

# MANSFIELD CHRISTIAN SCHOOL

**ELEMENTARY HANDBOOK**

**2013-2014**

*“In Christ are hidden all the treasures of wisdom and knowledge.”  
Colossians 2:3*

*“The fear of the Lord is the beginning of knowledge.”  
Proverbs 1:7*



MANSFIELD CHRISTIAN ELEMENTARY SCHOOL  
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Dear Elementary Parents,

Welcome to another year at Mansfield Christian School. It is a pleasure for Mansfield Christian School to partner with your family in teaching your children from a Biblical worldview. Our desire is to see students grow and make God-honoring choices, living as lights in this dark world. We welcome you to our school family and look forward to partnering with you as we see our students grow academically, socially, and spiritually.

Here at Mansfield Christian, we believe that children are a gift from God; we endeavor to provide excellence in every area of our school. From our academics, fine arts and chapels, we challenge our students to be all that the Lord has meant for them to be and to do it for His glory. It is our desire that you share in this vision for your student and will allow us the privilege to partner with you in preparing your student for tomorrow's world.

The contents of this Elementary Handbook were implemented to help guide young minds and hearts to making God-honoring decisions. To the best of our abilities, we have tried to transfer the principles of God's Holy Word into policies that enable Mansfield Christian Elementary not only to run smoothly and safely, but more importantly, to reflect glory back on God through our actions. We pray that the Lord would have His perfect work in your student, so that they may grow to be mature, complete and lacking in nothing. As the Word of God teaches as the greatest commandment, our goal is to have children love the Lord their God with all their heart, soul, and mind and their neighbor as themselves. (Luke 10:27).

As our mission statement clearly states, we believe it is vital that there is cooperation with the Christian home and the Bible believing church. It is very important that your children have the influences of a local body of believers and also time spent with parents discussing spiritual matters at home, praying and reading the Word of God. My door is always open to you; I welcome suggestions, questions, and comments throughout the year.

It is my hope and prayer that you, as parents, fully embrace the mission of Mansfield Christian School, and that you will work with us to see the mission accomplished. Your faithful prayers and support of the administration and teachers will make a difference in the life of your student. Thank you for partnering with us in an important work of helping students love the Lord their God with all their heart, soul, and mind. I will be praying for you throughout this year.

Rejoicing in Him,

Linda Hoeflich  
Elementary Principal

**2013 – 2014**  
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**STUDENT-PARENT HANDBOOK**

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## **STUDENT & PARENT/GUARDIAN ACKNOWLEDGEMENT**

By being enrolled in Mansfield Christian School, you are acknowledging your responsibility to carefully read and abide by the policies and standards stated in this Elementary Handbook.

### **TO THE PARENT/GUARDIAN**

This handbook has been prepared to explain and clarify the procedures, policies, and regulations at Mansfield Christian School. It is essential that all parents read and discuss this material with their children. We believe that parental involvement and support are vital for the success of our students; therefore, we desire that all who have chosen to be a part of MCS are well aware of our purpose, goals, and policies.

Mansfield Christian School's biblical role is to work in conjunction with the home to mold students to be Christ-like. Of necessity, this involves the school's understanding and belief of what qualities or characteristics exemplify a Christ-like life. The school reserves the right, within its sole discretion, to refuse admission of an applicant or to discontinue enrollment of a student if the atmosphere or conduct within a particular home or the activities of the student are counter to, or are in opposition to, the biblical lifestyle the school teaches. This includes, but is not necessarily limited to, participating in, supporting, or condoning sexual immorality, homosexual activity, or bisexual activity; promoting such practices; or being unable to support the moral principles of the school. (See Leviticus 20:13 and Romans 1:27)

### **NON-DISCRIMINATORY POLICY**

We at Mansfield Christian School admit students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. We do not discriminate on the basis of race, color, national and ethnic origin in administration of educational policies, scholarship and loan programs, and athletic and other school-administered programs.

## **GENERAL INFORMATION & POLICY**



### **Building hours**

The building is opened in the morning by 7:30 a.m. Students are expected to clear the building by 3:30 p.m. each day unless supervised by a faculty member.

### **Arrival**

- 7:30 PreK—6<sup>th</sup> grade students arriving early must report to the multipurpose room
- 7:55 Warning Bell - All students go to their classrooms
- 8:00 Tardy Bell - All students must be in their classrooms.
- 3:00 Dismissal Bell

### **Morning Devotions**

Opening exercises consist of pledges to the American flag, the Christian flag, and the Bible. A devotional time follows consisting of Bible reading and prayer.

### **Chapel**

Chapels are planned for every week that school is in session except the last week of school, any partial weeks, and the week of the Christmas program. At those times, the decision to have chapel is determined by the teachers in charge. Chapels maintain a worshipful atmosphere through song, prayer, scripture reading, Bible lesson (speaker, film, play, etc.), and mission offering (designated by the chapel teacher). There will be no chapels on days when there is a 2 hour delay. Afternoon Pre—K may have their afternoon chapel.

### **Friday folders**

Folders are sent home each Friday with important information from the teacher, homework, and work completed for the week. It is very important that you check these and return anything that needs parental signature.

### **Recess**

Students will go outside for recess unless the wind chill is less than 20 degrees. If there is snow on the ground and students go outside, they will be asked to stay on the sidewalks. Please make sure students have boots, warm coats, hats, and mittens.

### **Speech Therapy**

Speech therapy is available one day each week for those students that have been identified with a speech problem.

### **Piano Lessons**

Piano lessons are available during the school day or right after school. Payment is made directly to that teacher.

### **Fees/Finances**

All families shall be expected to make tuition fees according to Mansfield Christian School's payment policy. Each family's preferred manner of payment must be submitted each year at the time of student re-enrollment. Mansfield Christian School reserves the right to withhold official grade cards and other student records due to non-payment of tuition.

### **Adult Visitors**

Any parent/guardian visiting Mansfield Christian must stop at the elementary office and receive a "Visitor's Badge" before entering the school. All other visitors wanting to visit the individual classrooms must be cleared through the Elementary Principal prior to the visit. The visitor is asked to sign in and out with the appropriate times.

### **Volunteers**

Mansfield Christian School is pleased to welcome volunteers; we value your willingness to serve and your commitment to the success of our students and school. Interested individuals should contact the Central Office. Volunteers are required to obtain a background check when serving on an ongoing basis. Specific details are available in the "Volunteer Policy" available in the Central Office and on the school website.

### **Student Visitors**

Any student desiring to visit Mansfield Christian School must abide by the following policies:

1. Report to the elementary office and obtain a "Visitor's Pass"
2. Visitors from schools that are in-session that day must bring a note from their school administration granting permission. If the school is not in session, permission must be granted by a Mansfield Christian administrator.
3. Visitors must dress similar to the guidelines for Campus Wear
4. In most cases, visitors must be prospective students
5. No visitors are permitted during the last two weeks of school

### **Cell Phones/Smart Phones/Laptops/Tablet Devices**

Understanding that parents sometimes need to communicate with students, students are permitted to bring cell phones, including smart phones to school. However, these are not to be on or used during the school day unless administrative permission has been obtained. Students are allowed to use their cell phones before and after school. Cell phones in use during the school day will be confiscated by the teacher or administration and may be examined if there is reasonable suspicion of usage that is illegal, immoral, harmful, or of a cheating nature. Students may bring their own laptop computers or tablet devices to school only with administrative approval; Mansfield Christian School is not responsible for lost or damaged devices. School laptop computers and personal computers are available for student use during the day.

### **Library**

Students are scheduled weekly with library time at which they can check out appropriate books, including books for Accelerated Reader. Books are checked out for two weeks. Late fines are five cents per day.

