes are planned, they are added to the school calendar in Sycamore.
- Monthly School Calendar
 - Each month, there is a one-page calendar sent home listing the major events of the month.
 - Patrons are encouraged to keep this calendar in an accessible location.
 - The school makes every attempt to have this calendar accurate each month, but last-minute changes that come up will be available on our electronic calendar available on Sycamore.
- School Newsletter
 - Our monthly newsletter is sent home each month and is also archived on Sycamore under the Documents tab.
- Student Supply List
 - This list is sent to families during the summer, detailing the supplies needed by their child(ren) for the upcoming school year. Students are expected to bring these supplies

with them on the first day of school.

- Pre-Planned Absence Link
 - This form needs to be thoroughly completed **by a parent** and submitted ~~to the front office~~ at least **two** ~~five~~ days prior to any absence ~~by the student that the parent is requesting.~~
- ~~Report Cards~~
 - Students' report cards are posted to their profile at the conclusion of each quarter/semester. Elementary students will also receive a paper copy of their report card.

Delay/Cancellation Announcements

When weather conditions cause delays, cancellations, or early dismissals, changes will be announced in the following formats:

- A text message.
- Announcements on WDAC, WJTL, WGAL, and their corresponding websites.
- An announcement under the News tab on Sycamore.

Delay Schedule

- Elementary teachers may adjust schedules by shortening class length or omitting a class. Specials will follow the times established in the modified schedule.
- Secondary teachers and students will ~~omit Flex Time and shorten each block by 20 minutes~~ **follow the delay schedule as directed by their Teacher Team Leader.**

Telephone Use

Students may make necessary phone calls only with their homeroom teacher's permission and presence. Students should expect to state the reason for the phone call to their homeroom teacher. Students must make these calls from their homeroom to avoid excessive traffic through the front office.

Parent-School Relationships

Parent-Teacher Fellowship (PTF) meetings are planned twice a school year-in the months of September and March. Parent representatives from each family are expected to attend.

Parent-Teacher Conferences

Parent-Teacher Conferences are scheduled after the first and second quarters in November and February. Parents are welcome to schedule a conference both times. Teachers may request conferences with parents as well during these scheduled times or at other times throughout the year as needed.

Grievances

If any parent has a grievance against a teacher, the matter needs to be resolved between them according to the principles established in Matthew 18. The parent should first go to the teacher. If such a meeting does not bring a satisfactory solution, the Head of School will assist the parent and the teacher in this matter. A Board member, Teacher Team Leader, or Pastoral Advisor may assist the Head of School. If the issue is still not resolved, the Board will make a final recommendation and plan of action. Anonymous complaints often lead to hurtful misunderstandings and leave no avenue for resolving the situation. Therefore, anonymous correspondence is to be avoided.

Academic Information

The curriculum of the Ephrata Mennonite School has been aligned to Pennsylvania's Core and Academic Standards.

Percentage Grading Scale

The following scale is used in Grades K-12 to calculate percentage grades and to assign corresponding letter grades.

Percentage Grade Explanation

<u>Description</u>	<u>Grading Scale</u>		<u>GPA Equivalent</u>	
Superior	A+	97 – 100	A+	4.0
	A	93-96	A	4.0
	A-	90-92	A-	3.7
Good	B+	87-89	B+	3.3
	B	83-86	B	3.0
	B-	80-82	B-	2.7
Average	C+	77-79	C+	2.3
	C	73-76	C	2.0
	C-	70-72	C-	1.7
Below Average	D+	67-69	D+	1.3
	D	65-66	D	1.0
Unsatisfactory	F	50-64	F	0.0
Incomplete	I			

Class Credit Value Points
1 credit = 4 points
0.5 credit = 2 points

To calculate a student's GPA, their letter grade value is multiplied by the class credit value.
The total is then divided by the sum of the class credit/weight.

To calculate students' cumulative GPA's, add their GPAs from the consecutive years and divide by the number of years added.

Assessment Policy

Homework

Homework, readings, and project assignments are given to reinforce concepts taught in class and are used to provide students with additional information relevant to class concepts. When assignments are not submitted on time, the assignment will be marked as “Missing” and entered as a 50%. An assignment marked as “Missing” can still be turned in for credit, but the student’s grade is deducted at the teacher’s discretion. Parents and students are able to see the status of an assignment by logging on to SIS. Students who are absent from class due to field trips or excused absences are expected to communicate upon their return with the teacher about work that needs to be made up.

Ephrata Mennonite School supports the family unit and participation in family responsibilities and activities; therefore, teachers should collaborate to ensure excessive daily homework is not the norm. Based on the recommendations of the National PTA, administration recommends the following when assigning homework:

- Kindergarten & First Grade will receive an average of 10 minutes of homework per day.
- An additional ten minutes of homework per grade level in Grades 2-12 (e.g. an average of 20 minutes of homework/day in 2nd Grade and an average of 120 minutes of homework/day in 12th Grade).

Low & Failing Grades

When a **Secondary student’s** grade falls below a passing grade (64% or lower) in any subject, the student is expected to take responsibility for improving the grade. The student should meet with the teacher of the subject to determine actionable steps to recover the grade. The Head of School will evaluate students’ grades at the midpoint and conclusion of each semester. If the failing grade indicates a lack of mastery or comprehension, a Section 504 plan may need to be developed. If the failing grade reflects a lack of motivation or responsibility on the student’s part, the student can expect to be disciplined. A student who fails to show sufficient progress will need to meet with the Head of School, Learning Support staff, teachers, and parents to determine whether they should continue to receive their education at EMS.

Report Cards

Report cards for elementary students are prepared and sent to parents at the end of each quarterly marking period. Report cards are sent home on the Friday of the week after the quarter ends. However, parents are encouraged to access their child(ren)’s grades throughout the quarter through Sycamore to stay current on their progress. Report cards for secondary students will be posted to their Sycamore profile at the conclusion of each semester.

Plagiarism

Plagiarism is cheating and is therefore considered a serious offense. Plagiarism includes the following:

- Not giving credit for ideas, words, quotes, photos, etc. belonging to other people that are then used to complete assignments.
- Copying words or information verbatim from texts, websites, etc.

Consequences may include failing the assignment, redoing the work, loss of computer privileges, etc. at the discretion of the teacher and/or the respective Teacher Team Leader.

Graduation Requirements

To graduate from Ephrata Mennonite School, students must earn at least 25 credits in high school. Specific credits in Grades 9-12 must be earned in the following areas:

<u>Subject Area</u>	<u>Credits</u>
English Language Arts	4.0
Bible	4.0
Social Studies	3.0
Mathematics	3.0
Science	3.0
Foreign Language	2.0
Electives [†]	2.0 7.0
Music	2.0
Physical Education & Health	1.0
Life Skills	1.0

[†]Electives include classes such as art, shop, home economics, child care, music/drama, and technology education, **additional core subjects, foreign languages, and vocational or life skills.**

All secondary student courses **offered, the scheduling of those courses, and the nature of those courses (required or optional)** are subject to the direction and approval of administration.

