Madison Christian Elementary School

Student Handbook

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Section I: Core Philosophy

The Mission of Madison Christian School:

Support...
parents in training up their children in the way that they should go (Proverbs 22:6).

Assist...
children in pursuing a personal relationship with Jesus Christ and developing Christian character.

Promote...
a positive environment for students to learn to live Godly lives in their community.

Provide...
academic excellence with a Biblical worldview by using curriculum designed to help students develop spiritual depth and moral integrity in a sound academic environment.

School Policy Statement

The policies of Madison Christian School are determined by the Madison Christian School Board and approved by the body of the Madison Christian Education Association (MCEA). Each family who makes the decision to send their child (children) to Madison Christian School is saying with this decision that they do agree to accept the standards, principles, and requirements set forth in this handbook.

Statements of Faith

We Believe:

1. The scriptures of the Old and New Testaments are inspired by God and are therefore without error; thus, the Bible is the supreme and final authority in all matters of faith and life.

2. There is one God, eternally existent in three persons: God the Father, God the Son (Jesus), and God the Holy Spirit.

3. Jesus Christ is the Son of God, and He is one with the Father. Jesus was born of a virgin, lived a sinless life, and accomplished amazing miracles as recorded in Scripture.

4. Jesus Christ died as a sacrifice for our sins according to the Scriptures and rose again for our redemption so that all who believe in Him and call upon Him in repentance are saved by God's grace through faith.

5. Jesus was miraculously resurrected; He ascended to the right hand of God the Father where He intercedes on our behalf; He will return to earth in power and glory.

6. Through a personal, heart-felt acceptance of Jesus Christ as personal Savior, we become children of God, born again as a new creation by the inner working of the Holy Spirit.

7. The Holy Spirit is a person of the Godhead possessing all divine attributes, and He dwells within all Christians enabling and encouraging them to live Godly lives of obedience to the Scriptures.

8. God created the universe. God also created man in His image, but mankind subsequently sinned, and thereby incurred not only physical death, but also spiritual death—eternal separation from God, until born again by the Spirit of God.

9. We believe that God wonderfully and immutably created each person as a male or female and that these two distinct, complementary genders together reflect the image and nature of God. He created marriage to be exclusively the union of one man and one woman and that intimate sexual activity is to occur exclusively within that union.

10. Resurrection of the dead will occur for both the believer and the nonbeliever; those that have experienced salvation will receive eternal life in heaven, and those that are unsaved will be punished with eternal damnation in hell.

11. The church, kingdom of God, and believer have an enemy—Satan—who is real, and who actively seeks to destroy the works of God.

12. It is the privilege and responsibility of every believer to share the Gospel of Christ with the world as directed by Jesus in the Great Commission.

13. Christians can experience spiritual unity to further God's kingdom; thus, we pledge to overlook any doctrinal issues that do not blatantly conflict with the statements of faith listed above in order to promote unity in the Body of Christ and in the ministry of Madison Christian School.

Educational Philosophy

We Believe:

1. The authority for education comes from God, and He gives the responsibility for education to parents.

2. Academic study should be God-centered. All truth originates with God, and absolute truth can be known in God's written revelation, the Bible, and through the guidance of the Holy Spirit.

3. Learning is not merely to gain abstract knowledge, but to acquire and apply Godly wisdom in our daily lives.

4. Our lives are to be lived as integrated Christians so that our faith influences all our actions and decisions. Staff members will be dedicated to Christ and live as role models for students. Families and students will be encouraged to grow in their integration of their faith and lives and in the development of a Christian worldview.

5. We are God's creation and are called to serve Him. Staff members will seek to help students discover their gifts and individual abilities so these may be developed for His service.

6. The distinguishing characteristic in Christian education should be love as God said we would be recognized by our love for one another. Thus, we will seek to have a loving, yet disciplined, family atmosphere where each child will be shown personal attention, acceptance, and Christ-like concern in a spiritually nurturing environment.

Honor Code

We believe that the lifestyles of our students, families, and faculty/staff should reflect a Christian testimony. Practices not conducive to Christian growth should be avoided. These include the following; however, this list is not exhaustive: use of tobacco, alcohol, drugs, gambling, dishonesty, sexual immorality, homosexuality, transgender identification, reading immoral and obscene literature, viewing questionable TV programs, movies, or performances, and listening to unwholesome music.

