

Dock Mennonite Academy

Grades 9-12 Student Handbook 2024-2025

Dock Mennonite Academy inspires and equips each student to serve with a global perspective by integrating faith, academic excellence, and life-enriching opportunities in a Christ-centered community.



DOCK

MENNONITE ACADEMY

Graduate Profile

Dock Mennonite Academy provides an Anabaptist-Mennonite education¹ and recognizes that its graduates are in transition. The educational process seeks to honor and develop the uniqueness of each student within the community, fostering each one's gifts and talents. To this end, a graduate of this educational system is a person who is encouraged to become someone who:

Academic

- values and demonstrates life-long learning including skills of problem solving, problem posing, critical thinking, and cooperation.
- exhibits competency in the basic skills and knowledge of the academic disciplines.
- communicates effectively through speaking and writing.
- uses, recognizes, and appreciates creativity and artistic expression.
- incorporates available technology appropriately.

Spiritual

- embraces a personal relationship with Jesus Christ.
- exhibits a growing life of discipleship.
- practices spiritual disciplines.
- discovers, defines, and develops her/his God-given gifts.
- cultivates a Christian worldview informed by Anabaptist/Mennonite theology and tradition.
- articulates his/her beliefs, values, and convictions clearly.
- accepts the scriptures as the Word of God and as the fully reliable and trustworthy standard for Christian faith and life.

Lifestyle

- practices stewardship of all that God has entrusted to her/him.
- thinks and operates with a global perspective.
- promotes forgiveness, understanding, reconciliation, and non-violent resolution of conflict.
- participates in congregational/church life.
- respects diversity.
- models servanthood by participating in service opportunities.
- practices wellness of mind and body.
- values God's Word, people, and creation.
- understands and applies digital citizenship.

Framed within the context of the *Confession of Faith in a Mennonite Perspective*.

<http://www.mcusa-archives.org/library/resolutions/1995/index.html>

Approved, Board of Trustees – December 19, 2017

ACADEMICS

Schoology: Teacher/Classroom Information

- Access to student academic information is provided to all students and parents. Your online account should be checked regularly for homework

Homework

- Homework is given to reinforce concepts and skills.
- Students are expected to use Schoology to support study skills, and to hand in assignments on time.
- If homework is late, grades may be lowered.

Grouping

Our program is designed to nurture and challenge students, with an emphasis on building community and skills, with some differentiation of content, processes, and activities.

Academic Integrity

Dock Mennonite Academy values integrity in all aspects of the learning process. Teachers design activities and projects that promote critical thinking, problem-solving skills, creativity, and personal investment in learning. Students are expected to demonstrate honesty, respect, and responsibility in all their work. Plagiarism and other forms of cheating are considered violations of the Covenant Statement

1. Homework and Project Completion:

- It is expected that each student will carefully complete his or her own homework and projects in the manner directed by the teacher.
- Students shall not copy others' work, share work for others to copy, have someone else complete the work, inappropriately use technology to complete work, or use other dishonest methods.

2. Test Taking:

- It is expected that each student will carefully complete all tests and assessments to the best of his or her ability. This includes careful study and preparation, and focused attention on one's own work during the test.
- Students shall not obtain unauthorized information about the test, bring unauthorized materials to the test period, look at other students' materials, or use other dishonest methods.

3. 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 via proper MLA format for:
 - 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
- Students are expected to follow directions carefully to avoid both intentional and unintentional plagiarism. Any form is unacceptable. See the next page for more information.

4. Acceptable Use of Technology:

- Technology will be used for academic purposes only within the school's mission, curriculum, and the letter and intent of board policy including the Dock Covenant Statement.
- Bluetooth headphones are not permitted to be used and should not be seen during the school day from 7:50-2:45.

Definition of Plagiarism

Any use of another's ideas, words, or other original material without properly acknowledging the source.

Examples of Plagiarism:

- Direct plagiarism is the intentional copying of material from a source without using quotation marks or citing the source. This ranges from copying short sections of text to copying whole papers. This also includes downloading papers from online

sources, using another student's paper, or having someone else write the required paper. This is the most serious level of plagiarism.