### **Lost And Found**

Label all belongings with your child's name. Do not leave money and valuables lying around. Articles found in classrooms, hallways, window sills, or closets will be taken to the Lost and Found area in the Multipurpose Room. Unclaimed property will be disposed of if not claimed at the end of each quarter. Do not leave clothing in the restrooms. Students who find articles should take them to the elementary office. Mansfield Christian School is not financially responsible for loss or damage to clothing or personal items brought to school.

### **Lunch Room**

Food is to be confined to the lunch room. Students are held responsible for leaving their table area clean. Lunch tickets may be purchased through the classroom teacher or in the elementary office for \$13.75 for five punches/lunches. Scrip credit can also be used. Free and reduced lunches are available to those that qualify.

### **Office Telephone**

Students are permitted to use the office telephone to contact parents for important matters only. During school, students must have the permission of a teacher and/or the permission of the office to use the office phone.

### **Residency**

Because our school exists as an extension of the Christian home, students are required to reside with their parents or legal guardians while attending Mansfield Christian. Students are not permitted to “move out” and live with anyone other than parents/guardian specified on the student application.

### **School Closing or Two Hour Delay**

In the event of severely inclement weather or mechanical breakdown, the school may be closed or starting times delayed. On a delay, school begins at 10:00 a.m. **School closing, delayed starting time or early dismissals will be announced over the following radio and TV stations:**

Mansfield—WMAN, WYHT, WVNO, WVMC (after 7), WMFD (TV) [www.NorthCentralOhio.com](http://www.NorthCentralOhio.com)  
Ashland— WNCO, WXXF  
Galion—WFXN  
Fredericktown—WXXR  
Shelby—WSWR

Each family will receive an automated Alert Now phone call in the event of delay or cancellation. If no call is received, it can be assumed that school will be in session. Do not call a faculty or staff member for school closings.

### **Textbooks**

At the beginning of the school year, students must write their name on the inside front covers of their issued textbooks and notebooks. In the event that textbooks are lost and not found within one week, the student should report it to the teacher. The replacement cost must be paid by the student before a second book will be issued. Students are to avoid marking in their textbooks. Excessive wear and damage will result in a fine when the textbook is returned at the end of the year.

## **HEALTH & SAFETY**



If a student becomes ill, he/she should obtain permission from his/her teacher and report to the health room or elementary office. Parents will be contacted, if necessary, to come and get the student. If the school nurse or appropriate administrator gives permission for the student to go home, the parent must sign out in the elementary office.

### **Screening**

State mandated vision and hearing screenings are given each year at the following grade levels. Notification of these screenings appears in the weekly newsletters available online and by email during the school year.

Vision - K, 1, 3, 5, 7, 9  
Hearing - K, 1, 2, 3, 9  
Scoliosis - 6, 7, 8

### **Health Room**

Yearly registration cards, immunization records and emergency medical authorization sheets are updated and kept on file. Health aides may be on duty during school hours. Any prescription medication should be kept in the elementary office/health room during the school day. A form from the doctor and the medication should first be given to the school nurse. A signed permission form to administer non-prescription medications is required each school year. All medications are required to be in their original bottle or container and left at the school. Parents are notified by the health aide regarding any medical concerns. Please note below the guidelines (taken from the Ohio State Dept. of Health Communicable Disease Chart) followed by Mansfield Christian School:

CHICKEN POX:	Exclude until all lesions crusted.
COMMON COLD:	Exclude children with fever and those who do not feel well. Isolate if eye discharge noted. Exclude until completes 24 hours of antibiotics - if ordered.
FLU:	Exclude children with fever of 100 or more and those who do not feel well.
GERMAN MEASLES:	Exclude for at least 5 days following onset of symptoms.
HEAD LICE:	Exclude until treated and nit-free.
IMPETIGO:	Exclude until 24 hours of treatment completed and sores begin to heal.
MEASLES:	Exclude at least 5 days after rash appears.
MUMPS:	Exclude for 9 days after onset of swelling.
RINGWORM:	Exclude scalp and skin cases until 24 hours of appropriate treatment completed. Continue to exclude from contact sports until lesions are gone to prevent spreading.
SCARLET FEVER/ STREP THROAT:	Exclude until 5 days after onset of antibiotic therapy or until symptoms have cleared.
WHOOPING COUGH:	Exclude until 5 days after onset of antibiotic therapy or until symptoms have cleared. Parents will be notified of procedures to be taken for any other disease not listed.

### **Security**

Mansfield Christian has developed a Crisis Response Manual that addresses procedures to be followed in the event of an emergency. Copies of this information are available upon request. To further ensure safety, all doors are locked at 8:15 a.m. Visitors to the school are only allowed to enter after being identified by a secretary or administrator. Doors 16, 18, 3 and 8 have camera/buzzers at them for admission to the building.

### **Tornado Drills**

Periodic fire drills are required by state law. Whenever there is a tornado drill or evidence that a tornado has been spotted, we will follow these procedures as quickly as possible:

1. A continuous bell will sound or back-up alarm system.
2. All teachers will take attendance.
3. Students should move quickly and without talking. Do not take books.
4. Students should face an inside wall, bend over, and place their hands on the back of their heads.
5. Students are to remain in that position until an "all-clear" announcement is made and follow the teacher's instructions and return to the classroom.
6. If students are outside away from school, they should take cover in a ditch or low area. They should lie flat and cover their head.

### **Fire Drills**

Periodic fire drills are required by state law. Signs are posted in each room giving evacuation directions to follow. Please observe the following points during a fire drill:

1. Lights out
2. Windows closed
3. No excessive talking
4. Walk rapidly, single-file, do not run
5. Take purses and valuable items with you, leave books
6. Do not wait for others to join you
7. Do not re-enter until an all clear signal is given
8. Stay with your group or class

### **Lock Down Drills**

Periodic locks down drills are required by state law. Crisis manuals are given to each staff member giving directions to follow for building security and unauthorized entrance to the building. Staff members are given specific instructions in the event of an emergency situation:

1. An announcement will be made over the PA system
2. Lights out
3. Windows closed/blinds pulled
4. Door locked
5. No talking
6. Walk quickly to a location in the classroom where no person can be seen from the door window.

Restrooms in the classrooms may be used to ensure the safety of the students. Please realize that each situation presents different circumstances, thus everyone must be cooperative and patient with the process most necessary to meet the need of the moment.

## CUSTODY POLICIES



The splitting of a family is traumatic for parents and particularly for students. Consequently, the focus of MCS is on the safety and well-being of your student, and our instituted policies are to further those goals.

- **Custody Documentation**  
At the time of enrollment, parents shall provide all relevant documents concerning custody or visitation of each student enrolled at Mansfield Christian School. Parents of enrolled students shall have an ongoing duty to provide any documents and information relevant to a change in current custody or visitation rights to MCS within seven days of change or at the time of reenrollment if the school has dismissed for summer break.
- **School Records**  
A noncustodial parent shall have the right to access school records related to his or her student unless prohibited by a legally binding instrument.
- **Dismissal and Early Releases**  
No student shall be released to any individual other than a custodial parent unless express written permission is first given to MCS by a custodial parent or a valid legally binding instrument granting release is on file with MCS. All early dismissal requests shall go through the Principal's office. A parent cannot ask the school to withhold release of his or her student to the other parent or parent's representative without a legally binding instrument.
- **Parent-Teacher Meetings**  
It is Mansfield Christian's policy to provide separate parent-teacher meetings if the need arises and if the school is informed in a reasonable time.
- **School Communications**  
It is the custodial parent's duty to communicate with the noncustodial parent regarding school announcements and notes.

