

# **MANSFIELD CHRISTIAN SCHOOL**



## **ELEMENTARY PARENT/STUDENT HANDBOOK**

**2016 - 2017**

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

*"We have conducted ourselves in the world, and especially in our relations with you, with integrity and godly sincerity. We have done so, relying not on worldly wisdom but on God's grace."*

*II Corinthians 1:9*

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

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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 children from a Biblical worldview. Our desire is to see students grow and make God-honoring choices, living lives that honor Jesus in this world. We welcome you to our school family and look forward to partnering with you as we see students grow academically, socially, and spiritually.

At Mansfield Christian, we believe that children are a gift from God; we endeavor to provide excellence in every area of our school. Through academics, fine arts and chapels, we challenge 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 make God-honoring decisions. To the best of our abilities, we have tried to transfer the principles of God's Word into policies that enable Mansfield Christian Elementary not only to run smoothly and safely, but more importantly, to reflect glory back to God through our actions. We pray that the Lord would have His perfect work in your student, so that he/she may grow to be mature, complete and lacking in nothing. As the Word of God teaches, our goal is to have children love the Lord their God with all their heart, soul, and mind and to love their neighbor as themselves. (Luke 10:27).

As our mission statement clearly states, we believe that it is vital to have cooperation between the Christian home and the Bible believing church. Therefore, it is very important that your children have the influences of a local body of believers as well as time spent with parents at home discussing spiritual matters, praying, and reading the Word of God.

It is my 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 the important work training children academically and spiritually. My door is always open to you; I welcome suggestions, questions, and comments throughout the year.

*"Let the Word of Christ dwell in you richly as you teach and admonish one another with all wisdom, and as you sing psalms, hymns and spiritual songs with gratitude in your hearts to God. 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" Col. 3:16-17*

Rejoicing in Him,

Linda Hoeflich  
Elementary Principal

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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 Mansfield Christian 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 qualifies 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, supporting or condoning sexual immorality, homosexuality activity, bisexual activity, or transgender identity promoting such practices; or being unable to support the moral principles of the school. (See Lev. 20:13 & Rom. 1:27, I Cor. 6:9-20 & Mat. 19:4-6)

Academic excellence is expected so that all students may develop their God-given talents. Our challenging curriculum utilizes both team teaching and self-contained classrooms. Each classroom makes use of interactive white boards, room computers, a mobile computer lab, learning stations to reinforce basic skills, and the elementary computer lab. Zooms and Chromebooks are also available on a limited basis for classroom use. A phonics based reading approach is used in connection with a Guided Reading approach and is supplemented with additional literature. A variety of publishers allows the curriculum to exceed state standards and common core, integrating scriptural principles and a biblical worldview.

In addition to academic subjects, students attend classes in physical education, art, music, library and computer which are taught by specialized teachers. Students in grades five and six choose between instrumental and choral music classes.

## GENERAL INFORMATION & POLICY



### Non-discriminatory Policy

Mansfield Christian School admits students of any race, color, and national and ethnic origin and extends to them 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, or national and ethnic origin in administration of educational policies, scholarship programs, athletics, and other school-administered programs. MCS reserves the right to select students on the basis of academic performance, religious commitment, lifestyle choices, and personal qualifications including a willingness to cooperate with MCS administration and to abide by its policies (Romans 2:11).

### Building Hours

The building is opened in the morning at 7:30 a.m. All elementary students are expected to report to the multipurpose room if arriving before 7:55 a.m. No students are permitted in the high school or elementary gyms before or after school without adult supervision and prior permission by the administration.

Students are expected to clear the building by 3:30 p.m. each day unless supervised by a faculty member.

### Arrival

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

### **Morning Devotions**

Opening exercises consist of pledges to the American flag, the Christian flag, and the Bible, followed by devotional time of Bible reading and prayer.

### **Chapel**

Chapels are planned for every week that school is in session except for 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 of scheduling that week's chapel. 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 chapel on days when there is a 2 hour delay; however afternoon Pre - K may have their afternoon chapel on those days.

### **Friday Folders & Weekly Newsletters**

Folders are sent home each Friday and include 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. Each classroom teacher writes a weekly newsletter in keep you informed of activities and expectations for your child's class. Important information is contained within the newsletters, so please read those carefully. Newsletters are posted at [www.mcsflames.org](http://www.mcsflames.org) and are also made available as a hard copy upon request if you don't have internet access at home. The elementary principal writes the Friday Focus that is sent via email and contains upcoming events and comments pertinent to the elementary family.

### **Recess**

Students will go outside for recess unless the wind chill is below 20 degrees or snow prohibits. Please make sure students have boots, warm coats, hats, and mittens on snowy cold days.

### **Fees/Finances**

All families are expected to make tuition fees according to Mansfield Christian School's payment policy. Each family's preferred method of payment must be submitted annually 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 or other fees.

### **Adult Visitors**

Any parent/guardian visiting Mansfield Christian must stop at the elementary office to sign in and receive a "Visitor's Badge" before entering the school. All visitors wishing to visit a classroom must be cleared through the Elementary Principal prior to the visit. The visitor is asked to sign in and out, recording the appropriate times on the "Visitor Log" sheet in the elementary office.

