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I. About BMS

A. Organization and Administration

Belleville Mennonite School is a patrons' school. As such it does not have any direct organizational ties with a church or other organization, but is owned and operated by the patron body of the school. Governing authority is vested in a nine member Board of Trustees elected from the patron body, one-third of which are elected annually. A financial report of the year immediately past and a proposed budget for the upcoming school year are presented for approval at the annual patrons' meeting each fall.

The chief administrative officer of the school is the Superintendent, who reports directly to the Board of Trustees and who is responsible for all areas of the school's operation.

B. Historical Sketch

Belleville Mennonite School was established in 1945 by a group of Amish and Mennonite ministers interested in providing a Christian education primarily for children of their churches. A Board of Trustees consisting of five members, with Clayton Hartzler as president was appointed for the operation of the school. The first name given the school was Kishacoquillas Valley Christian Day School. In 1952, when the Constitution was first revised, the name was changed to Belleville Mennonite School. Classes were first held in what was known as the old Dutch schoolhouse in White Hall with 29 students attending. John B. Kanagy was the first teacher.

The growth of the school was quite rapid with an enrollment the second year of 83 and the following year of 130. A new three-room building was erected in the summer of 1946. In 1949, more room was needed and the front half of the former high school building was erected. Later three classrooms were added to the high school building and a six room elementary building and cafeteria were built.

In February 1976, the high school building was completely destroyed by fire. But by summer, ground had been broken for a new structure. Although not fully completed, the new building was occupied less than a year later, in April 1977. The high school department was registered with full recognition by the Pennsylvania Department of Public Instruction in the school term 1951-52. Today the school offers a quality curriculum, and graduates are accepted by institutions of higher education for many different areas of study.

C. Statement of Faith and Biblical Authority

We believe that there is one God, eternally existent in three persons: Father, Son, and Holy Spirit.

We believe that God is the Creator of all things, a God of providence, and the Author of our salvation through Christ.

We believe in Jesus Christ, the divine Son of God, who for our salvation took upon Himself human nature. He was born of the Virgin Mary, lived a sinless life, and revealed God to the human family, suffered a vicarious death, was resurrected and ascended to the Father, where he now appears as our intercessor. We believe in His personal return to power and glory.

We believe in the present ministry of the Holy Spirit, that He was sent by the Father and Christ,

that He loves, searches, testifies, guides, empowers, and intercedes for the believers.

We believe the Holy Scriptures are verbally inspired by God and are only infallible rule of faith and practice.

We believe that man was created holy and that through disobedience fell and therefore is by nature and practice, a sinner separated from God and can become God's child only by His grace through faith in Jesus Christ, and that from all eternity God knew who would be the believers in Christ, and as such are elected according to the foreknowledge of God.

We believe in the resurrection of both the saved and unsaved; those that are saved unto the resurrection of life, those unsaved unto the resurrection of damnation.

We believe that the Church is the Body of Christ, a brotherhood of redeemed, a disciplined people obedient to the Word of God, who live by the principle of love and who refrain from force and violence in human relations with an inner urge to build and extend the Kingdom of God by the conversion of men to Christ.

The Statement of Faith does not exhaust the extent of our faith. The Bible itself, as the inspired and infallible Word of God that speaks with final authority concerning truth, morality, and the proper conduct of mankind, is the sole and final source of all we believe. For purposes of doctrine, practice, policy and discipline, our Board of Trustees is the school's final interpretive authority on the Bible's meaning and application.

D. Statement on Sexuality and Marriage

We believe that God immutably creates each person to reflect His image as male or female.

We believe that any form of sexual immorality, such as adultery, fornication, homosexuality, bisexual conduct, bestiality, incest, pornography or any attempt to change one's sex, or disagreement with one's biological sex, is sinful and offensive to God. We do not consider homosexuality, bisexuality, and transgenderism as acceptable alternative lifestyles or sexual "preferences." They are incompatible with the divine design for sexuality and the marriage covenant, as well as unhealthy and destructive to individual persons, families, and society.

We believe that the term "marriage" has only one meaning and that is marriage sanctioned by God which joins one man and one woman in a single, exclusive and lifelong union, as delineated in Scripture.

We believe that God intends sexual intimacy to only occur between a man and a woman who are married to each other. We believe that God has commanded that no intimate sexual activity be engaged in outside of a marriage between a man and a woman.

We believe that in order to preserve the function and integrity of the school, and to provide a Biblical role model to the students and the community, it is imperative that all persons employed by Belleville Mennonite School in any capacity, or who serve as volunteers, must abide by and agree to this Statement on Sexuality and Marriage and conduct themselves accordingly.

We believe that God offers redemption and restoration to all who confess and forsake their sin, seeking His mercy and forgiveness through Jesus Christ. Compassion compels us to support the healing of those who wish to change their destructive behavior.

We believe that every person must be afforded compassion, love, kindness, respect, and dignity. Accordingly, hateful and harassing behavior or attitudes directed toward any individual are to be repudiated and are not in accord with scripture nor the policies of the school. Sympathy must be extended to those who struggle with unwanted same-sex attractions, and every effort should be made to assist such persons to overcome those attractions, as many already have.

E. Philosophy and Objectives

The educational philosophy of Belleville Mennonite School is based on the belief that all truth emanates from God; that it is revealed in the Bible and in the person of Jesus Christ, and that it may also be discovered through the sciences, the humanities and the arts. The Bible is accepted as God's inspired Word and is considered to be the final authority for faith and life.

God created the universe and all of life to bring glory to Him. This was especially true of man who was created in God's image. Sin broke that relationship with God, which can only be restored through personal acceptance of the redemption offered by Christ. The restored love relationship with Christ, lived through the power of the Holy Spirit, results in the healing of relationships with others.

Education then is understood to be that entire process whereby persons are guided in developing a comprehensive life orientation which is centered on God and which is based on both revealed and discoverable truth. The primary responsibility for this task belongs to parents. At their request, the Christian school becomes a partner in providing this education. Thus, Belleville Mennonite School purposes to educate toward academic excellence for such a life orientation. The school has been established to offer children and young people, regardless of denomination, race or national origin, a high quality Christian education.

From this philosophy flows aims and objectives:

1. For the spiritual and moral growth of our students, we seek:
 - a. to teach the Bible as God's inspired Word and to develop attitudes of love and respect toward it.
 - b. to lead the pupil to a personal relationship with Christ as Savior and as Lord of all life.
 - c. to impart an understanding of each Christian's place in the church and its worldwide task of witness, evangelism and discipline.
 - d. to communicate an understanding of, and develop an appreciation for, the Anabaptist-Mennonite heritage and interpretation of faith.
 - e. to encourage the development of self-discipline and responsibility in the student, based on respect for God and God-given authority.
 - f. to help the student develop his or her own integrated view of life which recognizes the Lordship of Christ in all creation and history.
 - g. to teach that all human life is sacred, beginning at conception and ending only at God's command.
 - h. to instruct moral standards of purity leading the student into a clear understanding that sexual involvement is reserved for marriage in which one man and one woman are committed to each other for life.
 - i. to assist the student towards healthy concepts of Christian parenting and that parenting is a high calling of God that requires, love, strength, courage and commitment.
2. For the personal and social growth of students, we aim:
 - a. to help students develop a proper understanding, acceptance and respect for themselves and for others as unique individuals created in the image of God.

