



# **ELEMENTARY PARENT/STUDENT HANDBOOK 2023-2024**

*"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*

Dear Parents/Guardians,

Thank you for choosing Mansfield Christian School for your child. It is a pleasure 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. At Mansfield Christian, we believe that children are a gift from God, we challenge students to be all that the Lord has meant for them to be for His glory. It is our desire that you share in this vision for your student.

The contents of this Elementary Handbook were implemented to help guide young minds and hearts 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 child, so that he/she may grow to be mature, complete and lacking in nothing. 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/guardians at home discussing spiritual matters, praying, and reading the Word of God.

It is my prayer that you, as parents/guardians/guardians, 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 of training children academically and spiritually. I welcome your suggestions, questions, and comments throughout the year.

Sincerely,

A handwritten signature in black ink that reads "C. Paige Them". The script is cursive and fluid, with the first letters of each word being capitalized and prominent.

Paige Them  
Elementary Principal  
[Them.paige@mcsflames.org](mailto:Them.paige@mcsflames.org)

*"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*

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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 Parent/Student Handbook. Parents/guardians must sign the Cooperation Agreement annually.

## **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/guardians 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. 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, homosexual activity, bisexual activity, or transgender identity or promoting such practices; or being unable to support the moral principles of the school. (See Leviticus 20:13 & Romans 1:27, I Corinthians 6:9-20 & Matthew 19:4-6)

Academic excellence is expected so that all students may develop their God-given talents. A variety of publishers allow the curriculum to exceed state standards, integrating scriptural principles and a biblical worldview. In addition to academic subjects, students attend classes in physical education, art, music, library, and STEM (Science, Technology, Engineering, Math) which are taught by specialized teachers. Students in grades five and six choose between instrumental and choral music classes.

## **POLICIES & GENERAL INFORMATION**

### **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.

### **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

8:00 a.m. Tardy Bell - All students must be in their classrooms

### **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 8:00 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 leave the building by 3:30 p.m. each day unless supervised by a faculty member.

### **Chapel**

Students worship together weekly at chapel. The typical format includes song, prayer, scripture reading, Bible lesson (speaker, film, play, etc.), and mission offering.

### **Class Assignment**

The following factors are considered when assigning students to a class: academic need, gender, personality, and behavioral habits. Previous teachers and administrators work together to place students for the following year. Requests for a specific teacher will be considered on a very limited basis and only with proper rationale related to the specific needs of the child. The request must be made to the principal in writing prior to the last day of school and should include a valid reason. Because of placement limitations, requests to be with specific friends will not be fulfilled.

### **Class Size**

Class sizes range depending on the age of students. While there is not one definitive number, the size of each class will be monitored by the administration, taking into consideration the composition of students and their learning needs.

### **Contingency Days**

At times, it may be necessary for school to be canceled for weather conditions, health or safety concerns, or for extreme facility conditions. The administration will consider the following when determining if students will make up missed school days.

- |           |  |
|-----------|--|
| 1-4 days  | No impact to school schedule   |
| 5-10 days | Utilize technology to facilitate student learning (K-12 e-learning days)           |
| 11+ days  | Make up missed days by using Contingency Days as determined on the school calendar |

### **Chromebook Policies**

The policies, procedures and information in this document apply to all Chromebooks and technology at Mansfield Christian School (MCS). Teachers may set additional requirements within their classroom.

1. Each Chromebook will be assigned to an individual student.
2. Students should never “swap” or “share” their Chromebook or charger with another student.
3. Chromebooks should be in a student’s possession, secured in a classroom, or locked in their locker.
4. When not in use, Chromebooks must be in the designated place in the classroom.
5. Chromebooks are never to be taken to gym class, restroom, or recess.
6. Students should never share their password(s) with another student. Passwords should always be kept confidential unless requested by a teacher or administrator.
7. Students are responsible for bringing their Chromebook fully charged to school each day.
8. The MCS-designated email can only be used for educational purposes and for teacher-assigned activities.
9. Students are expected to treat the Chromebook with care; students should not deface or destroy the Chromebook in any way.
10. Do not add stickers, pictures, wording, engraving, etc. to any part of the Chromebook.
11. Students should protect the Chromebook from extreme heat or cold.
12. Chromebooks should never be left in a vehicle, even if the vehicle is locked.
13. Students should exercise care when plugging and unplugging the power cord.
14. Chromebooks should be protected from weather, water and other liquids, foods, or pets.
15. Students should not eat or drink while using the Chromebook, or use the Chromebook near others who are eating or drinking.
16. Objects should not be placed on the Chromebook. This includes books, musical instruments, sports equipment, etc.
17. Never put anything on the Chromebook’s keyboard and close the lid. This includes earbuds, pens or pencils. This will crack the screen.
18. The Chromebook must be returned if a student withdraws from school prior to the end of the school year.
19. Students must turn in their Chromebook the last week of school and may not be kept during summer break. Chromebook will be reissued to students the following first week of school.
20. MCS retains control, custody and supervision of all Chromebooks, networks, and Internet services owned by MCS.
21. MCS reserves the right to monitor all activity by students. No expectations of privacy in the use of school devices including pictures, e-mail, stored files or Internet sites visited should be assumed by student users.
22. Students should be aware that internet access, email, and other media that are accessed, created, or stored on their devices or online are the sole property of MCS.
23. Using Chromebooks to visit sites that are inappropriate will result in disciplinary action; violations of Chromebooks Policies may result in disciplinary action.

