



Family Handbook (Pre-K to 8)

Kraybill Mennonite School

Purpose Statement

Kraybill Mennonite School provides PreK-8 education in a community that nurtures students to become creative and innovative learners who are prepared to do God's work. Centered in Christ and committed to educational excellence, students are transformed to change the world through love, peacemaking, leadership and service.

We follow the Confession of Faith in a Mennonite Perspective and the Anabaptist/Mennonite interpretations of Scripture. The school teaches the doctrines of peace, nonresistance and love for all persons as taught by Jesus.

Faith Practices

1. In this school students know they are loved and valued by God which enables them to value and love each other.
2. Peacebuilding, including the use of restorative discipline, is regularly modeled and practiced as a lifestyle of nonviolence, seeking justice and being part of a reconciling faith community.
3. Our school values and is responsive to cultural, racial and socio-economic diversity.
4. Our school provides a welcoming community where it is emotionally safe to raise questions, to value and learn from differences, and to care for each other.
5. The school enables students to practice global awareness, cultural sensitivity, anti-racism, and compassionate living.
6. Students grow in their understanding of stewardship of all God has entrusted to them, including the natural environment.
7. Staff members in our school are committed to modeling the life of Jesus Christ.
8. Students grow in understanding the process of biblical discernment by asking questions, practicing spiritual disciplines, and engaging with other Christians.
9. Students are encouraged to grow in relationship with Jesus and to follow Jesus daily in life through attitudes and practice.
10. Our school does everything it can to eliminate the obstacles that exclude or hinder the ability of students to receive a faith-infused education of excellence.
11. Stories and symbols of faith and reconciliation are regularly shared in our school community.

12. Our school invites parents to become partners in the faith formation of their child.
13. Our school is a community that lives the gospel message through praying, serving others and enabling students to grow in understanding that they can make a positive difference in the world globally and locally.
14. Our school builds a strong faith and learning community in which students and staff support each other.
15. Our school enables students to live a life of curiosity, wonder and mystery as they join with God to bring the reign of God on earth as it is in heaven.

Mennonite Education Agency
June 30, 2015

Shared Convictions of Global Anabaptists

By the grace of God, we seek to live and proclaim the good news of reconciliation in Jesus Christ. As part of the one body of Christ at all times and places, we hold the following to be central to our belief and practice:

1. God is known to us as Father, Son and Holy Spirit, the Creator who seeks to restore fallen humanity by calling a people to be faithful in fellowship, worship, service and witness.
2. Jesus is the Son of God. Through his life and teachings, his cross and resurrection, he showed us how to be faithful disciples, redeemed the world, and offers eternal life.
3. As a church, we are a community of those whom God's Spirit calls to turn from sin, acknowledge Jesus Christ as Lord, receive baptism upon confession of faith, and follow Christ in life.
4. As a faith community, we accept the Bible as our authority for faith and life, interpreting it together under Holy Spirit guidance, in the light of Jesus Christ to discern God's will for our obedience.
5. The Spirit of Jesus empowers us to trust God in all areas of life so we become peacemakers who renounce violence, love our enemies, seek justice, and share our possessions with those in need.
6. We gather regularly to worship, to celebrate the Lord's Supper, and to hear the Word of God in a spirit of mutual accountability.
7. As a world-wide community of faith and life we transcend boundaries of nationality, race, class, gender and language. We seek to live in the world without conforming to the powers of evil, witnessing to God's grace by serving others, caring for creation, and inviting all people to know Jesus Christ as Savior and Lord.

In these convictions we draw inspiration from Anabaptist forebears of the 16th century, who modeled radical discipleship to Jesus Christ. We seek to walk in his name by the power of the Holy Spirit, as we confidently await Christ's return and the final fulfillment of God's kingdom.

