

Shalom Mennonite School

"Teaching and Training for the Glory of God"

1410 Union Grove Rd.
Terre Hill, PA 17581

Phone: 717.445.7020
Fax: 717.445.0269



2016-2017
Parent & Student Handbook

Table of Contents

Introduction Section

School Leadership Roster.....	2
Board of Trustees.....	2
Pastoral Advisors.....	2
Administrator.....	2
Faculty.....	2

Identification Section

Mission Statement.....	2
Statement of Purpose.....	3
Philosophy of Education.....	3
Statement of Faith.....	6
School History.....	7
School Sponsorship and Affiliation.....	8
Admission Philosophy and Policies.....	8

Procedures Section

Admissions.....	8
First-Year Entrance Requirements.....	9
Transfer Students.....	9
Re-Enrollment.....	9
Curriculum and Academics.....	9
Student Bibles.....	9
Homework.....	10
Grading Scale.....	10
Report Cards and Progress Reports.....	10
Honor Roll.....	10
Attendance.....	11
The School Day.....	11
Arriving Late/Leaving Early.....	11
Excused Absences.....	11
Unexcused Absences.....	12
Prearranged Absences.....	12
Lifestyle Expectations.....	12
Student Conduct.....	13
Student Discipline.....	13
Student Dress Code.....	14
Student Relationships.....	16
Miscellaneous Lifestyle Information.....	16
Parent Expectations/Opportunities.....	16

2014-2015 School Calendar

July	29	Tues	School Cleaning
Aug	18	Mon	New Patron Orientation 7:00 PM
	21	Thurs	First Day of School
Sept	1	Mon	NO SCHOOL - Labor Day
	9	Tues	PTF 7:00 PM
	26	Fri	Picture Day
Oct	7	Tues	Picture Retake Day - also K "T" Group
	23	Thurs	End of 1st Quarter
Nov	4	Thurs	PTF 7:00 PM
	13-14	Th-Fri	NO SCHOOL - Teacher-in-service
	26	Wed	Early Dismissal 11:30 AM
	27-28	Th-Fri	NO SCHOOL - Thanksgiving Vacation
Dec	1	Mon	NO SCHOOL - Thanksgiving Vacation
	12	Fri	Christmas Program 7:00 PM
	24-31	Wed-Wed	NO SCHOOL - Christmas Vacation
Jan	1	Thurs	NO SCHOOL - New Year's Day
	13	Tues	End of 2nd Quarter
	21	Wed	NO SCHOOL - PTCs 12:00-8:30 PM
	23	Thurs	PTCs 4:00 7:30 PM
Feb	3	Tues	Open House 9:00-11:00 AM, 6:30-8:30 PM
	4	Wed	Open House 9:00-11:00 AM
	16	Mon	NO SCHOOL - Snow Make-up Day
March	19	Thurs	End of 3rd Quarter
April	3	Fri	NO SCHOOL - Good Friday
	6	Mon	NO SCHOOL - Snow Make-up Day
	7	Tues	PTF/Association Meeting 7:00 PM
	17	Fri	Spring Program 7:00 PM
May	7	Thurs	Field Trips
	8	Fri	Track and Field 12:00 - 5:00 PM
			School Picnic 5:30 PM
	14	Thurs	NO SCHOOL - Ascension Day
	21	Thurs	NO SCHOOL - Record's Day
			8th Grade Graduation 7:00 PM
	22	Fri	Last Day of School, Early Dismissal 11:30 AM
			Awards Assembly 9:45 AM, K Grad 10:30 AM

Change of Address

When families move during the course of a school year, it is critical that they notify the school office of this change so the school can maintain necessary and appropriate contact with the family. If you move during the course of the year, please provide the school office with your new address and/or telephone number as soon as possible.

Lost and Found

Items that are lost and found can be turned in or looked for at the school office. To help teach responsibility, students will need to pay 25 cents to redeem an item from the lost and found.

Hot Lunch Program

Hot lunches are served on Fridays, approximately twice each month. Shalom provides the paper supplies. Each family is asked to help provide one meal during the year.

School Closure Information

School closings or delays due to inclement weather will be recorded and sent on the school's "one call phone system" before 7:00 AM. Please let the office know if you do not receive a phone call for a closing or delay. Closings and delays will also be announced on WDAC 94.5 FM and displayed on their website at www.wdac.com.