- Sloppy citation is inaccurate or incomplete use of quotation marks and citations in the text or on the Works Cited Page. It includes the use of phrases or a few lines of text without giving proper credit.
- Patchwork writing is 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.
- Lack of MLA documentation.
- Incomplete or improper MLA documentation.
- Documentation that does not match the material.

Resources for Avoiding Plagiarism:

- The course teacher
- Handouts available in the library for the Works Cited Page and In-Text Citations
- Director of the Library
- *The MLA Handbook for Writers of Research Papers* – available in the library
- Any English teacher
- Web Resources: The Dock 9-12 Library Schoology Course
- Examples of plagiarism from Turnitin - <https://www.turnitin.com/static/plagiarism-spectrum/>

Consequences for Violations of Academic Integrity:

As a component of the Covenant Statement, violations of the Academic Integrity Policy will be reported to the principal. Consequences will be handled by the classroom teacher and administration in a manner that values honesty, respect, responsibility and the learning process.

Possible consequences include, but are not limited to:

- Contact with parents
- Reduction in credit, if the student is given the opportunity to redo the assignment
- A failing grade or a zero for the assignment
- A failing grade for the course

Report Cards

Report cards, issued after the close of each grading period, should be examined by parents.

Grading Scale:

Grade	Percentage	Point Value	Honors Point Value	AP Point Value
A+	98-100	4.37	4.80	5.25
A	93-97	4.00	4.40	4.80
A-	90-92	3.63	3.99	4.36
B+	87-89	3.37	3.71	4.04
B	83-86	3.00	3.30	3.60
B-	80-82	2.63	2.89	3.16
C+	77-79	2.37	2.61	2.84
C	73-76	2.00	2.20	2.40
C-	70-72	1.63	1.79	1.96
D+	67-69	1.37	1.51	1.64
D	63-66	1.00	1.10	1.20
D-	60-62	.63	.69	.76
F	Below 60	0	0	0
P	Passing			
I	Incomplete			
WP	Withdraw Passing			
WF	Withdraw Failing			
*	Progress Grade			

Grade Point Average (GPA):

A student's official cumulative GPA is calculated at the end of each year. The GPA is computed by multiplying each final grade's *point value* times the assigned course *credit* (see course listings). That product is referred to as the *quality points* for the course. The sum of all the *quality points* is then divided by the total number of credits attempted, equaling the GPA. Honors classes use a multiplier of 1.1 and AP classes use a multiplier of 1.2 times the grade's *point value*. For further explanation, please see view our website- [Grading & Assessment - DOCK MENNONITE ACADEMY](#)

Incompletes:

Students are responsible for contacting their teachers regarding any missed work. An Incomplete is given only when there are justifiable reasons for late work. The grade for any assignment not resolved *within two weeks* of the end of the quarter will automatically become an "F" unless other arrangements are made with the teacher and guidance counselor.

Withdrawing from a Class:

When a student withdraws from a given course after the stated deadline, the withdrawal will be noted on the permanent record. A "WP" notes that satisfactory work was being completed in the course at the time of withdrawal. A "WF" notes failing work at the time of withdrawal. Withdrawing from a course requires guidance counselor, teacher, and parent permission. Students who withdraw from a course are not eligible for Honor Roll and Open Study Hall that quarter.

Progress Grades:

A Progress Grade indicates that a student is making significant progress according to the evaluation criteria appearing on the course outline, even though the standard levels of achievement have not been attained. Progress Grades are coordinated by the Learning Support and Guidance staff. Students who receive a progress grade are not eligible for Honor Roll and Open Study Hall that quarter.

Testing and Examination:

Because tests and assessments are important elements of an effective curriculum, they shall be given in all courses taught at Dock. Such assessments measure achievement and can provide incentives for further learning. The number of assessments given may vary with the nature of the course. Students should be prepared for quizzes, tests, and final exams. Other assessments will be given at the discretion of the teachers. Students may request alternate scheduling if more than three major tests are scheduled for one day.

Standardized Testing:

- Sophomores are eligible to take the PSAT. They must register in the Guidance Office.
- ALL juniors will take the PSAT and the National Merit Scholarship Qualifying Test.
- Juniors are encouraged to take the SAT test in the spring of their junior year.
- Seniors applying for college admissions are expected to take the SAT or the ACT by fall of the senior year.
- See www.collegeboard.com or www.act.org for registration details.

