

# **STUDENT HANDBOOK 2021-2022**

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

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## **I. GENERAL STATEMENTS**

### **MISSION AND VISION**

#### **Mission Statement:**

Middletown Christian Schools exist to glorify the Lord by serving families, educating students, and encouraging Christlikeness.

#### **Vision Statement:**

The vision of Middletown Christian Schools is to produce disciples of Jesus Christ who are spiritually, academically, and physically prepared for lifelong service.

### **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.

### **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.

## **MCS Core Values**

### **Prayer**

Prayer is the work of faith that humbly admits the inadequacy of self in accomplishing the mission of the school. Prayer is indispensable, and without prayer this institution is incapable of becoming Christ-like.

### **Principle**

Principle speaks of the guiding Word of God. Principles, as set forth in the Word of God, form the foundation for faith and practice in becoming Christ-like.

### **People**

People are the ones we serve as a result of our primary devotion to the Lord in prayer and principle. People should be served with consideration of brethren and neighbors as outlined in Scripture and modeled by Jesus Christ. People should be served with the ultimate end of Christlikeness for God's glory

## **EXPECTED STUDENT OUTCOMES:**

To support our mission and vision, our goal at Middletown\Christian Schools is to produce graduates who:

### **Spiritually**

Know Jesus Christ as their personal Savior and have a vibrant daily relationship with Him through a devotional life. Romans 10:9 “That if thou shalt confess with thy mouth the Lord Jesus, and shalt believe in thine heart that God hath raised him from the Acts 17:11 “...in that they received the word with all readiness of mind, and searched the scriptures daily...”

Shall be able to teach others also. II Timothy 2:2 “And the things that thou has heard of me among many witnesses the same commit thou to faithful men, who shall be able to teach others also.”

Are able to Scripturally articulate and defend their faith. I Peter 3:15 “But sanctify the Lord God in your hearts: and be ready always to give an answer to every man that asketh you a reason of the hope that is in you with meekness and fear:”

Are faithfully involved in their local New Testament Church. Hebrews 10:25 "Not forsaking the assembling of ourselves together, as the manner of some is; but exhorting one another: and so much the more, as ye see the day approaching."

## **Academically**

Are well-prepared in all academic disciplines.

Are committed to lifelong learning. Have a comprehensive command of all communication skills and possess the analytical competencies to be able to question, evaluate, resolve, and articulate solutions to problems in light of the Christian worldview.

## **Socially**

Are good stewards of their time, talent, and treasure.

Respect and relate with integrity to parents, teachers, peers, and others with whom they come in contact.

## **Physically**

Treat their bodies as the Temple of Holy Spirit of God understanding that we were created in His image.

## **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/her 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 2:45 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.)

**Elementary students** coming to school after 10:00 a.m. or leaving before 1:00 will be marked as ½ day absent.

**Middle School and High School students** must be in attendance for four bells to be consider as ½ day absent.

Students must be present in school by 8:30 a.m. in order to attend or participate in any after school activity. If a student arrives after 8:30 a.m. the student must present a valid, signed excuse from a parent or doctor to be eligible for participation that day. Students who leave school early because of illness cannot participate in any after school activity that day unless they have attended 5/8th of the school day.

Students who must leave school early or miss a day of school for a valid excuse may participate in after school activities that day. Valid excuses would include, but are not limited to: College visits, funerals, court hearings, doctor appointments, and emergencies.

“Special Absence Requests” (vacations, etc.) must be submitted **in writing prior to the absence**. The Superintendent or designee 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 (4<sup>th</sup>) 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 (4<sup>th</sup>) 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, but not limited to 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 will receive an after-school detention.

A 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-8<sup>th</sup> grades hand note to homeroom teacher.)

**Parental** and **Superintendent** or **Designee** 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 or Designee 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.

Parents shall complete the Emergency Medical Authorization for each student prior to the first day of school. This form will be used to contact parents or designated adults when a student becomes ill at school and needs transportation home. Please make arrangements to pick your child up immediately. If there are special situations, a child should be waiting in the clinic no longer than one hour when ill.