High School Credit Information

1.0 credit courses – **Generally** meet every day for the entire semester

0.5 credit courses – **Generally** meet every other day for a semester

The amount of credit that a course is worth will be set by administration, and may consider variables other than time spent in class.

Students transferring from another high school or academic course of study will need to submit a transcript of their earned credits. The administration will then determine the courses needed to graduate from Ephrata Mennonite School.

Students who fail a required course are expected to repeat the course at the earliest opportunity.

A lighter course load (2-3-credits) may be granted to seniors who are pursuing a work study course or who are participating in college entrance examinations and processes. Seniors not participating in any of these activities should plan to take a full credit load.

Recommended Course Sequence

<u>Grade</u>	<u>Course</u>	<u>Credits</u>
9 th	English (IEW)*	1.0
	Social Studies (US History and Government –AP)*	1.0
	Math (Algebra I Course determined by student readiness)*	2.0 1.0

	Science (Earth Science Physical Science)*	1.0
	Bible (Theology) / Anabaptist Thought (Doctrine) *	1.0
	Physical Education*	0.5
	Music I*	0.5
	HS Choir*	0.5
	Anabaptist Thought and Practice*	0.25
	Freshman Seminar*	0.25
	Elective/ Study Hall	0.5
10th	English (IEW)*	2.0 1.0
	Social Studies (World History I - AP)*	1.0
	Math (Geometry Course determined by student readiness)*	1.0
	Science (Biology)*	1.0
	Bible (Apologetics Prophecy)*	1.0 0.5
	Personal Finance*	0.5
	Physical Education*	0.5
	HS Choir*	0.5
	Electives/ Study Hall	1.0
11th	English (English Literature Language and Composition - AP)*	1.0
	Social Studies (World History II - AP)*	1.0
	Math (Algebra II or math elective Course determined by student readiness)*	2.0 1.0
year)*	Science (Chemistry or Backyard Agriculture Chosen from those offered that)	1.0
	Bible (Practical Christian Living)*	1.0 0.5
	HS Choir*	0.5
	Electives/ Study Hall	2.0
12th	English (English Language Literature and Composition - AP)*	1.0
readiness)	Math (Statistics or Advanced Math Course determined by student)	1.0
year)	Science (Physics or Backyard Agriculture Chosen from those offered that)	1.0
	Bible (Church History Missions and Prayer)*	1.0
	Personal Finance*	0.5
	Spanish	0.5
	Communications (Speech)*	0.5
	Apologetics*	0.5
	Electives/ Study Hall	2.5- 4.5

*Required classes, unless exception granted by administration

Student Life

Daily Information

Length of School Day

The school day begins at 8:25 a.m. Dismissal for students in Grades 3-12 will begin at 3:03 p.m.

Dismissal Procedures - Will be updated for SY 2023-24

After the conclusion of classes, students must return to their homerooms to prepare for dismissal. A bell will ring to dismiss all car riders. Car riders and student drivers should exit through the gym. Student drivers are expected to go directly to their vehicle to be dismissed before the cars loop begins to dismiss. Student drivers who are waiting for younger siblings should wait for their other riders at the tetherball pole. Other students are expected to wait on the sidewalk until given permission to board their vehicle, using the car door located on the outside of the loop. For the safety of the students, drivers in the cars loop are asked to remain in line until dismissed. A final bell will ring to dismiss the students who will be riding on the buses.

Recess/Break Expectations for Students - Will be updated for SY 2023-24

- Students must remain in an area supervised by a staff member, which may include the gym, sport fields, macadam, playground, or a homeroom unless permission is given otherwise.
- Students are not permitted beyond the fence or on the road for any reason.
- Outdoor recess/break areas will be defined by the supervisor on duty.
- Students are not permitted to retrieve items from gym storage areas the gym closet.
- The school provides supplies such as bats, balls, and other equipment for playground use. Students may bring shoes, gloves, and other equipment provided that their name is on the item. Students bringing personal sports equipment should demonstrate responsibility in caring for it. The school does not accept responsibility if personal property becomes lost or damaged.
- Students should not congregate or loiter in the restrooms or hallways.
- ~~The swings closest to the nature center are for Secondary use; The play set area beside the outdoor basketball court is for 6th grade and under. The train playground area is only for grades K-2. Students may not climb onto the roof of the train.~~
- Activities and games should stop immediately and all balls and equipment must be promptly put away at the end of break.
- Students should not climb or hang on the basketball rims or gym walls.
- Students need footwear appropriate for break activity. Bare feet are not permitted.
- When the bell sounds or a whistle is blown, the expectation is that students immediately cease playing and promptly put away equipment. We depend on all teachers to consistently enforce an immediate cessation of activity when the bell sounds. Elementary students will line up promptly and orderly, not jostling and fighting for places in line.
- Coats, jackets, or sweaters are required for a student to be outside when the temperature is less than 50 degrees. Students will be encouraged to wear an extra layer of clothing when temperatures are between 50-60 degrees.
- To play in the snow, students are required to bring a pair of snow pants and an extra set of footwear to change before returning to the classroom. Girls in grades K-4 may tuck their dress/skirt into their snow pants; however students in Grade 5 and above must wear snow pants under their dress/skirt.

- Students must be respectful of themselves and others, play with fairness and good sportsmanship, and do what is right even when no one is watching.
- Students should use the restroom before going to recess.

Hallway Supervision

Teachers are responsible to see that their students are quiet in the hallways. During recess, breaks, and class changes, any teacher has the authority to redirect any student that is disruptive. Students should walk on the right side of the hallway. Running is not permitted in the hallways. Elementary students are expected to follow their teacher in an orderly line when transferring classes.

~~Lunch Cafeteria~~ - Will be updated for SY 2023-24

~~Students are to bring their own lunches to school. Students are not permitted to order in food unless it is for a class-wide activity or an occasion for which a teacher is responsible. Lunch is eaten in individual homerooms. On most Wednesdays, parent volunteers prepare a hot lunch which is available for students to purchase. The purchase of a hot lunch includes one drink. Extra drinks are not available for purchase. Food should not be carried onto the playground unless it is during break or with permission.~~

Lockers and Desks

Each student has a locker, desk, and/or another storage area for storing books and supplies. Books or other items left in halls, lying around in classrooms, or in locker rooms may be removed and placed in the Lost & Found. Clothing, personal items, and textbooks need to be kept in a locker and not in public areas including restrooms or on top of ~~or underneath~~ lockers. Students need to take time to periodically organize their personal storage areas. It is important to keep the school looking orderly. Students are expected to supply any temporary shelving/hooks to keep their spaces organized well.

~~Secondary Locker Use~~

- Administration will assign lockers to students at the beginning of the school year.
- Students may not change lockers unless given permission by administration.
- The school is not responsible for personal items kept in lockers.
- Nothing is to be attached to the exterior of a student's locker. A few appropriate pictures of friends may be displayed on the interior of the locker. Media personalities, advertisements, and sports team logos are not permitted.
- Students are prohibited from opening any locker except their own.
- Administration reserves the right to search lockers and desks.