Responsible students will:

- Stay on task with the use of the device.
- Respect teachers' instructions regarding the use of the device.
- Exercise good judgment when accessing internet content.
- Refrain from using the device to harass, threaten, embarrass, or bully others.

### **Cyberbullying**

Cyberbullying is a form of harassment over the Internet or through the use of technology. Cyberbullying includes, but is not limited to, the following misuses of technology: harassing, teasing, intimidating, digital pictures or images, website postings (including blogs), or terrorizing another person by sending or posting inappropriate and hurtful email messages, instant messages, or text messages. This type of behavior should be brought to the attention of administrators as soon as possible.

### **Email**

MCS has provided students with a school-owned Google Apps for Education Account. This should be the student's primary account for school-related work and communication. Please understand that the school has the right to access this account at any time. There is no expectation of privacy for any activity conducted using the school's network or accounts. **All student email accounts are blocked from communication with any external email addresses (i.e. outside of the mcsflames.org network) unless approved by administration, and therefore cannot be used for general email communication.**

### **Chromebook Accessories**

Students may use earbuds/headphones, an external mouse, case or flash drive with their Chromebook. These items will not be furnished by MCS and are at the expense of the student/parent. An adequately padded case for your Chromebook is strongly recommended for the protection of the device.

### **Parent/Guardian Responsibility**

The focus of the 1:1 program at Mansfield Christian School (MCS) is to prepare students for their future, a world of digital technology and information. The use of technology will encourage students to solve problems and think critically by stimulating analytical thinking.

The policies, procedures, and information in this document apply to all Chromebooks and technology at MCS. **Please be familiar with all of the policies** and assist the school in enforcing the policies at all times.

### **Using the Chromebook at Home**

Online safety is an important shared concern for both school and families. The handling of connected technology devices such as computers, tablets, smartphones, and mobile phones can do much to affect student safety. Parents/guardians maintain the responsibility for monitoring student usage at home and putting into place appropriate measures to ensure student responsibility. MCS-owned student devices are issued with CIPA (Children's Internet Protection Act) compliant filtering software set up on the machine to assist parents in helping to guide their child's online usage by blocking certain categories of web content.

The following practices are recommended:

1. Ensure that devices are used in "public" areas of the home. Families are a child's best filter. It is important to be present both for accountability as well as being available to answer questions that may arise from unexpected or inappropriate online experiences. Bedrooms should be considered off-limits for connected devices.
2. Have a designated overnight place for connected devices. School-aged children are not always good at self-regulating their device usage. Help your student get a good night's rest by storing cell phones, computers, and other devices in a designated area other than where the child sleeps. This can help avoid late-night texting, all-night gaming sessions, and other unwanted situations you are not available to monitor.

### **Lost/Damaged**

If the Chromebook is lost or stolen, a parent/guardian should immediately report the loss or theft to the office. Parents are responsible for the replacement of a lost or stolen Chromebook. If the Chromebook is damaged or not working properly, it must be turned in to the office with the completed Chromebook Incident Report (below). **Parents/guardians/students are**

**not authorized to attempt repairs themselves or contract with any other individual or business for repair of the Chromebook.**

Parents/guardians/students will be responsible for the entire cost of repairs that are the result of willful or negligent damage to the Chromebook, case, or power supply/cord. In the event the Chromebook or power cord become lost or stolen, the parent/guardian/student will be responsible for the cost to replace them.

### **Electronic Devices**

Understanding that parents/guardians sometimes need to communicate with students, students are permitted to bring cell 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. Additionally, students are not permitted to use smart watches during the school day. 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. Photography or video recording of any student, teacher or class without their prior permission is prohibited.

Mansfield Christian School is not responsible for lost or damaged devices. Students do not need to bring personal laptops or tablets to school because Chromebooks are provided to students for the school year. Parents/guardians and students are required to read and sign a Chromebook usage agreement at the time of distribution.

### **Fees/Finances**

If an account is delinquent by \$100 or more at the interim period or at the end of the quarter, the parent will be notified by e-mail and mail that their account must become current by the following timelines:

- |                                 |                           |
|---------------------------------|---------------------------|
| • Notified: 1st quarter interim | Paid: 1st quarter end     |
| • Notified: 1st quarter end     | Paid: 2nd quarter interim |
| • Notified: 2nd quarter interim | Paid: 2nd quarter end     |
| • Notified: 2nd quarter end     | Paid: 3rd quarter interim |
| • Notified: 3rd quarter interim | Paid: 3rd quarter end     |
| • Notified: 3rd quarter end     | Paid: 4th quarter interim |
| • Notified: 4th quarter interim | Paid: 4th quarter end     |

If the account remains delinquent or acceptable arrangements have not been made and approved by the Finance Director, then the student(s) will be withdrawn from MCS until the account is current. In addition, the account must be current by the first day of school to continue enrollment. Families of seniors will follow the rules regarding payment as noted in the Secondary Handbook.