Students/staff must agree to live within the framework of the school's standards of conduct as listed in this Honor Code. While some may not have personal convictions in accord with these standards, participation at Madison Christian School obligates the individual to adhere to them. Any behavior, either at school or away, which indicates that one has little desire to live a life honoring to God or which gives evidence of disregard for the spirit of the school standards will be considered when looking at continued participation in the school. Student or staff violations of this Honor Code may be subject to disciplinary action or dismissal.

We believe that the above code of conduct and behavior is in keeping with the Christian's desire to live a Godly life in a world whose values are contrary to God's holiness. Such guidelines serve as steady and protective boundaries for children and adults alike. However, it is our express belief that those who are in Christ have been set free from the Law as a means of righteousness. The Law and its power to condemn was nailed to the cross, leaving the Christian free. Madison Christian School seeks to help children and their families hear the voice of God in His Word and follow Him joyfully.

Section II: School Policies

Admission Policies

Students (and their parents) applying to Madison Christian School must demonstrate a desire for a Christ-centered education. The application for admission will ask specific questions regarding the spiritual practices of the candidate and his/her family. We would prefer that at least one parent be able to indicate that he/she has received Jesus Christ as his/her personal Lord and Savior. Additionally, a recommendation from the family's pastor will be required as part of the application process. All candidates and families will be interviewed by a member of the staff and a School Board member.

Church Attendance – Believing that our role at MCS is to assist the home and the church in the task of training young people, we feel that it is of utmost importance that all our students, with their families, be in regular attendance at their church. (Heb. 10:25)

When "administrator" is used in this handbook, it shall refer to the school's administration consisting of administrator, teachers, and/or School Board members.

Parents must indicate their agreement with the school's Statements of Faith, Educational Philosophy, Honor Code, and Discipline Policy/Procedures by signing a Parental Support Pledge. Additionally, parents must agree to meet all financial obligations to MCS.

Student re-enrollment will be reviewed yearly in order to maintain a Christ-centered student body. A re-enrollment form will be sent out each spring, and parents are encouraged to complete it promptly as a waiver of the registration fee is available to those who enroll before May 1st.

A birth certificate and immunization record are required by state law.

Madison Christian School admits students of any sex, race, color, and national or ethnic origin to all the rights, privileges, programs, and activities generally accorded to or made available to students at the school. It does not discriminate on the basis of sex, race, color, or national and ethnic origin in administration of its educational policies, admissions policies, scholarship programs, disciplinary actions, and other school-administered programs.

Financial Policy

The most common problem facing private Christian schools is limited resources. Because tax dollars do not support our school, we must depend solely upon tuition and contributions to meet our financial obligations. Therefore, each family's tuition dollars are vital. Thus, before you make this financial commitment with MCS, we would ask that you prayerfully consider these Scriptures:

> "Suppose one of you wants to build a tower. Will he not first sit down and estimate the cost to see if he has enough money to complete it?" Luke 14:28
>
> "It is better not to vow, that to make a vow and not fulfill it." Ecclesiastes 5:5
>
> "Let no debt remain outstanding, except the continuing debt to love one another." Romans 13:8a

Families can expect to pay a registration fee, a book fee, and tuition. The registration fee is nonrefundable, but this fee is not assessed until a child's application has been accepted by MCS. The fee schedule delineates the due dates of each fee. Tuition is due on the 15th of each month unless a family makes other arrangements. Multiple child discounts are available. A late tuition fee will be charged per the fee schedule. A policy for tuition charged to a student who withdraws is also discussed on the fee schedule. If tuition is not current at semester's end, student may not return to school until tuition is paid in full.

Academic Policies

Curriculum: To provide academic excellence with a Biblical worldview, MCS will use text books and other resources from a variety of Christian publishers. Some secular textbooks may be used as well, but the teacher will fully integrate a Christian perspective in the instruction.

Faculty: All staff members must acknowledge a personal acceptance of Jesus Christ as Savior and Lord. Additionally, each staff member must support the Statements of Belief, Educational Philosophy, and Honor Code set forth by MCS.

The school will seek to use certified teachers to give instruction in their area(s) of licensure.

Grading: The following grading scales will be used.