Communication to and from School

School newsletters and other communication of a general nature for the patron body will be issued and distributed periodically throughout the school year. These items will usually be sent home with the oldest student in each family. When sending mail with your student, please place it in an envelope that is clearly marked with the name of the person who is to receive it. Shalom cannot be responsible for correspondence that is lost by a student who is taking it to or from school.

Who to Call:

The following list specifies who to call for assistance in the areas indicated. If you need assistance in an area that is not listed, call the main

New Patron Orientation Meeting.....	17
Parent-Teacher Fellowship Meetings (PTF).....	17
Volunteering.....	17
Classroom Mothers.....	17
Teachers' Aides.....	17
Health and Immunization Requirements.....	17
Distribution and Consumption of Medication.....	18

General and Miscellaneous Information

Library Policy.....	18
Car Seat Policy.....	19
School Office Hours.....	19
School Visitors.....	19
Change of Address.....	19
Lost and Found.....	20
Hot Lunch Program.....	20
School Closure Information.....	20
Communication To and From School.....	20
Who to Call.....	20
Tentative School Calendar.....	21

INTRODUCTION

School Leadership Roster

Board of Trustees

Wilmer Gehman	Chairman	717.445.0753
Randy Bowman	Vice Chairman	717.445.0440
Mark Stolfus	Treasurer	717.355.2960
Dean Zimmerman	Secretary	717.626.1494
Aaron Horst		717.445.4189
Dean Sensenig		717.725.1263
Glen Burkholder		717.336.2994

Pastoral Advisors

Sheldon Kilmer	Pastor, Living Water Mennonite Fellowship
Delvin Martin	Pastor, Faith Mennonite Fellowship
James Stoltzfus	Deacon, Bethel Christian Fellowship

Administrator

Lyle Musser
Daniel Smoker (Assistant Administrator)

Faculty

Rosalyn Yoder	Kindergarten
Margaret Nolt	First Grade
Jenna Martin	Second Grade
Becky Bollinger	Third Grade
Regina Martin	Fourth Grade
Amy Zimmerman	Fifth Grade
Wanda Hoover	Sixth Grade
Caleb Martin	Seventh Grade
Deana Swanson	Eighth Grade
Jeffery Swanson	Art/Music
Victoria Nolt	Teacher's Aid/Art
Kaitlyn Zimmerman	Resource Room
Kathryn Fisher	Resource Room
Kristen Martin	Secretary

GENERAL AND MISCELLANEOUS INFORMATION

Library Policy

Books may be checked out from the library for a two week period and may be renewed if they are needed for a longer period of time. Books may be checked out for longer than two weeks if needed for a book report or research project. On return, the books shall be placed in the return box and not on the shelves. If a book is not returned by the due date, a fine of ten cents per school day must be paid. Students are expected to handle library books with care. If a book is severely damaged or lost, the student may be responsible to pay for a replacement. Library fines shall be paid before the student can receive his/her report card at the end of the quarter.

Car Seat Policy

If your child is required by law to use a booster seat, Shalom will require that you provide a booster seat for your child any time they leave school under the direction of SMS staff. If your child does not have a booster seat, he/she will not be permitted to go along. We obey the law because we are liable.

Booster Seat Regulations:

1. 4-8 years: high-back or no-back belt positioning booster.
2. If your child is 4 feet 9 inches tall or taller, (before he/she turns 8 years old) a booster seat is not required.

School Office Hours

The school office is open from 7:30 AM - 3:30 PM Monday through Thursday and from 7:30 AM - 1:30 PM on Friday.

School Visitors

Visitors are welcome at Shalom Mennonite School any day of the school week. Parents are encouraged to visit and observe the classroom throughout the year. Visitors should check in at the office before proceeding to a classroom. Visiting students who are unaccompanied by an adult need to have prior approval from the administrator and the teacher of the class they intend to visit. Visitors are asked to respect the school's standards of modesty and dress accordingly.

Eastern Lancaster County School District (ELANCO) will provide basic health services for students at Shalom. This will include annual height/weight/vision checks for all students, hearing testing for grades K-3 and seventh grade, and scoliosis screening for students in sixth and seventh grades.

All students entering Shalom must provide an official immunization record documenting that PA state requirements have been met.

