

# Parent & Student Handbook



**MANSFIELD**  
CHRISTIAN SCHOOL



**Secondary 7-12**  
2024 - 2025

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\*\*Note to parents and students: p. 3 - 23 of this handbook are schoolwide policies that pertain to K-12 students. Policies and guidelines for students in grades 7 - 12 begin on p. 24.

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

By enrolling in Mansfield Christian School, you acknowledge your responsibility to carefully read and abide by the policies and standards stated in this Parent/Student Handbook. Parents/guardians must sign the cooperation agreement included in the enrollment packet annually.

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

This handbook has been prepared to explain and clarify the procedures, policies, and regulations at Mansfield Christian School. All parents/guardians must 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).

## **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 based on race, color, or national and ethnic origin in the administration of educational policies, scholarship programs, athletics, and other school-administered programs. MCS reserves the right to select students based on 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).

## **STUDENT TECHNOLOGY & 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 should not be used in the restroom, locker rooms or at 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 Chromebooks fully charged to school each day.
8. The MCS-designated email can only be used for educational purposes and 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 Chromebooks the last week of school and may not be kept during summer break. Chromebooks 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 inappropriate sites will result in disciplinary action; violations of Chromebook policies may result in disciplinary action.
24. 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 the administration, and therefore cannot be used for general email communication.

### **Chromebook Accessories**

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

### **Parent/Guardian Responsibility**

Mansfield Christian School has a 1 to 1 technology program, providing a device for each student to use for educational purposes. The goal of the program 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 policy 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:

- 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.
- 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 becomes lost or stolen, the parent/guardian/student will be responsible for the cost of replacing them.

Asus C202S/C203X/C204E:

- |                                 |   |
|---------------------------------|---|
| • Hinge Cover                   | \$14.99 (\$54.98 if Chromebook cover tabs are broken) |
| • AC Power Adapter              | \$24.99   |
| • LCD Assembly (Screen)         | \$39.99   |
| • Keyboard w/ Palmrest Assembly | \$64.99   |

These prices are meant as general guidelines. Actual repair costs may vary per incident and will be determined upon damage assessment. \*If damage is done to the Chromebook a “Chromebook Incident Report” will be filed and kept as a record of student care of the Chromebook.

## **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 office. Parents/guardians will be contacted as necessary. If the school nurse or appropriate administrator permits the student to go home, the parent/guardian must sign the student out in the 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 a student must 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 except for an inhaler or Epi-pen (with the proper paperwork on file).

### **Communicable Diseases**

Mansfield Christian School follows the Ohio Department of Health guidelines regarding the 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 a specified length of time, usually 24 hours.
- Remember that handwashing is the best way to stay well!

### **Immunizations**

Ohio Law requires students to 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 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 remain locked throughout the school day. Visitors to the school are only allowed to enter at doors 3 and 16 after being identified by a secretary or administrator.

### **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:
- A continuous bell or backup alarm system will sound.
- All teachers will take attendance.
- Students will move quickly and without talking. Do not take books.
- Students will position themselves as directed by their teacher.
- 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.
- 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.
- Lights out
- Windows closed
- No excessive talking
- Walk rapidly, single-file, do not run
- Take valuable items with you; leave books
- Do not wait for others to join you
- Do not re-enter until an all-clear signal is given
- Stay with your group or class

### **Lock Down Drills**

Periodic lockdown 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:

- An announcement will be made over the PA system
- Lights out
- Windows closed/blinds pulled
- Door locked
- No talking
- 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.

### **Use of Video Security**

The purpose of cameras at MCS is to create a safe environment for students. Cameras allow MCS-authorized staff to detect trespassers and unauthorized individuals on campus. Cameras give staff the ability to monitor suspicious activity on campus after school hours, as well as, utilizing video surveillance in the event of an emergency.

Cameras may be located in any of the following locations: building entrances and exits, administrative office areas, lockers or storage areas, parking lots, playgrounds, athletic fields, hallways, and lunch areas. Cameras will not be used in restrooms, athletic locker rooms, changing rooms, classrooms, or staff offices. Signs will be posted at entrances informing parents, students, staff, and visitors of video surveillance on campus. Only MCS-authorized staff will be able to access video recordings.

Video recordings are intended to help monitor the health, welfare, and safety of all staff, students, and visitors, and to safeguard facilities and equipment. In the case of a conflict, specifically a violation of local or state law, or school policy, video recordings may be used to investigate a matter. This may include disclosure to law enforcement. All recorded footage is the property of Mansfield Christian School and will be limited to the purposes outlined in this policy. Footage will be deleted on a recurring basis and only retained in the case of an open investigation.

## **ATTENDANCE AND TARDY POLICIES**

Regular school attendance is a joint responsibility shared by the student and parent/guardian. The State of Ohio requires Mansfield Christian to establish student policies concerning attendance. Mansfield Christian School has a responsibility to ensure that each student receives the maximum potential benefit from school attendance. An absence or tardy of more than 20 days in a school year may result in grade retention (K-8) or loss of course credit (8-12) at the discretion of the teacher and administration. The administration reserves the right to excuse tardies related to sudden bad weather conditions or local accidents that affect many students and families during normal arrival hours.

### **Ohio Department of Education, Ed Choice Scholarship approved absences:**

1. Illness or injury. Any absence for illness or injury that exceeds three days from school must be verified in writing by a physician or appropriate health professional.
2. Illness in the family that necessitates the presence of the child. The parent/guardian must provide documentation stating the nature of the illness and the circumstances that require the presence of the child. Any such absence that exceeds three days absent from school must be certified in writing by a physician or appropriate health professional.
3. Death or funeral of a relative or close friend.
4. Quarantine of the home
5. Medical or dental appointment
6. Observance of religious holidays
7. College visitation with prior administrative approval and documentation verifying the date of visit (forms are available in the secondary office or on the MCS website).
8. Out-of-state enrichment activities or extracurricular activities. A student who is absent from school for the sole purpose of traveling out of state to participate in an enrichment activity approved by the district or school governing body or in an extracurricular activity can have up to four days per school year excused. The parent/guardian must provide documentation to the chartered nonpublic school detailing the dates and reasons for these absences.

### **Attendance & Tardy Policies for K - 12th grade**

1. An absence, foreknown tardy, or early dismissal should be reported using the MCS App under the Elementary or Secondary icons. Students should be reported no later than 8:30 a.m. Parents or students must sign out upon leaving and sign back in upon their return if they are planning to return during the same day. Parents may not call the office and request their child to be dismissed within a 30-minute timeframe except in an emergency.