			Grades K-8		
A+	100	A	96—99	A-	92—95
B+	89—91	B	86—88	B-	83—85
C+	80—82	C	77—79	C-	74—76
D+	71—73	D	68—70	D-	65—67
NS	not satisfactory		1—71		
I	incomplete				

Report Cards: The academic progress of students will be given to parents and students through informal parent/teacher visitation, regularly scheduled parent/teacher conferences (1st and 3rd quarters), and quarterly report cards.

Grade Placement: Placement assessments may be recommended for students enrolling in MCS or Preschool. These exams will help parents and MCS and Preschool staff to make the best academic decision for the student.

Grade Promotion: Students will advance to the next grade level at the end of the school year after satisfactorily completing the course of study in the present grade.

Grade Retention: Unsatisfactory work may be due to factors such as poor grades, excessive absences, attitudes, ability or potential, and performance. These factors will be discussed by the parents, teacher(s), and administrator. Recommendations may include summer school, tutoring, or grade retention.

Homework: School work to be done after school may be given at the discretion of the teacher. Additionally, homework may occur when the student fails to complete his/her work during school hours. Generally, instructors will be discouraged from giving work on Wednesdays in order to encourage student participation in local church activities.

Multi-graded (combination) Classes: Classes at MCS may be grouped together and share a common teacher; however, instruction will be given at each grade level for math and ELA classes. Cooperative learning between students of

different grades may take place as a part of the teaching methodology used by a particular instructor.

Probation: A student receiving failing quarter grades in more than one academic subject will be placed on probation. A conference with the parents, student, teachers, and School Board will take place to develop a plan of action to correct the academic problems. A lack of effort on the part of the student will be considered a discipline offense and will place the student under the policies of the discipline plan.

School Records: Data from the student's permanent file (such as grades, evaluations, standardized test results) will not be released to any person or institution without the written permission or request of the parents.

Testing: Standardized achievement tests will be given in the spring for grades 3 and above.

Student Conduct

General Conduct Rules: Godly conduct from students will be expected in five areas. Examples of appropriate behavior are listed below each subheading, but are not limited to these sample behaviors.

1. Compliance with the school's Honor Code.

2. Orderly Conduct at School/Safety at School
    a. no running inside building (walk quietly and orderly)
    b. no toys, electronic music devices, etc.
    c. no gum, candy, pop in classrooms
    d. no leaving school without permission
    e. no fighting or abusing anyone physically
    f. no possession of dangerous items (weapons, drugs, etc.)

3. Consideration of Others
    a. complimenting, not name calling
    b. cheering, not booing
    c. encouraging words and actions, not hurtful and harassing ones
    d. listening, not talking when others are talking
    e. cleaning up after oneself
    f. waiting one's turn, not pushing or cutting in front of others
    g. showing courtesy and friendliness to all students, staff, and visitors
    h. valuing the inherent worth of another person

4. Respect
    a. for God (no irreverent or rebellious attitudes and actions)
    b. for property (no littering, misusing, defacing, destroying or forcing entry)
    c. for staff, guest speakers, visitors, substitute teachers
    d. for others (no profanity, obscenity, suggestive language or gestures)

5. Obedience
    a. to God's Word (no lying, cheating, stealing, etc.)
    b. to parents
    c. to staff members
    d. to school rules
    e. to society's rules

Snack and Lunchtime Rules: Students will use good table manners.

1. Say "please" and "thank-you"
2. Chew with their mouths closed and not talk with food in their mouths
3. Refrain from belching out loud
4. Wait to be seated before beginning to eat
5. Sit on the chair with both legs under the table
6. Talk quietly to those at their table
7. Clean up after themselves
8. Wait at the table or in line until they have been dismissed

Playground Rules: Students will…

1. Use the door designated for going to recess.
2. Use the sidewalk at all times. If a child does not follow this rule, he or she must walk with the recess monitor to the playground.
3. Line up outside the door before coming back inside. All students should be present and standing quietly before the group enters the building.
4. Remember that they are entering a "Quiet Zone" when they come back inside. They should hang up their coats quietly and neatly.
5. Not throw rock, dirt, sand, or snowballs.
6. Use playground and sports equipment in a proper and safe manner and in the way it is intended to be used (i.e. sticks and bats are not to be used as swords).
7. Stay within the playground's borders.
8. Put away all balls, jump-ropes, and so on.
9. Obey and respect the recess monitor.
10. Go outside for recess unless parents send a note informing the school of a legitimate reason for their child to stay inside. Students staying in will have a quiet time with books or crayons.

