



Family Handbook 2024-2025



Accredited by the
Middle States Association of Colleges and Schools

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.

#learningtoserve

CORE VALUES

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

GENERAL INFORMATION

School Address: 635 Stevens Road
Ephrata, PA 17522
Phone: (717) 738-4266
Fax: (717) 738-1644
Website: www.ephratamennonite.org
Employee Email: firstname.lastname@ephratamennonite.org
School Motto: Learning to Serve
School Colors: Blue and Grey
Team Name: Legends

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

MISSION STATEMENT.....	1
CORE VALUES.....	1
GENERAL INFORMATION.....	1
FOUNDATIONAL DOCUMENTS.....	5
1963 Mennonite Confession of Faith (Condensed).....	5
Statement on Christian Marriage, Gender, and Sexuality.....	6
Statement on the Sanctity of Human Life.....	6
Final Authority for Matters of Belief and Conduct.....	7
Philosophy of Education Statement.....	7
Profile of the Ideal Graduate.....	8
Profile of the Ideal Staff Member.....	8
Profile of the Ideal Patron.....	9
ARRIVAL & DISMISSAL PROCEDURES.....	10
Arrival.....	10
Dismissal.....	10
ATTENDANCE POLICY.....	10
Length of School Day.....	10
Delay Schedule.....	10
Attendance Records.....	11
Signing In/Out for Tardiness or Early Departure.....	11
Tardiness during the School Day.....	11
Pre-Planned Absences.....	11
Excuse Notices.....	12
Unexcused Absences.....	12
CODE OF CONDUCT.....	12
Campus Security.....	13
Monitoring of Entrances.....	13
Visitors.....	13
Searches.....	13
Emergency Drills.....	13
Behavior.....	13
Respect.....	14
Personal Property.....	14
Lockers and Desks.....	14
Textbooks.....	14
Relationships & Dating.....	15
Weapons & Illegal Substances.....	15
Driving/Parking.....	15
Hallways.....	16
Food & Drinks.....	16
Restrooms.....	16

Library.....	16
Lost & Found.....	17
Off-Limit Areas.....	17
Announcements & Posters.....	17
Field Trips.....	17
DRESS CODE.....	18
General Dress Information.....	18
Specific Expectations for Boys.....	18
Specific Expectations for Girls.....	18
Elementary Gym Attire.....	19
Dress Code Infractions.....	19
ELEMENTARY RECESS PROCEDURES.....	19
Recess Expectations for Students.....	19
DISCIPLINE POLICY.....	20
Elementary Discipline.....	20
Secondary Discipline.....	20
Discipline Categories.....	20
COMMUNICATION POLICY.....	20
Delay/Cancellation Announcements.....	21
Student Use of School Telephones.....	21
Parent-Teacher Conferences.....	21
Parent-School Fellowships.....	22
Grievances.....	22
GRADING POLICY.....	22
Percentage Grading Scale.....	22
Low & Failing Grades.....	23
Academic Integrity.....	23
Report Cards.....	23
Secondary Academic Policy.....	24
ASSESSMENT POLICY.....	24
Homework.....	24
ADMISSIONS & ENROLLMENT POLICY.....	25
Enrollment of Prospective Patrons.....	25
Graduation Requirements.....	25
High School Credit Information.....	26
TUITION POLICY.....	26
Financial Aid.....	26
Refunds for Tuition or Other Fees.....	26
HEALTH AND SAFETY POLICY.....	27
Is My Child Too Sick for School?.....	27
Student Illness at School.....	27
Procedure for Handling Blood or Other Body Fluids.....	27

Medications.....	28
First Aid.....	28
Physical Exams.....	29
Dental Exams.....	29
Hearing and Vision Screening.....	29
EXTRACURRICULAR ACTIVITIES & SPECIAL EVENTS.....	29
Extracurricular Activities.....	29
Physical Education.....	30
Athletics Department.....	30
Student Supervision at Sports Games.....	30
MACSA Bible Quizzing.....	30
Fundraising Events.....	31
Roadside Cleanup.....	31
Fall Banquet.....	31
School Auction.....	31
Other School Events.....	31
Spelling Bee.....	31
Grandparents Day.....	31
Mini-Terms.....	31
Track and Field.....	32
VOLUNTEER POLICY.....	32
TECHNOLOGY ACCEPTABLE USE POLICY.....	32
Student Use of Electronic Media.....	33
Student Technology Use Expectations.....	33
Use of Educational Websites.....	34
TRANSPORTATION POLICY.....	34
Boarding & Exiting at the Bus Stop.....	35
Boarding & Exiting at School.....	35
Reporting Bus Changes.....	35
Bus Riding Expectations.....	35
Bus Riding Discipline Procedures.....	36
School Bus Evacuation Drills.....	36
APPENDICES.....	38
Bible Memory Information and Schedule.....	38
High School Recommended Course Sequence.....	40
Committees.....	41

FOUNDATIONAL DOCUMENTS

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.