2. Students participating in an extracurricular practice or event/game must be present for half a school day. This means arriving before 11:35 a.m. and staying the remainder of the day, or arriving by 8 a.m. and staying at least until 11:35 a.m.
3. At least two weeks before, administration should be made aware of any family trip resulting in an absence of more than one day. Vacation forms should be submitted to the elementary and/or secondary office so that teachers can prepare missed assignments and makeup work.
4. When a student is tardy to school the student should report to the office, sign in, and receive a tardy slip. The tardy slip will indicate whether the tardy is excused or unexcused.
5. When a student is representing MCS in an approved school activity (e.g. field trip, competition, extracurricular event, etc...), class absence will not be charged against the student's attendance record.
6. 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 which will ensure that minimum course requirements are met.
7. If a student becomes ill or injured while at school, they should obtain permission from their teacher to go to the Health Clinic or office. If the school nurse or appropriate administrator determines that the student should go home, the parent/guardian will be contacted.
8. If given written parental permission, a student may leave for lunch with an adult. Students should sign in and out of the office when leaving for lunch. Students should return from lunch for the start of the class period immediately following their lunch period.

#### **Attendance & Tardy Policies for 7th - 12th grade**

Secondary students may be denied academic credit for missing more than ten days of school during a semester, whether these days are excused or not. Students may also be denied academic credit for individual classes for being absent more than ten class periods for a particular course during a semester, whether excused or not. Students may also be placed on an attendance contract, at the administrator's discretion, if the problem persists. The following steps will be taken regarding this policy:

- After five days a letter will be sent to the parents regarding this policy.
- After ten days another letter will be sent to parents regarding this policy and the possible loss of credit.
- After 11 days the student will be placed on an attendance contract for the remainder of the school year. Failure to uphold the attendance contract will result in loss of credit for the course(s).
- This policy will be applied at the discretion of the administrator and will take into account extenuating circumstances that may be outside of the student's control.

#### **Consequences for Unexcused Tardies:**

Grades K-3rd: Upon the fifth unexcused tardy in a quarter, parents/guardians will be notified in a letter from the Principal.

Grades 4th - 6th: 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.

Grades 7th -12th: Students who are recorded with unexcused tardies to school (8 -11:35 a.m.) will receive detention upon the third unexcused tardy during a quarter.

- A warning will be issued for the 4th unexcused tardy to school.
- If a student is unexcused tardy for the 5th, 6th, and 7th time during a quarter, the student will receive a detention for each successive tardy arrival. These detentions will be added to all others and the protocols for accumulated detentions will be followed.
- The disciplinary procedures for unexcused tardies to school also apply to being unexcused tardy to each class period including late return from lunch.

#### **Consequences for Unexcused Absences for 7-12 grade:**

Three unexcused absences will result in a detention for Secondary students. If the student acquires three additional unexcused absences, the student will receive a detention and a detention for every subsequent

unexcused absence thereafter. Detentions will accumulate and can lead to Friday Schools and suspension as necessary.

### **Secondary Lunch Dismissals (12th grade)**

One day per week (to be determined by the administration), students in 12th grade (only) are allowed to leave the school grounds at lunch with written parental permission. This permission only has to be given one time at the beginning of the year. Parents who do not want their child to have this privilege should individually instruct their child of that fact.

Students are not allowed to drive other students (other than siblings) in their vehicles, to get lunch, and need to sign in and sign out in the secondary office upon leaving the school and returning to the school. This privilege may be revoked at any time at the discretion of the administration.

## **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 re-enrollment if the school has been 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 school office. A parent/guardian cannot ask the school to withhold the 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:

- Keep the matter confidential (no gossip).
- Keep the circle as small as possible (two parties).
- Be straightforward (face-to-face).

- Be forgiving.
- The individuals should agree to share the matter with the Principal if still unresolved.
- The Assistant Superintendent should be brought into the process by the Principal if still unresolved.
- The Assistant Superintendent will explain the conflict to the Superintendent and President of the School Board if still unresolved.
- 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.

## **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 outlined 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 in cheating 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 procedures for security violations.*

### **Standardized Testing**

Kindergarten	Iowa Achievement Test: Reading and Math
1st Grade	Iowa Achievement Test: Reading and Math
2nd Grade	Iowa Achievement Test: Reading and Math; ACSI Bible Assessment
3rd Grade	Ohio's State Test: English Language Arts and Math
4th Grade	Ohio's State Test: English Language Arts and Math; ACSI Bible Assessment
5th Grade	Ohio's State Test: English Language Arts, Math, and Science
6th Grade	Ohio's State Test: English Language Arts and Math; ACSI Bible Assessment
7th Grade	Ohio's State Test: English Language Arts and Math; ACSI Bible Assessment
8th Grade	Ohio's State Test: English Language Arts, Math or Algebra I, and Science
9th Grade	PreACT 9
10th Grade	PreACT
11th Grade	Optional PSAT / National Merit Scholarship Qualifying Test, Spring ACT
9th - 12th Grade	Iowa Achievement Test (End-of-Course state testing): Algebra I, Geometry, English Language Arts II, Biology, American History, and Government
12th Grade	Optional Fall Senior ACT

In addition to standardized testing, students will be assessed regularly in the areas of reading and math

### **DRUG AND ALCOHOL POLICY**

Mansfield Christian School believes that the consumption, buying, selling, or transfer of drugs and/or alcohol by our students cannot be tolerated and may result in the dismissal of the offending student or students. The administration of MCS reserves the right (as per the safety of that student or any other student) to require random drug testing with the understanding that confidentiality will be maintained. If the parents and/or student refuse, then the student's privilege to attend MCS will be revoked.

### **NON-VIOLENCE POLICY**

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

Students are not allowed to talk about committing an act of violence, threaten to commit an act of violence or joke about committing an act of violence toward anyone at MCS. Students are also not allowed to possess any instructions

on how to commit an act of violence. If the administration determines that a threat of violence is credible and specific (directed toward particular students or staff), the student will be immediately suspended and a recommendation to expel may be delivered to the school board. For the purposes of this policy, credible means a reasonable belief or suspicion, determined by the administration, that the threat was or might be genuine, or that the student was or might be capable of carrying out the threat.

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

## **SEARCH AND SEIZURE**

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

### **Personal Searches**

A student and/or personal effects (e.g., purse, book bag, etc.) may be searched whenever a school authority has reasonable suspicion to believe that the student is in possession of illegal or unauthorized materials. Students may be asked to empty their pockets, pocketbooks, wallets, book bags, etc. without the parent’s permission or the student’s permission. Registration of the child constitutes parental consent to such searches. If the student refuses and the school feels a personal search of the student’s person or belongings is required (as per the safety of that student or any other student), then the parents will be phoned and must come to the office to perform the search. If the parents fail to come to the school to perform the search within a reasonable time (one hour) and/or the student refuses to empty his/her pockets or remove from his or her person what is suspected, then the student’s privilege to attend MCS will be revoked.

### **Locker Searches**

Student lockers are MCS property and remain at all times under the control of MCS; however, students are expected to assume full responsibility for the security of their lockers. MCS exercises exclusive control over school property, and students should not expect privacy regarding items placed on school property because school property is subject to search at any time by MCS officials. Students are responsible for whatever is contained in desks and lockers issued to them by the school. Periodic general inspections of lockers may be conducted by school authorities for any reason at any time without notice, without student consent, without parental consent, and without a search warrant.