A physical examination by a physician is required prior to a student's first year of school and for students entering sixth grade. A dental examination by a family dentist is required prior to a student's first year of school and for students entering third and seventh grades.

Prior to each school year, parents will receive a *Student Emergency Information Form* for each child attending school. These forms must be filled out and returned to the school office. They will provide the school with the necessary health information regarding the child and will give direction to the school as to how to handle an emergency if the parents cannot be contacted immediately.

Distribution and Consumption of Medication

Shalom cannot legally dispense any medication without parental authorization. All medications to be dispensed must be in their original containers, will be kept in the school office, and will be administered by the school secretary.

Non-prescription Medications

Parents may authorize Shalom to dispense several common non-prescription medications by checking appropriate boxes on the *Student Emergency Information Form* submitted each year. In order for Shalom to dispense any other non-prescription medications, a signed note from the parents authorizing this is required.

Prescription Medications

If a student is to take any prescription medication while at school, he must have on file in the office the *Medical Authorization Form*. This form is available from the school office, must have a physician's signature, and needs to be completed each school year. The medication to be dispensed will be kept in the school office and will be administered by the school secretary according to the doctor's instructions. Medicine must be in its original container labeled with a prescription by a pharmacist or physician.

IDENTIFICATION

Mission Statement

Shalom Mennonite School offers to its students a quality, K-8, Christian education with an Anabaptist perspective in a warm, friendly atmosphere. It seeks to assist parents in their God-given responsibility of teaching their children and training young people for living lives of service to God under the lordship of Jesus Christ and the authority of the Scriptures.

Statement of Purpose

The originators of the Shalom Mennonite School take seriously the Biblical injunction that the teaching of the Christian faith, its virtues, and the moral values of life are the responsibility of the parents (Deuteronomy 6:5-7 and Psalm 78:1-8). This organization shall function as an assistant to the Christian home and church in faithfully assuming our perpetual teaching responsibility by the call and grace of God. Instruction shall provide a quality education from an Anabaptist-Mennonite perspective. The school shall:

- A. Teach the Word of God and its applications to all of life. II Tim. 2:2
- B. Nurture respect for and obedience to parents and appreciation for the Christian home as stated in Ephesians 6:1-3.
- C. Foster appreciation, loyalty, reverence, and respect for the church, its leaders, and all who are in authority.
- D. Promote the development of a strong Christ-like character and inspire a growing commitment to Christian disciplines. Ephesians 4:13, 15-16
- E. Promote and demonstrate Christian love and acceptance for all people of all races and a deep compassion for those in need. Galatians 6:10
- F. Promote proficiency in academic disciplines and vocational skills.

Philosophy of Education

I. The School and the Home

We believe that...

- A. God has designed the home to be the primary institution for the training and education of children.
- B. God has ordained parents as the primary teachers of their children and that parents are ultimately responsible for the education of their

children.

- C. The school and its teachers stand as delegated authorities, serving to cooperate with and assist parents in the nurturing and training of their children.
- D. Parents should take an active interest in their children's educational progress. To facilitate this, the school should encourage parents to communicate with the school regarding their students' needs, provide regular evaluations and feedback to parents regarding student progress, and provide opportunities for parents and teachers to meet together.

II. The School and the Church

We believe that...

- A. The Church has been ordained by God and is responsible for the spiritual nurturing of its members. The school should serve to assist local, supporting church congregations in the spiritual nurturing of its students.
- B. The school should maintain a consistency of teaching and activities that support the teachings and mission of local, supporting church congregations. This is facilitated by the appointment of three ordained men from local, supporting Mennonite congregations who serve as pastoral advisors to the school board of trustees.

III. The Teacher

We believe that the teacher should...

- A. Be a godly role model for students by demonstrating Christ-likeness in character, submission to God, His Word, and other authorities, and by actively supporting the local church.
- B. Maintain a central and authoritative presence in the classroom, being willing and able to bear the authority delegated to him by parents.
- C. Maintain a warm and friendly classroom atmosphere which is orderly, values love and respect, encourages creativity, and encourages each student to strive to do their best for the honor and glory of God.
- D. Direct the learning experiences of his students through a sufficient knowledge of the subjects taught, competence in teaching, and the ability to recognize and provide for the individual needs of students.
- E. Demonstrate a love for learning and be committed to personal and professional growth so that he can more effectively serve the Lord and meet the academic, personal, and spiritual needs of his students.
- F. Consistently support in word and life the school's statement of faith, philosophy of education, mission, and policies.

includes areas such as dress and use of media (TV, movies, internet, etc). Because of the often negative, inappropriate, and anti-Christian content in television programs and movies, students are asked to avoid conversations on these subjects.