- b. to encourage and equip the student to function as a responsible member of the larger Christian Community, which includes the home, the school and the church.
 - c. to encourage students to set high, but realistic goals for themselves and to provide the necessary skills and personal support to help them achieve these goals.
 - d. to stimulate students to see education as a life long process of inquiry and personal growth and to understand that such a view is not in conflict with acceptance of God's truth as revealed in the Bible.
 - e. to encourage students to make decisions, and to develop their personal lifestyle, from a stance of faith in Christ.
 - f. to stimulate the development of a service orientation in lifestyle and vocational choice.
 - g. to help students develop a respect for the rights and opinions of others at all levels of relationships.
 - h. to foster an appreciation of our nation and government while engendering a view of mankind in which the brotherhood of the body of Christ transcends national, cultural, and racial barriers.
3. For the intellectual development and academic preparation of students, we aim:
- a. to promote high academic standards that are consistent with each student's potential.
 - b. to aid each student in acquiring high levels of proficiency in the fundamental communication processes of reading, writing, speaking, and listening.
 - c. to offer a curriculum which will adequately prepare students for further education (college, technical/trade school, training) and employment opportunities.
 - d. to develop creative and critical thinking skills including the logical defense of our faith (apologetics).
 - e. to motivate students to pursue independent study in areas of interest and to provide them with the necessary traditional research skills and the use of the internet.
 - f. to develop an awareness and an understanding of man's role in God's creation and of his responsibility to be a good steward of earth's resources.
 - g. to develop an understanding and an appreciation of the fine arts through exposure and participation.

II. General Information: Codes and Policies

A. Admissions Policy

Parents and students who are interested in the objectives and purposes of Belleville Mennonite School are invited to apply for admission. Admission of a student into school means that the parents or guardians automatically become members of the patron body with the responsibilities and rights that go along with such membership.

1. Admissions Procedures

- a. An application must be completed and returned to the Superintendent. In addition, parents must provide a copy of a transfer student's school records.
- b. Prospective parents will be interviewed by the Admissions Committee. The admissions interview may be waived for former patrons returning to BMS.
- c. The Board of Trustees after hearing the recommendation of the Admissions Committee will vote on acceptance to the patron body and the school.

2. Admission Requirements – Parents/Guardians

- a. It is expected that at least one parent/guardian be a Christian, that they accept the basic doctrines in the school's Statement of Faith and Biblical Authority and the school's Statement on Sexuality and Marriage and that they agree to support the school in fulfillment of its mission of providing a Christian education within the context of said Statement of Faith.
- b. A commitment of cooperation with the school shall be made by the student and parent.

3. Admission Requirements - Students

- a. Students must demonstrate the capacity to do the course work as evidenced by test scores or other satisfactory evidence. All prospective students in grades K through 12 may be given an entrance test to determine grade placement and to determine if the prospective student fits the educational capabilities of the school.
- b. Students must demonstrate a willingness to abide by School Policies and Behavior codes.
- c. Transfer students shall have no discipline action, either pending or final, barring them from returning to the school previously attended. The Board of Trustees may refuse to admit a student with severe academic, disciplinary or psychological problems.
- d. Prospective kindergarten students must be five years old by September 1 of the school year.

*Enrollment is not final until all financial arrangements have been completed. All applicants will be considered regardless of denomination, race or national origin.

B. Financial Information

1. Congregational and Private Contributions

Tuition charges meet only 60% of the school's annual operating budget. Since BMS is not a conference or congregational sponsored school, the remainder must be raised from other sources including special fund-raising projects and gifts from individuals, congregations, businesses and other organizations. These gifts might involve the procurement of equipment, renovation of some part of the physical plant, creation or contribution to endowment funds, memorial gifts, bequests in a will or sponsorship of particular activities.

Congregations are encouraged to participate by contributing a fixed amount for each patron

family attending from their membership body. Congregations not presently supporting BMS may contact the Director of Development for more information.

All gifts to Belleville Mennonite School are tax deductible.

2. Tuition

Tuition will be handled by FACTS Management Co. The following options are available for payment.

- a. Full payment of tuition directly to the school by August 20 with a 1.5% discount.
- b. Payment of tuition directly to the school in two installments due at the beginning of each semester (August 20 and January 20).
- c. A ten or twelve payment option through the FACTS Tuition Payment Plan.
- d. Payments through the FACTS FlexEXTRA traditional invoicing/check payment plan with an automatic payment backup for delinquent payments.

3. Late Tuition Payment Policy

- All tuition is considered due by the 20th of each month
- A Finance Charge of 1.5% per month will be charged for all tuition that is over 30 days past due unless an exception is made through the Overdue Tuition Committee process.
- When tuition is 30 days past due- Families will receive a letter reminding them of their overdue tuition and informing them of the interest to be charged each month.
- When tuition is 60 days past due- Families will receive a letter informing them of that fact and that their account must be brought current by the due date of the subsequent month.
- When tuition is 90 days past due- Families failing to meet the financial obligations stated in the 60 days letter will receive a certified letter informing them of a final date by which their account must be current or their child(ren) will no longer be permitted to attend BMS.
- No student(s) will be permitted to begin the school year if their family has an unpaid tuition balance.
- No student(s) will be permitted to begin the second semester if their family has a tuition balance of greater than thirty (30) days past due.
- Any graduating senior whose family has a past due balance will be permitted to participate in his/her graduation ceremony, however, he/she will receive an empty diploma cover. The actual diploma (and final transcript) will be released when the account has been cleared.
- Academic records will not be released for any transferring student whose family has an outstanding tuition balance until full payment is received.
- Any family who has had tuition 90 days or more past due and has a history of late payments under the 1 or 2 tuition payments plan, may be required by Administration to enroll in a FACTS, 10 or 12 month payment plan for the subsequent school year.

Exceptions to these policies must have the approval of the Overdue Tuition Committee (made up of the Superintendent, the Business Manager, and two members of the BMS Finance Committee). The terms of the exception will be in writing and signed the Business Manager and

the individual(s) responsible for the account.

4. Registration Fee

A registration fee of \$10.00 before April 1 and \$30.00 thereafter is required for each student at enrollment before the beginning of the school year. The registration fee is not applicable to tuition and is not refundable. Enrollment is not considered complete until this fee has been paid.

5. Financial Assistance

We believe that a family should not be denied the privilege of sending their children to BMS due to a lack of funds. Various options will be explored with families in need of assistance, including a limited grant-in-aid program. Persons interested in receiving aid should contact the Business Manager or Superintendent for information. A financial statement will usually be required as part of an application for aid.

C. Attendance Policy

Attendance rules are established by the State Department of Public Education. BMS must keep accurate records and make attendance reports to the local school districts in which students reside. Enforcement is the responsibility of the public school districts.