Dress Code: We believe that students at Madison Christian School should present an appearance that is honoring to the Lord. School dress is primarily the responsibility of the home. We depend on parents to make sure their child is dressed and groomed in a manner that reflects a Christian testimony . In order that our students dress modestly and neatly, we have established these guidelines. Children wearing questionable clothing will be required to change at the discretion of the teachers.

1. Clothing should be clean, neat, in good repair, and fit properly.

2. Clothing bearing objectionable advertising, pictures, or slogans will not be allowed.
3. Clothing should not attract undo attention or be suggestive in any way.
4. Shoes must be properly laced, tied, or fastened.
5. Caps, hats, and other forms of headgear must not be worn inside.
6. Appropriate, warm clothing should be worn during the winter. Boots are suggested, but students should have a second pair of shoes for inside use.
7. Hair should be neat in appearance. Hair color and style should be modest and not distracting to others.
8. Shorts of modest length (fingertip or longer) are permissible when the Temperature is warm.
9. Undergarments for either sex may not be visible.
10. Tank tops and fishnet shirts as outer wear are not allowed. Shirts/Blouses must be long enough to cover the midriff.
11. Earrings are allowed for GIRLS, but are limited to the lobe only.
12. Necklines, skirt lengths, and skirt slits must be modest.
13. Permanent tattoos are discouraged, and if present, must be covered.
14. Body piercing will not permitted.

Bullying Policy: Biblical illustration of relationships: John 15:12-*"My command* is this: Love *each other as I have loved you."*

Rationale: In an effort to instill biblical values and create a more loving environment the school has adopted this policy. From time to time, conflict can occur. Madison Christian School realizes that while bullying may occur, it is never acceptable. We seek to implement a clear framework for dealing with bullying incidents in order to protect our students and help the bully to learn how to relate in a way that is line with biblical standards.

Definition: Bullying occurs when a person or group is intimidated, frightened, excluded or hurt by a *pattern* of behaviors directed at them by others. (Greg Griffiths, "Bullying in Schools-the hidden curriculum" (2003)).

The following actions may be forms of bullying:

- Physical aggression-including hitting, punching, kicking
- Teasing or verbal abuse-including putdowns, insults, name calling or racial/sexual remarks
- Intentional exclusion from activities or friendship groups
- The setting up of humiliating experiences.

- Damaging a person's property/possessions or taking them without permission
- Threatening gestures, actions or words
- Written/verbal/ electronic messages that contain threats, putdowns, gossip or slandering
- Cyber bullying through Facebook or other electronic means

Policy Statement: From time to time in a large community such as a school, conflict and offence can occur. As part of living in a sinful world, bullying can result when we don't always relate to others as we should.

Madison Christian School realizes that while bullying may occur, it is never acceptable and seeks to implement a clear framework for dealing with bullying incidents. The school's response to bullying is based on the pattern of relating to one another found in the Bible. God intended for us to live in a way that acknowledges differences and accepts others because we are all made in God's image.

Behaviors will be assessed by the teacher and/or administrator and addressed according to the procedures below.

PROCEDURES

- All parties will be spoken to - victim, bully and bystanders to establish the facts of the situation and to hold them accountable for their actions/inaction. Generally, all parties will be asked to give a verified account of what has happened to understanding the whole picture.
- All incidences are to be documented and written reports will be kept on the behavior.
- All staff will be informed about and have access to the information recorded on all incidents so that they may be aware of any issues between students.
- Acknowledgement of the allegation of bullying and assessment of student safety must take place within 1 school day of the report.
- Investigations into bullying allegations must be undertaken in a timely manner and should be carried out in such a way as to minimize the risk of escalation.
- Parent(s) of victim and bully will be informed throughout the process and may be invited to be present in discussions. In some cases, this may apply to parents of bystanders also.
- All incidents of bullying will be followed up in writing to parents/caregivers of at least the victim/s and bully.

- Bullying incidents will be followed up and students monitored to ensure the incident is resolved satisfactorily. The school will take serious disciplinary action in cases of retaliation.
- The Madison Christian School discipline policy will be followed as appropriate and determined by teachers and administration.