Parent Expectations/Opportunities

Shalom Mennonite School exists to assist parents in meeting the educational needs of their children. Students achieve higher and have a more positive perception of their school experience when their parents show interest and are involved. For these reasons, Shalom desires to have and invites parents to be involved in the school lives of their students. All volunteers are expected to follow the faculty dress code while participating in school activities.

New Patron Orientation Meeting

The enrollment process is completed by attendance at New Patron Orientation held at school in August. This meeting will include an introduction of the staff, provide opportunity for the administrator to share expectations for the coming school year, and provide an opportunity for parents to have questions answered and to visit their child's classroom.

Parent - Teacher Fellowship Meetings (PTF)

Patrons are strongly encouraged to attend the three Parent - Teacher Fellowship Meetings scheduled each year. These are scheduled to coincide with the ends of the marking periods and will provide opportunity for parents to meet with their children's teachers and interact with other patrons.

Volunteering

Classroom Mothers - Each room in grades K - 8 will have its own classroom mother. This is a volunteer position where a patron mother will assist the teacher in planning extra activities such as special parties and in scheduling chaperones for school field trips.

Teachers' Aides - Depending on class size, there may be opportunities to volunteer in the lower grades to assist the teacher in better meeting all the students' learning needs and/or to assist with the organization and oversight of special classroom activities.

Health and Immunization Requirements

times.

- B. Navy or tan dress trousers. Jeans are not to be worn. No contrasting stitching, extra pockets, or loops.*
- C. A belt is to be worn if the pants have belt loops.
- D. Socks shall be worn with shoes. Students must wear shoes with a closed heel and a closed toe, and if they have laces, they must be tied.
- E. A solid-colored white or navy sweater or vest may be worn over the shirt for extra warmth. School colored long-sleeved undershirts or turtlenecks may be worn underneath a uniform shirt. No sweatshirts or hooded garments may be worn in class except by permission.
- F. No neckties.
- G. Hair shall be cut short and well off the collar and not covering the ear. Hairstyles shall not be extreme, copy fads, or be artificially colored.

*These items may be purchased through the school.

Optional Physical Education Dress Code (7th and 8th Grades only)

Girls:

- A. Polo shirt purchased from the school.
- B. Culottes from school-approved pattern and fabric.
- C. Sneakers and socks must be worn.
- D. Jackets and plain sweatshirts may be worn during cold weather.

Boys:

- A. T-shirt purchased from the school.
- B. Full-length loose-fitting wind or warm-up pants. No sweat pants.
- C. Sneakers and socks must be worn.
- D. Jackets and plain sweatshirts may be worn during cold weather.

Student Relationships

Students are encouraged to avoid exclusive relationships with other students.

Miscellaneous Lifestyle Information

Because Shalom seeks to assist the local church in the spiritual nurturing of students, students are encouraged to follow guidelines of their home congregation that are higher than standards required by Shalom. This

IV. The Student

We believe that...

- A. Each person is created in the image of God
- B. Each person has a sinful nature due to man's disobedience to God, and, thus, in each person, God's image is marred by sin.
- C. Each student is in need of firm, redemptive guidance, Biblical instruction, and discipline in order to see himself as God sees him and to develop into the complete person God intends him to be.
- D. Students learn in different ways, at different rates, and have varied levels of ability. This should be affirmed in the lives of students, pointing to the need for varied gifts and service in Christ's Kingdom for the fulfillment of its mission.

V. Education

We believe that...