### **Automobile Searches**

Secondary students are permitted to park on MCS premises as a matter of privilege, not a right. MCS retains authority to conduct routine patrols of student parking lots and inspections of the exteriors of student vehicles on campus. The interiors of student vehicles may be inspected whenever a school authority has reasonable suspicion to believe that illegal or unauthorized materials are contained inside. The same procedures will be followed as in a personal search.

### **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**

MCS is committed to making school a safe and caring place for all students and employees. Bullying will not be tolerated. Students and employees will treat each other with respect. Examples of bullying include, but are not limited to:

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

Students found to be bullying others may be subject to immediate suspension and/or expulsion. Students at MCS will be taught the following:

- Be respectful
- Refuse to bully others
- Refuse to let others be bullied
- Refuse to join in when another is bullied
- Report bullying to an adult. Bullying is a behavior that is clearly not consistent with the Biblical philosophy of MCS.

## **ANTI-HARASSMENT POLICY**

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

Students are encouraged to promptly report incidents of harassing conduct to a supervisor, teacher, or administrator, so that the administration may address the conduct before it becomes severe, pervasive, or persistent. The administration will meet with the student and contact the parents to advise them of the intent to investigate. The administration will make every reasonable effort to protect the rights of parties and maintain the confidentiality of the investigation.

The administration will take immediate steps to impose disciplinary action, which may include dismissal, on any student engaging in any of the following prohibited acts:

- Retaliating against a person who has reported alleged harassment or has participated as a witness
- Reporting a malicious or knowingly false account or complaint of harassment
- Purposefully delaying the investigation of allegations of harassment

### **Sexual Harassment Defined**

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

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

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

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

Students and/or parents of students who feel they have been unlawfully harassed should file a formal written complaint with an administrator or counselor. All complaints should be in writing and signed by the complainant. Once the formal complaint process is begun, the investigation will be completed within 30 calendar days of the

complaint being received, unless a greater amount of time is deemed necessary due to extenuating circumstances.

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

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

### **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 that 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:

- 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.
- 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.
- 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.
- 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.
- 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.

### **EXPECTED CODE OF CONDUCT & DISCIPLINE**

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 Corinthians 10:31, Ecclesiastes 9:10, Romans 14:1).



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

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

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

1. Practice courtesy and consideration in your association with teachers, school employees, fellow students, and visitors. Respect their person and property. (See Ephesians 4:28-32.)
2. Respect the authority of teachers, administrators, and staff members, and treat them courteously, respectfully, and obediently as unto the Lord. (See Hebrews 13:17, I Thessalonians 5:12-13, I Peter 5:5-6.)
3. Abstain both on and off campus and at all times (24/7/365) from the use or possession of alcoholic beverages, tobacco, drugs, tobacco or drug paraphernalia, vape pipe, and pornography as well as from gambling and other undesirable practices that are generally recognized to be harmful to health and Christian character. (See I Corinthians 6:19- 20.)
4. Abstain from profanity and vulgar or abusive speech and actions. Such speaking and acting is harmful to others and is certainly not appropriate or conducive to your moral and spiritual development. (See Ephesians 4:29.)
5. Refrain from a public display of affection on campus and during school-sponsored events. As students, you are expected to conduct yourself in a discreet and Christian manner. Therefore, while on campus, you should follow a "hands-off" policy.
6. Leave all annoying or dangerous items such as knives, water pistols, lighters, and matches at home. Electronic devices such as iPods, iPads, etc. (except cell phones) are not allowed at school. Cell phones are not to be used during the day without expressed staff permission and should be used only in the school office during the school day. The exception is that students (grades 9-12) are permitted to use their phones during lunchtime as long as they don't cause a disruption. (Jr. High Students are not permitted the lunchtime exception)
7. Do your own work – do not give or receive help on tests or homework unless the teacher has granted this privilege on a particular project. Your record should reflect your effort. Since honesty is a Christian virtue that should be displayed by all students, cheating is considered a serious offense. During a test, a quiz, or an exam, it is your responsibility to avoid every appearance of cheating. All books and papers must be out of sight. No talking is allowed. Talking during a quiz or test may be dealt with in the same manner as cheating. (See Proverbs 11:1, 2 Kings 12:15, Colossians 3:9)
8. Avoid plagiarism, which is a serious offense. The definition of *plagiarism* is "the use of another writer's ideas or words without giving the writer credit for them." (See Proverbs 16:13; 22:21, Matthew 19:18b, Romans 13:9)
9. All school rules apply on all field trips and all school-sponsored events, both on the school campus and away from it.

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

Students are expected to represent MCS positively even when they are not on school grounds and/or attending school functions or extracurricular activities. Students and parents acknowledge and understand that students are subject to disciplinary action by the school for conduct occurring off campus or during non-school hours,



including weekends, holidays, and summers. MCS reserves the right to suspend or dismiss a student for misconduct on or off the school campus 24/7, without regard for whether the form of discipline is identified specifically herein, and without regard for whether it is specified as improper off campus. While MCS has no control over student activity off campus that is not school-sponsored and does not supervise student conduct off campus during an activity that is not school-sponsored, misconduct during such activity may come to the attention of school authorities and may result in the administration of discipline, including suspension or dismissal.

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

MCS reserves the right to invite law enforcement to visit at any time during the school year to search for drugs. It also reserves the right to search any property, including automobiles, brought onto MCS premises. Any alcoholic beverages, drugs, or drug paraphernalia found in lockers, cars, or other items under the student's control will constitute possession.

No student on Disciplinary Probation is eligible to hold a class office.

### **Disciplinary Probation**

- **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.
- **Criteria:** This program is initiated at the discretion of the principal in concert with the assistant 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.
- **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 students regarding disciplinary problems. Based on this conference, the administration will decide whether or not this particular student merits probation or expulsion. If the administration deems it beneficial to place the student under 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.
- **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.

### **Academic Integrity**

All forms of academic misconduct are prohibited by the standards of conduct at Mansfield Christian School. Academic misconduct includes but is not limited to, cheating on tests, quizzes, or exams, plagiarism, knowingly giving false information to the school/teachers/advisors, or misuse of official documents. Inclusive in this policy is the use of Artificial Intelligence platforms (e.g. Chat GPT) that are currently available or ones that will be available in the future.

If a student knowingly participates and is caught with any of the above offenses the student will automatically receive a zero for the assignment/test/quiz/exam and may have additional penalties applied depending upon the context and severity of the offense at the discretion of the administration.

### **Continued Enrollment**

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

### **Dismissal**

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

A student who has lost the privilege to attend MCS may attend MCS-related events at the discretion of the administration. If the administration deems that a student may attend school events, a parent must accompany the student. If the administration permits, the student may drop off or pick up siblings from school.