Discipline Philosophy and Procedures:

Our philosophy of discipline begins with the recognition that the authority and responsibility to discipline come from God. Discipline has a moral content, and therefore, must be based on God's standards of righteous conduct found in the Bible. But while these standards are based on righteousness, they are also founded on love, for even God said that He chastens those He loves. We recognize that actions are often only a symptom of a deeper problem, so we will seek to address the root issue. Appropriate discipline will lead our children to growth in becoming disciples—followers of Christ.

Our purpose in discipline is to help students recognize their need to be accountable to God for their attitudes and actions, to be respectful of the authorities He has placed in their lives, and to develop self-discipline, which will reflect maturity in Christ. The Discipline Plan will focus the student's attention on the following five areas:

1. Recognition of the problem
2. Responsibility for the problem-causing action
3. Repentance to seek God's forgiveness and help
4. Reconciliation to restore harmony and make amends/restitution
5. Resolution to do better in the future

Minor Discipline Offenses: Minor offenses will be handled by the teacher or adult in charge. Teachers will have a sequential disciplinary plan for their own classrooms, which will be discussed with students and made available to parents. Additionally, teachers will document all disciplinary actions taken. Generally, if a child is separated from the classroom for disciplinary reasons, the parents will be notified. Repeated minor offenses will be treated as a major offense.

Major Discipline Offenses: Major offenses will be those that are in *direct and deliberate* violation of the underlying principles of the five areas of Godly conduct listed under the "General Conduct Rules." Madison Christian School will tailor a discipline plan for each major offense. This plan will be known as "Discipline Action Plan" ("DAP"). However, in addition to the DAP, three events will always occur:

1. Parents will be notified of the major discipline offense (s).
2. Students will be required to complete a Discipline Action Plan (DAP), which parents or guardians will sign, and which will become a part of the student's

permanent record. Failure to complete the Discipline Action Plan may lead to expulsion or other remedies, which are expressly reserved by the School Board.

3. A Discipline Action Plan may include, but not be limited to any of the following:
    - Loss of privileges
    - Child may be immediately sent home under the Administrator's discretion
    - Detention (may include special tasks to be served concurrently)
    - Conference with lead teacher and classroom teacher
    - In school Suspension
    - Out of school suspension
    - Meetings with the School Board

Any illegal or criminal offense committed by the student, whether at school or off campus, will be referred to the School Board immediately for consideration of potential expulsion. Illegal or criminal acts occurring at the school will be reported to law enforcements.

Repeated Major Offenses: Repeated offenses will be considered serious and may be referred to the School Board for review and/or recommendation for student withdrawal from Madison Christian School.

If a students commits two actions requiring a Discipline Action Plan (DAP), a mandatory conference with the parents and the lead teacher and classroom teacher will be scheduled. Parents should plan to discuss the ways in which they are supporting the school in its disciplinary actions.

A third incident requiring a DAP will require the student and parents to meet with the School Board and will automatically place the student on **probation.** The terms of the probation will be discussed with the Board, but specific details of expected areas of improvement will be written for the student, parents, teachers, and Board.

Once on probation, the student and parents must realize that ONE more serious incident requiring a DAP or breaking the conditions of the probation will result in the Board reviewing the student for withdrawal from Madison Christian School.

General Information

Attendance: Regular attendance and punctuality are desirable traits that parents should strive to teach their children as a part of their Christian witness. Academic achievement depends greatly upon the student being present to participate in classroom activities. Since attendance and participation is vital, parents are encouraged to schedule trips, appointments, and so on outside of regular school hours.

The school must be notified, either by phone or in writing, if a child will be absent, late, or needs to be dismissed early. Students may not leave school without permission. Verbal or written permission from a parent must be given before a student can leave with another person.

Partial credit can be given if a student is in attendance 3 hours of the normal day (1/2 present) or for 5 hours of the normal day (full day present).

Students will be given two days for every day missed to complete missed classwork.

Absences will be considered excessive when they reach more than seven (7) in one semester, and a conference between the parents and administrator will be required. Further absences will require another meeting and may result in more serious consequences such as zeros for missed work, probation, and so on.