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.

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.

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.

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.

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.

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.

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.

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.

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.

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.

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).

ARRIVAL & DISMISSAL PROCEDURES

Arrival

Buses arrive at school by approximately 8:15 am. Students riding in cars should arrive between 8:15 am and 8:20 am, unless permission to come earlier is given by the administration. Parents dropping off and picking up students should use the Car Loop.

Dismissal

After the conclusion of classes, students must return to their homerooms to prepare for dismissal. A bell will ring to dismiss all car riders and the first round of bus riders. Student drivers who are waiting for younger siblings should wait for their other riders in their vehicle. Car riders and student drivers should exit through the Car Loop & Gym Entrance. Students at the Car Loop 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. A final bell will then ring to dismiss the students who will be riding on the buses.

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 3:02 p.m. An Early Dismissal means students will be dismissed at 12:00 p.m. and will not eat lunch at school.

Delay Schedule

- Elementary teachers may adjust schedules by shortening class length or omitting a class. Specials will follow the times established in the modified master schedule.
- Secondary teachers and students will follow a daily schedule outlined in the master schedule.

Attendance Records

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

Quarter 1	8:25 am - 10:30 am
Quarter 2	10:31 am - 12:00 pm
Quarter 3	12:01 pm - 1:30 pm
Quarter 4	1:31 pm - 3:02 pm

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.

Signing In/Out for Tardiness or Early Departure

Students arriving after 8:25 am or departing before dismissal must sign in or 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.

Pre-Planned 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 even 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; driver/permit tests; or any other urgent reason as approved by the Head of School. Please notify the front office directly of absences of this nature.

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

- Submit a Pre-Planned Absence Request Form (link available on Sycamore).
- The form must be completed thoroughly and submitted no later than 2 days prior to the requested absence. For example, a request submitted on Wednesday for Friday of the same week will be considered excused. Late submission of an absence request will not be classified as excused.
- Pre-Planned 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 allotment of pre-planned absences.
- 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 report the absence using the School Dismissal Manager app.

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

reason.

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 pre-planned absences will not be granted. These days include important events such as the Christmas and Spring Programs, Roadside Cleanup, Track & Field, P/SAT 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 with an unexcused absence; a maximum fine of \$200 may be charged per family per 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.

CODE OF CONDUCT

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.

Campus Security

Monitoring of Entrances

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.

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.

Searches

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

Emergency Drills

Events which could initiate an emergency procedure are fires, hazardous material spills, bomb threats, gas leaks, intruders, severe weather, or any other event that puts the safety and wellbeing of students or staff in danger.

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 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.

Behavior

- Students are expected to practice Christian standards of moral and social conduct. Therefore, 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.

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 another’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 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.

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 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 or hooks to keep their spaces organized well. Further guidelines include:

- 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.
- Nothing is to be attached to the interior of lockers through the use of adhesives (tape, glue, stickers, etc.)
- Students are prohibited from opening any locker except their own.
- Administration reserves the right to search lockers and desks.

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.

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.

- o 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:
 - o Causing bodily harm to any person with a weapon.
 - o Causing the evacuation of the school building.
 - o Possession of a firearm.
 - o Possession of an explosive device.
 - o Threatening any person with a weapon.
- Concealed carry of firearms (including students or staff holding a valid legal permit) is strictly prohibited on school property. This includes all weapons, firearms, or any other dangerous objects. Any violation of this policy will result in immediate disciplinary action at the discretion of the Head of School and Board. Additional details can be found in the Weapons Policy.

Driving/Parking

- 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 in the lot located outside the Main Entrance facing Stevens Road, 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.
- Staff are expected to park in the lot located outside the West Entrance.

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.

Food & Drinks

- Food, candy, and drinks are not permitted during formal assemblies in the gym or large-group chapels and events like 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.
- Food is to be eaten by students in the Cafeteria or FCS Kitchen only. Therefore, snacks brought into school as a part of a teacher or student's birthday or any other special occasion such as a class party must be eaten during lunchtime or at a time

- prearranged for students to return to the cafeteria during the school day.
- 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.

Restrooms

Restrooms for boys and girls can be found adjacent to the gymnasium/cafeteria and at the top of the main stairway. 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.

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.

Lost & 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 & Found . The school retains the right to clear out items on an as-needed basis.