Dismissals may occur when any of the following take place: possession, distribution, solicitation, or use of illegal drugs of any kind (including counterfeit drugs, drug paraphernalia, tobacco products of any kind and vaping paraphernalia), or the misuse of any prescribed drugs of any kind, on or off school property; possession, consumption, supplying, or selling of alcoholic beverages on or off campus; repeated conduct violations that resulted in suspensions; failure of parents to cooperate with MCS in the discipline of their children; assault or battery of staff or students; sexual misconduct such as physical conduct and/or contact of a sexual nature; verbal abuse of a sexual nature; sexual innuendoes and gestures or other serious sexual misconduct; computer/internet use for immoral purposes; possession or use of a weapon of any kind in a threatening or dangerous manner, which is perceived to be capable of inflicting serious harm; or possession, transfer, sale, or discharge of any gun (including a starter or pellet gun), firearm, or any other explosive device, of any type, whether loaded or unloaded, on or off campus. Additionally, consistently poor academic performance with little to no adjustments after remedial steps have been taken will also constitute reasons for dismissal.

### **Restoration**

MCS reserves the right to deny readmission to any student whose actions demonstrate that it is in the school's best interest not to allow readmission. The request for readmission should be in writing to the Superintendent. Restoration at a Christian school is always a difficult matter. Students who have been expelled from MCS or other schools must present evidence of genuine repentance and carry out a school-designed restoration program. If a student has been dismissed or asked to withdraw, been given due consideration, and desires reinstatement, the student must wait a minimum of one full semester following the semester of removal before reapplying. (For example: if a student is dismissed in October, they must wait the remainder of the school year before reapplying or if a student is removed in April they must wait until after the first semester of the following year before reapplying.) During that time, the student must be involved in a program of church attendance and youth group involvement as well as student and parent counseling.

During the restoration period, schooling must continue at another school or home school. Upon completion of the reinstatement restoration program, recommendations by the student's pastor, youth pastor, and school-designated counselors will be considered by the Principal and Superintendent to determine the student's reinstatement. Students returning will be on disciplinary probation for one year.

### **Readmission**

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

## **TRANSPORTATION POLICY**

Parents are responsible for transportation at MCS as the school does not have a system of buses. Bus rental is preferred for school-sponsored events and field trips. However, when bus rental is not available, parents and private vehicles may be used to transport students. The purpose of the following policy is to ensure the safety of students at all times.

### **Trip Approval**

Trips will be approved by the appropriate administrator and the trip coordinator will obtain written parental permission for transportation.

### **Approved Drivers**

To be an approved driver for MCS field trips and school-sponsored events, an individual must complete the application. The individual must be a minimum of 21 years old and provide a copy of their valid driver's license, proof of automobile insurance, and complete a background check through Protect My Ministry or provide a copy of a current BCI/FBI background check. Documentation for approved drivers shall be kept on file in the elementary, secondary, and athletic offices. If an approved driver is convicted of a disqualifying criminal offense, driving violation (exceeds two points on license), or receives any suspension or revocation of operating privileges after the background and driver's license record checks are completed, he/she shall report the offense, suspension, or revocation to the respective school office within five calendar days of occurrence.

### **Seating**

There must be one seatbelt per student. Students under the age of twelve shall be transported in the back seat of the vehicle if the vehicle is equipped with a passenger airbag without an "off" switch. MCS adheres to the State of Ohio Car and Booster Seat laws as applicable at the time of the field trip or school-sponsored trip. At the adoption of this policy, the current Ohio law provides the following:

- Children less than 4 years old or 40 pounds must use a child safety seat meeting federal motor vehicle safety standards.
- Children less than 8 years old, unless they are at least 4 feet, and 9 inches tall must use a booster seat.
- Children ages 8-15 must use a child safety seat or safety belt.

### **Supervision**

Approved drivers are responsible for the students they transport to field trips and school-sponsored events. All school rules apply on field trips and for school-sponsored events, both on the school campus and away from it. Student misconduct should be reported to the trip coordinator immediately. Drivers must go directly from the point of departure to the point of destination. In the case of transportation to athletic events, food stops are at the discretion and direction of the coach.

### **Rule of Three**

The composition of students and drivers in a vehicle will follow a rule of three which ensures that a minimum of three people will be riding in a vehicle together. This prohibits a situation where a student is in a vehicle with only one adult unless that adult is the parent/guardian of the child.

## **ATHLETIC AND EXTRACURRICULAR ELIGIBILITY POLICY**

Grade 6: At times, sixth grade students may be invited to play with junior high teams. In those situations, the student must satisfy certain academic and eligibility requirements. The student may not accumulate three or more points, as described in detail below.

Grades 7 - 12: Students must be in good academic standing to participate in extra-curricular activities. Points are accumulated on received grades of "D's" or "F's" for each quarter. A "D" is worth 1 point, while an "F" is worth 2 points. A student may not accumulate three or more penalty points. If a student receives three or more points, he/she will be ineligible to play until the next time grades are issued (interim grades). At the discretion of the Athletic Director, Principal, and/or coach, a student can be deemed ineligible at any time.

- A student who is ineligible to play, may practice with his/her team at the discretion of the Athletic Director and/or Principal. Students must have written permission to present to the coach to be able to practice with their team.
- A student deemed ineligible may not dress in his/her uniform or participate in games during the ineligibility period. The student may travel with the team at the discretion of the Athletic Director.
- If tryouts for a particular sport occur during a student's term of ineligibility and cuts will be made, the student will be permitted to participate in the tryout process.
- Eligibility will be determined on the day grade reports are sent home (to include interim & quarter grades). Administrative discretion can be used in determining eligibility when extenuating circumstances exist but will be applied only on rare occasions.
- Students receiving an incomplete ("I") will have two weeks to complete assignments so a grade can be posted. Incompletes turn into an "F" after this time.
- Fourth (4<sup>th</sup>) quarter grades will be used to determine eligibility for fall sports. This includes 8<sup>th</sup> grade students who wish to be eligible to play in 9<sup>th</sup> grade.
- All OHSAA rules and regulations for eligibility apply and must be met in addition to MCS guidelines. According to OHSAA guidelines, summer school courses may NOT be used to determine eligibility. However, a student may retake a course over the summer to meet the eligibility requirements established by MCS under the following conditions:
  - The student has passed five one-credit courses in the fourth quarter following OHSAA rules.
  - The student agrees to repeat the entire course to replace the 4th quarter "F."
- The student received only one "F" during the fourth quarter; students receiving two "F's" are not eligible.
- Summer courses must be pre-approved by the administration and grades must be documented and verified before eligibility is officially reinstated.
- Athletic consequences for school-related discipline issues will be administered according to the guidelines listed in the Athletic Code of Conduct.
- School Attendance is essential for participation in extra-curriculars, including athletics. In addition to the tardy and absence rules addressed earlier in this document the following will also be observed.
  - If a student is absent from school, then the student would be ineligible for all extra-curricular activities during the duration of the absence (Flames period and lunch do not count towards the required number of periods)
  - If a student is tardy to school, the student must be present for four full academic periods to be eligible to participate in any extra-curricular activities. The student must be present before 11:35 am and stay the remainder of the day, or they cannot leave before 11:35 am if present in the morning.
  - If a student is tardy (unexcused) on Friday, the student must be in school for 4 full academic periods to participate in any activities on Friday or Saturday (Flames period and lunch do not count towards the required number of periods). See page 6 of this handbook for excused reasons for tardies and absences.
  - If a student is absent on Friday, then the student is ineligible for any extra-curricular activities on either Friday or Saturday unless there is an excused reason for missing school. To participate in extracurricular events on Saturday, a legitimate excuse must be presented to the high school office by the end of the day on Friday. NO written excuses are to be given to the coaches as those will not be acceptable unless they can be turned in to the high school office by the end of the day on Friday.
- Suspensions: If a student is suspended from school for a non-alcohol/drug-related issue the student is ineligible to participate in any extra-curricular activities for the duration of the suspension and will be ineligible for 1 game even if it is outside of the duration of the suspension days. If a student is suspended for alcohol/drug-related issues, see the Student Handbook pg. 13 and the Athletic Handbook for guidance.