Academic Awards:

Honor Roll

Students who perform well in their schoolwork are recognized by being placed on the school honor roll. To receive honor roll recognition, a student must earn a 3.0 average (B average). Students are not eligible for the honor roll if they receive Progress Grades or any grade lower than a C, or if they withdraw from a class with either a WP or WF. Honor rolls will be published on the school website.

Graduation Awards

The school diploma represents a significant achievement of academic pursuit. In addition, the following awards are presented annually as part of the commencement program:

- **Department Awards:** To one senior with the highest subject area achievement as determined by each academic department and the faculty.
- **Summa Cum Laude:** To all with a cumulative GPA of 4.00 or better from grades 9-12
- **Magna Cum Laude:** To all with a cumulative GPA of 3.85 to 3.99 from grades 9-12
- **Cum Laude:** To all with a cumulative GPA of 3.70 to 3.84 from grades 9-12
- **Christopher Dock Awards:** To one boy and one girl recognizing citizenship, scholarship, leadership, and Christian character during their high school career. This high honor is determined by the faculty.

National Honor Society:

The National Honor Society chapter at Dock seeks to create enthusiasm for academics, to promote leadership, and to develop character in our students. Students who have a cumulative GPA of 3.5 or higher are considered for the National Honor Society. Membership is granted to students who are selected by a five-member faculty committee. The selection committee reviews each eligible student's Profile Form to help them objectively assess the student for selection in areas including academics, service, leadership, and character.

NCAA Requirements for College Athletes:

Students interested in playing Division I, II, or NCAA college sports must meet specific eligibility requirements. See the Guidance Office and www.ncaa.org for more information.

Academic Probation:

Academic probation is applied to certain students based on their prior academic performance. Students on academic probation are ineligible for most co-curricular activities. If unsatisfactory progress is made during the first nine-week probation period, further guidelines and restrictions on the student's time will be enforced. Enrollment may be terminated if satisfactory academic progress is not attained.

Remediation of Credit:

Students may be recommended by instructors for approved remediation with an accredited teacher or summer school programs retaking the course to make up subjects failed during the previous school year. If the tutoring option is chosen by the student and recommended by the instructor, details of the expectations are available at the Guidance Office. A maximum of three credits earned through summer school and/or tutoring may be applied toward graduation requirements. Credit received through remediation will raise the final course grade to no higher than a "C."

Dock Mennonite Academy - Grades 9-12

Class Schedule

Times	Monday	Tuesday	Wednesday	Thursday	Friday
7:50 - 9:18	1 or 2	1 or 2	1 or 2	1 or 2	1 or 2
9:24-10:03	Chapel 3	Band, Orchestra, Activity	Chapel 3	Band, Orchestra, Activity	Chapel 3
10:09-11:37	4 or 5	4 or 5	4 or 5	4 or 5	4 or 5
11:37-12:22	Lunch 6	Lunch 6	Lunch 6	Lunch 6	Lunch 6
12:27-1:11	7	7	7	7	7
1:17-2:45	8 or 9	8 or 9	8 or 9	8 or 9	8 or 9

7:50-9:18	Period 1/2	88 minutes
9:24-10:03	Chapel/BO/Activity	39 minutes
10:09-11:37	Period 4/5	88 minutes
11:37-12:22	Lunch	45 minutes
12:27-1:11	Period 7	44 minutes
1:17-2:45	Period 8/9	88 minutes

Day 1 - Periods 1, 4, 7, 8

Day 2 - Periods 2, 5, 7, 9

Day 1 and 2 rotate each subsequent day

APPEARANCE CODE

The basis for Dock Mennonite Academy's policy rests on the following Christian principles:

- Our bodies are temples of God.
- Dress is an expression of God's creativity.
- Dress should be modest.
- Dress should reflect good stewardship of resources.