1. Excused Absences

Pupils may legally be absent because of personal illness, quarantine, impassable roads, death in the immediate family, or other compelling situations directly affecting the child. Advance written requests for excused absences in special cases, such as family trips, religious observances, interviews, college visits, etc., must be submitted to the superintendent at least one week in advance. To be excused, these absences must be approved by the administration.

Parents who are planning to take their child on an educational trip during the time school is in session must complete an educational trip form and have it approved by the administration. Educational trips will be limited to five school days and there can only be one trip per academic year. Family trips should include historical, geographical or cultural activities. Students are responsible for work missed and should make arrangements with the teachers at least one week before leaving. Students going on excused educational trips are required to do a daily journal and submit it to their homeroom teacher when they return. Parents are urged to carefully weigh the consequences of lost instructional time. Any such absence extending beyond five days requires board approval and should be requested prior to the monthly board meeting preceding the trip.

After a child accrues 10 days absent due to illness, a doctor's excuse will be required for each absence due to illness thereafter. Exceptions may be made by the principal or the superintendent for lengthy or chronic illnesses.

2. Unexcused Absences

Absences of students under the age of 17 resulting from reasons other than those listed above are considered unlawful (illegal, unexcused) according to compulsory attendance regulations. Students under 17 with three days of unexcused absences will be reported to the school authorities of the district in which the student resides. The local school superintendent of that district will serve the parents with a "first notice." This notice informs the parents of the unexcused absences and of their liability for prosecution should further offenses occur. Notices will also be sent home from the BMS office.

Students should make prior arrangements for all work related to unexcused absences.

Seniors quite regularly plan and participate in a “skip day”. This activity is not sanctioned by either the Board or Administration, and we do not believe it is conducive to the overall atmosphere at BMS nor to the academic standards to which we adhere.

3. Parents’ Responsibility

Parents are responsible for exercising whatever reasonable supervision and control is necessary for their child to maintain regular attendance.

4. Returning to School Following Absence

When a student returns to school following an absence he/she should bring to their homeroom teacher a note from the parents stating the reason for the absence. If a note for an absence is not received by the third day after the absence, the absence is considered unexcused.

5. Arriving Late

State law requires that a tardiness record be kept of each student. A student who reports to the office after 8:00 a.m. is considered tardy. Six unexcused tardies equal a half day unexcused absence. A student who reports after 10:00 a.m. is no longer considered tardy but will be charged for one-half day absence. A student who reports to school after 1:15 p.m. will be charged with a whole day absence.

Student drivers must arrive on time and be present in homeroom by 8:00 AM. After the third unexcused late arrival, student drivers will have their driving privileges revoked for one month. Repeated offenders may have their driving privileges revoked for longer than one month at the discretion of the high school principal or superintendent.

6. Early Dismissal

Any student who needs to leave school early should bring a note from the parents and give it to their homeroom teacher. Any student who leaves before 10:00 a.m. will be recorded as absent for the whole day. A half day absence will be recorded for any student leaving between 10:00 a.m. and 2:00 p.m. A record will be kept of students leaving school after 2:00 p.m., but no absence will be recorded. Middle School and High School students are required to sign-in at the School Office upon late arrival and sign out before leaving the campus during school hours.

7. Emergency Closings

Emergency school closings will be announced through our ParentAlert system.

8. Arriving at School

Students should not arrive at school before 7:50 A.M. unless special arrangements have been made.

9. Riding with Other Persons

Elementary and middle school students who plan to ride home with someone other than their usual means of traveling to and from school must bring a note from their parents. Students are not permitted to ride home on a bus to which they have not been assigned.

10. Staying After School

Elementary and middle students who plan to stay after school for a school activity must bring a signed note from a parent indicating parental permission for such plans. Staying after school is permitted only for activities that begin by 4:00 p.m.

11. Driving and Bus Regulations

To ensure the safety of children loading or unloading from buses and moving around the parking lots, the following traffic and safety regulations must be followed:

- In the mornings all traffic will enter the grounds by way of the entrance by the soccer field and exit by way of the middle driveway (between the playground and the school sign). Parents dropping off or picking up students during the day will use the driveway beside the preschool end of the elementary building and the parking spaces between the buildings. There will be no moving traffic in the main parking lot area during the school day.
- Vehicles may be parked only in designated areas. Student parking is in the row of spaces beside the soccer field. When that becomes filled, the row in front of it may be used. If a student knows he/she will be leaving during the day, he/she must park in the parking area between the buildings.
- Students should leave their cars immediately upon arriving at school and not return to them during the school day without permission.
- All cars must stop for buses or vans loading or unloading children.
- Automobiles must be operated at a reasonable speed and in a safe manner on or near the campus at all times.
- Students traveling to and from school by bus may use electronic devices including game boys, CD players, headsets, ipods, etc. on the ride to and from school. These items must be used with earphones and may not disturb the bus driver or other bus riders. These items are used at the parent's discretion and neither BMS nor the bus company is responsible for any damaged, lost, or stolen devices. These items must be kept in the student's backpack at school.

Operating an automobile is a privilege that carries with it the responsibility of looking out for the safety of others.

12. Transfer and Withdrawal

Parents should inform the school office if a student intends to withdraw or transfer to another school. Transcripts and academic records can be forwarded to the receiving school only after all financial obligations to Belleville Mennonite School have been met.

D. Dress Code

We believe that well dressed and neatly groomed students increase student morale and positive attitudes throughout the school. The basis for Belleville Mennonite School's policy rests on the following Christian principles. (1) Our bodies are temples of God (I Corinthians 6:18-20), (2) dress should be modest and consistent with a Christian commitment (I Timothy 2:9,10) and (3) clothing choice reflects good stewardship of resources. The following guidelines are a reflection of the standards of the Christian patron body and considered appropriate campus attire.

1. Attire Guidelines for Boys

- Clean pants or jeans without holes in good repair. (Wind pants are acceptable)
- Knee-length shorts during months designated by administration. (Shorts prohibited November 1- March 31)
- Clean and appropriately sized shirts.
- Footwear is to be worn at all times.

2. Attire Guidelines for Girls

- Modest dresses, skirts and split skirts that resemble a full skirt; gauchos and loose fitting capris are acceptable. Skirts and dresses need to be such as are considered modest during movement and activity in the classroom.
- Gauchos, loose fitting capris, and knee-length shorts during months designated by administration (Gauchos, capris, and shorts prohibited November 1 – March 31)
- Clean pants or jeans without holes and in good repair.
- Tops and blouses of sufficient length and neckline that is considered modest during normal movement and activity in the classroom.
- Footwear is to be worn at all times.

3. Inappropriate Attire (Prohibited)

- Tattoos
- Piercings, other than earrings, for girls
- Piercings for boys
- Midriffs visible during normal movement and activity throughout the school day both in and out of the classroom.
- Sleeveless tops, tank or crop tops, sheer, tight or revealing garments.
- Mid-thigh skirts or dresses (seated or standing) or mini-skirts.
- Sweat pants or stretch pants (grades 1-12).
- Military camouflaged and military type clothing or insignia.
- Shirts with graphics depicting sports or music hero or anything that undermines basic Christian values.