## **GENERAL INFORMATION AND POLICIES**

### **Building Hours**

The building opens at 7:30 a.m. All elementary students report to the multipurpose room if arriving before 8 a.m. All secondary students report to the high school gym if arriving before 7:55 a.m. Students are expected to leave the building by 3:30 p.m. each day unless supervised by a faculty member.

### **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.

### **Closing or Delay and Contingency Days**

In the event of severely inclement weather conditions, health or safety concerns, or 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.. Each family will receive an automated phone call and text message in the event of a delay or cancellation. If no message 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.

MCS recommends signing up with WMFD (TV) for automatic text messaging when schools are closed or delayed. 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 Makeup missed days by using Contingency Days as determined on the school calendar

### **E-Learning**

When four calamity days have been used, e-learning will begin on day five. Teachers will assign work using email communication to parent and student email addresses. If applicable, work will also be assigned on Google Classroom. Communication will take place prior to 9 a.m. so that students have ample time to complete assignments. If a closing is not determined until later in the morning, communication may be delayed until 9:30 a.m. Teachers will provide materials and resources electronically and will be available throughout the day to answer parent and student questions.

### **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 Policies & Procedures**

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.

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.

### **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.

### **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.

### **Lost and Found**

Please label all belongings with your student's name. Students should not leave money and valuables unattended. 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 or secondary office. Mansfield Christian School is not financially responsible for loss or damage to clothing or personal items brought to school.

### **Office Telephone**

Students are permitted to use the office telephone to contact parents for important matters only. During school, students must have the permission of a teacher, in the form of a written pass, and/or the permission of the office to use the office phone. Calls should be limited to a reasonable amount of time.

### **Parent-Teacher Conferences**

Parent-Teacher Conferences are held twice during the school year. The first is held in the first quarter, and the second is held in the third quarter. Conferences are to communicate 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.

### **Residency**

Mansfield Christian School exists as an extension of the Christian home. Students are required to reside with their parents or legal guardians while attending MCS. Students are not permitted to "move out" and live on their own or with anyone other than the parents/guardians specified on the student application. Special

circumstances may warrant consideration from the administration, but these may be granted only in extremely rare cases and are at the full discretion of the administration.

### **School Hours**

The warning bell rings at 7:55 a.m. School begins at 8 a.m. Elementary students are dismissed at 3 p.m. and secondary students are dismissed at 3:10 p.m. All students should be picked up by 3:30 p.m. Elementary students not picked up by 3:30 will be taken to the MCS After School Care Program. A cost will be incurred for childcare through your Family FACTS account.

### **Textbooks**

At the beginning of the school year, students must write their names on the inside front covers of their issued textbooks and notebooks. Lost textbooks will be charged to the parent's FACTS account. . Students are to avoid marking in their non-consumable textbooks. Excessive wear and damage will result in a charge when the textbook is returned at the end of the year.

### **Visitors**

#### *Student Visitors:*

Any student desiring to visit MCS must abide by the following procedures:

- Visits should be pre-arranged through the elementary and secondary offices, with administrator approval.
- Upon arrival, report to the office through and obtain a "Visitor's Pass."
- Visitors from schools that are in session that day must bring a note from their school administration granting permission. If the school is not in session, permission must be granted by an MCS administrator.
- Visitors must dress similarly to the guidelines for Campus Wear.
- In most cases, visitors must be prospective students.
- No visitors are permitted during the last two weeks of school

#### *Other Visitors:*

- Report to the elementary or secondary office and obtain a "Visitor's Pass."
- Visitors must sign in when they gain admittance and retain the visitor's pass for the duration of their visit.
- Visitors must sign out when they leave the building and return the visitor's pass to the office when they exit the building.

### **Volunteers**

MCS is pleased to welcome volunteers. Interested individuals should contact the Volunteer VIP Coordinator to complete the required forms and background checks. MCS requires that parent volunteers who chaperone for field trips complete a background check through Protect My Ministry.

### **Use of Video Security**

The purpose of cameras at MCS is to create a safe environment for students. Cameras allow MCS-authorized staff to detect trespassers and unauthorized individuals on campus. Cameras give staff the ability to monitor suspicious activity on campus after school hours, as well as, utilizing video surveillance in the event of an emergency. Cameras may be located in any of the following locations: building entrances and exits, administrative office areas, lockers or storage areas, parking lots, playgrounds, athletic fields, hallways, and lunch areas. Cameras will not be used in restrooms, athletic locker rooms, changing rooms, classrooms, or staff offices. Signs will be posted at entrances informing parents, students, staff, and visitors of video surveillance on campus. Only MCS-authorized staff will be able to access video recordings.

Video recordings are intended to help monitor the health, welfare, and safety of all staff, students, and visitors, and to safeguard facilities and equipment. In the case of a conflict, specifically a violation of local or state law, or school policy, video recordings may be used to investigate a matter. This may include disclosure to law enforcement. All recorded footage is the property of Mansfield Christian School and will be limited to the purposes outlined in this

policy. Footage will be deleted on a recurring basis and only retained in the case of an open investigation.

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## **SECONDARY SCHOOL SPECIFIC POLICIES**

### **SECONDARY HOMEWORK POLICY AND PURPOSE**

MCS holds that homework is a very important part of the education process and students are expected to regularly complete and turn in their homework. To encourage this in students the following policy will be followed: 1. Students must complete the assigned work when it is assigned and turn it in when it is due. 2. Students that fail to complete assignments will be subject to but not limited to the following: a) After three missing or incomplete assignments the student will receive a detention (detentions can be issued for any subsequent missing or incomplete assignments as well) This resets at the beginning of each quarter b) If a student continues to receive detentions, they will accumulate as any other detention and will lead to Friday Schools and possibly suspensions. Students that reach the level of Friday School or higher due to poor academic performance will be placed on Academic Probation. (see detention policy on pg.27 for accumulation of detentions)

It is implied in this policy that if the students are struggling that the parents and students are making regular contact with the instructor in order to make arrangements for additional help.