Adopted by Mennonite World Conference
General Council
March 15, 2006

Table of Contents

Admissions	p. 4
School Covenant, Delinquent Account Policy, Withdrawal and Tuition Refund Policy	
General Information	p. 6
Contact Information, Calendar, Volunteers, Lunch Program, Transportation, Early Risers' and Kids' Choice Clubs School Entrance/Safety, Appearance Guidelines, Parent-School Relationship, Parent-School Communication	
Attendance/Cancellations/Delays	p. 8
Academic Program	p. 9
Sports and Extracurricular Opportunities	p. 10
General Guidelines for our Life Together	p. 11
Policies	p. 14
Homework, Wellness Policy and Guidelines, Health, Internet Acceptable Use Policy, Library Book Policy, Crisis Management	
Report Cards and Grading Scale	p. 17

TELEPHONE NUMBER

Kraybill office: (717) 653-5236

ADMISSIONS

Applications are available online at kraybillmennonite.org. The school works in conjunction with the home to mold students to be Christ-like. On occasion, the atmosphere or conduct within a particular home may be counter to, or in opposition to, the mission of the school. In such cases, the school reserves the right, in its sole discretion, to refuse admission of an applicant or to discontinue enrollment of a student.

Parent/Student School Covenant: It is a privilege and a responsibility to be part of the Kraybill Mennonite School community. Families agree to partner with the school on the following:

1. Pray for the work of the school
2. Support the mission of the school as it seeks to prepare students to do God's work
3. Honor the community, recognizing that all members are children of God
4. Value and respect all people regardless of age, gender, race, ethnicity and nationality
5. Be active participants in the educational process, striving for excellence in every aspect of school life
6. Uphold the policies and expectations of Kraybill, recognizing the right of the school to dismiss any student or dissolve the relationship with any parent who does not cooperate with, or remain supportive of, the school and its disciplinary procedures
7. Promptly pay tuition and fulfill all financial obligations
8. Support the school through volunteerism and attendance at school functions

Delinquent Account Policy

Philosophy of the Policy: The school depends on prompt payment of tuition to continue operations. We expect that accounts are kept in good standing. Understanding that special circumstances do occur, we encourage parents to contact the school in advance of any anticipated need to delay payment.

This is a board-approved policy for the collection of student accounts.

Parents/guardians with accounts that are 60 days or more past due will be required to meet with the business office to review the account and set up a payment plan. Students may not attend before or after school clubs until the account is brought current or there is an approved payment plan. If the payment plan meeting does not occur or the account is not brought current within 30 days, the student will not be allowed to attend school until the account is brought current or a payment plan has been established.

Students with accounts that are 90 days or more past due may be dismissed from school by the Finance Committee if an approved payment plan is not followed.

Additionally, students will not be allowed to begin the subsequent school year unless the previous school year's balance including tuition, before and after school charges, and all fees are paid in full by July 31.

School records (including but not limited to diplomas, schedules, transcripts, report cards, test information) will not be released until the outstanding balance is paid in full.

Persons with special circumstances may at any time ask for exemption of the enforcement of this policy. Such requests will be considered by the Finance Committee.

Withdrawal and Tuition Refund Policy

Withdrawal : Withdrawal from Kraybill Mennonite School must be made by written notice from the billing account holder and submitted to the school office or Administrator. Email correspondence is acceptable written notice. Students may be withdrawn at any time, but all tuition charges will continue until the end of the month in which an official withdrawal notice has been received.

All student billing accounts must be paid in full and all textbooks and materials returned to the school office before Kraybill Mennonite School will release report cards or academic records/transcripts.

Tuition Refund: Credit balances that remain on a student billing account at the close of the academic year will be refunded, applied to the following academic year, or donated to the school. Credit balances will only be converted to a donation upon approval from the account holder.

Refunds will be issued by check payment regardless of the form of original payment received.

The following tuition refund policy applies for student withdrawal, regardless of whether that withdrawal is initiated by the parents(s)/guardian(s) or school personnel:

- A refund will only apply to prepaid tuition and not to any other fees or expenses including the nonrefundable enrollment fee and payment processing fees for credit card transactions.
- For students withdrawn prior to the first day of school, a refund will be issued for all tuition prepaid for the upcoming academic year.
- For students withdrawn after the first day of school, a pro-rated refund will be granted for prepaid tuition starting with the next calendar month after which the student has withdrawn. Each of the months of August through May will be pro-rated as 1/10 (one tenth) of full tuition for the purposes of calculating refund amounts.
- No refunds will be issued for withdrawals received after April 1.

