

Mansfield Christian School ELEMENTARY HANDBOOK 2011-2012

MISSION STATEMENT

Mansfield Christian School exists as an extension of the Christian home and church to fulfill God's commands to teach His words "*diligently unto our children*" (*Deuteronomy 6:5-7*). Our foundation rests upon acknowledging Jesus Christ as Lord and Savior and the Bible as the Word of God - the final authority in truth and practice (*II Timothy 2:15*). We strive to assist each student to grow in excellence spiritually, academically, socially, and physically (*Luke 2:52*) through the godly ministry and example of teachers, administrators, board members, and staff (*Titus 1:5-16*). We serve with the cooperation of parents who support us through their prayers and involvement in the activities of Mansfield Christian School (*Ephesians 6:4*).

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VISION STATEMENT

Mansfield Christian School is committed to training future generations to live a life consistent with a Biblical worldview. Our desire is to provide students with an environment that emphasizes academic excellence with the godly wisdom necessary to impact their culture for the glory of Jesus Christ.

Mansfield Christian School is approved and certified by the Ohio State Department of Education and also by the Association of Christian Schools International.

MANSFIELD CHRISTIAN SCHOOL
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Dear Parents,

Welcome to another year at Mansfield Christian School. It is a pleasure and a blessing for MCS to partner with your family in teaching your children based on God's Word and according to godly principles. Our desire is to see our students grow and make God-honoring choices.

Here at MCS, we believe that children are a gift from God, and we are endeavoring to provide excellence in every area of our school. From our academics, fine arts and chapels, we are challenging 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 if you share in this vision for your young person, you will allow us the privilege to partner with you in preparing your student for tomorrow's world.

As you read this handbook I can almost guarantee students will face trials this year. For some students, having to read these pages is a chore. Make no mistake, the items laid out in these pages do not define what it means to know, love, and surrender to God. Instead the contents of this Student/Parent 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 MCS not only to run smoothly and safely, but more importantly, to reflect glory back on God through our actions. So let those trials have their perfect work in your child(ren), so that they may grow to be mature, complete and lacking in nothing.

It is my hope and prayer that you, as parents, fully embrace the mission of MCS, 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 shine brightly for Jesus.

In His grip,

Linda Hoeflich
Elementary Principal

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 each family read and discuss this material with their student. We believe that parental involvement and support is vital in the success of our students. Thus, we desire that all who choose to be a part of MCS are well aware of our goals and purpose.

Conflict Resolution

Like any other institution where you have a large group of people, 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 student problems before they talk to administrators. If unresolved at the two-person level, the matter should be prayerfully and in an orderly fashion moved upward in the school organizational structure.

DAILY SCHEDULES

Arrival

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

*Please see attendance policy on page 7 regarding tardies and absences.

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).

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 - 4, the student and his/her parents will receive a progress report midway through each quarter and a grade card every nine weeks.

Achievement

The following is the required five-point divisional system of grading with corresponding percentages. A brief word statement explains what each letter represents.

K-4 Grading Policy:

<u>Grade A</u>	(93-100%) Outstanding <ol style="list-style-type: none">1. Scholarship - Strong, exceeding requirements of the course (High degree of mastery)2. Individual improvement - Showing self-development
<u>Grade B</u>	(85 - 92%) Satisfactory, Above Average <ol style="list-style-type: none">1. Scholarship - Accurate and complete, meeting all requirements of the course2. Individual improvement - Showing marks of progress and responding to instruction
<u>Grade C</u>	(75 - 84%) Average <ol style="list-style-type: none">1. Scholarship - Meeting assignments and showing basic understanding (Basic mastery)2. Individual improvement - Showing standard progress and evidence of a need for encouragement
<u>Grade D</u>	(65 - 74%) Unsatisfactory but passing <ol style="list-style-type: none">1. Scholarship - Not meeting all assignments and requirements of the course (Minimal mastery)2. Individual improvement - Showing minimal progress and requiring direction
<u>Grade F</u>	(0 - 64%) Below minimum requirements <ol style="list-style-type: none">1. Scholarship - Unsatisfactory completion of most course requirement (Lack of any mastery)2. Individual improvement - Indicating no individual progress
<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 within one week after receipt of the grade card. 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. "S" grades may be given as credit to those students who put forth a reasonable effort but do not have the ability to achieve a passing grade.