## CONFLICT RESOLUTION



As with any institution, there is the potential for misunderstanding, disagreement, and even wrongdoing. Nevertheless, it is God's will that we work together in harmony, always giving a "good report" and striving for unity. When conflicts, concerns, and disagreements occur, the following principles should be followed. These principles are based upon Matthew 18:15-17:

1. Keep the matter confidential (no gossip).
2. Keep the circle as small as possible (two parties).
3. be straightforward (face-to-face).
4. Be forgiving.
5. The individuals should agree to share the matter with the Principal if still unresolved.
6. The Superintendent should be brought into the process by the Principal if still unresolved.
7. The Superintendent will explain the conflict to the President of the School Board if still unresolved.
8. The School Board President will determine if the matter should be presented to the Board or resolved by the administration.

In summary, the Matthew 18 principle requires that parents talk to teachers about their children's problems before they talk to administrators. If unresolved at the two-person level, the matter should be prayerfully addressed at the next logical level.

## POLICY FOR STUDENT USAGE OF TECHNOLOGY



MCS provides students access via laptops, desktop computers, Xooms, and iPads to an interconnected computer system and Internet within the school. The access to computer networks and the Internet are for educational purposes *only*. The school reserves the right to monitor, inspect, copy, review, and store, at any time and without prior notice, any and all student usage of computers and Internet access, as well as all information transmitted or received in connection with such usage.



## **Netiquette**

All users must abide by rules of network etiquette, which include:

1. be polite
2. be safe (Do not reveal personal information such as your home address and telephone number.)

Uses that are considered unacceptable and constitute a violation of school policy include:

1. Uses that are offensive to others
2. Uses that violate the law or encourage others to violate the law
3. Transmission of offensive or harassing messages
4. Uses that cause harm to others or damage to their property
5. Uses that jeopardize the security of student access and of the computer network or other networks on the Internet. (For example, do not disclose or share your password with others)
6. Accessing controversial or offensive materials
7. Commercial transactions (Students may not sell or buy anything over the Internet)

## **Failure to Follow Policy & Breach of Technology Agreement**

Student use of the computer network and Internet is a privilege, not a right. Any student who violates the school technology policy and/or Internet agreement shall, at a minimum, have his or her access to the computer network and Internet terminated. The school may refuse to reinstate computer access for the remainder of the student's tenure. A student breaches his or her agreement not only by violating the policy but also by failing to report any violations by other students. Furthermore, a user violates school policy if he or she permits another person to use his or her account and/or password to access the computer network and Internet, including any user whose access has been denied or terminated.

## **Off Campus Internet Use**

Consistent with the philosophies of this school, we expect our students to maintain proper Christian conduct when using the Internet off campus. Should the administration have reasonable suspicion of harmful or inappropriate content involving our students, public Internet sites may be examined for evidence. As both the school's testimony and the Lord's testimony are at stake, disciplinary consequences may be pursued.

## **Social Networking Sites**

Any Mansfield Christian student who has a personal Facebook or other social network site must refrain from posting any material, content, pictures, music, or other communication on their site that would violate rules set forth in this handbook, be reasonably considered harassment, and/or damage the testimony of our Lord.

## **ATTENDANCE AND TARDY POLICIES**



Because Mansfield Christian School has the legal responsibility to do all in its power to insure that each student receives the maximum potential benefit by school attendance, all students and parents shall comply with the following policies:

1. When a student is absent from school, the parent should either leave a message on the sick call line (756-5651 ext. 224) early in the morning of the absence, identifying yourself and providing the student's name and reason for the absence, or email the attendance secretary as soon as possible.
2. When the student returns to school, whether full day or half day, the student is required to bring a note from a parent stating the reason for his/her absence (without a note = unexcused). If the parent emailed the attendance secretary on the day of the absence, the email shall be considered the required note and no other note need be submitted. A valid excuse should include:
  - a. Student's full name
  - b. Date(s) absent
  - c. Reason for absence
  - d. Parent/Guardian signature (not needed if parent sent an email)

A distinction will be made between "excused" and "unexcused" absences for grades 4-6. Excused absences or tardies are as follows:

- a. Personal illness
- b. Medical or dental appointments

- c. Family illness requiring student's help at home
- d. Death or funeral of relative or close friend
- e. Emergency at home
- f. Travel or vacation taken with prior administrative permission

When a parent/guardian is aware of a special problem concerning a lengthy student absence (e.g., serious illness requiring medical treatment), he/she must notify the administration of the nature of the problem in order that an alternative educational experience may be developed which ensure that minimum course requirements are met.

**Unexcused Tardies:**

- Consequences (Grades K-3): Upon the third unexcused tardy in a semester, parents will be notified in a letter from the principal. Parents need to acknowledge the unexcused tardies by signing the letter and returning it to the elementary office.
- Consequences (Grades K-3): Five or more unexcused tardies during a semester may result in a conference of parent and student with the elementary principal.
- Consequences (Grades 4-6) Three unexcused tardies to school during a semester will result in a detention. Succeeding detentions will be issued at 6th and 9th tardies per grading period.

The administration will reserve the right to declare a day as risky due to weather or other events, and will not be counted in the total.

**Early Dismissals:** Students needing to leave school early for a valid reason must bring a note explaining the reason and signed by a parent or guardian. Notes must be brought to the elementary school office before school (8:00 a.m.). An early dismissal will be granted for the same reasons allowed for excused absences. Parents must sign students out upon leaving and sign back in upon their return if they are planning to return during the same day.

In the event that a student becomes ill while in school, he/she must report to the health room (or office if the health room is not available) and a parent/guardian will be notified to pick up the student when necessary

**ACADEMIC GUIDELINES**



**Rationale for Grading and Assessment:**

Student evaluation is a continuing process for guiding growth in every class. Learning as a lifelong process is our desire for each student. This process of ongoing student evaluation becomes increasingly effective when based on a common philosophy which is understood by teachers, parents, and students. The following guidelines are presented to provide a standard for consistency in evaluation and progress reporting.

**Grading**

The essential purpose of grading is to measure and report educational achievement. Grades should reflect a composite evaluation of a student's progress and mastery of the major educational disciplines. In order to effectively and efficiently mark and report each student's evaluation in grades 1 - 6, the student and his/her parents will receive a progress report midway through each quarter and a grade card every nine weeks.

**Athletic and Extra Curricular Eligibility Policy**

At times, sixth grade students play up with the junior high teams. In those situations, the student must satisfy certain academic requirements in order to play. Students must be in good academic standing to participate in extra-curricular activities. Points are accumulated on received grades of "D's" or "F's" for each quarter. A "D" is worth 1 point, while an "F" is worth 2 points. A student may not accumulate three or more penalty points. If a student receives three or more points, he/she will be placed on probation until the end of the next quarter (unless certain circumstances arise). At the discretion of the Athletic Director, Principal, and/or coach, a student can be placed on probation at any time.

### **1-6 Grading Policy: (Kindergarten report cards go out twice a year)**

K—4th Special classes such as art, music, computer and PE are graded by Satisfactory, Unsatisfactory & Outstanding. First grade: Letter grades are given for Math, Bible & Spelling only.

