

Independent Studies K-8 Classes at MCS

Dear IS families:



So much has happened since the beginning of this school year, but God has been so faithful. I am excited to announce our first day of classes at Mansfield Christian this Friday, October 28. We had hoped to have an Open House before the actual day of classes; however, because of scheduling conflicts, we will just do our orientation Friday at 10:00 a.m. in the multipurpose room. Please plan to stay and hear the rules and procedures that we plan to implement. As Marie and I have planned and brainstormed over our move, I know you will be pleased at the changes which actually prove to be a benefit to the Independent Studies Program.

We also postponed the family science night, which will be rescheduled at a later date.

Please note that we still do need parent helpers for the lunch hour from 11:45-12:45. If you are unable to stay on your assigned day, please arrange for someone to take your place.

Drop Off will be totally different at MCS. We are asking that you pull around the circular drive and drop off your children and also pick them up in this manner without coming into the building. The Resource Room is inside Door 8 and will have your folders and field trip sign ups in there. Please take advantage of that room to visit.

I'm not sure we'll be ready this Friday, but we do plan to have Beezy Massa manning the elementary library for you to check out books from 10:00 a.m. to noon on our Friday class days. I'll let you know when that is ready for you.

It is extremely important that we be quiet in the hallways since classes will be in session. We have also recently implemented security measures which mean that the only door unlocked will be Door 16 in the PreK wing. I will also arrange for Door 8 to be open at the beginning and end of classes so you can visit the Resource Room.

Please read over these rules and procedures carefully and go over them with your students before Friday. Thank you. I'm looking forward to seeing you all.

God bless,
Linda Hoeflich

Procedures: (After talking with administrators from other schools and observing their procedures, we have decided for your convenience to use a drop off & pick up system that many schools are using.) It is important that your children only exit from the door facing the building and not in the flow of traffic.

Drop off - Parents should plan to drop off their children around the circular drive outside door 16, the PreK entrance at the back of the school. IS staff will be there to welcome your children into the building and direct them to the multipurpose room for opening exercises.

Pick up – Parents should arrive between 2:00 p.m. & 2:10 p.m. to again pick up your children around the circular drive outside the PreK entrance. Children will be gathered by family in the lobby by Door 16 & we will watch for parents to pull up then send out your children.

Family Folders – Folders will be placed in the new Resource Room, Room 110, which is inside door 8 at the back of the school in the same hallway as the IS curriculum room. Folders will be placed in there for your convenience.

Resource Room – Room 110 – all procedures remain the same. Tables & chairs will be available for you to visit and “hang out” while your students are in classes.

Field Trip Sign ups - will be in the Resource Room. Marie will be in the Resource Room to take money and answer questions you may have.

Coats & Lunches – will be taken upon arrival to tables in the multipurpose room; lunches will be kept in bins the same as we have been doing. Students will return to the multipurpose room at the end of the day to get coats & lunch containers before going to the lobby to be picked up.

Opening Exercises – will be done in the multipurpose room by Mr. B, and then IS teachers will pick the students up to go to their first classes.

Classroom Assignments:

Music with Mrs. B Room 104 (near the multipurpose room in the new wing)

Art with Mrs. Higgins Room 1 (next door on left from Rm. 104)

Gym with Mr. B 3rd – 4th will have PE in the high school gym & all the other classes will be in the elementary gym

Science with Ms. Rothaar Room 6 (just down the hall on the right from the art room)

7th – 8th grade classes Room 12 – (the last room on the right before going into the elementary gym)

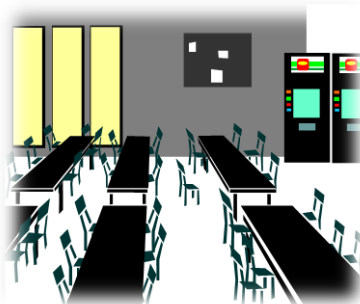
Subs – will be made in the multipurpose room

2011-2012 Parent Helpers
Kdt. – 8th grade IS classes
11:45-12:45 in the multipurpose room
(If you can't come, call someone to take your place)

	K-3	4-8
October 28	Amanda Surber	Cheryl Young
November 4	Andrea Caldwell	Nicole Docherty
November 18	Diana Neumann	Kim Dixon
December 2	Marie Heininger	Jennifer Leach
December 16	Tracy Hignite	Pam White
January 6	Penny Browning	Tracy Hignite
January 20	Corry Ritenour	Susie Hillman
February 3	Jenny Hockman	Brenda Johnson
February 24	Julie Hupp	Beezy Massa
March 2	Debbie Wise	Kathy Hout
March 16	Debbie Mazak	Raylene Zerby
April 13	Cheryl Young	Stephanie Connell
May 18	Tina Adams	Sherry Frontz
May 18 or May 25	Patty Harris	Sheila Glover

Lunch Room Rules

1. Please stay in your seat
2. Raise your hand if you need help with something
3. Line up at the microwave if you need something heated
4. Do not get up to throw things away. Raise your hand and we will come and get it.
5. No sharing of food
6. Say PLEASE and THANK YOU!!
7. If you are finished eating, make a pile of trash and raise your hand
8. Zip your lunch, be quiet and ready for recess.
9. Before going back to class or recess, please put your lunches in your home room containers
10. No toys at lunch or lunch recess



Dress Code:

We will continue with the same dress code that we have had for RW, however, it will need to be followed more strictly. All students at MCS are required to wear campus wear, so we need to stay as close to that as possible since our students will be on the playground with other MCS students.