4. Policy for Dress Code Violations

- Teachers make note of any violations of the dress code and report it to the school principal
- The principal or designated faculty member will call the parent and notify them of the violation.
- The school will supply the student with a change of attire, if possible. This will be worn until the parent can bring another change of attire that fits the dress code.
- A demerit will be issued for repeated violations of the dress code.

Parental controls are to be exercised at home in accordance with these guidelines. The school reserves the right to consider inappropriate any clothing, hair styles or apparel that draws undue attention and is not supportive of the learning environment or Biblical teaching.

5. Parent Helper Attire

Parents participating in school activities (classroom helper, field trip chaperone, etc.) are asked to dress according to the dress code.

E. Behavior Code

1. Appropriate Conduct - General

Education includes all areas of life, including the development of good manners and courtesy. At Belleville Mennonite School we strive to create an atmosphere that encourages the development of relationships with each other which reflect concern and caring for the dignity of all persons.

It is expected that we all

- seek to develop qualities of Christian character.
- honor the Christian commitments, convictions and standards of others.
- aid one another in spiritual development.

Every person must

- conduct him/herself in accordance with the school's Statement on Sexuality and Marriage.
- respect the authority of all faculty and staff members.
- address faculty by proper titles.
- aid in keeping the school building and grounds neat and clean.
- exercise the social graces of courtesy and consideration.
- respect the property of others

2. Harassment Policy

Belleville Mennonite School is committed to providing a safe and caring learning environment in which all individuals are treated with respect and dignity. The school seeks to follow the commands of Jesus Christ as stated in the Gospel of Matthew, Chapter 22, verses 37-39. Harassment is a form of discrimination and therefore is unacceptable. For the purposes of this policy, harassment is synonymous with the terms intimidation, bullying, taunting, teasing, and bugging.

Harassment includes behavior which may be verbal, physical, deliberate, unsolicited or unwelcome; it may be one incident or a series of incidents. Harassment may include:

- verbal abuse or threats;
- negative remarks, jokes, and innuendoes including taunts about a person's body, attire, age, gender, ethnic or national origin, socio-economic status, religion;
- displaying of pornographic, racist or other offensive or derogatory pictures or slogans;
- practical jokes which cause awkwardness, embarrassment or result in negative consequences;
- sexual invitations, request or demands, whether indirect or explicit;
- inappropriate gestures;
- intimidation to participate in unlawful or unethical activity or to participate in activities which contradict school and/or board policy;
- unwelcome physical contact; and/or coercing or influencing third parties to harass others.

Harassment is a major offense and will be dealt with accordingly.

3. Lunchroom Guidelines

To maintain a pleasant environment the following rules should be followed while in the cafeteria:

- Elementary students will sit at their assigned table.
- Elementary students will wait for the lunchroom supervisor's signal before leaving the cafeteria.
- Elementary students will get permission from the lunchroom supervisor before

purchasing extras.

- All students will behave properly in line, use good manners, and clean up their own trash.
- Students will not throw or play with food, yell, move around the room unnecessarily.
- All food must be consumed in the cafeteria.

4. Playground Rules

Group cooperation makes playground activities safe and fun. General guidelines are as follows:

- Swings - Do not play under, behind or in front of swings. Do not climb poles. Only one person on a swing at a time. Swing only back and forth.
- Slides - Slide down only in the forward position. Do not climb the poles. One person at a time on the slide. Others should wait on the ground until the first child gets to the bottom.
- Only play areas designated by the playground supervisor may be used.
- Baseballs and softballs may not be used at school and should not be brought to school.
- Only inflatable balls may be used in the blacktop area near the building. Balls should not be kicked or thrown against the building.
- Because of problems with maintaining safety, skateboards, roller skates or sleds may not be brought to school.
- If a ball goes across the road, the ball must remain there until the teacher has given permission to retrieve it.

5. Policy of Academic Truthfulness

Truthfulness is an essential element of the educational philosophy at Belleville Mennonite School. It is expected that both staff and students model and articulate this quality in all areas of their lives. Truthfulness is expected in all areas including:

a. Homework and Project Completion

- It is expected that all students will carefully complete his/her own work as the teacher directs.

b. Test Taking

- All students are expected to carefully complete all tests and assessments to the best of his/her ability. This expectation includes study and preparation, and each student concentrating attention on his/her own work during the test.
- Students will not use any method of cheating including getting advance information about the test, bringing unauthorized materials to the test period, or looking at other student's materials.

c. Research Techniques and Writing practices

- It is expected that each student will carefully research, take notes, and present his or her findings in a way that respects the original authors and copyrights. Students must give credit for all of the following: another person's idea, opinion, or theory; any facts, statistics, graphs, pictures or drawings that are not "common knowledge"; quotations of another person's actual spoken or written words; a paraphrase of another person's spoken or written words.

d. Plagiarism

Since the arrival of personal computers, the Internet, and the "cut and paste" feature, issues of plagiarism have become more common. According to Joseph Gibaldi, MLA Style Manual and Guide to Scholarly Publishing, New York: The Modern Language Association of America, 1998: "Derived from the Latin word *plagiarius* ("kidnapper"), plagiarism refers to a form of cheating that has been defined as 'the false assumption of authorship: the wrongful act of taking the product of another's mind, and presenting it as one's own' (Alexander Lindey, Plagiarism

and Originality, New York: Harper, 1952, 2). To use another person's ideas or expressions in your writing without acknowledging the source is to plagiarize. Plagiarism, then, constitutes intellectual theft and often carries severe penalties, ranging from failure in a course to expulsion from school.”

- **Direct Plagiarism:** This is the direct, intentional copying of material from a source without giving credit. This ranges from copying short sections of text to copying whole papers. This also includes purchasing papers from “Paper Mills”, using another student’s paper, or having someone else write the required paper. This is the most serious level of plagiarism.
- **Sloppy Citation:** This involves any paper with inaccurate or incomplete citations in the text or on the Works Cited page. This includes the use of phrases or a few lines of text without giving proper credit.
- **Patchwork Writing:** Patchwork writing involves patching together someone else’s ideas into a paragraph. This includes their organization, order of information, ideas, phrases, and/or sentences. Merely changing a few words around is not considered adequate; it is still essential to give credit to the source. Patchwork writing also lacks the synthesis of source materials, including one’s own ideas, into the paragraph.

F. Discipline Policy

1. Philosophy of Discipline

Discipline in the home and the school is essentially the process whereby adults help children to achieve self-discipline and to develop Godly behavior. Our responsibility as a school is to assist parents in encouraging this internal growth to take place. Firm, fair and consistent discipline is an important part of this process.

We believe that children need to be taught early and often of God's love as well as His justice. We also need to teach respect for God and for God-given authority as well as for oneself and others. Since the Christian school is an extension of the home, the school assumes the responsibility for such teaching and training during the school day.

In all cases where discipline is required, action taken will be aimed at helping the student develop self-discipline and to assume responsibility for his or her behavior.