5th & 6th Grade Grading Scale

A	95-100	C	78-82
A-	93-94	C-	75-77
B+	91-92	D+	73-74
B	87-90	D	70-72
B-	85-86	D-	65-69
C+	83-84	F	64 or below

Regular Middle School Courses

Letter grades are used on the MCS report card. To get a final year average, convert each letter grade using the following chart. Add them up and divide by 4.

A	4.0	C	2.0
A-	3.7	C-	1.7
B+	3.3	D+	1.3
B	3.0	D	1.0
B-	2.7	D-	.7
C+	2.3	F	0

Example: If a student has 2 “A”s and 2 “A-” grades, you would add $4 + 4 + 3.7 + 3.7$ equaling 15.4. Then divide by 4 and the average is 3.85. The next step is to use the following chart to assign a final letter grade for the course.

3.86-4.00	A	1.86-2.15	C
3.51-3.85	A-	1.51-1.85	C-
3.16-3.50	B+	1.16-1.50	D+
2.86-3.15	B	0.86-1.15	D
2.51-2.85	B-	0.36-0.85	D-
2.16-2.50	C+	0.00-0.35	F

STUDENT PROGRESS ACCESS FROM HOME

To access student grades, attendance and prior period grade cards follow the following steps using the internet:

1. Go to www.mcsflames.org.
2. Click on “Middle School” link at the bottom of the screen.
3. Click on “Teachers’ Grade Book” link at the left of the screen.
4. A new window will open.
5. Choose Mansfield Christian Middle School from the drop down list and then click the “Submit” button.
6. Choose Mansfield Christian Middle School from the drop down list and click the “Submit” button.
7. Enter your student’s “Student Number” in the “Identification Number” box.
8. Enter your student’s “Student Pin #” in the “Pin” box.
9. Click the “Log In” button.
10. Click on the desired menu choice on the left side of the screen.
11. When finished, click on “Logoff” on the left side of the screen.

Note: The date items were updated is located at the bottom of each screen.

Report Cards

Grade cards are issued 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 communicating areas of concern. A parent-teacher conference may occur at any time deemed necessary by the teacher or parent.

Signed grade cards should be returned to the teacher within **two weeks** after receiving them. Included on the grade card are the student's grades, attendance records, and teacher's comments. \$1 will be charged to any student who does not return his report card envelope after first, second and third quarter report cards.

Kindergarten grade cards will be issued twice during the school year.

Honor Rolls

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/Parent-Teacher Conference

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

Parent-Teacher Conferences are held twice during the school year. The first is held in the fall and the second is early 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.

Retention

Failing two or more core subjects represents a problem which may indicate necessary retention of the student. Retention is justified only on the basis that it would be beneficial for the growth and development of the whole child. If re-assignment to the same grade will promote continuous growth and development in academic skills and personal/social adjustment, a child may be retained.

Teachers are to review the situation with the elementary principal. If they agree on retention for the child, the parents are consulted. At this conference, samples of the child's work are shown and discussed. A comparison is made between average level work and the work the child is doing.

Testing and Special Academic Programs

Achievement Assessments - 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 each spring.

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

Special Testing - Students needing additional evaluation can be referred for individual achievement, tutorial, psychological and speech/hearing testing through the elementary principal. Parental consent forms are sent home prior to testing.

Tutoring - Students who need review and reinforcement of skills may get such assistance when needed through our tutorial program.