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 and janitor closets, the teacher workroom, IT room, and the commercial kitchen. Furthermore:

- 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.

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.

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 anticipated 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.

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.

General Dress Information

- Students may not write/paint designs on themselves. This includes but is not limited to Henna and 'fake' tattoos.
- 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.

Specific 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.

Specific Expectations for Girls

All girls must wear dresses or skirts that fully cover the knees when seated. Dresses or tops must have sleeves. 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 (refer to I Corinthians 11:1-15). Students may not wear colored or glittery nail polish (French manicures are permitted).

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.

Elementary 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. Students in Grades K-4 are expected to wear standard school attire when participating in gym classes.

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.

ELEMENTARY RECESS PROCEDURES

Recess Expectations for Students

- Students must remain in an area supervised by a staff member, which may include the

- gym, sport fields, playground, or a homeroom unless permission is given otherwise.
- Outdoor recess areas will be defined by the supervisor on duty.
- Students are not permitted to retrieve items from gym storage areas.
- 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.
- Students should not climb or hang on the basketball rims or gym walls.
- Students need footwear appropriate for recess 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.
- 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.

DISCIPLINE POLICY

Elementary Discipline

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

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 meeting with the parents, child, and school administration. 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

COMMUNICATION POLICY

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 general 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 at least two days prior to any absence.

- Report Cards
 - Students' report cards are posted to their profile at the conclusion of each quarter for elementary students and following each semester for secondary students. 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.
- An announcement under the News tab on Sycamore.

Student Use of School Telephones

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-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.

Parent-School Fellowships

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

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 a situation. Therefore, anonymous correspondence is to be avoided.

GRADING POLICY

Percentage Grading Scale

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

<u>Description</u>	<u>Grading Scale</u>		<u>GPA Equivalent</u>	
Superior	A+	97 – 100	A+	4.0
	A	93-96	A	4.0

Good	A-	90-92	A-	3.7
	B+	87-89	B+	3.3
	B	83-86	B	3.0
Average	B-	80-82	B-	2.7
	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
	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.

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.

Academic Integrity

Breaches of academic integrity such as plagiarism are considered cheating and are therefore considered a serious offense. Examples of academic dishonesty include but are not limited to 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, AI, etc.
- The omission of quotation marks and an appropriate citation when directly quoting a source.
- Paraphrasing a passage without appropriately giving credit to the original author (including the use of AI).
- Changing key words or sentences of a passage while retaining its essential content without the proper citation giving credit to the original author or creator of the

content.

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.

At Ephrata Mennonite School, we want students to learn to use available resources and tools to assist them in their academic work. However, we do not want our students to undermine the educational value of their assignments by using tools inappropriately. The following actions are considered inappropriate use of resources:

- Presenting the work of another person as their own (plagiarism).
- Using artificial intelligence (AI) to create any work and then presenting the work as original.
- Utilizing any curriculum materials, tests, answer keys currently used by the school that are not provided or approved by the teacher (whether the source is a classmate, sibling, or online).

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 on 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.

Secondary Academic Policy

Ephrata Mennonite School seeks to partner with students to reach their highest academic potential. Strategic supports such as Barton, mentoring, Learning Support, etc. are used to ensure all students are in a learning environment where educational success is possible. In the event that a student in Grades 7-12 is failing one or more classes, the following steps will be taken to assist that student in restoring their grades:

1. **Throughout the month** - Teachers will weekly note students with a D or F in their weekly reflection form. This will alert Teacher Team Leaders to the quantity of students that might possibly be on academic probation. Teachers should communicate with students and parents on a regular basis if grades are in the D and F range.
2. **1st Tuesday of the month** - The Secondary teams will meet during team meetings. Teacher Team Leader(s) will run a report of current Ds and Fs. Any student with an F will need to complete an academic plan in the coming week and will have until the following Monday to bring up their grade. The team will decide who on the team is best suited to carry out the corrective conversation and academic plan. This teacher should email the student, parents, and Cc the Teacher Team Leader. If a student is enrolled in Learning Support, contact the Learning Support Coordinator prior to student/parent contact.
3. **2nd Tuesday of the month** - The Secondary team will re-evaluate students who created an academic plan. If the plan was carried out and the grade is passing, the student is free to participate in extracurricular activities and the coordinating teacher will communicate this to the student and parents. The plan must be carried out and all assignments turned into teachers by the end of the school day on the Monday before the second Tuesday. If the plan was not carried out or if the grade(s) is still an

F, the student will be placed on Academic Probation until the end of the month. The teacher that has been working with the student will email the student and parents and Cc coaches and the respective Teacher Team Leader of this probation. The student will not be allowed to participate in sports or StuCo events. Field Trips, quizzing, etc. will be at the discretion of the team.