- Campus Wear brands are still available for purchase, but are not required.
- No blue jeans, tee shirts, or flip flops are permitted
- No hee-lies are permitted!
- Athletic shoes are required for all classes, not just gym class.

Girls:

- Girls are required to wear navy or khaki skirts, jumpers, or slacks, which can be of any brand. All skirt lengths must be no higher than the top of the knee when standing.
- Sweaters and sweatshirts are permitted as long as there are no graphics and/or writing.
- Turtle necks or solid colored tops with collars are permitted, again any brand.
- Shirts (only polo or oxford) should be a solid color and should be tucked in unless it's a polo shirt made to be out.
- The following are not permitted: baseball caps, tee shirts, flip flop sandals, sweat pants or pants resembling sweat pants.
- Pants must not be excessively tight. Walking shorts may be worn during August, September and October, May, & June.
- Athletic shoes must be worn for all classes. No sandals or dress shoes, please.

Boys:

- Proper attire for boys should be neat, clean navy or khaki pants of any brand.
 - Shirts (only polo or oxford) should be a solid color and must have collars and should be tucked in unless it's a polo shirt made to be out.
 - Sweaters and sweatshirts are permitted as long as there are no graphics and/or writing.
 - The following items are not permitted: black soled shoes that leave marks on the floor, flip flop sandals, sweatpants or pants resembling sweatpants, earrings, or chains.
 - Baseball or stocking caps are not to be worn in class.
 - Pants must not be excessively tight, or sagging. Walking shorts may be worn during August, September and October, May, and June.
 - Athletic shoes must be worn for all classes. No hee-lies, dress shoes, or sandals, please.
- When students attend MCS for daily classes, they are required to wear Campus Wear. This includes band, choir, academic classes, etc. – any activity during the school day. The only exceptions are the weekly 7th – 12th grade classes (held after school at MCS).

Dress on all IS field trips will be required to follow the dress code above unless it is an outdoor event where blue jeans would be appropriate.

Elementary Rules:

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. 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.
9. 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.
10. Gum chewing is not permitted at any time in the school building or on the school grounds.
11. Students may not take food or ice cream from the lunchroom.
12. The use of profane, obscene, or bad language is not acceptable. Students who abuse the rights of others by using profanity will be disciplined.
13. Patience is expected in the lunch line, the water fountain line and the bus line. Places may not be saved. Please wait your turn.
14. Snowball throwing is not permitted.
15. 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.

MCS Elementary Recess Rules

- General Recess Rules
- Don't pick up or kick around mulch
- Stay away from drains
- Don't kick mulch down the drain
- Stay off the fencing
- Stay out of the rocks
- Do not pick up rocks
- No sitting or walking on the walls
- Quiet when walking out to recess and in from recess
- Stay on the sidewalk. Stay off the grass hill.
- No snowball fights



Blue Monkey Bars:

- Go only one way
- No grabbing or pulling other students while they are hanging from the Monkey Bars.
- Don't stand under the bars when another student is crossing.
- Don't sit or stand on top of the bars.
- Only hold on with your hands. No hanging from your legs.

Red House:

- Climbing on the side is permitted
- Climbing underneath is permitted
- Only hold on with your hands. No hanging from your legs.
- No standing or sitting on the top

Red Bench:

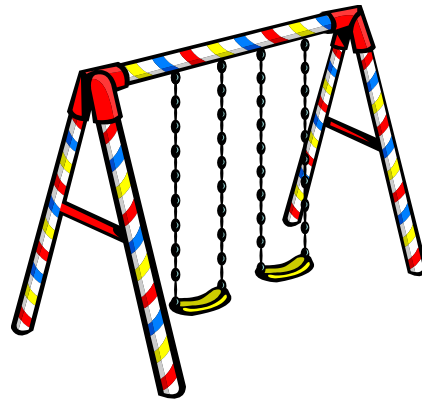
- The bench is for sitting only.
- No climbing or standing on the bench.

Yellow & Red Jungle Gym:

- Only for Pre-K students

Big Blue Jungle Gym:

- Slides only go down.
- No running up the slides
- No climbing up the inside of the coil ladder

**Swings:**

- Sitting only facing the building
- No standing on the swings
- No jumping
- No underdogs
- No twisting
- No weaving between swings.