



MADISON CHRISTIAN ELEMENTARY

PARENT/STUDENT HANDBOOK

Madison Christian School exists to glorify God and to nurture His children by providing a unique educational environment that combines high academic standards with God's Word of Truth in an atmosphere of love.

Updated 07/2018

TABLE OF CONTENTS

HISTORY OF MCS.....	1
DISCLAIMER.....	1
NON-DISCRIMINATION STATEMENT.....	1
FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA).....	1
BIBLICAL MORALITY AND LIFESTYLE STATEMENT.....	2
THE HONOR COVENANT.....	3
STANDARDS OF CONDUCT.....	4
PERSONNEL.....	5
ACADEMIC INFORMATION.....	6
EXTRA-CURRICULAR/CO-CURRICULAR ACTIVITIES.....	10
ATTENDANCE AND MAKE UP WORK.....	11
UNIFORM CODE.....	14
CODE OF CONDUCT.....	17
HARASSMENT POLICY.....	21
COMPUTER NETWORK SYSTEM USE POLICY.....	24
LUNCH/RECESS.....	26
FINANCIAL INFORMATION.....	27
HEALTH AND SAFETY.....	28
BASIC TOPICS OF INFORMATION.....	30

HISTORY OF MADISON CHRISTIAN SCHOOL

- 1977 – A year of prayer and careful planning
- 1978 – MCS began with 15 preschool students
- 1979 – Kindergarten program added
- 1980 – Grades one through five included
- 1981 – Ohio Department of Education granted an Official “Letter of Approval” for preschool through sixth grade
- 1983 – State Charter extended to include eighth grade
- 1997 – Ninth grade added. Activity Center built. State Charter extended to include ninth grade
- 1998 – Tenth grade added and chartered by the Ohio Department of Education
- 1999 – Eleventh grade added and chartered by the Ohio Department of Education
- 2000 – Twelfth grade added and chartered by the Ohio Department of Education
- 2001 – First graduating senior class
- 2010 – Board approval to pursue ACSI accreditation
- 2011 – Official candidacy for ACSI accreditation
- 2012 – Formation of Curriculum Departments
- 2014 – ASCI and AdvancEd Accreditation
- 2014 – Founding Head of School Retired – Debbie Ostrander
- 2015 – New Head of School hired – Ray Kochis
- 2016 – International program begins
- 2018 – MCS School Board charges CORE team with school leadership

DISCLAIMER

The administration reserves the right to change and/or add policy at any time and in any way to promote the Christ-centered operation of the school.

NON-DISCRIMINATION STATEMENT

Madison Christian School, in the conduct of its activities, including without limitation its educational activities, shall admit students of any race, color, national and ethnic origin in administration of its educational policies and other school administered programs.

THE FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."

- Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.
- Parents or eligible students have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.
- Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):
 - School officials with legitimate educational interest;
 - Other schools to which a student is transferring;
 - Specified officials for audit or evaluation purposes;
 - Appropriate parties in connection with financial aid to a student;
 - Organizations conducting certain studies for or on behalf of the school;
 - Accrediting organizations;
 - To comply with a judicial order or lawfully issued subpoena;
 - Appropriate officials in cases of health and safety emergencies; and
 - State and local authorities, within a juvenile justice system, pursuant to specific State law.

Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify parents and eligible students annually of their rights under FERPA. The actual means of notification (special letter, inclusion in a PTA bulletin, student handbook, or newspaper article) is left to the discretion of each school.

BIBLICAL MORALITY LIFESTYLE STATEMENT FOR MADISON CHRISTIAN SCHOOL

Madison Christian School (MCS) stands firmly upon the historical truth claims and moral foundations of Christianity. This includes, but is not limited to, the biblical definition of marriage, the attendant boundaries of sexuality and moral conduct, and the clear biblical teaching that gender is both sacred and established by God's design. Parents or the legal guardians who choose to enroll their children at MCS agree to support these and other basic biblical values derived from historical Christianity. Parents understand and agree that MCS will teach these principles and biblical values. MCS will accept families who embrace the school's stated positions currently in their lives, and that mercy, forgiveness, and redemption are freely afforded to applying families.

In addition, the School Board urges parents to recognize their scriptural responsibility (Deuteronomy 6:1-9, Psalm 78:5, 6, Proverbs 22:6) to provide their children with a Christian education and to understand that the primary responsibility for this task rests with the parents (Ephesians 6:4). MCS was founded and continues to operate upon biblical values and the desire and commitment for Bible-believing Christian parents to enroll their children in an intentionally Christian environment. MCS will accept students who are willing to support the school's philosophy of Christian education, student conduct requirements, and the school's stated positions and whose parents are willing to allow their children to be educated and influenced in an intentionally Christian environment. Continued enrollment at MCS is contingent upon this same understanding and support by both the student and parents.

MCS is a religious institution providing an education in a distinctly Christian environment, believing its biblical role is to work in conjunction with the home to mold students to be Christ-like. On occasions in which the atmosphere or conduct within a particular home or the activities of the student are counter to or in opposition to the biblical lifestyle the school teaches, the school reserves the right, within its sole discretion, to refuse admission of an applicant or discontinue enrollment of a current student. This includes, but is not necessarily limited to, living in, practicing, condoning, or supporting sexual immorality, including but not limited to, sex outside of marriage, homosexual acts, bi-sexual acts; gender identity different than the birth sex chromosomal level; promoting such practices; or otherwise the inability to support the moral principles of the school (Leviticus 20:13a, Romans 1:27, Matthew 19:4-6).

MCS believes that every person is created in the image of God, that human sexuality reflects that image in terms of intimate love, communication, fellowship, subordination of the self to the larger whole, and fulfillment. God's Word makes use of the marriage relationship as the supreme metaphor for His relationship with His covenant people and for revealing the truth that that relationship is one God with one people. Therefore, God's plan for human sexuality is that it is to be expressed only in a monogamous relationship between one man and one woman within the framework of marriage. This is the only relationship that is divinely designed for the birth and rearing of children and is a union made in the sight of God, taking priority over every other human relationship. This is validated by Gen. 1:27-28; 2:18, 20, 23-24; Isa. 54:4-8; 62:5b; Jer. 3:14; Ezek. 16; Hosea 2; Mal. 2:14; Matt. 19:4-6; Mark 10:9; John 2:1-2, 11; 1 Cor. 9:5; Eph. 5:23-32; 1 Tim. 5:14; Heb. 13:4; and Rev. 19:7-8.

MCS believes to follow the teachings of the Scriptures regarding marriage and divorce. We must affirm that sexual relationships outside of marriage and sexual relationships between persons of the same sex are immoral and sinful. We further affirm that heterosexual monogamy is God's plan for marriage. MCS abhors the trend to ignore God's laws of chastity and purity, and vigorously opposes public acceptance of sexual promiscuity and all factors and practices that promote it. The school maintains a biblical view of human sexuality that makes the sexual experience, within the framework of marriage, a gift of God to be enjoyed as a communion of a man and woman, as well as for the purpose of procreation. Sexual relationships outside of marriage and sexual relationships between persons of the same sex are immoral and sinful. The depth of the sinfulness of homosexual practice is recognized, and yet we believe the grace of God sufficient to overcome both the practice of such activity and the perversion leading to its practice. This is validated by Ex. 20:14, 17; 22:19; Lev. 20:10-16; Matt. 5:32; 19:19; Mark 10:11-12; Luke 16:18; and 1 Cor. 7:15.

Gender differentiation and male/female uniqueness are part of a divine design that God indelibly engraved upon creation. God gives our bodies to us for spiritual and relational purposes, as well as physical ones. It is His desire that the most fundamental distinctions we experience as human beings should remind us that our completeness is ultimately found in communion with Himself and others. For this reason, "The Lord God said, 'It is not good for the man to be alone. I will make a helper suitable for him'" (Genesis 2:18). Personal fulfillment involves intimate fellowship and union with God, as exemplified by the ideal of Christ as the bridegroom and the Church as His bride (Ephesians 5:22-32; Revelation 19:7-9). Based on our biblical and theological study, there is no argument for a "third gender" among humans. Gender confusion and dysphoria are ultimately the biological, psychological, social and spiritual consequences of the human race's fallen condition. This state of depravity affects all persons individually and collectively. While society is at liberty to legitimize any behavior it chooses simply by reclassifying and renaming it, Christ-followers adhere to biblical boundaries. It is our Christian conviction that renaming them cannot normalize sin and its expressions. We call upon biblical Christians to continue to accept their role as witnesses who speak prophetically about the need for repentance and sanctification in every culture.

MARRIAGE, GENDER, AND SEXUALITY STATEMENT

We believe that God wonderfully and immutably creates each person as male or female. These two distinct, complementary genders together reflect the image and nature of God (Gen 1:26-27). Rejection of one's biological sex is a rejection of the image of God within that person. We believe that the term "marriage" has only one meaning: the uniting of one man and one woman in a single, exclusive union, as delineated in Scripture (Gen 2:18-25). We believe that God intends sexual intimacy to occur only between a man and a woman who are married to each other (1 Cor 6:18; 7:2-5; Heb. 13:4). We believe that God has commanded that no intimate sexual activity be engaged in outside of a marriage between a man and a woman. We believe that any form of sexual immorality (including adultery, fornication, homosexual behavior, bisexual conduct, bestiality, incest, and use of pornography) is sinful and offensive to God (Matt 15:18-20; 1 Cor 6:9-10). We believe that in order to preserve the function and integrity of MCS as a Christian ministry, and to provide a biblical role model to the MCS families, it is imperative that all persons employed by MCS in any capacity, or who serve as volunteers, agree to and abide by this Statement on Marriage, Gender, and Sexuality (Matt 5:16; Phil 2:14-16; 1 Thess. 5:22). We believe that God offers redemption and restoration to all who confess and forsake their sin, seeking His mercy and forgiveness through Jesus Christ (Acts 3:19-21; Rom. 10:9-10; 1 Cor. 6:9-11). We believe that every person must be afforded compassion, love, kindness, respect, and dignity (Mark 12:28-31; Luke 6:31). Hateful and harassing behavior or attitudes directed toward any individual are to be repudiated and are not in accord with Scripture.

FINAL AUTHORITY IN MATTERS OF BELIEF AND CONDUCT STATEMENT

The statement of faith does not exhaust the extent of our beliefs. The Bible itself, as the inspired and infallible Word of God that speaks with final authority concerning truth, morality, and the proper conduct of mankind, is the sole and final source of all that we believe. For purposes of MCS's faith, doctrine, practice, policy, and discipline, our School Board is MCS's final interpretive authority on the Bible's meaning and application.

SANCTITY OF HUMAN LIFE STATEMENT

We believe that all human life is sacred and created by God in His image. Human life is of inestimable worth in all its dimensions, including pre-born babies, the aged, the physically or mentally challenged, and every other stage or condition from conception through natural death. We are therefore called to defend, protect, and value all human life (Ps. 139).

MARRIAGE POLICY STATEMENT

Because God has ordained marriage and defined it as the covenant relationship between a man, a woman, and Himself, MCS will only recognize marriages between a biological man and a biological woman. Further, the School Board, Head of School, Faculty and Staff of MCS shall only participate in weddings and solemnize marriages between one man and one woman. Finally, the facilities and property of Madison Christian School, which is a direct ministry of Madison Christian Church, shall only host weddings and wedding receptions between one man and one woman.

THE HONOR COVENANT

One of the most important qualities demanded of each student enrolled at MCS is his/her honor. The differences among the student body are many, but a common thread that should mark us individually and collectively is that we are people who prize individual honor. This is a quality that no one can strip from us. The writer to the Hebrews states, "We are sure that we have a clear conscience and desire to live honorably in every way" (Hebrews

13:18b). So, too, in order to have an environment of academic, athletic, artistic and social vibrancy, we must make it a priority to “desire to live honorably in every way.”