### **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. Visitors from other schools must be granted permission by the Elementary Principal prior to the day of the visit.
2. Visitors must report to the elementary office and obtain a "Visitor's Pass".
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, which includes before school and during car line dismissal, unless administrative permission has been obtained. Student cell phones may only be used with permission from the elementary office. 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 provided laptop computers and personal computers are available for student use during the day.

### **Library**

PreK through sixth grade students are scheduled weekly for library and story time during which they can check out appropriate books, including books for Accelerated Reader (AR). Books are checked out for two weeks. A replacement fee is charged for books that are unreturned or books that are damaged. Fees are due at the end of each quarter and must be paid prior to the student receiving his/her grade card. Parents are provided with login information to InfOhio to view what books students have checked out.

Library materials are selected consistent with school philosophy and to support the mission of Mansfield Christian School in assisting the Christian home and church by teaching solid academics rooted in a Biblical worldview.

The purpose of library materials is to:

1. Enrich and support all subject areas of the school curriculum taking into consideration varied interests, abilities and maturity levels of the students served and their teacher.
2. Encourage and guide students to become life-long learners and readers.
3. Stimulate growth in factual knowledge, literacy appreciation, aesthetic values and ethical, moral and Biblical convictions.

### **Lost And Found**

Please label all belongings with your child's name. Students should not leave money and valuables lying around on school property. 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. Clothing should not be left in the restrooms. Students who find personal 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. Each student has an account where funds may be added to pay for lunch expenses. Money can be added online using E-Funds (Chalkable Café) or by check payable to MCS. An E-Funds (Chalkable Café) account will be set up for each family that doesn't have an existing account at the beginning of the school year. With E-Funds, parents/guardians can view lunch transactions, get low lunch balance notifications and set up automatic deposit. You are not required to load money using this feature however we do ask that you set up the low balance notification option as this will keep any student from ever needing to charge.

MCS Elementary School Policy and Procedure:

1. If a lunch account is at \$0.00 the student can charge a hot lunch and milk/water at \$3.00.
2. Once the account reaches a negative balance of \$6.00 the student can only charge a peanut butter and jelly sandwich and milk/water at \$1.00. At this point you will be contacted (via email or telephone) by the Food Service Director regarding the account.
3. If a lunch account reaches a deficit of \$10.00, no more charges can be made as the computer will block any further charges.
4. Any account reflecting a negative balance needs to be paid within 2 weeks.
5. Report cards will be held for all accounts with a negative balance, regardless of amount.

Lunchroom rules:

- Students should keep hands to themselves.
- Due to food allergies, students are not to share food or drinks.
- Use talking voices.
- Do not touch food that belongs to other people.
- Do not throw food.
- Students should remain seated until excused.
- Raise hand if you need assistance.
- Use the restroom before going to lunch.
- Do not bring games or toys to lunch.
- Clean up the eating area, including table, seat, floor, and microwave (if used) areas.

### **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/guardians specified on the student application.

### **Fundraising**

Only fundraising which benefits the whole school or individual classes/groups is permitted within Mansfield Christian School. Individual fundraisers for personal use are not allowed.

### **School Closing or Delay**

For your information, the state of Ohio passed legislation that mandates school hours and not days in attendance. Therefore, we will no longer have a specifically designated number of snow days. We will ensure that we are in session a minimum of the 1001 hours per year mandated by law. Mansfield Christian School currently is in session many more hours than that requirement.

In the event of severely inclement weather or mechanical breakdown, the school may be closed, or starting times may be 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 also receive an automated 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.

On two hour delay days, PreK and half day Kindergarten start at 10 a.m. and end at noon.

### **Textbooks**

At the beginning of the school year, teachers record the number of each textbook a student receives. 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 may result in a fine when the textbook is returned at the end of the year.

## **STUDENT HEALTH**



Parents are responsible for informing the school of any health issues that would affect their student's safety or ability to learn. It is the parent's responsibility to inform the school of such conditions as life-threatening allergies, seizure disorders, diabetes, etc. It is the responsibility of the parent to provide the school with appropriate medication, orders, information, etc. to ensure their student's safety.

If a student becomes ill or injured while at school, they should obtain permission from their teacher to go to the health room or elementary office. Parents will be contacted as necessary. If the school nurse or appropriate administrator gives permission for the student to go home, the parent must sign the student out in the elementary office. In an emergency 911 will be called.

### **Health Room**

The Health Room is staffed by the school nurse and volunteers. Limited first aid is provided. Supplies in the health room include soap and water, bandages, antibiotic ointment, anti-itch cream, benzocaine (for insect stings), salt water gargle, petroleum jelly, artificial tears and cough drops.