- A. Christian education is Biblically-based and Christ-centered, educating not only the minds of students but also their hearts and wills so they may live a life of love, surrender and obedience to God.
- B. The spiritual component of a Christian education should consider the maturity level of the student, guiding him toward a growing relationship with the Lord.
- C. The primary goals of a Christian education are to have the character of Christ built into the hearts, souls, and minds of the students, and to prepare them for lives of service in Christ's Kingdom.
- D. Traditional Anabaptist-Mennonite values, such as discipleship, community, non-conformity and transformation, and peace and nonresistance, must be an integral and intentional part of the curriculum so that students are given opportunities to understand, practice, and personalize them.
- E. Only by ministering to the whole child (mental, physical, social, emotional, and spiritual) can we deal effectively with any one area of his personality.
- F. Students should be taught in heterogeneous groups (mixed ability levels) as much as possible and normal academic instruction should be geared toward the student of average ability. The school should offer reasonable academic assistance and/or enrichment for students who need it.
- G. Academic instruction in the early elementary grades (K-2) should be primarily focused on the traditional areas of reading, writing, and arithmetic. These basic skills should be emphasized throughout the elementary grades.
- H. Direct instruction and questioning should be used as the primary methods of academic instruction and that, if used, other methods

such as cooperative projects, research projects, discussion, etc, should be used as supplements to these.

- I. Information/skills to be learned and retained should be taught sequentially, connecting what is unknown to what is known, presented in more than one way as much as possible to accommodate different learning styles, and reviewed periodically.
- J. Formal academic evaluation should be done primarily using standards-based evaluations (student's work is evaluated against an objective standard) with performance-based evaluations (student's work is evaluated subjectively) used only as supplements to these.

VI. Curriculum

We believe that...

- A. Reading should be taught using an explicit phonics-based curriculum.
- B. The primary goals of music education should be to develop skills in appreciation of a capella singing.
- C. The primary goals of physical education should be to teach and develop the concepts of teamwork, acceptance of others, good sportsmanship, and wholesome recreation.

VII. Discipline

We believe that...

- A. The purpose of discipline should be to help students develop respect for and submission to the authority of God, His Word, and His ordained authorities; to build Christian character and self-discipline in the lives of students; to encourage students to take responsibility for their words and actions; and to create an orderly classroom environment.
- B. Disciplinary measures should be restorative in nature, motivated by and done in love for the benefit of the student, and administered in such a way as to provide a consistent pattern of expectation.

Statement of Faith

1. *Bible* - We believe the Holy Bible is the Word of God. It is authentic in its matter, authoritative in its counsel, inerrant in its original writings, and is the only infallible rule for faith and practice.
2. *God* - We believe in the one triune God (Father, Son, and Holy Spirit) who is eternal, infinite, holy, omniscient, unchanging, omnipotent, and omnipresent. He is both love and a consuming fire.
3. *Creation* - We believe that the Genesis account of creation is historically factual and literally true and that all creation is sustained by God.
4. *Fall* - We believe that man was created in the likeness of God as a

ing must be clean and in good repair.

Shalom Mennonite School has established prescribed patterns for dress to ensure modesty and appropriateness for an academic atmosphere. This is not the only "right" way to dress, but we must have a tangible standard to accomplish the stated goals for standard of dress. If standards are not honored, parents will be asked to solve the problem.

Girls' Prescribed Pattern

- A. Navy or tan jumper or dress made of the school-approved pattern and material. Jumpers and dresses shall be loose fitting and mid-calf in length with no slits.*
- B. White or navy solid-colored blouse with collar and buttons and choice of long or short sleeves.* All buttons, except top button, must be closed.
- C. Hosiery or socks are to be worn. If socks are worn, they shall be solid-colored brown, black, navy, or white and shall be high enough to at least cover the ankle bone. Students must wear shoes with a closed heel and closed toes, and if they have laces, they must be tied.
- D. A solid-colored white, navy, or tan open-front sweater or vest may be worn on top of dress or jumper for extra warmth. School colored long-sleeved shirts or turtlenecks may be worn underneath a uniform shirt. No sweatshirts or hooded garments may be worn in the classroom except by permission. No jean may be worn.
- E. Makeup and jewelry are not permitted.
- F. Girls with cut hair shall agree to let their hair grow long (uncut) upon admission to Shalom. Hair must be tied to hang behind the shoulders.
- G. Girls whose families and churches teach its application and who have made a public commitment to Christ shall wear their hair up underneath a head veiling. The veiling shall be either a traditional white covering or a hanging veil (black or white), without ornamentation, and of sufficient size to give affirmation to the principle and practice taught in I Corinthians 11:2-16.