The following student attire is considered appropriate for the educational setting on our campus:

- Dress shirts
- T-shirts
- Pants or jeans
- Dresses, skirts, or shorts that are no shorter than fingertip length
- Footwear shall be worn at all times
- All attire must have sleeves

The following is considered inappropriate (and shall not be worn):

- Sunglasses inside buildings
- Hats or hoods in Dock's chapel
- Hoods should not be worn during class, unless the class is engaged in outdoor activities
- Revealing attire e.g., tops do not cover the torso
- Clothes that resemble or advertise the armed forces
- Hairstyles/ hair color, piercings, tattoos, and logos that contradict Dock's Covenant Statement

The implementation of the above code is best achieved within a positive relationship among parents, students, and teachers. Teachers will establish a spirit of expectation based on these standards. If violations occur, students will be asked to report to the school office for administrative discretion.

ATTENDANCE

Attendance is a key component of success in the school program. Dock Mennonite Academy follows Pennsylvania requirements for school attendance. When a student is absent, an excuse card signed by a parent or guardian must be presented to Detweiler House upon returning to school.

Legal or Excused Absences

Requests for educational trips, college visits, family trips, mission trips, etc. are to be submitted in writing to Detweiler House at least two days in advance and must be approved prior to the absence. Leaves shall not exceed five days for the year. In all cases, arrangements for work that will be missed must be made prior to absence. Students with leaves of three or more days are required to submit an educational project.

Illegal or Unexcused Absences

Pennsylvania law requires Dock to report students with more than three illegal absences to local school authorities. Parents may then be subject to a fine before a magistrate.

Attendance records are maintained at Detweiler House and by each teacher. Students absent from a given course for more than 25 percent (5.5 classes per quarter) of the class sessions might not receive credit for the course. Exceptions for illness, when verified by a doctor's statement, will be reviewed by the Administrative Council upon a written request from parents.

Tardy

Students arriving late to school must first report to Detweiler House to obtain an admission slip. Students arriving after the close of the first period are recorded as absent for one-half day. Three unexcused tardies equal one unexcused absence. When a student is tardy for class—is not seated when the tardy bell rings—the teacher will record the tardy. A record of tardies will be maintained at Detweiler House. Over the course of the school year, discipline will be sanctioned as tardies accumulate. ½ day absent will be recorded for students arriving at 9:18 am.

Early Dismissal

Parents who wish their child to be excused before the regular time must submit a written request at least one day in advance to the office, stating the reason for the dismissal.

Make-up Work

It is the responsibility of the student to contact each teacher to receive assignments missed during an absence. If the student knows of an absence coming up, arrangements for make-up work must be made prior to absence.

If tests need to be given apart from the regular testing time because of an unexcused absence, the student needs to take the test after school hours. No opportunities will be given for make-up work after the last day of school, except for absences because of illness or by special arrangement with the teacher and principal.

Illness

Students must report to Detweiler House with a pass from their teacher if feeling ill. In case of severe illness, parents will be notified and written communication must be received, then arrangements will be made for the student to be sent home.

CONDUCT

Dock's Covenant Statement states behavior expectations including the importance of respecting and protecting each person's belongings, body, feeling, and opportunity to learn. Restorative practices are used throughout the school program to promote a healthy climate and effective conflict resolution. See the appendices for more information.

Behavioral Expectations

Each person must accept responsibility for his/her behavior, attitude, and conduct. Students should sense a direct responsibility to aid each other in upholding standards of behavior and character, in keeping with Christian commitment. It is the responsibility of school, home and church to be supportive of students, seeking clear communication of expectations.

Campus Boundaries

Campus boundaries include the area encircled by buildings on campus and exclude the parking lots. No student may leave the school grounds during the school day without written permission from the office. This policy is in effect from the time the student arrives on campus in the morning until the student leaves in the afternoon.

Cafeteria Conduct

1. Form a single-file line at one of the two food distribution locations.
2. Permit faculty members to move to the head of the line as soon as they arrive.
3. Students are encouraged to give thanks before eating.
4. Avoid boisterous conduct.
5. On leaving, clear off all dishes, trays, and trash.
6. Do not take food or drink from cafeteria. Note: Significant fines will be assessed for throwing food.