## **Medications**

Medications should be administered by parents before or after school whenever possible. If it is necessary for a student to receive medication during school hours parents will need to provide the school with the medication in its original container along with the proper paperwork. New forms must be submitted each school year and any time there is a change (e.g. dose). No medication will be kept over the summer. Parents will be notified to come pick up unused medication. If not picked up, it will be disposed of. **All prescription medications require a doctor's authorization.** All non-prescription medications require a parent form. We cannot administer medications not listed on a formulary for which we cannot look up a safe dosage. Forms are on the MCS website and in the office. No student should carry any medication with the exception of an inhaler or epi pen (with the proper paperwork on file).

## **Communicable Diseases**

Mansfield Christian School follows the Ohio Department of Health guidelines regarding control of a communicable disease. These guidelines can be found on the Health Room wall and on the Ohio Department of Health Website. {[www.odh.ohio.gov/healthresources/infectiousdiseasemanual.aspx](http://www.odh.ohio.gov/healthresources/infectiousdiseasemanual.aspx)}

In general: **ALWAYS** keep your child home for:

- An oral temperature over 100.0 degrees (temporal/ear 100.5) without medicine
- Tightness in chest, difficulty breath, wheezing, etc.
- Vomiting
- Diarrhea- frequent loose/watery stools (generally 3 or more unexplained episodes)
- Eye problems –crusting, pus, pain, very red
- Untreated lice, scabies, impetigo, ringworm and other communicable diseases
- Any new rash accompanied by fever

**CONSIDER** keeping them home from school for:

- Severe, persistent cough
- Pain (e.g. toothache, headache, ear pain)
- Extreme fatigue
- Really bad cold with a lot of nasal secretions (unable to control secretions)
- Severe sore throat

When should a student return to school?

- No fever. Must be without fever for 24 hours without taking any fever-reducing medications (like Motrin or Tylenol).
- No diarrhea or vomiting in the last 24 hours and eating normally.
- After being on antibiotics for specified length of time, usually 24 hours.

Remember that handwashing is the best way to stay well!

## **Immunizations**

Ohio Law requires students be current with their immunizations by the 14<sup>th</sup> day of school. Kindergartners must have 5 DTP/Dtap's, 4 Polio's, 3 Hepatitis B's, 2 MMR's and 2 Varicella's. It is the parent's responsibility to provide the school with documentation their child has had the required immunizations. Immunization exemption forms are available in the office and on the website. Medical reasons require a doctor's statement and good cause/ religious reasons require a brief explanation.



## **Screenings**

State mandated screenings are done each year at the following grade levels:

- Dental: K
- Vision: Pre K, K, 1, 3, 5, 7, 9
- Hearing: Pre K, K, 1, 3, 5, 9

## **STUDENT SAFETY**



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 3, 8, 16, and 18 have cameras/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 or back-up alarm system will sound.
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, then follow the teacher's instructions and return to the classroom.
6. If students are outside away from the school building, 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.

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 lock down drills are required by state law. Crisis manuals are given to each staff member giving directions to follow for building security and for an 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 or run in a zig zag manner, depending upon the emergency situation, to the designated location.

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. Scenarios will be discussed and practiced with students in various situations. Students will also practice going to a planned off-site location, the Friends Church or the Apostolic Community on Logan Road, should that become necessary.

## **CUSTODY POLICIES**



The splitting of a family is traumatic for parents and particularly for students. Consequently, the focus of Mansfield

Christian School 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 have an ongoing duty to provide any documents and information relevant to a change in current custody or visitation rights to Mansfield Christian within seven days of the 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 non-custodial 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**



Mansfield Christian provides students access to an interconnected computer system and Internet within the school. Laptops, desktop computers, Xooms, Chromebooks, and iPads are available for student use. 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/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/she permits another person to use his/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 a student's harmful or inappropriate conduct on the internet, public 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, Twitter, 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. This also includes any activity that might be reasonably considered harassment, and/or damaging to the testimony of our Lord.

## **ATTENDANCE AND TARDY POLICIES**



Regular school attendance is a joint responsibility shared by the student and parent/guardian. We appreciate your family's willingness to work with us toward a common goal of academic success.

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

1. When a student is absent from school, the parent should either call and leave a message on the sick 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, the student will be counted as 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. All absences from school will require information in the form of a note or email from the parent and/or documentation from a community health care professional in order for the absence to be considered excused.

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 considered excused under the following:

- 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 (strongly discouraged during school days)

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 so that an alternative educational experience may be developed to ensure that minimum course requirements are met.

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.

### **Unexcused Tardies:**

- Consequences (Grades K-3) Upon the fifth unexcused tardy in a quarter, parents will be notified in a letter from the Principal.
- Consequences (Grades 4-6) Three unexcused tardies to school during a quarter will result in a detention. Additional detentions will be issued at 6th and 9th tardies per grading period.

### **Early Dismissals**

Students needing to leave school early for a valid reason must bring a note signed by the parent or guardian explaining the reason. An early dismissal will be granted for the same reasons allowed for excused absences. Notes must be brought to the elementary school office before school (8:00 a.m.). Parents must sign students out upon leaving and sign them 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 if necessary. The State of Ohio requires Mansfield Christian to establish student policies concerning attendance.

If a student is absent more than 20 days in a school year, the student may be retained in his/her present grade, at the discretion of his/her current teacher and administration.