The Honor Covenant provides a Christian foundation for character and virtue that encompasses all aspects of student life. In order to provide a context that is conducive to robust student growth, this covenant is binding upon all students and faculty and must be signed by parent and student as part of the admission contract.

Article I. The honor of a student’s word is true at all times (Ephesians 4:25, Proverbs 12:17).

- a. All responses given to questions asked regarding behavior or an academic product will be complete and completely truthful.
- b. It is a violation of this covenant to distort the truth in any way.

Article II. The honor of a student’s treatment of another student forbids any kind of abuse. Abuse is defined as occurrences of verbal, sexual, and/or physical harassment or intimidation of another student (Matthew 7:12, Romans 13:10).

- a. It is a violation of this covenant for a student to verbally abuse another student either in his/her presence or to others.
- b. Any threats of, or occurrence of, physical abuse are a violation of this covenant.

Article III. In keeping with the eighth commandment, a student must not steal the property of another individual or institution (Ephesians 4:28, Exodus 20:15).

- a. The damaging, defacing or taking of any property without the expressed permission of the owner is a violation of this covenant.
- b. The use of an author’s words in any written project without permission or without giving recognition to the author is plagiarism. Plagiarism is a violation of this covenant.
- c. All work a student submits as his own (including homework) must have originated with the student, reflect the efforts of the student, and be solely produced by that student. Cheating in any form is a violation of this covenant.

Article IV. It is the intention of the leadership of the school to instill in students a sense of ownership and accountability to one another as exemplified in the teaching of Matthew 18:15-17. In accordance with this, a student who witnesses a violation or has a clear knowledge of another student’s violation of this covenant may ask that student to report himself to the appropriate teacher. The student may also choose to bring the matter before the teacher, thus allowing the teacher to address the student in question.

INSTITUTIONAL EXPECTATIONS

1. We respect Sundays: While some in our community worship on Saturday, MCS recognizes Sunday as a day set apart primarily for worship, fellowship, ministry, and rest. While activities such as recreation may be a part of the day, “business as usual” relative to school programs, games, rehearsals, and student services will not be sanctioned nor encouraged.

STANDARDS OF CONDUCT

The Honor Covenant was established to promote a positive environment for learning. An Honor Covenant violation is considered to be a nullification of the school admission contract; therefore, the consequences will be serious for any student who violates this covenant. The administration will execute discipline appropriate to the offense.

As a matter of conviction and policy, Madison Christian School disapproves of habits, which debilitate the mind, the spirit or the body, such as music or internet activity that advocates immoral behavior or television programming that compromises the standards of a Christian home. Included also are habits such as the use of illegal drugs, alcoholic beverages, tobacco, and those habits which deplete the group spirit, such as cruelty, bullying, abusiveness in language or behavior, cheating, vandalism of property and stealing. All of these, as well as other behaviors deemed serious by the administration, are subject to consequences, which will be determined by the administration.

In partnership with parents, and consistent with the teachings of Scripture, students are expected to uphold, honor and respect sexual purity in their relationships on and off campus. All form of sexual deviancy (fornication, homosexuality, bi-sexuality, transgender) are a misuse of God’s design and hurtful to students.

Jesus is our perfect model of integrity. In His time on earth, His every thought and action was totally consistent and devoid of hypocrisy. At all functions and activities at or away from school, students are expected to uphold standards becoming of a group of young people who profess to know and follow Christ. Standards of conduct and attire, which apply to students during school, will be adhered to at any time students are representing the school or are at school-sponsored functions. Offenses by those involved in leadership, or at extracurricular activities, in which students represent the school, may involve more serious consequences. Conduct expectations include:

1. Courteous, respectful, and considerate demeanor will characterize the relationship to both the staff members and fellow students. Students are to treat members of the opposite sex with respect, as it is the key to lasting friendships. One-on-one relationships are not encouraged due to the age of the students. The desire for emotional and sexual intimacy between a man and a woman is part of God's design. His framework for fulfillment in this area is the sacred institution of marriage. Any sexual activity or behavior outside of the bounds of heterosexual, monogamous marriage as outlined in Scripture will be considered a violation of the Honor Covenant.
2. Students are expected to maintain high standards of moral integrity. Students will be accountable for their behavior outside of MCS. Taken in the context of grace, the MCS student should not live a compartmentalized spiritual life. Therefore, any serious misconduct outside of school may result in consequences by the school. Of concern is the testimony of the student, as well as that of the school.
3. Adherence to the classroom principles of conduct including respect for authority, respect for others, and respect for school property.
4. Items that create distractions in the classroom are not permitted and will be confiscated and returned only at the request of parents. (Should a second offense occur the school would retain said item until the end of the school year). These items should not be brought on campus unless specific permission is given by a school administrator (see Articles Prohibited, p. 25). Tobacco, e-cigarettes, alcohol, or unreported drugs or medications are prohibited on campus or at school events.
5. MCS has adopted a "zero tolerance" policy toward any form of violence, credible (defined as a reasonable belief or suspicion) and specific (directed toward particular students or staff), or non-credible threat of violence including all cases where the student was "just joking". This zero-tolerance includes all forms of bullying or cyber bullying.
6. MCS has also adopted a "zero tolerance" policy toward the possession of weapons on school premises or at school functions. A weapon is defined as including but not limited to the following types: firearms, air guns, sling-shots, knives of any type (including pocket knives), bludgeoning-type instruments, stun guns, martial arts weaponry, etc.

The administration will follow this procedure for any violation of the aforementioned "zero tolerance" policies. School officials will do a complete investigation; report a credible and specific threat to the student and/or staff member involved; report to appropriate law enforcement officials when necessary and implement the appropriate consequences. Consequences may include one or any combination of the following: expulsion, suspension pending a parent meeting, counseling at the family's expense, and/or notation of the violation in the student's permanent record. If a student must receive counseling, the counselor must be a Christian counselor or other professional agreeable to the school. The student will not be permitted to continue enrollment in the school until the counselor advises the school in writing that the student, in the counselor's opinion, does not present a threat of danger. In all cases the administration will determine the consequences it deems appropriate.

PERSONNEL

Madison Christian School (MCS) is dedicated to equipping your student to become a strong Christian leader. Our school board, administrators, teachers, support staff, coaching staff, and volunteers are committed to the mission and purpose of MCS. Our foundational documents affect all administrative decisions, social activities and sporting activities, as well as the daily atmosphere in the classroom. All MCS personnel display a genuine desire to serve the Lord and a dedication to excellence in education. Together we will partner with parents and churches to develop strong Christian leaders. Each day at MCS, we are blessed to see students growing, maturing and academically succeeding in the classrooms and throughout the campus.

"Let the word of Christ dwell in you richly as you teach and admonish one another with all wisdom, and as you sing psalms, hymns and spiritual songs with gratitude in your hearts to God. And whatever you do, whether in word or

deed, do it all in the name of the Lord Jesus, giving thanks to God the Father through Him.” Colossians 3:16-17

School Board- The governance authority of Madison Christian School.

Administrators - Oversee daily administration of school policies. Administrative discretion may be used in the enforcement of these policies on a non-discriminatory basis.

- Core Team- Christina Jones (Upper School Principal), Sue White (Lower School Principal), Andy Scholz (Director of Athletics), Jill Woerner (Business Manager), and Ed Reck (Director of Development)

Extended Administrative Team

- Technology
- Admissions
- Marketing & Communication
- Curriculum

Teaching Staff- Qualifications are:

- A four-year Bachelor’s degree or higher
- Licensed/Certified by the State of Ohio
- ACSI Certified

Academic Support

- Reading Specialist
- Speech Therapist
- Intervention Assistance Specialist
- Tutors for enrichment and remediation

Support Staff

- Administrative Personnel
- Guidance Counselor
- Teacher Aides
- Technology Support
- Custodial and Maintenance Staff
- Athletic Team Coaches
- Lunchroom Personnel
- School Healthcare Aide
- Volunteers

ACADEMIC INFORMATION

“A student is not above his teacher, nor a servant above his master.” Matthew 10:24

New Student Probation (1st-6th Grade)

All new students at Madison Christian School will be monitored closely during the first grading period of the year of admission to ensure they are adjusting academically, socially, and spiritually to their new school environment. A progress report will be sent to these parents after the first grading period concludes.

Early Childhood Programs

Preschool

- Child must be 3 years old by August 1 and fully toilet trained
- Class meets Monday – Friday 8:30 a.m. - 11:15 a.m.
- Combination of Preschool and Daycare – 7:00 a.m. - 6:00 p.m.

Pre-Kindergarten

- Child must be 4 years old by August 1 or pass placement test and fully toilet trained
- Class meets Monday - Friday 12:30 p.m. - 3:15 p.m.
- Combination of Pre-K and Daycare – 7:00 a.m. - 6:00 p.m.

Early Childhood Program Goals

- To teach children about God’s love and His work
- To develop self-worth
- To increase verbal skills by encouraging the children to use words when interacting with others
- To introduce academic and social readiness skills
- To develop a positive attitude toward school

An early childhood handbook is available for families who have a child enrolled in the program.

3rd – 6th Grading Scale

LETTER GRADE	NUMERICAL GRADE
A+	98-100
A	93-97
A-	90-92
B+	87-89
B	83-86
B-	80-82
C+	77-79
C	73-76
C-	70-72
D+	67-69
D	63-66
D-	60-62
F	59-0

Kindergarten Report Cards

Kindergarten grade cards will be issued each semester.

1st - 2nd Grade Report Cards

There are four grading periods in the academic school year. Report cards will be issued approximately one week after the end of each grading period.

3rd - 6th Grade Report Cards/Interim Reports

There are four grading periods in the academic school year. Weekly progress notices for grades three through twelve will be emailed to you. Report cards will be issued approximately one week after the end of each grading period. Parents are encouraged to check RenWeb often to keep apprised of child(ren)'s progress.

K - 6th Grade Academic Communication

Weekly communication (i.e. Friday folders, 24-7 folders, etc.) will contain that week's graded papers to keep parents informed of their child's academic progress.

3rd – 6th Grade Honor Roll

Students who earn all A's and B's on their report card qualify for "Honor Roll". Students who earn all A's in the grading period qualify for "Principal's Honor Roll".

K - 6th Grade Promotion, Placement, and Retention Policy

At the end of each school year, the student's report card will indicate the grade assignment for the next school year. The best interests of the students will always be the primary consideration.

K-6th Promotion to the next grade level indicates that the student has successfully completed the grade level assigned to this year and will be promoted to the next grade level for the following school year.

K - 2nd Grade Retention

In grades K-2, input from the parents, teachers, administration, and members of the intervention team will be considered in making a retention decision. The process will start by March 1st of the current school year and a final determination will be made by the administration by May 1st of the same year.

3rd - 6th Grade Retention

A student will be retained for the year if he/she has two "F's" as final grades in core subjects. By this stage in a student's career, retention in a small school may not be the best course of action, and parents may be asked to find another school for their child. The core subjects include:

History English Math Science Bible Reading

4th - 6th Grade Academic Probation

Students in grades 3rd – 5th who receive F's as quarter grades or D's or F's for final grades will be put on academic probation for the following school year. Parents and the principal will meet at the beginning of the next school year

to determine a plan of action to assist the student. If at any time, the student does not meet the stipulations of his/her probation, a meeting will be held to determine if the student will remain on probation or be asked to leave Madison Christian School.