## **GUIDELINES**

It is our desire that all MCS students stay healthy and enjoy a robust educational school year. It is the responsibility of the parent to screen students daily before allowing them to enter the school. MCS asks parents to follow these guidelines:

**Fever**- A student must be fever-free for 24 hours (without the use of fever-reducing medication) before returning to school. A fever is having a temperature at or above 100.

**Vomiting**- A student must be free of vomiting for 24 hours before returning to school. \*

**Diarrhea**- A student must be free of diarrhea due to illness for 24 hours before returning to school. \*

\*-If a student is sent home for any of the above illnesses (or they experience them overnight,) they may not return to school for a **full 24 hours**.

**Strep throat**- A student must have antibiotic treatment for a full 24 hours prior to returning to school. A note from the MD stating date of return to school is required.

**Conjunctivitis** (Pink-eye)- Student may return to school after 24 hours of antibiotic treatment and a note from MD stating date of return to school.

**Tinea** (Ringworm)- Student may return to school after 24 hours of effective treatment.

**Skin rashes of unknown origin**- Student may return to school with an MD note stating student is not contagious and date of return to school.

If a student begins to show symptoms of any of the above throughout the school day, a parent will be called and the student should be picked up as soon as possible.

## **HEARING AND VISION SCREENINGS**

In accordance with Ohio Department of Health guidelines the Health Services department conducts hearing and vision screenings for students as follows:

**Hearing screenings** and referrals for Grades K, 1, 3, 5, 9, 11 and new students according to the Ohio Department of Health guidelines.

**Vision screenings** and referrals for Grades K, 1, 3, 5, 9, 11 and new students according to the Ohio Department of Health guidelines.

## **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 2021-2022 school year

**Immunization Summary for School Attendance  
Ohio**

<b>VACCINES</b>	<b>FALL 2021 IMMUNIZATIONS FOR SCHOOL ATTENDANCE</b>
<p><b>DTaP/DT Tdap/Td</b> Diphtheria, Tetanus, Pertussis</p>	<p><b>K</b> Four (4) or more doses of DTaP or DT, or any combination. If all four doses were given before the 4th birthday, a fifth (5) dose is required. If the fourth dose was administered at least six months after the third dose, and on or after the 4th birthday, a fifth (5) dose is not required. * <b>1-12</b> Four (4) or more doses of DTaP or DT, or any combination. Three doses of Td or a combination of Td and Tdap is the minimum acceptable for children age seven (7) and up. <b>Grades 7-12</b> One (1) dose of Tdap vaccine must be administered prior to entry. **</p>
<p><b>POLIO</b></p>	<p><b>K-8</b> Three (3) or more doses of IPV. The FINAL dose must be administered on or after the 4th birthday regardless of the number of previous doses. If a combination of OPV and IPV was received, four (4) doses of either vaccine are required. *** <b>Grades 9-12</b> Three (3) or more doses of IPV or OPV. If the third dose of either series was received prior to the fourth birthday, a fourth (4) dose is required; If a combination of OPV and IPV was received, four (4) doses of either vaccine are required.</p>
<p><b>MMR</b> Measles, Mumps, Rubella</p>	<p><b>K-12</b> Two (2) doses of MMR. Dose one (1) must be administered on or after the first birthday. The second dose must be administered at least 28 days after dose one (1).</p>
<p><b>HEP B</b> Hepatitis B</p>	<p><b>K-12</b> Three (3) doses of Hepatitis B. The second dose must be administered at least 28 days after the first dose. The third dose must be given at least 16 weeks after the first dose and at least 8 weeks after the second dose. The last dose in the series (third or fourth dose), must not be administered before age 24 weeks.</p>
<p><b>Varicella</b> (Chickenpox)</p>	<p><b>K-8</b> Two (2) doses of varicella vaccine must be administered prior to entry. Dose one (1) must be administered on or after the first birthday. The second dose should be administered at least three (3) months after dose one (1); however, if the second dose is administered at least 28 days after the first dose, it is considered valid. <b>Grades 9-12</b> One (1) dose of varicella vaccine must be administered on or after the first birthday.</p>
<p><b>MCV4</b> Meningococcal</p>	<p><b>Grade 7-9</b> One (1) dose of meningococcal (serogroup A, C, W, and Y) vaccine must be administered prior to entry. <b>Grade 12</b></p>