## **ACADEMIC GUIDELINES**



### **Rationale for Grading and Assessment**

Student evaluation is a continuing process for guiding growth in every class. 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. First grade: Letter grades are given for Math, Bible & Spelling only.

### **Grades 1-6 Grading Policy**

<u>Grade A</u>	(92-100%) Outstanding Strong, exceeding requirements of the course (High degree of mastery)
<u>Grade B</u>	(82 – 91.99%) Above Average Accurate and complete, meeting all requirements of the course
<u>Grade C</u>	(72 – 81.99%) Average Meeting assignments and showing basic understanding (Basic mastery)
<u>Grade D</u>	(62 – 71.99%) Unsatisfactory but passing

Not meeting all assignments and requirements of the course (Minimal mastery)

Grade F (0 – 61.99%) Below minimum requirements  
Unsatisfactory completion of most course requirement (Lack of any mastery)

Grade I 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.

Grade S/U/O Satisfactory/Unsatisfactory/Outstanding  
“S”, “U”, or “O” 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. 1—4th special classes such as art, music, computer and PE are graded by Satisfactory, Unsatisfactory & Outstanding.

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. 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 and are skill based. Grades can also be seen by the parents on STI .

#### **Grades 4-6 Student Progress Access From Home (STI)**

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

1. Go to [www.mcsflames.org](http://www.mcsflames.org).
2. Scroll down until you see the “My MCS” button. Click on “My MCS”.
3. Click on the STI Information tab on the middle right of your screen.
4. Enter your Username and Password, which will be given to you by the elementary secretary.
5. Click on the Login button.
6. 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.
7. 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.
8. 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.
9. 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.
10. When finished, click on Logoff on the upper right corner of the screen.

#### **Honor Roll**

Each nine weeks an honor roll will be 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 honor roll.

"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 major subjects--no grade below a "C" or "U" in a minor subject (P.E., Music, Art, Band, Computer and Handwriting)

#### **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.

#### **Athletic and Extra Curricular Eligibility Policy**

At times, sixth grade students may 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. Penalty 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. If a student accumulates three or more penalty points, he/she will be placed on academic 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 academic probation.

### **New Family Orientation**

Prior to the start of the school year, orientation will be held for students and parents who are new to Mansfield Christian. Pertinent information will be provided with the purpose of helping to assimilate new families to the MCS community.

### **Parent Orientation Night**

A special orientation will be held for parents prior to the beginning of the school year. Important information about the content and design of each grade level 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 spring. These assist parents to better understand their child's progress. Other parent/teacher conferences may also occur at any time deemed necessary by the parent and the teacher. Parents of students who are demonstrating little or no progress will 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.

### **Conference courtesies**

- Arrive on time. Stay only as long as scheduled. Others are waiting for their turn.
- Keep the attention focused on your child
- Discuss any concerns regarding your child's progress.
- Volunteer information that might be helpful to the teacher.
- If you run out of time and still feel issues are unresolved or more discussion is needed, please schedule another conference.

We welcome your input during the conference, acknowledging this is a beneficial two-way exchange of information about your child.

## **TESTING AND SPECIAL ACADEMIC PROGRAMS**



### **Testing Security Plan**

For students who will be taking any of the state assessments (AIR grades 3-8), the following outlines Mansfield Christian School's Test Security Plan, ensuring all involved that there are purposeful and specific procedures in place to ensure the security and accurate reporting of your child's achievement tests. If you have any questions about the following, please contact your child's building principal.

Per Ohio Administrative Code 3301-13-05 (J), MCS is required to notify you of the written Security Plan for administering state assessments [OAC 3301-13-05 (H)]. This is outlined below; staff members receive further, more specific instructions about their involvement with the specific assessments and are required to follow written procedures set forth in the Test Administrator Manual for each test administration.

All materials will be handled and tracked by the designated Test Coordinators. The logistics are particular to each assessment.

### **All personnel have been informed of the following:**

**Under Ohio Law, releasing any test questions or other contents of a test to students or helping students cheat in any other way may be punishable by invalidation of test scores, termination of employment, suspension of certificates to teach, and/ or prosecution. These are security violations (not an exhaustive list):**

1. It is illegal to review the test before the administration and create study guides for, or somehow release test questions to students based upon questions known to be on state tests.
2. Individuals monitoring a given test subject may not look ahead at other test subjects printed in a test booklet.

3. No secure material from any operational test may be released to any student, to the media or to the general public, including describing questions in a letter, discussing test questions, or photocopying test questions.
4. It is unethical and illegal to alter any student response or to assist a student to cheat in any other way.
5. Unauthorized persons may not be present during a statewide test administration; **only test coordinators may access secure materials**, as well as (on test day) designated testing administrators and monitors, and testing students.
6. NO ONE may stand beside a student's desk and indicate in some manner that the student's answer is incorrect, blank, or deficient in some manner
7. NO ONE may review or alter a student's response after the student has turned in the test booklet or answer document.
8. Refer to OAC 3301-7-01 *Standards for the ethical use of tests* for further information.
9. Accessing an electronic device during or after testing is not permissible unless permitted by the testing agency. Test administrators may have a cell phone for medical and technological emergencies or to perform necessary test-related actions. Test administrators must not use the cell phone for non-test related issues.
10. Electronic duplication of test materials is not permitted.