<u>Grade A</u>	(93-100%) Outstanding Strong, exceeding requirements of the course (High degree of mastery)
<u>Grade B</u>	(85 - 92%) Above Average Accurate and complete, meeting all requirements of the course
<u>Grade C</u>	(75 - 84%) Average Meeting assignments and showing basic understanding (Basic mastery)
<u>Grade D</u>	(65 - 74%) Unsatisfactory but passing Not meeting all assignments and requirements of the course (Minimal mastery)
<u>Grade F</u>	(0 - 64%) Below minimum requirements Unsatisfactory completion of most course requirement (Lack of any mastery)
<u>Grade I</u>	Incomplete An “I” is given only when there is a justifiable reason for work not being completed on time. An “I” automatically becomes an “F” if the work is not made up after conferencing with teacher and given adequate time. It is the sole responsibility of the student to complete all incomplete work.
<u>Grade S/U</u>	Satisfactory/Unsatisfactory “S” and “U” grades are given in various subjects where letter grading is inappropriate because of the developmental characteristics of the subject (i.e., 1st grade handwriting) or the inability to form objective criteria for evaluation.

### **Grades 1-6 STUDENT PROGRESS ACCESS FROM HOME**

To access student grades, attendance and prior period grade cards, follow the following steps using the Internet. The elementary secretary will issue you login information at the beginning of the year. Grades will be entered and updated weekly.

1. Go to [www.mcsflames.org](http://www.mcsflames.org).
2. Click on the STI Login button on the left hand side of the screen.
3. Enter your Username and Password, which will be given to you within the first 2 weeks of school, by the elementary secretary.
4. Click on the Login button.
5. In the upper right corner you will see your student’s name. If you have multiple students, click on the arrow down button to the right of the student’s name to select the student you want to look at.
6. Click on the Student Information on the left side of screen that you are interested in viewing. Items available include: Attendance, Demographic, Discipline, Grades, Requests and Schedule.
7. When you choose Grades, each of your students classes will come up with their current grade. If you click on the A Activities button for each subject, then you will be able to see each of your child’s assignments for that quarter and what grades they have received for those individual assignments.
8. To look at your student’s progress report or report card you may click on those under Reports on the left side of the screen.
9. When finished, click on Logoff on the upper right corner of the screen.

Note: Lower grades (1-3) may not list all individual activities throughout each quarter.

Grade cards are issued for grades 1-6 four times a year at the end of each nine-week period. Mid-grading period progress reports are sent home to all students regarding academic performance and communicate areas of concern. A parent-teacher conference may occur at any time deemed necessary by the teacher or parent. Included on the grade card are the student’s grades, attendance records, and teacher’s comments. Kindergarten grade cards are issued twice during the school year. Grades can also be seen by the parents on STI.

Each nine weeks there will be an honor roll published for school use. We desire to honor those students who have excelled in various areas of the academic process. All subjects will be considered for the honors.

"A" Honor Roll All A's in major subjects--no grade below a "B" in a minor subject (P.E., Music, Art, Band, Computer and Handwriting)

"B" Honor Roll All B's in a major subject--no grade below a "C" or "U" in a minor subject (P.E., Music, Art, Band, Computer and Handwriting)

### **Back to School Night**

Back to School Night is a special orientation held for parents at the beginning of the school year. Important information about the content and design of each grade is presented by the classroom teacher.

### **Parent-Teacher Conferences**

Parent/Teacher Conferences are held twice during the school year. The first is held in the fall and the second is held in the second semester. These conferences are utilized as an additional form of reporting student progress and development. They should concentrate on assisting parents to better understand their child's program and to enhance his/her progress.

During the school year, other conferences may be scheduled at a mutually convenient time for the parent and the teacher. Parents of students who are demonstrating little or no progress will also be contacted by the teacher. Teachers may be contacted via email, but phone calls at their home in the evening and weekends are discouraged unless it is an emergency. Teachers will communicate with parents via email or phone when necessary.

### **4th—6th grade Promotion Policy**

Students must pass the second semester in both English and Math and the second semester in at least two of the other core classes (Bible, Science, and History) to be promoted to the next grade.

## **TESTING AND SPECIAL ACADEMIC PROGRAMS**



### **Ohio Achievement Assessments (OAA)**

Students in grade 3 will be administered the Ohio Achievement Reading Assessment each fall.

Students in grades 3, 4 and 6 will be administered the Ohio Achievement Reading and Math Assessment

Students in grade 5 will be administered the Ohio Achievement Reading, Math, and Science Assessment.

### **Yearly Progress Pro (YPP)**

- YPP is a Progress Monitoring Assessment Tool based on state standards
- YPP is Research Based Curriculum-Based Measurement
- Complete with Assessments, Reports, Instructional Exercises, ability for Teacher-made tests
- Teachers can quickly identify the needs of each student as well as the whole class
- Reports that diagnose and help teachers to intervene and modify instruction – can assess effectiveness of instruction
- Offers Instructional Activities targeted
- Facilitates goal-driven instructional plans
- Assesses retention as well as mastery
- Students develop effective test taking strategies
- Students in grades 2-6 take weekly tests online in math and Language Arts. Some first graders also participate

### **TerraNova3 Achievement Testing**

Students in grades 1-2 will be given the TerraNova3 achievement test in April.

### **Cognitive Test of Basic Skills**

Students in grades 1 and 2 will be given this test to determine ability.

**Universal Screening** – Kdt – 3<sup>rd</sup> grade 3 times/year

### **Special Testing**

Students needing additional evaluation can be referred for individual assessment; academic, psychological and speech/hearing testing through the Elementary Principal only after other intervention techniques have been utilized in the classroom to no avail. All teachers and parents involved will meet to determine what is best for the child. Parental consent forms are sent home prior to testing. It is our goal to teach every child so that they can learn to their full potential. Summaries of all test results are included in the student's cumulative file and made available to parents.

### **Title I/IDEA Tutoring**

Mansfield Christian Elementary does participate in the Title I (Federal) program as well as the IDEA (State) program as funds are available. This provides for individual and/or small group instruction for those students that qualify. Parents will be notified at the beginning of the school year if their student qualifies. Parental permission is required.

### **Further Learning and Me Time (FLAMES)**

Small group instruction will be implemented to complement the instruction taking place in the K—4 classrooms. These groups known as "FLAME Time" will be constantly changing based on ongoing assessments given to all students. Groups will be comprised to meet the individual levels of each child, whether that is intervention in math and/or reading or enrichment in math and/or reading. Classrooms will be combined in some cases. This is an educational extension of the instruction already going on in the classroom.

### **Awards** (grades 1-6)

Awards will be presented in the following areas:

1. Character (Each student is recognized for a special attribute they possess.)
2. Music/P.E./Art Awards
3. Perfect Attendance
4. Achievement; Outstanding Academic (95% overall average or 3 out of 4 times on the "A" Honor Roll)  
Commendable Academic (92% overall average or 3 out of 4 times on the "A/B" Honor Roll)  
(Overall averages do not include Art, P.E., Music, Handwriting, Computer or Band)
5. Accelerated Reader
6. Leadership Award/Timothy Award
7. Individual classrooms may give other awards
8. ACSI Activity awards (Creative Writing, Math Olympics, and Speech Meet)

### **Homework and Assignment Guidelines**

As a general rule, daily homework assignments should require no more than 40 minutes to complete by the average student but vary according to grade level.

Out-of-class work time devoted to a major project or notebook is included in the daily homework schedule. The intensity of research and production will be based upon average grade level capabilities. Detailed instructions (rubric) will be given. Resources should be readily available to students. Time will be provided in class to work on assignments and to give guidance. The memorization of Bible verses and spelling words may be assigned as outside-of-class assignments. Please direct any questions regarding Homework/Assignments to the student's teacher.

## **DISMISSAL**



Upon school dismissal, children will only be allowed to leave on a school bus or with the custodial parents, guardians or a designated person and only through the car line procedure. This procedure is for your convenience and for the safety of your children. The parent is required to send in a written note or an email if there is any change in the normal pick-up arrangement for the student. That note should be given to the elementary secretary that morning. If there is no note, the student will be put on the bus or be waiting for the car line the way the child is normally picked up.