Homework has various educational purposes and may be assigned for the following reasons:

- Prepare for test/quiz/assessment
- Create familiarity with new material
- Reinforce skills
- Engage in special projects
- Complete school assignments
- Enrich/enhance learning

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 should 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. Students who are enrolled in courses through universities do not fall under this policy as MCS has no control over those academic schedules.

### **Make Up Work When Returning From an Absence**

- It is the responsibility of the student and the parent(s) to communicate with the teachers in order to make arrangements for making up work after an absence.
- If a student is able to do so they should be working on assignments that are on Google Classroom or are known to have been assigned prior to the absence. This will reduce the stress of making up all work upon returning to classes.
- Communication between the student/parent/teacher should be initiated by the student/parent(s) and should occur during the absence, especially if the absence will be more than one day in duration.
- When the student returns they will be granted the same number of days to make up the work as they were absent plus one additional day (for example: if a student is absent 1 day, they will be given two days to make up the work; if a student is absent 3 days they will be given 4 days to make up the work; if a student is absent 5 days they will be given 6 days to make up the work).
- Tests will not automatically be extended as part of the make-up policy nor will long term projects be extended automatically and should be discussed with the teacher as soon as a problem is perceived.



## DRESS CODE

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

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

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

**School Closet**, located in Columbus, is our exclusive provider of new ***Campus Wear*** (except for outerwear which is provided by more than one vendor). All *Campus Wear* must be purchased at School Closet unless otherwise noted in the handbook. Do not attempt to try to substitute other clothing for our school attire. This type of intentional deception is wrong, and students will be corrected accordingly.

## GENERAL GUIDELINES FOR 7-12

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.

Students violating the general and/or specific guidelines for dress code will be sent to the office and the following steps will be taken:

1. Student will contact their parent(s)/guardian(s) for appropriate clothing and remain in the office until proper attire is received or
2. Students that drive will obtain permission to return home for appropriate clothing.
3. If parent(s)/guardian(s) are not able to bring appropriate clothing then the student will be recorded with one (1) warning and upon a second violation will not be allowed to attend class until the situation is rectified.

## Guidelines:

1. *Campus Wear* oxford shirts are to be tucked in.
2. Long-sleeved shirts may not be worn under short-sleeved shirts. Oxford shirts must be buttoned to at least the second button from the top.
3. Clothes must fit appropriately. Students may not intentionally order their clothing oversized (baggy) or undersized (tight/short).
4. Outerwear that is administratively approved may be worn to class. These approved outerwear items will include approved team and club outerwear that has had prior administrative approval. However, *Campus Wear* shirts must be worn underneath outerwear. *Spirit Wear* is always approved outerwear and does not need additional administrative approval. No more than one (1) layer of outwear is to be worn at any time (including sweatshirts).
5. There are to be no decorations or logos on *Campus Wear* other than those adopted by the school.
6. Cut-off clothing and cutting-up pant seams are not permitted. All pants, skirts, and shorts must be hemmed.
7. Hats and bandanas are not to be worn in the school building at any time.
8. Chains (i.e. wallet chains, choker chains, dog chains) are not permitted.
9. Tattoos and body piercing are not permitted.
10. Sculptured hair or coloring that is unnatural (i.e. blue, green, orange, etc.) is not permitted
11. *Campus Wear* is not required at athletic events; however, attire must be modest.

12. *Campus Wear* is required for all award assemblies and special programs or at administrator discretion students will be allowed to dress in dress up clothes.
13. Boys may not wear earrings or ponytails at any school function, on or off school property

## **GIRLS' DRESS GUIDELINES FOR GRADES 7-12**

**Skirts:** School plaid, khaki, navy or black *Campus Wear*. Skirts must be longer than mid-thigh and closer to the knee in length. Longer skirts are also available. Girls violating the knee length rule on three occasions will no longer be permitted to wear skirts at MCS for the remainder of the school year.

**Pants:** Khaki, navy, or black *Campus Wear*

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

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

**Dri-Fit Shirt:** Short sleeved *Campus Wear* in red, navy, white, or light blue.

**Oxford Shirts:** Long or short sleeved *Campus Wear* in white or light blue.

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

**Shoes:** Sandals of any type are not permitted. All shoes must have an enclosed toe, hard sole and back to the shoe. Heels/soles should not exceed two inches in height. Boots are not permitted with shorts. "Military Style" boots are also not permitted. "Croc" style shoes may be worn unless a lab requires a more substantial shoe for safety reasons.

**Tights/Nylons/Leggings:** Must be solid color in, black, gray or navy and without designs and not mesh-like. May not be worn with shorts. Leg warmers may not be worn.

**Scarves:** May not be worn.

**Jewelry:** Earrings are the only pierced jewelry permitted. No feather earrings are allowed. Excessive jewelry is not appropriate

**Undergarments:** Proper undergarments must be always worn. All undergarments must coordinate with the top. T-shirts worn under *Campus Wear* must be free from pictures or words, be solid colored throughout, and must be tucked in. Any other undergarment that extends below the bottom hem of the shirt must also be tucked in. **Hair**

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

## **BOYS' DRESS GUIDELINES FOR GRADES 7-12**

**Pants:** Khaki, navy, or black *Campus Wear*

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

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

**Dri-Fit Shirt:** Short sleeved *Campus Wear* in red, navy, white, or light blue.

**Oxford Shirts:** Long or short sleeved *Campus Wear* in white or light blue.

**Belts:** Belts are required with all pants and shorts in which the waistband is visible. *(May be purchased outside of School Closet)*

**Shoes:** Sandals of any type are not permitted. All shoes must have an enclosed toe, hard sole and back to the shoe. Soles should not exceed two inches in height. Boots are not permitted with shorts. "Military Style" boots are also not permitted. "Croc" style shoes may be worn unless a lab requires a more substantial shoe for safety reasons.

**T-Shirts:** T-shirts worn under *Campus Wear* must be free from pictures or words, be solid colored throughout, and must be tucked in.

**Jewelry:** No earrings or other pierced jewelry of any kind.

**Make-up/Fingernail Polish:** there is to be neither make-up nor fingernail polish at any time. **Hair:** Must be kept well groomed. Hair length must be cut and styled so that the hair does not fall into the eyes. Hair may be no longer than the bottom of the ears on the sides and collar length in the back. Hair should also not be placed in a ponytail nor styled in a way that allows for ponytails to be worn. **Facial Hair:** Boys must be clean shaven at all times, with the exception that mustaches are allowed, if kept neatly trimmed. Beards, goatees, or shadow looks are not permitted. Sideburns may not extend below the bottom of the ear.