Preschool - 6th Grade Standardized Testing

- Preschool/Pre-Kindergarten: The Developmental Readiness Scale Test is given annually to each preschool student and new incoming kindergarten students. The results are shared with parents during the parent-teacher conference. The areas of development evaluated are:
 1. Fine motor
 2. Concepts
 3. Visual motor
 4. Vocabulary
 5. Numbers
 6. Gross motor
- Students in kindergarten through sixth grade will take MAP tests three times during a school year (late August, late January, and early May). Parents will receive electronic reports shortly after the testing is completed. These tests will show individual and class growth throughout the year and guide classroom instruction so teachers can meet each child's academic needs.
- Grades three through six students are required to take mandated state testing in April. Third graders also take an English/Language Arts test in October.

Madison Christian School Testing Security Procedures

1. The Test Coordinator, Administrators and trained/assigned test proctors (teachers) are authorized to be present in a testing room during a testing session.
2. The Test Coordinator and/or Administrators will be responsible for handling, tracking, and maintaining security of the testing materials from the point of receipt in the school to the point of return to the designated site.
3. All test materials will be securely stored in the Guidance Office or Administrator's office in a locked cabinet or room before and after testing. Only the Testing Coordinator, and or Administrators may remove a test booklet or answer document from the storage area.
4. All test booklets will be accounted for by serial numbers and shipping information provided by ODE. Answer documents will be accounted for by student's name, grade, and shipping information provided by the Ohio Department of Education.
5. No student will be permitted to take more than one exam per day.
6. No student will be permitted to take any exam over, or at any time other than that designated by the Ohio Department of Education.
7. No MCS employee shall help students with any questions on any exam. Only the limited help permitted by the Ohio Department of Education will be given.
8. Investigating any alleged violation of test security provisions, and administering any penalties for confirmed violations including, but not limited to, cheating by a student and/or assisting a student to cheat, will be done through the MCS Test Coordinator and/or Administrators utilizing ODE procedures.
9. Specification of procedures for determining whether or not to invalidate a student's test score because of a test security violation, either as a result of actions by the student or by another individual, will be done through the MCS Test Coordinator, Administrators, and state governing authorities.
10. Within ten days of determining that a test security violation has occurred, MCS shall notify in writing the director of assessment or ODE designee of the investigation findings and of the consequential action or actions taken. MCS and/or State Board of Education may seek the maximum penalty pursuant to Section 3319.151 of the Ohio Revised Code.
11. Written procedures concerning testing security are established in accordance with the ODE guidelines. This will be communicated each school year by October 1st to all employees of Madison Christian School, to students enrolled in the school, and to any other person authorized to be present in a testing room. This document will be printed in the Staff Handbook and the Parent/Student Handbook and given to any other person authorized to be present in a testing room.
12. A written list of people and their titles, who are present in a testing room (or make-up room) will be kept on file by the Test Coordinator.

District Personnel are prohibited from viewing the test booklet or completed answer document unless they are assisting with a special version administration. Per provisions of Sections 3319.151 and 3319.99 of the Ohio Revised

Code and Rule 33 01-13-05 of the Administrative Code, disclosure of test questions, paraphrases, facsimiles, or any other material that would assist students in their testing.

EXTRA-CURRICULAR/CO-CURRICULAR ACTIVITIES

All co-curricular and extra-curricular activities are part of the ongoing MCS mission to lead students toward God, scripturally educating the whole person spiritually, academically, emotionally, socially and physically to become strong Christian leaders. It is important to our school board and staff that MCS students have the opportunity to experience activities that reflect their talents, skills and interests.

Madison Christian School offers a variety of programs that reflect the gender mix of our student population as well as activities that meet the needs and interests of our student body. The activity sponsors, coaches and advisors support the philosophy of the school and demonstrate the appropriate training for their activity.

Co-Curricular

Grades K- 6th

- Elementary Student Council (5th & 6th)
- Science Fair (5th & 6th)
- ACSI Math Olympics (3rd- 6th)
- Safety Patrol (5th & 6th)
- ACSI Spelling Bee (1st- 6th)
- Mighty Minds (K-6th)

Extra-Curricular

Grades K - 6th

Madison Christian Church sponsors the following:

- Madison Christian Youth Athletic League MCYAL
 - Soccer
 - Cheerleading
 - Track & Field
 - Cross Country Track
 - Basketball
 - Pickleball
 - Volleyball (3rd -6th girls)

Also offered by MCS:

- Body Builders (3rd & 4th)
- Theatrical Production (3rd- 6th)
- Skating Parties (K - 6th)
- Science Club (5th & 6th)
- Talent show (3rd- 6th)

5th - 6th Grade Class Camp

Students in grades 5 and 6 attend a 3-day science and math camp at Heartland.

6th Grade Athletic Eligibility

6th Grade, Junior High and High School athletes must meet the Ohio High School Athletic Association (OHSAA) student eligibility requirements. Refer to OHSAA rules and regulations on student eligibility in Section 4 Scholarship at www.ohsaa.org.

Madison Christian School has the following additional requirements:

- All athletes must obtain a 2.0 GPA in the prior quarter to maintain their eligibility.
- No student is eligible for any contests if they receive an F as a final nine-week grade.

All athletic information is available on the school website www.mcseaglesoh.org.

Specific information concerning athletic probation is available through the athletic department.

Sports offered for 6th grade:

Jr High Cross Country	Jr High Soccer	Jr High Basketball
Jr High Girls Volleyball	Jr High Cheerleading	Jr High Baseball
Jr High Softball	Jr High Track	Tennis Club

Discipline and Athletes

The MCS Athletic Handbook discusses how matters of school discipline impact athletes and their participation in practice and contests. When students join an Eagle athletic team they agree to live by a higher standard, since they voluntarily wear the uniform of the Madison Christian School Eagles. Coaches or the athletic director have the

freedom to impose consequences in addition to those imposed by the school administration for any violation of the MCS Handbook.

Privacy

Discipline is often a difficult process to endure. For that reason, your student's privacy will be respected at all times. If two students are involved in the discipline process, please know that the MCS administration will deal with both students, but we cannot tell you what the consequences were for another child.

ATTENDANCE AND MAKE UP WORK

K – 6th Grade Attendance Policy

Consistent school attendance is directly related to establishing regular habits of dependability that are important to the future of the student. Regular school attendance is a joint responsibility shared by the student, parent/guardian, teacher, administrators and other school personnel. MCS appreciates your family's willingness to work with the school toward a common goal of academic success.

Parents must call the appropriate school office by 9 a.m. to report a student absent. An attendance voicemail is available if you call during non-business hours. By state law, the school must be able to account for each enrolled student every school day. If a parent does not call the office, then the school is required by state law to contact the parent to determine the child's location. Failure to report an absence from the parent may result in an unexcused absence.

The State of Ohio requires MCS to establish student policies. Students are allowed 8 days of absence per semester.

Absence

To maintain the standards of a Christian college preparatory school, MCS expects that students and parents will endeavor to limit the number of times class is missed. When a student is absent he/she must, upon return to school, present to the office a written note from a parent and/or physician stating the cause of the absence.

Preschool - 6th Grade Health Related Guidelines for Keeping Your Child Home from School

- Fever of 100° and above (student must be fever free for 24 hours before returning to school)
- Severe coughing
- Difficulty breathing
- Diarrhea (more than one abnormally loose stool within a 24 hour period)
- Vomiting (vomit free for 24 hours)
- Conjunctivitis (pink eye)
- Untreated infected skin patches
- Evidence of lice or scabies; we have a no nit policy
- Sore throat associated with a fever
- Skin rashes associated with a fever

The first aid station staff will make the decision regarding whether or not a student needs to go home. Students and staff alike are encouraged to use healthy techniques such as frequent hand washing and covering the mouth when coughing or sneezing to prevent communicating illnesses from one person to another. Please reinforce these measures in your home.

Excused Absences

1. Physical illness
2. Medical appointments
3. Other: Court proceedings, religious observances, family emergencies, educational opportunities, death in family

Student Responsibilities for Excused Absences

1. A note from parents explaining the absence must be brought to the office for approval. This includes signing in and out for medical appointments.
2. All make-up work must be turned in. Students have the same number of days as those missed to make up work.

3. Absences will become unexcused if a note is not brought to the office within one week.

Scheduled Absences

Absences (for reasons other than those listed under "Excused Absences") are discouraged. Please make every effort to plan around the school calendar. If that is not possible, we request completion of the Student Personal Leave Notification Form at least one week in advance of the scheduled absence. If parents or students request that work that would be missed be gathered prior to an absence, students will submit this work on the day they return.

Unexcused Absences:

1. Unexcused absences will result in zeroes for work missed.
2. Depending on the situation, there may be additional disciplinary action.

Excessive Absences:

Elementary students who have more than 8 days of absences per semester will be contacted by the Administration and a plan for continued attendance will be established. This plan will likely include making up the time after school hours with an assigned teacher. There will be a cost associated with these sessions.

Tardiness:

Students are expected to be in the classroom, seated and ready to begin at the start of each period. If a student is late to class, the teacher will record the tardy. Any student entering the classroom after 8:30 a.m. will be considered tardy and must report to the office for a pass. Tardies are recorded as excused or unexcused. If a car pool driver arrives late and is unexcused, all passengers with the driver are unexcused as well. An example of an "excused" tardy is car trouble; an unexcused tardy is oversleeping. Tardies also include lateness to assemblies and chapels. We often do a "blanket" excuse when an accident or bad weather affects travel time.

This year four tardies will equal an absence. Once a child is absent eight days in a semester, a meeting will be held to establish a plan of action.

Partial Day Attendance

K - 6th Grade

- A student is considered tardy if he arrives in the classroom after 8:30 a.m.
- If a student misses 90-180 minutes of a day, exclusive of lunch, it will be marked as absent one-half day.
- If a student misses over 180 minutes of a day, exclusive of lunch, it will be marked as absent for a full day.

K - 6th Grade Make-Up Work After Absences

1. A student has the same number of calendar days as the student has been absent to complete make-up work. For example, if a student is absent four days, the student will have four days to complete the missed work. If the student is absent Monday, Tuesday, Wednesday and Thursday, then all make-up work must be given to the teacher by the next Tuesday morning. The exception would be absences on Friday when work was not available until Monday. Deadlines for long-term projects/papers will not be extended due to absences.
2. If your child must leave school early, please do not ask the teacher to give the work that will be missed before the child leaves. Make-up work will be given to the student upon return to school. Assignments will also be on RenWeb.
3. In grades 3-6, students/parents are expected to independently check RenWeb for missed assignments.
4. In grades K-6, after the second full day of absence, your child's make-up work may also be obtained by:
 - a) Waiting until your child returns to school and is given missed assignments by the teacher
 - b) Calling/sending a message to the office by 9 a.m. requesting that your child's make-up work be
 - 1) Sent to the office for you to pick up after 3:00 p.m.
 - 2) Sent home with a sibling or other elementary student/parent.

Athletic contests or scheduled school events do not qualify as make-up work. Students who miss for these reasons are responsible for the work and must plan accordingly to complete the assignments on time.

Late Work

Students who miss an assignment will have one week to submit it to the appropriate teacher, at which time the teacher will determine the point deduction. Assignments that have not been received within the one-week period will be entered as a zero (0) in the grade book.

Attendance Necessary to Participate in Co/Extra-Curricular Activities

A student must be in attendance at school for at least a half-day to be counted present. A student must be in school at least a half-day to participate in co/extra-curricular activities for that school day. The principal may allow participation under special circumstances for absences.