1. Each family will receive a name card with their students' names on it. Display the name card on your dashboard of the passenger's side of the vehicle.
2. No Cell Phone Zone – We are asking that cell phones not be used during this time for the safety of all teachers and children.
3. Enter from the west off of Clearview Road and stop at the two cones in the back parking lot. If you arrive early, please do not enter the circular drive.
4. A staff member will be outside to announce the students' names of the first six vehicles to the staff inside.
5. Those parents will then pull into the circular drive to the cones.
6. The students of those vehicles will then be escorted outside the building where teachers will assist with loading your child (ren) into your vehicle. Please make sure the car seat is located on the right side of the vehicle.
7. Once the first cars are loaded, they will be dismissed to exit toward the east parking lot onto Logan Road.
8. The next six vehicles will pull into the circular drive and complete the process until all the students are released.
9. If a driver pulls up and is not on the list of changes, we will ask them to park, go into the office and the secretary will contact the parent/legal guardian to confirm the change once the last vehicle leaves the dismissal line.
10. Children will not be released to someone else without a signed note. A complete list giving names of persons to whom your child can be released must be submitted to the teacher on the first day of school. In case of emergency pick up, a parent must call the elementary office.

Parents should make arrangements for their children's bus transportation by contacting the school district in which they reside. Following is a list of school districts:

<u>School District</u>	<u>Bus Garage</u>
Ashland	419-281-6961
Clear Fork	419-886-3491
Lexington	419-884-2349
Lucas	419-892-3612
Madison	419-589-3473
Mansfield City	419-525-6303
Ontario	419-529-3814
Shelby	419-342-2442

### Activities

Listed below are some of the activities which usually take place at MCS during the course of the school year. Parental involvement at all levels is needed and encouraged.

<u>Grades</u>	<u>Activities</u>
K - 6	Grandparent's Day
1-4	Missions Week
3	Swimming Lessons
5-6	Choir/Band
Pre-K - 8	Flames Soccer Club
4 - 6 (Girls & Boys)	Intramural Basketball
1 - 6	ACSI Speech Meet
4	Recorder Class
1 - 6	Field Day
3-6	ACSI Math Olympics
4 - 12	ACSI Creative Writing Contest
Pre-K - 6	Renaissance Children's Theatre Programs

### **DRESS CODE**



Mansfield Christian School requires coordinated clothing for students called *Campus Wear*. *Campus Wear* projects an atmosphere of solidarity, loyalty, and equality among the students. It works to eliminate unnecessary competition in dress and focuses attention on learning. Also, experience has shown that students required to maintain a neat appearance and to coordinate their wardrobe within the established parameters are likely to carry

over these habits to the performance of their schoolwork. *Campus Wear* is a positive method of helping to establish good habits and promote a climate for responsibility and discipline.

There are five major reasons for the use of *Campus Wear*:

1. Improve relations and promote peace by decreasing conflicts over clothing
2. Promote a more serious atmosphere for learning; increasing our focus on spiritual and academic objectives
3. Promote campus safety and security through quick identification
4. Promote a sense of school spirit, acceptance, and belonging
5. Promote the real individuality of the students as seen in their God-given gifts and abilities, not in appearance

**School Closet**, located in Columbus, is our exclusive provider of ***Campus Wear***. All *Campus Wear* must be purchased at School Closet unless otherwise noted in the handbook. Do not attempt to try to substitute other clothing for our school attire. This type of intentional deception is wrong, and students will be punished accordingly.

Mansfield Christian School has a used *Campus Wear* clothing room for your convenience. Calls for specific clothing can be made to 419-756-5651 ext. 205. Hours of operation will be held regularly. Students may attend one of the scheduled fitting times on campus or they may go directly to the School Closet store in Columbus.

### **GENERAL GUIDELINES FOR Kindergarten – 6<sup>th</sup> grade ELEMENTARY & INDEPENDENT STUDIES STUDENTS**

The administration reserves the right to make discretionary judgments regarding dress code. If you have any questions about clothing or hairstyles, please check with the administration.

1. *Campus Wear* oxford shirts are to be tucked in pants, shorts, and skirts. Belts must be visible.
2. Oxford shirts must be buttoned to at least the second button from the top.
3. Clothes must fit appropriately. Students may not intentionally order their clothing oversized (baggy) or undersized (tight/short).
4. Outerwear that is a solid color and without large writing, logos, or graphics may be worn to class. However, *Campus Wear* shirts must be worn underneath outerwear.
5. Sandals of any type are not permitted. Shoes must have an enclosed toe. The required shoe for PreK – 4<sup>th</sup> grade is an athletic shoe.
6. “Military-style” boots and knee high boots are not permitted.
7. There are to be no decorations or logos on *Campus Wear* other than those adopted by the school.
8. Shorts may only be worn during the months of August, September, October, April, May, and June.
9. Excessive jewelry is not appropriate.
10. Cut-off clothing and cutting-up pant seams are not permitted. All pants, skirts, shorts, and jumpers must be hemmed.
11. Hats and bandanas are not to be worn in the school building at any time.
12. Chains (i.e. wallet chains, choker chains, dog chains) are not permitted.
13. Tattoos and body piercing are not permitted.
14. Sculptured hair or coloring that is unnatural (i.e. blue, green, orange, etc.) is not permitted
15. *Campus Wear* is not required at athletic events; however, attire must be modest.
16. *Campus Wear* is required for all award assemblies and special programs unless otherwise stated.
17. Boys may not wear earrings at any school function, on or off school property.
18. If a student needs to stay after school for some reason, he/she is to remain in regular school dress unless he/she is participating in athletics under the direction of a coach or faculty supervisor.

### **GIRLS’ DRESS GUIDELINES—GRADES Kdt. – 6<sup>TH</sup> Grade**

**Skirts** – School plaid, khaki, or navy *Campus Wear*. Knee length. Longer skirts are also available. Girls violating the knee length rule on three occasions will not be permitted to wear skirts at MCS for the remainder of the school year.

**Pants** – Khaki or navy *Campus Wear*

**Jumpers** – School plaid, knee length. Girls violating the knee length rule on three occasions will not be permitted to wear skirts at MCS for the remainder of the school year.

**Walking Shorts** – Khaki or navy *Campus Wear*. Shorts must be near the top of the knee, hemmed, and not below the knee. Students violating the length rule on three occasions will no longer be permitted to wear shorts at



MCS for the remainder of the school year.

**Knit Polo Shirts** – Long or short sleeved *Campus Wear* in white, navy, red, hunter green, yellow, and light blue

**Oxford Shirts** – Long or short sleeved *Campus Wear* in white, light blue, or yellow

**Turtlenecks** – *Campus Wear* in white, navy, hunter green, red, yellow, and light blue; White turtlenecks worn under long or short sleeve polo shirts for layering do not have to be bought from School Closet.

**Sweaters** – Navy or red *Campus Wear*, V-neck, cardigan, or crew, long-sleeve or vest. Only crew neck sweaters may be worn without a stand-up collar. School crest is available for additional cost.

**Sweatshirts**– Ash gray, MCS Emblem sweatshirt. These sweatshirts may only be purchased from School Closet.

**Fleece** – Red or Navy Blue ***Campus Wear***, pullover or full-zip, crest optional. These fleece tops may only be purchased from School Closet and must be worn over another *Campus Wear* shirt.