Two (2) doses of meningococcal (serogroup A, C, W, and Y) vaccine must be administered prior to entry. ****
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**NOTES:**

- Vaccine should be administered according to the most recent version of the *Recommended Immunization Schedule for Children and Adolescents Aged 18 Years or Younger* or the *Catch-up Immunization Schedule for Persons Aged 4 Months Through 18 Years Who Start Late or Who Are More Than 1 Month Behind*, as published by the Advisory Committee on Immunization Practices. Schedules are available for print or download at <https://www.cdc.gov/vaccines/schedules/index.html>.
- Vaccine doses administered  $\leq 4$  days before the minimum interval or age are valid (grace period). Doses administered  $\geq 5$  days earlier than the minimum interval or age are not valid doses and should be repeated as age-appropriate. If MMR and Varicella are not given on the same day, the doses must be separated by at least 28 days with no grace period.
- For additional information please refer to the Ohio Revised Code 3313.67 and 3313.671 for School Attendance and the ODH Director's Journal Entry (available at <http://www.odh.ohio.gov>, Immunization: Required Vaccines for Childcare and School).

These documents list required and recommended immunizations and indicate exemptions to immunizations.

- Please contact the Ohio Department of Health Immunization Program at (800) 282-0546 or (614) 466-4643 with questions or concerns.

\* Recommended DTaP or DT minimum intervals for kindergarten students four (4) weeks between doses 1-2 and 2-3; six (6) month minimum intervals between doses 3-4 and 4-5. If a fifth dose is administered prior to the 4<sup>th</sup> birthday, a sixth dose is recommended but not required.

\*\* Pupils who received one dose of Tdap as part of the initial series are not required to receive another dose. Tdap can be given regardless of the interval since the last Tetanus or diphtheria- toxoid containing vaccine. DTaP given to patients age 7 or older can be counted as valid for the one-time Tdap dose.

\*\*\* The final polio dose in the IPV series must be administered at age 4 or older with at least six months between the final and previous dose.

\*\*\*\* Recommended MCV4 minimum interval of at least eight (8) weeks between dose one (1) and dose two (2). If the first (1<sup>st</sup>) dose of MCV4 was administered on or after the 16<sup>th</sup> birthday, a second (2<sup>nd</sup>) dose is not required. If a pupil is in 12<sup>th</sup> grade and is 15 years of age or younger, only 1 dose is required. Currently there are no school entry requirements for meningococcal B vaccine.

ODH Immunization 11/30/2017  
Imm Sum Sch Ohio 2018-2019.docx

The immunization program must be completed and dates on file in the office no later than the 15<sup>th</sup> 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.  
**(Attachment 4-F)**

## **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 Educational Outfitters. The French Toast brand may also be purchased over the Internet. But 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. Oxford shirts with tails must be tucked inside pants or shorts. Shorts are to measure to the knee. Shoes and socks must be worn (gym shoes are acceptable). Slides are approved footwear. MCS "spirit wear" shirts may be worn on Fridays. Hairstyles are to be neat, clean, moderate, combed, and in good taste. Hairstyle extremes (Mohawks, etching/carving, dreadlocks, etc.) and non-traditional or unnatural hair colors (pink, purple, green, etc.) are not permitted. Boy's hair must be off the shoulder, above the eyebrow, and part of the ear must be visible at all school events. Sideburns may be worn to the bottom of the ear. Clean and neat trimmed facial hair is allowed for boys. Visible tattoos, man buns, and ponytails are not allowed. Hats or head coverings are not permitted in the classroom. Boys are not to wear earrings/piercings at school or school functions. The Principal and/or Superintendent have the final say on whether hair is appropriate. Earrings are not acceptable. Only the following may be worn over approved shirts in classrooms during the school day: 1) approved outerwear from Shaheen's or 2) a classic crewneck or cardigan sweater or sweater vest.

**Girls:** Approved campus wear is the acceptable dress for all elementary girls. Jumpers and skirts must measure to the knee. When purchasing jumpers 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 jumpers or skirts. Pants are to be purchased from Educational Outfitters. Oxford shirts are to be worn tucked inside the skirt/pant/skort. 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. 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 Shaheen’s or 2) a classic crewneck or cardigan sweater or sweater vest.