Boys' Prescribed Pattern

- A. White, khaki, or navy solid-colored polo or tailored button-down shirt. Name brands or logos shall be no larger than can fit in a space of 1.5 x 3 inches. All buttons, except the top button, must be closed. Shirt tails are to be tucked in at all

Philosophy

The purpose of discipline at Shalom is to provide an optimal learning environment where God is honored. We believe discipline is necessary to correct disruptive and destructive behavior and to develop Christian character. Because discipline is essential for a healthy academic atmosphere, each teacher is given the responsibility to maintain classroom order in accordance with the school's policies and Christian principles.

Procedures

Each teacher will implement his/her own specific classroom guidelines in line with the school's policies. The type and severity of disciplinary action will be based on the seriousness of the offense and the student's prior discipline record. If behavior requires assistance beyond the teacher, the problem will be escalated to the principal, and if necessary, to the board. A disciplinary experience will be considered satisfactory when there is genuine repentance and forgiveness. In general, the following steps will be taken when disciplinary action is needed:

1. The teacher will explain the reason for the discipline clearly to the student.
2. If a student was previously aware of the guidelines, the teacher may choose from a variety of consequences such as a time out or taking student privileges.
3. If a student does not cooperate for the teacher, the administrator will talk personally to the student and if the student remains uncooperative, the parents will be contacted.
4. Depending on the type and severity of the behavior, the administrator may contact the board and/or the ministry of the parent's congregation.
5. For serious offenses such as disrespect for authority or a rebellious spirit that is not corrected, consequences may include corporal punishment, suspension, probation, or expulsion. Corporal punishment will not be administered without prior authorization from the parents.

Student Dress Code

The purpose of a dress code is to motivate self-discipline in the areas of modesty, cleanliness, and acceptability. We need to show a balance in our choice of attire, avoid extremes, and portray the modesty that Scripture indicates is so important (I Timothy 2:9-11, I Peter 3:3-4). Tight-fitting clothing or styles that call attention to the physical features are not acceptable, including prominent logos, designs, or writing. All cloth-

crowning work of the Creator in a state of purity, but by disobedience is now fallen into a lost estate of sin and death from which only God can save.

5. *Savior* - We believe that the Lord Jesus Christ is the Son of the Living God, that He was born of a virgin and lived among men without sin, that He became the Lamb of God to take away the sin of the world by His death on the cross that all who believe in the anointing work of His shed blood and the power of His resurrection shall have everlasting life, and that He is now ascended to glory and intercedes for the believer.
6. *Holy Spirit* - We believe in the deity and personality of the Holy Spirit, that He is the comforter for believers to guide them into all truth and to empower them for a life of righteousness and service.
7. *Church* - We believe that the church is the body of Christ composed of all those who through repentance toward God and faith in the Lord Jesus Christ are baptized with the Holy Ghost. The church is to preach the gospel of salvation through Jesus Christ to all humankind and to teach all the commandments of the Lord.
8. *Ordinances* - We believe the New Testament ordinances are for the Christian: that baptism be administered upon confession of faith, that communion be observed literally as a memorial of Christ's suffering and death, that feet washing be observed literally as an expression of Christian servant hood, that the holy kiss be practiced as an expression of Christian love, that the Christian woman be veiled, that anointing of oil be administered to the sick for healing to those who call for it in faith, and that marriage be the union of one man and one woman for life with Christians marrying "only in the Lord."
9. *Authority* - We believe order is the primary rule for blessedness. The Lord has given the church the keys of the Kingdom of Heaven. He has given the state the right to suppress evil. He has given parents authority in the home, with fathers as the head. Christian people are obliged to honor and respect all due authority and to show love toward all men. We believe it is the Christian's duty to pray for and honor those in authority and that Christ's disciples are to refrain from violence and force in human relations.
10. *Satan* - We believe that Satan is the personal enemy of God, that he is the deceiver of mankind, and that he is at work promoting evil and seeking to draw away from God.
11. *Hope* - We believe that the Lord Jesus Christ arose from the grave bodily and that He will return in person to receive us to Himself as well as those who have fallen asleep in Christ.
12. *Consummation* - We believe the Lord will judge the devil and banish him to hell along with all the unrighteous, but the Lord will gather the righteous into His eternal presence to dwell with Him in fullness of joy forever.

ermore.