Enrichment - Students involved in Enrichment are selected through teacher recommendation, Ohio Achievement Assessment scoring, grade point average and independent study skills.

Testing and Special Academic Programs Continued

Summaries of all test results are included in the student's cumulative file.

Awards

Awards will be presented in the following areas:

1. Character Quality (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 in their own setting

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. No major assignments or tests are assigned on Wednesday evenings. No more than one major project or notebook assignment should be given during a nine-week period.

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 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.

ATTENDANCE POLICY AND PROCEDURES

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 shall comply with the following guidelines:

Attendance/Tardy Policy

To gain full benefit of the classroom experience at MCS, students are expected to be in class on time. Students who are not on time are considered "tardy" and must go to the office for a "Late Slip". If the tardiness becomes excessive (more than 3 per grading period), the principal will contact the student's home.

- Tardies are excused for the following reasons: Events that are physically out of your control such as: an accident, road closed, icy roads, snow, power outages, etc.
- Tardies would be counted as unexcused for the following reasons: Oversleeping, traffic too heavy, errands, forgot something, etc.

Tardiness

After 8:00:	All students who arrive late should report to and sign in at the office.
On or Before 11:00:	All students who arrive on or before 11:00 and stay the remainder of the day will be credited a full day's attendance and counted tardy.
After 11:00:	All students arriving after 11:00 will receive 1/2 day attendance.

Unexcused Tardies:

- Consequences (Grades 1-4): 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 1-4): Five or more unexcused tardies during a semester may result in a conference of parent and student with a school administrator.
- Consequences (Grades 5-6) Three unexcused tardies to school will result in a detention. Succeeding detentions will be issued at 6 and 9 per grading period.
- Consequences (Grades 5-6) More than 6 unexcused tardies will require a conference of parent and student with the a school administrator.

Absences

A distinction is made between “Excused” and “Unexcused” absences. Excused absences are as follows:

1. Personal illness
2. Medical or dental appointments
3. Emergency or family illness requiring student’s help at home
4. Death or funeral of a relative or close friend
5. Travel or vacation with parents when prior approval has been obtained through the classroom teacher or principal

A student will not be counted absent when required to represent MCS in an approved school activity. Also, snow days are not recorded as days of absence. All other absences will be recorded as “Unexcused.”

Excessive Absences: (K-6)

MCS holds school attendance as a high priority. A student’s progress is greatly affected by a high rate of absenteeism. If a student is absent more than 20 days in one school year, the student may be retained in his present grade. In addition, MCS is obligated to report to Social Services any excessive absence of 12 or more days during one semester and 24 days during one school year.

Absence Verification

In order to conform to the Missing Children’s Act 3313.205 ORC, parents are required to contact the school on the morning of the absence if at all possible. A note to the teacher stating the reason for a planned absence is also required.

Make-up Work Due To Absence

It is the goal of the staff to teach the students that the initiative for completing make-up work rests with them. The degree of responsibility is to be appropriate to the grade level. Active communication between the school and home following absences is important.

Teachers will provide work and make-up opportunities for excused absences. Work for credit and/or grade must be completed no later than five (5) school days after the return from the absence. Work not subsequently made up will receive a failing grade.

Work missed during an unexcused absence is typically not made up. Each situation is unique, therefore; a decision to allow for work to be made up is ultimately up to the elementary principal. In addition to academic penalty, disciplinary action may be given based on individual circumstances. The classroom teacher and elementary principal will determine what action should be taken.

When parents are aware of special problems concerning an absence of a continuing nature, they should inform the principal of the special nature of the problem. This allows special arrangements for alternative educational experiences which insure that minimum course requirements are met.

Early Dismissals

Students desiring to leave school early (before 3:00) for any reason must bring a written note from home explaining the reason and signed by a parent.

There are times when a doctor or dental appointment will be made while the student is in school. In this case, when contacted directly by the parent, the student will be informed.

In the event of a student becoming ill while in school, he/she should report to the health room. Parents will then be notified if necessary.