Chapel Conduct

To provide an environment suitable for worship, students are asked to:

1. Enter the auditorium in a spirit of reverence, avoiding loud or boisterous behavior.
2. Remove hats, hoods, etc. while entering the chapel space.
3. Cease talking and take your assigned seat before the bell rings to begin chapel.
4. Avoid sitting or standing in the rear of the auditorium or in the aisle.
5. In case of late arrival, take your seat at an appropriate time, i.e. end of song, following prayer, etc.
6. Be attentive. No sleeping, studying, or other distracting activities.
7. School materials shall be placed under the pew.

Study Hall Regulations

Students shall take their assigned seat on arriving at their designated classroom for study hall. School work or reading material shall be in hand. Studying shall be done individually, with conversation permitted only when granted by the teacher in charge. Permission for small group study may be granted sparingly. Passes to the library are for work that cannot be done in the study hall, or for checking out books.

Open Study Hall is an earned privilege that provides an option for juniors and seniors to spend study time outdoors. A list of eligible students is sent to study hall teachers. After reporting to study hall, eligible students may sign out to a designated open

study hall area.

Privileges of Open Study Hall may be immediately suspended for: not staying in designated areas, poor classwork, disturbing other classes, receipt of a detention / service to school, class suspension, or absences of five days or more (regardless of reason). In addition, withdrawal from a class will remove the student from Open Study Hall for the following quarter.

Driving to School

The school encourages students to ride school buses. When use of a car is necessary, carpooling is encouraged to reduce the number of cars on campus and to promote fuel conservation. The following regulations apply to student drivers:

1. Park in the parking lots beside the auditorium. No student parking should occur in the Dielman or Rosenberger lots during the school day.
2. Avoid returning to or moving cars during the school day (see campus boundaries).
3. Observe speed limits of 15 mph in the area between parking lots and 25 mph in lanes.
4. Reckless driving or use of vehicles in a reckless way can result in immediate loss of driving privileges. This can include but is not limited to hanging out of a vehicle, too many riders in a vehicle, riding in the bed of a truck, hanging on the side of a vehicle, riding on top of a vehicle, etc.

Violators of the driving code may be warned after a first offense, although a significant fine may immediately be assessed for flagrant violations. If necessary, driving privileges will be revoked.

Unsatisfactory Conduct

Reports/Disciplinary Probations

Parents will be notified when a student's behavior is unacceptable. Flagrant or repeated offenses will lead to various in-school sanctions, including disciplinary probation. Unsatisfactory behavior while on probation may lead to suspension, which may be in or out of school. Suspension will continue until a satisfactory parent-student conference is held with administration. Students will then continue on disciplinary probation for a period of nine weeks, at which time behavior will be reviewed. Failure to make satisfactory progress may lead to expulsion.

Suspension and Expulsion

The following conduct may lead to immediate suspension or expulsion. Fines noted where they apply:

1. Possession or use of weapons, fireworks, tobacco products, alcohol, or illegal drugs.
2. Acts of racism / hate speech.
3. Defacement of school property. Fine assessed.
4. Tampering with a fire extinguisher or pulling fire alarms. \$50 minimum fine.
5. Physical violence.

Searches and seizures related to weapons, fireworks, tobacco, alcohol, or illegal drugs may occur when there is suspicion of student possession or use. Areas of search include a student's vehicle, locker, personal effects, and person. An administrator and/or his/her designee will be with the student when a search or seizure occurs. Effort will be made to communicate with the student's parents. Failure to cooperate is cause for immediate referral to local police and expulsion.

DAILY PROCEDURES

Arrival

- At the 7:45 AM bell, students should proceed to their first period class. Students arriving after 7:50 AM must report to Detweiler House for a tardy slip.

Cell Phone Use

- Students will place their cell phones in numbered pockets at the start of each class and during advisor group times. Cell phone use will continue to be permitted during lunch, study hall, and between classes. Please refer to Appendix C for more information on devices, technology, and cell phone usage.

MATERIALS AND EQUIPMENT

School Property

Students are responsible for lost, damaged, or defaced school property. If a resource is lost, misplaced, or damaged during the school year, the family is expected to pay the replacement cost. The school has procedures for repairs and purchasing replacements. Please contact the office with any questions.

School Supplies

Students are expected to provide some school supplies throughout the year.