Communication: Communication between home and school is vital. A "Friday Clip Board Case" will be sent home each Friday (or the last day of the school week). It will contain the student's classwork for the week, any school/community notices, and so on. The folder should be returned on Monday.

A "Parent Information" bulletin board will be in the entry way. Important school notices will be posted there as well as being sent home with the students.

Damage to Property: MCS is grateful for the use of this facility and wishes to be a good steward of the building. It is expected that if a student is guilty of any destruction, defacing, or theft of school property, he/she will be confronted and a plan for reimbursement will be made by the School Board. Any student who incurs a debt in this manner will automatically be placed on probation.

Emergency Preparations: The following emergency preparations will be made:
School Closing: If Madison Public Schools (Madison Central) close due to inclement weather, Madison Christian School will close also. However, MCS reserves the right to cancel school independent of the decision made by the public school.

Emergency Drills: Fire and tornado drills will be conducted as recommended by state or local officials. Evacuation plans will be posted in each classroom.

Emergency Procedures: As staff and teachers, we will do everything in our power, and with the Lord's help, to ensure the safety of the students. In most cases of any emergency, the students will stay at MCS. In the event of extreme emergency, students and staff may need to be moved to an arranged alternate site. Please turn your radio to KJAM for updated reports. Please do not come to school and pick-up your child, unless requested to do so. Most of all PLEASE PRAY for the safety and well-being of students, staff and community.

Fire Drill: The building should be evacuated immediately when the fire alarm rings. Instructions for evacuation will be given to the teacher and posted in each room (next to the entrance). Teachers/staff will give the signal to return to the school.

Tornado Drill: A Tornado drill will be held yearly. During a drill, students are to conduct themselves quietly and orderly and listen for instructions from the classroom teacher.

Lockdown Drill: A Lockdown drill will be held yearly. During the drill, students will be instructed on the procedure and will be expected to follow the instructions in a quietly and orderly manner. In the case of a lockdown, when there is an intruder in the building, we will contact parents as soon as possible. Please do not be contacting the school, due to limited phone lines and needing to deal with the situation at hand.

Lockout Drill: A Lockout drill will be held yearly. During the drill, students will be instructed on the procedure and will be expected to follow the instructions in a quietly and orderly manner. In the case of a lockout, when there is potential danger in the community, know that we will be keeping students indoors. We will keep the school doors locked and students inside until we have an all-clear from the police or other community officials. We will contact parents as soon as possible. Please do not be contacting the school, due to limited phone lines and needing to deal with the situation at hand.

Field Trips/Off Campus Outings: Students may take educational field trips to enhance the learning process. Parents will be notified prior to taking the trip and will be requested to sign and return a permission slip. Parents may be asked to assist in transporting and in chaperoning the trip, but the students will remain under the supervision of the teacher and thus subject to rules and policies of MCS. Students are required to adhere to school conduct rules while off campus.

Fundraising: Fundraising projects are a necessary part of keeping tuition affordable at our school. Since MCS represents Christ, all those involved with a fundraiser should conduct themselves with high moral and ethical standards. All fundraising projects must be approved by the School Board. Parents are highly encouraged to participate in most fundraising activities.

Grievance Policy: Despite the fact the people involved with MCS are Christians, disagreements and differences will occur. The Bible gives instructions for dealing with conflict. Matthew 18:15-17 states the following:

> If your brother sins against you, go and tell him his fault between you and him alone. If he listens to you, you have gained your brother. But if he does not listen, take one or two others along with you, that

every word may be confirmed by the evidence of two or three witnesses.
If he refuses to listen even to them, tell it to the church; and if he refuses
to listen to even the church, let him be to you as a Gentile and a tax collector.

This passage establishes several important principles for solving problems.

1. The complaint should be handled at the lowest level of relationship as possible. Discuss the problem one to one with the other person involved. It may seem difficult, but this passage and others encourage us to be straightforward. Improvement and restoration can grow from honesty, truthfulness, and love.

2. Keep the matter confidential, sharing it with only those directly involved. To discuss the issue in this manner will eliminate gossip.

3. Forgive freely. The words, "if he listens to you, you have gained your brother," imply that once the matter is resolved, we should wholeheartedly forgive and restore the person whose fault offended us.

4. If the complaint cannot be settled at the lowest level, proceed to the next level. For example, if a parent has a disagreement with a teacher, the resolution process should begin with just the parent and the teacher. However, if the grievance is not resolved, then both parties should proceed to discuss the matter with the administrator.