2. Discipline of Minor Offenses

Minor offenses include but are not limited to interrupting class activities, unnecessary talking, disturbing study halls, throwing objects indoors, disturbing others, running or yelling in hallways or classrooms, inappropriate conduct in bathrooms or locker rooms, inappropriate physical contact such as pushing, kicking or hitting, inappropriate use of school property including telephones, use of paging devices or cell phones during school hours, disrupting chapel, out of area without permission, inappropriate lunchroom behavior, violation of playground rules, disrespecting the property of others, and arriving late to class. The following actions may be taken in response to minor offenses:

a. Implementation of Classroom Disciplinary Procedures

The teacher will make the student aware of the offense by simple eye contact, verbal reminder or asking the student to verbalize what he or she is doing. If there is no immediate response, the teacher will proceed with mild disciplinary action and/or arrange to talk with the student after class.

b. Consultation with Parents

The teacher informs parents by a written note or telephone call. This is to enlist the aid of

parents in encouraging the student to develop more positive behavior. At this time a conference between teacher and parents may be called by either party if they feel this would be helpful or appropriate and a written behavior management plan would be agreed upon.

c. Issuing of a Demerit

Demerits are issued by the school principal. Students will be assigned after-school detention for the third demerit and every demerit thereafter. A detention may be assigned in response to any demerit depending on the severity of the offense. Students who are assigned demerits and detentions will be given a form that must be signed by the parent and returned to the principal the next day. Detention will be served the school day after the notice is given, or whenever the student returns to school if they are absent on the assigned day. If the student does not have the signed notification, the office will contact the parents and the detention will be served as assigned.

Detention will be served from 3:05 until 4:00 PM. Students will be assigned work to do during the detention and given the tools and materials needed to complete it. Location and activities assigned to students during detention will be at the discretion of the school principal. Sleeping and socializing will not be permitted. Failure to serve an assigned detention will result in the assignment of an additional detention. Parents are responsible for transportation home after the detention is completed.

3. Discipline of Major Offenses

Major offenses include but are not limited to insolence or continued disrespect of teacher, harassment of others, disobedience, cheating, lying, stealing, vandalism, obscenities, lewd or immoral actions, behavior that is not in compliance with the school's Statement on Sexuality and Marriage, use and/or possession of alcohol, illegal drugs, tobacco in any form, misuse of prescription medications, violation of the school internet/computer use policy, continued disruptive or other inappropriate behavior, including chronic or accumulated minor offenses. The following actions may be taken in response to major offenses:

a. Demerits/Detention

The school principal and the superintendent are empowered to assign multiple demerits and/or detentions for any major offense. Parents will be notified in writing when demerits/detentions are assigned.

b. In-school Suspension

The school principal and superintendent are empowered to assign in-school suspension for any major offense. Parents will be notified immediately when an in-school suspension is assigned. In-school suspension requires the student to work on class assignments in isolation and not be allowed to participate in any extra-curricular activities for that day including practice.

c. Out-of-School Suspension

The school principal and the superintendent are empowered to assign out-of-school suspension for any major offense. Parents will be notified immediately when an out-of-school suspension is assigned and will be required to meet with the school principal at the beginning and ending of the suspension. Should problems continue to go unresolved, the School Board and the Superintendent will be in consultation regarding further action. This may include long-term suspension, probation, expulsion, or some combination of these.

d. Expulsion

The school reserves the right to expel a student for any one major offense or for a series of major offenses. Expulsion must be the result of official action by the Board or its Executive Committee.

e. Special Consequences for Violations of Academic Truthfulness Policy

Students who violate the school's Academic Truthfulness policy will be subject to any of the

discipline options listed above. In addition, the following consequences may be applied:

1. Reduction in credit, if the student is given the opportunity to redo the assignment
2. A zero for the assignment
3. A failing grade for the course

*If a student is involved in illegal activity, the school will assign discipline and notify the appropriate authorities and cooperate with them regarding the proper course of action.

G. Parent Participation

1. Communication

We believe that education is a cooperative venture between the home and the school, and are committed to establishing and maintaining free and clear channels of communication. Several avenues of communication are used by the school including a weekly eNews sent electronically usually every Friday; electronic eFlashes sent sporadically as special reminders; the *Newsday*, a monthly newsletter sent electronically and available on the school website; parent-teacher conferences; weekly progress reports and/or newsletters sent to parents of elementary students; a quarterly progress report issued to middle school and high school students, and many less formal contacts such as phone calls, notes and emails. Parents are urged to remain in close contact with their child's teachers and with the school administration.

When school problems arise, parents are asked to contact the school persons involved directly, rather than discussing it with others who are not concerned with the problem. Parents who would like to confer with a teacher should contact the teacher in advance to set up a mutually convenient time. Parents are welcome to visit classes with prior notice to the teacher.

2. Resolution of Grievances

The purpose of this policy is to provide a framework for settling complaints or misunderstandings that involve members of the school community. The complaints may involve

- only employees
- employees including the superintendent
- employees and board members
- employees and patrons.

It is urged that an honest attempt be made by the parties to settle the complaint before involving the administration and/or the board. This is in accordance with Colossians 3:13 "*Bear with each other and forgive whatever grievances you may have against one another.*" (NIV). This policy also incorporates the principles of Matthew 18:15-17 in the resolution of grievances. Both Christian and professional ethics make imperative the handling of grievances in the methods prescribed, rather than openly and publicly airing them.

If an attempt to settle the complaint fails, complaints shall be handled as follows:

The complaint, regardless of the parties involved, shall be referred to the superintendent for an initial decision. Thus, employees, board members and patrons are all expected to bring their complaints to the attention of the superintendent (even if the complaint involves the superintendent), before involving the board. The superintendent shall provide a timely decision. If the complaint involves the superintendent, the superintendent must defer to the board for a decision.

- Any decision made by the superintendent may be appealed by any directly affected party to the board.
- Any party may also appeal to the board if the superintendent fails to make a decision

within a reasonable period of time. Written notice of the appeal shall be given to any officer of the board, but preferably the Chair. The notice shall briefly explain the problem and what action, if any, that the party would like the board to take. The board shall take such steps as may be appropriate to obtain the views of the involved parties and the superintendent, and shall promptly issue a final decision.

3. Visiting the School

Visiting students and other guests must register at the office and receive a visitor's pass before being permitted to visit classrooms or be in the halls. All school visitors are expected to conform to general school policies.

a. Classroom Visitation

To avoid conflicts with testing, field trips, etc., any parents who wish to observe a classroom will contact the teacher of their child (at least forty-eight hours in advance) and arrange for a date and time of day for the visit. Parents and teachers should discuss the particular objectives of the observation, review the teacher's guidelines for the parent and agree on the length of observation. (Observation is to be limited to one hour unless otherwise arranged.)

4. Volunteering

There are many ways in which parents participate in the operation of the school. Not only does this help control costs but it is also a source of blessing for those who become involved in this way. It is each parent's responsibility to involve themselves in our volunteer program in some way. Please see the Volunteer Handbook for a description of the many volunteer opportunities available.