### **MIDDLE & 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). Slides are approved footwear. MCS "spirit wear" shirts may be worn on Fridays. Hairstyles are to be neat, clean, moderate, combed, and in good taste. Hairstyle extremes (Mohawks, etching/carving, dreadlocks, etc.) and non-traditional or unnatural hair colors (pink, purple, green, etc.) are not permitted. Boy’s hair must be off the shoulder, above the eyebrow, and part of the ear must be visible at all school events. Sideburns may be worn to the bottom of the ear. Clean and neat trimmed facial hair is allowed for boys. Visible tattoos, man buns, and ponytails are not allowed. Hats or head coverings are not permitted in the classroom. Boys are not to wear earrings/piercings at school or school functions. The Principal and/or Superintendent have the final say on whether hair is appropriate. Hats or head coverings are not permitted in the classroom. Earrings are not acceptable. No male student shall have body piercing of any type. Only the following may be worn in classrooms during the school day: 1) blue or white polo, 2) button-up oxford shirt, 3) approved outerwear from Shaheen’s, 4) collared shirts must be worn with jackets, cardigan sweater, or sweater vest, 5) a quarter-zip pull-over with an undershirt. 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. Skirts must measure to the knee. When purchasing skirts, please keep in mind the growth of the child during the year, with regards to length. Shirts 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 in classrooms during the school day: 1) blue or white polo, 2) button-up oxford shirt, 3) approved outerwear from Shaheen’s, 4) collared shirts must be worn with jackets, cardigan sweater, or sweater vest, 5) a quarter-zip pull-over with an undershirt. All other jackets, coats, or other outdoor apparel are not to be worn in classrooms.

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.

Ear piercings (no more than 3 per ear) are permitted, 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/DRESS CODE FOR GRADES 2-12**

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. Girls in grades 2nd – 4th are to wear shorts UNDER their uniform skirts for PE class. Approved campus wear PE shorts or sweatpants will be the only items acceptable to be worn at school events or on school property. Shorts/sweatpants are not permitted to be worn to classes. Uniform and gym shorts must be to the 3<sup>rd</sup> finger when standing erect with arms straight down the sides. The administration reserves the right to use discretion and have final authority. This applies to all uniforms including the cheerleaders.

MCS shorts, sweatpants and T-shirts are available for purchase through the school store.

## **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.

## **CLASSROOM MANAGEMENT PHILOSOPHY**

The spiritual motivation for discipline in the Middletown Christian School classroom is Gospel-centered. Correction is given out of a desire for students to demonstrate Christ-likeness in behavior (II Tim. 3:16). Properly motivated discipline fosters a classroom that

promotes a learning environment in which the academic curriculum can be acquired by all students. Recognizing that our body is a Temple of the Holy Spirit (I Cor. 6:19), created in His image (Gen. 1:26-27), all discipline action should encourage students to treat one another with respect in word and actions. Above and beyond the rules of conduct, a student at MCS is expected to demonstrate Christ-like behavior before others at all times both on and off the campus.

### **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.

I will adhere to the MCS policy on Human Sexuality, which is: We believe that God has commanded that no intimate sexual activity be engaged in outside of a marriage between one naturally-born man and one naturally-born. We believe that any form of sexual immorality; including homosexuality, lesbianism, bisexuality, incest, fornication, adultery, and pornography are sinful perversions of God's gift of sex. We believe that God disapproves of and forbids an attempt to alter one's gender by surgery or appearance. We believe that the only legitimate marriage is the joining of one man and one woman.

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.

### **BULLYING/HAZING**

It is the policy of the MCS School Board that any form of bullying behavior, whether in the classroom, on school property, to and from school, on a school bus or at school-sponsored events, is expressly forbidden. Bullying" or "harassment" or "intimidation"

(together referred to as “bullying” for purposes of this policy) is any gesture or written, verbal, graphic, or physical act (including electronically transmitted acts – i.e., cyberbullying) exhibited toward another particular student more than once that is reasonably perceived as being dehumanizing, intimidating, hostile, humiliating, threatening, or otherwise likely to cause fear of physical or emotional harm.

Bullying may involve, but is not limited to:

- unwanted repeated teasing
- threatening or taunting words or gestures
- intimidating
- stalking
- cyberstalking (any electronic form)
- cyberbullying (any electronic form)
- physical violence
- sexual, religious, or racial harassment

Any student, parent or MCS employee that believes that they have been bullied or has witnessed such an act has the responsibility to report such. A verbal report to any faculty member may be the first step or completing the anonymous witness form on the last page of this document and sending it to the Principal would also suffice. The Principal is the individual at Middletown Christian who is charged with investigating the charge, notifying the custodial parent, accumulating the requisite written documentation and bringing the entire matter to the discipline committee of the Board for its resolution of the matter. We believe that bullying or intimidation is a serious event that exhibits un-Christ like behavior and may result in suspension or expulsion depending upon the seriousness of the incident.

## **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, 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 Discipline**

There will be a specific order of discipline 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 2<sup>nd</sup> 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. Tardy to class/unexcused tardy to school
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. Sleeping in class
13. Miscellaneous offenses
14. Cell phone out, being used, or making noise (vibration, ringing, notification chime, etc.)  
- Detention

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

1. Insubordination
2. Cheating/plagiarism (will also receive an F on the assignment or test) - **Cheating will not be tolerated whether intentional or not.**

3. Disrespect to authority
4. Misusing cell phones or other media/electronic devices on campus
5. Lying
6. Vulgar speech/profanity
7. Improper social conduct
8. Stealing
9. Boy/girl relations, display of physical affection on campus
10. Skipping a class or leaving school without permission
11. Bullying

**The following offenses may receive a 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 may receive a 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 and/or Vaping
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, the parents may submit a written appeal to the discipline committee of the school board within appeal and render their opinion within 48 hours of receipt. If the student has been issued a two-day or higher suspension and does not agree with result of the written appeal, he/she may request a hearing with the discipline committee. The committee will have the ability to agree to the hearing or decline the request. Any decision by the committee is deemed final and cannot be appealed to the entire School Board. Any hearing requested by the parent(s), and agreed to by the discipline committee, 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 detention monitor the day of the detention. If the fee is not paid on or before the date of detention, then a fee of \$15 (\$5 increase over base fee) will be charged to the family's account. 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 may 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 may receive a one-day, out-of-school suspension.

### **ONE-DAY, OUT-OF-SCHOOL SUSPENSION**

The student will spend the day out of school. The student's 9-week grade for every class they attend will be reduced by 2% per class.

### **TWO-DAY, OUT-OF-SCHOOL SUSPENSION**

The same as for the one-day but the grade reduction will be 4% per class for that 9-week period.

### **FIVE DAY, OUT-OF-SCHOOL SUSPENSION**

If a student accumulates enough penalties to receive a second two-day, OSS in a semester, he/she will receive an automatic five-day, OSS and his/her case will be referred to the Middletown Christian School Board for further consideration. There will not be a charge but the grade reduction will be 10% per class for that 9-week period.

**Reduction of School Suspension Grade Penalty:** If a student receives one of the above noted out-of-school suspensions and wishes to reduce the Grade Reduction Penalty, then he/she should petition the school board for a 1% increase of each class per that 9 week period. In order to qualify, the student must have accumulated no more than 1 detention (no suspensions) in the following 2 full nine week grading periods. This is not available for any suspension that occurred in the second semester of the student's senior year.

## **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.

In accordance with the ministry's statement of faith and in recognition of Biblical commands, no immoral conduct will be tolerated. The Bible strictly forbids such conduct which includes immoral actions as well as advocating for sinful behavior. The following will not be tolerated in any form and will constitute grounds for expulsion: any actions or identifying statements concerning fornication, adultery, homosexuality, lesbianism, bisexuality, or pornography. (Gen. 2:24; Gen. 19:5, 13; Gen. 26:8-9; Lev. 18:1-30; Rom. 1: 26-29; 1 Cor. 5:1; 6:9; 1 Thess. 4:1-8; Heb. 13:4).

*Definition of "immoral act"*

Bodily contact, actively undertaken or passively permitted, between members of the opposite sex or members of the same sex for the purpose of satisfying sexual desires and any bodily contact that a reasonable person would understand to demonstrate a propensity or intent to engage in an immoral or homosexual act.

**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 immorality 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 have developed strategies which assist in classroom management and the growth of the individual student; details for these will be sent home with each student the first week of school. Parents will be closely involved in the serious discipline of their child. Types of discipline may include, but not limited to, recess detentions, writing sentences, lunch detentions and after-school detentions. Prayer and gospel-centered counseling will be a significant part of all discipline.

- Elementary students who are found to be tardy or absent without excuse will receive a 15-minute recess detention when they reach 4 tardies.
- Gum is NOT permitted in grades K-5
- Cell phones must remain in the student's book bag and placed in a silent, non-vibration setting.

## **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, 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 DEVICE USE**

### **MIDDLE SCHOOL (6-8)**

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. If a cell phone is found to be out of a student's locker the cell phone will be confiscated and the student will receive a detention. In addition, parents may be required to come to the school office to retrieve their child's cell phone. Absolutely no cell phones will be allowed to be used in locker rooms or bathrooms. If a phone is found to be misused, then referral for a suspension will occur. The "Apple Watch" or similar Multifunctional watch/electronic device shall be used as a time device only during regular school hours with its other applications (including Wi-Fi access) disabled.

### **HIGH SCHOOL (9-12)**

If students must bring their cell phones to school they may not be out, be used, or make noise (vibration, ringing, notification chime, etc.). If a cell phone is seen out or heard, the **cell phone will be confiscated, and the student will receive a detention**. In addition, parents may be required to come to the school office to retrieve their child's cell phone. Absolutely no cell phones should be used in locker rooms or bathrooms. If a phone is found to be misused, then referral for a suspension will occur. Cell phones will be collected before Test and/or Quizzes. Should a student not turn in his/her cell phone before a quiz/test and it is discovered the cell phone is on them, the student will receive a failing grade and further discipline. The "Apple Watch" or similar Multifunctional watch/electronic device shall be used as a time device only during regular school hours with its other applications (including Wi-Fi access) is disabled.

## **TECHNOLOGY POLICY**

MCS is committed to a responsible approach to technology use and integration within the classroom and campus. As such, we evaluate best practices for its use within our program and academy culture. MCS offers the use of electronic devices to students, employees, and volunteers (collectively known as users). The use of these resources is considered a privilege that is provided to help users complete and deliver education obligations. There are benefits in using technology and all electronic resources must be used in a manner that both enhances educational experiences and complies with school policies. To be safe online and to gain the greatest benefit from the opportunities provided through an online environment, students need to be responsible at all times. Teaching responsible online behavior is essential in the lives of students and is best taught in partnership between home and school. Individual users granted access to the Internet through MCS resources assume personal responsibility and liability, both civil and criminal, for uses of the Internet not authorized by MCS policies, guidelines and/or rules. MCS makes no warranties of any

kind, either expressed or implied, and shall not be responsible for any claims, losses, damages or costs (including attorney's fees of any kind suffered, directly or indirectly by any user or his or her parent(s) or guardian(s) arising out of the user's use of its computer networks or the Internet under this policy. Individual users of the school's network are responsible for their behavior and communications over the network. It is presumed that users will comply with MCS standards. While MCS makes every attempt to ensure and monitor the appropriateness of the users' use of the network, the school does not assume responsibility for a user's surreptitious non-acceptable behavior. In addition, users shall have no expectation of privacy. School IT staff and/or administrators may review devices, files, and communications to maintain system integrity and ensure that users are using the system responsibly.

#### A. Definitions:

- 1) Users are any students, employees of MCS and volunteers that use the resources of the school including, but not limited to, the classroom, libraries and computer labs.
- 2) Network is the school system of computers, servers, databases, routers, switches, Internet access, software applications, televisions, DVD and Blu-ray players, CDs, movies, music, calculators, video equipment and cameras, projectors and other electronic devices or resources necessary to connect the offices, classrooms, libraries and computer labs.
- 3) Internet is a worldwide telecommunications system that provides connectivity for thousands of other smaller networks. Access enables users to explore thousands of libraries, databases and other valuable resources on web sites throughout the world.
- 4) Account is a computer account given to the user for their personal access to the MCS Network and its services. It consists of a user ID, password and a server folder for storing files.
- 5) Password is a secret series of characters that enables a user to access a file, computer, or program. The password helps ensure that unauthorized users do not access the computer.
- 6) Website is a collection of "pages" or files on the Internet that are linked together and managed by a company, institution or individual.
- 7) Cyberspace a metaphor for describing the non-physical terrain created by computer systems. Online systems, for example, create a cyberspace within which people can communicate with one another.
- 8) 1:1 Program refers to the MCS program that is for K-12th grade students where each student has an electronic device to be used for educational purposes. iPads will be issued to all students in grades K-6 and 9-12. Dell 2 in 1's will be issued to students in grades 7,8.
- 9) BYOD refers to Bring Your Own Device.

#### B. General Provisions

- 1) Scope of Technology Policies: Policies, guidelines, and rules refer to all devices (including but not limited to computers, handhelds, MP3 players, portable memory storage devices, calculators with interfacing capability, cell phones, digital cameras, etc.), technology infrastructure, associated peripheral devices and/or software:
  - a) Owned by, leased by and/or on loan to MCS.
  - b) Owned by, leased by and/or on loan to any third party engaged in providing services for MCS.

- c) Owned by students, parents, staff and/or volunteers which are connected to the school network. This includes devices allowed under the Bring Your Own Device policy and cellular phones.
  - 2) Any computing or telecommunication devices owned by, in the possession of or being used by MCS students, staff, or volunteers that are operated on the grounds of the MCS campus or connected to any equipment at any school facility by means of direct connection, telephone line or other common carrier or any type of connection including both hardwired, fiber, infrared and/or wireless. All acceptable use policies also apply to any online service provided directly or indirectly by the school for student use including but not limited to: FACTS, Office365, OneDrive, MCS email address, etc.
  - 3) Student: Students shall adhere to the provisions of the policy as a condition for continued use of the school resources. It is general policy of MCS to promote the use of computers in a manner that is responsible, legal and appropriate. This policy is enacted any time there is a connection to the MCS Network or the Internet and/or upon use of MCS owned device.
  - 4) Disclaimer: MCS reserves all rights to any materials stored in files which are accessible to others and will remove any material which MCS believes may be unlawful, obscene, pornographic, abusive, copyrighted, or otherwise objectionable. All information, services and features contained on MCS's network are intended for the private use of its registered users and use of these resources for commercial, for profit or other unacceptable purpose (i.e. advertisements, political lobbying), in any form is expressly prohibited.
  - 5) Sharing account information/passwords, utilizing tools for ascertaining passwords, or engaging in "hacking" of any kind, which is an illegal act or unlawful entry into an electronic system to gain unacceptable information.
- C. MCS has taken steps on our network to filter inappropriate sites, but no filtering software is 100% effective and it is possible that the software will fail. Ultimately, parents and guardians of minors are responsible for conveying the standards that their children should follow when using media and information sources. Users are cautioned that some material accessible via the network or the Internet might contain items that are inaccurate, inappropriate or potentially offensive to some persons. Users accessing the Internet do so at their own risk. MCS does not warrant that functions of the system will meet any specific requirements the user may have, or that it will be error-free or uninterrupted; nor shall MCS be liable for any direct or indirect, incidental, or consequential damages (including loss of data, information or time) sustained in connection with use, operation, or inability to use the system.
- D. Monitoring: Computer services and Internet access are provided for educational purposes. The MVCA Network is routinely monitored to maintain the efficiency of the system. We reserve the right to monitor, inspect, copy, review, delete, and store at any time without prior notice any and all usage of the MVCA Network and Internet access and any and all information transmitted or received in connection with such usage. All information files shall remain the property of MVCA and no user shall have any expectation of privacy regarding such materials.
- E. Student Responsibilities:
- 1) Students are expected to use their device for educational purposes for classes at MCS only.