**Belts** – Belts are required with all with pants and shorts. Belts are not to be worn with skirts. (*May be purchased outside of School Closet*)

**Shoes** – Sandals of any type are not permitted. All shoes must have an enclosed toe. Shoes so designed must be laced and tied. Heels/soles should not exceed two inches in height. The required shoe for PreK – 4<sup>th</sup> grades is an athletic shoe.

**Socks/Tights** – Must be solid color and plain (no designs). (*May be purchased outside of School Closet*)

**Nylons** – Must be solid color and plain (no designs or mesh-like). Leg warmers may not be worn.

**Jewelry** – Earrings are the only pierced jewelry permitted. No feather earrings are allowed.

**Layering** – A white long sleeve shirt (*Non-Campus Wear*) may be worn under short or long sleeve campus wear shirts for warmth.

**Hair Accessories** – Must not be extreme or distracting. Feathers may not be worn in the hair.

### **BOYS' DRESS GUIDELINES GRADES Kdt. -6<sup>th</sup> Grade**

**Pants** – Khaki or navy *Campus Wear*

**Walking Shorts** – Khaki or navy *Campus Wear*. Shorts must be near top of the knee, hemmed, and not below the knee. Students violating the length rule on three occasions will no longer be permitted to wear shorts at MCS for the remainder of the school year.

**Knit Polo Shirts** – Long or short sleeved *Campus Wear* in white, navy, red, hunter green, yellow, and light blue. Long sleeved shirts may not be worn under short sleeved shirts.

**Oxford Shirts** – Long or short sleeved *Campus Wear* in white, light blue, and yellow

**Turtlenecks** –*Campus Wear* in white, navy, hunter green, red, yellow, and light blue; White turtlenecks worn under long or short sleeve polo shirts for layering do not have to be bought from School Closet.

**Sweaters** – Navy or red *Campus Wear*, V-neck or crew, long-sleeve, vest, or cardigan. Only crew neck sweaters may be worn without a stand-up collar. School crest is available for additional cost.

**Sweatshirts** – Ash gray, MCS emblem sweatshirt. These sweatshirts may only be purchased from School Closet.

**Fleece** – Red or Navy Blue ***Campus Wear*** – pullover or full-zip, crest optional. These fleece tops may only be purchased from School Closet and must be worn over another *Campus Wear* shirt.

**Belts** – Belts are required with all pants and shorts. (*May be purchased outside of School Closet*)

**Shoes** – Sandals of any type are not permitted. All shoes must have an enclosed toe. Shoes so designed must be laced and tied. Soles should not exceed two inches in height. Boots are not permitted with shorts. The required shoe for PreK – 4<sup>th</sup> grade is an athletic shoe.

**Socks** – Must be solid color and plain (no designs). (*May be purchased outside of School Closet*)

**Layering** – A white long sleeve shirt (non-campus wear) may be worn under short or long sleeve *Campus Wear* shirts for warmth.

**Jewelry** – No earrings or other pierced jewelry of any kind

**Hair** – Must be kept well groomed. Hair length must be cut and styled so that the hair does not fall into the eyes. Hair may be no longer than bottom of the ear on the sides and collar length in the back.

### **Dress for Activities**

*Campus Wear* is the minimum for all award assemblies and special programs. Dress may be casual at athletic events; however, boys may not wear earrings at any school function, on or off school property.

### **Dress Code Enforcement**

Students and parents are to be familiar with the dress code guidelines well before school begins and throughout the school year. If a student needs to stay after school for some reason, they are to remain in *Campus Wear* unless they are participating in athletics under the direction of a coach or are on their way to work. If there is a clear violation of the dress code depending on the nature of the problem, parents may be called to bring their son or daughter proper attire. Repeated violations may result in a detention.



## EXPECTED CODE OF CONDUCT



Obedience, respect, and responsibility are key virtues that students must develop. Obedience to rules and guidelines is essential to the development of maturity (Luke 2:51, Hebrews 5:8). It results in genuine freedom in life (John 8:32). Respect is necessary for all successful and meaningful relationships (Luke 10:36-37, Romans 12:18). And the building of personal responsibility fosters a sense of achievement. Both responsibility and achievement are necessary ingredients to the development of self-worth (I Cor. 10:31, Eccl. 9:10, Rom. 14:12).

As we seek to provide a balanced and disciplined learning environment for the students of Mansfield Christian School, we realize that human wisdom falls short of God's standards. We do not claim to be perfect in all our decisions, but we do try our best to discipline in a way that is biblical and pleasing to God. As partners in the discipline process, it is important that the school and the home work cooperatively for the students' good. Since we teach the students to obey and submit to their parents, it is imperative that parents maintain that continuity by upholding and teaching the principles taught at school. We can instill in students proper Christian educational and moral principles only through a program that includes clear disciplinary procedures, and as students and parents, your cooperation in that program is crucial. (Please be aware that the administration reserves the right to make discipline decisions on an individual basis.)

Our goal should always be to obey the Scripture that says, "And whatever you do, whether in word or deed, do it all in the name of the Lord Jesus, giving thanks to God the Father through him" (Colossians 3:17, NIV). In the best interest of the entire school community, certain guidelines of conduct must be maintained by all students of MCS, both on and off campus, so that we might all live and work happily together.

These general guidelines for student conduct (Code of Conduct) are listed below:

1. Practice courtesy and consideration in your association with teachers, school employees, fellow students, and visitors. Respect their person and property. (See Ephesians 4:28-32.)
2. Respect the authority of teacher, administrators, and staff members, and treat them courteously, respectfully, and obediently as unto the Lord. (See Hebrews 13:17 and I Thessalonians 5:12-13.)
3. Abstain both on and off campus and at all times (24/7/365) from the use or possession of alcoholic beverages, tobacco, drugs, and pornography as well as from gambling and other undesirable practices that are generally recognized to be harmful to health and Christian character. (See I Corinthians 6:19-20.)
4. Abstain from profanity and vulgar or abusive speech and actions. Such speaking and acting is harmful to others and is certainly not appropriate or conducive to your moral and spiritual development. (See Ephesians 4:29.)
5. Refrain from a public display of affection on campus. As students, you are expected to conduct yourself in a discreet and Christian manner. Therefore, while on campus, you should follow a "hands off" policy.
6. Leave all annoying or dangerous items such as knives, water pistols, lighters, and matches at home. Radios, CD players, and other electronic devices (except cell phones) are not allowed at school either. Cell phones are not to be used during the day without express staff permission and should be used only in the school office during the school day.
7. Do your own work – do not give or receive help on tests or homework unless the teacher has granted this privilege on a particular project. Your record should reflect your individual effort. Since honesty is a Christian virtue that should be displayed by all students, we consider cheating a serious offense. During a test, a quiz, or an exam, it is your responsibility to avoid every appearance of cheating. All books and papers must be out of sight. No talking is allowed. In fact, talking during a quiz or test may be dealt with in the same manner as cheating.
8. Avoid plagiarism, which is a serious offense. The definition of *plagiarism* is "the use of another writer's ideas or words without giving the writer credit for them."
9. All school rules apply on all field trips and on all school-sponsored events, both on the school campus and away from it.

### **Student Behavior Code and Discipline Enforcement**

1. Students are expected to represent MCS in a positive manner even when they are not on school grounds and/or attending school functions or extracurricular activities. Students and parents acknowledge and understand that students are subject to disciplinary action by the school for conduct occurring off campus or during non-school hours, including weekends, holidays, and summers. MCS reserves the right to suspend or dismiss a student for misconduct on or off the school campus 24/7, and without regard for whether the form of discipline is identified specifically herein, and without regard for whether it is specified as improper off campus. While MCS has no control over student activity off campus that is not school

sponsored and does not supervise student conduct off campus during an activity which is not school sponsored, misconduct during such activity may come to the attention of school authorities and may result in the administration of discipline, including suspension or dismissal.