3rd - 6th Grade Student Attendance at After School Activities in a Graded Class

Some classes require performance as a part of a graded class. In both the vocal and instrumental programs, performance is listed in the Ohio State Standards. The following guidelines will apply to performance classes:

- Performances will be posted on the MCS all school calendar located at www.mcseaglesoh.org.
- Students will be excused from performances if they are sick or must attend a family event such as a funeral or wedding. A student's grade will not be affected if the teacher receives a written explanation from the parent/guardian before the performance and the respective administrator deems the excuse appropriate. The teacher and principal will determine if the reason for the absence warrants an excused absence.
- An unexcused absence will lower the student's nine-week grade by one letter grade.
- Students must attend school for a minimum of four periods or a half-day on the day of the performance. If they are not at school, they will not perform.

6th Grade Athletic Absences

A sixth grade athlete must attend school for at least a half day to be able to practice or compete for that day.

Athletes are responsible for the material missed due to an athletic competition. Missed work is due the next day a student returns to class. If an assignment is pre-assigned, and there is a game that day, the assignment is still due and must be submitted to the teacher before the student leaves for the game. Otherwise, the assignment will be counted as late.

K - 6th Grade Student Arrival

- Students in grades K-6 may report to their classrooms at 8:15 a.m. Students who arrive before 8:00 a.m. must be enrolled in the extended care program. Our insurance prohibits unsupervised children in the building.

K - 6th Grade Bus Students

- If a student in K-6 is not riding the bus, the parent must notify the school (preferably by a call or email to the office by 2:30 p.m.). If there is no notification, the student will be put on the bus.
- Students in K-6 will be taken to the elementary chapel at 3:10 p.m. From there, students will be dismissed when their bus arrives. Supervision will be present in the chapel and at the bus pick-up location.

Car Students

- Car students are dismissed at 3:15 p.m.
- K-4 students, whose rooms are in the main elementary building, must be picked up by an adult in the hallway outside of their child's classroom.
- Students in 4th- 6th grade whose classrooms are in the modular buildings will either be picked up from outside the buildings or in M-2 in inclement weather.
- Any pre-kindergarten - 6th grade student not picked up by 3:25 p.m. will be taken to the elementary office for pick up (See Late Pick-up Policy).

K - 6th Grade Early Pick-Up

- If a student needs to leave school before the end of the school day, the office must be notified.
- In grades K-6, only parents, guardians, and other authorized persons will be allowed to pick up a student for early dismissal.
- The authorized person must report to the office to meet and sign out the student. Students may not be picked up from individual classrooms.

K - 6th Grade Late Pick-Up Policy

- Late pick up of a student begins ten minutes after school is dismissed (3:25 p.m.).
- A teacher will take students who have not been picked up by 3:25 p.m. to the elementary office. The teacher will enter the student's name on a late pick-up log. Parents must sign the student out and note the time of pick-up.
- Each family will be allowed one late pick up per nine-week grading period with no charge.

After that, parents will be charged \$1 per minute after 3:30 p.m.

K - 6th Grade Extended Care Program

Madison Christian School offers before and after school care for enrolled K-6 students.

- Hours of Operation:
7:00-8:15 a.m.
3:15-6:00 p.m.
- Information and registration forms are available online at www.mcseaglesoh.org.

Preschool - 6th Grade Emergency Closings

All delays, early dismissals and closings will be posted on the home page of www.mcseaglesoh.org, as well as all social media accounts. If you have provided the school with your email address, you will receive notification of closings, delays and early dismissals via email. You may also register for text alerts at www.mcseaglesoh.org by clicking on "Text Message Alert" under "Quick Links."

In the event of inclement weather, the official announcements of school closings can be heard on major local radio and television stations.

The following websites and radio stations will also list our closings:

www.10TV.com www.nbc4columbus.com www.abc4onyourside.com
www.1049theriver.com

Radio: SUNNY 95, Oldies 107.9, Jazz 103.5/104.3, WTVN 610, TALK 1230, WCOL 92.3, WLZT 93.3, WNCI 97.9 and 105.7

The safety of your family is of utmost importance to us. If you choose to keep your child home because of unsafe driving conditions, the absence will be counted as "excused" after a parent or guardian has notified the school. If you have any questions regarding our school closing policy, feel free to call the office at: (614) 497-3456

Please note: Extended Care will be closed if school is not in session.

Parents of Bus Students

Please be sure that MCS is open BEFORE you put your child on the school bus. If MCS is in session, but your busing district is not in session, you are responsible for providing transportation to and from school for your child. The districts that are closed will not run their buses.

Preschool - 6th Grade Emergency Early School Dismissals

Please listen to the listed radio and television stations for early dismissals. In many families, both parents work outside of the home. Therefore, all students should have an alternate plan to follow in case they arrive home early and no one is home.

Please note: The Extended Care Program/Preschool will not occur if there is an emergency school delay. The Extended Care Program/PreK will not occur if there is an emergency early school dismissal.

UNIFORM CODE

Madison Christian School has established the following uniform code to teach students to glorify God through their outward appearance and promote a climate that encourages responsibility, discipline and academic achievement. Apparel should not be distracting to the academic process.

K - 6th Grade Boys' Uniform Code

1. Hair must be clean, well groomed.

- Male students are to keep their hair neat, well groomed, and in styles appropriate to the school setting
- There should be no coloring/dyeing of hair using unnatural colors, i.e., red, pink, blue, green, etc.
- Boys are to keep their hair moderate in length and style. Boys' hair length in front should not hamper vision (eyebrow length), on the sides not below the middle of the ear and the back no longer than the top of the collar.
- No extreme hair styles will be permitted (i.e. mohawks)
-

The administration reserves the exclusive right to determine the appropriateness of hairstyles for boys or girls.

2. Earrings and pierced jewelry (e.g. spacers, gauging, etc.), are not permitted.

- Jewelry should not be offensive to the Christian faith
- Only one necklace is permitted

3. Uniform shirts must be purchased through the MCS School Store and must have an MCS logo on the shirt. Only MCS logos/emblems will be permitted on any uniform item.

- The MCS School store will sell MCS logo polos in gray, royal blue, navy blue, and hunter green
- Oxford shirts (long/short sleeves) in light blue or white (must be tucked in)
- Ties may be worn with Oxford shirts
- Shirts worn underneath the uniform cannot have writing on them and must be white, gray, navy or black
- No long sleeve shirts under short-sleeved polo shirts
- Uniform sweatshirts and hoodies must be purchased through the MCS School Store
- A collared school uniform shirt must be worn underneath hoodies or sweatshirts **if** you want to take the sweatshirt or hoodie off at any point during the school day

4. Pants and shorts

- Must be a chino pant (flat front or pleated)
- No cargo-style shorts
- Walking shorts need to be knee length
- Shorts may be worn all year
- Colors- khaki and navy
- No sagging of pants is permitted

5. Appropriate shoes include dress shoes, loafers, and athletic shoes. All shoes must have a hard, rubber sole.

- Sandals, Crocs, and Slippers are not permitted
- Boots are not permitted
- Socks must be worn with shoes and should blend with the school uniform

6. Temporary or permanent tattoos cannot be visible

7. Jackets, coats, hats, outdoor boots and other outer apparel may not be worn during class
8. All school attire must be clean, unstained and wrinkle free with no torn or ripped fabric

K - 6th Grade Girls' Uniform Code

1. Hair must be clean, well groomed and out of eyes

- Hair must be of natural color and there should be no coloring/dyeing of hair using unnatural colors, i.e., red, pink, blue, green, etc.
- No extreme or distracting hair styles

2. Jewelry should not be offensive to the Christian faith

- Earrings are the only pierced jewelry allowed and are limited to two earrings per ear
- Nose rings are not permitted- please note that you are not permitted to wear clear spacers in the nose hole
- Gauging is not permitted
- No excessive jewelry is allowed

3. Uniform shirts must be purchased through the MCS School Store. Only MCS logos/emblems will be permitted on any uniform item.

- The MCS School store will sell MCS logo polos in gray, royal blue, navy blue, and hunter green
- White non-logo long sleeve Oxford shirts may be purchased at The School Closet
- Shirts worn underneath the uniform cannot have writing on them and must be white, gray, navy or black
- Long sleeve shirts are not permitted under short-sleeved polo shirts
- Uniform sweatshirts and hoodies must be purchased through the MCS School Store
- A collared school uniform shirt must be worn underneath hoodies or sweatshirts **if** you want to take the sweatshirt or hoodie off at any point during the school day
- Proper undergarments must be worn
- Garments worn under uniform shirts should not be visible

4. Bottoms

- Skirts can be purchased at The School Closet, Lands End, or other comparable uniform vendors in our school plaid, khaki, or navy blue
- Skirts must touch top of knee
- Only full length solid neutral (navy, black, cream, white, gray) leggings may be worn under a skirt or jumper
- Pants and shorts must be a chino pant in navy or khaki. You may purchase either flat front or pleated.
- The fabric of the pants and shorts is not a stretchy fabric
- Uniform pants and shorts have slit pockets in the back. Pockets that resemble jean pockets are not permitted.
- Pants must not be tight (skinny) style
- No cargo-style shorts
- Walking shorts must be knee length
- K-2nd Grade can also wear skorts. These must be purchased through The School Closet in our school plaid, navy or khaki.
- K-3rd Grade can wear jumpers. These must be purchased through The School Closet in our school plaid, navy or khaki.

5. Shoes include flats, oxfords, loafers, and athletic shoes and must have a hard, rubber sole

- Sandals, Crocs, and Slippers are not permitted
- High heels and pumps are not permitted

- Boots are not permitted
 - Socks must be worn with shoes and should blend with the school uniform
6. Temporary or permanent tattoos cannot be visible
 7. Jackets, coats, hats, outdoor boots and other outer apparel may not be worn during class
 8. All school attire must be clean, unstained and wrinkle free with no torn or ripped fabric

Friday Uniform

- All Fridays are School Spirit Days. Students may wear any MCS logo approved apparel (shirt, sweatshirt, hoodies, etc.) with blue jeans or a denim skirt.
- Jeans in colors other than blue are not permitted
- Jeans may not have holes or frayed ends
- Excessively tight jeans or jeggings are not permitted
- Jean shorts and capris are not permitted
- Non MCS Outerwear (button-up shirts, sweatshirts, or jackets) is not permitted
- Students that do not wish to wear jeans on Fridays may wear uniform bottoms

Non-uniform Dress Down Days (as awarded) Guidelines

1. All shirts and dresses must have sleeves
2. No skin should show around the waist when arms are raised
3. All necklines must be modest and touch skin
4. Shorts, skirts, long tops or dresses must come to the top of the knee
5. These items are not allowed:
 - Tight fitting shirts/pants (solid neutral leggings may be worn under a skirt)
 - Midriff shirts, tank tops, low cut tops
 - Pajama pants
 - Rips, holes or frayed clothing
 - Inappropriate slogans or pictures
 - Logos, words, expressions, pictures, etc., shall not be contrary to school values
 - Sandals, flip flops, crocs, wheelies, high heels, pumps and boots are not permitted
 - Sagging pants
 - Chains
6. Athletic shorts/pants may be worn if the length and fit follow our standard.

K - 6th Grade Dress Code Consequences for Dress Code/Uniform Violations

First Offense: Verbal warning by MCS staff member

Second/Third Offenses: Written warning form (Dress Code Violation) will be sent home to parent that must be signed and returned to the teacher

Fourth Offense: Student will serve a detention (3rd-6th grade) or miss lunch recess (K-2nd)

Also, if the uniform violation would cause too much of a distraction for the student to remain in class, parents will be called to bring a change of clothes or take the student home for the remainder of the day.

Any violation of the Friday dress code or non-uniform dress down days will result in loss of the privilege for the remainder of the school year.

CODE OF CONDUCT

Preschool - 6th Grade Discipline Philosophy

Discipline focuses on the training and nurturing of individuals in concepts of behavior that are pleasing to God. Our focus is

to glorify God in every facet of our lives. Discipline provides a firm foundation for the teaching process and is vital to the student's education. Discipline is an opportunity to express love for an individual. Love is the primary motivator for discipline. Discipline is a gradual process that helps a student develop self-control. Self-discipline is the purest form of discipline.