Athletics

The goal of athletics at Ephrata Mennonite School is to promote fitness, build character, encourage teamwork, and teach competency in four sports (soccer, basketball, volleyball, and softball). Middle School and High School students will be given the opportunity to play games with other schools. Student participation in these games is optional. The number of games played will be determined by the Athletic Director and are subject to the availability and schedule of the competition.

Participation in sports games is a privilege. Grades and behavior are considered when determining eligibility of students to play in the games. Students will not be permitted to play in a sports game if:

- They have had a serious form of discipline in the current semester.

- They do not have the required gym clothes to meet the school dress code.
- They are currently on Academic Probation (See Secondary Academic Policy for more information)

Extra-Curricular Activities

Ephrata Mennonite School believes that extracurricular activities can provide opportunities for our students to interact with students from other schools and activities they otherwise may not have the opportunity to experience within the school day. We also recognize the value that comes when families spend time together and are committed to not permitting an excessive amount of extra-curricular commitments to compete for that family time. Below is a list of extracurricular activities that the school may provide:

- The **3-on-3 Basketball Tournament** for Middle School Students is sponsored and hosted by our school's athletic department on a Saturday in the winter. Participating in the tournament is not mandatory for Middle School students. Teams that enter from Ephrata Mennonite School will have several after-school practices that end by 5:00 p.m. in the weeks leading up to the tournament.
- The **High School Girls Volleyball Tournament** is sponsored and hosted by Fairview Street Christian School (Reading, PA) and takes place in the fall. This tournament is open to High School girls and includes bi-weekly summer & fall practices along with a girls' discipleship component. The practices are held at our school's gym.
- The **High School Guys Basketball Tournament** is sponsored and hosted by Faith Mennonite High School (Kinzers, PA) and takes place in January. High School guys participate in weekly Monday night basketball practices (summer through January) held at our gym to prepare for this tournament.
- Our **Ministry Arts Team** offers students an opportunity to participate in a touring choir. The choir offers evening programs and a 4-5 day out-of-state tour.
- The **MACSA Bible Quizzing** elective meets weekly for after-school practices during the school year and includes summer memorization requirements as well. Several day-long quiz meets take place during the school year (January/February) as well as a 3-day retreat at Black Rock Retreat (March).

Extra-curricular activities are not mandatory but open to any student to participate. These activities are an extension of the school day, meaning that school rules, dress code and expectations apply. Students or parents are responsible for transportation to and from these events. Costs associated with these events (registration fees, rental fees, uniforms, etc.) will be shared with the students participating. Ephrata Mennonite School can only enter and coach teams of students enrolled in the school.

An extracurricular activity carries with it an extra commitment to hard work. Students participating in these activities should expect a significantly more challenging practice regiment.

Student Council (StuCo)

Student Council is a leadership training opportunity for students in Grades 9-12. Student Council provides services and plans activities that better the lives of students at EMS. Students wishing to participate in Student Council need to demonstrate a relationship with Jesus Christ, maintain a 3.0 GPA, and give evidence of Christ-like behavior, attitudes, and leadership. Student Council is overseen by a Faculty Advisor and guided by Ephrata Mennonite School's Student Council Constitution. Student Council is responsible for planning student activities and socials throughout the year and representing the student body to the

administration and faculty.

Library

Our school provides a library of wholesome, educational, and entertaining books intended to provide reading enjoyment, strengthen reading skills, and promote learning. New books are routinely added to the library.

Elementary students generally visit the library once each week. Students are asked to help maintain a quiet library atmosphere by whispering, handling books with care, and respecting others in the library. Students may check out 1-3 books, depending on their grade level. Books are due two weeks after they are checked out. After two weeks, books should be returned to the library or may be renewed for an additional two weeks unless another student has requested the book(s).

Students must report lost books to the librarian who will determine a reasonable time for the student to find the book. At the end of that time, the student will be asked to pay the cost of replacing the book. Students may be asked to replace a book that is returned excessively damaged as determined by the librarian. Failure to replace lost books by the end of the school year may result in the withholding of the student's report card until the book is replaced.

Periodicals are not permitted to be checked out or removed from the library unless a faculty member has made arrangements with the librarian to do so.

Nature Center

~~The Nature Center is an outdoor, agricultural learning area where students have the opportunity to learn agricultural procedures and to appreciate the surroundings which God has created. Our Science Curriculum contains numerous grade-specific projects and suggestions for utilizing the Nature Center.~~

Restrooms

Restrooms for boys and girls can be found adjacent to **the gymnasium/cafeteria and at the top of the main stairway** ~~Room 201, Room 105, and the Gymnasium.~~ In addition, both ~~Room 101 (Kindergarten) and Room 102 (1st-Grade)~~ have in-class restrooms for students in these grades **only**. **Additional single-occupancy restrooms are available on the ground floor and are primarily to be used by students in Grades K-2.** The restroom located in the Health Room is reserved only for faculty and students under care for an illness. It is the school's expectation that all individuals at Ephrata Mennonite School, including but not limited to all students, faculty, and visitors, will use only those restrooms **and locker rooms** that are designated for their biological gender as indicated on their birth certificate.

Field Trips

Field trips are viewed as an integral part of the Ephrata Mennonite School curriculum, and all students in a class with a scheduled trip are expected to go. Enrollment at the school is regarded as permission for class trips. Therefore, permission slips will not be sent for trips. Teachers are encouraged to plan field trips as an extension of the classroom experience. Students should expect to engage in educational experiences on field trips and to conduct themselves on the bus and the trip according to bus rules and our Family Handbook. Arrangements and reservations are handled by the teacher in advance and parents are informed of any related costs and the schedule. Parents should help children use good

judgment in spending money for souvenirs, but teachers do have the privilege of setting spending limits for students when necessary.

Costs for field trips are the responsibility of the families and will be included with the tuition statement each year. The chaperone's cost is also included as a part of the tuition statement. The school will track fundraising activities of students in Grades 11 & 12 who choose to raise money for the Senior Trip taken in Grade 12. Money that the student raises in a fundraiser will be credited towards the student's trip expense.

Below is a brief description of the types of field trips classes may take:

- Grades K-6 – ½ day or 1 day trips within our school day. Grade 6 takes an additional overnight trip to Camp Swatara to participate in their Outdoor Education Program.
- Grades 7-8 – ½ day or 1 day trips within our school day, including an additional all-day trip.
- Grades 9-12 – ½ day or 1-day trips within our school day with additional overnight trips from 2 or 3 days up to a week.

Fundraising and School Events

The school has three primary fundraisers each year: Roadside Cleanup, the Fall Banquet, and the Annual School Auction.

Roadside-Cleanup is a fundraiser during the month of April in which families are expected to participate by both soliciting donations from friends, family, neighbors, and local businesses as well as participating in the cleanup of local roadsides throughout the area. The goal is for each family to raise the yearly Family Goal amount set by the committee for this fundraiser. Attractive prizes are awarded to the families with the most money earned and the most pledges solicited.