GENERAL INFORMATION

Contact Information: Parents are asked to notify the office at office@kraybillmennonite.org with changes in home address, home or work phone number, or emergency contact information. Parents are also asked to make corrections on their PraxiSchool account.

Calendar: The calendar can be found on kraybillmennonite.org.

Volunteers: Parent volunteers play a major role in school life. The school's expectation is that every family will participate in at least one volunteer activity each year. If you plan to volunteer in the classroom on a regular basis or if you plan to accompany the class on a field trip, you are required to have clearances. These clearances are good for 5 years, and there is no fee for your clearances if you have lived in Pennsylvania for the past 10 years. If you have already obtained your clearances, please provide them to the office. If you have not yet obtained your clearances, Instructions can be found on kraybillmennonite.org. Choose "Parent Resources" and then "Volunteer".

Lunch Program: Kraybill provides a daily hot lunch. Monthly lunch menus are available on Praxischool for pre-order and payment.

Transportation: School doors are unlocked at 8:00 a.m.

- **Buses** unload students between 8:00 a.m. and 8:15 a.m. and pick up between 2:50 p.m. and 3:15 p.m.
- **Carpooled students** should not arrive before 8: a.m. and should leave by 3:05 p.m.

Early Risers' Club: Students can join with others in an Early Risers' Club daily beginning at 7:00 am. Fellowship, games and stories are offered during this time.

Kids' Choice Club: Offered daily from 3:00-5:30 pm. Students participate in study time, recess, crafts, games, fellowship and various planned activities.

*** A fee is assessed for Early Riser's and Kids' Choice Club

School Entrance/Safety: To promote a safe and secure environment for our students, the main lobby and other outside doors are kept locked during the school day. (These doors can be exited for emergencies even when locked.) Parents and guests who visit during the day should use the call button by the main office door to be buzzed in. Before entering the second set of doors, sign the visitors' log.

Appearance Guidelines: Kraybill Mennonite School desires that students come to school in neat, clean and modest clothing that is appropriate for a safe and positive Christian educational atmosphere. The following guidelines will help to provide this environment:

- Fingertip-length dresses, skirts, & shorts; pants/jeans, & shirts with modest necklines are appropriate for girls
- Pants or jeans and modest length shorts (fingertip-length) are appropriate for boys
- The following clothing does not meet school standards:
 - o Clothes that are torn, tattered, have holes or are frayed.
 - o Tank tops, spaghetti straps, tight-fitting or midriff-exposing clothes.
 - o Clothing with inappropriate messages or pictures not in keeping with the values of the school.
 - o Distinctive military attire.
 - o Any sleepwear/pajama attire, except for school organized pajama day.
 - o For safety reasons, students should not wear jewelry in P.E. classes.
 - o For safety reasons, all students should wear sneakers for P.E. classes.

Parent-School Relationship

- It is the policy of Kraybill Mennonite School to plan activities that encourage the parent-teacher partnership in the education of their children/students and build positive relationships between home and school.
- Planning for these activities is a function of the administration, Parent Teacher Fellowship Committee, and staff.
- Administration and teachers plan a Parent Orientation evening early in the school year.

Parent-School Communication

- Good communication between home and school is an integral component of effective education.
- Monthly family newsletters will be sent via email. At other times, email messages are sent from the office as reminders of upcoming events or other important information.
- Elementary classroom newsletters are emailed to families each week. Please let the teachers know if you do not have access to the internet so that a paper copy can be sent home. The weekly newsletters let you know what we are doing at school and provide other important information.
- Teachers collaborate with parents through conferences in the fall and spring.
- Parents or caregivers may email or call the teacher and schedule additional times to meet with the teacher.