The enforcement of all discipline policies will be at the discretion of the principal or administrator according to the specific needs of the student and/or Madison Christian School.

Proverbs 13:18: "He who ignores discipline comes to poverty and shame, but whoever heeds correction is honored."

Proverbs 15:5: "A fool spurns his father's discipline, but whoever heeds correction shows prudence."

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

Proverbs 29:19: "A servant cannot be corrected by mere words; though he understands, he will not respond."

There are several biblical principles that guide us in discipline procedures. One has to do with the fact that God is orderly (I Cor. 14:33) and so we attempt to be orderly in our discipline procedures recognizing that God is not the author of confusion. Realizing that God provides for us (2 Peter 1:3; Matt. 6:33) and that He has provided all that we need for a life of godliness should help us deal with the problems that we face. God values each member of the body of Christ (I Cor. 12) so when we deal with students we recognize that they are part of the body of Christ. God expects us to handle all of our relationships with wisdom, humility, and love by deferring one to another and keeping a clear conscience according to I Timothy 1:5 and by recognizing that we should forgive others (Matt. 6:12), because we have been forgiven.

Here are some examples of character qualities that you might see applied or emphasized in this section of our handbook. Forgiveness – treating someone as though he/she has never hurt me (Col. 3:13); discernment – seeing things as they really are (Heb. 11:1); tenderheartedness – feeling the joys and hurts of others (Eph. 4:32a); thankfulness – being grateful and saying so (I Thessalonians 5:18); and finally wisdom – thinking and doing things God's way (Prov. 4:7)

Partnership with Parents

Discipline is an area where the partnership between parents and the school is paramount. Parents should only enroll their students in MCS if they share the core values illustrated in the disciplinary policies. In all disciplinary matters, the school endeavors to work with the parents in carrying out its policies. Discipline is only effective in the heart and life of a student if the parents and school are working in harmony.

Confession and Forgiveness

Students who find themselves in violation of any of the disciplinary policies described in this section should, on their own initiative, confess the situation to their parents and then seek out a teacher, counselor, or administrator to tell them about the situation. If other students are involved in the violation, the student should speak to them first and encourage them to speak to their parents and then to the school authorities.

The disciplinary consequences may be less for students who seek out their parents and the school authorities about an issue because one of the purposes of discipline is to lead the person to repentance.

Reconciliation and Restoration

Consequences are a necessary part of any Code of Conduct and Disciplinary System, but it is the intent of MCS to administer consequences that are fair and necessary, while attempting to provide healing and restoration back into the school community as part of the process.

K - 6th Grade Articles Prohibited

The following items are contraband on campus and subject to immediate and permanent confiscation and may result in other consequences:

- Any personal electronic devices, (i.e. iPads, iPods, E Readers, media players) cannot be used during school hours without permission from a teacher/administrator. This includes wearable technology (i.e. smart watches).
- Students must go to the school office to use their cell phones
- Real or toy weapons (i.e. guns, swords, knives)
- Caps, explosives of any kind
- Skateboards and roller blades

- Alcoholic beverages
- Any type of narcotics (real or counterfeit)
- Any type of drug paraphernalia
- Laser pointers
- Any Satanic type games
- Inappropriate magazines, books, media, etc. – reading material brought to school must not promote demonization, sexual immorality, excessive violence, or sinful behavior
- Unapproved/illegal substances
- Tobacco products, including e-cigarettes and vaping
- Any media which advocates a lifestyle contrary to biblical Christianity
- Any item dangerous, disruptive or annoying, which hinders the effectiveness of the spiritual, curricular, co-curricular, or extracurricular mission of the school
- Stuffed animals and other toys for recess
- The MCS campus is a gum-free campus. Students caught chewing gum will be written up and asked to spit the gum out in the nearest trash receptacle.

3rd - 6th Grade Detention Policy

Detention for grades 3rd- 6th is served after school. If a conflict arises, special arrangements must be made with the building principal by a parent or guardian before the detention.

- Three detentions will warrant the assignment of an In-School Suspension.
- Detentions may be assigned with or without the prior assignment of a previous written warning.
- Examples of behaviors that may require (but are not limited to) detentions are: repeated school tardiness, disrespect, public display of affection, irreverence, intentional mischief, name calling, put-downs, gossiping, profanity or vulgar language, gambling, disobedience, uniform offenses, two weeks of forgotten library folder, and repeated behaviors or attitudes.

3rd - 6th Grade Detention Procedures

1. Students report to the principal's office to serve detention on Tuesdays from 3:20 p.m. to 4:00 p.m.
2. Students should bring work to do.

Suspensions

Suspension is withholding from the student the privilege of attending class. The intention of suspension is to discipline the student for a period of time in which there will be an opportunity to reflect upon the seriousness of the actions and take the necessary personal steps to correct behavior and/or attitude. The purpose of suspension is to hold the student accountable for his/her behavior and academic work.

Infractions usually resulting in a suspension include:

- Gambling False alarms Inciting panic
- Stealing Lying Plagiarism Forgery
- Fighting Hazing Cheating Flagrant disrespect
- Destruction or defacing of property Disrespect of those in authority
- Repeated behaviors/attitudes Inflicting major injury
- Abusive language including profanity Misuse of technology
- Possession, consumption and/or distribution of alcohol or tobacco products (including e-cigarettes and vaping)
- Willfully accompanying and/or assisting others who are violating the behavioral expectations of the school
- Reckless endangerment of self or others
- Possession or use of pornography
- Leaving campus during school day without permission of the office
- Inappropriate pictures/writing/language/threats/intimidation/harassment
- Any other serious violation of biblical morals or that which hinders the effectiveness of the spiritual, curricular, co-curricular, or extra-curricular mission of the school

K - 6th Grade In School/Out of School Suspensions

Students serving an in-school suspension are responsible for:

1. Obtaining all assignments from RenWeb and items to complete the work.
 - a. All work counts.

2. Completing all missed work.
3. Submitting all completed work to teachers upon the day following the suspension.
 - a. Incomplete work will earn a zero.
4. Lunch will need to be brought to suspension.
 - a. Clear water will be allowed.
5. Students should have enough material to keep themselves busy all day.
 - a. Personal reading material is allowed.
6. Students will be following all school rules for the day.
 - a. Complete dress code will be enforced.

Students serving an out-of-school suspension need to know that all assignments due and tests given on the date of the Out of School Suspension will receive a "0".

- Suspended students may not attend classes or any other school activity including home and away athletic events.
- Out of School Suspensions may be assigned with or without the assignment of a previous suspension, detention or written warning.

Dismissal

Micah 6:8b "What does the Lord require of you? To act justly, to love mercy and to walk humbly with your God."

Even though MCS will practice mercy in dealing with discipline situations, we also need to act justly, thus having "Zero Tolerance" with student behaviors in these areas:

1. Abusing, selling, possession, distribution and/or use of any illegal substances or representation of an illegal substance
 2. Possession and/or use of a weapon with intent to harm
 3. Repeated acts of violence (fighting, assault, etc.)
 4. Repeated use of vulgar, profane, obscene language or gestures
 5. Sexual immorality: electronic, visual, written or behavioral
 6. Repeated suspensions
 7. Serious violation of any state, federal or city law/ordinance
 8. Threatening the safety of other students with intent to harm
 9. Excessive truancy
 10. Repeated behaviors/attitudes
- Dismissal from school may occur at the recommendation of the principal and the discretion of the MCS Administration.
 - Dismissal may also be the result of the failure of parents to cooperate/partner with the school in the discipline of their children.
 - Administrative discretion may be used in the enforcement of these policies on a non-discriminatory basis.

Any action which seriously impairs the effectiveness of the academic or spiritual mission of MCS will be subject to disciplinary consequences, up to and including dismissal from school.

Appeals

From time to time, there will be a disagreement about the course of a disciplinary action. When such is the case, the student AND his or her parents may appeal with decision. Please use the following steps:

1. Discuss with building principal
2. If unable to reach a solution, please make an appointment with the CORE team
3. If unable to reach a solution, an appointment will be made to discuss with a board of review comprised of school board members, church ministers, and MCS faculty.

Threats/Intimidation/Weapons Policy

Our school's first responsibility is the protection of all of its students. Therefore, if a student brings a weapon to school, or to a school function, or has a weapon in his/her possession, the school will suspend the student pending a hearing to determine the student's continued enrollment. Parents are advised that the school will contact the local police or appropriate authorities, and will note in the student's permanent record that he/she was suspended for possession of a

weapon on school premises or at a school function. Possession includes, but is not limited to, having a weapon in a locker, book bag, purse or vehicle.

MCS urges you as parents to pray daily that God will build a hedge of protection around each of our families, students, staff, and that no evil influence of any kind can get through to hinder His work in the lives of these wonderful young people.

K - 6th Grade Cheating

Cheating is defined as obtaining, attempting to obtain, aiding another to obtain credit for work, and/or any improvement of evaluation of performance, by any dishonest or deceptive means. Cheating includes, but is not limited to: lying, copying from another's test or homework, unless such discussion is specifically authorized by the instructor; taking or receiving copies or communication of an exam or exam answers without the permission of the instructor, using or displaying notes, "cheat sheets," or other information devices during test conditions.

Cheating or plagiarism is one of the highest academic offenses concerning scholastic and scholarly pursuits. MCS regards such offenses seriously. Students who are caught cheating will be brought before a faculty council and the consequences will be weighed against the below recommendations.

- 1st offense – Zero for the grade on the quiz, test or project and detention
- 2nd offense – Failure for the quarter and one day suspension
- 3rd offense – Failure for the quarter and two-day suspension

All cheating is wrong and violates the honor code, but the consequences will also be determined based upon the type of assignment.

What Constitutes A Breach In Academic Integrity?

1. To use, copy, or turn in another person's work, in whole or in part, as if it were your own.
2. To copy information from any person's test, examination, paper, report, homework, worksheets, or term paper.
3. To plagiarize- defined as stealing ideas and/or writings of another as one's own, without giving credit to the author.
4. To prepare to cheat in advance by having in your possession a copy of the test, using a cheat-sheet, discussing the specific content of a test or quiz between classes with those who have not yet taken that test or quiz, or communicating in any way with another student during a test or exam.
5. Any electronic devices that are out and visible, or accessible during a test or quiz.
6. To look, or even appear to look, at an answer key or other materials on a teacher's desk or anywhere else.
7. To assist another student to cheat according to the above definitions

Academic Integrity Policy

Refer to Honor Covenant

HARASSMENT POLICY

Madison Christian School prohibits any form of harassment among its various constituencies. The types of harassment include but are not limited to the following:

- Quid pro quo harassment: Conditioning employment opportunities or acceptance on submission to a sexual or social relationship.
- Continued teasing by a student, staff member or parent, after being asked to stop such activities.
- Hostile environment harassment: an intimidating, hostile, or offensive working environment caused by unwelcome verbal or physical conduct of a sexual or personal nature.

This includes all relational possibilities of harassment: staff to staff, staff to student, student to student, student to staff, staff to parent, parent to staff.

Threats /Acts of Intimidation/ Harassment/ Sexual Harassment

If a student has been threatened, intimidated, harassed, or sexually harassed the student should immediately contact the teacher or school principal who will immediately initiate action concerning the threat. The accused student will immediately be removed pending investigation of the incident.

K - 6th Grade Conflict Resolution Guidelines

Madison Christian School follows God's word when dealing with conflict resolution within the school family.