Any student leaving the school for any reason during the school day should first sign out in the elementary office.

Special Programs

Attendance at special programs is required and, in some cases, affects requirements for grading purposes (band and choir). Parents are to communicate directly by letter or phone if there is a conflict prohibiting the student from attending. The principles for excused absences apply to special programs.

CHRISTIAN CONDUCT

Students at MCS have a testimony to maintain. They need to remember conduct unbecoming to a Christian reflects unfavorably not only on the school, church, and home, but also on the Savior. In all relationships, both on and off the campus, behavior should conform to the principles of Christian conduct set forth in Scripture and to the standards of this school. Attendance at MCS is a privilege. Any student in our school whose conduct or attitude shows himself/herself to be in opposition to the basic principles and purpose of the school may be asked to withdraw from the school. The goal of discipline is **SELF-DISCIPLINE**. Discipline is an important part of the educational process and character development. It is not only necessary to the individual but is also necessary for the maintenance of an orderly learning atmosphere. Students are urged to exercise and develop self-discipline in all areas of student life and to observe the rules of the school.

God does provide us with some guidelines for a disciplined life in His Word.

1. The responsibility and authority to discipline comes from God. (Eph. 6:1-4)
2. Discipline has moral content. Disobedience is the core of sin. (1 Peter 1:16)
3. Christian love is at the heart of all discipline. The dark side of love (correction and chastening) is an essential part of the firmness of love. They must be balanced. Firmness minus love becomes harsh; whereas love without firmness is sentimentality. Both errors produce problems instead of solving them. (Prov. 3:11-12)
4. All discipline is designed to show a person his sinful will, to lead him to trust Christ, and to become a self-disciplined person who wants to do God's will. (Gal. 3:19-24)

We ask that each student develop the following good habits while attending Mansfield Christian:

1. Obedience to authority should be cheerful and prompt (parents, teachers, secretaries, bus drivers, custodians, etc.) even when the person in authority is not immediately present.
2. Respect for property of both the school and individuals.
3. Responsibility in doing assigned or expected tasks.
4. Punctuality in attendance and assignments.
5. Courtesy and respect for parents, teachers, classmates and visitors.
6. Cooperation with others in and out of the classroom.
7. Cleanliness in person and property.
8. Truthfulness and honesty in work and actions.

POSITIVE REINFORCEMENT/RED TICKET STORE

We have adopted a system for the 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. This is a wonderful opportunity for us to reinforce Christ-like behavior and discourage poor behavior.

SCHOOL RULES

Disregard by the student of any of the following rules will result in disciplinary action. Continued abuse will result in out-of-school suspension.

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.
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 teacher or 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, computer games, *cell phones, stereos, radios, walkmans, tape or CD players, IPOD's, MP3's, PDA's, video games, obscene magazines or books are not permitted.
- * Cell Phones: According to our school handbook, cell phones are not allowed at school. We understand that some students need to have a cell phone with them for emergencies or for after school practices/games etc. However, these should be used before or after school. Phone calls home during school should be made in the elementary office.

After School

Dismissal at the end of the day occurs in the following order.

1. Students riding buses are to remain in the classroom until their specific bus number is called.
2. Students who walk or ride in cars will be dismissed at 3:00.
3. No student is to remain at school after the last bus is called unless supervised by an adult.

SERIOUS OFFENSES REGARDING DISCIPLINE

The following offenses are considered to be serious and result in consequences for grades K-6:

CATEGORY ONE-Minor Offenses

1. Repeated failure to turn in homework assignments or class work
2. Minor use of unwholesome language (not swearing)
3. Playing around in the bathroom
4. Repeated talking during chapel or assembly
5. Minor fighting
6. Being sent to the office for not obeying classroom rules or procedures
7. Dress code violations
8. Name calling

CATEGORY TWO-Major Offenses

1. Defiant actions or attitudes to any school personnel
2. Lying or deceit
3. Skipping class or school
4. Leaving grounds without permission
3. Cheating
4. Fighting
5. Intimidating, degrading, or threatening gestures to another including students, parents and/or visitors
6. Profanity, obscene language or gestures
7. Off color jokes
8. Writing or drawing obscenities
9. Marking on school property, walls, etc.
10. Direct disobedience
11. PDA (Public Display of Affection)
12. Bringing "look alike" guns of any sort to school.