- Report cards are shared three times a year.
- Office hours are 7:30 a.m to 3:30 p.m. Phone calls to the school should be made during these times. The best time to reach teachers directly by phone is between 3:15 and 3:30 p.m. Teachers may also be reached by their school email address.
- When addressing a problem or concern, we follow Biblical principles, in a manner of Christian love and respect, using these steps:
 - o For classroom matters, consult the teacher involved.
 - o If, after consulting the teacher, you believe the classroom matter needs further attention, consult an administrator.

ATTENDANCE/CANCELLATIONS/DELAYS

School entrance doors open at 8:00 a.m. Classes start at 8:15 a.m. with dismissal at 2:50 p.m.

Regular school attendance is crucial for class objectives to be achieved. Pennsylvania law requires school attendance until the age of 17. Students absent from class have the responsibility to complete missed work.

Absences

If you know that your child will be tardy to school or absent, please email or call the office with the reason for the absence or tardiness.

Tardy to School

Students arriving after 8:15 a.m. are considered tardy.

Half-day Absences

Students who arrive after 10:30 a.m. or who leave before 1 p.m. are counted absent for one-half day.

Excused Absences

According to the school attendance laws of PA, excused absences are granted for the following: student illness, death in the immediate family (parents, siblings, and grandparents), family emergencies, impassable roads, and educational trips if requested in advance and approved by the principal. An Educational Excuse Request Form, available at the office or the KMS Forms and Info Hub on PraxiSchool, is required two weeks in advance to request educational trips. This applies to church activities and trips with parents (overnight and educational). To maintain academic excellence, one week is normally the maximum excused educational family trip.

Unexcused Absences

Phone calls to parents are made regularly so that school and home may work together in promoting good attendance. After three days of unexcused absences, administration will work with families to create a student attendance plan. Unexcused absences include those due to oversleeping, missing the bus, trips (unless educational and approved five days in advance), and other instances as determined by the administration.

Sickness

Parents should not send children to school who exhibit the following: a temperature of 100.4 degrees or greater, a generalized body rash, an inflamed eye with drainage, head lice or new nits remaining after treatment of lice, strong cold symptoms, chills, loss of taste or smell, or vomiting or diarrhea since the evening before school. Students should be fever-free for 24 hours before coming to school.

Cancellations and Delays Due to Weather: Parents can learn about weather-related emergency school closings for Kraybill Mennonite School by a text alert from PraxiSchool, by tuning in to or checking the websites of these FM radio stations: WJTL (90.3), WDAC (94.5 FM) or WGAL-TV Channel, or by checking the KMS Facebook page. In the event of early dismissal due to weather, information will also be available through listed above places.

ACADEMIC PROGRAM

Pre-K operates two to five days per week, Kindergarten three, four and five days per week and grades 1-8 every day from 8:15 a.m. to 2:50 p.m. Early Riser's Club and Kids' Choice Clubs are available for a fee.

Field Trips: The school views field trips as a valuable educational experience. A field trip permission slip will be sent home prior to the trip.

Chapel: Elementary chapel is held once a week and includes singing, prayer, worship and praise. Middle school chapels alternate weekly with Bible Study.

Elementary and Middle School Support Services

School Counseling Services

Counseling services are typically provided by IU personnel. Counselors provide support to students in the midst of emotional and/or family stresses and also guide them to make responsible choices. In addition, teachers

support students in a nurturing environment that seeks to transform students so they can change our world through Christlike love, peacemaking and service.

The IU counselors work closely with the principals and teachers to provide some direct teaching in the classroom. The counselors use a research-based educational program which covers the following topics:

- *Grades K- 5:* Skills for learning, empathy, emotion management, problem solving
- *Grades 6-8:* Empathy and communication, bullying prevention, emotion management, problem solving

Circle of Grace

Circle of Grace is a Christian safe-environment curriculum taught at each grade level that helps to form and educate children and youth about the value of positive relationships with God and others. The *Circle of Grace* curriculum teaches children and youth how to identify and maintain appropriate physical, emotional, spiritual, and sexual boundaries; recognize when boundary violations are about to occur; and demonstrate how to take action when boundaries are threatened or violated.