School History

The vision for a new elementary school began during the winter of 2002 with a small group of people who shared a common interest in and believed there was a need for a school that would provide elementary education within a conservative Anabaptist framework. Over the next year, numerous meetings were held for prayer, council, and discernment. In the fall of 2003, a decision was made to formally organize a committee to pursue plans for a new elementary school. The need for this school was solidified in the spring of 2004 when Blue Ball Mennonite Church, having seen a great need and making plans for an elementary school in this area, discontinued their plans in favor of supporting this new work.

School Sponsorship and Affiliation

Shalom Mennonite School is organized as an association. This provides opportunity for patrons, grandparents, past patrons, church leaders, and other interested persons to be actively involved in the operations of Shalom. Association members may serve on the board and/or school committees and are given voting privileges at the annual association meeting. For more information about the association and its functions, see the Shalom *Constitution*.

Admission Philosophy and Policies

Shalom Mennonite School is open to anyone interested in securing an Anabaptist-Christian education, from Kindergarten through eighth grade, whom the school finds qualified for admission and who agrees (and whose parents agree) that he or she shall abide by Shalom Mennonite School's rules. It must always be understood that attendance at Shalom Mennonite School is a privilege and not a right. Any student who does not conform to the school's standards of conduct and/or who is unwilling to adjust to our environment must forfeit this privilege.

Shalom Mennonite School admits students of any race, color, or ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, or ethnic origin in administration of its policies, academic programs, or other school-administered programs.

We are convinced that the Christian school with proper incentives, control and discipline can and will function properly and orderly. The older students are looked to set a Christ-like example to which younger students can look. It is also important that younger students refrain from aggravating older students. With respect for each other, school will function properly.

Student Conduct

The following list describes conduct that Shalom considers unacceptable and which may result in implementation of disciplinary action by teacher or principal:

1. Disrespect to school authorities, e.g. talking back, refusing to follow instructions.
2. Disrespect to fellow students and their belongings, including using nicknames not approved by a student's parents.
3. Fighting on the playground or in the classroom.
4. Use of foul or profane language, including telling inappropriate jokes and discussing inappropriate content of movies, videos, video games, television programs, etc.
5. Deliberate damage to school property. The offending student(s) shall pay for the damages.
6. Disrespectful and/or irreverent conduct, including posture and attentiveness during chapel or other school assemblies.
7. Eating in the building except at lunchtime or under the direction of a teacher.
8. Chewing gum during school.
9. Inappropriate boy/girl contact or relationships.
10. Violation of the dress code.
11. Tardiness to class.
12. Incomplete homework assignments.
13. Loading information or programs onto school computers without permission.
14. Possession of books, magazines, or other media containing obscene or lewd material.
15. Possession of knives, guns, or matches during school or at school functions, except under direction of a teacher.
16. Possession of electronic devices such as ipods, CD players, hand-held video games, or radios except under the direction of a teacher.
17. Possession or use of tobacco, tobacco products, alcohol, or other narcotics.

Student Discipline

- A. Personal illness or health issues. Parents are urged to consider other students when deciding if their child is too ill for school. A doctor's note is required if a student is going to miss more than three days of school due to health issues.
- B. Death in the immediate family.
- C. Medical appointments.
- D. Weather conditions that would endanger the safety of a child when in transit to or from school. In extreme situations, the school should be notified.
- E. State or national emergency.
- F. Educational absences arranged with the administrator (see below for more information on educational absences).

Unexcused Absences

Absences for reasons other than those listed above will be considered unexcused absences. Pennsylvania school attendance laws permit only three unexcused absences per student per school year. If a student receives three unexcused absences, the school office will issue a notice to the parents that their child has reached the limit. Shalom Mennonite School is required to report students with more than three unexcused absences to the school district in which the school resides. Please keep in mind that an unexcused absence can be received by a student in seventh or eighth grade for accumulating five or more tardy slips within one marking period.

Prearranged Absences

Planned family trips may be approved as educational trips if proper procedures are taken. Request forms are available at the office. Request forms need to be returned to the administration for processing and approval at least two weeks in advance of the trip. It is the parents' and student's responsibility to obtain all class assignments from the teacher prior to the trip. Students are expected to have all assignments completed upon their return to school. Students may be asked to complete a report in order to meet the requirements for an educational trip.

Educational trips generally will not receive approval during the first or last two weeks of school or for a period of time longer than ten school days. Please be aware that students who have failing grades may be denied permission to take an educational trip. Parents are asked to use discretion when planning family trips during the school term.