“If your brother sins against you, go and show him his fault, just between the two of you. If he listens to you, you have won your brother over. But if he will not listen, take one or two others along, so that every matter may be established by the testimony of two or three witnesses. If he refuses to listen to them, tell it to the church; and if he refuses to listen even to the church, treat him as you would a pagan or a tax collector.” Matthew 18:15-17 NIV

Process for Conflict Resolution

1. If there is a conflict within the school family, it should be settled among the parties involved in the problem.
2. If the problem cannot be settled, then the administration will become involved.

Definitions and Prohibited Acts

1. Sexual Harassment. “Sexual harassment” means unwelcome sexual advances, requests for sexual favors, and other verbal, visual, or physical conduct of a sexual nature, made by someone from or in the work or educational setting, under any of the following conditions:
 - a. Submission to the conduct is explicitly or implicitly made a term or condition of an individual’s academic status or progress. This may occur by clearly stated acts or words or by implied acts or words.
 - b. Submission to, or rejection of, the conduct by the individual is used as the basis of academic decisions affecting the individual.
 - c. The conduct has the purpose or effect of having a negative impact on the individual’s academic performance, or of creating an intimidating, hostile, or offensive educational environment.
 - d. Submission to, or rejection of, the conduct by the individual is used as the basis for any decision affecting the individual regarding benefits and services, honors, programs, or activities available at or through this school.
2. Unwelcome and Offensive. The fact that a student may not openly object to others’ actions or words does not prove that they were unwelcome. Under the law of harassment, or bullying and intimidation, a student does not have to openly object to others’ actions or words to prove that the actions or words are unwelcome. Harassment, bullying, or intimidation may occur even if the student originally remains silent or fails to show disapproval. Acts and statements that may not offend some people may be highly offensive to others. Therefore, all employees, volunteers, and students should be sensitive to the feelings of others whether they object or not.
3. Verbal Harassment. Prohibited statements include, but are not necessarily limited to, the use of derogatory descriptions of a student or group of students based on race, color, disability, ethnic or national origin, or age. It is also a violation of this policy to state stereotypical classifications concerning race, national or ethnic origin, color, age, or disability of a student or group of students, especially if they are repeatedly made. Although some students or individuals may enjoy discriminatory identifications and jokes, the school does not tolerate such on its premises or during working hours.

Examples of prohibited statements include, but are not necessarily limited to, derogatory or vulgar comments regarding a person’s gender, sexually vulgar language, remarks about a person’s physical anatomy or characteristics, dirty jokes, sexual innuendo, or display of written or graphic materials. Also prohibited are suggestive pictures, magazines, posters, offensive cartoons, and other words or pictures of a suggestive nature. Also prohibited are statements that demean women.
4. Physical Sexual Harassment. Prohibited actions include, but are not necessarily limited to, touching a student in a sexually suggestive way, or touching another so as to invade his or her personal privacy. This includes intentional touching or intentional movements made in order to observe another in a sexual manner. Also prohibited are physical acts such as hitting and pushing, and making physical gestures of a sexual nature. As a general rule, any act or touching of a person that most individuals refrain from doing with a stranger should not be done with another student.
5. Sexual Harasser. A harasser may be a male harassing a female, a female harassing a male, a male harassing a male, or a female harassing a female, just as long as the harassment is sexually based or based on the gender of the student.
6. Race, Color, National or Ethnic Origin, Age, and Disability Harassment. Unwelcome statements, name calling, or other verbal or physical conduct based on a student’s race, color, national or ethnic origin, age, or disability is prohibited if and when any of the following occurs:
 - a. Submission to the conduct is explicitly or implicitly made a term or condition of an individual’s academic status or progress. This may occur by clearly stated acts or words or by implied acts or words.
 - b. Submission to, or rejection of, the conduct by the individual is used as the basis of academic decisions affecting the individual.
 - c. The conduct has the purpose or effect of having a negative impact on the individual’s academic performance, or of creating an intimidating, hostile, or offensive educational environment.

- d. Submission to, or rejection of, the conduct by the individual is used as the basis for any decision affecting the individual regarding benefits and services, honors, programs, or activities available at or through this school.
7. **Electronic Harassment.** Harassment may occur through a number of mediums or means, including electronic communications. The student anti-harassment policy applies to all harassment, including any that occurs by or through any type of electronic communication. This includes, but is not necessarily limited to, Internet, email, cell phones (including picture phone or text messaging as well as voice), PDAs or other communication devices, and facsimile (fax) communications of any type. This list of electronic devices is not inclusive, and the policy is intended to cover other types of electronic communication.
8. **Physical Harassment.** Prohibited actions include, but are not necessarily limited to, the following:
- Display of signs, pictures, cartoons, written statements, or other material that denigrates, intimidates, bullies, or otherwise discriminates against any student based on race, color, national or ethnic origin, age, or disability.
 - General harassment, pushing, shoving, or other intentional acts perpetrated in whole or in part because of the student's race, color, national or ethnic origin, age, or disability.
9. **Definition of Bullying or Intimidation:** The definition of bullying is when an individual or a group of people with more power, repeatedly and intentionally cause hurt or harm to another person or group of people who feel helpless to respond. Bullying can continue over time, is often hidden from adults, and will probably continue if no action is taken. While the bullying definition is broad and can occur in a variety of environments it usually is a relationship problem and requires relationship-based solutions. These are best solved in the social environment in which they occur: in a child or young person's life, this is most often the school.
10. **What bullying is not:**
- single episodes of social rejection or dislike
 - single episode acts of nastiness or spite
 - random acts of aggression or intimidation
 - mutual arguments, disagreements or fights.
- These actions can cause great distress. However, they do not fit the definition of bullying, and they're not examples of bullying unless someone is deliberately and repeatedly doing them.
11. **Examples of Harassment, Bullying, or Intimidation.** Unwelcome conduct of this type can include a wide range of verbal, visual, or physical conduct of a sexual or other nature. Among the types of conduct that would violate this policy are the following:
- Unwanted sexual advances or propositions.
 - Offering academic benefits in exchange for sexual favors.
 - Making or threatening reprisals after a negative response to sexual advances.
 - Visual conduct such as leering, making sexual gestures, or displaying sexually suggestive objects or pictures, cartoons, or posters.
 - Verbal conduct such as making or using derogatory comments, epithets, slurs, and jokes about a student's race, color, national or ethnic origin, age, or disability.
 - Verbal abuse of a sexual or other nature; graphic verbal commentaries about an individual's body, race, color, national or ethnic origin, age, or disability; sexually degrading words used to describe an individual; suggestive or obscene letters, notes, or invitations.
 - Physical conduct such as touching, assaulting, impeding, or blocking movements.
 - Any conduct that has the effect of insulting or demeaning a student or group of students in such a way as to disrupt or interfere with the school's educational mission or that is severe, persistent, or pervasive so that it creates an intimidating, threatening, or abusive educational environment.

Application of Anti-Harassment Policy

The student anti-harassment policy applies to school hours; to any school-sponsored event or activity, including during school-arranged transportation of any type to or from an event or activity, and whether the activity or event occurs on or off the school campus; while on school property or at school-leased facilities; or at any other time when the event or activity has any school recognition. Additionally, as a Christian school, the school has the right to expect and does expect that students and any employee of the school will conduct themselves in a Christ-like manner and/or as a Christian role model. Conduct violating these biblical standards—whether occurring at school or during school-sponsored events, activities, or functions or not, or on campus or not—is subject to appropriate action by the school.

Prohibited Actions

- Employee-student harassment, bullying, or intimidation of any type is prohibited.
- Student-student harassment, bullying, or intimidation of any type is prohibited.

What To Do If You Experience or Observe Harassment, Bullying, or Intimidation

1. Students who feel that they have been subjected to conduct of a harassing, bullying, or intimidating nature are encouraged to promptly report the matter to one of the school officials designated below.
2. Students who observe conduct of a harassing, bullying, or intimidating nature are also encouraged to report the matter to one of the school officials designated below. All complaints will be promptly investigated.

Where to Report Harassment, Bullying, or Intimidation

The following individuals are specifically authorized to receive complaints and to respond to questions regarding harassment:

Head of School, Jr./Sr. High School Principal and Elementary Principal - (614) 497-3456

Confidentiality

Every effort will be made to reasonably protect the privacy of the parties involved in any complaint. However, the school reserves the right to fully investigate every complaint and to notify a student's parent/guardian and appropriate government officials as the circumstances warrant.

Protection Against Retaliation

It is against the school's policy to discriminate or retaliate against any person, including any student, who has filed a complaint involving harassment, bullying, or intimidation or who has testified, assisted, or participated in any manner in any investigation, formal proceeding, or hearing concerning harassment, bullying, or intimidation. However, if in the course of an investigation or subsequently the school learns that a student or others have made a complaint that was not in good faith or it was known to be false at the time of the complaint, the school reserves the right to take appropriate action. Making false complaints or complaints not made in good faith can jeopardize someone's reputation.

Procedure for Investigation of a Complaint and Taking Corrective Action

When one of the school officials designated in this policy receives a complaint, he or she shall immediately inform the administrator. The administrator will direct an investigation. If the investigation confirms the allegations, prompt corrective actions shall be taken. The individual who suffered the harassing, bullying, or intimidating conduct shall be informed of the corrective action taken. In addition, any employee or student found to be responsible for harassment, bullying, or intimidation in violation of this policy will be subject to appropriate disciplinary action up to and including expulsion or termination. The severity of the disciplinary action will be based on the circumstances of the infraction.

COMPUTER NETWORK SYSTEM USE POLICY

The administration and faculty at Madison Christian School (MCS) acknowledge that computer technology and the resources of the Internet play an important role in our children's education. It is our goal to educate our students in the efficient, ethical, and appropriate use of these resources while using them to achieve curriculum goals.

Students¹ at Madison Christian School have opportunities to enhance their learning experience through:

1. Access to a wealth of additional resource material via the Internet,
2. Researching the opinions of experts in a variety of fields,
3. The process of conducting searches, evaluating resources, and locating relevant material, and
4. Interaction with up-to-date primary sources.

In order to assist students in learning proper use of the K-12 Computer Network System, including Internet access, Madison Christian School agrees to:

1. Providing a safe, secure, and reliable high speed Internet connection using a technology protection measure (TPM) which includes an Internet filtering system that restricts access to sites that contain inappropriate pictures, content, language, or subject matter harmful to students.
 - Subject to direct staff supervision, technology protection measures may be disabled for adults or, in the case of minors, minimized only for bona fide research or other lawful purposes.
2. Directly supervise and monitor the online activities of students when they are using the Internet on campus.
3. Educate students in the appropriate use of the campus computer network system through proper "Netiquette". This instruction will address the Children's Internet Protection Act (CIPA) [Pub. L. No. 106-554 and 47 USC 254(h)] compliant topics regarding appropriate online behavior including:
 - Internet safety and security,
 - Interacting with other individuals while chatting online, e-mailing, and text messaging,

- Disclosure of personal information while on social networking websites and in chat rooms,
 - Cyber bullying awareness and response,
 - The proper citing of Internet sources included in school assignments and projects.
4. Adhere to the MCS Bring-Your-Own-Device (BYOD) Policy, which can be found on the student page at www.mcseaglesoh.org.

Students will be encouraged to report to faculty any activities observed that do not comply with the guidelines set forth in this policy.

Student access to the MCS computer network system is granted as a “privilege” and is not considered a “right.” Access to the computer network system is governed by Madison Christian School’s Code of Conduct. Students are responsible for their actions and will be held accountable for the unacceptable use of the computer network system or the intentional damage of MCS owned computer network equipment. Sanctions, depending on the severity of the offense, may range anywhere from the temporary revocation of computer network privileges to dismissal from Madison Christian School.