### **DETENTION POLICY**

It is the responsibility of the students to check with the office and see when and where they are to serve. Detentions will be monitored by teachers on a rotating basis. Detention will normally be held on Wednesdays from 3:15 p.m. until 4:00 p.m. No student will be admitted after 3:15 p.m. No one will be excused from serving his/her detention or allowed to change their detention date without the written permission of the administration. No sleeping, talking, playing games, listening to iPods, or cell phone activities will be allowed during detention. Cell phones will be collected at the beginning and returned at the end of detention.

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

1. Three (and more than four) unexcused tardies to any one class or to school during the quarter
2. Three (and more) unexcused missing or poorly done homework assignments from the same class during the semester (This applies to junior high classes only. However, see number three for all students.)
3. Failure to be prepared for class after warnings
4. Unwholesome language or profanity
5. Littering anywhere on school property
6. Meddling with another student's property
7. Failure to sign-out or sign-in of the office
8. Continued talking or disrupting class
9. Bringing prohibited items to school including, but not limited to, personal computers, unauthorized toys/gaming devices, VR devices, prank paraphernalia, sound making devices, games (without permission), laser pointers or any other item determined a distraction to the educational process.
10. Food, candy, gum, or drink in the classrooms
11. Use of any personal technology such as cell phone, iPod, tablet, AirPods (or similar earpieces), etc. without permission
12. Dress code violations

### ***Accumulation of Detentions***

If a student receives 3 detentions, for any reason, the fourth assigned detention will result in the student being assigned a Friday School. If the student accumulates the equivalent of two Friday Schools during one school year it will result in the student receiving a 3 day out of school suspension and the student being placed on a probationary contract. This can be modified at the discretion of the Administration depending upon the severity of the infraction.

### ***Missed Detention***

If a student fails to serve a scheduled detention, the student will automatically receive two detentions. If the student repeats this behavior, further consequences are assigned at the discretion of the principal to include but not limited to Friday school, suspension or other consequences deemed appropriate.

### **OUT-OF-SCHOOL SUSPENSION**

Students suspended out-of-school for any length of time may be asked to sign a probationary contract. Suspended students are not to be on school property at any time during the suspension. Students may make-up any tests or quizzes missed during this time according to teacher timelines. Homework or other in-class work missed may be made-up with a maximum of 50% credit as a result of the suspension. Any student athlete placed on suspension will be required to sit out at least one game (next regular season game on schedule) for any sport then in season. This game may or may not be during the suspension.

### **FRIDAY SCHOOL**

At the discretion of the Secondary Principal, Friday School may be used as an option in the event of necessary disciplinary action. The Guidelines for the operation of Friday School are as follows:

- Friday School will meet from 3:15 p.m. until 6:00 p.m. The student will go directly from their last period class to Friday School. No one will be admitted after 3:15 p.m.
- Students will not be allowed to use their phone except in cases of emergency. Phones will be collected at the beginning of the Friday School and returned at the end.
- Students will not be permitted to go to lockers or anywhere else in the building without permission.
- Students are required to have schoolwork with them when they attend Friday School.
- Absolutely no food or beverages are permitted.
- A restroom break may be permitted at 4:30 p.m. At this time, movement is restricted to the restroom only.
- If a student is ill on the day of a Friday School, he/she must bring in a medical excuse for that day.
- The following may result in an out-of-school suspension
  - o Skipping Friday School
  - o Violation of Friday School or other school rules
  - o Refusal to attend Friday School

### **ACADEMIC PROBATION**

This program will be initiated at the discretion of the principal in concert with teachers and the guidance counselor. This program is to be administratively subjective in order to accommodate the uniqueness of each situation. The following criteria will be used to determine the necessity of a student being placed on this program:

1. Semester grades will be used to determine if a student is in a position that would require consideration.
2. Quarter and interim grades will be used as earlier indicators of academic distress.
3. Accumulation of detentions due to lack of homework will be used as an early indicator of academic distress.
4. Teacher's may initiate an early monitoring of students if they see something that would indicate future academic problems.
5. Other considerations may also be used as needed.

The Academic Probation Contract will be signed by all parties involved (i.e. student, parent(s), Principal and Guidance Counselor). All parties will also receive and retain a copy of the contract. It is the responsibility of the Principal and Guidance Counselor to ensure that the contract is being upheld. Violations of the contract will be noted by the Principal and Guidance Counselor in writing and parents will be informed of the next steps which could include plans ranging from credit recovery to dismissal from MCS for lack of academic performance.

### **DRUG TESTING POLICY**

Upon reasonable suspicion by a staff member/student/parent that a student is under the influence or was under the influence of a drug or alcohol while on or off school grounds, that student may be required by the school nurse or by the principal or designee to submit to a drug use or alcohol test at any time. The student's parent will be notified prior to any test. The student will be notified to report to a collection site within 3 hours. The student is not permitted to return to school until the test results have been given to the school administrator.

This collection procedure is subject to change because of procedural requirements by the testing agency. The School Board reserves the right to change the collection procedure to coincide with the testing guidelines set forth by the testing agency.

When using rapid screens, all non-negative screens will be sent out with a chain of custody to a certified laboratory for confirmation. A Certified Medical Review Officer will verify the positive test.

## **POLICIES FOR GRADES 7-12**

### **CARS**

Students who drive to school are to observe safe driving practices. Posted speed limit is to be observed on the property. Students are to park in the back parking lot of the school, **away from the back gym entrance**. Sitting in cars (“hanging out”) is not permitted before school, during lunch, or after school.

In order to promote campus safety and quick identification of visitors, students who drive to school must have their cars registered with the office. Students will be issued parking passes and must park in the marked student areas (red) of the back lot. Cars will be routinely checked for passes, and students will be fined if the pass is not visible, or they are driving an unregistered car. Repeated issuance of fines may lead to the revocation of parking privileges. Students may purchase as many passes as needed according to the number of cars registered in their name. Permits are \$2.00 each.

### **CLASS DUES**

Class dues are the responsibility of every student enrolled at Mansfield Christian High School, including Independent Studies students. It is the intent that dues are to be used to help defray the costs of class activities, including but not limited to class trips, class activities, etc. Dues paid in one lump sum or put on a payment plan on the family FACTS account. Additional fund raising will be an integral part of raising the necessary funds for these activities and will be communicated to each family well in advance. Dues are to be paid in full by the end of the first semester.

**\*\*All class dues are non-refundable.\*\***

Dues are assessed according to the following guidelines:

- 7<sup>th</sup> grade year \$25
- 8<sup>th</sup> grade year \$25
- Freshman (9<sup>th</sup>) grade year \$75
- Sophomore (10<sup>th</sup>) grade year \$75
- Junior (11<sup>th</sup>) grade year \$125
- Senior (12<sup>th</sup>) grade year \$125\*

*\*Independent Studies students that choose not to go on the senior trip will be charged \$75 their senior year.*

### **COLLABORATIVE LEARNING CENTER (CLC)**

This space has been designed as a space where teachers can utilize a more comfortable environment where students and teachers can work on collaborative projects, bible studies, reading, tutoring, teaching in an alternate setting or watching a video. Students are NOT to be in this space unsupervised.