CATEGORY THREE-Very Serious Offenses

1. Disrespect and/or defiant behavior toward a teacher or any school personnel
2. Stealing
3. Malicious vandalism
4. Possession or use of a weapon at school or on a bus
5. Possession of tobacco, drugs, alcoholic beverages
6. Fighting with the intent to do physical harm
7. Arson or false alarms
8. Bullying
9. Sexual Harassment
10. Sexual Immorality

DISCIPLINE ENFORCEMENT

A. Category One:

- a. Work duty during recess(es)
- b. In-School-Suspension
- c. After-school detention
- d. Natural consequence*

B. Category Two:

- a. In-School Suspension (+Work duty)
- b. Out-of-School Suspension (Repeated or multiple category one or two offenses)
- c. After-school detention
- d. Natural consequence*

C. Category Three:

- a. Immediate suspension and possible expulsion
- b. Suspensions result in probationary status

Note: The administration reserves the right to adjust penalties in accordance with behavior, regardless of listed categories. * "Natural Consequences" are defined as those consequences that are natural/logical as they pertain to the violation committed. Examples: vandalism - cleaning up, paying fine; skipping school - loss of leaving campus privileges, etc.

Detention Policy

It is the responsibility of the students to check with the office and see when they are to serve. Detention will be held on designated days from 3:15 p.m. until 4:00 p.m. No student will be admitted after 3:15 p.m. No one will be excused from serving their detention or allowed to change their detention date without the written permission of the Elementary School Principal or the Faculty Detention Clerk. No homework, sleeping, reading books, talking, iPods, cell phone activities during detention.

Teacher Duties Regarding Discipline

Any act of student discipline is an intensely personal experience. No student shall be subjected to personal humiliation before his peers by any act of teacher-administered discipline. Words of encouragement and reproof are used for both personal and group edification. When these are used by a teacher, the word of encouragement and the word of reproof will be blessed by the Holy Spirit for the intended purpose. When a teacher perceives a pattern of student behavior is leading to increasing personal or group conflict, the teacher shall share the problem with the principal.

ELEMENTARY DRESS CODE

Mansfield Christian School requires coordinated clothing for students called *Campus Wear*.

Campus Wear projects an atmosphere of solidarity, loyalty and equality with 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. Promote a sense of school spirit, acceptance, and belonging.
4. 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 for *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.

All students must be registered with School Closet prior to the new school year. Students are registered when they are fitted and place an order. Students may attend one of the fitting times on campus or they may go directly to School Closet in Columbus.

General Guidelines for Students K - 6

The administration reserves the right to make discretionary judgments regarding dress code. If you have any questions about clothing or hairstyles, the administration would be glad to help.

1. Appropriate size clothing is required. Oversized or undersized clothing is not permitted.
2. Shorts may only be worn during the months of Aug., Sept., Oct., April, May and June.
3. Knit *Campus Wear* shirts and turtlenecks may be layered for warmth. Any other shirt worn under *Campus Wear* may not be visible in any way.
4. Jackets and coats may not be worn to class.
5. Visible socks, tights, or nylons must be worn with shoes. Girls may wear leggings during the winter months in white, navy, neutral or black.
6. There are to be no decorations or logos on *Campus Wear* other than those adopted by the school.
7. Excessive jewelry is not appropriate.
8. Cut-off clothing and cutting-up pant seams is not permitted. All pants, skirts, shorts and jumpers must be hemmed.
9. Hats and bandanas are not to be worn in the school building at any time.
10. Chains (wallet chains, choker chains, dog chains...) are not permitted.
11. Tattoos and body piercing are not permitted.
12. Sculptured hair or coloring that is unnatural is not permitted (blue, green, orange...).
13. *Campus Wear* is not required at athletic events; however, attire must be modest.
14. *Campus Wear* is required for all award assemblies and special programs.
15. Boys may not wear earrings.
16. If a student needs to stay after school for some reason, they are to remain in regular school dress unless they are participating in athletics under the direction of a coach.
17. All T-shirts must be white and free of pictures or words.