5. Annual Patrons' Meeting

The annual business meeting of the school patron body is held each October. At this meeting reports are made by the Board of Trustees, the various subcommittees of the board, and the school administration. The budget for the past year is reviewed and the proposed budget for the upcoming year is presented for approval. Patrons also accept or reject proposed changes in the constitution or by-laws. Participation of all patrons in this meeting is strongly encouraged.

H. Medical Issues

1. Health Service

BMS receives nursing services from the school nurse provided by the Mifflin County School System. All students in kindergarten, sixth, and eleventh grades are required to have a physical examination by their family doctor. Dental exams are required for all students entering kindergarten, third, and seventh grades. The required forms can be obtained at the school office. Other tests are administered at the direction of the school.

2. Medications

All prescription medications taken by students on a regular basis including inhalers, etc. must have a signed form from the doctor. Medications must be in the original container showing the type of medication, doctor's name and dosage. A written note signed by the parent must accompany the medication. Non-prescription medications brought to school by the students must also be in the original container accompanied by a note signed by the parent with reason and dosage.

3. Returning to School after Illness

When students are absent from school because of illness they may not return to school until they are fever-free without medication for 24 hours.

4. Insurance

Accident insurance is available to all students at a minimal cost. This insurance may be purchased to provide coverage while at school only, or to provide 24-hour coverage. While insurance is voluntary, the school encourages all to participate. All participants in interscholastic sports are required to have insurance. Forms will be provided at the beginning of the school year.

BMS carries no liability coverage as a school for injuries obtained during any athletic activities (organized games, gym classes, recesses, etc.) Participants involved in these activities do so at their own risk.

III. Academic Information

A. General

1. Grading System

The following letter grades are used for most classes in grades 1-12:

A - Excellent	93 - 100
B - Above Average	85 - 92
C - Average	77 - 84
D - Below Average	70 - 76
F - Not Passing	Below 70
I - Incomplete	

2. Report Cards

The school year is divided into four quarters, each of which represents a grading period. Report cards are issued shortly after the close of each quarter. These reports evaluate the student's academic achievement; therefore, they should be examined by the parent or guardian and discussed with the student. They are to be signed and returned to school as soon as possible.

3. Honor Roll

Students who receive a 3.25-3.79 during a quarter will be given Honor Roll recognition. Those who receive a 3.8 and above are given Distinguished Honors recognition. These lists are posted on the bulletin board and are published in the local papers.

4. RenWeb

Teachers of core classes in grades 3-12 use an internet-based grade reporting system called RenWeb. Parents and students may access grades throughout the year through this system. Teachers are required to update RenWeb at the end of each school week.

B. Elementary

1. General Curriculum

Bible, English, reading, handwriting, math, spelling, social studies, Spanish, health, science, music, physical education, and art are taught in the elementary grades. There is a strong emphasis on the mastery of skills.

2. Homework

Homework assignments will vary somewhat depending on each teacher's program. Homework is given to reinforce specific concepts or to enrich the academic program. The average amount of time spent on homework assignments may vary from perhaps 10 minutes in the lower grades to

as much as an hour or more in the upper grades. Some study time is usually made available during the school day, thus the amount of homework a given child has may vary depending on how well he or she uses the time in school.

3. Make-up Work

It is important that make-up work be completed as soon as possible after the student returns to school. Make-up work may sometimes need to be done at recess time, after school, at home, or other times at the discretion of the teacher.

4. Promotion Policy

Students who receive a grade of less than 70% in reading or math may be retained. The teacher(s) and principal will determine grade placement for the next year.

C. Middle School/High School

1. Graduation Requirements

a. Course Credits

A minimum of 24 credits is required for graduation. The following graduation credit requirements are for students attending Belleville Mennonite School for four years of high school. All transfer students should check with the Principal or Guidance Counselor for deviations from these requirements.

English	4.0
Social Studies	4.0
Mathematics	3.0
Science	3.0
Foreign Language	1.0
Computer	0.8
Bible	1.6
Physical Education	1.6
Foundation Studies	0.8
Electives	4.0

b. Service Hours

High school students are required to perform a minimum of ten hours of service each year, either at school or in the community. Service hours must be completed by the last day of school for students in grades 9-11. Students who fail to complete their service hours during the year must attend school on the Teacher Work Day at the end of the year and complete the work hours at school under the supervision of his/her class advisor. All service hour documentation must be completed and turned into the homeroom teacher by the end of the marking period in which the service is done. Service hours done during the summer (VBS, church mission trips, etc.) must be documented and turned in by the end of the first marking period. Service hours done during the last month of school (grades 9 – 11) must be documented and turned into the homeroom teacher by the last day of school.

Seniors must complete their service hours by May 1 to participate in the Senior Trip.

Students who complete a minimum of 25 service hours per year will be eligible for the Christian Servant Recognition Award to be given at the end of the senior year.

Activities for which a student will not receive approval include, but are not limited to, the

following: political campaigning, services which are required activities for a class or school group (such as National Honor Society), services performed for a family member, service performed for money, and activities that are more social than service oriented.

2. Promotion Policy – Middle School

Middle school students must pass Bible and at least three major subjects each year to be promoted to the next grade.

3. Promotion Policy – High School

In order to be officially classified as a member of a class, students shall meet the minimum requirements as outlined below:

Grade 9 - Successful completion of grade 8.

Grade 10 - Six credits including English 9 and Bible 9.

Grade 11 - Twelve credits including English 10 and Bible 10.

Grade 12 - Eighteen credits including English 11 and Bible 11.

Exceptions to these guidelines must be approved by the administration.

4. Make-up Work and Late Work

Whenever possible students who will be absent from school, including absences from class for sports events and other school functions shall make prior arrangements with the teachers concerning assignments and other make-up work. When it is impossible to make prior arrangements for an excused absence the student is responsible to make arrangements regarding make-up work upon returning to school. In such cases the student will have one day for each day missed to get work made up, unless other arrangements have been made with the teacher(s) involved.

If a student fails to make proper arrangements for make-up work, or if work is submitted late, the grade for the completed work will be reduced by at least ten percent. The actual amount of credit given for such work will be at the discretion of the teacher. It is the responsibility of each teacher to clearly explain his or her policy for late work to the students at the beginning of the school year.

5. Advanced Learning Options

Advanced Placement courses designed to prepare students for the corresponding AP exam are available at BMS through blendedschools.net. Approved courses for this school's students include:

- AP Biology
- AP Calculus AB
- AP English Language and Composition
- AP Physics B
- AP U.S. Government and Politics
- AP U.S. History
- AP Statistics

Honors courses taught at BMS include:

- Honors English
- Honors Math
- Honors Science
- Honors History

BMS also offers dual credit college courses through Juniata College.

