

STUDENT HANDBOOK 2014-2015

**MIDDLETOWN CHRISTIAN SCHOOLS
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An Educational Ministry
of Grace Baptist Church

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I. GENERAL STATEMENTS

MISSION STATEMENT

Middletown Christian Schools, recognizing the authority of God's Word, the Bible, will exist as a ministry of Grace Baptist Church to assist Christian families in fulfilling their Biblical responsibility to educate their sons and daughters in the light of the Word of God, to develop Christian character, citizenship, and a love for God and country.

PURPOSE

The purpose of Middletown Christian Schools is to offer a quality Bible-based, academic education and to develop Christian character in every student. The curriculum is designed to meet the education and spiritual needs of the students and provides general and college preparatory programs. It is not our purpose to duplicate or to compete with the program or activities of other educational systems. It is our goal to provide an education that is Christian in every respect.

VISION STATEMENT

Middletown Christian Schools is a premier Kindergarten through Twelfth-grade school in Southwest Ohio, providing academic excellence with a Christ-centered focus for its students. Through its facilities and faculty, Middletown Christian Schools is committed to sustained growth, while drawing its students and support from surrounding areas and supporting churches.

PHILOSOPHY

“Lo, children are an heritage of the Lord” (Psalms 127:3). Middletown Christian Schools is committed to serve Christian families in the responsibility to train and educate their children in the nurture and admonition of the Lord. The education of children is the prerogative of the parents and not of the state. As a ministry of Grace Baptist Church, Middletown Christian Schools serves as an extension of the Christian home in reinforcing the Biblical teachings of the home and the church. The doctrinal position of Middletown Christian Schools is that of its parent organization Grace Baptist Church. A copy of our Statement of Faith is available from the school or church office.

We are the product of what we think, “For as a man thinketh in his heart so is he.” (Proverbs 23:7). Christian education has a separate and distinct philosophy. This philosophy is found in and based on the Bible. The Bible, God's Word, is the foundation of Christian education. Education is either Christ-centered (based on the principles of the Bible) or it is humanistic (based on the thoughts of man). It cannot be both! Christian education rests upon the recognition that all truth is of God (John 17:17). No concept can be true that conflicts with the statements of scripture. Therefore, the Bible is the center of Middletown Christian Schools' curriculum. It is not only the most important subject matter, but also the source of the principles determining the other subject matters. The presentation of Biblical truth is not confined to a single Bible class, but is integrated throughout the teaching of all subjects.

FACULTY

Every teacher at Middletown Christian Schools is a born-again believer in Jesus Christ and is called of God into the ministry of Christian Education. Parents can ask no greater blessing than for a Christian teacher to stand with them in the training of their children.

CHAPEL

One of the most important times of the month is the chapel. Promptness and quiet attention will be indications that students are ready for a special time with the Lord. Each student should come to chapel prepared with an open heart and Bible, and be ready for God to speak to him.

II. ADMISSION

POLICY AND PROCEDURE

Any parent who desires to enroll his child in MCS must obtain an Application for Admissions from the school office, carefully complete it, and return it to the office. After the application is reviewed by the administration, each new applicant may be interviewed with his parent(s) prior to acceptance. Interviews will be scheduled for parents and child(ren). The last report card for first to twelfth grade students should be brought to the interview. Kindergarten children need to bring their birth certificate as well as the signed medical form. Each parent is required to sign the Statement of Cooperation on the Application for Admission. This indicates that the parents will loyally support the school through praying for its programs, giving to its funds, as they are able, and paying tuition regularly and on time.

NOTICE OF NON-DISCRIMINATORY POLICY AS TO STUDENTS

Middletown Christian Schools admits students of any race, color, national and ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, scholarship and loan program and athletic and other school-administered programs.

III. GENERAL INFORMATION

SCHOOL HOURS

The school day for grades K-5 is from 8:05 a.m. to 2:35 p.m. The school day for grades 6-8 is 7:55 a.m. to 2:35 p.m. The school day for high school, grades 9-12, is from 7:55 a.m. to 2:45 p.m. We must insist that parents do not permit their children to come to school too early in the morning or to loiter after school has been dismissed. Unless other arrangements have been made with the teacher or administration, no child should arrive on the school grounds before 7:35 a.m. or remain after 3:15 p.m., unless participating in a practice or work session. School age day care is provided before and after school for Grades K-5 at an additional charge. A late stay program is available for students in grades 6-12 who must

wait at school after 3:15 p.m. There is no charge for late stay if students are waiting for team practice or bus.

ATTENDANCE

Middletown Christian Schools is an institution of learning. Attendance and punctuality are essential to successful academic progress and character building. Therefore, regular daily attendance and punctuality are expected of every student.

ABSENCES

The only reasons for an excused absence are **sickness, bereavement, doctor's appointment, or approved special request.**

Absence from school due to sickness, bereavement, or doctor's/dental appointment should be reported to the school office before 8:30 a.m. on the morning of the absence or the attendance officer will call your home. Absences not reported, as aforementioned, will be judged unexcused until a parental statement of the absence is received. (See the Detention Offenses list within this Student Handbook.)

"Special Absence Requests" (vacations, etc.) must be submitted **in writing prior to the absence.** The Superintendent must approve **all such requests in advance.** "Special Absences" will be limited to 10 days per year. Student absences, for any reason, exceeding 24 days during the school year will jeopardize promotion and/or graduation.

TARDINESS

The length of class sessions is determined by State standards to provide the required instructional time for each course. Therefore, it is necessary that students be **in the classroom and ready to begin class when the tardy bell rings.** Tardiness not only means lost instructional time for the tardy student, it is also disruptive to the teaching and learning activities being conducted in the classroom. Students in grades 6-12 who receive their fourth (4th) unexcused tardy in a quarter will receive a detention (detentions, as a result of tardiness, do not accumulate towards an OSS). Students in grades K-5 who receive their fourth (4th) unexcused tardy in a quarter will miss out on 15 minutes of recess. (See Detention Offenses consequences within this Student Handbook.)

The student, who is tardy to school, must upon arrival, sign in at the office. He **must have a note or a prior call from a parent** explaining the reason for being tardy. Valid reasons for tardiness are the same as those listed for excused absences. Students who drive or are brought by parents are responsible to allow themselves enough time to deal with **normal, predictable** delays in traffic and will not be excused. **"Excused"** or **"unexcused" tardy passes** will be issued that will admit the student to class and must be carried the remainder of the school day.

UNEXCUSED ABSENCES AND TARDIES

Absence not in keeping with the above guidelines will result in the absence being deemed unexcused, and time will be made up after school. Unexcused absences require a detention to be served.

Unexcused tardies are punished by an after school detention.

A Saturday detention will be required for any student exceeding 24 days of absence and all subsequent absences will require a doctor's statement to be excused.

EARLY DISMISSALS

Parental permission is required when a student leaves school early for a funeral or doctor's appointment. A note is to be given to the office the morning of the dismissal (K-8th grades hand note to homeroom teacher.)

Parental and **Superintendent** Permission must be secured before a student leaves the school early for other reasons (e.g. work, appointments, college visits, etc.). This approval should be in writing.

If a student becomes ill at school, the school nurse or secretary will notify a parent and ask that the student be picked up at the school. Any high school student leaving early **must sign out** in the presence of a member of the school staff.

EMERGENCIES

The Superintendent reserves the authority to make decisions resulting from emergencies or special circumstances that may constitute a good and sufficient cause for early dismissal from school or absence without prior approval.

STUDENT ILLNESS

At the beginning of each school year, all parents are asked to fill out an Emergency Medical Authorization form for each child who includes the name and phone number of the doctor and of the parents and an alternate person to be notified if the need should arise. It is the responsibility of the student to see that this information is on file. In case of serious illness or injury, this information may be used before consultation with the family, if this is felt necessary.

In case of minor illness, MCS is equipped with a clinic room to which students may be sent and where they may be cared for.

In case of more serious illness, the family will be contacted by phone, and the parents will be requested to come to the school and pick up the ill child.

MEDICATION POLICY FOR NON-PRESCRIBED DRUGS

Students are not to bring any medication to school. A "Permit for Dispensing Non-Prescription Medications" form is available for non-prescription medications for parent/guardian signature.

If a student must have medication at school, i.e., aspirin, Tylenol, Advil, the parent/guardian must bring the medication to school in its original container.

In the elementary school, the nurse or designated person must be given the form and dosage for the day and he/she will administer the medicine at the proper time.

The junior high/high school student is responsible for taking the medication as necessary.

No student may, at any time, give medication to another student. If a student does give medication to another student, all privileges to take any medication at MCS will be forfeited and further disciplinary action will be taken as outlined in the discipline section of this manual.

MEDICATION POLICY FOR PRESCRIBED DRUGS

The "Permit for Administering Prescription Medication" form must be filled out, signed by both a parent and a physician, and approved by administration. **Parents** may then bring the medication, in its original container, to the school office with the signed form.

The nurse or designated person will then be given the form and the dosage for the day and he/she will administer the medicine at the proper time to the student.

In the junior high/high school, once the form has been returned to the administration, the office is to keep the medication and the student is responsible for asking for it at the prescribed time. Inhalers may be kept by the student for PRN use.

No student may give another student all or part of his/her medication, (either prescription or over the counter).

IMMUNIZATION POLICY

The Ohio General Assembly passed a law (Section 3701.13 Revised Code) providing for compulsory immunization of elementary and high school students against Poliomyelitis, Diphtheria, Whooping Cough, Tetanus, Rubella (3-day measles), Rubella (10-day measles) and mumps. The law provides the pupils be immunized or vaccinated or be in the process of receiving the protection at the time of opening of school in August. The law further requires that students be tested for tuberculosis if they attended a school or lived in a "high risk" country in the preceding school year. A record of these immunizations must be presented at the school office.

The following immunizations are required by State Law for the **2013-2014** school year:

DTaP/DTP/DT/Td	<p><u>Kindergarten</u> 5 doses of DtaP, DTP, or DT, or any combination, if the fourth dose was administered prior to the 4th birthday</p> <p><u>Grades 1-12</u> 4 doses DtaP, DTP, DT, or Td or any combination</p> <p><u>Grade 7-8</u> 1 dose of Tdap or Td vaccine must be administered prior to entry.</p>
Polio	<p><u>K-1</u> 4 doses of any combination of OPV or IPV – The final dose must be administered on or after the 4th birthday regardless of the number of previous doses.</p> <p><u>Grades 2-12</u> 4 doses if a combination of OPV or IPV was administered 4 doses of all OPV or all IPV is required if the third dose of either vaccine was administered prior to the 4th birthday.</p>
MMR	<p><u>Grades K-12</u> 2 doses of MMR</p>
Hepatitis B	<p><u>Grades K-12</u> 3 doses of Hepatitis B – This will be progressive until all students K through 12th grade have completed Hepatitis B series according to guidelines set for their age.</p>
Varicella	<p><u>K-1</u> 2 doses of varicella must be administered prior to entry.</p> <p><u>Grades 2-5</u> 1 dose of varicella vaccine must be administered on or after the first birthday.</p>

The immunization program must be completed and dates on file in the office no later than the 15th day of school or the child will be excluded from school until the program is completed.

A parent may wish to sign an immunization waiver form in order not to participate in the state required immunization program.

STUDENT DRESS

The Bible teaches that we should adorn ourselves in modest apparel. The dress code at Middletown Christian Schools is in keeping with this principle and seeks to provide a comfortable atmosphere for students while in school. An adopted dress code applies to all students in kindergarten through the twelfth Grade. In an effort to maintain uniformity and appropriate school dress, students are permitted to select their "campus wear" from an approved list of clothing. Detailed information regarding campus wear is

available at the school office. Approved campus wear may be purchased at Apple Heart Uniforms and at Educational Outfitters. The French Toast brand may also be purchased over the Internet. Please note, not all styles and colors available by the manufacturer have been approved for campus wear at Middletown Christian Schools.

The following is a guide. The administration reserves the right to make needed changes and final judgments in any area of the dress code for the purpose of preserving modesty and consistency. If a field trip or class activity necessitates a departure from the normal dress code, students will be notified.

ELEMENTARY DRESS CODE (K-5)

Boys: Approved campus wear (see separate attachment available from the office for the list of approved campus wear) is the acceptable dress for all elementary boys. All shirts with tails must be tucked inside pants. Shoes and socks must be worn (gym shoes are acceptable). MCS “spirit wear” shirts may be worn on Fridays. Hair is to be cut in a traditional way; not over the eyebrows, collar, or ears. Dyed or highlighted hair must be a natural color. Shaved stripes, letters and numbers or long hair hanging over close cut areas are not permitted. Earrings and necklaces are not acceptable. Only the following may be worn over approved shirts in classrooms during the school day: 1) approved outerwear from Educational Outfitters or 2) any hoodie/sweatshirt/jacket that is professionally made that has the "MCS" or "Middletown Christian" or "Middletown Christian Eagles" or "MCS Eagles" logo on the garment and only royal blue, gray, white, and black colors may be used for the garment and lettering. All other jackets, coats, or other outdoor apparel are not to be worn in classrooms.

Girls: Approved campus wear is the acceptable dress for all elementary girls. Dresses and skirts must measure below the knee. When purchasing dresses and skirts, please keep in mind the growth of the child during the year, with regards to length. Girls may desire to wear shorts under their dress or skirt during P.E. or recess. Shirts and blouses with tails are to be worn tucked inside the skirt. Socks must be worn with tennis shoes. Shoes must be of a substantial nature (no flip/flops or strapless sandals). MCS “spirit wear” shirts may be worn on Fridays. Hairstyles are not to be extreme or worldly. Dyed or highlighted hair must be a natural color. Only the following may be worn over approved shirts in classrooms during the school day: 1) approved outerwear from Educational Outfitters or 2) any hoodie/sweatshirt/jacket that is professionally made that has the "MCS" or "Middletown Christian" or "Middletown Christian Eagles" or "MCS Eagles" logo on the garment and only royal blue, gray, white, and black colors may be used for the garment and lettering. All other jackets, coats, or other outdoor apparel are not to be worn in classrooms.

JUNIOR & SENIOR HIGH SCHOOL DRESS CODE (6-12)

Boys: Approved campus wear (see separate attachment available from the office for the list of approved campus wear) is the acceptable dress for all junior and senior high school boys. All shirts with tails must be tucked inside pants. Shoes and socks must be worn (gym shoes are acceptable). MCS "spirit wear" shirts may be worn on Fridays. Hair is to

be cut in a traditional way; not over the eyebrows, collar, or ears. Dyed or highlighted hair must be a natural color. Shaved stripes, letters and numbers or long hair hanging over close cut areas are not permitted. Sideburns may be worn only to the bottom of the ear. Boys are to maintain a clean-shaven appearance; therefore, mustaches or beards are not permitted. Earrings and necklaces are not acceptable. No male student shall have body piercing of any type. Only the following may be worn over approved shirts in classrooms during the school day: 1) approved outerwear from Educational Outfitters 2) any hoodie/sweatshirt/jacket/ that is professionally made that has the "MCS" or "Middletown Christian" or "Middletown Christian Eagles" or "MCS Eagles" logo on the garment and only royal blue, gray, white, and black colors may be used for the garment and lettering or 3) a cardigan sweater purchased through the school store that meets the standards listed in the second option. All other jackets, coats, or other outdoor apparel are not to be worn in classrooms. At all after-school athletic events **AS A SPECTATOR**, shorts may be worn that are longer than four (4) inches above the knee (walking shorts, cargo shorts, etc.).

Girls: Approved campus wear is the acceptable dress for all elementary girls. Dresses and skirts must measure below the knee. When purchasing dresses and skirts, please keep in mind the growth of the child during the year, with regards to length. Girls may desire to wear shorts under their dress or skirt during P.E. or recess. Shirts and blouses with tails are to be worn tucked inside the skirt. Socks must be worn with tennis shoes. Shoes must be of a substantial nature (no flip/flops or strapless sandals). MCS "spirit wear" shirts may be worn on Fridays. Hairstyles are not to be extreme or worldly. Dyed or highlighted hair must be a natural color. Only the following may be worn over approved shirts in classrooms during the school day: 1) approved outerwear from Educational Outfitters or 2) any hoodie/sweatshirt/jacket that is professionally made that has the "MCS" or "Middletown Christian" or "Middletown Christian Eagles" or "MCS Eagles" logo on the garment and only royal blue, gray, white, and black colors may be used for the garment and lettering 3) a cardigan sweater purchased through the school store that meets the standards listed in the second option. All other jackets, coats, or other outdoor apparel are not to be worn in classrooms. At all after-school athletic events **AS A SPECTATOR**, shorts may be worn that are longer than four (4) inches above the knee (walking shorts, cargo shorts, etc.).

On the occasions when formal dresses are worn, additional information will be provided for the event. All formal dresses will be checked by the school staff and given approval for the student to wear two (2) weeks in advance. Students wearing dresses not so approved will be sent home from the event.

On the occasions where a student represents Middletown Christian Schools as a participant or is receiving an award at a special function (music recitals, plays, church presentations, etc.) or participates in a special after-school event that is directly related to MCS (sports banquets, plays, recitals, Christmas programs, etc.), the student is to adhere to the above noted campus wear dress code, **at a minimum**. If the student does not adhere to the minimum dress code, he/she will not be allowed to attend the event or receive the award that day. Students are expected to adhere to the minimal dress code policy at official MCS sporting events **AS A SPECTATOR**, whether they are home or away. If a student is found

to be out of compliance they will be subject to the same disciplinary action. Continued non-compliance will result in the student being denied admission to any future sporting events.

No student at Middletown Christian Schools shall acquire a tattoo once admitted as a student. This includes students who attend MCS in a non-sequential manner.

No female student shall have more than two (2) ear piercings per ear, with the opening of each being the standard ear piercing without “gauging” (Ear Gauging is a gradual process of stretching your ear piercings to accommodate tubes or other inserts). No female student shall have any body piercing other than the ear.

PHYSICAL EDUCATION UNIFORMS FOR GRADES 5-12

To promote school spirit, modesty, and dress code consistency, MCS is making available to students T-shirts with a school logo. These uniforms will be required wear for all 5th-12th grade physical education classes. Approved campus wear shorts will be the only shorts acceptable to be worn at school events or on school property. Shorts are not permitted to be worn to classes. Uniform and gym shorts shall be no shorter than four (4) inches above the knee in a kneeling position. This applies to all uniforms including the cheerleaders.

MCS shorts and T-shirts are available for purchase through the athletic office.

BEHAVIOR

Conduct at all times should be that which is becoming to a Christian young man or woman. Appropriate behavior is expected at all times. Teacher and administrators are here to guide and assist each student in learning proper conduct. **THE SCHOOL EXPECTS THE COOPERATION OF STUDENTS AND PARENTS IN OBEDIENCE TO THE ENFORCEMENT OF THE SCHOOLS RULES AND REGULATIONS.** Conduct, on or off the school grounds, reflects upon the testimony of the students and the school and is subject to disciplinary action by the school.

STUDENT CODE OF CONDUCT:

I will avoid a negative and complaining attitude.

I will observe honesty at all times and will never cheat or encourage others to do so.

I will respect those in authority and give prompt obedience to all staff members.

I will treat all my fellow students with respect, both in words and actions.

I will use language which glorifies the Lord.

I will not use any alcohol, drugs, or tobacco.

I will never borrow another person's property without permission and will return it upon request and in the same condition.

I will be responsible for completing all assignments on time and to the best of my ability.

I will be loyal to the school and its supporting organization, its programs, policies, and promote the school to others.

I will seek God's will for my life through daily prayer, reading of the Word of God and weekly attendance at a Christ-centered church.

Above and beyond the rules of conduct, a student at MCS is expected to demonstrate a Christian testimony before others at all times both on and off campus

DISCIPLINE

There can be no effective administration of curriculum without proper understanding and administration of discipline. Christ said, "Except a man deny himself and take up his cross, he cannot be my disciple (or disciplined one)." Discipline comes as one becomes more Christ-like in his daily walk and talk.

Middletown Christian Schools expects that its students live above reproach showing proper respect to God, country, family, faculty, and fellow students. Attendance at Middletown Christian Schools is a privilege, not a right. Anyone who will not cooperate spiritually, morally, or scholastically will be required to withdraw. Married students are not permitted to attend Middletown Christian Schools. Students who marry during the school year will be asked to withdraw or be expelled. Disorderly conduct and destruction of property are not conducive to Christian character and will not be tolerated. Questionable toys, records, games, belt buckles, stickers, book jackets, literature, etc. that are not conducive to Christian character or the learning process will be confiscated. Media players are not permitted unless permission for their use has been granted by a staff member. Parents must grant full discretion to the teachers and administration in the discipline of their child by the Bible standard outlined in God's Word (Proverbs 22:6, 15.) Discipline may include the issuing of detentions, "out-of-school" suspension and/or expulsion from the school. The school reserves the right to dismiss any student who does not cooperate with the educational process. All discipline must be balanced with genuine love for the student, according to God's Word.

Grades 6-12

There will be a specific order of punishment that will be enforced. It is important that we teach our children that there are consequences to our actions and they must be held accountable to themselves, their parents, and to God. The issuing of report slips and detentions will follow minor offences. In the event that a student is in repeat violation of minor offenses, they will be dealt more serious punishment.

If a student receives three report slips in a nine-week period (quarter), he/she will receive an after-school detention. The counting of report slips toward a detention will reset after the end of each quarter. If a student accumulates three (3) detentions in a nine (9) week period, he/she will receive a one-day, out-of-school suspension, with the counting of detentions toward the one-day OSS being reset at the end of each quarter. If a student accumulates two (2) one-day OSS in a semester, he/she will receive a two-day, OSS for the second one. If a student accumulates enough penalties to receive a 2nd two-day OSS in a semester, he/she will receive an automatic five-day, out-of-school suspension. In the event the student qualifies for a second week out-of-school suspension, his/her case will be referred to the Middletown Christian Schools Board for further consideration.

The following offenses may receive either a report slip or, for more serious infractions, an after-school detention:

1. Four (4) unexcused tardies to school/class
2. Not prepared for class (no book, bookcover, etc.)
3. Disturbance of class (talking, notes, etc.)
4. Horseplay (running in hallway, excessive noise)
5. Being in "off-limits" areas
6. Playing, viewing, listening to unacceptable media
7. Failure to return necessary signed materials
8. Improper lunch conduct
9. Dress code violations
10. Teasing, discourteous or disrespectful behavior to fellow students
11. Improper speech
12. Misusing cell phones or other media/electronic devices on campus
13. Chewing gum
14. Sleeping in class
15. Miscellaneous offenses

The following offences may receive a minimum penalty of a one-day, out-of-school suspension:

1. Insubordination
2. Cheating/plagiarism (will also receive an F on the assignment or test)
3. Disrespect to authority
4. Lying
5. Vulgar speech/profanity
6. Improper social conduct
7. Boy/girl relations, display of physical affection on campus
8. Skipping a class or leaving school without permission
9. Bullying

The following offenses may receive a minimum penalty of a two-day, out-of-school suspension:

1. Forgery

2. Fighting
3. Vandalism
4. Direct disobedience
5. Gambling or betting
6. Threats, extortion, or false alarms

The following offenses will receive a minimum penalty of a 5-day, out-of-school suspension and referral to the School Board for further action:

Possession or use of:

1. Explosives, fireworks on campus
2. An object on campus, that could reasonably be considered a weapon
3. Tobacco
4. Intoxicating beverages/drugs
5. Involvement in arson
6. Involvement in sexual immorality

RIGHT OF APPEAL OF DISCIPLINE ACTION

Any offenses that would warrant an out-of-school suspension or expulsion, a hearing may be requested by the Administration, the Discipline Committee or the parents of the student(s) involved. Any hearing requested by the parent(s) will be conducted by the individual with direct responsibility for the final determination of the punishment as determined by the seriousness of the offense. The parents may attend the hearing with the student but **without** any other individual to represent them or their student(s).

DETENTIONS

Students who are required to attend an after-school detention will report to the assigned room immediately after the last school period is complete. The detention will last until 4:30 and the student will be required to pay \$10 to the front office the day of the detention. The student will not be allowed to complete homework during this time but must complete a minimum amount of the written assignment given to them by the detention proctor or they will attend the next detention and finish the assignment at that time. If a student is in school on the day of the scheduled detention but does not attend the detention, they will then receive a one-day, out-of-school suspension. If the student is absent from school on the day of the detention, they will be assigned to attend the next detention. If a student misses school on the day of detention twice in a school year, the third time they miss they must have a doctor's note or they will receive a one-day, out-of-school suspension.

ONE-DAY, OUT-OF-SCHOOL SUSPENSION

The student will spend the day in school but separate from other students and will be supervised by a school administrator. The student will pay the front office \$30 on the day of the suspension. The student's 9-week grade for every class they attend will be reduced by 3% per class.

TWO-DAY, OUT-OF-SCHOOL SUSPENSION

The grade reduction will be 6% per class for that 9-week period.

FIVE-DAY, OUT-OF-SCHOOL SUSPENSION

The grade reduction will be 15% per class for that 9-week period.

POLICY ON MORAL CONDUCT

The potential for serious moral misconduct of students is as real in a Christian school as well as in the world. MCS is not the primary entity responsible for corrective discipline; that is the responsibility of the parents and their local congregation. Therefore, the thrust of the school's action must be the maintenance of conduct standards and the presentation of the Biblical role model.

Public Sin

Of necessity, there is a difference between the methods of handling issues of a private sin as compared to those of public sin. In general, when fornication or other actions of sexual immorality becomes known by the Board, the knowledge of the sin is not limited to the participants and those involved in the discipline. In such cases, the sin must be dealt with as a public-knowledge sin. In doing so, the school is responsible for the purity and reputation of the Lord Jesus as viewed by nonbelievers and the serious treatment of fornication/sexual immortality as viewed by other students.

Action

In all cases of public-knowledge sin, the MCS Board will expel the parties involved (the parents may be given the opportunity to voluntarily withdraw the student).

Any person who has fathered a child, been pregnant, or had an abortion may not be enrolled at MCS. Any person presently enrolled, when one of these actions occur, will be expelled.

Grades K-5 Discipline

In the elementary grades while requirements are similar, types of correction may be varied from those of junior and senior high school. Classroom teachers will develop strategies in assisting the growth of the individual student and the preserving of order in the group. Parents will be closely involved in the serious discipline of any child. Types of punishment may include missing recess, writing sentences, and after-school detentions (grades 4 and 5 only). Prayer and counseling will be a major part of all serious discipline.

Elementary students who are found to be tardy or absent without excuse may receive the same discipline as the junior high and senior high students.

CARE OF PROPERTY

Middletown Christian Schools is considered God's property. Respect for the appearance and care of our school is expected at all times. Students and parents will be financially responsible for any damage to property, building, and contents.

Sitting on desks or tables, carving or defacing desks, chewing gum, eating in restricted areas, throwing things, littering, etc. is not permitted.

Practical jokes, which harm school property or other students, are in poor taste and offenders will be dealt with accordingly.

Knives, switchblades, firearms, or other weapons are never permitted at school.

Students should properly label or identify personal articles used at school. If articles are lost, this assures their return; if stolen, this assists in determining rightful ownership. Lost and found items may be obtained in the cafetorium. Items not claimed or sold will be donated to charity.

HANDLING OF WEAPONS

Middletown Christian Schools has a "no tolerance" policy regarding weapons. No student shall knowingly possess (on school property or at any school-sponsored activity) a knife, gun, or any object that could reasonably be considered a weapon. Violation will result in the parents being notified and the student being removed from school for the remainder of the school day. There shall be an automatic five-day suspension and a recommendation for expulsion.

USE OF TOBACCO

Middletown Christian Schools recognizes the body to be the temple of the Holy Spirit (I Corinthians 6:19); therefore, the school works to encourage good health practices. Using tobacco in any form, at any time on or off campus, is prohibited. Violation will result in the parents being notified and the student being removed from school for the remainder of the school day (if in school). There shall be an automatic five-day suspension and a recommendation for expulsion.

USE OF ALCOHOLIC BEVERAGES AND DRUGS

No student shall knowingly possess or use or give the appearance of using a narcotic drug, an alcoholic beverage, or an intoxicant of any kind at any time on or off campus. (Legal nonprescription medications and prescriptions medications see page 5). Violation will result in the parents being notified and the student being removed from school for the

remainder of the school day (if in school). There shall be an automatic five-day suspension and a recommendation for expulsion.

CELL PHONE AND MULTIPOTENTIAL ELECTRONIC DEVISE USE

If students must bring their cell phones to school, they must be kept in the student's locker and remain in the off position during school hours. Absolutely no cell phones will be allowed in locker rooms or bathrooms and if a student is found to have a cell phone in these places, referral for detention or more serious punishment if pictures were found to be taken.

TEXTBOOK USE

Many hardback textbooks are loaned to the pupil. Parents are responsible for all **loss** and **damage** to textbooks by their children. Fines will be assessed for damages. In case of loss, the replacement value of the book will be charged. Some books may be required to have bookcovers.

MUSIC POLICY

It is the belief of Middletown Christian Schools that all things should honor Christ. Music is an integral part of the educational process and should enhance the student's academic progress. All music played, sung, or performed at MCS must be first approved by the Music Committee. Failure to gain prior approval will subject the student to disciplinary action by the school.

HOMEWORK

Homework is an integral part of the school program, and each teacher is at liberty to give homework to aid each student to advance in his studies. Each student is expected to complete homework assignments. No homework will be required on Wednesday nights. Families are to be encouraged to attend church together.

Make-Up Work: Students with **excused absences** will be allowed to make-up work within a reasonable length of time. A reasonable length of time will be from one to five (1-5) class days, depending on circumstances. Students should not expect teachers to delay tests or allow them extra time simply because they missed a day of school just before the test. Consideration will be given to students missing several days in a row or those obviously too ill to prepare for school. For normal two to three (2-3) day illnesses, all work must be made up within five (5) class days after returning to school.

Teachers will assist students in making up work. However, it is the **student's responsibility** to determine what work has been missed and see that it is made up. When a student has obviously delayed or put off work, the teacher is no longer technically obligated to assist the student in making up the work and grade of 0 will be given. Students are not permitted to miss regularly scheduled classes in order to make-up work.

Students with **unexcused absences** must do the work they missed, but may not receive any grade higher than an 80 for the make-up work.

REPORT CARDS/PROGRESS REPORTS

Report cards are distributed every nine weeks. Report cards will be given to students one week after the end of each grading period and will be mailed to the student's home at the end of the school year. Grades may be withheld until all fees are paid. Progress reports are sent home the fifth week of each quarter. Interim reports may be issued for some students between regular report periods.

HONOR ROLL

An honor roll will be posted at the end of each quarter. A high school student must have a 3.0 GPA in order to make the honor roll.

ATHLETIC ELIGIBILITY

The Ohio High School Athletic Association sets minimum academic standards for athletes of all member schools. However, these standards are set realizing that schools will also set academic standards in addition to the minimum set by the state. The academic standards at Middletown Christian Schools are as follows:

JUNIOR HIGH

Initial Eligibility (Beginning of School Year)

Students must be enrolled (at MCS) at the beginning of the sports season. Students enrolled in the 7th grade for the first time will be considered eligible regardless of previous academic achievement. Students in the 8th grade must have received a passing grade in 75% of all courses the previous year.

During the School year

Students must receive a grade of 65% or higher in all classes to maintain eligibility. Grades will be checked at the end of the first grading period. After the first quarter, grades will be checked when progress reports and/or grade cards are issued.

Ineligibility

All students must meet initial eligibility requirements before being permitted to participate in athletics. If a student has not met these requirements, they must do so before being declared eligible. This would mean that a student who did not meet initial eligibility requirements would need to finish the first quarter and meet the initial eligibility requirements before being declared eligible for athletic participation.

If a student has met the initial eligibility requirements, but receives a grade below 65% at the grade checkpoint—then the student is declared ineligible for interscholastic athletic participation until the next progress report (or report card) is issued. However, a courtesy check will be conducted after two weeks of a published progress report or grade card. If **all** grades are above the 65% range when grades are checked, then the student will regain interscholastic athletic eligibility. **A student who is deemed ineligible twice (at the grade check points) in one season will not be able to regain eligibility during the remainder of that season.**

HIGH SCHOOL

Initial Eligibility (Beginning of School Year)

Students must be enrolled in school at the beginning of the sports season. During the preceding grading period, incoming freshman must have passed 75% of courses taken the previous quarter. Sophomores, juniors, and seniors must have passed the equivalent of 5 credit hours the previous quarter. **(Summer school courses cannot be counted towards eligibility.)**

During the School Year

Students must maintain a 1.7 GPA or higher in all classes to maintain eligibility. Additionally, no more than one "F" may be on a student's grade card to maintain eligibility. Grades will be checked at the end of each quarter. Students who become ineligible will have to sit out from game competition a mandatory two weeks. At the completion of the two weeks, his/her grades will be checked again. If **all** grades are above 65%, the student will be declared eligible. Otherwise, the next check will be at progress reports. If the student is not eligible during the progress report check, the student is declared ineligible for the remainder of the season, or until the end of the grading period (whichever comes first).

Non-Interscholastic Participation

A student that is an athlete on a team or sport of M.C.S. shall not participate in that same sport for another organization during the same season. A student's obligation shall be to the school team while "in season." Participation on a non-interscholastic team during the same season is a violation of O.H.S.A.A. regulations.

State Ineligibility

The OHSAA requires all high school students (except incoming freshman) to pass an equivalent of 5 credit hours each quarter. If a student does not pass an equivalent of 5 credit hours during a quarter, then they will be declared ineligible for the next 9 weeks. It is imperative that students know how many credit hours each class is worth, and that they make sure they can meet the 5-hour equivalency.

NOTE: Parents who feel that they cannot abide by the school's eligibility process should not allow their student begin participation in a sport and then pull the student off a team if their (the parents) personal eligibility requirements are not met.

PARENT-TEACHER CONFERENCES

Parent-teacher conferences are scheduled after the first and second grading periods. Please be considerate in appearing on time for the parent-teacher conferences. Our teachers are dedicated people and are always glad to confer with you; however, they also have personal and family obligations. (No teacher should be interrupted for a “conference” during actual class time.) Parents will have the opportunity of meeting with teachers at Parent-Teacher Fellowships (P.T.F.). Appointments with teachers may be scheduled through the school office.

COUNSELING CONFIDENTIALITY POLICY

Guidance Counselor

Middletown Christian Schools’ Guidance Counseling Office exists to assist students in making Bible-based life choices.

While retaining respect for student confidentiality and privacy, please be advised that if a student reveals information which in the counselor’s opinion raises concern for the safety of the student or other individuals, or raises concern for the emotional stability of the student, or involves illegal activities, that information may be revealed at the counselor’s discretion to appropriate officials and/or the student’s parents.

School Employees

While retaining respect for student confidentiality and privacy, please be advised if any student reveals information to a school employee, that in the opinion of the employee raises concern for the safety of the student or of other individuals, or raises concern for the emotional stability of the student, or involves illegal activities, that information may be revealed to the appropriate officials and/or the student’s parents.

The faculty members are reminded of the need for confidentiality in handling student’s discipline problems. The faculty is not allowed to discuss with other students the cause, punishment, disposition or circumstances surrounding another student’s discipline problem. If any official announcement needs to be made, it should come from the Superintendent’s office.

FIRE AND TORNADO DRILL PROCEDURE

When the proper signal sounds, students will immediately follow directions given. Windows and doors should be closed. Students should go quickly to the designated areas, turn and face the building, and wait quietly for the signal to re-enter. Re-entry should also be in an orderly and quiet fashion. For tornado drills, students are to proceed to the

designated area in the building. A disaster plan is available upon request from the school office.

EMERGENCY CLOSINGS

In cases of inclement weather or other emergencies for which school would be cancelled, starting time delayed, or school dismissed early, parents/guardians will receive an automated call from the school. Parents can obtain a form to sign up for automated calls from the office. Announcements will also be made on most of the local TV and radio stations and the web site.

CAFETERIA

All students will eat in the school cafeteria. Lunches may be purchased or students may bring lunch from home. Ice cream, milk, salads, and sandwiches are available in a separate a la carte line. Lunch Express is our computerized debit system, allowing students to purchase meals or lunch items without paying cash. Lunch express should not be used as a charge account. When a lunch express account is negative \$25, there will be a \$5 late charge added to the account each month it remains negative. If an account reaches negative \$50, the account will be blocked from further purchases until the balance is paid in full and a positive balance is available. You will be notified by email and by phone prior to the account being blocked.

LIBRARY

The library is a place for learning. There will be no excessive talking or socializing in the library. Books may be checked out for a two-week period. A book may be renewed for a two-week period.

Any student owing a library fine may not check out another book until the fine is paid. A fine of five (5) cents per school day will be charged for every day each book is overdue.

STUDENT TELEPHONE USE

All phone calls to students during class time should be confined to emergencies only. **NO STUDENTS WILL BE PERMITTED TO USE OFFICE TELEPHONES WITHOUT APPROVAL BY THE OFFICE STAFF.** If a teacher or the administration feels that there is a sickness or emergency for which parents need to be notified, the office will handle the call at no charge. If parents must contact a high school teacher by telephone, leave word with the school secretary to have the teacher return your call. Staff members are not permitted to leave their duties to answer telephone calls except in cases of absolute emergencies. If parents must contact kindergarten – 8th grade teachers by telephone, they may do so by way of the teacher's voice mail. If a message is urgent, leave it with the receptionist.

If students must bring their cell phones to school, they must be kept in the student locker and remain in the off position during school hours. Absolutely no cell

phones will be allowed in locker rooms or bathrooms and if a student is found to have a cell phone in these places, referral for detention or more serious punishment if pictures were found to be taken.

STUDENT AUTOMOBILES

Students who drive automobiles to school will park in their designated area. Driving privileges will be suspended for speeding and careless driving on the school property. Student drivers must register their automobile at the school office. There is a \$5.00 fee for a parking pass. Parking passes must be displayed from the mirror of the automobile.

DISMISSAL AREAS

Elementary (K-8) student loading and drop off areas are labeled along the front (east side) of the school building between the Cafetorium and main entrances. There is a lane for buses that runs along the west side of the building. Cars are asked to line up in the church's front (west) parking lot for dismissal. Cars will then be directed into the school's pick-up lanes from there. Please follow the directions of the attendants. Drive slowly and cautiously during pick-up and drop-off hours. Please, yield to the buses as they arrive and leave.

High School students may be picked up and dropped off in the back (east) church parking lot.

CLOSED CAMPUS

MCS is a closed campus. This means no visiting students or other individuals are allowed in or around the school during normal school hours unless given permission by the MCS Administration.

PLEDGES

BIBLE PLEDGE

I pledge allegiance to the Bible, God's Holy Word.
I will make it a lamp unto my feet and a light unto my path.
I will hide its word in my heart that I might not sin against God.

AMERICAN FLAG PLEDGE

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.

CHRISTIAN FLAG PLEDGE

I pledge allegiance to the Christian Flag
And to the Savior for Whose Kingdom it stands.
One Savior crucified, risen and coming again,
With life and liberty to all who believe.