Online Safety

Students learn online safety at each grade level. Topics include: private and personal information, safe online talk, cyber bullying, strategic searching, and creator's responsibilities. A class on digital literacy is taught to sixth grade students.

System-wide standardized assessments

Kraybill administers the following assessments: Acadience Reading and Math three times a year, and MAP Growth tests twice per year.

IU Reading, Math, Speech and Language Support

Intermediate Unit personnel provide remedial reading and math support to students to help students achieve academic success. This service is for students who need support, but typically do not have an IAP. In addition, the IU provides speech and language therapy for students in need.

Differentiation within classes

The school works to provide differentiated instruction in order to meet the individual needs of each student.

Extracurricular enrichment opportunities

Several extracurricular programs exist to challenge students. Parents are notified of these offerings throughout the year.

SPORTS AND EXTRACURRICULAR OPPORTUNITIES

CCAC Kraybill Mennonite School participates in the Commonwealth Christian Athletic Conference for middle school athletics.

Game Day Eligibility Students must be in attendance for three (3) hours (180 minutes) of academic instruction (half a school day) in order to be eligible to participate in any game on the same day.

Physical Examinations All students who participate in extra-curricular interscholastic sports are required to have a sports physical examination. Athletes who do not have a “Health Record and Questionnaire Parent/Guide Consent Form” on file with the school office are ineligible to participate in any athletic event, including practices.

Additional Opportunities include middle school drama, orchestra, band, choir, clubs, and competitions.

Students must be in attendance for three (3) hours (180 minutes) of academic instruction (half a school day) in order to be eligible to participate in a performance or competition on the same day.

GENERAL GUIDELINES FOR OUR LIFE TOGETHER

Restorative Justice

Restorative justice brings persons harmed by inappropriate behavior or conflict and those responsible for the harm, into communication, enabling everyone affected by a particular incident to play a part in repairing the harm and finding a positive way forward. This process empowers individuals and groups to work together to improve their mutual understanding of an issue and jointly reach the best available solution.

A restorative approach to discipline helps students recognize that all of their activities affect others and that people are responsible for their choices and actions. Restorative justice holds students accountable for their actions. It enables people to reflect on how they interact with each other and consider how best to prevent harm and conflict. At Kraybill Mennonite School we value the Biblical teachings of Jesus as we attempt to live out the model of peace, reconciliation and hope in everyday life that restorative justice represents.

Expected Conduct and Understandings of Discipline

Restorative Discipline, Suspension and Expulsion. As an Anabaptist-Christian community, Kraybill is committed to fostering and nurturing a culture of peace, safety, respect, mutual accountability, and trust. When students engage in behavior that damages or threatens to harm our community, our first response must be to ensure the safety of our students and staff. Violence, whether physical or verbal, is not tolerated. We understand violence to include any behavior, verbal or nonverbal, that causes another person to feel threatened or unsafe.

Our goal is to build a positive learning community with conduct that enhances the educational process. Kraybill expects students to develop self-regulation and build positive relationships with others. Teachers respond appropriately when school standards and expectations are violated. Restorative practices are central to our handling of disciplinary matters.

The goal of discipline is not punishment but rather changed behavior. It is expected that students and families will respect and work with teachers so that few discipline cases are referred to the administration. In cases where the unacceptable conduct does not change, referrals will be made to administration. Restorative

conferences may be used to repair harm caused by unacceptable behavior. Student mediation and negotiation strategies are also encouraged as methods for solving problems. In all cases, it is important to respect the dignity of the individual through due process.

Administration may suspend a student for any behavior that damages or threatens to harm our school community, or when suspension is otherwise determined to be in the best interests of the student/s and school community. Examples of such behaviors include, but are not limited to:

- Violence (physical and verbal, including bullying).
- Actions involving injury to persons or destruction or misuse of property.
- Violation of local, state, or federal laws.
- Use or possession of weapons.
- Use, possession, or being under the influence of tobacco, alcohol, vapor products, or illegal drugs or substance on campus and at off-campus school functions.
- Abuse of legal drugs.
- Truancy from school or classes.
- Accumulation and continuation of minor offenses.
- Other conduct that is disrespectful to persons or disruptive of the educational process.