   At all levels, it is expected that each member of the parties approach the conflict with a spirit of humility, a prayerful attitude, and a teachable heart.

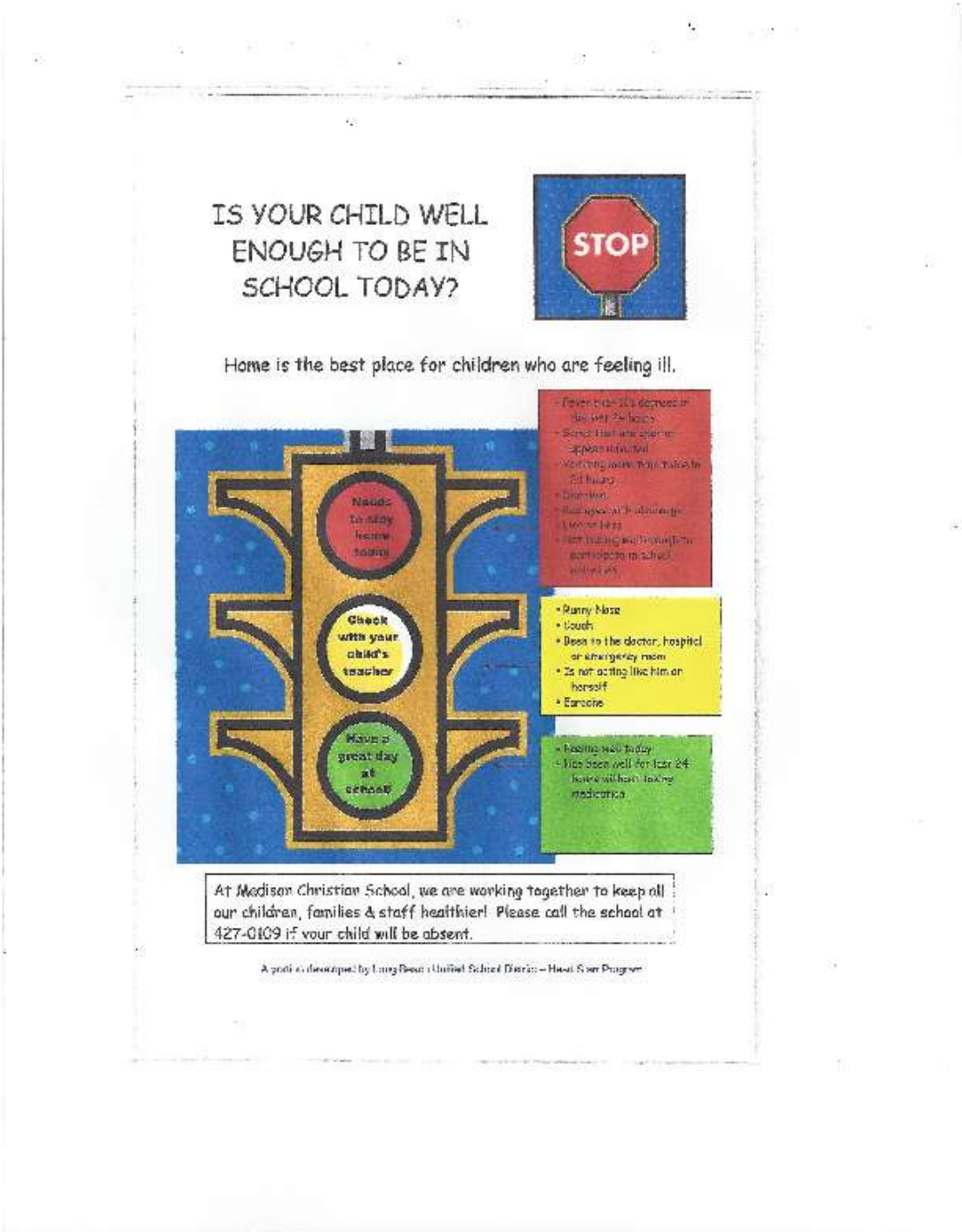
   Grievances not handled according to the steps above will not be considered favorably as the parties reflect a disregard for Scripture when they choose to ignore the principles of Matthew 18.