BOYS' DRESS GUIDELINES GRADES K - 6

Pants - Khaki or navy *Campus Wear* in twill or corduroy.

Walking Shorts - Khaki or navy *Campus Wear*. Shorts must be near top of the knee, hemmed.

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

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

Turtlenecks - *Campus Wear* in white, navy, hunter green, red, and yellow. (***White turtlenecks may be purchased outside 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 standup collar. The school crest is available on all sweaters for an additional cost.

Sweatshirts/Fleece - Only MCS emblem or School Closet *Campus Wear* may be worn in the classroom. A *Campus Wear* polo shirt or a turtleneck must be worn under a MCS sweatshirt.

Socks - Visible, matching colors to coordinate with *Campus Wear*. (May be purchased outside of School Closet.)

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 halfway over the ear on the sides and collar length in the back. No designs should be shaven into hair, nor are partial or fully shaven heads acceptable. Extreme hairstyles will be addressed individually.

Shoes - Athletic shoes (tennis shoes) are required footwear. In the interest of stewardship of our facilities, shoes should be non-marking. Athletic shoes should have minimal accent color and be laced and tied or have Velcro closure. Heels/soles should not exceed two inches in height. The shoes must have an enclosed heel and toe.

GIRLS' DRESS GUIDELINES GRADES K - 6

Skirts - School plaid, khaki or navy *Campus Wear*. Knee length. Longer skirts are also available.

Pants - Khaki or navy *Campus Wear* in twill or corduroy.

Jumpers - School plaid. Knee length.

Walking Shorts - Khaki or navy *Campus Wear*. Shorts must be near the top of the knee, hemmed.

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

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

Round Collar Blouse - White or yellow.

Turtlenecks - May be worn under sweater, jumper or vest. *Campus Wear* in navy, red, hunter green or yellow. **(White turtlenecks may be purchased outside School Closet.)**

Sweaters - Navy or red *Campus Wear*; V-neck, cardigan, crew (long-sleeve) or vest. Only crew neck sweaters may be worn without a standup collar. The school crest is available on all sweaters for an additional cost.

Sweatshirts/Fleece - Only MCS emblem or School Closet *Campus Wear* may be worn in the classroom. A *Campus Wear* polo shirt or turtleneck must be worn under a MCS sweatshirt.

Socks/Tights/Nylons - Visible, matching colors to coordinate with *Campus Wear*. (May be purchased outside of School Closet.)

Leggings - Girls may wear leggings during the winter months in white, navy, neutral, or black.

Jewelry - Earrings are the only pierced jewelry permitted.

Hair accessories - Must coordinate with the *Campus Wear*. (May be purchased outside of School Closet.)

Shoes - Athletic shoes (tennis shoes) are the required footwear. In the interest of stewardship of our facilities, shoes should be non-marking. Athletic shoes should have minimal accent color and be laced and tied or have Velcro closure. Heels/soles should not exceed two inches in height. The shoes must have an enclosed heel and toe.

Dress Code Enforcement

It is our belief that proper enforcement of the dress code must begin in the home. Thus, we expect our parents to assist and support the school in upholding approved dress code. Dress code enforcement is a team effort involving parents, teachers, and administration.

In keeping with the spirit of the dress code, the Administration reserves the right to determine the appropriateness of any new styles or attire. If there is a question as to whether or not something should be worn, the student should ask the Principal first.