The school's response to disciplinary matters may include a community service assignment, restorative conference, detention, development of a plan to change behavior, fine, suspension, writing thinking papers, etc. Restorative conferences may be used to repair harm caused by poor/unacceptable choices. In all cases, the goal is maintaining a positive school climate and enabling individual growth. Being a student at Kraybill is a privilege that is based upon meeting expectations.

The school will respond to out-of-school behavior when it affects in-school behavior, has a negative effect on other students, interferes with the school's operations, or violates the standards of conduct the school expects of its students. If a student experiences an arrest or conviction, the school will conduct a review of the situation, including the student's enrollment status and conditions of enrollment.

Discrimination, Harassment and Bullying

Bullying Definition

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

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

Bullying, as defined in this policy, includes cyberbullying.

Kraybill Mennonite School admits students of any race, color, national or ethnic origin. All students have access to all the rights, privileges, programs and activities made available to the students at the school. Similarly, the

school does not discriminate on the basis of race, color, national or ethnic origin in administration of its educational, admissions, scholarship, loan, athletic and other school-administered programs and policies. Any discrimination or harassment of a student for any reason is unacceptable. Allegations of harassment or discrimination will be promptly investigated.

If a student suffers any such harassment or discrimination by another student, a staff member or faculty member or knows of such harassment or discrimination, the student or the student's parents/caregivers should report such conduct immediately to a teacher and/or the administrator. All such reports will be investigated promptly by the school. If the school determines that bullying, harassment or discrimination has occurred, the offending student, staff member or faculty member will be subject to disciplinary action as determined by the school.

Character growth, classroom behavior, attitudes and effort are an integral part of student achievement. Student choices determine consequences, positive or negative, and we believe that students must accept responsibility for their behavior. Kraybill Mennonite School is committed to a restorative rather than punitive approach to discipline, which includes counseling, apologies, prayer, reconciliation and parental involvement. Restorative discipline is based on a motivation of love to help each child learn to treat others as Jesus did. The school is responsible to clearly define and consistently enforce classroom rules, and to inform parents when their child shows a consistent pattern of misbehavior and what the consequences are. Parents are responsible to support school policies and teacher authority in dialogue with their children. The following guidelines will help us as we strive to create an atmosphere which promotes learning and in which all students are safe and feel secure.

- Respect the property of others.
- Students may not leave the school grounds without permission.
- Teachers will monitor use of other electronic devices. Students and families will adhere to the Acceptable Use Policy. Cell phones should not be used between drop-off and pick-up, unless given permission by teachers or staff.
- A written excuse by a parent or doctor is required for a student to be excused from the physical education program.
- School property that is broken should be reported immediately. If the damage was caused by student behavior, he/she is responsible to pay for or replace the object.

The following are examples of unacceptable behavior:

- The use of tobacco, alcoholic beverages and other illicit drugs is prohibited
- A pattern of being tardy to class
- Repeated unfinished homework and failure to use class time wisely
- Classroom behavior that disrupts the right of others to learn
- Disrespectful attitudes toward other students or to staff members
- Failure to respect the property of others
- Disobedience/lying/stealing/cheating
- Obscenities and immoral actions

- Vandalism
- Throwing snowballs is not permitted

The following consequences may be used when students fail to follow guidelines:

- Restorative Discipline, as needed
- Student sent to an administrator
- Service work related to the offense
- Suspension of involvement in extracurricular activities
- Detention / suspension
- Other disciplinary action deemed suitable

Suspension and Expulsion: Administration has the authority to suspend a student from school for a period not to exceed ten days when other disciplinary measures have failed or if the presence of the student in school is deemed inadvisable. Depending on the severity of the offense, the next step after suspension may be expulsion. Expulsions from school are made only by action of the Kraybill Board of Trustees.

POLICIES

HOMEWORK/ASSIGNMENTS POLICY

According to research, elementary students grow academically through a rich experience at school.