### **Food Services**

Each student has an account where funds may be added to pay for lunch expenses. Money can be added online using the FACTS Family Portal.

#### **Lunch Account Policy and Procedure:**

Lunches must be prepaid. It is expected that your lunch account remains at a positive balance. Students are only permitted to purchase products for themselves on their account.

1. If a family account is delinquent by \$50 or more, parents/guardians will be contacted (via email or telephone) by the Food Service Coordinator. The student can only charge a hot lunch for elementary or one main item and one side item for secondary. No a la carte items may be purchased.
2. If an account is delinquent by \$100 or more at the interim period or at the end of the quarter, the parent will be notified by the Finance Director by e-mail and mail that their account must become current by the next quarter end or interim period, whichever applies. See the delinquent account policy for the applicable procedure.

#### **Lunchroom rules:**

- Food should remain in the lunch room.
- Students should keep hands to themselves.

- Due to food allergies, students are not to share food or drinks. Soda is not permitted
- Students should use talking voices.
- Students should not touch food that belongs to other people.
- Students should not throw food.
- Students should remain seated until excused.
- Students should raise their hand if needing assistance.
- Students should use the restroom before going to lunch.
- Students should not bring games or toys to lunch.
- Students should clean up the eating area, including table, seat, floor, and microwave (if used).

### **Fundraising**

Only fundraising which benefits the whole school or individual classes/groups is permitted and fundraisers must be approved through the appropriate process. Individual fundraisers for personal use are not allowed.

### **Grades 1-6 Student Progress Access From Home (FACTS)**

Parents/Guardians may use the MCS App to access student grades, attendance, student account, lunch account balances, and prior period grade cards.

In addition to the MCS App, parents may also access student information from a desktop, following these steps:

Go to: <https://logins2.renweb.com/logins/Parents/guardiansWeb-Login.aspx>

Type the school's District Code: MAN-OH and your login and password.

Click on the student and family tabs to review student information.

### **Instructional Time**

The efficient use of engaging instruction in the classroom directly impacts student learning. To maximize student learning opportunities, teachers will create clear procedures and transitions. Announcements, deliveries, and visitors will be minimized or scheduled at times that do not disrupt learning.

### **Library**

Pre-K through 6<sup>th</sup> grade are scheduled a time in the library during which they can check out age appropriate books. 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.

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, literary appreciation, aesthetic values and ethical, moral and Biblical convictions.

### **Lost and Found**

Please label all belongings with your student'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. 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.

### **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.



### **New Family Orientation**

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

### **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).

### **Office Telephone**

Students are permitted to use the office telephone to contact parents/guardians 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 telephone.

### **Parent/Guardian Communication**

MCS uses a variety of communication tools to keep parents/guardians informed. Primary means of communication are class newsletters, email, text messages, and FACTS Family Portal.

Kindergarten-2nd Grades: Each classroom teacher writes a weekly newsletter to keep parents/guardians informed of activities, assignments, and expectations for your child's class. Important information is contained within the newsletters, so please read those carefully. Newsletters are posted on the MCS App and at [www.mcsflames.org](http://www.mcsflames.org).

3rd-6th Grades: Students will grow in responsibility as they are guided in using an assignment calendar for homework, projects, and upcoming assessments. In addition, teachers will place this same information in the FACTS Family Portal for parents to assist with responsibility at home.

Folders are sent home daily or weekly (depending on the grade level) and include important information from the teacher. It is very important that parents/guardians check these and return anything that needs a parental/guardian signature.

Teachers may be contacted via email, but phone calls at their homes in the evening and on weekends are discouraged unless it is an emergency. Teachers will communicate with parents/guardians via email or phone when necessary.

The Friday Focus is the weekly newsletter for the elementary and is sent electronically and can be found on the MCS App.

### **Parent Orientation Night**

A special orientation will be held for parents/guardians 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 late winter. Conferences are for the purpose of communicating to parents/guardians about their child's progress. Other parent/teacher conferences may also occur at any time deemed necessary by the parent/guardian and the teacher.

#### **Conference Courtesy**

- 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.

### **Recess**

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

### **Residency**

Because our school exists as an extension of the Christian home, students are required to reside with their parents/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.

### **School Calendar**

A calendar for the school year is approved by the school board yearly and ensures that we meet/exceed Ohio guidelines; Mansfield Christian School currently exceeds the minimum number of required hours.

### **School Closing or Delay**

In the event of severely inclement weather conditions, health or safety concerns, or for extreme facility conditions, the school may be closed, or starting times may be delayed. On a delay, school begins at 10 a.m. The building opens at 9:30 a.m. on delay days. Each family will 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, Pre-K starts at 10 a.m. and ends at noon for the morning session and runs from 1 to 3 p.m. for the afternoon session.

### **Staff/Student Interaction Guidelines**

The relationship between students and staff is to be one of a professional nature at all times. Mansfield Christian School is committed to providing a safe and secure learning environment for students. This policy applies to all employees, coaches, and volunteers of Mansfield Christian School who work at the school and/or with MCS students. Staff members are role models in the school and the community and are to be exemplars of appropriate behavior. Mansfield Christian School will not tolerate any activity at any time which violates the professional relationship between students and staff. Parents and students should be familiar with the interaction guidelines and exercise good judgment when interacting with staff.