6. Athletic Eligibility

a. Eligibility Requirements

To be eligible for interscholastic athletic competition, a student must meet all of the following academic requirements:

- The student must pursue a curriculum defined and approved by the principal as a full-time curriculum.
- The student must be passing Bible class as well as each of the following core courses with a grade of at least 70%: one full credit Mathematics course, one full credit English course, one full credit Science course, and one full credit Social Studies course. Students who have substituted another course for a core course with the approval of the guidance counselor must be passing the substituted course as well as the other core courses.
- The student must be passing a minimum of five aggregate credit hours of course work.

b. Determining Eligibility

The following procedure will be followed for determining eligibility:

- For the purpose of determining athletic eligibility for the following week, teachers will determine student grades by the end of school on Thursday and post the names of all students who are failing a high school course to the database of currently failing students.
- The principal will review the database of currently failing students and individual student schedules to determine athletic eligibility. (During the first three weeks of a quarter, the principal will consider that grades may be skewed based on a limited number of assignments given.) The principal will notify the athletic director of ineligible students by noon on Friday. The athletic director will notify coaches of any ineligible players on their team.
- The principal will notify ineligible students by the end of school on Friday.

c. Ineligibility Guidelines

Students who are declared ineligible for interscholastic athletic competition will be ineligible for one week, from Sunday through Saturday inclusive. Students declared ineligible are not permitted to travel with the team to away games or participate in varsity or junior varsity games or team scrimmages.

Students will be permitted to practice with the team during the first week of ineligibility. However, if a student's grades do not improve to the point which they become eligible at the end of the first week, they will no longer be permitted to practice with their team.

d. Long-term Ineligibility

Students who have not met the eligibility requirements listed in section a at the end of a quarter will be declared ineligible. After fifteen school days in the quarter of ineligibility, a student may be declared eligible if they meet the following criteria:

- The student meets all of the eligibility requirements listed in section a of this policy.
- The student has raised their grade in any course in which they received a failing grade to a level that, when averaged with the failing grade of the previous quarter, would produce an average equal to a passing grade for the course.

If a student fails to meet these requirements after fifteen school days, their status will be reviewed on a weekly basis until they meet the eligibility requirements and are reinstated.

7. Work Release Program

The purpose of the Work Release Program is to afford students the opportunity to gain additional experience and training in jobs that might lead to a future career. The following principles govern the Work Release Program.

1. The program is open to those students who are at least 17 years of age.
2. Application to the program will be made on a semester basis. Participation in the program during one semester does not guarantee automatic permission to continue in subsequent semesters. Students may enter the program at the beginning of the semester only. Application forms are available in the school office.
3. Students will be dismissed from periods 7 and/or 8 only. These periods must be scheduled as study halls.
4. The student will not participate in the program on days when his/her presence is needed at a school activity, such as a pep rally, class-related activity, etc.
5. The student must maintain at least a C average, based on marking period grades. The student may not have any grade lower than a C on any marking period report card. The student will be ineligible to participate in the Work Release Program if the grade requirements are not maintained.
6. There will be no course credit given for participation in the Work Release Program.
7. Transportation is the responsibility of the student and his/her family. A liability waiver will be required.
8. The student must leave the school grounds without disrupting the rest of the students and classes. He/She must sign out in the office every day.
9. The student must meet with either the principal or the superintendent on a monthly basis to discuss the skills he/she is learning and how this experience is valuable to the student in making future career decisions.

IV. Student Activities

A. General

1. Field Trips

Field trips may be taken several times during the school year. They will generally be off-campus experiences related to the classroom curriculum. A permission slip explaining the objectives of the trip is sent to each parent. Each signed slip must be returned at least one day before the trip. Classroom teachers may invite parents to serve as chaperones.

2. Musical Programs

Elementary students, middle school choir students, and high school choir students perform in special music and drama programs at Christmas and in the spring of each year. The annual Christmas program, the spring elementary musical, and the spring choir concert are high points of the year.

3. Drama

Each year the middle school and the high school present dramatic productions. Additional opportunities for students to perform are available through other smaller productions that may be presented from time to time.

4. Athletics

Middle school students have the opportunity to participate in field hockey, soccer, and basketball. High school students may participate in junior varsity and varsity field hockey, soccer, and basketball.

5. Chapel

Elementary students attend chapel twice a month. Middle school and high school students attend chapel three times per week. Chapel activities include special speakers, student led worship, and student led care groups. Chapel experiences are planned by the administration and are intended to be a time for worship, personal growth, spiritual sharing between students and faculty; and to provide opportunity to gain experience in leading such activities. Chapel is required of all students.

6. Private Music Lessons

Private instruction in piano, guitar, voice and other instruments is available to students at parent expense. Music lessons are offered during the regular school day, before school, and after school. Students must have teacher approval to schedule a music lesson during a class and are responsible to make up any class work they may have missed. Students taking private lessons will be expected to participate in an annual recital arranged by the instructor.

B. High School

1. Clubs

To broaden and enrich student experiences at Belleville Mennonite, opportunity may be provided for participation in various club activities. Whether or not a given club is organized during a particular year will depend on student interest and the availability of a faculty or other administratively approved sponsor. New clubs may be formed if they meet the following criteria; (a) There must be sufficient student interest. (b) The objectives and organization must be satisfactorily stated. (c) A faculty member or other approved adult must consent to serve as advisor. (d) It must be approved by the administration.

2. Student Government

Each class will be organized with a president, vice president, secretary, and treasurer elected by the class. A class officer who fails to fill his office responsibility shall be removed from office.

The Student Senate consists of students in grades 9 – 12. The purpose of the Senate is to organize student activities, address itself to issues before the school community, promote enthusiastic school spirit, and to provide opportunities for the development of leadership abilities.

3. Junior-Senior Banquet

The junior class is responsible for planning the Junior-Senior Banquet, which is held each spring. The following guidelines have been established:

- The cost of the banquet should be in keeping with good Christian stewardship. Not more than \$2000.00 should be spent on the banquet. This figure will be reviewed periodically due to inflation.
- The banquet should be held at a place consistent with the policies and witness of Belleville Mennonite School.
- Decoration guidelines are as follows:
 1. Decorating should in no way disfigure or damage any surface. No water, soil or sand is to be used without written permission from location owner.
 2. The decorations should be removed by Saturday afternoon, unless otherwise stated by location owner.
 3. The school cafeteria and/or gymnasium will be available from Wednesday afternoon at 3:00pm for decoration and preparation.
- All class advisors should be invited to the banquet, or all high school teachers should be invited, at the discretion of the junior class.
- All plans are to be approved by the class advisor and the school administrator.
- Participation in the banquet shall be limited to members of the junior class, senior class, and invited guests. Students under grade 10 are not eligible to be guests.
- Students attending the banquet will be excused from school before high school lunch period on the day of the banquet.

4. Senior Class Trip

The senior class at Belleville Mennonite School does take a trip each year also known as the senior trip. Students are encouraged to plan a fun, affordable trip that wisely uses God's resources. Guidelines for this event include:

- Two overnight, three day limit
- Service opportunities (a minimum of 4 hours per trip) will always be associated with the senior trip primarily because service is part of the BMS mission.)
- Responsible use of money will be based in part on the amount of funds the senior class brings into the senior year with them.
 - Students pay for food and provide their own spending money
 - Fund-raising pays for lodging, transportation and entertainment admissions
- Chaperone numbers will be determined by individual class size, class advisors, parent advisement and environment.
- Class advisor(s) will discuss appropriate dress code with each class prior to the trip. Expectations may vary with the service opportunity, but modesty will be expected in all circumstances.