- Students should have imaginative play and outdoor exercise to develop to their fullest potential.
- Students should learn to read for enjoyment and to develop wonder about their world.
- Students should have time to spend with family and friends, exploring their world.

GUIDELINES PER GRADE LEVEL

Grades K - 1

Parents read to children (or children read to parents) 10-15 minutes daily and may spend up to 10 minutes on other assignments.

Grades 2 -3

Parents continue to read aloud to children and encourage children to read independently at least 15 minutes per day. Students may complete other assignments up to 15 minutes per evening.

Grades 4-5

Parents are encouraged to continue to read aloud to children and encourage children to read independently 20 minutes per day. Students may complete other assignments up to 30 minutes per day. Family visits to museums and the library promote learning outside of the classroom. Teachers may give optional ideas/suggestions to parents who desire more enrichment or supplementation to the daily program.

Grades 6-8

Encourage students to continue reading independently. Also, encourage cultural awareness, discussions of current issues or events, creative writing, and consistent math homework. The goal is for students to use their time wisely during the school day so that at home work is minimal (approximately 60 minutes per evening).

SUGGESTIONS FOR PARENTS:

1. Encourage your student(s) to set a regular, uninterrupted reading/study time each day.
2. Encourage your student(s) to establish a quiet, well-lit study area with necessary supplies.
3. Monitor the amount of time spent on assignments at home and communicate to the teacher if the amount of school work done at home disrupts family time or if the student is discouraged.
4. Be supportive to the student.
5. Maintain a balance between student ownership of work and parental involvement so that the student accepts responsibility.

Kraybill Mennonite Wellness Policy/Guidelines

- Classroom parties may offer minimal amounts of food with one item that contains added sugar (i.e. mini cupcakes, doughnut holes, small serving of cookies, brownies, mini candy bar, or a small serving of ice cream or popsicle). These sugar treats should be limited to special occasions such as a birthday treat.
- Suggestions of healthy foods include: fruits, vegetables, cheese, yogurt, dried fruit, and trail mix.
- Teachers need to inform the class and parents of foods that may trigger food allergy reactions (including peanut and nut allergies) so students can avoid those foods if necessary.
- Acceptable beverages include water, milk, 100% fruit juices and fruit blend juices.

Health:

- School personnel are not permitted to administer medication to students without written permission from parents on a form provided by the office. This includes over-the-counter medicine such as Tylenol, cough syrup, etc. All medication must be dropped off at the office by a caregiver. Any prescription medications must be labeled by a pharmacist or physician.
- Physical and dental exams and immunizations are required by the state. Information is sent home about these when they are due.
- School personnel give first-aid treatment. If a student has an injury requiring further medical attention, the parents are informed immediately.
- A nurse from the Donegal school district serves Kraybill. All students receive height, weight and vision screenings once a year.

Student Insurance: The parent's personal health insurance is the primary coverage for accidents requiring medical attention. The school's accident insurance policy is the secondary coverage and picks up where the primary coverage stops.

Universal Health Precautions: The school shall maintain compliance with Universal Health Precautions to prevent the spread of infectious diseases in the school setting. Staff are instructed to:

1. Treat all bodily fluids as though they are infectious as it is not necessarily known whether or not a fellow employee or a student has an infectious disease. By treating all bodily fluids as infectious, school personnel and students are protected.
2. To handle discharges from another person's body (particularly body fluids containing blood) wear gloves. Hands are to be thoroughly washed with soap and running water when finished. Latex gloves and plastic bags are accessible in the classroom with additional supplies available in the school office.
3. Dispose of contaminated disposable latex gloves and other contaminated materials in sealed plastic bags which are then placed in plastic-lined waste containers.
4. Avoid punctures with objects that may contain blood from others, i.e., do not pick up broken glass with bare hands, but use a dustpan and brush instead.
5. Carefully dispose of trash that contains sharp objects. Use containers that cannot be broken or penetrated by such objects instead of plastic trash bags. Do not bend, break or recap needles.
6. Be sure all surfaces that have blood, or other potentially infectious materials containing blood, on them are properly cleaned with an EPA approved disinfectant that is available at the office.