The following steps will be taken when there has been a clear violation of the dress code:

1. Parents will be notified by mail concerning dress code violation.
2. Following five dress code offenses, a parent conference will be scheduled with the principal in order to seek an agreeable resolution.
3. Following seven dress code offenses, a parent conference will be scheduled with the Superintendent.
4. Following ten dress code offenses, a parent conference will be scheduled with the Educational Policy Committee of the school board to seek resolution and discuss further action.

MISCELLANEOUS INFORMATION

Building Hours and Security

The building is opened in the morning by 7:30 am. Students are expected to clear the building by 3:30 pm each day unless supervised by a faculty member. MCS has developed a Crisis Response Manual that addresses procedures to be followed in the event of an emergency. Copies of this information are available in the elementary school office. To further ensure this level of safety, all doors are locked except for the front middle doors from 8:10 am to 2:50 pm. With only one (Door #2) entrance open during school hours, we are able to monitor those visitors entering the building.

Menus/Announcements

Menus, monthly calendars, and timely announcements of school activities are sent home with students regularly.

This communication originates from the elementary office. Teachers also send weekly notes.

Classroom Visitation

In special cases, outside students that are considering enrollment are encouraged to visit but only after receiving authorization from the school office.

Parents are encouraged to visit the school and attend class provided prior arrangements are made in the school office. When parents arrive for classroom visitation, they are to check in at the office before going to the classroom.

Library

The elementary library has many books and it is our desire that the students take advantage of every opportunity to use them. Generally, a book is checked out to a student for one week. All overdue fines must be paid by the end of each grading period or all library privileges will be suspended and report cards will not be issued until the fine is paid.

Lost and Found

Please label all articles with your name. This will enhance the possibility of returning items to students.

Do not leave money or valuables lying around.

The care and security of a student's belongings are the responsibility of the student. Articles found in inappropriate places will be taken to the lost and found areas. Do not leave clothing in restrooms. We will dispose of items that are not claimed within a reasonable length of time.

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. Parents must inform the teacher of any deviations from the regular routine by written note signed by the parent. 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.

Bus Information

Parents should make arrangements for their children's bus transportation by contacting the school district in which they reside. Following is a list of the different 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>
Pre-K - 4	Grandparent's Day
Pre-K - 8	Flames Soccer Club
4 - 6 (Girls & Boys)	Friendly House Basketball
1 - 6	ACSI Speech Meet
4	Recorder Class
1 - 6	Field Day
K - 6	Book It
1 - 6	ACSI Math Olympics
4 - 6	ACSI Creative Writing Contest
Pre-K - 6	Right-to-Read Week
Pre-K - 6	Children's Theatre Programs
Pre-K - 12	Annual Auction

HEALTH AND SAFETY

Screening

State mandated vision and hearing screenings are given each year at the following grade levels. Notification of these screenings appear in the announcement sheets sent home with the students 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 are on duty during school hours. Any prescription medication should be kept in the health room during the school day. A note from the doctor and the medication should first be seen by the school nurse.

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 MCS:

CHICKEN POX:	Exclude until all lesions crusted.
COMMON COLD:	Exclude children with fever and those who do not feel well.
PINK-EYE:	Isolate if eye discharge noted. Exclude until completes 24 hours of antibiotics - if ordered.
FLU:	Exclude children with fever 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 24 hours of appropriate antibiotic therapy completed.
WHOOPIING COUGH:	Exclude until 5 days after onset of antibiotic therapy or until symptoms have cleared.

You will be notified of procedures to be taken for any other disease not listed.

Emergency Closing

In the event that school must be closed because of weather conditions or other reasons, announcements will be made on local radio stations.

Cancellation of PM Pre-K classes will be automatic if the school is closed in the morning. Should school be open for the morning and weather conditions worsen, cancellation of PM Pre-K will be made by around 11:00.

