



Constitution and Policy Manual

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PURPOSE AND OBJECTIVES

NAME

001

This organization is a non-profit organization. It shall be known as Fairhaven Christian School, which operates as a ministry of Mine Road Amish Mennonite Church.

PURPOSE

002

It is the object and duty of this school organization to provide an opportunity for our children to receive their education in an environment that is promoting the development of talent and character and inspires faith in one God and in the Bible as the inerrant Word of God.

Additional objectives shall be:

1. To teach useful subjects, conveying correct Biblical emphasis, which equips students to fulfill their responsibilities in life, thus making a contribution to the church and society.
2. To instill a respect for authority, both religious and secular.
3. To provide a godly environment for preparation for the future from a Bible centered curriculum.
4. To provide educational opportunities without regard to race or national origin.

STATEMENT OF FAITH

003

Inspiration of Scripture: We believe that the entire Bible is inspired by the Holy Spirit; that it is inerrant in the original writings, authentic in its matter, and authoritative in its counsels. It is final authority for faith and practice for all men of all ages and is the standard by which all men shall be judged.

God, His Existence and Nature: We believe in one God who is omnipresent, omniscient, omnipotent, infinitely perfect, and eternally existent in three persons: Father, Son and Holy Spirit.

Creation: We believe in God as creator and sustainer of all things. We accept the Genesis account of creation as historical fact and literally true.

Fall of Man: We believe that man was created in the likeness and image of God, but by disobedience brought depravity and death upon humanity; thus, he inherits a sinful nature and needs to be redeemed.

Jesus Christ and Redemption: We believe that Jesus Christ is the eternal Son of God, that He was born of a virgin, that He is the perfect Lamb of God, that he died and shed His blood to make atonement for the sins of man, and that He arose for our justification so that through repentance and faith we might be saved.

The Person and Work of the Holy Spirit: We believe in the deity and personality of the Holy Spirit. We believe he convicts of sin, effects the new birth, gives guidance in life, empowers for service, and enables perseverance in faith and holiness.

The Institution of the Church: We believe that the church is the body of Christ, a brotherhood of the redeemed, and a disciplined people who obey the Word of God. We believe that Christ commissioned the church to go into all the world to make disciples of all men and to minister to human need.

The New Testament Ordinances: We believe that these New Testament ordinances are for the Christian: baptism be administered upon confession of faith, communion be observed as a memorial of Christ's death and coming again, feet washing be observed literally by the saints, the holy kiss be practiced as an expression of Christian love, the Christian woman be veiled, anointing of oil be administered to the sick for healing to those who call for it in faith, and that marriage be the union of one man and one woman for life with Christians marrying "only in the Lord."

The Christian's Relation to Society: We believe that the state is ordained of God to maintain order in society. It is the Christian's duty to honor and pray for those in authority, but Christ's disciples are to refrain from carnal force in human relations, and Christians are to show love for all men.

The Person and Work of Satan: We believe that Satan is the personal enemy of God, that he is the deceiver of mankind, and that he is at work in men promoting evil and that he is seeking to draw them away from God.

The Return of Christ: We believe in the imminent return of Christ to receive the righteous unto himself. We believe that He will judge the world in righteousness and bring to fulfillment the restitution of all things unto God.

The Final Consummation: We believe in hell as the place of eternal punishment for the devil, his angels, and the unrighteous. We also believe that God has prepared heaven as the place for the righteous to enjoy His fullness and to glory eternally in His presence.

PATRONS

004

The school is open to all those persons who support the above statement of faith and who share the objectives outlined in this constitution as a goal for your children. Prospective patrons will be interviewed by the administration. Patrons are requested not to have a television in the home, but we realize that the things found on television can also be found online. Please carefully and consistently monitor what your child is watching. "Above all else, guard thy heart; for out of it flows the issues of life."

Patrons are responsible for the following:

1. Pray for the school.
2. Attend parent-teacher meetings.
3. Pay Tuition Promptly.
4. Prepare their child for entrance into school by teaching him/her prompt, cheerful obedience and a submissive, respectful attitude toward teachers and other persons.
5. Support the teachers and administration and support all standards and regulations of the school.
6. Speak respectfully of Teachers with and around your children.