MEDIA CENTER

Students are expected to:

- Work quietly and with purpose
- Properly care for all borrowed materials.
- Return all borrowed materials promptly or renew materials by the due date.
- The school has procedures for repairs and purchasing replacements. Please contact the office with any questions.

INTERSCHOLASTIC SPORTS

- Interscholastic sports, soccer, field hockey, volleyball, golf, lacrosse, track and field, cross country, basketball are offered to students. In soccer, field hockey, basketball, baseball, softball, and track and field. The emphasis is on skill development, competition, performance, and preparation for higher level athletics.
- Athletes in interscholastic sports must submit:
 - PIAA Physical Exam Form
 - Emergency health consent form
 - Player contract form
- Students must be in school by 8:35 AM to practice or participate in athletic events.
- Parents are responsible to provide prompt transportation for their son/daughter after practices and games.

Spectators

- Parent attendance is encouraged.
- Good sportsmanship is expected of all spectators. School expectations and rules are in effect.
- Follow guidelines regarding food and drink; properly dispose of any litter.

PARENT INFORMATION

Parent - Teacher Communication

- Parents are encouraged to communicate with Individual teachers via Schoology.

Volunteers

- Child abuse, criminal record, FBI Fingerprinting clearances, and the Act 153 Volunteer Affidavit are required for volunteers with direct student contact. More information is on the school website.

Visitors

- Meetings with teachers are by appointment only.
- All visitors must sign in at the office.
- Visitors will be asked to wear an identification badge.
- Items for students shall be left at the office.
- Check in at the office when picking up a student.

Lost and Found

- Lost and Found articles may be found in the office.
- Unclaimed items will go to a thrift shop at the end of each school year.

CHAPEL CURRICULUM

Purpose Statement:

Chapels at Dock Mennonite Academy will nurture a personal faith that fosters a daily walk with Christ. Chapels will provide opportunities for a variety of worship experiences in the context of Christian community.

Objectives:

Chapels at Dock Mennonite Academy will provide opportunities to:

1. Experience Christian community and communion with God by participating in worship activities such as song, prayer, Bible reading, and meditation.
2. Be challenged to cultivate a personal relationship with Christ that translates into kingdom living.
3. Share faith stories and benefit from the faith stories of others.
4. Gain a better understanding of the Bible and its application for spiritual growth.
5. Develop skills of self-expression and leading others in worship.
6. Gain a better perspective of the nature and mission of the wider church.
7. Learn about Anabaptist/Mennonite heritage and values and their distinctive implications in today's world.
8. Become more aware of social needs and the call for personal responses.
9. Find a respite in the daily routine to listen to the voice of God.
10. Identify faith-challenging issues and find ways to deal with them.
11. Find a setting to engage in appropriate dialogue and questioning within a faith perspective.
12. Discover the value of reflection, journaling, prayer, memorization of scripture, and learning new songs as vehicles to navigate the spiritual journey.

Approved - June 12, 2001

Spiritual Life Week

Special guest speakers and other events focus on spiritual growth and growing as followers of Jesus.

STUDENT WELFARE

Mandated Reporting

All Dock Mennonite Academy employees are mandated by Pennsylvania state law to report suspected child abuse. Any adults working with a student, having reasonable cause to believe that abuse or neglect of a child may have occurred, are required by law to report the suspected abuse. Mandated reporters do not investigate abuse. The outside agency investigates and when appropriate, provides parenting resources, family interventions, and other support services.

Illness

Parents should keep students from school due to illness when needed.

Examples:

- vomiting during the night or in the morning before school
- fever, until 24 hours fever-free without the aid of fever-reducing medications
- Positive test for Covid-19, strep throat, influenza
- infectious pink eye
- bacterial infections with less than 24 hours of treatment

Students who are vomiting or have a fever will be sent home from school. A doctor note is required to be excused from PE classes for health reasons.

Health Services

- When the school nurse is not on campus, Dock is no longer permitted to dispense OTC medications.
- Required Examinations
 - Physicals are required by state law for all students entering 11th grade.
 - Upon request, these exams may be scheduled at a local district school with a physician/dentist designated by the district.
- Each student will have his/her height, weight, and vision checked each year.