The **Fall Fundraising Banquet** is held each October ~~on the 2nd Thursday of the month~~ at Shady Maple Smorgasbord. Proceeds benefit the operating expenses of the school.

The **Annual School Auction** is a time of fellowship and excitement as patrons, family, and friends of the school enjoy delicious meals and participate in the bidding for a large variety of merchandise. Parents are expected to volunteer to help with the food stands, children's area, donations, or the auction. The auction is held on the 3rd Friday and Saturday of June.

A **Spelling Bee** is held at the school on the 3rd Saturday evening in February. Other competitions include a Bible Quiz and Micro-pong Tournament. The community is invited to this event which includes a food stand for supper and snacks.

Grandparents' Day takes place in the spring (a two-day event) and includes a display of student work from Kindergarten through Grade 5. Grandparents are invited to school to share in a complimentary lunch with their grandchildren.

Our annual **Track and Field Day** is held on the school grounds at the end of May. Parents are encouraged to come to school and to cheer on students from Grades K-12 as they compete in various competitions.

Mini-Terms is a week of extra-curricular learning opportunities held every other year in the second semester for secondary students. Students take a break from regularly scheduled

classes and participate in opportunities to learn a hands-on skill (welding, electrical work, cake decorating, etc.), pursue a hobby (photography, scrapbooking, hiking, etc.), or develop personally (spiritual studies, leadership/service opportunities, etc.). If parents have a particular skill or interest they would like to share with or teach the students, please contact the school. These opportunities are generally not credited.

Procedures

Campus Concerns

Security

All school entrances are to be locked during the school day. It is the responsibility of front office staff to give admittance to visitors. Students are not to open the outside doors to visitors.

Searches

The school reserves the right to search any items on campus (lockers, desks, vehicles, backpacks, etc.).

Off-Limit Areas

- Students need permission to enter **any area of the school not connected to their class schedule, including storage areas, staff offices, the mechanical rooms, the teacher workroom, IT room, and the commercial kitchen** ~~the supply room, kitchen, teacher's lounge, furnace room, cleaning closets, science closet, or gym storage rooms.~~
- A teacher's desk is off-limits to students.
- Students may visit the front office only on specific business **with permission from a teacher.**
- During the school day, students may not leave the school property without permission from the administration.

Lost and Found

Students are expected to keep all personal items and school-issued supplies and textbooks stored neatly in their lockers. Items that are found lying around will be collected and placed in the Lost and Found. The school retains the right to clear out items on an as-needed basis.

Announcements & Posters

Any fliers, advertisements, or announcements posted by teachers or students need the Head of School's initials approving the event or information. Posted items lacking authorization will be removed.

Visitors

All visitors must check-in with the front office as soon as they arrive on campus. Visitors of school age must have written parent or guardian permission to visit, and arrangements for the visit must be made with the front office at least one day prior to the visit. Students and parents are to convey these guidelines to their visitors. Parents especially are encouraged to come and observe classroom activities. It is preferable that visitors call before they come to school. Visitors are not permitted to ride on the school buses.

Emergency Drills

Events which could initiate an emergency procedure are fires, hazardous material spills, bomb

threats, gas leaks, intruders, or severe weather.

During an **emergency evacuation**, all students and homeroom teachers gather at the predetermined meeting place. If an emergency situation does not allow for students to report to their homeroom teacher in the designated location, the classroom teacher will evacuate students to a safe location and remain with the students.

During a **severe weather** drill, teachers direct students to congregate in the most secure places indoors like the downstairs inner hallways and away from windows. The Head of School will ~~provide and~~ train teachers on the specifics of where they should go for these drills.

If there is a **lockdown drill**, students will be directed to a safe location. Teachers are prepared to direct students to appropriate places.

Students failing to follow emergency drill procedures can expect appropriate consequences.

Milk Records Keeping

~~The school provides the opportunity for students to purchase milk each day. Families choosing to pay for milk on a yearly basis should submit the money to the Assistant Secretary. Students who purchase milk on a daily basis should give their money to their homeroom teacher. The school receives a subsidy for our milk sales and must provide accurate information about how many students drink the milk. Milk costs \$0.15/half pint.~~

Personal Health and Safety

Student Health

The Ephrata School District provides health services for our school by providing a school nurse. The nurse keeps a file with each child's health record, performs routine eye and ear checks, and is on-call if a child becomes ill or injured. Parents are to fill out an Emergency Card authorizing the school's staff members to take a child for treatment if there is an emergency or to call an ambulance. If a student becomes ill, it should be reported to their teacher. Only teachers or the administration are authorized to ask parents to come and take a sick child home. If at all possible, students should take prescribed medication at home. If this is not possible, the following guidelines will be used regarding students taking medication, including over-the-counter medicines (cough syrup, aspirin, etc.) while at school:

- Parents or guardians should notify the Receptionist and teacher in writing that the student is to receive the prescribed medication and give their written permission for the student to take the medication. The student will be responsible for taking the medication.
- Parents or guardians should provide a copy of written orders from a physician that includes identification of the medication and directions for giving it. Students will not be allowed to take medication during the school day unless the school has a copy of the written order or the appropriate prescription bottle with orders on it. When medications must be brought to school, they should be taken directly to the front office upon entering the building.

Special arrangements may be made with the school staff to keep a small supply of prescribed medication or inhalers at school which the student needs to take on a long-term basis or needs to take only occasionally (i.e. treatment for migraine headaches, certain allergies, bee stings, etc.). Cough drops may be used with permission from the classroom/homeroom

teacher.

Every year, a Tylenol permission form is sent home for each child. The school is only permitted to administer Tylenol to a child if parents have returned the form giving their permission.

When a child returns to school after an illness and is unable to participate in outdoor activities or physical education, a note must be sent to the front office. The Receptionist will then notify the appropriate teachers (homeroom, recess, and P.E.).

Is my child too sick for school?

Your child should stay home if he/she has:

- A fever of 100.0 or higher
- A severe and/or persistent cough
- Diarrhea
- Vomiting the night before or morning of the school day
- A severe sore throat with fever
- Eye drainage and/or a crusted eyelid
- Rash over most of the body

Your child should return to school when he/she has:

- No fever for 24 hours without medicine
- No diarrhea for 24 hours
- No vomiting for 24 hours
- Been on an antibiotic for 24 hours
- Decreased or eliminated eye drainage
- No rash
- Received doctor's permission

Additionally, it is helpful to teach your children to cough into their elbows and to wash their hands after touching their mouth or nose, before and after eating, and after using the bathroom. If you have any questions, feel free to contact the receptionist.

Physical Exams

Physical exams are required for students entering school (Kindergarten or Grade 1), Grade 6, and Grade 11. These are arranged by the school nurse in cooperation with parents. Parents can choose between having these exams done with their family doctor or by the school nurse during the school day.

Dental Exams

Dental exams are required for students entering school (Kindergarten or Grade 1), Grade 3, and Grade 7. These exams are arranged by the school nurse in cooperation with parents.