Lifestyle Expectations

PROCEDURES

Admissions

Potential patrons applying for admission will receive a packet containing the Constitution, Parent/Student Handbook, and all application forms. New patrons will also be required to have an interview with the administrator and/or board member before being accepted. The administrator or board member will then give a recommendation to the school board for approval. All new patrons are expected to attend the new patron orientation meeting held prior to the start of each school year.

First-Year Entrance Requirements

For patrons desiring to enroll first year students in Kindergarten or first grade, the following criteria must be met:

1. Students must be at least five years old by December 1 to enter Kindergarten and at least six years old by December 1 to enter first grade.
2. Students must have acceptable school readiness testing results (scheduled each spring).
3. Students must have the up to date immunizations and health examinations required by the state.

Transfer Students

All students transferring from another school to Shalom Mennonite School will be informed of the regulations of this school and shall read the Parent/Student Handbook. Health and academic records should be transferred from the school attended prior to Shalom. An interview with the principal and/or a board member will be scheduled for all students applying for entrance into seventh or eighth grades prior to admission.

Re-enrollment

Re-enrollment forms will be sent to all current patrons during the month of January and must be completed and returned by the set deadline.

Curriculum and Academics

The curriculum is designed to align with Shalom's Philosophy of Education and Statement of Faith. To that end, textbooks and curricular material come primarily from Christian publishers. The majority of textbooks and curricular

materials used are from *A Beka Book*.

Student Bibles

Each student is expected to provide his or her own KJV Bible to use while at school.

Homework

Because we believe that homework is an integral part of the school program, each teacher is at liberty to assign homework to help students advance in their studies. Therefore, each student is required to complete his homework assignments on time. Homework is given for the following reasons:

- A. *Preparation* - In older grades, homework prepares the students to actively participate in classroom discussions.
- B. *Reinforcement* - We believe that most students require adequate review to remember material essential to their educational process.
- C. *Practice* - Following classroom explanation, illustration, and review of new work, homework is given so the new material will be mastered.
- D. *Special projects* - Book reports, compositions, special research assignments, and projects are activities that help the student grow academically and explore their own interests.

We request parents' full cooperation in seeing that assignments are completed. Failure to complete homework will affect the student's daily grade. Repeated delinquent homework could result in a student's suspension.

Grading Scale

The following scale of percentages is used in assigning letter grades:

A+	100-99	C+	84-83	F	69-0
A	98-95	C	82-79	O	Outstanding
A-	94-93	C-	78-77	S	Satisfactory
B+	92-91	D+	76-75	U	Unsatisfactory
B	90-87	D	74-72	I	Incomplete
B-	86-85	D-	71-70		

Report Cards and Progress Reports

Report cards will be issued every nine weeks. These need to be returned to the school bearing the parent's signature. Progress reports may be issued more frequently to keep parents informed as to their child's aca-

demic progress.

Honor Roll

Students in middle school who receive all A's or all A's and B's are placed on the first and second honor rolls each quarter.

Attendance

Good school attendance is an important step in a student doing well in his or her studies. While doing make-up work takes care of homework missed, it does not entirely compensate for classroom attendance.

The School Day

School begins at 8:05 AM in grades K-6 on Monday through Friday and at 8:00 AM in grades 7 and 8. Students may arrive at school from 7:45-7:58 AM.

Dismissal is at 3:00 PM on Monday through Thursday and at 1:15 PM on Friday. Students are to be picked up by 3:10 PM on Monday through Thursday and by 1:25 PM on Friday.

Arriving Late/Leaving Early

If a student arrives to school late, he/she must check in at the school office before going to class. If a parent is not accompanying the student, a note of explanation must be provided from the parent. When it is necessary for students to leave school early, a note indicating the time they will be leaving should be handed in at the school office and to the home-room teacher. If a note is not sent by parents, an excuse card is required to be filled out. When parents arrive to pick up their child, they should report to the school office, and the office will excuse the student from class. If a student misses three hours or more in one day, it is considered an absence and an excuse card is required (see below for more information on absences).

Excused Absences

An excuse card is needed for all absences. An excuse card will be sent home following the week of his/her absence(s). The completed card is to be returned to school. A doctor's note is also acceptable in place of an excuse card. If an excuse card or a doctor's note has not been returned within ten days of a student's return to school, the absence will be considered an unexcused absence.

Absences for the following reasons will be considered excused: