



MADISON CHRISTIAN JR./SR. HIGH 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

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, Administration, 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 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 to his/her face or to others.
- b. Any threats of, or occurrence of, physical abuse is 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 to 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) is 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. 23). 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 at 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 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

Probation Period for New Students

All students at Madison Christian School will serve a probationary period during the first grading period of the year of admission. The term probation generally has a negative connotation, so please do not view it in this manner. We have the responsibility to ensure that all new students fit into our culture well. We will watch all new students to see if he/she is adjusting well to Madison Christian School. If this school is not a good fit academically, socially, spiritually, emotionally or physically, we will take any and all necessary actions.

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.

Academic Integrity Policy

Refer to Honor Covenant.

Cheating or plagiarism is one of the highest academic offenses concerning scholastic and scholarly pursuits; therefore, 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 a 1-day out of school suspension.

2nd offense – Failure for the quarter and a 3-day out of school suspension.

3rd offense – Failure for the class and the requirement to retake the class next year and a 5-day out of school suspension.

All cheating is wrong and violates the honor code. Academic Integrity violations are cumulative. For example, if a student is caught cheating in freshman English and is found cheating again in Chemistry during junior year, the incident in Chemistry is considered the SECOND offense. If the student is caught again senior year, that would be considered the THIRD offense.

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.

Grades 7 and 8

The MCS Junior High program offers strong academic courses that will enrich your student's overall education and prepare the student for high school level coursework. A variety of publishers are used, and the curriculum, which exceeds state standards, integrates a scriptural approach and a biblical worldview.

The junior high program includes core subjects, computer classes, physical education and offerings in fine arts. All junior high math classes will be determined by teacher recommendation and pre-testing. Students may choose art, band or choir as an elective. All students who meet athletic eligibility requirements may participate in junior high-level sports and school activities. Junior high students will utilize a combination of learning styles and academic tools through the computer lab, mobile computer cart, projects, textbooks, and interactive white boards.

Grade 7

English	Life Science	History	Old Testament Bible
Pre-Algebra 1	Art, Band or Choir	Pre-Algebra 1 & 2	Physical Education
Technology			

Grade 8

English	New Testament Bible	History
Computer	Art, Band or Choir	Algebra 1/Honors (high school credit)
Physical Education	Pre-Algebra 2	Earth Science
Foreign Language (high school credit)		

Grades 9-12

The MCS program offers strong academic courses and co-curricular activities that will enrich your student's overall education and prepare the student for a successful college experience. A variety of publishers are used, and the curriculum, which exceeds state standards, integrates a scriptural approach and a biblical worldview.

A complete list of courses can be found in the Madison Christian School Course Description Guide. High school students will utilize a combination of learning styles and academic tools through the computer lab, science lab, mobile computer cart, projects, textbooks, and interactive white boards

JR/SR HIGH BELL SCHEDULE

Monday - Wednesday (WHITE)			
PERIOD	START	END	MINUTES
HR	8:30 AM	8:48 AM	18
1	8:51 AM	9:31 AM	40
2	9:34 AM	10:14 AM	40
3	10:17 AM	10:57 AM	40
A	11:00 AM	11:40 AM	40
B	11:43 AM	12:23 PM	40
C	12:26 PM	1:06 PM	40
4	1:09 PM	1:49 PM	40
5	1:52 PM	2:32 PM	40
6	2:35 PM	3:15 PM	40

GREY Friday (afternoon Office Hours)			
PERIOD	START	END	MINUTES
HR	8:30 AM	8:40 AM	10
1	8:43 AM	9:58 AM	75
3	10:01 AM	11:16 AM	75
A	11:19 AM	11:59 AM	40
B	12:02 PM	12:42 PM	40
C	12:45 PM	1:25 PM	40
Office Hours	1:27 PM	1:57 PM	30
5	2:00 PM	3:15 PM	75

BLUE Thursday (Chapel)			
PERIOD	START	END	MINUTES
HR	8:30 AM	8:40 AM	10
Chapel	8:43 AM	9:43 AM	60
2	9:46 AM	10:56 AM	70
A	11:00 AM	11:34 AM	34
B	11:37 AM	12:11 PM	34
C	12:14 PM	12:50 PM	36
4	12:53 PM	2:03 PM	70
6	2:05 PM	3:15 PM	70

Students studying Advanced Placement (AP) or International Baccalaureate (IB) courses in biology, American history or American government may take and substitute test scores for end-of-course exams to avoid double testing. Students also may substitute grades from College Credit Plus courses in these sciences and social studies subjects for end-of-course state exams.

OR

2. College Admission Test

Students earn “remediation-free” scores in English language arts and mathematics on a nationally recognized college admission exam (example ACT or SAT). The state of Ohio will pay one time for all 11th grade students in the classes of 2018 and beyond to take the exam free of charge.

Remediation-free scores as posted by ODE are as follows:

- Math - ACT 22 or SAT 520
- Reading - ACT 22 or SAT 450
- Writing - ACT English 18 or SAT Writing 430

HONORS DIPLOMA CRITERIA FOR THE STATE OF OHIO

Students need to fulfill all but one of the criteria listed below to qualify for an Honors Diploma.

English	4 credits
Mathematics	4 credits, including Algebra I, Geometry, Algebra II or the equivalent and another higher-level course
Science	4 credits including Physics and Chemistry
Social Studies	4 credits
Foreign Language	3 credits of the same language or 2 years each of two different languages
Fine Arts	1 credit
Grade Point Average	3.5 cumulative on a 4.0 scale
ACT/SAT Score	27 ACT or 1210 SAT

Class of 2021 has new Honor’s Diploma requirements that have not been formally published by ODE at the time of this printing. Anticipated changes involve removing the required physics and substituting it for any advanced science and an increase in the SAT score from 1210 to 1280.

Diploma with Honors requirements pre-suppose the completion of all Ohio high school diploma requirements.

9th – 12th Credit Recovery

Should a student fail a course at MCS, they will have the opportunity to recover that credit by retaking the course to earn credits toward graduation. Credit Recovery programs must be approved by the MCS Administration before registration.

Credit Flexibility

Students can earn high school credit via the Credit Flex Program based upon the following criteria as set by the Ohio Department of Education:

- Completing coursework at MCS, another school, on-line class, home school, summer school
- Testing out of or demonstrating mastery of course content
- Pursuing one or more “educational options” (e.g., distance learning, educational travel, independent study, an internship, music, arts, after-school/tutorial program, community service or other engagement projects).

Credits earned through this alternative means will be reflected on the student’s high school transcripts, like any other class. There will be no limit to the number of credits earned with these educational options. Any grades submitted through this credit flexibility plan will be entered on the student’s transcript according to the MCS grading scale.

An MCS Credit Flex Pre-approval form must be completed, submitted and approved by the high school principal before the student may begin the Credit Flex Program.

11th & 12th Community Service Requirement

“Do nothing from selfishness or empty conceit, but with humility of mind regard one another as more important than yourselves; do not merely look out for your own personal interests, but also for the interests of others.” Philippians 2:3-4

Our goal for this program is to give junior and senior students an opportunity to learn the value of serving others. We challenge our students to follow the example of Christ and share His love through service and compassion. It is important that hours submitted for approval align with the original intent of the program. We would like students to seek opportunities outside of their family and school campus. Through this program, students will be given the opportunity to serve in their community, church, and school.

Community Service Hours Guidelines

1. Students will be required to provide documentation of 80 hours of mission/service hours in order to graduate from Madison Christian School.
2. Students enrolled for only their senior year will be required to earn only 40 community service hours.
3. Students can begin earning service hours during the summer before their junior year. All 80 hours must be documented by April 1st of their senior year.
4. Only 40 hours of the required 80 may be devoted to any service done on campus (may include teacher’s assistant, sports ministry, and class service projects, excluding any of the following:
 - A. Any activities that will earn recognition.
 - B. Receive compensation.
 - C. Receive grade credit.
5. The other 40 hours must be dedicated to the community and/or church service projects off the school campus.
6. A maximum of 10 hours may be dedicated to serving family members outside of the student’s immediate household.
7. If possible, all projects must be pre-approved by the guidance counselor. Approval forms are available in the high school office or online. If you are unsure about your project, please gain pre-approval.
8. The Jr./Sr. High office requests that approval forms for summer service projects be turned in for approval before summer break. However, we recognize that service opportunities may arise during summer vacation. If these projects meet the preset guidelines, approval will be granted at the beginning of the new school year.
9. Only hours you are serving will be calculated. Practice, travel time, etc. will not be included.

9th – 12th Honor Courses

MCS offers honor level courses that are weighted.

MCS College Credit Plus Program (CC+)

Ohio’s College Credit Plus can help you earn college and high school credits at the same time by taking college courses from community colleges and universities. The purpose of this program is to promote rigorous academic pursuits and to provide a wide variety of options to college-ready students grades 7th – 12th. Taking a college course from a public college or university College Credit Plus is free. This means no cost tuition, books or fees. If you choose to attend a private college or university, you may have limited costs.

- Before March 1st, your district will provide information about College Credit Plus Program to all students in grades 7th -12th. An informational session will be held, and all colleges and universities within a 30-mile radius will be invited to attend before March 30th.
- By April 1st, notify your school counselor if you intend to participate in College Credit Plus next year.

CC+ grades will be entered on the high school transcript upon course completion and will be calculated into the student’s cumulative GPA based upon our highest grading scale.

Schedule Changes

1. Necessary schedule changes should be completed before the opening of school in August. Any other changes will be made during the first five academic days of school.
2. Students who want to add or drop a course must complete the Add/Drop Form available from the guidance counselor.
3. If a course is dropped for any reason after five academic days, the student will receive an F for the course unless waived by the principal.
4. MCS reserves the right to adjust placement based on student's ability and performance.

9th – 12th Physical Education Exemption Policy

To be exempted from the Physical Education requirements of Madison Christian School, the student must complete two full seasons of a high school sport. These must be completed by the end of the fall season in their senior year. Exempted students must also complete one-half unit in another curricular area. There is no credit given for one completed season. Any season during which a student quits, is cut, or is unable to complete the season cannot be used to meet the two-season requirement. PE exemption forms are available in the Jr./Sr. High office or online. Students must complete a contract. Students wishing to use Cheerleading as a sport to count toward PE Exemption must submit a detailed report showing that the hours of activity are comparable to other varsity sports.

Class Size

The Administration reserves the right to determine classroom size.

Homework Policy

Homework will be assigned for the following reasons:

- Test/quiz preparation Introduce new material Reinforce skills
- Enrich learning Complete unfinished school assignments

Homework expectations will increase as the student moves through the grade levels. Homework assignments will be posted on RenWeb.

Projects

Projects will have clear expectations in written form for students to take home and share with their parents. All projects need to be handed in the day they are due whether the child is at school or absent.

Test Policy

Students will be given adequate notification of upcoming tests. Testing dates will also be posted on RenWeb.

Parent-Teacher Conferences

Conferences are held once per semester during the school year. It is not necessary, however, to wait for a scheduled conference. If you have a concern, you may request a conference at the teacher's earliest convenience.

Conference Courtesy

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

- Remember, a parent-teacher conference is a beneficial two-way exchange of information about your child.

Report Cards/Interim Reports

There are four grading periods in the academic school year. Interim progress notices for grades three through twelve will be issued by approximately the fifth week of each grading period. Report cards will be issued approximately one week after the end of each grading period.

Grading Scale

LETTER GRADE	NUMERICAL GRADE	4.0 SCALE STANDARD	4.5 SCALE HONORS	5.0 SCALE AP/CC+
A+	98-100	4.0	4.5	5.0
A	93-97	4.0	4.5	5.0
A-	90-92	3.7	4.2	4.7
B+	87-89	3.5	4.0	4.5
B	83-86	3.3	3.7	4.3
B-	80-82	3.0	3.4	4.0
C+	77-79	2.7	3.1	3.7
C	73-76	2.35	2.75	3.35
C-	70-72	2	2.4	3
D+	67-69	1.7	2.1	2.7
D	63-66	1.35	1.75	2.35
D-	60-62	1	1.4	2
F	0	0	0	0

9th – 12th GPA - Explanation of Grade Point Averages

A quarterly GPA reflects the grades earned in a single grading period. The quarterly GPA calculation method includes the grade earned as well as the weight assigned to the individual class.

A yearly GPA reflects the average of each semester, considering the weight of each class. The final GPA is only calculated on a report card after a final grade is earned for the class.

A cumulative GPA is calculated from all final grades that have been entered onto a high school transcript. Grades are only added to the high school transcript once a final grade has been earned for the class. The cumulative GPA also includes independent coursework, as well as CC Plus Program grades. The calculation method includes the grade earned as well as the weight assigned to the individual class.

Transfer Credit Policy

MCS will accept state approved homeschool transfer credits and credits received from a regionally accredited institution. The credits will be recorded as stated below. Current MCS Students: full time MCS students may only transfer credits from regionally accredited institutions, regionally accredited high schools, or regionally accredited on-line high schools. The administration and guidance office will determine the credit awarded. All courses for each student must be approved, in advance, through the high school. For incoming students, courses transferred to MCS will be listed on the transcript, but will be granted on a 4.0 scale. MCS reserves the right to scrutinize the course content and competencies to discern the awarding of credit. In addition, MCS may require an end of course proficiency test in order to determine placement

Honor Roll

The following standards will be used to determine honor roll status (each grading period):

- Honor Roll – A's and B's
- Principal's List – All A's

Senior Character Awards

The MCS Character Awards will be presented during the Jr./Sr. High School Awards Ceremony. Nominations for the character awards are taken from any administrator, staff member or teacher through the student's senior year. The final selection will be made during the final 9 weeks grading term, tabulated and overseen by the high school principal and graduation coordinator. Each recipient will have the opportunity to present an award speech at the graduation ceremony.

Valedictorian/ Salutatorian

Calculations to determine the class valedictorian and class salutatorian awards will be done at the beginning of the last nine-week grading period of the students' senior year. This cumulative grade point average will include all MCS credit classes, all PSEO/CC+ courses and all independent course grades that have been submitted to the junior/senior high office by the first day of the last grading period. The student who has earned the highest cumulative GPA will be recognized as the Valedictorian, and the student with the second highest cumulative GPA will be recognized as the Salutatorian. Both individuals will receive an award and present a speech of the commencement ceremony. Only students that have attended MCS for the entire junior and senior year will be eligible to receive the Valedictorian/Salutatorian title. This will apply for Junior Marshalls as well.

Academic Excellence Awards

The cords will be presented to any MCS student who has maintained a GPA of 4.0 or higher while a high school student at MCS, and the cords will be worn at graduation.

High School Exams

- All 9th – 12th students will take semester exams in all year-long courses. 8th grade students taking Algebra 1 will be included in all exam procedures.
- Exam grades for grades 9th – 12th will represent 20% of the semester average and are comprehensive.
- Students must stay in the testing or classroom situation for the scheduled periods. Students will be allowed to come once to school and leave once from school. Transportation arrangements need to be made before coming to school.

High School Exam Exemption Policy

Year-long class (1.0 credit): The student is exempt from taking a final exam in a class if he/she has an "A" (93% or higher) for the first semester grade and an "A" (93% or higher) average for the second semester. Second semester grade includes the third quarter report card grade and the fourth quarter grade book average.

Semester-long class (.5 credit): The student is exempt from a final exam if the average of both quarters is a 93% or higher.

Options for the student who does not have to take the final exam:

- If the student does not take the exam, the average of the first and second semester grade is given.
- If the student takes the final exam and scores higher than his first and second semester average, the higher grade is given.
- If the student takes the final exam and scores lower than the first and second semester average, the higher average grade as his semester grade is given.

7th – 8th Retention

A student will be retained for the year if he/she has two "F's" as final grades in core subjects. The core subjects include:

History English Science Bible Math Reading

9th – 12th Promotion

The following list of credits reflects the minimum number of credits needed for a student to be promoted to the next high school grade. Failed courses may be repeated to earn credit.
Credits (Includes Bible)

5 minimum credits for 10th grade
17 minimum credits for 12th grade

11 minimum credits for 11th grade

Testing

- All 7th and 8th graders will be participating in MAP testing at the beginning and end of the school year to measure academic growth.
- The Jr./Sr. High School does participate in the Ohio End of Course Exams (AIR). 9th – 12th grade students must earn the 18 points from the exams in order to receive a diploma from the State of Ohio.
- The Preliminary Scholastic Aptitude Test / National Merit Scholarship Qualifying Test (PSAT) is administered to all juniors in the fall. This test measures verbal and mathematical reasoning abilities, which are needed to do college level work.
- The ACT / SAT should be taken during the spring of the junior year and then again in the fall of the senior year. Register online at www.actstudent.org or www.sat.collegeboard.org. Students must register by the deadlines and testing is done at various testing sites around the Columbus area. Freshmen and sophomore students may also take these tests to familiarize themselves with the testing. There is a fee for the testing. The guidance counselor can answer any questions or assist students who wish to register for either test.

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 the 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 (MAP/ASPIRE/PSAT/PACT/AIR) 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 of the Ohio Achievement Assessment.
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 3301-13-05 of the Administrative Code, the disclosure of test questions, paraphrases, facsimiles, or any other material that would assist a pupil taking the Ohio Achievement Assessment are prohibited.

EXTRA-CURRICULAR/CO-CURRICULAR ACTIVITIES

All extra-curricular and co-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.

Athletic Eligibility

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.

In addition, Madison Christian School has the following 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.

Co-Curricular

- Student Council
- Junior Honor Society
- National Honor Society
- Jr./Sr. High Art Show/ Contest

Extra-Curricular

- Student led Bible Study
- Bowling Club
- Jr. High Coed Soccer
- Varsity Girls Soccer
- Jr. High/Varsity Track
- Jr. High, JV/Varsity Boys Basketball
- Jr. High, JV/Varsity Girls Basketball
- Jr. High, JV/Varsity Girls Volleyball
- Varsity Cross Country
- Plays and Musicals
- OMEA Competition Athletics
- Sr. High Golf
- High School Tennis
- Jr. High/Varsity Baseball
- Jr. High/Varsity Softball
- JV Boys and Varsity Boys Soccer
- Jr. High, JV/Varsity Cheerleading
- High School Swim Team

Extra-Curricular Eligibility

Madison Christian School requirements:

- 7th & 8th grade students must pass 100% of the classes taken the preceding grading period to be eligible.
- All students must obtain a 2.0 GPA in the prior quarter to maintain their eligibility.
- No student is eligible to participate if they receive an F as a final nine-week grade.

If your family standards are higher than the school's, Madison Christian High School supports you in that decision.

RETREATS/CAMPS

Class Retreats

In order to emphasize a strong, committed Christian school community, MCS Jr./Sr. High organizes class retreats each year centered on the scriptural theme of the year. The class retreat days will emphasize leadership and team building skills, as well as spiritual and social development. The MCS Staff will use these opportunities to encourage our student body to fellowship and work together toward common goals. These retreat days will provide opportunities for students to work in groups as well as set individual goals for the school year. The 8th grade class will use the retreat day as part of the annual Washington D.C. trip. The 12th grade will go on a 3-4 day retreat with the emphasis on spiritual growth and class unity.

ATTENDANCE

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 9:00 am 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 10 period absences per course 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 a course 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.

Athletic Absences

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.

Excused Absences

1. Physical illness
2. Medical appointments
3. College visits: two per school year (juniors and seniors). Students must fill out a pre-approved absence form in advance of the visit. Students may request an additional day from the administration.
4. 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

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. Teachers are under no obligation to gather up assignments ahead of time for students who will miss school due to vacations. It is the student’s responsibility to check Renweb for missed assignments.

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

If a student misses more than ten (10) class periods, per semester, in any one class, he or she will lose credit for that course. Please remember that block periods count as (2) period absences. Extraordinary circumstances, if approved by the administration, may result in this policy being waived.

Definition of Absences

A student must be in attendance in a given class for at least half of the time to be counted present. A student must be in school at least a half-day to participate in co-curricular activities after school that day.

Student Arrival

Students may not enter the building before 7:45 am without preapproval from the principal.

Make-Up Work

All work missed as a result of an absence must be submitted to the appropriate teacher. Students will receive the same number of days as those that were missed to make up missing work.

Athletic contests or scheduled school events do not qualify as make-up work; therefore, 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.

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 am 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 convocation, assembly and chapel. Students who are reported tardy for the 5th time will have an afterschool detention; a 10th reported tardy will result in a second afterschool detention; a 15th reported tardy will require a parental conference with the CORE team to determine a plan going forward. The student tardy count reset at the beginning of each new quarter.

When a Student is Sick at School

Students who become ill at school must obtain a pass from the classroom teacher to go to the school nurse. A student may remain in the nurse's office for up to 20 minutes, after which time it will be decided if the student should return to class or go home. The parents of a student who is too ill to remain in school will be called. The student must sign out in the office after receiving permission to leave from the nurse. The student may then be picked up by an approved adult, or may drive home. The student may not be driven home by another student unless that student is a sibling and will not have to miss class.

Health Related Guidelines for Keeping Your Child Home from School

- Severe coughing
- Conjunctivitis (pink eye)
- Untreated infected skin patches
- Skin rashes associated with a fever
- Diarrhea (more than one abnormally loose stool within a 24 hour period)
- Fever of 100° and above (student must be fever free for 24 hours before returning to school)
- Difficulty breathing
- Evidence of lice or scabies
- A sore throat associated with a fever
- Vomiting

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.

If your child has a communicable disease such as lice or impetigo, please contact the first aid station to help prevent the spread of the disease.

Student Medication

School policy does not permit medication of any kind (e.g. Advil, Tylenol, etc.) to be carried by the student during school hours. Ohio law does not permit prescription medication to be carried by the student (with the exception of EpiPen's and inhalers). If a student requires medication (prescription or nonprescription) during the school day, the student must come to the health office for administration of that medication. Prescription and non-prescription medication forms are available in the office.

Concussions

A student's best chance of full recovery from a concussion involves two critical components: cognitive and physical rest. Continued research has focused on the fact that cognitive rest is essential to the quick resolution of concussion symptoms. Cognitive stimulation includes: driving, video games, computers, texting, cell phone use, loud/bright environments, television, reading and studying. These must be limited, and in most cases, completely avoided. Physical activity must be avoided while recovering.

Recovering from a concussion is an individual process. It is important to focus on returning to health and adhering to physician's orders. If it takes longer than a 9-week period to complete all academic

work, an incomplete will be given on the report card. Once all of the work is turned in, a new report card will be issued.

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, he 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. 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 the following school day.
3. Assignments may be requested one week prior to scheduled extended absences. Families are encouraged to take vacations during regularly scheduled school breaks.
4. Students who take pre-planned absences must submit missed work upon return.
5. In grades 7th – 12th, students/parents are expected to independently check RenWeb for missed assignments.

Partial Day Attendance

- Attendance is calculated per classroom period and accumulates throughout the school year. (i.e. missing 3 periods per day for 2 days equals one full day absence.)
- A student is considered tardy if he arrives in homeroom after 8:30 am.
- In order to participate in athletic or after school events, a student must be in attendance at least four class periods excluding lunch the day of the event.

Student Dismissal

Bus Students

- High School students wait in the high school lobby until their buses arrive.

Please note: only the bus garage can grant permission for a student to ride a bus on a route other than their assigned route. If you have questions, please call your school district's bus garage.

Car Students

- Car students are dismissed at 3:15 pm.

Early Pick-Up

- If a student needs to leave school before the end of the school day, the office must be notified.
- The authorized person must report to the office to meet and sign out the student. Students may not be picked up from individual classrooms.
- Student drivers may sign themselves out with prior notification from a parent/guardian

After School Supervision

After school supervision has been established to provide a safe environment for students involved in athletics until 5:00 pm. Another study table was established in 2018 for students that are not involved in athletics, needing a supervised place to stay until 6:00 pm.

Time: 3:30 pm - 6:00 pm - Monday - Friday during all regularly scheduled school days.

Place: Activity Center Classroom (classrooms will be posted)

Participation Requirements: Any student, currently enrolled in Madison Christian School, and remaining on campus (not immediately involved in an after-school activity) after 3:30 pm.

Fees: There is a fee for the non-athletic study table.

Responsibilities of Student(s): All students remaining on campus, after 3:30 pm and not immediately involved in a supervised activity, must report to the designated after school supervision room.

- All students must bring something (homework) to keep them quietly occupied; no excessive trips to the lockers or around the building.
- All students must remain, with the exception of bathroom visits and meetings with teachers (permission required), in the designated room.
- All students must sign themselves into the room.
- All students must sign themselves out (if driving) or they must be signed out by their driver (students being picked up) before they leave the room. There is a “come once, leave once” policy. A student cannot depart from the campus and return to the room after he/she has already left.
- All student(s), before they are allowed to leave the room, must be granted permission from the proctor. Permission is based on “seeing” or “speaking-with” the student’s parent(s)/guardian(s).
- All students are allowed to bring and/or purchase snacks to be consumed in the room.
- All students must follow “normal classroom” rules of etiquette.

Responsibilities of Parent(s)/Guardian(s):

- Parent(s)/guardian(s) must be prompt in picking their student(s) up no later than 6:00 pm. If you pick up your student late, a \$1.00 per minute fee will be charged.
- Parent(s)/guardian(s) must be “present” or “spoken-with” (via cell phone) to release the student(s) after school supervision.
- Parent(s)/guardian(s) will view and understand that after school supervision is a privilege and not a right.
- Parent(s)/guardian(s) will do, within their control, all that is necessary to create a productive working relationship with all staff involved in this program.
- Parent(s)/guardian(s) will do, within their control, all they can to communicate effectively with all staff involved in this program.

Emergency Closings

All delays, early dismissals and closings will be posted on the home page of www.mcseaglesoh.org, the announcement page of ParentWeb, 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 will also receive text alerts through Renweb that will notify you of a school closing.

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

www.10TV.com
www.1049theriver.com

www.nbc4columbus.com

<http://abc6onyourside.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, and it will not be counted towards the attendance total. If you have any questions regarding our school closing policy, feel free to call the office at (614) 497-3456.

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.

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

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.

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.

Gum

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.

Boys' Uniform Code

Students must wear the MCS polo shirts with the MCS crest. They need to be purchased through the MCS Spiritwear store. These will be available for purchase on Registration Day and throughout the school year.

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. There should be no distracting or extreme hairstyles (the administration reserves the right to determine what constitutes as an extreme or distracting hairstyle).
 - 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 hair implements – beads, rubber bands, braids, head bands, extensions, etc.
 - Must be clean shaven/groomed at all times and have no facial hair – no mustaches, goatees, or beards.
 - Sideburns must be no longer than the bottom of the ear.
 - 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 grey, royal blue, navy blue, and hunter green
 - Oxford shirts (long/short sleeves) – light blue, 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, grey, navy or black.
 - No long sleeve shirts under short-sleeved polo shirts.
4. Uniform sweatshirts and hoodies may be purchased through the MCS School Store.
 - A collared school uniform shirt must be worn underneath sweaters or sweatshirts if you want to take the sweatshirt or hoodie off at any point during the school day.
 5. Pants and shorts
 - 7-12 must be a chino pant (flat front or pleated).
 - No cargo-style shorts
 - Walking shorts need to be knee length.
 - 7-12 - Shorts may be worn all year
 - Colors- Khaki and navy
 - No sagging of pants is permitted.
 6. Appropriate shoes include dress shoes, loafers, and athletic shoes. All shoes must have a hard, rubber sole.
 - Sandals, Crocs, and Slippers are not permitted (7-12)
 - Boots are not permitted.
 7. Socks must be worn with shoes and must contain no more than 2 colors and should match the uniform.
 8. Temporary or permanent tattoos cannot be visible.
 9. Jackets, coats, hats, outdoor boots and other outer apparel may not be worn during class.
 10. All school attire must be clean, unstained and wrinkle free with no torn or ripped fabric.

Girls' Uniform Code

Students must wear the MCS polo shirts with the MCS crest. They need to be purchased through the MCS Spiritwear store. These will be available for purchase on Registration Day and throughout the school year.

1. Hair must be clean, well-groomed and out of eyes
 - Hair must be a natural color and no extreme or distracting hairstyles.
 - Hair accessories must match the uniform. Bandanas are not permitted.
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 grey, royal blue, navy blue, and hunter green
 - Shirts worn underneath the uniform cannot have writing on them and must be white, grey, navy or black.
 - Long sleeve shirts are not permitted under short-sleeved polo shirts.
 - Uniform sweatshirts and hoodies may be purchased through the MCS School Store.
 - A collared school uniform shirt must be worn underneath sweaters or sweatshirts if you want to take the sweatshirt or hoodie off at any point during the school day.
4. Proper undergarments must be worn.
 - Garments worn under uniform shirts should not be visible.

Bottoms

- Skirts must be purchased at The School Closet or Land's End in White Plaid, Tan, or Navy Blue.
 - Skirts must touch top of knee. If a student has repeated skirt violations, that student will lose the right to wear a skirt for the remainder of the school year.
 - Solid Tights may be worn with skirts (grey, black, blue, and white) and must have feet (no patterns allowed).
 - Leggings are not permitted.
 - Pants and shorts must be a chino pant in navy blue or tan. 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
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.
 6. Socks must be worn with shoes. Socks must match the uniform and must not contain more than 2 colors.
 7. Temporary or permanent tattoos cannot be visible.
 8. Jackets, coats, hats, outdoor boots and other outer apparel may not be worn during class.
 9. All school attire must be clean, unstained and wrinkle free with no torn or ripped fabric.

Non-Uniform School Days (Dress-Up or Dress-Down)

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. Short skirts, long tops or dresses must come to the top of the knee
5. These items are not allowed:
 - Flip flops Athletic shorts Sweat (or workout) outfits
 - Chains Sagging pants Rips, holes or frayed clothing
 - Midriff shirts Tank tops Tube tops
 - Low cut tops Tight shirts Pajama pants
 - Inappropriate slogans or pictures Skinny Jeans
 - Logos, words, expressions, pictures, etc., shall not be contrary to school values
6. All Fridays are school spirit days. Wear any MCS logo approved apparel (shirt, sweat shirt, sweater, etc.) with classic blue jeans. The jeans must be neat and without a need of repair (no holes, rips, or extreme distressing. No skinny style jeans will be permitted. Any student that does not wear the appropriate jeans will lose their privilege for the entire school year.
7. Students that change for gym class must bring shorts that are knee length.

Final approval of student attire is at the discretion of the staff.

Apparel at school-related activities must be modest, appropriate, and God honoring.

Consequences for Dress Code/Uniform Violations

First and second offenses: Written warning form will be sent to parents that must be signed and returned.

Third offense: Letter will be sent to parents notifying them that their student has a detention. If the violation is severe, parents will be called to take student home to get proper attire or bring proper attire to school.

Fourth offense: Letter will be sent to parents that must be signed and returned.

Fifth offense: Second dress code detention will be given.

Sixth or any more offenses: A detention will be given for each offense.

Dress code violations start over every 9 weeks.

After three violations for a skirt or shorts length issue in one school year, the student will no longer be allowed to wear a skirt or pair of shorts for the rest of the school year.

Three detentions result in an in-school suspension. Detentions accumulate throughout the entire year. After three suspensions within one school year, the student and parent must appear before the Review Board to determine appropriate action. The MCS administration retains the right to make all final decisions on questions of dress code violations.

CODE OF CONDUCT

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 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.

Articles Prohibited

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

- The following personal electronic devices: 3G/4G enabled iPads, tablets or eReaders, Nintendo Switch, and/or other gaming devices with internet access are not permissible.
- 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 narcotics (real or counterfeit)
- Any 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. 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 and repeated behaviors or attitudes.
- 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.

In School/Out of School Suspensions

Infractions usually resulting in a suspension may include, but are not limited to the incidents found below:

- | | | | |
|---------------------------------------|----------|-------------------------|----------|
| • Stealing | Lying | Plagiarism | Forgery |
| • Flagrant disrespect | Gambling | False alarms | Fighting |
| • Misuse of technology | | Inciting panic | Hazing |
| • Destruction or defacing of property | | Inflicting major injury | Cheating |
| • Repeated behaviors/attitudes | | | |

- Reckless endangerment of self or others
- Disrespect of those in authority
- Possession or use of pornography
- Abusive language including profanity
- 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
- 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 extracurricular mission of the school
 - Suspended students may not attend classes or any other school activity including home and away athletic events.
 - In-School Suspensions may be assigned with or without the assignment of a previous detention or written warning.
 - Out of School Suspensions may be assigned with or without the assignment of a previous suspension, detention or written warning.

Dismissal

- MCS has adopted a policy of zero tolerance for violent, disruptive, or inappropriate behavior, including (but not limited to) excessive truancy, and establish strategies ranging from prevention to intervention to address the behavior. Micah 6:8b “What does the Lord require of you? To act justly, to love mercy and to walk humbly with your God.”
- 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.

Detention Policy

Detention 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.

Detention Procedures

1. Students who arrive after 3:30 pm will be considered tardy to detention period and will be issued an additional detention. Students will not be permitted to go to lockers during or after the detention period.
2. Students should use the restroom before reporting to detention. No one will be excused to the restroom during detention period.
3. Jackets/coats are to be taken to detention, but not worn during detention.
4. Students are required to do homework or sit quietly during detention.
5. Any student who refuses to comply with the detention assignment or is disruptive during the detention period will be sent to the office for further disciplinary action.
6. Following detention, the supervising staff member will escort students to the appropriate exit.
7. The detention teacher may assign students tasks to perform during detention if they do not have an assignment given by the staff member who sent them to detention.

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.

Suspension

A 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.

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. You will not be able to buy lunch that day.
 - b. 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 follow 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."

Expulsion

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 the intent to harm.
9. Excessive truancy.
10. Repeated behaviors/attitudes (as listed above).

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.

Administrative discretion may be used in the enforcement of these policies on a non-discriminatory basis.

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.

Micah 6:8 "What the Lord requires of us is to do justly, to love mercy and to walk humbly with Him." Even though we practice mercy in dealing with discipline situations, when it comes to weapons and threats, we act justly, thus having zero tolerance for students in this area.

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.

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 building principal who will immediately initiate action concerning the threat. The accused student will immediately be removed pending investigation of the incident.

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 desist from 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 staff, staff to parent, parent to staff.

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 for 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 electronic communication. This includes, but is not necessarily limited to, the 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:
 - a. 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.
 - b. 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:
 - a. Unwanted sexual advances or propositions.
 - b. Offering academic benefits in exchange for sexual favors.
 - c. Making or threatening reprisals after a negative response to sexual advances.
 - d. Visual conduct such as leering, making sexual gestures or displaying sexually suggestive objects or pictures, cartoons, or posters.
 - e. 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.
 - f. 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.
 - g. Physical conduct such as touching, assaulting, impeding, or blocking movements.
 - h. 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

1. Employee-student harassment, bullying, or intimidation of any type is prohibited.
2. 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 the 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:

Jr./Sr. High School Principal and Elementary Principal at (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.

LUNCH

Lunchroom Visitors Policy

No visitors are allowed during lunch.

Lunchroom Procedures

During the lunch period, students entering the eating area will be directed to designated tables. Students are to remain seated in the designated eating areas during lunch. Food is not permitted in any other areas. Students are expected to clean up their eating area. This includes the table, seat, and floor areas if necessary. Student lunchroom clean up schedule is announced daily.

Closed Campus Lunch Policy

With safety as the primary consideration, Madison Christian School has adopted a closed lunch policy.

- Lunch periods at Madison Christian School are closed with the exception of individuals employed on the Madison Christian campus.
- Students must be signed out to leave campus during their lunch 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.
- 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.
- For safety concerns, students may not order food to be delivered to the school via Uber Eats or any fast food establishment that delivers.

*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.

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. 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 payments are based on:
 - 180 school days
2. Tuition can be paid in one of 3 ways:
 - Annual advanced tuition: a discount is given for those paying the entire annual tuition. Full payment must be made directly to Madison Christian School by August 1st.
 - Monthly tuition payments made through FACTS Tuition Management.
3. A bank fee will be assessed for each returned check.
4. Discover, MasterCard and Visa cards can be accepted.
 - Failure to meet tuition payments will necessitate student withdrawal.
 - If for any reason you are unable to make your payment on time, it is your responsibility to contact the school’s business manager at (614) 497-3456.

Tuition payments DO NOT coincide with the number of days in session for each month. The tuition is based on the total school year. Late enrollments and early withdrawals will be prorated based on the number of days the student is enrolled.

Tuition Assistance Applications

Tuition assistance funds are provided as a benevolent mission of Madison Christian Church. Tuition assistance will be used to assist families with a portion of the cost of tuition. A confidential information form and last year’s tax forms must be submitted for consideration to the tuition assistance committee. This form may be obtained through the administrative office, but may not be obtained until the student has been accepted.

Withdrawal Policy

Parents planning to withdraw students from Madison Christian School should do so no later than July 1st. Parents must notify the office of student’s withdrawal in writing or by email. After July 1st, a \$300 withdrawal fee per student will be assessed. This fee will also apply to students who withdraw during the school year. Requests for exceptions may be made only to the administration. This policy is meant to encourage a firm commitment so that the school can remain fiscally accountable.

Withdrawn Student Records

The following items must be completed for MCS to fulfill a request to transfer student records:

- 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 will be 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.

Graduation

All student accounts, fees, athletic uniforms and book fines must be cleared before a graduating senior will receive a diploma and a copy of his/her transcripts.

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

Accident Policy

MCS will supervise students who are either on school property or 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/Guardian: 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 breaks, additional recesses, ending of special classes, etc., will be supervised by an adult with a background check or Student Supervisory Permit.

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.

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 parents dropping off or picking up their students or those attending chapel services/programs during school hours.

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 in the elementary building. 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.

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 the 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. MCS Administration must approve all exceptions.

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 and 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 requested from the school office.
 - 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.

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. Please do not text and drive on the MCS campus.

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 will not be notified before the school makes a report to authorities.

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 ensure 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

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. 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.

Book Fine Policy

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.

BUILDING AND GROUNDS

All school property was provided through the sacrificial gifts and labor of many parents and friends and belongs to the Lord. He gave it to us to use for Him. Realizing this, it is of utmost importance that we work together to keep the property in good condition. All students should observe the following rules:

1. Pick up trash and place it in trash cans.
2. Help keep the property in good repair by never defacing or damaging it; report anything that is broken or lost to a teacher or high school office personnel.
3. Any damage done to the school facilities, caused by improper behavior, may be repaired at the student's expense.
4. Students who willfully damage, deface, or destroy school property may face appropriate disciplinary action and repairs may be made at the student's expense.

Cell Phone and Other Electronic Devices Policy

Cell phones and other electronic devices must be powered off during the school day (8:30 am - 3:15 pm). 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. Wearable technology (smart watches) is subject to the same rules as a cell phone.

Consequences of having your cell phone taken away:

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

Chapel

Chapel services include opportunities for worship, individual prayer as well as group prayer, and biblical instruction. These services are an important part of creating an atmosphere that promotes spiritual growth and integrity. Chapel will be held twice a month. MCS appreciates your prayers as we strive to bless our students with chapel services that encourage them toward Christian maturity and challenge their daily spiritual walk.

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 school calendars that can be found on the school website, www.mcseaglesoh.org.

The custodial parent or legal guardian will be the first contact made regarding school issues that require immediate action/communication.

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 written consent is first obtained from the original source. This includes music, workbook pages and textbooks.

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.

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. All field trips are regular school days and all school rules apply.

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.

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. Background check paperwork needs to be submitted to the Administrative Office two weeks before the field trip occurs. You can request a form from the Administrative Office.

Houses

The school is divided into “Houses” and “Houses” are divided into “Families.” Students are randomly assigned to a “House” and will remain part of that “House” for all of their years at MCS. “Houses” will be the center of most aspects of student life at MCS. Students will not be moved from a “House” to “House” to be with friends because it is important to learn to make friends outside of the student’s natural friend group. Nearly all aspects of student life (discipleship, academic counseling, tutoring, service, and government) will be centered in the Houses.

Lockers

Lockers are issued to all Madison Christian Junior and Senior High students. Locks will be supplied on the first day of school and must be returned by the last day of school, or a fee will be charged. Lockers are to be kept clean and neat. Keep the locker free from trash, old food, and graffiti. Storage of student items on top of lockers is not permitted after school hours. Items left on top of lockers will be put into lost and found. Students are responsible for the appearance and upkeep of their lockers.

THE ADMINISTRATION RESERVES THE RIGHT TO CHECK LOCKERS AT ANY TIME.

Lost and Found

Look for valuables (cell phones and keys) in the high school office. Lost and found items (books, clothing, binders) are kept in the hallway across from the athletic office. Items not claimed by the end of the month will be removed. We strongly suggest that you label all personal items, especially school uniforms, jackets, book bags and lunch boxes.

MATTHEW 18 PRINCIPLE

Students at Madison Christian School should strive to implement self-discipline in peer relationships by following the Matthew 18 principle. This principle states:

1. If another believer offends you, go and tell them of the offense privately. Don't share it with others (Matthew 18:15).
2. If he/she will not heed, take one or two persons with you to establish every word before witnesses (Matthew 18:16).
3. If he/she refuse to make amends, explain the situation to the person who is in authority over you for counselor intervention (Matthew 18:17a).

Parent/Guardian Orientation

Parent/guardian orientation will be held at the beginning of each school year. Parents will be notified of orientation dates and times. The orientations are for parents/guardians only. Please make child care arrangements when applicable.

Pledges

Our students say the Pledge of Allegiance to the American and Christian flags and the Bible daily during morning announcements.

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."

Public Displays of Affection

PDA is not part of the school day at MCS. There is to be no PDA on the MCS campus.

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.

Transportation

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

Textbooks

When a textbook is issued, it becomes the student's responsibility.

- If a different book is turned in by a student other than the one s/he was issued, that student may still be liable for the cost of the lost book.
- If a book is damaged or becomes excessively worn, the student is liable for that damage.
- Textbooks must be covered with book covers.

Student Parking/Vehicle Registration

Students who drive a private automobile to school must register that vehicle in the school office. Students need to have their parents complete an automobile registration form. If the student will be transporting other students to and/or from school, the student must have a driving permission form completed. The students who are being transported must also have a student passenger form completed by their parents. Students must purchase a numbered parking permit and park in the designated student parking area. The parking permit must be displayed on the rear-view mirror daily. Violation of this will result in a suspension of driving privileges.

Student Driver Procedure

1. When student drivers arrive in the a.m., students and passengers must leave their automobile and enter the building. No loitering will be permitted in the parking lot.
2. When leaving in the p.m., student drivers will walk around buses to leave in their cars.
3. No loitering in the parking lot after 3:30 p.m. dismissal. Vehicles cannot be moved from second parking lot to the first for after-school activities. A safe speed (approximately 5-7 miles per hour) must be maintained when entering and leaving the school driveway and parking lot.

Violation of items 1-3 will result in a 9-week suspension of driving privileges.

Visitors

- All visitors must check in at the main office and receive a visitor's badge
- Parents are always welcome to visit, but please check in a receive a badge
- Visitors must conduct themselves in an appropriate manner and may not photograph or record students.

18th Birthday

A student's 18th birthday is an important milestone in life. Everyone should register to vote and register with Selective Service. Being 18 does not exempt MCS students from needing parental permission to sign out of school or to participate in school activities.