GOVERNMENT

GOVERNMENT

101

Fairhaven Christian School shall be operated by the ministers of Mine Road Amish Mennonite Church and the elected school board. Members of the school board and other committees shall receive no compensation but will be reimbursed for any expenses necessary in the operation of the school.

DUTIES AND POWERS OF THE BOARD

102

The school board is responsible to practice spiritual leadership, hire and work closely with the principal, maintain vital relationships with faculty and staff, evaluate all teaching staff, establish school regulations and policies, hire personnel and delegate responsibility as needed, determine salary and staff benefits, dismiss personnel when necessary, actively engage in long range planning, provide financial stability, and exercise final authority together with the pastoral committee.

The school board is responsible to appoint special committees as needed. These committees may be temporary in nature and may include at least one member of the school board.

Other responsibilities of the board:

1. Delegate the responsibility of keeping buildings and grounds in proper condition to the maintenance committee. The school board and the maintenance committee meet annually at the March board meeting to discuss maintenance needs.
2. Plan curriculum with cooperation of the teachers and approval of the pastoral committee.
3. Plan schedules related to holidays, daily hours, patron meetings, etc.
4. See that all necessary materials are supplied for the efficient operation of the classrooms.
5. Hold an annual business meeting for the patrons near the end of the school year.
6. Have a liability insurance plan to cover the teachers while they are at school.

NUMBER AND QUALIFICATIONS

103

The school board will consist of at least three brethren who meet the qualifications defined below, along with the administrator and assistant administrator. They will be Spirit-filled brethren who have conviction for the need for Christian education and who are willing to give themselves to the work of the school for the honor and glory of God.

1. They shall be in harmony with the school's constitution and statement of faith.
2. At least one shall be a member in good standing from Mine Road Church.
3. They shall demonstrate a strong conviction for Christian education.
4. Family members, particularly the spouse, shall be supportive of school positions and policies.

ELECTION AND TERMS

104

Board members will be voted in by the patrons at an annual business meeting from nominations submitted by the pastoral committee. Board members shall serve a three-year term with one member elected annually. A member may not succeed himself after three terms.

The executive committee of the school board will consist of a chairman, secretary, and treasurer. These officers shall be elected annually at the last meeting of the school board in the school fiscal year (August 1 to July 31). Elections become effective at the beginning of the succeeding fiscal year.

REMOVAL FROM OFFICE

105

If any board member disqualifies himself during his term of service, investigation by the school board and pastoral committee should be made to determine whether such a person's resignation should be sought. A three-fourths vote by members of the board and pastoral committee shall be required to call for a resignation.

ADMINISTRATOR AND ASSISTANT ADMINISTRATOR

106

The school board and the pastoral committee will elect an administrator and an assistant administrator from the pastoral committee.

Duties of Administrator:

The administrator will have general oversight of the school with his primary responsibility being staff related. He will serve on the school board to insure a close working relationship between the pastoral committee and the school board.

It is the responsibility of the administrator to:

1. Solicit for teacher needs.
2. Conduct interviews with prospective teachers.
3. Conduct interviews with prospective patrons.
4. Observe staff relationships and mediate restoration if need requires.
5. Observe and evaluate teacher-student relationships and give constructive encouragement and counsel.
6. Be available to assist in resolving student problems that may arise.
7. Visit classrooms frequently and observe overall operation.
8. Attend Staff Meeting.

Duties of the Assistant Administrator:

The assistant administrator will serve as a member of the school board and is to be present at prospective teacher interviews and prospective patron interviews. He is to be available to meet staff for staff meetings if the administrator is unable. He will also serve as school board vice-chairman.

DUTIES OF THE CHAIRMAN

107

It is the responsibility of the chairman to call the board meetings to order at the appointed time, to preside at all meetings, and to announce business before the assembly in its proper order. He will assume responsibility for the general administration of the school board.

DUTIES OF THE VICE-CHAIRMAN

108

It is the responsibility of the vice-chairman to execute the duties of the chairman in his absence or at his request.

DUTIES OF THE SECRETARY

109

It is the secretary's responsibility to keep minutes of all proceedings of the board and to read them at the succeeding meeting. He will be responsible for all board correspondence. Upon approval of the board, he will properly sign all papers and documents. At the expiration of his term of office, he will transfer all papers and records to his appointed successor.

DUTIES OF THE TREASURER

110

It is the responsibility of the treasurer to serve as a trustee of the school's operating account. He shall present to the board monthly financial reports and shall present a full financial report to the annual business meeting. He will make disbursements upon approval of the school board. His books and records will be open for inspection upon appointment and will be audited annually.

Other duties of the treasurer are as follows:

1. Notify patrons of the tuition costs before the beginning of each school year and collect tuition from patrons.
2. Collect and handle any school related offerings with the help of the school board.
3. Arrange for the teachers' annual Christmas gift.

PASTORAL COMMITTEE

111

The pastoral committee consists of the ordained brethren of Mine Road Amish Mennonite Church. They will have the following responsibilities:

1. Be present at the board meetings.
2. Assist in maintaining a godly atmosphere.
3. Plan a weekly devotional period for the school.
 - a. The ministers will rotate this responsibility for a one-year term.
 - b. It was decided to have patrons and ministers from participating churches for this devotional.
 - c. Other speakers shall be doctrinally in support of Mine Road Church's Statement of Faith
 - d. The use of visual media is not accepted for devotions except for a mission emphasis.
 - e. Special meetings with a mission emphasis should be included in the yearly schedule.
4. Give counsel whenever and wherever needed.
5. Be present when important changes in school operations are considered.
6. Prepare a slate for the election of school board and maintenance committee members. Nominees that are not from Mine Road Church need to have a clear recommendation from their ministers before being put on the slate.

7. Be in charge of the annual business meeting.
8. Review all new curriculum and make a recommendation to the school board about its use.
9. Share voting rights and final authority with the school board.

ANNUAL BUSINESS MEETING

112

There will be an annual business meeting near the end of the school term. The pastoral committee is in charge of this annual reorganizational meeting.

The following items of business shall be addressed:

1. Election of School Board Member (three-year term). Slate prepared by pastoral committee. Members cannot serve more than three terms in succession.
2. Election of Maintenance Committee Member (a three-year term). Slate prepared by pastoral committee. Members may be reelected.
3. Election of Parent-Teacher Fellowship Committee Member (a two-year term). Nominees from patron body. Members cannot be reelected.
4. Election of Library Committee Member (a three-year term). Slate prepared by school board. Members may be reelected.
5. Election of Food Committee Member (a three-year term). Nominees from patron body. Members cannot be reelected.
6. Election of Auditors (a two-year term). Slate prepared by school board.
7. Election of Coordinator of Volunteers (a one-year term). Slate prepared by school board. Coordinator cannot be reelected.
8. The treasurer will give a financial report.

BOARD MEETINGS AND QUORUM

113

The school board will meet on a designated night of each month to transact its regular business.

Board members and pastoral committee members will alternate the opening devotions at the board meeting. They will follow an alphabetical order by first name.

A quorum must be present for the school board to transact business. A simple majority (at least three of the five school board members) constitutes a quorum.

The board chairman may call the board together for special meetings at his discretion.

COMMITTEES

APPOINTMENT AND FUNCTION OF COMMITTEES

201

The pastoral committee and school board may appoint other committees to carry out specific duties. All committee decisions are subject to board approval. These committees may be temporary in nature and may include at least one member of the school board.

FINANCE COMMITTEE

202

This committee, consisting of three members, is appointed by the school board to solicit for donations as needed.

This committee will seek and plan ways to reduce the school debt as well as raise money for future needs. The dissolution of this committee is at the discretion of the school board.

It is the policy of the board to not have school auctions. Fund raisers for the school account that involve the students selling fundraiser products shall be limited to two per school year. Persons interested in organizing fundraisers shall consult the school board.

MAINTENANCE COMMITTEE

203

The maintenance committee consists of three brethren. At least one shall be a member of Mine Road Church. They will be elected for a three-year term by the patrons at the annual business meeting from a slate prepared by the pastoral committee. They may be reelected.

This committee will assume responsibility for the general upkeep of the buildings and grounds. They will be responsible to the school board for any maintenance needs. The school board and the maintenance committee meet annually at the March board meeting to discuss maintenance needs.

They will organize the annual school cleaning and make up the weekly patron-cleaning list. They are responsible to set up and serve as ushers at school-related meetings as needed.

COORDINATOR OF VOLUNTEERS

204

One couple shall serve as Coordinator of Volunteers. They will be elected by the patron body from a slate prepared by the school board and serve a one-year term. They may not be reelected.

Their responsibilities include the following:

1. Coordinating volunteers for or appointing room mothers.
2. Helping with picnic day activities for the children. (This responsibility is to be shared by the outgoing and new couples.)

LIBRARY COMMITTEE

205

The library committee consists of three couples, the secretary and a teacher. The couples will serve a three-year term and may be reelected. They will be elected by the patrons at the annual business meeting from a slate prepared by the school board.

They are responsible to keep the library supplied with good, wholesome books; to keep them in good repair; and to disperse of old or unused books. They will operate with funds supplied by the school board.

FOOD COMMITTEE

206

This committee consists of three couples. They will be nominated and elected by the patron body for a three-year term at the annual business meeting.

They are responsible to plan the meal for the annual school picnic and any other needs that may arise.

PARENT-TEACHER FELLOWSHIP COMMITTEE

207

This committee is composed of at least two patron couples who are nominated and elected by the patron body at the annual business meeting for a two year term. One new couple shall be elected each year.

It is the responsibility of this committee to plan meaningful and challenging parent-teacher fellowships. They shall work with the principal in planning dates and times and communicating with the patron body.

Guidelines for Parent-Teacher Fellowship Meetings:

1. P. T. F. meetings are held three times a year.
2. Meetings are opened with singing and devotional period.
3. Minutes are kept and read by the P. T. F. committee.
4. Speaker are assigned an appropriate topic for a P. T. F.
5. Reports will be given by the following:
 - a. The principal.
 - b. Each teacher shall give at least one report per year.
 - c. The treasurer.
 - d. Other school committees shall also give reports as they are needed.
6. Offerings are directed toward specific needs as the board directs. The treasurer shall be responsible for the collection of the offering with the help of the school board.
7. The administrator will close the meeting with his report and prayer.

ROOM MOTHERS

208

Room mothers are volunteers. They are coordinated and or appointed by the Coordinator of Volunteers or the Secretary.

Room mothers are responsible for the following:

1. Assist the teachers in planning class trips and help supervise students to assure courtesy and respect in public places.
2. Plan a birthday party for each teacher.
 - a. Plan a personal gift.
 - b. Keep the party simple.
 - c. If the teacher's birthday is during the summer months, plan something special during the school year.
3. Plan a least one hot lunch for each class per school year.
4. Room Mothers are **not** responsible for arranging the teacher's Christmas gift.

PERSONNEL

PRINCIPAL

301

The principal is in charge of the classroom teaching program with input from the staff and the school board and is responsible for the daily operation of the school. He shall implement and effectuate the policies established by the school board. As spiritual and academic leader of the school, he shall be responsible for the supervision of the staff. He will meet with the staff on a regular basis.

The principal will attend board meetings except when he is excused from a meeting where personal topics are discussed, such as salary, or where there are personal problems to be resolved.

The principal's responsibilities include the following:

1. Assist the administrator in interviewing prospective teachers.
2. Conduct new teacher orientation meetings.
3. Assist the administrator in interviewing prospective patrons.
4. Conduct Parent Orientation meetings.
5. Create the school calendar and have it approved by the board.
6. Report enrollment and attendance to the local public school authorities and handle all correspondence concerning the school's relationship with Harrisburg and the public

The following shall be overseen by the principal or conducted by the principal:

7. Organize Parent-Teacher Conferences
8. Report to patrons at PTF and send a newsletter report with Progress Reports.
9. Handle pre-testing and placement of new students.
10. Maintain all attendance records, academic records, health records, supplies and such records that relate to schoolwork.

SPECIFICATIONS FOR PRINCIPAL EMPLOYMENT

302

The following qualifications are essential for principal employment:

1. Evidence of faithfulness in the Christian life and in upholding sound Biblical principles.
2. A conviction for Christian school education.
3. Positive character qualities of submission to authority, obedience, patience, humility, teachableness, integrity, impartiality, not given to anger and passionate.
4. Love for children.
5. A willingness and ability to exercise consistent discipline (Proverbs 13:24).
6. Academic competence.
7. Aptness to teach.
8. A desire for a ministry, not just a job.
9. A high school education and some additional training are recommended.

TEACHERS

303

Teachers shall give evidence of faithfulness in the Christian life and uphold sound Biblical principles. They will display the positive character qualities of submission to authority, obedience, patience, humility, teachableness, integrity, impartiality, not given to anger and passionate.

Prospective teachers shall fill out an application form and be interviewed by members of the school board. They must be in good standing in the congregation where they are members. They will be hired by the board at a salary decided on by the board and agreed upon by the teacher. They are under the authority of the administration.

They oversee the general welfare of the school and see that order is maintained as outlined in this handbook with the support of all patrons and involved persons.

They are responsible for the daily academic teaching and training of the students in their care.

Additional responsibilities of the teacher:

1. Keep daily attendance records and issue excuse cards for all absences, tardies, and early departures.
2. Keep grades and academic records updated on a daily basis.
3. Fill out progress reports or report cards as required by the principal.
4. Conduct a daily time of devotions in a reverent, worshipful atmosphere.
 - a. Be selective as to the type of songs used in devotions.
 - b. Use Scripture as a part of devotions.
 - c. Have a prayer asking God's blessing on the day.
5. Have a Bible Memory Program. Grades 2-8 are on a schoolwide rotation.
6. Be responsible for student conduct BOTH in the classroom and at recess.
7. Plan and oversee recess activities--be on the playground with the children!
8. Attend the regular staff meetings.
9. Consistently communicate with parents.

Teachers can expect classroom evaluation from those appointed by the administration.

TEACHER ABSENCES

304

Salaried teachers may have up to four personal days off with pay. Teachers need board approval for more than four personal days off. Funerals and sick days are not considered personal days off. Youth events and mission trips are considered personal days off. All substitute teachers must be approved by the administrator or the principal.

For payroll purposes teachers are responsible to report to the principal and to notify the treasurer of any absence.

NOTIFICATION OF CHANGE IN EMPLOYMENT

305

Teachers will need to reply to the board by March 1st concerning their decisions regarding teaching the next year.

Teachers will need to give a three-month advance notice if not intending to finish the school year.

They will be notified in advance by the board if they are to be released for any reason during the school term.

EDUCATIONAL CONFERENCES

306

C.L.E. training and ACSI conferences for teachers and aides will be paid by the school treasurer. Enrollment fees and transportation expenses of any board-approved workshop will be paid by the school treasurer. The board will pay fuel plus \$0.25 per mile.

Part time teachers who spend 10 or more hours per week in the classroom are paid a normal wage if they attend weekday workshops. The board shall pay tuition, registration, and travel costs for summer teacher training at Faith Builders or similar schools.

PERSONNEL DRESS STANDARDS

307

School personnel shall follow their congregation's dress standards. Failure to comply will result in a contact from the administrator and a further contact with the home congregation. School personnel shall acquaint themselves with the standards of dress for the pupils, abide by them, and be an example at all times.

Every staff member should strive for the same testimony as the Apostle Paul: "Those things, which ye have both learned, and received, and heard, and seen in me, do: and the God of peace shall be with you." (Phil. 4:9).

STUDENT-RELATED POLICIES

ADMISSIONS POLICY

401

Parents who desire to enroll their children at Fairhaven Christian School should request an admissions package from the school and must complete and return the following:

1. Application for Admission.
2. Personal and family information.
3. Medical History Form.

Following application, prospective patrons will be interviewed by a school board member, the administrator and the principal. Following the interview, the parents will be notified as to the acceptance of the child.

Placement of incoming students in the proper grade will be determined on the basis of transferred records and the administration of standardized tests.

Children entering the first grade must be six years old by September 1st.

COMPULSORY SCHOOL ATTENDANCE

402

School will be in session from 8:30 AM to 3:00 PM Monday through Friday.

As Christians we are committed to upholding and practicing the state law concerning school attendance.

Absence and tardiness:

All absences and tardies, except sickness, should be cleared with the teacher in advance.

The following constitutes legal (excused) absences:

1. Sickness.
2. Death in the immediate family (including funeral services).
3. Doctor and dentist visits.
4. Religious holidays.

5. Family trips: Grades 1-8 must be with parents, grandparents, custodial guardians, or teacher. The principal must be notified one week for each day of the absence, in advance and plans must meet his approval in order to be considered a legal absence. Example: If you plan to be absent 3 days, the request must be handed in three weeks prior to the trip/absence.
 - Although we try to be flexible with mission trips and other necessary trips, they should be kept to a minimum during school times.
6. One day excused absence shall be permitted for the annual Jr. Hunt in Pennsylvania. All other absences including sports, hunting, and other leisure activities are illegal (unexcused) absences.

Definitions:

1. Students arriving at school up to two hours late are counted **tardy**.
2. Students arriving after 10:30 AM are marked **one-half day absent**.
3. Students leaving school after 10:30 AM but before 1:30 PM are marked **one-half day absent**.
4. Students leaving school after 1:30 PM are marked **early departure**.
5. Any **unexcused** tardies or **unexcused** early departures are counted one-half day absent.

Although the state does not penalize the parent or child until after the third day of unexcused absence, the law considers any **unexcused** absence a violation of the compulsory school law and subject to a fine after more than three days have accumulated.

CONDUCT AND DISCIPLINE

403

Students shall submit themselves to the order of the school as outlined in this policy manual plus any other restrictions the teachers, principal or board deem necessary. Parents are to help students to willingly observe all the rules of the school.

Students will be taught to exercise due respect for those differing in religious belief and practice. Mistreatment, bullying or mocking of any student by another student is not tolerated. Teachers will discipline and report any such misconduct to the parents of the child. The Golden Rule is to be practiced by everyone. (See Matthew 7:12).

General Rules:

1. The teachers have authority over all students from the time of their arrival at school, including playground activity, until their departure after dismissal.
2. Students shall be courteous and respectful to the teacher and to the other students.
3. Students shall not leave the school ground at any time without the teacher's permission.
4. Bicycles may be used for transportation to and from school only.
5. Moving about, talking or sitting together while school is in session will be kept to a minimum and will be with permission only.
6. Unscriptural pictures, indecent conduct, nasty language--oral or written-- is not tolerated.
7. Loitering in the restrooms is not permitted.
8. The office, supply closet, cleaning closet, all gym closets, basement closet, kitchen and staff room are OFF LIMITS for students except by permission.
9. Games, crafts, and art projects shall be consistent with Christian principles. All games are provided by the school with school board approval.

10. No substance abuse is allowed on or off school property any time a student is enrolled at Fairhaven Christian School.
11. Chewing gum is not allowed at school or school related activities.
12. All textbooks will be properly issued by the teacher and checked on return. Students are expected to treat all textbooks respectfully.
13. Parents are responsible for any careless or deliberate breaking, defacing or otherwise destroying any books, desks, windows or other school property. Damage shall be reported immediately.
14. Resource books shall not be taken home without permission.
15. All reading materials and recorded media must be approved by the teacher. Romance or related books and/or magazines are not permitted. Recorded media shall not have instrumental music.
16. Cell phones, personal media, electronic games, etc. may not be used at school or on school related activities.

Dress Standards:

Parents shall provide simple, modest clothing becoming for conservative people. Biblical principles of modesty and simplicity shall be upheld at all times. Loud styles and colors shall not be tolerated. Students shall wear sleeves that cover the top half of the upper arm. Jewelry is not permitted. Clothing with letters or pictures is not to be worn. Shoes and socks are to be worn.

For Boys: All shirts are to be completely buttoned except for the button at the collar. Shirrtails must be kept tucked into pants. No tee shirts, tight pants or athletic pants shall be worn. Hair shall be properly cut and combed.

For Girls: Dresses and skirts shall be long and full enough to come well below the knees even in the sitting position. Clothing may not be form-fitting, sheer or have low necklines. Blouses must be long enough to cover all the way to the skirt at all times. Skirts with slits are not permitted. Snow pants may be worn for skating or sledding if they are worn under a skirt. Leggings may be worn but should match the skirt length. Hair should be restrained and not left hanging.

Demerits:

A demerit is a consequence for breaking a school expectation or a God Rule.

Schoolwide Rules and Expectations:

God Rules:

- Respect and Honor God.
- Respect all Authority.
- Treat Others with Respect.

School Expectations:

- Shirt tails must be tucked in
- Silently walking in the hallway is expected from 8:30-2:50 each school day.
- Chewing gum is not allowed
- Students are not permitted in closets, staff room and kitchen without express permission from a Teacher.