*Concerns about security violations must be brought immediately to the Test Coordinator who will administer proper procedure for security violations.*

### **Terra Nova Achievement Testing**

Students in grades 1 - 2 will be given the Terra Nova Achievement Test. Computerized test results are available to parents with online access.

### **Universal Screening**

Kindergarten – 3<sup>rd</sup> grade participate in Universal Screening three times/year from Fountas & Pinnell.

### **2016-2017 Standardized Testing**

1<sup>st</sup> Grade: Terra Nova

2<sup>nd</sup> Grade: Terra Nova

3<sup>rd</sup> Grade: AIR English Language Arts, AIR Math

4<sup>th</sup> Grade: AIR English Language Arts, AIR Math, AIR Social Studies

5<sup>th</sup> Grade: AIR English Language Arts, AIR Math, AIR Science

6<sup>th</sup> Grade: AIR English Language Arts, AIR Math, AIR Social Studies

### **Special Testing**

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

### **Speech Therapy**

Speech therapy is available one day each week for students who have been identified with a speech deficit and have qualified for a speech service plan.

### **Title I Tutoring**

Mansfield Christian Elementary does participate in the Title I (Federal) program as staffing and funds are available. This provides for individual and/or small group instruction for those students who qualify. Parents will be notified if their student qualifies, as parental permission is required.

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

Small group instruction, known as "Flame Time" complements the instruction taking place in the K—3 classrooms. It is an educational extension of the instruction already conducted in the classroom. These groups constantly change based on ongoing assessments given to all students. Groups will be comprised to meet the individual academic 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.

## **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) or 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. ACSI Activity Awards (Creative Writing, Math Olympics, and Speech Meet)
8. Individual classrooms may give other awards

## **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 time may 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 in the form of a rubric will be given. Time will be provided in class to work on assignments and to give guidance. The memorization of Bible verses and spelling words may also be assigned as outside-of-class assignments. Please direct any questions regarding homework/assignments to your student's teacher.

Homework will be assigned for the following:

- Preparation for test/quiz
- Introduction of new material
- Reinforcement of skills
- Completion of school assignments
- Enrichment of learning

## **Extra-Curricular/Co-Curricular Activities**

All school activities are part of the ongoing mission to lead students toward God. MCS strives to scripturally educate the whole person - spiritually, academically, emotionally, socially, and physically so that our students can become strong Christian leaders. Therefore, we believe it is important that our students have the opportunity to experience activities that reflect their talents, skills and interests.

Co-Curricular:

- Elementary Student Council (5<sup>th</sup> – 6<sup>th</sup>)
- Safety Patrol & Flag Raising (6<sup>th</sup>)
- ACSI Speech Meet (1<sup>st</sup> – 6<sup>th</sup>)
- ACSI Creative Writing Competition (3<sup>rd</sup> – 6<sup>th</sup>)
- ACSI Math Olympics (4<sup>th</sup> – 6<sup>th</sup>)
- Swimming Lessons (3<sup>rd</sup>)
- Recorder Class (4<sup>th</sup>)
- Field Day (1<sup>st</sup> – 6<sup>th</sup>)
- Choir/Band (5<sup>th</sup> – 6<sup>th</sup>)
- Grandparents' Day (Spring K – 6<sup>th</sup>) (Fall PreK)
- Renaissance Children's Theatre Program (PreK – 6<sup>th</sup>)
- Family Nights for Reading, Science, Math, and Social studies – rotate by year (PreK – 6<sup>th</sup>)

Extra-Curricular:

- Athletic Leagues, including State Soccer Leagues, Flames Soccer Club, and Intramural Basketball leagues. (6<sup>th</sup> Grade students may try out for Jr. High teams if space is available.) Upwards sport leagues available through local churches

## **DISMISSAL**

Upon school dismissal, children will be allowed to leave only 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; the 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 at the car line in the manner in which the child is normally picked up.

No parent is permitted to come into the building to pick up their child without prior permission from the administration. All parents are expected to use the car line unless their student rides the bus.

### **Car Line Guidelines**

1. Each family will receive a name card with their students' names on it. The name card should be displayed on the 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. Drivers should enter from the west off of Clearview Road and stop at the two cones in the back parking lot. Anyone arriving early should not enter the circular drive.
4. A staff member will be outside to announce to inside staff the students' names on the first six vehicles.
5. Those drivers will be directed to pull into the circular drive.
6. The students of those vehicles will be escorted outside the building, where teachers will assist with loading them into their appropriate vehicle. Car seats should be 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. Any driver who does not have prior authorization to pick up a student, will be asked to park and go into the office. 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 anyone other than a custodial parent or legal guardian 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/guardian must call the elementary office.

### **Bus Guidelines**

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 bus garage numbers:

Ashland	419-281-6961	Madison	419-589-3473
Clear Fork	419-886-3491	Mansfield City	419-525-6303
Lexington	419-884-2349	Ontario	419-529-3814
Lucas	419-892-3612	Shelby	419-342-2442

## **DRESS CODE**



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.