5. National Honor Society

The Belleville Mennonite School Chapter of the National Honor Society is one of 21,000 chapters belonging to the national organization. Members are selected from junior and senior applicants by a panel of faculty based on the four pillars of the national organization: scholarship, leadership, service, and character. Members must also agree to the specific expectations of the local chapter at BMS.

Members must demonstrate scholarship by maintaining a 3.25 GPA while following a full academic curriculum:

- Algebra I and II, geometry, plus advanced math, accounting, business math, or calculus
- Earth science, biology, chemistry, and physics or an equivalent (AP or college level)
- 4 years of English and history
- 2 years of foreign language
- 1 honors course each year in 11th and 12th grade

Members demonstrate leadership as resourceful and dependable problem-solvers who contribute ideas and demonstrate the ability to influence others in a positive way. Members must hold a responsible position each year. For example:

- | | | |
|---------------|---------------------|-----------------------------|
| Class officer | Youth group officer | Care group leader/assistant |
| 4-H officer | Yearbook editor | Student Senate member |
| Team captain | Worship team leader | |

Members must be involved in some major extra-curricular activity at school:

- | | | |
|--------|----------|--------------|
| Sports | Play | Worship team |
| Choir | Yearbook | Senate |

Members demonstrate service by doing volunteer work in the school, church, or community with a positive, courteous, and enthusiastic spirit. Members are encouraged to have an on-going, weekly service situation. This could be tutoring another student, helping in an elementary classroom, or some other situation outside of school such as regularly volunteering in a library, hospital, home for the aged, Thrift Shop, etc. Members must complete 25 individual hours of service each school year and participate in the selected service projects selected by the group. Applicants should have demonstrated a commitment to service by striving to complete at least 25 hours of service during both the freshman and sophomore years.

Members demonstrate good character by having high principles of morality and ethics, such as honesty and reliability, courtesy, concern, and respect for others. Members must, in addition, demonstrate commitment to Christ, be actively involved in their home churches, and demonstrate appreciation for BMS and respect for the rules and expectations expressed in the handbook without requiring reminders for clarifications.

Interested students must complete an application (at the end of their sophomore or junior year) and obtain a letter of reference from their (youth) pastor or youth group advisor. A faculty panel then evaluates the applications and the students are notified of the faculty decision by letter at the beginning of the new school year.

All members are expected to maintain high levels of citizenship in each of the above areas. Members of the society who, in the opinions of the faculty, do not live up to these standards will be subject to disciplinary measures. Dismissal from the society may be a result of disciplinary action.

6. School Publications

Kish-O-Vale, the yearbook, is published in August. A student editor, under faculty direction, is responsible for its production.

V. Student Services

A. Guidance

A guidance counselor is provided to help students with educational and vocational concerns. The guidance counselor assists students with course scheduling, registering for college board examinations, and fulfilling college admissions requirements. In addition, the guidance counselor schedules representatives from various colleges to visit BMS each year.

B. Transcripts

Transcripts will be sent to colleges or other institutions at no charge while a student is enrolled at BMS. After graduation two (2) copies will be sent at no charge. Any additional copies will be sent at the cost of \$5 each.

Transcripts will not be released for any student until the tuition account has been cleared.

C. Standardized Testing

- Stanford Achievement Test are administered annually to students in grade 1-10.
- The Differential Aptitude Test and the Career Interest Inventory are administered to ninth graders. The results of these tests help students understand their abilities and interests as related to various occupations.
- The PSAT/NMSQT is administered to students in grades 10 and 11.

D. College Board Examinations

The SAT and the ACT are administered at designated times at several locations in the general area. Information and assistance in registering for these tests may be obtained from the guidance office

E. Library

When using the library each student is expected to maintain an atmosphere of quietness conducive to good study. The following guidelines apply to library use:

- Books may be borrowed for a period of four weeks and may be renewed at the end of that time unless they are in demand by other students.
- All borrowed materials and books are to be left at the desk when they are returned.
- Reference books and periodicals are to be used only in the library or checked out overnight.
- A fine of \$.05 per school day will be charged for overdue books.
- The borrower is held responsible for the loss or damage of any material.

F. Computer and Internet Policy

1. Computer Use

- Students are granted use of the computers and computer facilities at BMS as a privilege. Because of our limited resources for purchasing upgrades and new computers, all care must be taken by every student to treat all computers and computer related equipment with respect.

- Each student in grades 6-12 will be given a USERNAME and PASSWORD for use with the school network system. Every computer in the high school and middle school requires that this information be provided in order to use the computers. For many administrative reasons, it is expected that every student will use his/her own username and password and not that of another student.
- Student assigned user accounts will be given file space on a server at the school for saving schoolwork. It is expected that this space be used for class work and for saving information for other school related activities only.
- Computers and all equipment attached to them are not to be “serviced” by students, even those students who feel very comfortable with the technology. *This includes* the addition, deletion, or changing of any type of software on a computer except when explicitly instructed to do so for class purposes.

2. Internet Use

- Students will only access the Internet with appropriate supervision of BMS staff. Students will clarify with a teacher their use of the Internet.
- All student use of the Internet must be in support of education and research and must be consistent with the purposes/philosophy of Belleville Mennonite School. Students taking online courses will have first priority in the use of the Internet.
- The Internet connection will not be used for illegal activity, profit purposes, non-school-related activities, lobbying, advertising, transmitting offensive materials or to obtain obscene or pornographic material. *Software has been installed by the school to restrict access to these inappropriate materials and activities. In the event a web site does “slip through”, it is the responsibility of the student to immediately inform the teacher and appropriate action will be taken to block the site.*
- Because of the limited bandwidth we have through the school connection, intensive applications and downloads (such as Real Audio or multimedia for class projects) are not to be viewed or downloaded during the school day. Arrangements can be made before or after school to download such material as it pertains to education uses.
- Students are not permitted to check their web-based email accounts unless special permission is granted by a teacher. Students are not permitted to use messaging software, such as AOL Instant Messenger, etc. Students should never reveal personal addresses or phone numbers on the Internet through the school connection. Student use of the school’s technology resources should follow copyright laws and guidelines. Plagiarism is not permitted.
- Issues not addressed in this policy will be considered on an individual basis.
- BMS will educate all students about appropriate online behavior including interacting with other individuals on social networking websites and in chat rooms and awareness of and responses to cyber-bullying.

Failure to follow the policy may result in the loss of the right to use computer resources and Internet access. Belleville Mennonite School reserves the right to log, monitor, and evaluate all network and Internet activity.

BELLEVILLE MENNONITE SCHOOL
provides a comprehensive
Pre-K through Grade 12 education
in a Christ-centered environment,
and prepares students
to change the world through
Christlike service, peacemaking, and leadership.