Steps of a Demerit:

1. A demerit slip is given to the student.
2. Parents are notified.
3. Student fills out a Demerit Slip clearly outlining what expectation they broke.
4. The Teacher also fills out a Demerit Slip clearly outlining what expectation the student broke.
5. The student takes the Demerit Slip home.
6. Parents must sign and return the Demerit Slip.

Consequences of a Demerit

- Student must stay in from recess a minimum of ten minutes. The amount of time and what the student does during that time is opened to teacher discretion.
- When a student receives three or more demerits in one day, it results in a detention.

Grades 1-4:

- There will be two consequences or warnings when a rule/expectation is broken. The third offense will merit a Demerit.
- Breaking a God rule results in an immediate Demerit.

Grades 5-8:

- Demerit is given upon first offense, unless the teacher feels that the student didn't properly understand the rule. In this case, the student should receive a written warning, which needs to be signed by the parents.

Detention:

- A detention is 3 or more demerits in one day.
- Detentions forfeit a quarter's honor roll.
- Student will need to stay at school for a minimum of one hour after school hours and engage in principal-prescribed duties.
- 1st Detention- parental signature needed for student release.
- 2nd Detention- parental attendance and signature required for student release.
- Detention Slip will include student admission of guilt and a commitment to cooperate with school rules and expectations in the future.

Probation and Dismissal:

If any discipline problem arises, the teacher shall try to solve the problem first. For more serious problems the teacher shall consult the principal. The principal shall work with the teacher, student and parents to see that the problem is properly solved and, if necessary, that restitution is made.

Students in violation of school guidelines can expect the following sequence of events to occur:

1. Teacher-student conference.
2. Teacher-principal-student conference.
3. Principal-student conference.
4. Suspension by the principal and reacceptance by the school board.
5. Expulsion by the school board.

In some cases, one or more of the above steps may be skipped in favor of those most suitable in a particular situation.

EDUCATIONAL DAYS (E-days):

404

E-days are counted as full school days; therefore, they need to be used in a way that adds to the student's formal education. They are not to be taken just as a day off or a vacation.

Guidelines for E-days:

1. They need to be educational or spiritual in nature. Examples:
 - Sewing Circle or relief-work with MCC or CAM.
 - Farm sales with proper supervision.
 - Church meetings, funerals, weddings, etc.
 - Functions such as the Pennsylvania Farm Show, Ag Progress Days, John Deere Day, trade shows, etc. if accompanied by a parent or guardian.
 - Travel to another community for a church meeting or visiting relatives when used to extend a weekend trip.
 - Hunting.
2. Shopping, staying at home to do house or farm work, going to work with Dad, etc. is not acceptable unless it is used in conjunction with an educational activity.
3. All E-days must be spent with at least a parent, guardian or grandparent who is responsible to plan and to supervise the day's activities.
4. Only one E-day per quarter is carried over into the next quarter.
5. All E-days must be applied for at least **one school day** in advance. The form must be signed by the parent and the teacher when the approval is given. The student must then fill out a report of the day's activities and bring the form to school the next day.
6. Two E-days taken on consecutive days in the same week need to be approved by the Principal.

Failure to follow any of the above guidelines will forfeit the E-day and will cause the absence to be counted as an unexcused absence.

STANDARDS FOR SOCIALS AND ACTIVITIES

405

School socials after school hours shall be planned with and supervised by staff. They shall end before 9:30 PM on weekday nights or before 10:30 PM on weekend nights. Socials shall emphasize group involvement and activities. Sleepovers are not encouraged except on Friday nights and with parental supervision.

GENERAL POLICIES

TUITION AND FUND RAISERS

501

All funds needed for maintenance and operation of our school are raised by tuition fees, donations and board approved fundraisers. Participating churches are welcome to share school expenses. Tuition is calculated to barely cover teachers' salaries.

Patrons shall be prompt in payment of tuition. If little or no tuition for the term is paid by June 15 and no satisfactory arrangements have been made, re-enrollment may not be accepted.

FIELD TRIPS

502

Parents are responsible to cover all costs for the field trips. Our school will provide auto rental insurance and will make arrangements for a bus for transportation.