The following interaction guidelines will be used:

1. Permission should be granted from the principal or planned one on one mentoring meetings and/or host celebratory events with students that take place during school hours. · These meetings must take place at the school in an open location or at a location approved by the principal. Blinds must remain open so that the room can be easily viewed.
2. Permission must be granted by the principal for one on one mentoring meetings that take place outside of school hours. Parents must give consent to the meeting's purpose and location.
3. Permission must be granted from the principal for celebratory events with students that take place outside of school hours. ·In the case of athletic or team celebratory events, the Athletic Director is the appropriate administrator to grant permission. These events may take place off of school property with administrator permission. Parents must be notified of the event's purpose and location and give consent for their child to attend.
4. Chance meetings in a public place and invitations by families to social events (i.e. graduation parties, etc.) are unavoidable and, in some circumstances, quite acceptable. Staff and volunteers should maintain good judgment in such situations and always be mindful of one's professional authority and responsibility.
5. Staff and students should not communicate with each other using private messaging tools through social media.

All conduct and communication should be God-honoring and in most circumstances will be school-related pertaining to student academic, athletic, or spiritual development. Any person who believes inappropriate conduct or communication between staff and a student has occurred should bring this to the attention of the principal or assistant superintendent who will investigate and respond to the concern.

### **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.

### **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.

### **Volunteers**

MCS is pleased to welcome volunteers. Interested individuals should contact the Volunteer VIP Coordinator. Volunteers are required to obtain a background check when serving on an ongoing basis.

## **STUDENT HEALTH**

Parents/guardians are responsible for informing the school of any health issues that would affect their student's or other's safety or ability to learn. It is the parent/guardian's responsibility to inform the school of such conditions as life-threatening allergies, seizure disorders, diabetes, etc. It is the responsibility of the parent/guardian 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 Clinic or elementary office. Parents/guardians will be contacted as necessary. If the school nurse or appropriate administrator gives permission for the student to go home, the parent/guardian must sign the student out in the elementary office. In an emergency 911 will be called.

### **Health Clinic**

The Health Clinic is staffed by the school nurse. Limited first aid is provided.

### **Medications**

Medications should be administered by parents/guardians before or after school whenever possible. If it is necessary for a student to receive medication during school hours, parents/guardians will need to provide the school with the medication in its original container along with the proper paperwork. Forms will be updated yearly or when there is a change (e.g. dose). No medication will be kept over the summer. Parents/guardians 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 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 (within the last 24 hours)
- Tightness in chest, difficulty breathing, 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
- Mild to severe cold symptoms with excessive 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. Seventh graders must have an additional Tdap and meningococcal. Twelfth graders must have two doses of meningococcal to be compliant with Ohio Law. It is the parent/guardian'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. Please be aware that your child is subject to exclusion from school in the event of any outbreak of the communicable disease(s) that are listed above, and that this exclusion may last for the duration of the outbreak, which could extend over a period of several weeks.

### **Screenings**

State mandated screenings are done each year at the following grade levels and all students new to Mansfield Christian School:

- Vision: Pre K, K, 1, 3, 5, 7, 9, 11
- Hearing: Pre K, K, 1, 3, 5, 9, 11

## **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 tornado 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 will move quickly and without talking. Do not take books.
4. Students will 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 heads.

### **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 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. Depending upon the emergency situation, walk quickly or run in a zig zag manner, 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.

### **Evacuation Drills**

Students practice going to a planned off-site location should an evacuation of the building become necessary.

## **CUSTODY POLICIES**

The splitting of a family is traumatic not only for parents/guardians but also for students. Consequently, the focus of Mansfield Christian School is on the safety and well-being of the student, and our instituted policies are to further those goals.

### **Custody Documentation**

At the time of enrollment, parents/guardians shall provide all relevant documents concerning custody or visitation of each student enrolled at Mansfield Christian School. Parents/guardians 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. These documents must be submitted within seven days of the change or at the time of reenrollment if the school has dismissed for summer break.

### **School Records**

A non-custodial parent shall have the right to access school records related to his or her student unless prohibited by a legally binding document.

### **Dismissal**

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 document granting release is on file with MCS. All early dismissal requests shall go through the elementary office. A parent/guardian 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 document.

### **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 non-custodial parent regarding school announcements and notes.

## **ADULT 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 between adults, parents, and/or teachers, 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 be resolved by the administration.

In summary, the Matthew 18 Principle requires that parents/guardians 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.

## **ATTENDANCE AND TARDY POLICIES**

Regular school attendance is a joint responsibility shared by the student and parent/guardian. We appreciate a family's willingness to work towards 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/guardians are asked to comply with the following policies:

1. When a student is absent from school, the parent should either call (756-5651 ext. 224) or email the elementary secretary as soon as possible. Identify yourself and provide the student's name and reason for the absence.
2. When the student returns to school, whether full day or half day, the student is required to bring a note from the parent/guardian or physician stating the reason for his/her absence (without a written note or email, the student will be counted as unexcused). If the parent/guardian emailed the elementary secretary on the day of the absence, the email shall be considered the required note and no other written note need be submitted. All absences from school will require information in a written note or email from the parent/guardian 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/guardian sent an email)

Absences or tardies are considered excused under the following circumstances:

- 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). (Please note that travel/vacation is not considered an excused absence under the Ed Choice Policy guidelines.)