Student Possessions

- Avoid bringing large amounts of money or valuables to school.
- It is recommended that cell phones are turned off during school hours. The school is not liable for cell phones or other electronic devices brought to campus.

Emergency Drills

Fire drills and other safety drills are conducted as required by law. School personnel are trained and familiar with appropriate protocols for various safety concerns.

AED Locations

- Lower Longacre next to the water fountain near the trophy display case
- Lower Rosenberger Center near the elevator
- Field House next to the boys bathroom
- Athletic Training Room (this travels with Ryan Gunn for all home games or any away games that he attends)

TRANSPORTATION

Bus transportation is a “like transportation” service provided by resident districts to private schools and is considered a privilege.

- All students are expected to conduct themselves in a manner consistent with the standards of the school.
- Follow instructions given by the bus driver.
 - Remain seated, facing the front, with feet out of the aisles.
 - Speak quietly.
 - Respect others.
 - Eating is not permitted on the bus.
- Bus routes/times are established by individual districts, and all busses and drivers are managed by districts. District transportation offices establish all bus stops, and buses are authorized to stop only at those stops.
- Contact the school office if you have any changes that may affect transportation, such as a new address.
- Students should be at their bus stops at least 5 minutes prior to the scheduled pick-up time
- Students living on the opposite side of the road from the bus stop should wait on that side until the bus has arrived, safely stopped, and has restrained all other traffic by safety signs and flashers. Cautiously proceed across the road in front of the bus, watching for vehicles that may not have stopped for the bus.
- While waiting to board the bus, students should stand in an orderly line at least three feet from the bus.

General Information

- The opportunity for students to ride home on other buses is limited.
- Due to liability, districts do not allow students from other districts to ride their buses.
- Souderton, North Penn, Penridge and other districts typically have more than one bus serving Dock Mennonite Academy. If a student wishes to ride a bus other than their own within the district, they must bring a note for the bus driver from both families involved. This note must be signed by the homeroom teacher, the principal, or administrative assistant. This note will be returned to the student to present it to the bus driver.
- If a child is riding home on his or her regular bus but is getting off at a different stop (for example, at the home of a classmate), the student should have a written and dated parent permission note

School Closings, Delays and Early Dismissals for inclement weather may be accessed via:

- Text message alerts
- Schoology
- Website- www.dock.org
- Facebook- [EC to Grade 8](#) and [Dock Mennonite Academy Grades 9-12](#)
- Phone System- EC- Grade 8 (215-723-1196) and Grades 9- 12 (215-362-2675)
- Bus service is determined by the resident district.
 - Check online or other media for resident school district’s decision. For example, if you reside in the Souderton Area School District and that district has a two-hour delay, your child should anticipate a two-hour delay in bus schedule.
 - When the resident school district is closed but Dock Mennonite Academy is open, parents may choose to arrange alternate transportation. Absences are considered excused from that district.
 - Early Dismissals: Follow alerts for Dock and the school district you live in. Bus times will vary.

**Appendix A:
Positive Behavior Framework**

Students and teachers worked together to create the following framework to describe how Pioneers LEAD at Dock.

	Love of Learning	Engagement with Community	Appreciation for God's creation	Dignity for Self and Others
Classrooms	<i>Focus and Engage</i>	<i>Learn With Each Other</i>	<i>Care for The Environment</i>	<i>Take Care of Each Other</i>
Hallways	<i>Enjoy Displays</i>	<i>Be Courteous and Friendly</i>	<i>Pick Up Trash</i>	<i>Use Self Control</i>
Playground & Gym	<i>Grow in Your Skills</i>	<i>Invite Others to Play</i>	<i>Use Equipment Properly</i>	<i>Build Teamwork</i>
Cafeteria	<i>Be A Friend, Make A Friend</i>	<i>Be Respectful and Cooperative</i>	<i>Recycle and Clean Up</i>	<i>Use Manners</i>
Restroom & Locker Room	<i>Be Efficient</i>	<i>Take Care of Facilities</i>	<i>Conserve Resources</i>	<i>Respect Privacy</i>

APPENDIX B: Responses to Misbehavior

The following strategies will be used to support the development of students across all aspects of the Dock Mission Statement and Graduate Profile. These will be applied to school and school functions, even if these activities are not on campus.