Mansfield Christian School requires students to wear coordinated clothing from School Closet called *Campus Wear* so that students project an atmosphere of solidarity, loyalty, and equality. It works to eliminate unnecessary competition in dress and focuses attention on learning. Experience has shown that students required to maintain a neat appearance and to coordinate their wardrobe within established parameters are likely to carry over these habits to the performance of their schoolwork. *Campus Wear* is a positive method of helping students to establish good habits and promoting a climate for responsibility and discipline.

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

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

their appearance

**School Closet**, located in Columbus, is our exclusive provider of **Campus Wear**. Families are encouraged to attend one of the scheduled fitting times on campus but may go directly to the School Closet store in Columbus, as well. All *Campus Wear* articles must be purchased at School Closet unless otherwise noted in the handbook. No other clothing can be substituted 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.

**General Dress Code Guidelines**

1. Clothes must fit appropriately. Students may not intentionally order their clothing oversized (baggy) or undersized (tight/short).
2. Campus Wear shirts must be worn underneath outerwear. Outerwear (jackets or sweaters) must either be bought through School Closet or be solid gray, black, or red with either no logo or MCS logos in school colors. No other logos and brand names (e.g. "North Face, Columbia, and Under Armor") may be imprinted on outerwear garments. MCS school spirit and MCS sports team outerwear are permitted, but no other exceptions will be made.
3. There are to be no decorations or logos on Campus Wear other than those adopted by the school.
4. Excessive jewelry is not permitted.
5. Cut-off clothing and cutting-up pant seams are not permitted. All pants, skirts, shorts, and jumpers must be hemmed.
6. Hats and bandanas are not to be worn in the school building at any time.
7. Chains (i.e. wallet chains, choker chains, dog chains) are not permitted.
8. Tattoos and body piercing are not permitted.
9. Sculptured hair or coloring that is unnatural (i.e. blue, green, orange, etc.) is not permitted.
10. Boys may not wear earrings at any school function, on or off school property.

**Flames Friday**

Each Friday, students are permitted to wear MCS spirit shirts (from past or current year) or '16-17 enrollment t-shirts with campus wear bottoms. Beginning mid-February 2017, only the '17-18 enrollment shirt will be permitted.

**Dress for Activities**

*Campus Wear* is the required dress for all award assemblies and special programs; however, teachers may require dressier clothes for certain events. Dress may be casual (but modest) 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 before school begins and throughout the school year. If a student needs to stay after school for some reason, he/she should remain in *Campus Wear* unless participating in athletics under the direction of a coach. If there is a clear violation of the dress code, parents may be called to bring their son or daughter proper attire depending on the nature of the problem. Repeated violations may result in a detention.

<b>GIRLS' DRESS GUIDELINES (Kindergarten - 6<sup>th</sup> Grade and Independent Studies Students)</b>	
<b>Skirts</b>	School plaid, khaki, or navy <i>Campus Wear</i> . 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.
<b>Pants</b>	Khaki or navy <i>Campus Wear</i> .
<b>Jumpers</b>	School plaid, knee length. Girls violating the knee length rule on three occasions will not be permitted to wear jumpers at MCS for the remainder of the school year.
<b>Walking Shorts</b>	Khaki or navy <i>Campus Wear</i> . Shorts must be near top of the knee, hemmed, and not below the knee. Girls violating the length rule on three occasions will not be permitted to wear

	shorts at MCS for the remainder of the school year. Shorts may only be worn during the months of August, September, October, April, May, and June.
<b>Knit Polo Shirts</b>	Long or short sleeved <i>Campus Wear</i> in white, navy, red, and light blue.
<b>Oxford Shirts</b>	Long or short sleeved <i>Campus Wear</i> in white and light blue. Oxford shirts must be buttoned to at least the second button from the top.
<b>Dri-Fit Shirt</b>	Short sleeved <i>Campus Wear</i> in red, navy, white, and light blue
<b>Turtlenecks</b>	<i>Campus Wear</i> in navy, red, and light blue. White may be non- <i>Campus Wear</i> .
<b>Sweaters</b>	Navy or red <i>Campus Wear</i> , V-neck or crew, long-sleeve, vest, or cardigan. School logo is available for additional cost.
<b>Sweatshirts</b>	MCS <i>Campus Wear</i> sweatshirts, school spirit and MCS sports team sweatshirts/outerwear are permitted, but no other exceptions will be made.
<b>Fleece</b>	Navy, black, or grey full zip with MCS logo. These fleece jackets may only be purchased from School Closet and must be worn over another <i>Campus Wear</i> shirt.
<b>Scarves</b>	No scarves may be worn (decorative or for warmth).
<b>Belts</b>	Belts are encouraged with all pants and shorts in which the waistband is visible. Belts are not to be worn with skirts. <i>(May be purchased outside of School Closet)</i>
<b>Shoes</b>	The required shoe for PreK – 4 <sup>th</sup> grades is an athletic shoe. Sandals of any type are not permitted. All shoes must have an enclosed toe, and shoes with laces must be laced and tied. Soles should not exceed two inches in height. Boots are not permitted with shorts. No Sperry shoes or look-alikes are permitted in grades PreK-4 <sup>th</sup> grades. Snow boots may be brought to wear outside for recess when needed. “Military-style” boots and knee high boots are not permitted.
<b>Socks/Tights</b>	Must be solid color, (white, navy, or khaki), and plain (no designs). <i>(May be purchased outside of School Closet)</i>
<b>Nylons</b>	Must be solid color and plain (no designs or mesh-like).
<b>Layering</b>	A white long sleeve shirt or turtleneck ( <i>non-Campus Wear</i> ) may be worn under short or long sleeve <i>Campus Wear</i> shirts for warmth. No thermal items may be layered.
<b>Undergarments</b>	Proper undergarments must be worn at all times. T-shirts worn under <i>Campus Wear</i> must be free from pictures or words, be solid colored throughout, and must be tucked in.
<b>Jewelry</b>	Earrings are the only pierced jewelry permitted. No feather earrings are allowed.
<b>Hair Accessories</b>	Must not be extreme or distracting. Feathers may not be worn in the hair.