4. The above outline repeats on the first Tuesday of the next month.

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 Sycamore. 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).

ADMISSIONS & ENROLLMENT POLICY

- Families that wish to attend Ephrata Mennonite School must support the mission of the school, commit to following the school's guidelines and policies, and be willing to support the 1963 Mennonite Confession of Faith and the following position statements outlined in the Family Handbook.
- Ephrata Mennonite School is designed to work in partnership with Christian homes that are actively involved in training their child(ren) in harmony with the values of the school.
- Ephrata Mennonite School enrolls students in Kindergarten through Grade 12. Enrollment is open to students without regard to gender, race, nationality, or ethnic origin.
- New patron families are accepted into the school at the sole discretion of the Ephrata Mennonite School Board.
- To ensure proper placement, incoming students will be assessed to evaluate math and literacy skills.
- A part-time kindergarten is offered on a Monday/Thursday or a Tuesday/Friday full-time basis with both sections attending together for a full-day each Wednesday.
- 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.

Enrollment of Prospective Patrons

- Patrons interested in enrollment are encouraged to schedule a school visit by contacting the front office.
- Prospective patrons with an incoming kindergartener are also expected to attend the kindergarten observation and testing in March.
- Patrons granted admission are expected to participate in New Family Orientation in August.

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:

Subject Area	Credits
English Language Arts	4.0
Bible	4.0
Social Studies	3.0
Mathematics	3.0
Science	3.0
Electives [†]	7.0
Physical Education & Health	1.0

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

All secondary 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. A recommended course sequence can be found in the appendix.

High School Credit Information

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

- 1.0 credit courses – Generally meet every day for the entire semester
- 0.5 credit courses – Generally meet every other day for a semester

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.

TUITION POLICY

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 (a 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, patrons should 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.

Refunds for Tuition or 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.

HEALTH AND SAFETY POLICY

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.

Is My Child Too Sick for School?

Your child should stay home if he/she has:

- A temperature 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.

Student Illness at School

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 also be promptly notified of each instance of an injury that may result in a student leaving school or requiring 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.

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.).

Procedure for Handling Blood or Other Body Fluids

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.

Staff are to wear gloves 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 or 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 (e.g. bandage any broken surfaces such as cuts or scratches).

Medications

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.

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 care, parents will be called immediately. If they can come at once, they will drive the injured child to the medical facility of their choice. 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).

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.

EXTRACURRICULAR ACTIVITIES & SPECIAL EVENTS

Extracurricular 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.

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.

Below is a list of extracurricular activities that the school may provide:

- 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).
- **Legends Athletics** provides an opportunity for students to participate in a PIAA sports program as described below. Opportunities may also include tournaments to compete against other local schools.
- **Student Council (StuCo)** 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.

Physical Education

Physical Education is designed to encourage regular activity in the lives of students while teaching skills in both team and individual sports. PE is not an extracurricular activity and is a required class from Grades 1-10.

Athletics Department

The goal of Legends Athletics is to represent God and our school through sport in a way that brings others closer to Jesus Christ by developing student athletes who are Christ-like, hard working, and competitive - while having fun doing so. Legends Athletics is an extracurricular

activity and will not be an extension of the PE program at Ephrata Mennonite School. Taking part in the Legends Athletics program is a privilege and should not be taken lightly by either student athletes or coaches. Sponsored sports include Boys Soccer, Volleyball, and Basketball along with Girls Volleyball and Basketball.

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)

Student Supervision at Sports Games

Any K-8 students attending sports games must be directly supervised by a parent, a sibling guardian who is 18 or older, or another adult family friend. While at the game, the school is placing responsibility for that child on the parent or the parent's assigned guardian. Please do not drop off any K-8 students unattended. The school is willing to supervise high school students who are a bit older assuming they remain in the gym or soccer fields watching the game.

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.

Fundraising Events

Roadside Cleanup

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.

Fall Banquet

The Fall Banquet is held each October at Shady Maple Smorgasbord. Proceeds benefit the operating expenses of the school.

School Auction

The 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.

Other School Events

Spelling Bee

A spelling bee is held at the school in February. Other competitions at the event may 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

Grandparents Day takes place in the spring and is an opportunity for grandparents to be invited to the school to share in a complimentary lunch with their grandchild(ren). The event may include an open-house for grandparents to view their grandchild(ren)'s classroom(s).

Mini-Terms

Mini-Terms is a week of extracurricular 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 (e.g. welding, electrical work, cake decorating, etc.), pursue a hobby (e.g. photography, scrapbooking, hiking, etc.), or develop personally (e.g. spiritual studies, leadership and 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.