Hearing and Vision Screening

The school nurse arranges for students to have their ears and eyes tested once a year. The hearing test is given to selected grades during the month of September. All teachers are asked to have their classrooms quiet while students go to the hearing stations to be tested by an audiometer. The vision tests are given during the months of November, December, and January and are arranged by the school nurse and Receptionist. Parents are informed of all these procedures by the school nurse and may receive referral notices if the child requires

additional testing.

First Aid

If a student is injured in the classroom, gym, or on the playground, the classroom teacher or recess supervisor will see that the child gets the proper medical attention. Since the school nurse is only here on a limited basis, the classroom teacher assisted by the Receptionist shall apply bandages, ice packs, and clean wounds. If the child appears to need the services of a hospital emergency room, the Receptionist or teacher should consult with the Head of School, if available, and they together will decide what to do. Should a child need emergency room help, parents will be called immediately. If they can come at once, they will drive the injured child to **the medical facility of their choice** ~~Ephrata Community Hospital~~. If not, a faculty member will drive their car. An ambulance will be called if the child appears to have life-threatening injuries (i.e. difficulty breathing or serious head, back or leg injuries).

Children Who Are Ill or Injured

If a child appears ill in the classroom, the teacher will send or accompany the child to the Health Room for observation. If it seems advisable for the child to go home, the Receptionist will consult with the parents as to the best course of action. The Head of School must be alerted when a student is sent home due to an illness. The Head of School must be promptly notified of each instance of an injury that may result in a student leaving school or requiring emergency medical attention. Teachers should be alert to any communicable diseases and report them immediately to the Receptionist. Parents are responsible for the medical care and costs of their children when their child is at school. The school does not carry insurance to cover broken bones or other injuries that take place at school.

Procedure for Handling Blood or Other Body Fluids

Gloves are to be worn when treating students with wounds or vomitus and when handling blood-soiled items, body fluids, excretions and secretions, as well as surfaces, materials, and objects exposed to them. Always wash hands after removing gloves.

- Wash hands and area immediately if they become contaminated with blood or body fluids.
- Flush all blood, urine, stool, vomitus, etc. down the toilet whenever possible.
- Items for disposal that are contaminated with blood or other body fluids that cannot be flushed down the toilet should be wrapped securely in a plastic bag (baggie, garbage bag) and placed in a second plastic bag, closed tightly, and properly discarded.
- Any spills of body fluids or waste (blood, urine, stool, vomitus, etc.) should be cleaned promptly in the following manner:
 - Put on gloves.
 - Clean the area with soap and water. If vomitus needs to be cleaned up, spread vomit absorbent (kept in the janitor's closet) on the area and then use soap and water to clean the area.
- Protect all open wounds or skin lesions from direct contact with blood or body fluids.
Example: Bandage any broken surfaces such as cuts or scratches.

Have students care for their own injuries whenever possible. Under the caregiver's supervision, have the student deposit soiled supplies directly into a plastic bag and place in a second plastic bag before discarding.

Technology Acceptable Use Policy

Ephrata Mennonite School makes available a networked computer system. Our intention is to provide a safe computer-access environment in order to further the educational goals and objectives of our school. We provide content filtering and an internet firewall to minimize the possibility of inappropriate web access. We realize, however, that no filter is 100% effective, and students may find ways to access information that is inappropriate for the school environment. Therefore, the purpose of this document is to clearly state Ephrata Mennonite School's usage expectations and guidelines for hardware and software technology.

Expectations for Student Technology Use

Ephrata Mennonite Faculty will monitor student use of school hardware and software. Faculty reserves the right to review all content on school computers as well as any other data (computers, mobile devices, **wearable technology**, USB drives, CDs, etc.) that is brought onto school property. Staff will report any violation of the Technology Acceptable Use Policy to their Teacher Team Leader.

Students are responsible for moral behavior when on the Ephrata Mennonite School computer network just as they are in their classrooms. General school rules for personal conduct apply to technology usage. Likewise, individual users of the Ephrata Mennonite School network are responsible to ensure their behavior, actions, and communications over the network are supportive of the school's mission statement, philosophy, and Family Handbook. Material created and/or stored on the network should not be considered private. If any student accidentally accesses any material on the computer or internet that is obscene, promotes immoral acts, or is otherwise inappropriate, he or she must notify a teacher immediately.

The following actions **by a student** are considered a violation of the Ephrata Mennonite School Acceptable Use Policy for Technology:

- Sending or posting offensive/inflammatory messages or images about the school, its staff, or other students.
- Downloading or accessing games, websites, programs, large files, images, music, and video without specific teacher permission. Students are expected to access websites for educational activities and assignments and not for entertainment purposes.
- Accessing email accounts that are not school-issued without permission.
- Violating copyright laws.
- Damaging computers, computer systems, or computer networks.
- Intentionally spreading computer viruses or making changes to system files or software.
- Accessing, editing, or destroying another user's folders, passwords, work, or files.
- **Taking pictures of a fellow student against their wishes.**
- Manipulating images in a negative or unbecoming way.
- Logging in under any username other than their own.
- Posting media or text about classmates against their wishes.

Student Use of Electronic Media

Mobile technology is an invaluable tool for many people today. Ephrata Mennonite School believes that students can use it in many productive ways, including communication with parents and friends, research, Bible study, timekeeping, photography, and much more. As with all technology, smartphones and other mobile electronic devices can also be used for purposes that are not God-honoring. Many employers give time, place, and manner restrictions on cell

phone use. This is to ensure such things as efficient and appropriate time management, social etiquette, and decorum. It is the goal of Ephrata Mennonite School to prepare students to utilize proper Biblical wisdom and discernment as digital citizens regarding the use of mobile devices.

- Grades K-8
 - During school hours (the time of entrance into the building until exiting the building for dismissal at the end of the day), student use of personal electronic devices is not permitted. Examples of electronic devices include eReaders, gaming devices, cell phones, **smart watches**, etc.
 - Electronic equipment brought to school must remain in a fixed place (locker or backpack) throughout the day. It cannot be carried around with the student.
- Grades 9-12
 - High School students are permitted to text or return calls between classes or at lunch.
 - High School students are asked to bring their own laptop computers. Computers that are used improperly during class time (texting, gaming, surfing, etc.) will be confiscated at the teacher's discretion. Confiscated items will be returned at the discretion of the school. Students must pay a \$25 fine to recover a confiscated device.
 - Smartphones must remain at lockers ~~with the exception of lunch~~. Teachers are required to confiscate any cell phone observed during class time. Students will be required to pay a \$25 fine to recover a device.
 - **Any use of electronics or peripherals (earbuds, smart watches, cameras, smart glasses, etc.) during class that happens without the explicit permission of the classroom teacher will result in the confiscation of the electronic(s) being used. Students will be required to pay a \$25 fine to recover the item(s).**
- All Students
 - During school-sponsored events (field trips, programs, socials, etc.), the use of any electronic device is allowed only as authorized by a teacher or other supervisor.
 - Music and games on the bus must not be audible to those sitting around them.