Families that take vacation during the school year must complete a form and submit for administrative approval prior to the event. 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/guardians 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/guardian explaining the reason. Parents may not call the office and request their child to be dismissed within a short time frame except in an emergency situation. An early dismissal will be granted for the same reasons allowed for excused absences. Parents/guardians 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 Clinic (or office if the Health Clinic 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 or tardy 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, PROGRAMS AND STUDENT SERVICES**

### **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/guardians will receive a progress report midway through each quarter and a grade card every nine weeks. (In first grade, letter grades are given for math, Bible & spelling only.) 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/guardians on FACTS.

### **Grades 1<sup>st</sup> – 6<sup>th</sup> Grading Policy**

A	100-93
A-	92.99-90
B+	89.99-87
B	86.99-83
B-	82.99-80
C+	79.99-77
C	76.99-73
C-	72.99-70
D+	69.99-67
D	66.99-63
D-	62.99-60
F	59.99 and below

### **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<sup>st</sup>-3<sup>rd</sup> special classes such as art, music, STEM and PE are graded by Satisfactory, Unsatisfactory and Outstanding.

### **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, STEM, choir)

**"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, STEM, choir)

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

Students must pass the second semester in both ELA and Math and the second semester in at least two of the other core classes (Bible, science, and social studies) to be promoted to the next grade.

### **Student Referral for Evaluation**

If a parent/guardian suspects their child has a learning or communication disability, they should contact their child's teacher. A meeting will be held with the parents/guardians, intervention specialist, their child's teachers, and administration to discuss concerns. Prior to any formal evaluation, students will receive intense interventions from the student services staff and the general education teacher. Data will be tracked and educational gaps will be monitored. If intense intervention is ineffective in closing learning gaps, a student may be referred for a full evaluation by the school psychologist. Parents are a key part of the process and will be consulted for consent prior to any formal evaluation.

### **Student Services**

MCS offers a variety of services to meet the needs of students.

- Speech therapy is available for students in grades K-6 who have been identified with a speech deficit and have qualified for a speech services plan.
- Mansfield Christian Elementary participates in the Title I (Federal) program as staffing and funds are available. This provides individual and/or small-group instruction in reading and math for those students who qualify. Parents/guardians will be notified if their student qualifies, as parental permission is required.
- Intervention services are available to those students who have been identified with an exceptionality and who have a current service plan with documented learning goals.
- Mansfield Christian School currently operates a Jon Peterson Program for grades K-12. This scholarship can be used for tuition and services at Mansfield Christian School and can be renewed each year through high school graduation if the student qualifies. Qualifying students on an IEP (Individualized Education Plan) from their home school districts are eligible to apply. MCS can serve a limited number of students through this scholarship program.

In some instances, MCS may not be able to provide some services that students need or that parents request. In those situations, the student services team may recommend alternate options.

**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 and STEM Awards
3. Perfect Attendance
4. Achievement: Outstanding Academic (93% overall average) or Commendable Academic (87% overall average)  
(Overall averages do not include art, P.E., music, handwriting, STEM, choir, or band)
5. Leadership Award and Timothy Award
6. ACSI Activity Awards (Creative Writing, Math Olympics, and Speech Meet)
7. Individual classrooms may give other awards

### **Homework and Assignment Guidelines**

Homework may be assigned for the following:

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

Time will be provided in class to work on assignments and to give guidance; detailed instructions for projects will be given in the form of a rubric. 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.

Mansfield Christian School is committed to the spiritual development of students as we partner together with the home and church. We encourage students to engage in community with their peers in a local youth group. Because some local churches host youth group gatherings on Wednesday evenings, we do not want homework to be a barrier to attendance. Teachers will not assign new homework on Wednesdays that is due the following day. Work can be due on Thursday but will be assigned earlier in the week to allow time outside of Wednesday evening for completion. Tests and quizzes can also be given on Thursdays but will be announced earlier in the week.

Late Assignments for Excused Absences: Students will have as many days to make up work as they were excused absent, plus one. (For example, if a student is out three days then they would have four days to make up the work.) Additional days may be added at the teacher's or administrator's discretion when extenuating circumstances exist.

### **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. Participation may vary by grade level.

#### **Co-Curricular:**

- Elementary Student Council
- 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 by Mail (3<sup>rd</sup> – 6<sup>th</sup>)
- Swimming Lessons (3<sup>rd</sup>)
- Field Day (K<sup>st</sup> – 6<sup>th</sup>)
- Choir/Band (5<sup>th</sup> – 6<sup>th</sup>)
- Grandparents/guardians' Day (Spring K – 6<sup>th</sup>) (Fall PreK)
- Renaissance Children's Theatre Program (PreK – 6<sup>th</sup>)
- Family Nights (PreK – 6<sup>th</sup>)

#### **Extra-Curricular:**

- Athletic Leagues, including State Soccer Leagues, Flames Soccer Club, Biddy Basketball, Lil Spikers, Cheerleading, and intramural basketball leagues. (5-6<sup>th</sup> Grade students may try out for Jr. High teams if space is available.)