Occasionally, whole classes may be shown Internet content during a classroom presentation. In such cases, students not yet granted individual access may be exposed to some content. This exception is approved by Madison Christian School because the presentation is being conducted under the direct supervision of a teacher.

Here are some examples of prohibited and/or unacceptable acts:

1. Accessing any inappropriate content on campus
2. The installation of, or reconfiguration of, any software on any campus computer
3. The intentional deletion of data from any local computer folders or cloud storage service that does not belong to that student
4. The use of a computer where there is no faculty or adult supervisor present
5. Unauthorized access to Internet content through circumventing the MCS’s content filtering system
6. Unauthorized access to another’s files, data, or accounts
7. The invasion of the privacy of any individual, including reading, without permission, material belonging to another person
8. The use of a computer or network login owned by another user with or without the user’s permission
9. The unauthorized disclosure, use, and dissemination of personal information of another person’s personal communications or information without their consent, or the posting of any information not intended for public viewing
10. The posting of rude or inappropriate messages or pictures on the Internet, or Internet “bullying” levied against any person. (Note: These rules apply while on campus or away)
11. The intentional downloading of viruses, or an attempt to circumvent virus protection programs
12. The use of the Internet for illegal activity
13. The use of the Internet for financial gain, or the initiation of financial transactions
14. The purposeful degradation or disruption of the MCS network
15. The use of any “social instant messaging”

Students bringing work from home need to check with the computer lab teacher to make sure their files can be accessed by the software in the computer lab. It is highly recommended that students utilize the Google Drive system to avoid potential file incompatibilities. There should be no expectation of support from MCS IT staff for incompatibilities resulting from lack of adherence to the above statement.

All parents and students are to read and approve by signature, the current version of the MCS Computer Network System Use Policy at the beginning of each school year. The most current version of this document is posted on the MCS website at www.mcseaglesoh.org and will always be considered the official MCS policy. Parent signatures alone are required for K–2nd grade students. The MCS Computer Network System Use Policy form will be sent home and must be returned to campus before any technology privileges will be granted. It is expected that students and their parents (or guardians) sign the form only after having discussed with each other the specific privileges and responsibilities.

Madison Christian School cannot, and does not, assume responsibility for:

1. The reliability of the content of Internet sources accessed by the student. (Students must evaluate and cite sources appropriately.)
2. Any consequences resulting from the disruption of Internet service or network access that result from occasional

network downtime, whether planned or unplanned. Every effort will be made to maintain reliable, available service connections.

¹ Even though the primary focus of this policy is on “students”, this policy applies to both minors and adults. Although called the “Children’s Internet Protection Act,” and requiring specific protections for minors, CIPA clearly applies to certain aspects of adult usage as well. Therefore, the scope of this policy deals with students, staff and school parents who use the MCS Computer Network System. [MCS K-12 Computer Network System Use Policy Approved as Revised on October 28, 2015](#)

LUNCH/RECESS

K - 6th Grade Playground Rules

General Rules:

1. Use the sidewalks to enter and exit the playground area. Avoid traveling through landscaping to get to the playground.
2. No pushing, shoving, tackling, overly physical behavior or name-calling.
3. Slide:
 - a) No more than 2 students at a time going down the slide.
 - b) Students must be seated.
 - c) Do not walk up or down the slide.
 - d) Wait until others have cleared away from the bottom of the slide.
 - e) No bumping and stacking of students on the slide.
 - f) No objects of any kind (i.e. stones, toys, etc.) are to be carried onto the slide.
4. Swings:
 - a) One person per swing (seated position).
 - b) Push from the back of the swing only.
 - c) Do not jump off the swing while it is in motion.
 - d) Do not twist in the swing.
 - e) Take turns.
 - f) Do not stand up on the swings.
 - g) Do not run within the swinging area.
5. Playground boundaries:
 - a) North – end of elementary building
 - b) South – grassy area near ball field
 - c) East – gates across blacktop
 - d) West – the elementary building
6. Stay away from parked cars.
7. Stay away from the modular buildings.
8. Do not enter the school without permission from the duty teacher.
9. Always play within sight of the duty teachers.
10. Do not throw objects that may cause damage to people or property.
11. Students should not bring stuffed animals/toys/trading cards to play with during lunch and recess.

K - 6th Grade Playground Consequences

Infringement of the playground rules will result in the following consequences:

First offense: Sit or stand against the wall for five minutes.

Second offense: Visit to the principal.

Repeated offenses may result in losing recess for a period of time.

Please discuss the playground rules with your child and stress the importance of safety.

K - 6th Grade Lunchroom Rules

1. Keep your hands to yourself.
2. Remember to use quiet voices.
3. Do not trade food with others.
4. Do not touch food that does not belong to you.
5. Do not throw food.
6. Remain seated until you are excused.
7. Pack any necessary silverware and/or napkins. The school does not provide these items.

8. Raise your hand if you need assistance.
9. Please use the restroom before going to lunch.
10. Games or toys may not be brought to lunch.
11. There will be a ten-minute quiet time at the end of the lunch period for grades K-1.

K - 6th Grade Lunches and Drinks

1. Students in grades K-6 must bring a packed lunch unless they are buying a lunch. Please include napkins and plastic ware when you pack your child’s lunch. Microwave ovens are available in the lunchroom for students in grades 3-6 to use. Please send food that requires no more than 1½ minutes of heating time. K-2 students may not bring meals that need to be heated in the microwave. Nutritious foods are strongly recommended.
2. Bottled water and milk are available for purchase. Since law prohibits the sale of carbonated beverages, please do not pack a soft drink in school lunches.
3. An “EMERGENCY office lunch” is available for a student who has no lunch and no parent is available to bring a lunch to the child. Every attempt will be made to contact parents before an office lunch is offered to a student. We want to encourage responsibility in our students, so this lunch is available only twice a year per child when there is an emergency situation. Parents will be charged \$5 and a slip for prompt payment will be sent home with the student.

K - 6th Grade Lunch/Recess Policy

Parents may join their child for lunch after signing in as a visitor.

- Students must be signed out to leave campus during their lunch/recess period by a parent, guardian or designated representative*. The parent, guardian or designated representative must sign the student back in before the bell rings signaling the end of lunch/recess.
- All lunches brought to school after the beginning of the school day will be left in the school office. Students will be called to the office to pick up their lunches.

*Designated representative: To designate a representative, a parent or guardian must submit a written letter to the school office stating their agreement and assumption of responsibility in allowing the named person to take their student off campus to lunch.

K - 6th Grade Lunch/Recess Times

<u>Lunch</u>		<u>Recess</u>	
K-2 nd	11:00-11:30	K-2 nd	11:30 – 11:55 & 2:00 -2:15
3 rd -4 th	11:55 – 12:20	3 rd -4 th	12:20 – 12:45
5-6 th	12:20 – 12:45	5 th -6 th	varies but usually 12:00-12:20

FINANCIAL INFORMATION

“A generous man will prosper; he who refreshes others will himself be refreshed.”

Proverbs 11:25

“And my God will meet all your needs according to His glorious riches in Christ Jesus.” Philippians 4:19

Fund Raising and Donations

Madison Christian School cannot operate on tuition alone. Financial donations from our MCS community enable us to carry out the mission and purpose of Madison Christian School. Opportunities to support the school beyond tuition are provided through the Annual Fund campaign and through occasional school-wide or small group sponsored fundraisers. Donations are accepted throughout the school year and are tax deductible. Please contact the Development Department for opportunities or information concerning donations, fund raising projects and events. A tithe of all fund raising profits is given to mission projects or other needs outside of the school.

“The Lord’s blessing is our greatest wealth.” Proverbs 10:22

Payment Policy

1. Tuition Rates are based on 180 school days.
2. Late enrollments and early withdrawals will be prorated on the number of days the student is enrolled at the daily rate. (Tuition Rate divided by 180 days multiplied by the number of days enrolled)
3. Tuition Payment Options:
 - Annual Payment: Full balance of tuition, less prepayment discount, paid on/before August 1st directly to MCS.

- Bi-Annual Payments: 50% of tuition balance paid, less ½ of prepayment discount on/before August 1st, Second payment on/before December 1st directly to MCS.
 - 12 Monthly tuition payments through Facts Management (July – June)
 - 10 Monthly tuition payments through Facts Management (August – May)
 - Ed Choice/Ed Choice Expansion Scholarship (Families who do not qualify for Low Income Status through ODE are responsible for any tuition over the amount covered by their students Ed Choice Scholarship)
4. Changes to tuition payments must be made two days prior to the payment date, contact the Business Office at 614-497-3456 ext. 3160 for change requests.
 5. Returned check fee of \$25.00 will be accessed on any returned check. Returned checks will not be re-deposited, repayment must be made in the form of cash or money order.
 6. MCS accepts Discover, MasterCard and Visa (3% convenience fee applies).
 7. Addition Fees for sports or co-curricular activities can be paid via cash, check, money order, Facts withdraw or credit card and must be paid prior to participation.

Student accounts that become delinquent for any reason could result in the student being asked to withdraw.

Tuition Assistance

A student must be fully enrolled at MCS to be considered for tuition assistance. Applications for assistance are submitted online through the Facts Grant & Aid portal. The awards committee will meet in June & September to determine awards and will meet an additional time in special circumstances.

Tuition assistance is made available through dedicated donations, account designation, and funds received from the Madison Christian Church's Mission Committee.

Withdrawal Policy

Students who withdraw after July 1st will be assessed at \$300 withdraw fee; this fee will also apply to any student who withdraws during the school year.

Request for student withdraws must be completed in writing and may be submitted in person, via mail, or e-mail to the Administrative Office.

Withdrawn Student Records

The following items must be completed before MCS can fulfill a Student Transfer of Records Request:

- A Transfer of Records form must be signed by the parent/guardian to authorize the approval to transfer their child's records to another school. This form is supplied by the enrolling school and sent directly to Madison Christian School.
- All fees/fines, including the withdrawal fee, have been paid.
- All library books, textbooks, classroom materials and athletic uniforms must be returned.

HEALTH AND SAFETY

"Be strong and of good courage, be not afraid or dismayed for the Lord is with you wherever you go." Joshua 1:9

K - 6th Grade Accident Policy

MCS will supervise students who are either on school property or on a school sponsored field trip. When an accident occurs, the injured student will be sent to the first aid station. If the student is unable to walk, a responsible student will be sent to the first aid station to request assistance. An accident form will be completed and emailed to the parent/guardian immediately after the child has received medical assistance.

911 will be called if necessary. Parent/guardian will be called immediately when emergency services have been contacted. Parents will be notified of any serious accident involving their child during school hours. In addition, an accident report will be sent home that day. If an injury needs immediate medical attention, every effort will be made to contact the parents. If a student needs to be transported via Life Squad to a medical facility, a parent and/or school official will go with the student.

Emergency information is kept for each student. Parents/Guardians: it is your responsibility to keep the office informed of any changes in telephone numbers, emergency contacts, or addresses.

Students may only play on the school playground before or after school if an adult is with them.

Student Supervision

Student breaks, additional recesses, ending of special classes, etc., will be supervised by an adult with a background check or Student Supervisory Permit.

Preschool - 6th Grade Crisis, Fire and Tornado Drills

A written evacuation plan is posted in every classroom and a master copy of emergency plans for the entire school has been given to the local fire and police departments.

Crisis, fire and tornado drills will be held periodically to help students and staff respond in a prepared, calm manner.

K - 6th Grade Visitation

During school hours, ALL visitors (including parents/guardians) to the Madison Christian School campus must sign in at the office and obtain a visitor's badge. Any person without a visitor's badge should be escorted to the school office. The only exception will be preschool/pre-k parents dropping off or picking up their students.