Internet Acceptable Use Policy:

- Students and faculty will be able to use the Internet for research and will be prepared to utilize the Internet in further education.
- Internet Access: Inappropriate usage of the school's Internet access may result in privileges being suspended.
- Email privileges will be reserved for staff. Only with specific permission, students will be granted the right to send emails. Student use of email privileges will be granted with the stipulation that the purpose of the email is classroom or school project related and that a staff member supervised electronic mailing.
- Copyright Laws: All staff and students will respect current copyright/software laws.
- Acceptable Use/Unacceptable Use: Staff and students will use the school's Internet access with the understanding that certain behaviors and activities are acceptable and others are unacceptable. Acceptable use involves using the Internet as an educational tool, under the guidance of teachers.
- Unacceptable use includes vulgar or suggestive language, accessing of pornographic sites, damaging or modifying computer software settings, damage to hardware because of careless behavior, or other inappropriate behaviors as determined by the administration or other adult supervisors.

Library Book Policy:

- Elementary students have a library class once a week. PreK students check out books to use only in their classroom. Students in Kindergarten and first grade can check out one book a week to take home. Each week, students in grades 2 to 5 can check out two books, with some exceptions. A limit of one graphic novel may be checked out per student.
- Books are due the following week, but can also be renewed. Students will receive weekly overdue book reminders each Friday morning from their classroom teacher. If a book is not returned in a month, families will be charged for the cost of the book. If a student loses an item or damages it beyond normal handling, a charge will be assessed up to the cost of replacement of the item. Damage includes watermarks, torn or missing covers, pages and pictures, dog-eared pages, and soiled or marked covers or pages.

Crisis Management:

- The administration, board chairperson and the administrative assistant will work together to handle any crisis situation with the media, school and parents.
- The principal and/or the board chairperson is the official spokesperson for the school and will be the person(s) who communicate the official school position regarding a crisis situation to the media and the school community. The administrative assistant will be the liaison through whom details of contacting outside persons are routed. The principal will communicate as soon as possible with the staff and then with the students and parents to get the facts out without over-sensationalizing the event. Reporters from the media will not be allowed to speak with students or staff.
- Staff members are assigned to various tasks to manage a crisis, with homeroom teachers having responsibility for supervising their classes.
- A crisis management team will deal with follow-up details. It will include counseling from local pastors and other qualified individuals.

REPORT CARDS AND GRADING SCALE***Report Cards***

Kraybill Mennonite uses PraxiSchool along with paper copies to provide information regarding our students' progress and report cards.

Grades K-8: Report cards are available on PraxiSchool at the end of each trimester.

Report cards are used to:

- Inform parents of student progress towards specific, grade-level expectations.
- Bring parents into closer understanding of the work of the school.
- Record growth and achievement for students and parents.
- Assist the student, parents and the school in working cooperatively to build skills and address the needs of students.

Elementary Grading Scale

In order to provide detailed information about student progress towards specific, grade-level expectations, a 4-point grading scale is used. On the 4-point scale, a score of “3” shows mastery of the grade-level expectation. A score of “4” denotes that a student has *surpassed* a specific grade-level expectation.

4 Beyond grade-level expectations	A “4” means that the student is applying this skill in ways that go beyond what is expected at this grade level. In addition to mastery of expectations, the student demonstrates critical thinking and proficiency beyond grade-level expectations.
3 Meets expectations	This is the expected goal. A “3” shows strong, consistent and excellent work that meets the grade-level expectation. The student demonstrates this skill independently.
2 Approaching grade-level expectations	A “2” indicates that the student shows some understanding of this standard area, but does not demonstrate the skill independently, consistently, or to the expected proficiency. This is an area where the student is demonstrating ongoing growth.
1 Not yet meeting expectations	A score of “1” indicates the student is not yet understanding the concept. The student needs significant additional support and modifications. This measurement may indicate a need for intervention.

Middle School Grading Scale

A	90-100%
B	80-89%
C	70-79%
D	60-69%
F	<59%

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