Track and Field

Our annual Track and Field 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.

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.

Guidance for completing all volunteer certifications can be found [here](#).

All 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](#).

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 policy is to clearly state Ephrata Mennonite School’s usage expectations and guidelines for hardware and software technology.

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 or other forms of ‘wearable tech’, 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

- o High School students are permitted to text or return calls between classes.
- o 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.
- o Smartphones must remain at lockers. 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.
- o 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
 - o 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.
 - o Music and games on the bus must not be audible to those sitting around them.

Student Technology Use Expectations

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.
- Manipulating images in a negative or unbecoming way.

- Logging in under any username other than their own.
- Taking pictures or posting media or text about classmates against their wishes.

Use of Educational Websites

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 programming. 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!

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).

Boarding & 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.

Boarding & Exiting at School

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.

Reporting Bus Changes

Occasionally, there are changes to a student's transportation routine (not riding the bus on a particular day for an absence or other reason; riding the bus but getting off at a different stop; or riding a different bus altogether; etc.). Please make all necessary changes to your child(ren)'s daily transportation details in the SDM (School Dismissal Manager) app. **Please note that on a regular day ALL dismissal exceptions/changes must be completed in School Dismissal Manager by 2:00 pm and on an early dismissal day by 11:00 am.**

A student must have prior permission given by a parent updating the SDM app to:

1. Board or exit their own bus at a stop other than their assigned stop.
2. Ride a bus they are not normally assigned to ride.
3. Leave the school with an individual who has not been designated to transport the student.

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. To promote safety and eliminate distraction to the bus drivers, students are expected to follow the rules below:
 - i. Remain seated erect and facing the front.
 - ii. Keep the aisles clear.
 - iii. Maintain a quiet atmosphere at railroad crossings. Drivers are required by law to stop, open their doors, and listen for approaching trains.
 - iv. Avoid shouting or yelling out the windows.
 - v. Avoid throwing anything inside/outside the bus.
 - vi. Keep head, hands, and feet inside the bus.
 - vii. Swearing, verbal abuse, or inappropriate speech is forbidden.
2. Items too big to be held on a student's lap cannot be transported on the bus:
 - i. Items like shovels or other tools, balloons, hot dog sticks, etc. should be avoided.
 - ii. Animals or pets (including fish, tadpoles, etc.) are not permitted on the bus.
 - iii. 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.
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:
 - i. The driver has full authority over the occupants of the bus.
 - ii. The driver may assign specific seats to students whenever he/she deems necessary.
 - iii. Siblings may sit together but otherwise boys and girls will not occupy the same seat.
 - iv. Students are expected to keep their hands to themselves, and physical contact is prohibited.
5. Students should assist the driver in keeping the bus clean.
 - i. Gum chewing and open soda cans are not allowed.
 - ii. Food and covered drinks are permitted.

- iii. Students should take responsibility to clean up any spills.
6. 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.
7. As a precaution against any liability, Ephrata Mennonite School does not transport visitors or 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 August. The second drill is to be a rear-door evacuation done during the first full week in March.

APPENDICES

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 that 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 or other 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.

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.

High School Recommended Course Sequence

<u>Grade</u>	<u>Course</u>	<u>Credits</u>
9th	English (IEW)*	1.0
	Social Studies (US History and Government)*	1.0
	Math (Course determined by student readiness)*	1.0
	Science (Physical Science)*	1.0
	Bible (Theology)*	1.0
	Physical Education*	0.5
	Anabaptist Thought and Practice*	0.25
	Freshman Seminar*	0.25
Elective	0.5	
10th	English (IEW)*	1.0
	Social Studies (World History I - AP)*	1.0
	Math (Course determined by student readiness)*	1.0
	Science (Biology)*	1.0
	Bible (Prophecy)*	0.5
	Personal Finance*	0.5
	Physical Education*	0.5
	Electives	1.0
11th	English (English Language and Composition - AP)*	1.0
	Social Studies (World History II - AP)*	1.0
	Math (Course determined by student readiness)*	1.0
	Science (Chosen from those offered that year)*	1.0
	Bible (Practical Christian Living)*	0.5
	Electives	2.0
12th	English (English Literature and Composition - AP)*	1.0
	Math (Course determined by student readiness)	1.0
	Science (Chosen from those offered that year)	1.0
	Bible (Missions and Prayer)*	1.0
	Communications (Speech)*	0.5
	Apologetics*	0.5
	Electives	2.5-4.5

**Required classes, unless exception granted by administration*

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 for planning 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.
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.
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.