On Sycamore (under the document section) is a list of websites that Ephrata Mennonite School uses as part of its curriculum that may require individual student logins. Because elementary students under the age of 13 may access these sites, we make a list available and routinely update it. Please note that IU13 maintains its own list which may be requested directly from them if your child is enrolled in their program. By enrolling children at Ephrata Mennonite School, parents give consent for their children to use these websites as part of the school's educational program.

Transportation Policy

Transportation is offered for a fee at the sole discretion of the EMS Transportation Committee. We currently operate buses that service all or part of the following school districts: Ephrata, Eastern Lebanon Co., Warwick, Conestoga Valley, Eastern Lancaster Co., and Cocalico. If our route limitations do not allow us to reach a neighborhood, parents may request the possibility of meeting a bus at a mutually agreed upon location.

The primary goal of the Transportation Committee is to provide safe and efficient service for students who are eligible for bussing. The following policy was developed to enable drivers to practice safe driving habits with a minimum amount of distraction from passengers. Students

and parents will be held responsible for knowing and abiding by this policy. Parents are asked to stress bus discipline and safety at home. Children must learn to obey the rules; their lives could depend on it!

Boarding and Exiting at the Bus Stop

Students should be waiting at their bus stop five minutes ahead of the scheduled pickup time. When preparing to board the bus, wait until the bus stops, and then cross cautiously only after the red warning lights are flashing and all traffic has stopped. When crossing the road after exiting the bus, be sure to:

- a.) Cross ten feet in front of the bus so that you can see the driver's face. If you cannot see the driver's face, he/she cannot see you.
- b.) Proceed to the left side of the bus and stop to look for cars.
- c.) Stay alert for vehicles - do not assume all drivers will stop.
- d.) Ask the driver for permission to pick up anything you may drop. The driver may not be able to see if you stop and bend down to pick up something.

Exiting and Boarding at School - **Will be updated for SY 2023-24**

Students will exit the bus and enter the school at the main entrance facing Stevens Road. At dismissal, all students must board the bus through the main entrance. ~~Students are not permitted to access the buses by exiting the gym.~~

Arrival & Departure Times - **Will be updated for SY 2023-24**

Buses arrive at school by approximately 8:15 A.M. Students riding in cars should arrive between 8:15 A.M. and 8:20 A.M., unless permission to come earlier is given by the administration. Parents dropping off and picking up students should use ~~the parking lot entrance and exit on the far west side of the school (at the Nature Center) so as to not impede the flow of school bus traffic.~~

At dismissal, a bell will ring at 2:58 dismissing all students in Grades K-2. Another bell will ring at 3:02 dismissing all other car riders and any students in Grades 7-12 riding the buses. Car riders and student drivers should exit through ~~the gym~~. At 3:05, another bell will ring dismissing students in Grades 3-6 who are riding on buses.

Bus Riding Expectations

The school bus is an extension of the school and behavior that is not appropriate at school is likewise not appropriate on the bus:

1. Items too big to be held on a student's lap cannot be transported on the bus.
 - a.) Items like shovels or other tools, balloons, hot dog sticks, etc. should be avoided.
 - b.) Animals or pets (including fish, tadpoles, etc.) are not permitted on the bus.
 - c.) In the event of a traffic stop or accident, bus drivers are held accountable by the mandates of the State of Pennsylvania to ensure that there are no loose projectiles or items that could be used as weapons on their buses.
2. Occasionally, there is a last-minute change to a student's transportation routine (not riding the bus on a particular day; riding the bus but getting off at a different stop; or riding a different bus). In this event, for changes to the morning ride, please call the bus driver directly prior to 7:00 A.M. If changes are made to the evening ride, please send a note to the Receptionist. **If the change is made during the school day, please call the Receptionist by 2:00 P.M., and he/she will notify the student, teacher, and bus driver.** A student must have written permission to:

- a.) Board or exit their own bus at a stop other than their assigned stop.
 - b.) Ride a bus they are not normally assigned to ride.
3. Students and parents will be held responsible for damage caused by students.
4. The school bus driver has the responsibility to operate the school bus in a safe manner.
 - a.) The driver has full authority over the occupants of the bus.
 - b.) The driver may assign specific seats to students whenever he/she deems necessary.
 - c.) Siblings may sit together but otherwise boys and girls will not occupy the same seat.
 - d.) Students are expected to keep their hands to themselves, and physical contact is prohibited.
5. To promote safety and eliminate distraction to the bus drivers, students are expected to follow the rules below:
 - a.) Remain seated erect and facing the front.
 - b.) Keep the aisles clear.
 - c.) Maintain a quiet atmosphere at railroad crossings. Drivers are required by law to stop, open their doors, and listen for approaching trains.
 - d.) Avoid shouting or yelling out the windows.
 - e.) Avoid throwing anything inside/outside the bus.
 - f.) Keep head, hands, and feet inside the bus.
 - g.) Swearing, verbal abuse, or inappropriate speech is forbidden.
6. Students should assist the driver in keeping the bus clean.
 - a.) Gum chewing and open soda cans are not allowed.
 - b.) Food and covered drinks are permitted.
 - c.) Students should take responsibility to clean up any spills.
7. To respect individual family convictions regarding media, students are not permitted to share media devices on the bus. Students who violate this rule can expect to lose media use privileges on the bus. All forms of media must be appropriate for a good school environment and may be removed if a bus driver or teacher deems them unsatisfactory. Music and games must not be audible to those sitting around them.
8. As a precaution against any liability, Ephrata Mennonite School does not transport visitors/friends of students who are not enrolled in our school.

Bus Riding Discipline Procedures

Bus drivers are asked to follow the steps below to address behavior that violates the Transportation Policy. Administration may alter or accelerate these steps at their discretion:

1. Written and verbal warning
2. Written warning and phone call to parents by bus driver. (Similar incident within 7 days)
3. One Day bus suspension. The Transportation Team Leader calls parents (Similar incident within 30 days)
4. Three Day bus suspension. The Transportation Team Leader calls parents (Similar incident within 30 days)
5. Five Day bus suspension. The Transportation Team Leader calls parents (Similar incident within 30 days)

School Bus Evacuation Drills

All EMS school buses are required to do two evacuation drills per school year. The first drill is

to be a front-door evacuation and will take place during the first full week of school in September. The second drill is to be a rear-door evacuation done during the first full week in March.

SPECIAL NOTE TO PARENTS

After you have read these rules, please review them with your child(ren). Bus transportation is a privilege, not a requirement. The bus driver needs your support to safely transport your child(ren).

Dress Code

The school expects its students to dress in a manner that expresses Christian values. School administration has the final authority as to what is and what is not considered acceptable attire.

Expectations for Boys

All boys must wear full-length pants and shirts with sleeves. Gym pants are permitted for Grades 5 & up in gym class only. Hair should be trimmed neatly.

Parents of **Secondary Boys** are required to purchase a school t-shirt and gym pants for gym classes and other special activities.

Expectations for Girls

All girls must wear dresses or skirts that fully cover the knees when seated. Girls must also reflect modesty with regard to necklines (no cleavage). Girls who are followers of Jesus are encouraged to have long hair and to wear a veiling when praying or prophesying (I Cor. 11:1-15).