### **BOYS' DRESS GUIDELINES (Kindergarten - 6<sup>th</sup> Grade and Independent Studies Students)**

<b>Pants</b>	Khaki or navy <i>Campus Wear</i> .
<b>Walking Shorts</b>	Khaki or navy <i>Campus Wear</i> . Shorts must be near top of the knee, hemmed, and not below the knee. Boys violating the length rule on three occasions will no longer be permitted to wear shorts at MCS for the remainder of the school year. Shorts may only be worn during the months of August, September, October, April, May, and June.
<b>Knit Polo Shirts</b>	Long or short sleeved <i>Campus Wear</i> in white, navy, red, and light blue.
<b>Oxford Shirts</b>	Long or short sleeved <i>Campus Wear</i> in white and light blue. Oxford shirts must be buttoned to at least the second button from the top.
<b>Dri-Fit Shirt</b>	Short sleeved <i>Campus Wear</i> in white, navy, red and light blue.
<b>Turtlenecks</b>	<i>Campus Wear</i> in navy, red, and light blue. White may be non- <i>Campus Wear</i> .
<b>Sweaters</b>	Navy or red <i>Campus Wear</i> , V-neck or crew, long-sleeve, vest, or cardigan. School logo is available for additional cost.
<b>Sweatshirts</b>	MCS <i>Campus Wear</i> sweatshirts, school spirit and MCS sports team sweatshirts/outerwear are permitted, but no other exceptions will be made.
<b>Fleece</b>	Navy, black, or grey full zip with MCS logo. These fleece tops may only be purchased from School Closet and must be worn over another <i>Campus Wear</i> shirt.
<b>T-Shirts</b>	T-shirts worn under <i>Campus Wear</i> must be free from pictures or words, be solid colored throughout, and must be tucked in.
<b>Belts</b>	Belts are encouraged with all pants and shorts. <i>(May be purchased outside of School Closet)</i>
<b>Shoes</b>	The required shoe for PreK – 4 <sup>th</sup> grades is an athletic shoe. Sandals of any type are not permitted. All shoes must have an enclosed toe, and shoes with laces must be laced and tied. Soles should not exceed two inches in height. Boots are not permitted with shorts. Snow

	boots may be brought to wear outside for recess when needed.
<b>Socks</b>	Must be solid color, (white, navy, or khaki), and plain (no designs). (May be purchased outside of School Closet)
<b>Layering</b>	A white long sleeve shirt or turtleneck ( <i>non-Campus Wear</i> ) may be worn under short or long sleeve <i>Campus Wear</i> shirts for warmth. No thermal items may be layered.
<b>Jewelry</b>	No earrings or other pierced jewelry of any kind.
<b>Hair</b>	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.


## CODE OF CONDUCT

*"We have conducted ourselves in the world, and especially in our relations with you, with integrity and godly sincerity. We have done so, relying not on worldly wisdom but on God's grace." II Corinthians 1:12*

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. 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 Mansfield Christian School 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 teachers, 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 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 moral and spiritual development. (See Ephesians 4:29.)
5. Refrain from a public display of affection on campus. Students are expected to conduct themselves in a discreet and Christian manner. Therefore, while on campus, they should follow a "hands off" policy. 
6. Leave all annoying or dangerous items, such as knives, water pistols, lighters, and matches, at home.
7. Radios, CD players, and any personal electronic devices such as iPad, iPods, E-Readers, cannot be used during school hours without permission from a teacher/administrator. 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. This policy also applies to before school and after, in the car line and bus room.
8. Skateboards and roller blades, toys, and athletic balls are not to be brought to school. Mansfield Christian will provide playground equipment.