### **COUNSELING**

Guidance and counseling services are available to all students. These services include social and spiritual counseling, assistance with educational planning, testing and the interpretation of test scores, occupational information, career information, school concerns, or other concerns the student may wish to discuss.

### **DEVICES**

Students are permitted to bring cell phones, including smart phones and other mobile devices to school. However, these are not to be on or used during classes or in hallways between classes unless administrative permission has been obtained. Students are allowed to use their cell phones before school, after school and during lunch (grades 9-12 only). Cell phones in use during the school day will be confiscated by the teacher or administration and may be examined if there is reasonable suspicion of usage that is illegal, immoral, harmful, or of a cheating nature. Students may bring their own laptop computers or tablet devices to school only with administrative approval. Photographing or video recording of any student, teacher or class without their prior permission is prohibited. Access to devices may be restricted at any time at the discretion of the administration.

Jr. High Policy – In order to promote a sense of community, 7<sup>th</sup> and 8<sup>th</sup> grade students will NOT be permitted to have cell

phones or other personal technology devices during the school day. They are restricted to usage before and after school.

- Student devices are to be shut off and stored in their lockers or in their bookbags.
- Student devices will be collected from them, and detentions could be administered for repeat offenses

Violations of this policy will result in...

1<sup>st</sup> offense – warning and return to student at the end of the school day

2<sup>nd</sup> offense – warning and return to parent/guardian of the student at the end of the school day 3<sup>rd</sup>

offense – detention and return of phone to parent/guardian only

Each subsequent offense will result in detentions and the detention protocols will be followed Cell phones used in an inappropriate manner to harass, embarrass, bully or otherwise malign another person will be subject to more severe penalties including but not limited to Friday School, Suspensions or removal from MCS depending upon the severity of the offense. This determination is up to the discretion of the administration.

### **HALL PASSES**

Students are required to have a hall pass whenever they are in the halls during class time.

### **LOCKERS**

Lockers are the property of the school, with locker assignments made to all students. Students are responsible for maintaining clean and neat lockers. Students should not keep valuables or money in their lockers. No stickers of any kind are to be put on the outside or inside of lockers. Students are not to maintain any presumptions of privacy in association with the contents of the lockers. (Please see “Search and Seizure”, pg.15)

### **LOSS OF DRIVER’S LICENSE**

1. Under Ohio Law (3321.13) the Superintendent must report any student less than 18 years of age who drops out of school to the Registrar of Motor Vehicles and Juvenile Court. This will result in the suspension of license or temporary instructor’s permit.
2. Students involved with the selling or distributing of drugs will be reported to the Registrar of Motor Vehicles, resulting in the loss of their license or temporary permit.
3. Students under the age of 18 who are expelled from school for any reason will be reported to the Registrar of Motor Vehicles and lose their license or permit.
4. Students under the age of 18 may be reported to the Registrar of Motor Vehicles if they are habitually absent, or found in possession or under the influence of drugs or alcohol at school or a school function.

### **LUNCH AREA AND PRIVILEGES**

Food is to be confined to the lunchroom area. Students are held responsible for leaving their table area clean. All food should be eaten at the lunch tables in the Multi-purpose room/cafeteria area. Students found outside the designated areas, without permission, may be issued a detention. **Only seniors** are permitted to leave for lunch one day per week. The privilege of going out to lunch lies at the discretion of the administration. It may be evaluated and removed based on proper behavior and timing.

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

### **POLICE PRESENCE**

Should the police or other law enforcement officer or agent seek to interview a student at MCS during the school day, the administration will attempt to contact a parent or guardian to inform them of the circumstances and establish if the parent/guardian desires to be present at the interview.

Additionally, there may be opportunity to work with law enforcement to curtail the possession of illegal substances on the premises by having periodic K-9 units on school grounds. These will be unannounced and under the

guidance/advisement of local law enforcement.

## **STUDENT ACTIVITIES**

Positions of leadership within the school or class will be reviewed by the administration and advisors/coaches should a student be suspended from school. The student may then be removed from this position. No student on probation is eligible to run for class office. Students desiring to run for class office and hold a position of leadership must possess a minimum grade point average of 2.0. All candidates for office will be reviewed by the administration and the appropriate advisors. These requirements must also be applied to all clubs and activities that involve representing MCS within the school or to the community at large.

## **TRIPS**

Discipline: If the MCS supervising personnel determine that a violation of the rules has occurred during a school trip, the school Superintendent or Principal will be first notified. The student will then be sent home immediately, and parents will be responsible for their transportation and all expenses. Disciplinary action at the school will then proceed.

1. Any MCS student who is under Disciplinary Probation or has received seven or more detentions during the course of the year will not be permitted to participate in overnight trips.
2. **Seniors** – Please see senior class policies for details on Senior class trips. These will be provided by the senior class advisors.

## **CLASS TRIP POLICY**

All expenses for the class trips will be the responsibility of the students. In preparation for the class trips, the students may participate in appropriate and approved fundraising in order to minimize the cost to the students and as an opportunity to work off class dues. Fundraising may begin during 9<sup>th</sup> grade. Students determined to be ineligible to go on the class trips will NOT be refunded any class dues.

There will be an appropriate number of chaperones for the trip (at least one adult chaperone per 10 students). The Principal shall have the authority to approve all chaperones. All chaperones are expected to abide by and enforce all rules. Each student and his/her parents must read and sign the Class Trip Rules and Guidelines prior to participation. Since all class trips are school activities, ALL school rules and policies will be followed. If a student must be sent home, parents will be notified. It is understood that all expenses will be at the student's or parent's expense. Also, be aware that any violation of these rules could result in the student receiving additional consequences depending on the severity of the offense.

## **ELIGIBILITY**

- All students of each class are eligible to attend the class trip providing they meet all of the following requirements:
1. Are in a good disciplinary standing.
  2. A student is eligible to attend the trip if they:
    - a) Are currently not on disciplinary probation
    - b) Have not received seven or more detentions during the school year
    - c) Have no Out-of-School Suspensions
    - d) Have not participated in a school prank that is in violation of the law, vandalism, or trespassing  
(Administrators have the discretion to look at the above criteria on an individual basis.)
  3. Have paid their class dues (or worked off dues as approved by the Advisors);
  4. **Seniors Only:** Have fulfilled ALL graduation requirements and have passed ALL required classes (any student who receives an F for any semester grade for a required class may NOT attend any trip);
  5. Have NOT missed more than 10 class periods/half-days/full days each semester of senior year. If the students have missed more than 10 days for non-school related reasons, they will attend school during the duration of the trip to make up the time. Credit will not be given for the class until class time is made up. • Independent Studies students may NOT miss more than 3 afterschool classes per semester which is the equivalent to full-time student

## **WORK PERMITS**

State law requires that every student under the age of 18 who obtains a job must first get a work permit application

form from the secondary office.