Preschool - 6th Grade Health Care Aide Services

A trained health care aide is available to promote a healthful environment and evaluate children who are ill. Students who are ill or require first aid treatment will be sent to the first aid station. A pass from a staff member is required for a student to visit. A Clinic Visit Form, which documents a visit to the first aid station, will be emailed to the parent/guardian.

Preschool - 6th Grade Immunization Policy

Ohio law requires all schools to have a record of each student's immunizations, including the month, day and year of administration. Madison Christian School follows the requirements of the Ohio Department of Education for admission into school. A list of required immunizations and clinics that offer free immunizations is available upon request from the school health care aide. Failure to comply within two weeks following written notification will result in exclusion from school until the school has received the proper documentation. Head of School must approve all exceptions.

Preschool - 6th Grade Administration of Drugs in School

1. Drugs are defined as any substance other than food intended to affect the structure or function of the body. These drugs include over-the-counter products such as Advil and Tylenol, prescription drugs, cough suppressants, vitamins.
2. Students do not have permission to give another student any drug.
3. No drug shall be administered in school until all of the following requirements are met:
 - The Drug Administration Request Form must be completed by the parent/guardian and signed by the principal. This form can be found online or in the first aid station.
 - The drug is brought to school in the original container in which it was purchased or into which it was dispensed by a pharmacist or physician.
 - The MCS administration designates a person who will administer the drug.
4. The parent must submit a new Drug Administration Form to the health care aide or office if there is any change in the information given on the form or if there is a change in physician.
5. The Drug Administration Form is good only for the school year in which it is submitted.
6. Self-administration of drugs is discouraged but will be considered on an individual basis for unique circumstances. Appropriate safeguards will be discussed and the student, parent, and health care aide or administration must sign a written agreement/procedure.
7. An accurate log of the administration of the drug will be maintained. Parents will be notified on a Clinic Visit Sheet if any "as needed" drugs were administered to the student.
8. If a student uses an over-the-counter drug frequently, the health care aide or administration may require that the student have a physical examination before the medication is administered again at school.

Preschool - 6th Grade Parking Lot Safety

To insure the safety of all students and parents who park or drop off their students, all individuals who drive on campus must follow the traffic pattern map in the registration packet. All drivers must exercise extreme caution and always yield to pedestrians walking to and from buildings. Students and parents are to walk in designated pedestrian areas and must use crosswalks when crossing oncoming traffic.

Preschool - 6th Grade Child Abuse Reporting Policy

As required by state law, Madison Christian School staff must report any "reasonable suspicion" of child abuse to Children's

Services. This would include physical abuse, sexual abuse, or child neglect. Parents may not be notified before the school makes a report to authorities.

K - 6th Grade Substance Abuse Policy

Madison Christian School believes that all people are created in God's image, and we understand our responsibility to live as Christ lived when He was on earth. While we recognize that the world is imperfect and we all may struggle with lifestyle issues, we believe that our bodies are the temple of God and that we are called to be good stewards of our bodies. One of the pressures society places on us today is the temptation to use harmful substances, some of which are also illegal. We strive to be sure that Madison Christian School will be a place where students and faculty can learn together about the harmful effects of such substances and have the support to stand against the pressures to use them. Our intention with this policy is to allow us to stand together in encouraging each other to be good stewards of the bodies God has given us.

This policy applies to alcohol, tobacco, and all illegal drugs. The possession, use, delivery, transfer, or sale of these items during enrollment at Madison Christian School, 24 hours a day, seven days a week, 365 days a year is expressly forbidden. Any student in violation of this policy can expect to be suspended and /or expelled from the school, reported to their parents, and reported to the appropriate law enforcement agency for legal action.

Specific searches may be made of a student's person, locker, vehicle, and /or other personal property if there is a reasonable concern on the part of the administration that a student may be in possession of a banned substance. An administrator and at least one other school employee will conduct all searches. Other methods (such as drug dogs) may be used by the school to insure that the school remains a drug free zone. Parents will be contacted with the results of any individual search.

In recognition that attendance at Madison Christian School is a privilege and not a right, the school requires that all students immediately submit to drug testing when called upon as part of their commitment to making our school drug free. The administration will require drug testing whenever they have a reasonable suspicion. Parents will be contacted to take their child to a school-approved site for immediate testing at the parent's expense. Students who refuse to be drug tested will be expelled.

Students and their families are encouraged to contact the school administration for help with alcohol and other drug-related problems, with the assurance that such contacts will be handled sensitively and confidentially.

BASIC TOPICS OF INFORMATION

K - 6th Grade Chapel

A combined K-6 chapel service is normally held in the Madison Christian Church Worship Center the first Wednesday of each month. Grade level chapel is usually held on the remaining Wednesdays of the month. Please refer to your monthly elementary calendar for the grade level and exact dates. We welcome the attendance of parents and guests.

K - 6th Grade Birthday Celebrations

We have children with allergies to foods such as eggs, peanuts, milk, flour, etc. at our school. Therefore, please do not send any food treats to school to celebrate your child's birthday. We will only allow non-food items as part of birthday celebrations at school. Suggested alternatives might include:

- Small gift bags for each child in the class including such items as pencils, stickers and erasers
- Donation of a classroom game to be used during inside recess
- Donation of a book in your child's honor to the school library

Please contact your child's teacher for preferred birthday options. To avoid disruption to the classroom environment, any balloon/floral arrangements delivered to the school will be held in the office until the end of the day.

3rd - 6th Grade Book Fine Policy

Text books may cost up to \$200 each. These books are expected to be used for several years. The condition of a book will be assessed at the time it is given to the student and then again when it is returned. Fines will be assessed at the end of each semester for lost or damaged books/classroom materials.

K - 6th Grade Cell Phone and Other Electronic Devices Policy

Cell phones and other electronic devices must be powered off during the school day (8:30-3:15). Any student needing to call home may bring their cell phones or other electronic devices to the office with a designated cell pass to make the call. Permission to call must be obtained in the office before the cell phones or other electronic device can be turned on and the call made.

Any cell phone/electronic device heard during class will be taken away and given to the office. Teachers may require that students place their electronic equipment in a secure place during class time. Any cell phone or other electronic device seen and not in the designated location, will be taken away and given to the office. Cell phones and other electronic devices are not allowed on field trips unless the trip coordinator permits. MCS is not responsible for any lost, damaged, or stolen cell phones or other electronic devices.

K-3rd Grade consequences will be handled by Administration.

4th-6th Grade Consequences of having your cell phone taken away:

- 1st time: Detention given and a call to parent/guardian
- 2nd time: In-School Suspension given and parent/guardian must pick up the cell phone or other electronic device
- 3rd time: Out-of-School Suspension given and parent/guardian must pick up the cell phone or other electronic device
- 4th time: Review Board

Preschool - 6th Grade Communications

The timeliest and efficient method of communication between parents and the school will be email. Therefore, it is imperative that each legal guardian provides the school with a current email address. Please refer to www.mcseaglesoh.org and www.renweb.com for current events and information. Parents will also be informed of important events and opportunities through a variety of ways including monthly calendars, Friday folders, and monthly flyers. The custodial parent or legal guardian will be the first contact made regarding school issues that require immediate action/communication.

K - 6th Grade Copier Usage by Students

Students will be charged 10¢ per copy for copies or printed materials that are not for educational purposes. No copyrighted material may be copied by a student unless a written consent is first obtained from the original source. This includes music, workbook pages and textbooks.

Preschool - 6th Grade Distribution/Posting of Printed Materials on School/Church Property

Any printed materials distributed on Madison Christian School/Church property must first be approved by one of the school administrators.

Preschool - 6th Grade Field Trips

Parents will be notified in advance by email, memo or the monthly calendar of all upcoming field trips and any associated costs. You may indicate your desire to participate in field trips by contacting the appropriate faculty member and obtaining a background check via the central office. All field trips are regular school days and all school rules apply.

Preschool - 6th Grade Field Trip Chaperone Information

We appreciate your willingness to enhance the educational experiences of our students by volunteering to chaperone a field trip. Please be familiar with the guidelines below so that our field trip will proceed in a smooth and safe manner. Thank you for giving your time.

Preschool - 6th Grade Chaperone Guidelines:

1. Your assigned students should always remain within your sight.
2. As a chaperone, you must uphold all the standards of behavior set in the student handbook. It is important that you address any and all behavior issues that may occur during the trip. The teachers and staff of Madison Christian School expect the adults on the trip to set the standard of behavior for the students. If any issues occur, please notify the teacher or staff member in charge immediately.
3. Students should never be allowed to go to the restroom alone. If the chaperone cannot go with the student, then another student should be sent with them.
4. Please set your cell phones on vibrate during the entire field trip and only accept emergency calls. Chaperones are asked to focus their attention on the students and their behavior.
5. Students are not permitted to use cell phones during field trips. Permission should only be given to call parents in emergency situations.
6. iPods or other electronic devices are not permitted during the field trip.
7. No smoking is allowed on field trips.
8. You are a representative of Madison Christian School and a role model for our students when you go with us on a field trip. Please dress in a modest and appropriate manner.

9. Any adult participating on a school field trip must submit to a background check.

Preschool - 12th Grade Lost and Found

Lost and found items are kept in a box located in the elementary main foyer (Preschool-6th) and in the hallway across from the athletic office (7th -12th). Items not claimed by the end of month will be removed. We strongly suggest that you label all personal items, especially school uniforms, jackets, book bags and lunch boxes.

K - 6th Grade Pledges

Our students say the Pledge of Allegiance to the American and Christian flags and the Bible regularly.

Pledge to the American Flag:

“I pledge allegiance to the flag of the United States of America, and to the republic for which it stands. One nation under God, indivisible, with liberty and justice for all.”

Pledge to the Christian Flag:

“I pledge allegiance to the Christian flag and to the Savior for whose kingdom it stands. One Brotherhood, uniting all Christians in service and in love.”

Pledge to the Bible:

“I pledge allegiance to the Bible, God’s holy word. A lamp unto my feet and a light unto my path. Its words will I hide in my heart that I might not sin against God.”

Preschool - 6th Grade Telephone Usage

Office phones are to be used for school business only. Unless the school has announced an unexpected change in plans or schedules, students are not to use phones for other reasons. Students will not be called to the phone during school hours except in an emergency. Students may only use their cell phone in the office during school hours. A student must have a phone pass issued by a staff member to use the phone. Students will be permitted to use cell phones or office phones in the event of any unexpected change to school related circumstances.

K - 6th Grade Bus Rules

Students are assigned to ride a specific bus. They are only permitted to ride their assigned bus. Only the bus garage can grant permission for a student to ride a bus on a route other than their assigned one and must be in your school district. If you have questions, please call your school district’s bus garage. Students of Madison Christian School are expected to obey all bus rules. Please review individual school district bus policies at home. If the bus driver writes up a student, the district’s transportation department will send home a written notice for parent signature. The notice must be returned to the bus driver the following day. A copy of the notice will be sent to the school principal. Students will be warned and/or removed from the bus based upon the individual district bus guidelines. Parents are encouraged to contact the bus garage or bus driver concerning recurring problems on the bus.

K - 6th Grade Transportation

A number of school districts provide bus transportation to MCS. Parents should contact the administrative school office at 614-497-3456 for details.

Keeping Up to Date

Parents may keep up with their student’s attendance, progress, and assignments by checking RenWeb online records daily.

Statement of Understanding

We have read and discussed the 2018 – 2019 Student Handbook and understand the obligations of students and parents at Madison Christian School. We understand that this handbook represents the current policies, procedures and regulations. The school retains the right to add, change or delete policies or other school conditions at any time.

Parent Signature

Student Signature

Print Parent Name

Print Student Name

Date _____

Grade _____

This form must be returned to the student’s homeroom teacher on or before Friday, August 17, 2018.