2. School property shall be protected. Defacing or damaging school property which is malicious or careless in nature, and which results in destruction or damage will result in both appropriate disciplinary action and the replacement of such property (or fair market value) by the student and/or his parents or legal guardians as deemed by the school.

**In review, disregard by the student of any of the following rules will result in disciplinary action:**

1. Students are expected to conduct themselves as Christians in all they think, say and do.
2. Students are expected to show reverence to God and His Word, the Bible.
3. Students are expected to respect and obey all teachers and staff members.
4. Students are expected to respect and take care of all school property (books, desks, playground equipment, etc.)
5. Students are expected to keep our school and grounds neat and clean at all times (no littering).
6. Students are expected to walk quietly in classrooms and halls when changing classes.
7. Any teacher may at any time or place in the school discipline a student or ask for an explanation for his presence in the hall or in any classroom.
8. No student is allowed in the school after 3:30 p.m. unless accompanied by a parent, teacher or coach. No use of the gyms is permitted without supervision of a coach.
9. Students are not allowed to bring toys or sports equipment to school unless given permission by their teacher. Special days may be set aside to bring pets to school as provided by the classroom teacher.
10. Shoving, pushing, and rough play are forbidden on school grounds, in the hallways, at the drinking fountains and in the restrooms. Students will have to pay for any damages to the building and equipment that may result from misconduct.
11. Gum chewing is not permitted at any time in the school building or on the school grounds.
12. Students may not take food or ice cream from the lunchroom.
13. The use of profane, obscene, or bad language is not acceptable. Students who abuse the rights of others by using profanity will be disciplined.
14. Patience is expected in the lunch line, the water fountain line and the bus line. Places may not be saved. Please wait your turn.
15. Snowball throwing is not permitted.
16. Students may not use the office phone without permission and good reason to do so.
17. Students who ride a school bus home are to stay in their classrooms until dismissed by the teacher.
18. All students are to be in their seat at 8:00 a.m. or they will be counted tardy unless there is a bus delay.
19. Trading cards, water guns, guns, paintball guns or "look alike guns," knives, lighters of any kind; no obscene magazines or books are permitted. Electronic devices may be used for educational purposes when provided by the teacher.
20. Students are not to use any electronic devices at recess or at any time during the school day without teacher permission — electronic devices are meant for instructional use only. Mansfield Christian School is not responsible for lost or damaged electronic devices.

**Positive Reinforcement/Red Ticket Store**

We have adopted a system for the K—4th grade students to accumulate praise points for making God-honoring decisions and displaying Christ-like behavior. Students' praise points are converted to red tickets which they can spend every quarter for prizes in the elementary office. 5th—6th grades use reinforcements as part of the classroom experience. This is a wonderful opportunity for us to reinforce Christ-like behavior and discourage poor behavior.

**Detention Policy**

Detention will normally be held on Wednesdays from 3:15 p.m. until 4:00 p.m. No one will be excused from serving his detention or allowed to change their detention date without permission of the administration.

*Offenses that may result in detention include, but are not limited to, the following:*

1. Three unexcused tardies (6<sup>th</sup> & 9<sup>th</sup>) to school during the quarter
2. Unwholesome language or profanity
3. Meddling with another student's property
4. Continued talking or disrupting class

5. Bringing prohibited items to school: guns, look alike guns, water pistols, water balloons, lighters of any kind, or laser pointers
6. Inappropriate use of cell phone (voice, text, or internet)
7. Dress code violations
8. Other infractions noted in this handbook as deemed necessary by the Elementary Principal

### **In-School Suspension**

During an In-School Suspension the student will be isolated from his peers for the day. The student will sit quietly in the assigned room and work on his assignments for the day. Students may make-up any homework, tests, or quizzes missed during this time.

Examples of offenses that may lead to suspension include fighting, flagrantly abusive language and/or disrespectful conduct, Code of Conduct violations, repeated detentions, possession or use of tobacco (as well as supplying or selling of tobacco or tobacco products), possession of pornography (including misuse of MCS computer usage), and any computer use for defiant, bullying, or vicious purposes.

### **Out-Of-School Suspension**

Students suspended out-of-school for any length of time may only return under probationary status and will be asked to sign a probationary contract. Suspended students are not to be on school property at any time during the suspension.

### **Dismissal**

MCS reserves the right of suspension or dismissal at any time during the school year. Any student who persistently neglects work, who fails to meet academic or other standards or qualifications or who exercises poor conduct, one who fails to cooperate, or whose parents fail to cooperate, may be asked to withdraw from the school. Dismissal will be administered by the Principal with the advice and approval of the Superintendent. Appeal of a dismissal must be made in writing to the Superintendent within three days of the dismissal notification. A student may not attend classes during an appeal.

Dismissals may occur when any of the following take place: repeated conduct violations that resulted in suspensions; failure of parents to cooperate with MCS in the discipline of their children; assault or battery of staff or students; sexual misconduct such as physical conduct and/or contact of a sexual nature; verbal abuse of a sexual nature; sexual innuendoes and gestures or other serious sexual misconduct; computer/internet use for immoral purposes; possession or use of a weapon of any kind in a threatening or dangerous manner, which is perceived to be capable of inflicting serious harm; or possession, transfer, sale, or discharge of any gun (including a starter or pellet gun), firearm, or any other explosive device, of any type, whether loaded or unloaded, on or off campus.

### **Disciplinary Probation**

1. **Purpose:** Disciplinary Probation is to prevent the possible dismissal of a student due to behavioral issues and to create a viable, tangible incentive for the student and parents to seek out behavioral and spiritual reform.
2. **Criteria:** This program should be initiated at the discretion of the Principal in concert with the Superintendent. It is to be administratively subjective. Some criteria to direct the administration in making this decision are 1) the student has manifested a physical threat to other students or faculty, 2) the student has become a negative influence on his peers to the extent of drawing his peers into similar actions (i.e. smoking, disrespect, impacting the learning environment negatively, inappropriate behavior, etc.), 3) the student has been a habitual offender of the disciplinary policy of the school, or 4) the student has been suspended for a serious breach of conduct.
3. **Program:** A written notice of possibly placing a student on disciplinary probation will be initiated by the Principal. The Principal will notify the parents of the possibility of the probation. At the administration's discretion, a conference will be held with the parent and student in regard to disciplinary problems. Based on this conference, the administration will decide whether or not this particular student merits a probation or expulsion. If the administration deems it beneficial to place the student under a disciplinary probation, a Disciplinary Probation Contract will be drafted for the student outlining the behavioral guidelines that the student is expected to maintain, the duration of the probation, and the consequences of fulfilling the probation or failing to fulfill the probation.

4. **Procedure:** The Disciplinary Probation Contract is to be signed by all parties involved (i.e. student, parent(s), Principal, and Superintendent). Copies are to be distributed to all parties. It will be the responsibility of the Principal to ensure that the contract is being upheld. Violation of the contract by the student will be noted by the Principal and submitted in writing to the Superintendent. The student will then face other consequences, including possibly expulsion.

### **Restoration**

MCS reserves the right to deny readmission to any student whose actions demonstrate that it is in the school's best interest not to allow readmission. The request for readmission should be in writing to the Superintendent. Restoration at a Christian school is always a difficult matter. Students who have been expelled from MCS or other schools must present evidence of genuine repentance and carry out a school-designed restoration program. If a student has been dismissed or asked to withdraw, been given due consideration, and desires reinstatement, the student must wait a minimum of six months before reapplying. During that time, the student must be involved in a program of church attendance and youth group involvement as well as student and parent counseling. During the restoration period, schooling must continue at another school or home school. Upon completion of the reinstatement restoration program, recommendations by the student's pastor, youth pastor, and school-designated counselors will be considered by the Principal and Superintendent to determine the student's reinstatement. Students returning will be on disciplinary probation for one year.