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

At times, fifth and sixth grade students may play with the junior high teams. In those situations, the student must satisfy certain academic and eligibility 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 at any time.

- a. The student who is on probation may practice with his or her team at the discretion of and with written permission from the athletic director and/or principal.
- b. The student on probation may not dress in his/her uniform or participate in games during the probationary period. The student may travel with the team at the discretion of the Athletic Director.

School and class attendance are very important for each athlete. For an athlete to practice he/she must be present in class for half the day. If a student misses more than half of the school day, the student may not participate in any practices, games or performances that day. To meet the half-day requirement, a student must be present prior to 11:35 am and stay the remainder of the day, or they cannot leave prior to 11:35 am if present at the start of the day.

## STANDARDIZED TESTING

### Testing Security Plan

For students who will be taking any standardized assessments 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 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.*

### Standardized Testing

Kindergarten: IOWA

1<sup>st</sup> Grade: ELA, Math - IOWA

2<sup>nd</sup> Grade: ELA, Math - IOWA

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

4<sup>th</sup> Grade: OST English Language Arts, AIR Math, IOWA

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

6<sup>th</sup> Grade: OST English Language Arts, AIR Math, IOWA

In addition to standardized testing, students will be assessed regularly in the areas of reading and math. These screenings could include Fountas & Pinnell, STAR Reading and STAR Math assessments.

### **Third Grade Reading Guarantee**

Ohio's Third Grade Reading Guarantee is a program to identify students from kindergarten through third grade that are behind in reading. MCS uses yearly diagnostic assessments to identify and monitor the progress of students who are behind in reading. MCS provides help and support to make sure students are on track for reading success by the end of third grade.

MCS students who receive the Ed Choice Expansion Scholarship are required to pass the third grade reading test. The Ohio Department of Education allows for some exemptions from the requirement. Students who do not pass the test or an ODE approved alternate assessment will be retained in third grade.

Believing that it is in all students' best interest to be well-equipped with strong reading skills, MCS students who do not receive the Scholarship are still required to pass the Third Grade Reading Test or an ODE approved alternate assessment. The same ODE approved exemptions will be applied to non-Ed Choice Expansion Scholarship students. Students who do not meet this requirement will be considered for retention. MCS administrators will take into consideration all relevant data and teacher recommendations before determining if the student will be promoted to fourth grade. The administrator's decision about student placement is final.

### **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/guardian 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. Elementary students are not permitted to walk home.

All parents/guardians are expected to use the car line unless their student rides the bus or unless a special circumstance warrants the parent/guardian coming in the building to pick up their child.

### **Car Line Guidelines**

1. Each family will receive a name card with their students' name on it. The name card should be displayed on the dashboard of the passenger 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 repeat 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/guardians should make arrangements for their children's bus transportation by contacting the school district in which they reside.

## **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 disciplined accordingly.

Mansfield Christian School holds a used Clothing Swap several times per year for your convenience.

### **General Dress Code Guidelines**

1. Clothes must fit appropriately. Students may not intentionally order their clothing oversized (baggy) or undersized (tight/short).
2. There are to be no decorations or logos on Campus Wear other than those adopted by the school.
3. Cut-off clothing and cutting-up pant seams are not permitted. All pants, skirts, shorts, and jumpers must be hemmed.
4. Hats and bandanas are not to be worn in the school building at any time.
5. Chains (i.e. wallet chains, dog chains) are not permitted.
6. Tattoos and body piercing are not permitted.

### **Flames Friday**

Each Friday, students are permitted to wear MCS spirit shirts (from past or current year). After Spring Break, the enrollment shirt for the following school year 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/guardians 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/guardians 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 Campus Wear. Knee length. Longer skirts are also available. Girls violating the knee length rule on three occasions will not be permitted to wear skirts at MCS for the remainder of the school year. Leggings are required from November-March when wearing a skirt.
<b>Pants</b>	Khaki or navy Campus Wear.
<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. A Campus Wear collared shirt must be worn under the jumper. Leggings are required from November-March when wearing a jumper.
<b>Walking Shorts</b>	Khaki or navy Campus Wear. 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-October and April-May.
<b>Knit Polo Shirts</b>	Long or short sleeved Campus Wear in white, navy, red, and light blue.
<b>Oxford Shirts</b>	Long or short sleeved Campus Wear in white and light blue. Oxford shirts must be buttoned to at least the second button from the top. Ties are not permitted.
<b>Dri-Fit Shirt</b>	Short sleeved Campus Wear in red, navy, white, and light blue.
<b>Turtlenecks</b>	Campus Wear in navy, red, and light blue. White may be non-Campus Wear.
<b>Sweaters</b>	Navy or red Campus Wear, V-neck or crew, long-sleeve, vest, or cardigan. School logo is available for additional cost.
<b>Outerwear</b>	Campus Wear shirts must be worn underneath outerwear. Fleece jackets may only be purchased from School Closet and can be navy, black, or grey full zip fleece with MCS logo. Jackets 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, Under Armor") may be imprinted on outerwear garments. MCS spirit wear and MCS sports team outerwear are permitted. Suitcoats and blazers are not permitted.
<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 elementary grades is an athletic shoe. All shoes must have an enclosed toe, and shoes with laces must be laced and tied. Soles should not exceed two inches in height. No Sperry shoes or look-alikes are permitted in grades K-4 <sup>th</sup> . Snow boots may be brought to wear outside for recess when needed, but shoes are required in the classroom. "Military-style" boots and knee high boots are not permitted.
<b>Socks/Tights</b>	Must be matching solid color ( black, gray, or navy) and <b>plain (no designs)</b> . (May be purchased outside of School Closet).
<b>Nylons</b>	Must be <b>solid color and plain</b> (no designs or mesh-like).
<b>Layering</b>	A white long sleeve shirt or turtleneck (non-Campus Wear) may be worn under short or long sleeve Campus Wear shirts for warmth. No thermal items may be layered.
<b>Undergarments</b>	Proper undergarments must be worn at all times. T-shirts worn under Campus Wear 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. Excessive jewelry is not permitted; jewelry should be tasteful and not large or distracting.
<b>Hair &amp; Hair Accessories</b>	Must not be extreme or distracting. Feathers may not be worn in the hair. Sculptured hair or coloring that is unnatural (i.e. blue, green, orange, etc.) is not permitted.