- A. The Dock Covenant Statement broadly defines expectations for parents and students. Each family will be asked to sign the Covenant Statement annually as a commitment to the Dock mission and community. These commitments include:
- Support of the mission and goals of the school.
 - Abiding by school expectations including attendance, appearance, self-control, and acceptable use of technology.
 - Engaging in classroom activities, homework, projects, and discussions with integrity and responsibility.
 - Respecting and protecting one's own and others' feelings, bodies, property, and opportunity to learn.
- B. Student behavior issues will be addressed as needed by classroom teachers, recess aides, or other staff.
- Positive relationships, co-created classroom and community expectations including the LEAP framework from Appendix A, and other proactive strategies are key for all grade levels.
 - Consequences for misbehavior will include consideration of the severity of the misbehavior, individual differences, and the age of the child.
 - As the situation merits, staff and teachers shall inform and consult with other teachers, the school counselor, parents, and administration.
- C. Logical consequences, including those outlined in Responsive Classroom training, will be used whenever possible. Restorative practices with an emphasis on "making things right" will be used whenever possible. Potential consequences may include:
- Warning
 - Loss of privilege
 - "Break It, Fix It" steps
 - Technology restrictions
 - Parent communication
 - Counseling
 - Restorative meetings or circles
 - Detention
 - Service hours
 - Problem-Solving conferences
 - Behavioral plans
 - Suspension
 - Restitution of property
 - Probation
 - Expulsion
- D. Dock's Title IX and Harassment and Discipline Policies are detailed on the [Dock website](#).

Appendix C: Annual Student Device Contract

1. School devices are on loan, and the school retains ownership. In the event of withdrawal or transfer, school devices (including chargers) are to be returned in working order or purchased. Students may opt to use a personal or family-owned device in place of, or in addition to a school-owned device. Guidelines still apply for student-owned technology, including cell phones. Please notify the tech department at tech@dock.org if you do not need a school device issued to you.
2. Students will use a school-managed email and Google Docs account (@dock.academy) for communicating with Dock teachers and students and for managing documents and data. In addition, students will utilize Schoology and PowerSchool to access class and grade information, receive and submit assignments, communicate with teachers, and participate in class activities.
3. Students are required to bring suitable devices to school each day with enough charge to make it through normal school hours, and are responsible for care and protection of devices. Loss, theft, or excessive damage to school devices will be the student's financial responsibility.
4. School devices are not to be modified in any way that compromises proper function on school systems. This includes attaching to personal hotspots, changing operating systems, modifying device names, or running malicious programs. Students may not knowingly interfere with or negatively impact wireless, internet, or network access on Dock's campuses, including the use of personal hotspots.
5. Students are expected to practice positive "digital citizenship" in all online communications, and devices are not to be used to obtain, store, or distribute any form of illegal, profane, sexually explicit, or age-restricted material.
6. Students may not photograph, capture video, or post images, video or personal information of others online without their consent, unless under the direction of a teacher. Social media, entertainment or other non-educational based apps or services are not to be used during class unless approved by the teacher.
7. Regardless of ownership, devices (as with all personal items) brought on campus will be open to inspection. The school has the right to monitor, restrict or remove access to devices, applications, and networks.
8. School owned devices that are damaged or not functioning properly are to be reported to the school immediately via a message to tech@dock.org so they can be repaired or replaced before further damage or data loss occurs.
9. At the end of each school year, all markings and stickers must be removed from school devices. Devices and chargers are to be returned to the school in working order during the summer unless special accommodations are made.
10. All students must understand and agree to the Dock Acceptable use of Technology Statement: Technology will be used for academic purposes only within the school's mission, curriculum, and the letter and intent of board policy including the Dock Mennonite Academy Covenant Statement.

Cell Phone Usage

Students will place their cell phones in numbered pockets at the start of each class and during advisor group times. Cell phone use will continue to be permitted during lunch, study hall, and between classes.

Bluetooth Headphone / Earbud / Airpod Etc. Usage

Bluetooth headphones should not be seen on campus during the academic school day, 7:45-2:45. Earphones that are wired and plug into a laptop may be used if needed for course work.