Parents of **Secondary Girls** are required to purchase a school t-shirt for gym class and other special athletic activities. Parents may request an exception to wear a dress that meets EMS's dress length criteria, based on church guidelines or personal convictions. Skorts may be homemade, purchased from the store of your choice, or ordered through the school. Please note that black skorts are required for sports games but other colors are permitted for gym class activities.

Changing Into Gym Attire

Students in Grades 5-6 are permitted, but not required, to change into gym attire. Parents wishing for their students in Grades 5-6 to change must provide skorts for girls and gym pants for guys.

General Dress Information for All Students

- Students may not wear colored or glittery nail polish (French manicures are permitted).
- Students may not write/paint designs on themselves.
- Jewelry such as rings, necklaces, earrings, and any type of bracelet or anklet must not be worn.
- Logos or writing on clothing must not be distracting to the educational atmosphere and not bring attention to anything contrary to EMS values.
- Footwear with non-marking soles are to be worn at all times while at school.
- Bare feet are not permitted. Sandals and flip-flops are not to be worn during Phys. Ed. classes.
- Wearing caps or hoods is not permitted in the building.

- Students need to be in proper gym uniform to participate in games with other schools.
- Non-metal cleats may be worn for athletic activities but may not be worn in the building. Students are expected to take their shoes with them to the athletic fields and to change into cleats there.
- Unnatural or extreme hair colorations are not permitted.

Dress Code Infractions

Dress code infractions from **Elementary Students** are generally reported directly to parents and not to students.

Secondary Teachers are expected to address any **Secondary Students** who are not appearing in accordance with the school dress code. The student is expected to conform to the school's standard immediately. If a student appears in clothing, hairstyle, or any appearance disrespectful to Biblical values or standards upheld by the school, the student may be removed from the classroom until they can conform to the school's standard.

Volunteer Policy

The school conducts a volunteer recruitment effort during the summer for the following school year. Volunteer opportunities include Room Parents, who are parents who assist a child's teacher with various classroom activities. There are also occasions like class trips and special projects where volunteers are needed for a one-time event. At such times, the school may recruit additional parent volunteers. All volunteers are asked to follow the school dress code when volunteering or chaperoning school events.

All volunteers must have prior approval from school administration before beginning service. Any prospective volunteers applying for or holding an unpaid position as a volunteer with the school as a person responsible for a child's welfare or having "direct volunteer contact" with children must also be in possession of the following certifications to be in compliance with current Pennsylvania legislation. "Direct volunteer contact" is defined by the law as "The care, supervision, guidance or control of children and routine interaction with children." Routine interaction with children is defined as "regular and repeated contact that is integral to a person's employment or volunteer responsibilities." Please note that these certifications are not necessary for parents or grandparents to simply visit or observe their child's classroom.

- **Child Abuse Certification**
 - Link to electronic form: <https://www.compass.state.pa.us/CWIS>
 - The cost is free for volunteers.
 - The online Child Abuse Clearance site will require you to create an account and submit your request electronically. The results will be emailed or mailed (decided upon registering) to you within 14 days of submission. You also have the option of completing this process using a paper application sent by mail.
- **PA State Police Criminal History Certification**
 - Link to electronic form: <https://epatch.pa.gov/home>
 - The cost is free for volunteers.
 - You also have the option of completing this process using a paper application sent by mail.
- **FBI Federal Criminal History Certification (Fingerprints)**
 - This clearance is only required of prospective volunteers who have lived outside of Pennsylvania at any point within the past 10 years and who have not yet received this

certification since establishing PA residency. If a copy of this certification has been obtained at any time since establishing residency in Pennsylvania, it may be used to meet this requirement. If, however, you have been a continuous resident of Pennsylvania for the past 10 years, you will still need to affirm in writing at the school office that you are not disqualified from service based on any convictions or offenses.

- o Link to electronic form: <https://uenroll.identogo.com/workflows/1KG6TR/>. The service code for non-public schools is 1KG6TR.
- o—There is a cost associated with this certification. Updated costs are available in the link shared above. ~~The cost of this certification is \$22.60 for volunteers.~~
- o Only the registration process to be fingerprinted is completed online. You will then need to go to the nearest Identogo site with a valid photo ID for the actual fingerprinting process. You will receive an unofficial copy of the results in the mail which will contain information needed by the front office to access the official report online.
- o If meeting the above requisites for needing the FBI Federal Criminal History Certification when starting service at Ephrata Mennonite School and your FBI clearances are more than one year old, you will need to complete the process for receiving this certification from the beginning. An applicant's fingerprints are not stored in the system for more than one year.

The required documents must be submitted to the Assistant Secretary prior to volunteering. A copy of these forms will be kept on record. All new volunteers must submit all certifications prior to beginning their service. A volunteer can only obtain free Child Abuse and Criminal History certifications every 57 months.

Any volunteer who is arrested for or convicted of an offense that would constitute grounds for denying employment or participation in a program, activity or service, or is named as a perpetrator under a founded or indicated report of child abuse, shall provide the Head of School with written notice not later than 72 hours after the arrest, conviction, or notification that the person has been listed as a perpetrator in the statewide database.

Additional information regarding certifications and volunteering can be found [here](#).

Bible Memory Information and Schedule

Bible memorization is expected of all students. If a teacher feels a modified Bible Memory assignment is necessary, the Learning Support Coordinator should be consulted and a notation made on the student's report card. Bible memory grades are included in a student's Bible grade for students in Grades K-6. Secondary students will receive a Bible Memory grade separate from other classes. Teachers are encouraged to also memorize the assigned passage. The model of the teacher is very effective in helping students memorize. We believe that students can be successful at Bible Memory by participating in the following components of our School-wide Plan:

Component #1: School-wide Passage

- The entire school will memorize the same passage, allowing any teacher to review Bible Memory with any class.
- The passages will be selected by the school and be on a six-year schedule of rotation so each student will learn the passage twice in their time at school.

Component #2: School-wide Learning

- Students will review Bible Memory in chapels, homeroom, assemblies, and classes.
- Families can use Bible Memory as a part of family devotions/routines to reinforce memorization and application.

Component #3: School-wide Assessment

- Tests will all happen on the same day so that families can review/prepare for Bible Memory tests together.
- Additional information regarding Bible Memory assessments and review can be found in the Bible Memory materials for the current year.

Component #4: School-wide Norms

- The school will provide a schedule to guide memorization progress and testing.
- Bible Memory review and testing for elementary students will be integrated into their Bible classes. Secondary students are encouraged to devote a portion of their Flex Time in independent practice.
- The school will create a written fill-in-the blank assessment and grading instructions for use in Grades 4-12 that will be graded and included in a student's grade.