<b>BOYS' DRESS GUIDELINES (Kindergarten - 6<sup>th</sup> Grade and Independent Studies Students)</b>	
<b>Pants</b>	Khaki or navy Campus Wear.
<b>Walking Shorts</b>	Khaki or navy Campus Wear. 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-October and April-May.
<b>Knit Polo Shirts</b>	Long or short sleeved Campus Wear in white, navy, red, and light blue.
<b>Oxford Shirts</b>	Long or short sleeved Campus Wear 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 Campus Wear in white, navy, red and light blue.
<b>Turtlenecks</b>	Campus Wear in navy, red, and light blue. White may be non-Campus Wear.
<b>Sweaters</b>	Navy or red Campus Wear, V-neck or crew, long-sleeve, vest, or cardigan. School logo is available for additional cost.
<b>Outerwear</b>	Campus Wear shirts must be worn underneath outerwear. Fleece jackets may only be purchased from School Closet and can be navy, black, or grey full zip fleece with MCS logo. Jackets 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, Under Armor") may be imprinted on outerwear garments. MCS spirit wear and MCS sports team outerwear are permitted. Blazers and suitcoats are not permitted.
<b>T-Shirts</b>	T-shirts worn under Campus Wear 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 elementary grades is an athletic shoe. All shoes must have an enclosed toe, and shoes with laces must be laced and tied. Soles should not exceed two inches in height. Snow boots may be brought to wear outside for recess when needed, but shoes are required in the classroom.
<b>Socks</b>	Must be matching solid color (white, navy, or khaki) and plain (no designs). <i>(May be purchased outside of School Closet)</i>
<b>Layering</b>	A white long sleeve shirt or turtleneck ( <i>non</i> -Campus Wear) may be worn under short or long sleeve Campus Wear shirts for warmth. No thermal items may be layered.
<b>Jewelry</b>	No earrings or other pierced jewelry of any kind. Boys may not wear earrings at any school function, on or off school property.
<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. Sculptured hair or coloring that is unnatural (i.e. blue, green, orange, etc.) is not permitted. Designs shaved into hair, mullets, or mohawks are not permitted. Hair should also not be placed in a ponytail nor styled in a way that allows for ponytails to be worn.

## 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/guardians, it is imperative that parents/guardians 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/guardians, 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 distracting or dangerous items, such as knives, lighters, and matches, at home. Students should never bring a firearm to school.
7. Personal electronic devices such as iPad, iPods, E-Readers, and smart watches cannot be used during school hours without permission from a teacher/administrator. Cell phones are not to be used during the day without staff permission. This policy also applies to before school and after, in the car line and bus room.
8. Toys are not to be brought to school.
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. Honesty is a Christian virtue that should be displayed by all students. Cheating is a serious offense. During a test, a quiz, or an exam, it is your responsibility to avoid every appearance of 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/guardians 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/guardians or legal guardians as deemed by the school.

MCS believes that discipline is an important component in the discipleship and spiritual development of our students. As the Lord disciplines those He loves, we too are committed to demonstrating our love for students through God-honoring discipline. Walking Through LIFE Together is the discipline plan for MCS students and uses the acronym LIFE with the core understanding that we are all *Walking through LIFE together*.

L - Love  
I - Integrity  
F- Forgiveness  
E- Empathy

*Walking through LIFE together* addresses not only discipline but identifies and celebrates Christ-like growth within our students. Students learn as they *Walk through LIFE together* to assess whether their own actions demonstrate the use of, or a breakdown of, love and integrity. Successes are celebrated and when identifying breakdowns, students are assisted in the steps of reconciliation. Within the successful giving and taking of love, integrity, and forgiveness, healthy empathy is developed within the student body.