9. 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.
10. 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.”
11. 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 Mansfield Christian 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. Mansfield Christian reserves the right to suspend or dismiss a student for misconduct on or off the school campus at all times, without regard for whether the form of discipline is identified specifically herein, and without regard for whether it is specified as improper off campus. Mansfield Christian has no control over off campus student activities that are not school sponsored, nor does it always supervise student conduct during activities which are not school sponsored; however, misconduct during such activities 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 in a malicious or careless manner which causes 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, students must adhere to the following rules or face 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 in the halls when changing classes.
7. No student is allowed to remain in the school after 3:30 p.m. unless accompanied by a parent, teacher or coach. Use of the gyms is not permitted without the supervision of a coach.
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 allowed by the classroom teacher.
9. Students are forbidden to shove, push or play rough 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. Students are not permitted to chew gum 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. Students are not to use profane, obscene, or bad language. Students who abuse the rights of others by using profanity will be disciplined.
13. Students are expected to be patient in the lunch line, at the water fountain, and in the bus line. Places in line may not be saved. Each student must wait for his/her turn.
14. Students are not permitted to throw snowballs.
15. Students who ride a school bus home are to stay in their classrooms until dismissed by the teacher.
16. Students are to be in their seats at 8 a.m. or they will be counted tardy unless there is a bus delay.
17. Students are not permitted to bring trading cards, water guns, guns, paintball guns or “look alike guns,” knives, lighters of any kind or obscene magazines or books. Students may use electronic devices for educational purposes only when provided by the teacher.
18. Students are not to use any personal electronic devices at recess or at any time during the school day without teacher permission. Mansfield Christian School is not responsible for lost or damaged electronic

devices.

*“He who ignores discipline comes to poverty and shame, but whoever heeds correction is honored.” Prov. 13:18*

*“Discipline your son, for in that there is hope; do not be a willing party to his death.” Prov. 19:18*

*“A servant cannot be corrected by mere words; though he understands, he will not respond.” Prov. 29:19*

### **Positive Reinforcement/Red Ticket Store (K–5<sup>th</sup> grade)**

Mansfield Christian has adopted a system for the K—5th 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.

### **Detention Policy**

Detention will be held from 3:15 p.m. until 4 p.m. on Wednesdays. No one will be excused from serving his/her detention, nor be 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 during each quarter (grades 4-6), with additional detentions after the 6<sup>th</sup> and 9<sup>th</sup> tardy
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. Disrespect toward any school person in authority
9. Running away from school or leaving the building without permission
10. Other infractions noted in this handbook, as deemed necessary by the Elementary Principal

### **In-School Suspension**

During an In-School Suspension, the students will be isolated from their peers for the entire school day. Students will sit quietly in the assigned room and work on classroom 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 tobacco or tobacco products), possession of pornography (including misuse of MCS computer privileges), and any computer use that is defiant, bullying, or vicious in nature.

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

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

### **Dismissal**

Mansfield Christian reserves the right to suspend or dismiss a student at any time during the school year. Any student who persistently neglects work, who fails to meet academic or other standards or qualifications, exercises poor conduct, 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 Mansfield Christian 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, and 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 is 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/her peers to the extent of drawing those 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 potential disciplinary probation will be initiated by the Principal, who will notify the parents. At the administration's discretion, a conference will be held with the parents 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, 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. The Principal is responsible for ensuring 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 possible expulsion.

## **Restoration/Readmission**

Any student dismissed, or allowed to withdraw, from Mansfield Christian, will not be allowed to apply for readmission for at least one semester. Mansfield Christian 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 and submitted to the Superintendent.

Restoration at a Christian school is always a difficult matter. Students who have been expelled from Mansfield Christian 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 a semester 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.

## **Continued Enrollment**

Mansfield Christian 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 Mansfield Christian 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 its students cannot be tolerated and may result in dismissal of the offending student.



## NON-VIOLENCE POLICY

Mansfield Christian School 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 Mansfield Christian. 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.)

If the administration determines that the threat is not likely credible, the school may suspend the student pending a parent meeting. Such instances 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 to search a student's person, desk, or backpack. Under the circumstances outlined below, illegal, unauthorized, or contraband materials found in the search may be seized.

- **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 Mansfield Christian School will be revoked.
- **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 Mansfield Christian School 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:

1. Malicious intent to cause physical or emotional harm
2. Ganging up on someone
3. Teasing, humiliating, or intimidating another person through actions/language
4. 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. Show respect for others
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 Mansfield Christian School.

### **Anti-Harassment Policy**

It is the policy of the Mansfield Christian 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 Mansfield Christian School. 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. Sexual harassment does not include legitimate non-sexual touching of conduct, simple horseplay, childish vulgarities, adolescent flirting, or other simple childish behavior. The administration will determine if the offense constitutes sexual harassment. Examples of the kinds of conduct that may constitute sexual harassment include, but are not limited to:

- Sexual advances including propositions, invitations flirtations, or obscene gestures
- Physical assault or unwelcome physical contact
- Use of 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. All complaints should be in writing and signed by the complainant. Once the formal complaint process has begun, an 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 will be 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 Mansfield Christian School. 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.

*But seek first his kingdom and his righteousness, and all these things will be given to you as well. Matthew 6:33*



*All your children will be taught by the Lord, and great will be their peace. Isaiah 54:13*