HEALTH SERVICES POLICY

503

Octorara Area Schools provides basic nursing care for our school. They will do height and weight checks, vision and hearing screening, and dental check-ups on a regular basis. If students have a regular check-up at the family dentist, you can have your dentist fill out the school form to avoid the regular school check-ups.

All students must have state required immunizations unless the parents fill out a religious exemption form. This form can be obtained from the Secretary.

Physicals are required for students before entering kindergarten and grade six. Parents are responsible to have this done by a family doctor.

The school nurse will be responsible for all health records. The school will provide a secure storage area for the records.

ATHLETICS

504

We encourage vigorous exercise and team sports for the following reasons: strengthening the body and mind, building teamwork skills, exercising sportsmanship, strengthening friendships, improving confidence, and developing mental focus. Unsportsmanlike conduct, excessive competition, and win-at-all-cost attitudes must be avoided and replaced with goodwill and encouragement.

Playing sports against other schools is not encouraged.

Track and Field Day is acceptable when a spirit that reflects the goals described above permeates the day. Awards should be limited to small ribbons for first, second, and third place.

HOME SCHOOLING

505

Home school students from Gap View and Mine Road churches and former patrons from Pequea and Weavertown churches are welcome to take their achievement tests at Fairhaven. The parents are welcome to attend our Parent-Teacher Fellowship.

CHRISTMAS AND SPRING PROGRAMS

506

The Christmas program shall have a worship emphasis with poetry, songs, choral readings, etc. Skits, plays and other forms of drama are not allowed. The use of candles is permitted if the host church gives approval.

Song selections for the programs must be approved by the principal.

RELIGIOUS HOLIDAYS

507

The following holidays will be observed: Thanksgiving, Christmas, Good Friday and Ascension Day. Others may be observed by proper arrangement.

INTERNET POLICY

508

All Students and Staff will observe the following rules concerning the use of school-owned computers and other technology.

1. All Students must sign a Technology Agreement before they are allowed to access any school-owned technology.
2. After signing the Technology Agreement, students must abide by those guidelines or their Internet privileges will be revoked.
3. Students are only allowed to access Typing.com. The only exception is during History and Science Fair.
4. Teachers must use discernment when using the Internet to teach. It is recommended that the Internet be used only if the textbook does not clearly illustrate the subject or if the illustration found on the Internet significantly enhances the understanding of the subject.
5. Internet use in class must not take away from student's study time.
6. Teachers need to be careful that they do not spend unnecessary personal time when using the Internet.
7. The Internet is not to be used for unnecessary news, sports or entertainment.
8. An appropriate filter and an accountability program must be in place that allows others to review how the Internet is being used.

MISCELLANEOUS POLICIES

509

School Pictures:

School pictures will be taken once each year. Any patrons not interested in having their students photographed may be exempt.

Keyboard:

A musical keyboard may be used in class for teaching purposes only.

Yearbook:

When a yearbook is produced by the school, its purpose and objectives shall be to give information about routine school life, extracurricular activities, academic development and progress of the school. It serves as an incentive to student commitment, achievement, and fulfillment.

Guidelines for the yearbook:

1. Yearbook production shall be supervised by the school principal or principal appointee with school board approval.
2. The content shall convey God-fearing character and conduct.
3. The reports and articles shall be creative and sincere.
4. The photos shall be constructive in nature, portraying the life of the school body and shall be complimentary to school standards and policies in every respect.
5. The Yearbook shall be proofread by the school board before publishing.

AMENDMENTS**510**

The aforesaid by-laws can be altered or amended at a meeting of the school board whereupon the patron body shall be informed.

This constitution may be amended at any meeting by a two-thirds vote of the members. All members shall be notified in writing two weeks in advance of the policy to be considered for amendment.

All suggestions for amendment shall be referred to the pastoral committee for counsel.

USE OF SCHOOL PROPERTY**511**

Any meetings or activities other than school functions must be approved by the principal.

Renting out the playground and ball fields shall be limited to groups that are affiliated with patrons of the school. School property may not be used by sports leagues for games or practice. Drama, musical instruments, movies, radios, television, or similar media are not permitted on school property.

DISSOLUTION**512**

In the event of the dissolution of Fairhaven Christian School the members of school board are appointed as executors for the distribution of assets. All assets shall go to the Mine Road Amish Mennonite Church located near Gap, Pennsylvania.