A demerit system is used throughout the school year to document student and classroom data. This data not only provides transparency in discipline but also identifies student need to which we can respond in a supporting manner. As students *Walk through LIFE together* they will have opportunities for self-reflection, goal setting, mentorship, and the celebration of success. *Walking through LIFE together* provides safety to our students, creates a positive school culture, and points students to Christ during times of relationship conflict and building.

Infractions and consequences are placed in a tiered order and assigned a demerit value. Demerits are reset for each student at the beginning of the third quarter.

Tier Definition	Example of Behavior	Resulting Consequence Options
Tier 1: Minor infractions handled within the classroom using reminders and conversation.	<ul style="list-style-type: none"> <li>Talking out of turn</li> <li>Chewing Gum</li> <li>Disruptive behavior</li> <li>Violation of Chromebook/Electronics Policy-proper care and maintenance</li> <li>Hallway behavior</li> <li>Failure to follow classroom procedures</li> <li>Dress code violation</li> </ul>	<ul style="list-style-type: none"> <li>Loss of recess minutes</li> <li>1 Demerit</li> </ul>
Tier 2: Measured infractions where students lose recess minutes, converse with their teacher, and practice appropriate alternatives. Contact parents and administration if needed. Teacher will <i>Walk through LIFE together</i> with student.	<ul style="list-style-type: none"> <li>Disrespectful behavior toward authority or peers</li> <li>Bringing unapproved items to school</li> <li>Cheating</li> <li>Sneaking food outside of the MPR</li> <li>Lying</li> <li>Unwholesome language</li> <li>Repeated Tier 1 behaviors</li> </ul>	<ul style="list-style-type: none"> <li>Recess or lunch detention</li> <li>3 Demerits</li> </ul>
Tier 3: Moderate infractions where parents are contacted and administration is informed/involved.	<ul style="list-style-type: none"> <li>Verbal altercation</li> <li>Defiant behavior</li> <li>Plagiarism</li> </ul>	<ul style="list-style-type: none"> <li>Recess or lunch detention</li> <li>After school detention</li> <li>School community service</li> </ul>



Administration will <i>Walk through LIFE together</i> with student.	<ul style="list-style-type: none"> <li>• Theft</li> <li>• Violation of Chromebook/ Electronic Policy-inappropriate use</li> <li>• Repeated Tier 2 behaviors</li> </ul>	<ul style="list-style-type: none"> <li>• 5 Demerits</li> </ul>
Tier 4: Major infractions result in students meeting with the school administrator. If necessary, parent meeting occurs to develop a team plan involving parents, behavior specialists, classroom teachers, and administration.	<ul style="list-style-type: none"> <li>• Bullying/cyberbullying</li> <li>• Threats</li> <li>• Fighting</li> <li>• Damage/Vandalization of school property</li> <li>• Severe or unsafe behaviors in or out of school</li> <li>• Repeated Tier 3 behaviors</li> </ul>	<ul style="list-style-type: none"> <li>• After school detention</li> <li>• In or out-of-school suspension</li> <li>• Placed on school probation</li> <li>• Administration will have the authority to dismiss a student if needed.</li> <li>• 10 Demerits</li> </ul>

Demerit Accumulation within

**1 Day**

1 demerit= 5 minutes of recess

3 demerits= Entire Recess (Parent Informed)

5 demerits in a Day= Lunch Detention/School Community Service (Parent informed)

**1 Week** (Parent informed)

10 demerits= School Community Service/Lunch Detention/After School Detention

**Mid-Term** (Parent informed)

30 demerits by Mid Term= In School Suspension

**1 Quarter** (Parent informed)

50 demerits in 9 weeks= Out of School Suspension

**1 Half** (Parent informed)

60 demerits= ISS

75 demerits= OSS

75+= Behavior Plan/Contract, Probation, Extended Suspension, Potential Expulsion.

The MCS Administration may use their discretion upon the severity, circumstances, and patterns of student behavior to circumvent demerit totals when administering consequences.

Through the LIFE program, MCS is committed to knowing each student individually as God has created them. We are committed to providing clear, consistent communication with parents and guardians. LIFE is oriented to allow all students to have the necessary tools to be successful and can be specifically tailored to individuals in need of support. We are committed to walking alongside students as well as their families during the duration of their time at MCS. It is always our plan to help students overcome behavior struggles as well as celebrate their successes. We are committed as a staff to *Walking through Life together* with our students following the LIFE acronym for teachers- Learn, Investigate, Fellowship, and Evaluate. This acronym guides our teachers to not just see a student but to see your child as God intends them to be.

**Detention Policy**

Detention will be held from 3 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.

### **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.

### **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/guardians 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 assistant superintendent within three days of the dismissal notification. A student may not attend classes during an appeal.

### **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/guardians to seek out behavioral and spiritual reform.
2. **Criteria:** This program is initiated at the discretion of the principal in concert with the superintendent. Although it is 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/guardians. At the administration's discretion, a conference will be held with the parents/guardians 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)/guardian(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/guardian 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 parents/guardians 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/guardians 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/guardian 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/guardian'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/guardians will be phoned and must come to the office to perform the search. If the parents/guardians 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 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/guardians 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/guardians of the complainant will be contacted immediately. If the alleged harasser is a student, the parents/guardians 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.