Cancellations will be announced on the following radio stations:

Ashland	WNCO	101.3	FM
	WNCO	1340	AM
	WVMC	91.1	FM
Galion	WQLX	102.3	FM
	WGLX	1570	AM
	WBCO	1540	AM
	WQEL	92.7	FM
Mansfield	WVMC	91	FM
	WMAN	1400	AM
	WVNO	106	FM

Emergency Closing (continued)

Mount Vernon	WMVO	1300	AM
	WQIQ	93.7	FM
	WWBK	98.3	FM
Shelby	WSWR	100	FM
Cleveland	WCRF	103.3	FM
Mansfield	WMFD (TV)	Channel 68	

Fire Drills

Periodic fire drills are required by state law. Cards are posted in each room with evacuation directions. The following instructions should be observed during a fire drill:

1. Turn off the lights.
2. Close the windows.
3. Do not talk.
4. Walk rapidly in single file; do not run.
5. Do not re-enter the building until an "all clear" signal is given.
6. Stay with your group or class.
7. The teacher will take his/her grade book and take attendance when students are outside.

Tornado Drills

Whenever there is a tornado drill or evidence that a tornado has been spotted, the following procedures should be taken as quickly as possible:

1. A "continuous bell" will be sounded over the P.A. system. A back-up alarm system will be available if there is an electrical power failure.
2. Students should move quickly and without talking to their assigned tornado shelter area.
3. Students should face inside wall, crouch on the floor, bend over and place their hands on the back of their heads.
4. Students should remain in that position until an "all clear" announcement is made and then follow the teacher's instructions.
5. If students are outside and away from the school, they should take cover in a ditch or low area, lie flat and cover their heads with their hands.

POLICY FOR STUDENT USAGE OF TECHNOLOGY

Mansfield Christian School is pleased to provide students access to an interconnected computer system within the school and to the Internet. The school is providing access to its computer networks and the Internet 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 the computer network 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.)

Netiquette (continued on next page)

Netiquette (continued)

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 and Breach of 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. Further, a user violates school policy if he or she permits another 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. The school may take other disciplinary action.

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.

If a student brings a weapon to school or to a school function, or has a weapon on his/her person, the school will immediately suspend the student and begin the expulsion process at the board level. Parents are advised that the school will contact local police or appropriate authorities. Weapons include, but are not limited to, knives, guns, and explosives. Possession includes, but not limited to, having a weapon in a locker, bookbag, purse or vehicle.

Students are not permitted 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 will 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 will 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 will require students in this circumstance to obtain counseling from a Christian counselor or other professional agreeable to the school. No student will be permitted to continue enrollment in the school until the counselor advises the school that the student, in the counselor's opinion, does not present a threat of danger.

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:

- Hurting someone physically by hitting, kicking, tripping, pushing, etc.
- Stealing or damaging another's personal things.
- Ganging up on someone.
- Teasing or intimidating actions/language.
- Insulting someone's race, family status, culture, gender, size or appearance.
- Inappropriate touching.
- Spreading rumors about someone.
- Using obscene or perverse language to embarrass or aggravate another person.
- Practical jokes and humiliation.

Anti-bullying policy (continued)

Students found to be bullying others will be subject to immediate suspension and/or expulsion. Students at MCS will be taught the following: be respectful, refuse to bully others, refuse to let others be bullied, refuse to join in when another is bullied, and 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 anytime, 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 the following prohibited acts:

- a. Retaliating against a person who has reported alleged harassment, or has participated as a witness.
- b. Reporting a malicious or knowingly false account or complaint of harassment.
- c. 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. Unwelcome sexual advances including propositions, invitations, flirtations, or obscene gestures.
- b. Physical assault or unwelcome physical contact.
- c. Using word, pictures, or other actions relating to sexual activity or a person's gender that cause embarrassment and discomfort to another.

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.

Rev. 5/13/10