FAQ

- *What is the Bible Memory Plan?* A six-year cycle of passages that the entire school learns on the same schedule so that we can recite together in assemblies, chapels, homeroom, and classes.
- *Who is responsible to oversee that this plan works?* School administration will produce a schedule of passages, test dates, test sheets, and recommendations for study. Homeroom and Bible teachers are responsible to facilitate the review and testing of Bible Memory passages.
- *How is the Bible memory test administered?* Students in Grades 1-3 will recite Bible Memory to homeroom teachers. Students in Grades 4-12 will write Bible Memory.
- *How is the recitation of Bible Memory graded for Grades 1-3?* One point is deducted for each incorrect word or prompt that is needed.
- *How is Bible Memory graded for Grades 4-12?* Punctuation will be provided on the test sheets. Spelling is not graded; however, verb tense is. (i.e. "But as many as recieved Him to them gives He power..." In this example, "recieved" is incorrectly spelled and doesn't result in a point deduction; however "gives" should be "gave" and would be considered incorrect.) The value of the Bible Memory passage is based upon the amount of words in each passage, and one point is deducted for each mistake from that amount of words.
- *Is there a credit for Bible Memory?* High school students will receive 0.25 credits for Bible Memory. High School students competing in MACSA Bible Quizzing will receive a ½ credit of Bible Memory per year.
- *Do students in MACSA Bible Quizzing need to memorize the verses associated with the school's Bible Memory plan?* No, these students are expected to be studying their Bible Quiz passage while their classmates are testing/studying the school's plan. However, Bible Quizzers are expected to participate in homeroom devotional or school-wide chapel activities related to the Bible memory plan.
- *What version of the Bible is used for our Bible Memory Program?* The school's standard version is the English Standard Version (ESV); however, the King James Version (KJV) may be used if parents prefer that option. Homeroom teachers are encouraged to use

Bible study resources, including other translations, to help teach the meaning and context to our students as they introduce them to the Bible Memory passage.

- *Are all students required to learn the same amount of verses?* Yes, we will learn approximately 2-3 verses a week.
- *Do you expect the younger students to learn as much as the older students?* Yes, we believe that younger students possess the ability to memorize, and we want to encourage that.
- *What is the Homeroom teacher's responsibility?* The homeroom teacher will use one homeroom devotional slot per week for Bible Memory activities. This slot will be used to share devotional thoughts to ensure students understand the meaning and context of the passage. It will also be the time slot where students will take the Bible Memory test.
- *How often will Bible Memory be due?* Every two weeks. The off-week can be used as a time to study/copy/practice writing the Bible memory passages.
- *What if a student is not prepared to take the Bible Memory test?* They can arrange a time the following day to meet a teacher over lunch and take the test at that time. Otherwise, they do not receive a passing grade on that Bible Memory assignment. We must avoid extending deadlines because the program is ambitious and will continue adding more verses.
- *Can students write their Bible Memory test at home?* No, Bible Memory must be completed at school under a teacher's supervision.
- *Can students grade their own memory work?* No, homeroom teachers and/or aides will do the grading.
- *What happens if a snow day, cancellation, or other unforeseen event does not allow for Bible memory to be written in homeroom devotions as scheduled?* We will make room in the next class for administering the test. Since everyone is learning the same material, any teacher will be knowledgeable and competent at administering the test. If an entire day is missed, the test will be the next day.
- *Are the books of the Bible still to be memorized in Grades 2 and 3?* Yes, teachers should incorporate memorizing the books of the Bible into their Bible class or other homeroom routine at some point in the year.

MACSA Bible Quizzing

The culmination of our Bible Memory program is the opportunity for students in Grades 6-12 to participate in the MACSA Bible Quizzing Program. The Bible Quizzing Team uses the King James Version as its standard. This involves learning the assigned Quiz Passage (typically 6-9 Chapters), participating in weekly after-school quiz practices, and attending numerous quizzing events at area venues. Summer memorization and a practice or two are encouraged to begin preparation for this highly-competitive event. This culminates in a 3-day retreat at Black Rock Retreat Center in March. Participation in this program begins over the summer for the upcoming school year. Student registration costs and lodging fees are the responsibility of the students.

Students in Bible quizzing do not need to memorize the regular Bible memory passages that are a part of their Bible class. Instead, they will recite a portion of their quiz passage verses for a Bible memory grade.

High school students who participate in Bible Quizzing receive ½ Bible credit per year. This credit/grade is in addition to their regular Bible Grade, but cannot replace regular Bible

courses.

Committees

Board of Trustees

Members are nominated by the Pastoral Support Committee and are elected by patrons. The Board has general supervision of the school and is responsible for the property holdings, expenditures, final approval of curriculum and textbook selection, reviewing and approving patron applications, and the hiring of personnel. The Board meets monthly, usually the first Monday of the month.

Pastoral Advisors

Members are appointed by church leaders from the supporting church congregations. This committee is an advisory group to the Board to provide insight and direction on issues that affect the spiritual environment of the school and to make final decisions on any controversial points of a spiritual nature. These advisors review the doctrinal position of prospective teachers and make recommendations to the Board and administration concerning the hiring of applicants.

Auction Committee

This committee, composed of parent volunteers, prepares for the annual school auction held on the third weekend of June. The committee is responsible for the solicitation of auction items.

Maintenance Committee

This committee of parent representatives is responsible for the care of the school's buildings and grounds. It deals with custodial care and routine maintenance, lawn care, and major maintenance projects and is also responsible for long-term planning for the upkeep of the school's facilities. This committee meets the second Monday night of each month at school to work on maintenance requests and improvements.

Finance Committee

This committee oversees the financial affairs of the school. These responsibilities include tracking monthly income and expenses, evaluating and proposing salary increases, evaluating and proposing tuition rates, proposing a yearly budget, overseeing the school's assets and investments, and holding the Head of School accountable for implementing the budget. All proposals and recommendations are submitted to the Board for approval.

Parent Teacher Fellowship (PTF) Committee

This committee seeks to increase parents' understanding of the school program, to provide time in which parents and teachers can gain professional knowledge through resource persons and other media, and to encourage fellowship among teachers and parents as an aid in uniting home-school relationships. This committee is responsible to plan the two PTF meetings and to oversee the Spelling Bee and the food stand(s) at the Auction.

Long-Range Planning Committee

The primary function of this committee is to set short-term (2-3 years) and long-range (10 years) goals in all areas of the school's organization – administration, faculty, curriculum, finances, development, spiritual health, sports, technology, etc. The committee, composed of board representatives, parents, faculty, and administration, meets quarterly and reports

directly to the Board.

Roadside Cleanup Committee

This committee is responsible for planning the Roadside Cleanup Fundraiser held each year in April. They plan a kick-off rally in March to introduce the goals for the fundraiser. This committee is composed of parent volunteers and is responsible to set the family goal each year for fundraising.

Transportation Committee

This committee oversees the purchasing and maintenance of the school buses, the school bus drivers, the negotiation of busing contracts with school districts, as well as the formation of bus routes for the school.

Banquet Committee

This committee plans and oversees the annual Fall Fundraising Banquet at Shady Maple Smorgasbord. The committee works with school administration at ensuring quality communication and conveyance of the school mission and vision with our support base and prospective patrons.

Hot Lunch Committee

This committee organizes the Hot Lunch Program offered by the school and consists of volunteer mothers who coordinate the meal planning, setting meal prices, and communication with families and classes regarding the food needed for each meal.