Health Records: A general health form for each student will be given to parents at the beginning of each school year. Periodic health screenings will be offered to the students should parents wish to have their child tested.

Medication: If a child needs to take an over-the-counter (OTC) medicine during the school day, parents must send a note to the teacher explaining the precise dosage and the specific time at which it should be administered. The school will not give any medicine (even aspirin or Tylenol) without parental permission. Cough drops will be considered a medicine and will still require a note from home. All prescription medications are required to be in the original container with the prescription directions, pharmacy, and physician's name on the bottle. Parents

will need to fill out an "Authorization and Release" form regarding any medication to be given on a regular basis.

Parents should keep children with contagious diseases at home until the child has been free of fever for 24 hours or until a physician indicates that the child is no longer capable of spreading the illness.



Parent Involvement Policy: Because it is the philosophy of MCS to support parents in training their child, the school assumes that there will be active parental involvement in the education of our students. A "Parental Support Pledge" further delineates the areas of support expected. This pledge will be signed at the beginning of the school year.

Physical Education Class: All students are expected to take part in physical education activities when they attend P.E. class unless the child has a note from the parents stating a medical reason for not participating. Repeated lack of participation will result in a conference between the parents and the administrator. Students should wear a MCS t-shirt, appropriate pants/shorts, and clean gym shoes.

School Hours: School begins with devotions at 8:10 and dismisses at 3:10. Parents should not plan to drop children off before 8:00 a.m. and should plan to pick them up at 3:10.

School Supplies: Parents will be sent a school supplies list by the classroom teacher. Please purchase only the required items in the specified sizes. Students must handle textbooks, library books, and other school materials with care. Failure to do so could result in a fine or replacement fee.

Search Policy: MCS has the right to search automobiles, backpacks, purses, pockets, lockers, desks, and persons upon suspicion of illegal or unauthorized materials. Such searches may be conducted with or without the student's or the parents' permission, since registry of the child constitutes parental consent to such searches.

Social Media: What is social media? It is user-created content online designed in a collaborative environment where users share opinions, knowledge and information with each other. Social media sites may include, but are not limited to: Blogs (Blogger, WordPress, etc.); Wikis (Wikispaces, Google Sites, etc.); social networking sites (Facebook, Twitter, Ning, MySpace, YouTube, LinkedIn, Instagram, etc.); photo and video sharing sites (YouTube, Flickr, etc.); social bookmarking (Diigo, Delicious); podcasting and videocasting. It has become a popular means of social interaction in today's culture. Information that is marked "private" rarely is private on the Internet. There is no realistic expectation of privacy in Social Media, or on the World Wide Web.

General Guidelines

A. Familiarize yourself with the appropriate security setting for any social media that you may use. Regardless of your privacy settings, assume that all of the information you have shared on your social network is public information.
B. Your online behavior should reflect the same morals, personal standards of honesty, respect and consideration that will make you and others proud and reflect well on the school.

C. Social media should be used in a way that will enhance your reputation, the reputation of others, and the reputation of MCS, rather than damage them. Insulting language, profanity or sexual content should NOT be used in social media.
D. A sufficient part of social media interaction involves passing on interesting content or sharing links to helpful resources. However, never blindly repost a link without looking at the content first.
E. Due to the public access and nature of a web domain, postings should only be made that are in line with the moral values of the Word of God.

Guidelines for Students and Parents/Guardians

A. Students are NOT permitted to be online while at school, unless under direct teacher supervision, and then only for purposes related to a class. This includes the time before school, after school, or during breaks. If not followed, it will be considered a minor offense (see Discipline Philosophy and Procedures).
B. Parents are encouraged to use caution and to be diligent when deciding at what age and to what extent they allow their children to access social networks.
C. Parents are encouraged to maintain good communication with their children who regularly use social media.
D. MCS encourages those with a personal online presence to be mindful of the information they post.
E. Do not identify personal information on the internet (i.e., phone numbers, addresses, pet's names, details of future activities, etc.).

Telephone: Students must ask to use the telephone. Using it for personal business (such as asking for a friend to come over) will be discouraged. Cell phones for students are not permitted.

Visitors: Visitors are always welcome at MCS. In consideration for the instructor, we request that arrangements be made one or more days in advance by the parents of the student hosting a visitor.