### **Readmission**

Any student dismissed from MCS, or allowed to withdraw, will not be allowed to apply for readmission for at least one semester. Requests for readmission should be made in writing to the Superintendent. MCS reserves the right to deny readmission.

### **Continued Enrollment**

MCS reserves the right to deny continued enrollment to any student whose actions and/or attitudes demonstrate that it is not in the best interest to allow reenrollment. Students who have demonstrated through detentions, progress reports, and poor attitude a lack of interest in being at MCS will be interviewed by the Principal. A poor attitude may be reflected through a lack of compliance with the dress code, response to discipline, respect for authority, etc. After this interview, a conference with the parent(s) will be scheduled. Students may be placed on disciplinary probation with enrollment for the following year withheld until a review of the student's progress has been evaluated.

## **DRUG AND ALCOHOL POLICY**



Mansfield Christian School believes that the consumption, buying, selling, or transfer of drugs and/or alcohol by our students cannot be tolerated and will result in dismissal of the offending student or students.

## **NON-VIOLENCE POLICY**



MCS has a no tolerance policy involving threats or perceived threats of violence by students. Parents should understand that the school's first responsibility is the protection of all of its students. The school takes this responsibility very seriously.

Students are not allowed to talk about committing an act of violence, threaten to commit an act of violence, or joke about committing an act of violence toward anyone at MCS. Students are also not allowed to possess any instructions on how to commit an act of violence. If the administration determines that a threat of violence is credible and specific (directed toward particular students or staff), the student will be immediately suspended and a recommendation to expel may be delivered to the school board. For the purposes of this policy, credible means a reasonable belief or suspicion determined by the administration, that the threat was or might be genuine, or that the student was or might be capable of carrying out the threat.

In those circumstances in which the administration determines that the threat is not likely credible, the school may suspend the student pending a parent meeting. These include all cases in which the student was "just joking." If circumstances warrant, the school may conduct further investigation. The school may require students in this circumstance to obtain counseling from a Christian counselor or other professional agreeable to the school until the counselor advises the school that the student, in the counselor's opinion, does not present a threat of danger.

## Search and Seizure

In order to maintain order and discipline in the school and to protect the safety and welfare of students and personnel, school authorities may request a search of a student, student desks, backpacks, under the circumstances outlined below and may seize illegal, unauthorized, or contraband materials in the search.

- 1. Personal Searches:** A student and/or personal effects (e.g., purse, book bag, etc.) may be searched whenever a school authority has reasonable suspicion to believe that the student is in possession of illegal or unauthorized materials. Students may be asked to empty their pockets, pocketbooks, wallets, book bags, etc. without the parent's permission or the student's permission. Registration of the child constitutes parental consent to such searches. If the student refuses and the school feels a personal search of the student's person or belongings are required (as per the safety of that student or any other student), then the parents will be phoned and must come to the office to perform the search. If the parents fail to come to the school to perform the search within a reasonable time (one hour) and/or the student refuses to empty his/her pockets or remove from his or her person what is suspected, then the student's privilege to attend MCS will be revoked.
- 2. Seizure of Illegal Materials:** If a properly conducted search yields illegal or contraband materials, such findings shall be turned over to the proper legal authorities for ultimate disposition.

## **ANTI-BULLYING POLICY**



Everyone at MCS is committed to making our school a safe and caring place for all students and employees. We will treat each other with respect, and we will refuse to tolerate bullying in any form. Examples of bullying include, but are not limited to:

- Malicious intent to cause physical or emotional harm
- Ganging up on someone
- Teasing, humiliating, or intimidating actions/language
- Insulting someone's race, family status, culture, gender, size, or appearance

Students found to be bullying others may be subject to immediate detention, suspension and/or expulsion.

Students at Mansfield Christian will be taught the following:

1. Respect
2. Refuse to bully others
3. Refuse to let others be bullied
4. Refuse to join in when another is bullied
5. Report bullying to an adult. Bullying is a behavior that is clearly not consistent with the Biblical philosophy of MCS.

## Anti-Harassment Policy

It is the policy of the MCS Board of Education to maintain an educational environment which is free from all forms of unlawful harassment, including sexual harassment. Such behavior is inconsistent with the Christian tenets and Biblical philosophy of MCS. This policy applies to unlawful and immoral conduct occurring at any time, on or off school property. Students who believe that they have been unlawfully harassed by another student or member of the school community or a third party are entitled to utilize the formal investigation and complaint process. Initiating a complaint will not adversely affect the student's participation in educational or extracurricular programs.

Students are encouraged to promptly report incidents of harassing conduct to a supervisor, teacher, or administrator, so that the administration may address the conduct before it becomes severe, pervasive, or persistent. The administration will meet with the student and contact the parents to advise them of the intent to investigate. The administration will make every reasonable effort to protect the rights of parties and maintain the confidentiality of the investigation. The administration will take immediate steps to impose disciplinary action, which may include dismissal, on any student engaging in any of the following prohibited acts: retaliating against a person who has reported alleged harassment or has participated as a witness, reporting a malicious or knowingly false account or complaint of harassment, or purposefully delaying the investigation of allegations of harassment.

### **Sexual Harassment Defined**

Sexual harassment between students is defined as “any unwelcome sexual conduct by any other student that is severe, persistent, or pervasive enough to limit a student’s ability to participate in or benefit from an education program or activity, or that creates a hostile or abusive educational environment.” This conduct can be nonverbal, verbal, or physical, and the behavior in question does not necessarily have to be aimed at the student who is complaining of harassment.

Prohibited acts that constitute sexual harassment may take a variety of forms. The administration will determine if the offense constitutes sexual harassment. Sexual harassment does not include legitimate non-sexual touching or conduct, and simple horseplay, childish vulgarities, adolescent flirting, or other simple childish behavior. Examples of the kinds of conduct that may constitute sexual harassment include, but are not limited to:

- a. Sexual advances including propositions, invitations, flirtations, or obscene gestures
- b. Physical assault or unwelcome physical contact
- c. Using words, pictures, objects, gestures, or other actions relating to sexual activity or a person’s gender that has the effect of causing embarrassment, discomfort, or reluctance to participate in school activities.

### **Reports and Complaints of Harassing Conduct**

Students who feel they have been unlawfully harassed should file a formal written complaint with an administrator or counselor. All complaints should be in writing and signed by the complainant. Once the formal complaint process is begun, the investigation will be completed within 30 calendar days of the complaint being received, unless a greater amount of time is deemed necessary due to extenuating circumstances.

The parents or guardian of the complainant will be contacted immediately. If the alleged harasser is a student, the parents of said student will also be contacted. The investigation may include interviews of witnesses to provide any evidence they believe to be relevant to the situation. A written report will be prepared by the administration, summarizing the evidence gathered and providing recommendations, and presented to the school board at the conclusion of the investigation.

Consistent with the board policy manual, the school board and administration will determine if the offense warrants immediate dismissal from MCS. If either the complainant or student accused of harassing conduct is dissatisfied with the decision, an appeal may be made to the Superintendent who will review the case with the board.



*“Seek first the Kingdom of God and His righteousness and all other things will be added unto you besides.”  
Matthew 6:33*

*“And all your children shall be taught of the Lord and great shall be their peace.”  
Isaiah 54:13*