- 2) Students are expected to have their device in school each day with a fully charged battery. If a device did not charge while at home a charger may be provided for in class use.
- 3) Students may not sync MCS devices with their personal iTunes or Apple ID accounts.
- 4) Students may not install software, download apps, or attempt to reconfigure software on any MCS device. If non-conforming apps or software are discovered, the device will be restored, and disciplinary actions may be taken.
- 5) Students may recommend apps to be evaluated by IT staff for educational purposes by emailing [it@mcseagles.net](mailto:it@mcseagles.net) .
- 6) Students are encouraged to store documents, worksheets, notes, and other files on their device, but they must be responsible for backing up and saving all work. Students must either email documents to themselves as a backup or use a cloud-based storage account such as OneDrive. IT staff is not responsible for saving, restoring, or backing up documents.
- 7) Students may not attempt to hack/jailbreak an MCS device.
- 8) Students are encouraged to use email and cloud-storage solutions. However, a printer will be available for limited printing.

#### F. Parent Expectations

- 1) MCS asks for parents' support in communicating with their children about standards of appropriate content and helping to monitor usage at home.
- 2) If necessary, parents are expected to assist their child with filling out any forms needed to report theft or damage.
- 3) Parents should help to ensure that only the student and parents use the school-assigned device.

#### G. Terms of the MCS Device Loan

- 1) Devices will be distributed at the discretion of MCS Administration upon confirmation that the forms have returned.
- 2) Legal ownership of the device remains with MCS. The use of a MCS device is a privilege and is conditioned upon compliance with the requirements of this policy, MCS's Technology Policies and Guidelines, and all other MCS policies.
- 3) Student devices and accessories will be collected at the close of each school year. Students who graduate early, transfer, withdraw, are suspended, or expelled must return the device at the time of withdrawal. The device may be restored to its original condition during the Summer. Students are responsible to back up any data they want to keep.
- 4) MCS reserves the right to repossess the device at any time if the student does not fully comply with any school technology policy. MCS may also choose to limit and/or withdraw home use privileges for failure to comply.
- 5) Software and apps will be managed by the school due to the need to comply with licensing agreements (devices must not be synchronized with personal iTunes accounts and Apple ID accounts).
- 6) The device will be subject to routine monitoring by teachers, administrators, and/or technology staff. Users have no expectation of privacy when using MCS equipment or technology systems.

- 7) If technical difficulties arise with a device, or non-conforming content is discovered, the device will be restored by IT. If the device needs restored, MCS is not responsible for the content, or loss of any content.
- 8) Some devices and accessories may have identifying labels, which must not be removed or altered in any fashion. If the label is removed or missing, the device and accessory may be refused at check-in time and the student charged for the equipment.
- 9) The use of the device during instructional times is governed by classroom teachers. Failure to follow the instructions of the teacher may result in disciplinary action.

#### H. General Care Instructions

- 1) Device screens should only be cleaned with a soft, clean microfiber cloth. Do not use Kleenex or paper towels to clean the screen. There are particles within these that are abrasive and will scratch the screen. Clorox wipes or cloth dampened by water are allowed.
- 2) Charging cables/cords should be inserted and removed carefully to prevent damage. This should be done on both ends of the cable by grasping the plugs rather than the cord. The charging cord should be plugged into the wall outlet before connecting the device. When disconnecting, remove the cable from the device before removing the cord from the wall outlet.
- 3) Devices must be kept in the original, MCS issued protective cases at all times, if applicable to that device.
- 4) Students should never put weight on a device. The device cases (if applicable) should not be used as a folder to carry other items, including any sharp or pointed items such as pens or pencils.
- 5) Liquids, food and other debris can damage the device. The device should be closed in cases (if applicable) and away from food and liquids when students are eating.
- 6) Devices should not be exposed to temperature extremes. Students should not leave the device in any location where the temperature falls below freezing or exceeds 95 degrees. If the device is cold, allow it to warm to room temperature before use. A device exposed to direct sunlight or high temperatures may overheat during use and must be allowed to cool down before use.
- 7) Battery life is shortened by using Wi-Fi, Bluetooth, a high screen brightness, and video. Students should learn to manage these settings and apps to improve battery performance.

#### I. Damage and Repair

- 1) Accidental Damage Protection Plan: There is a deductible of \$50 if a device is damaged and needs to be repaired. Claims must be filed immediately with IT in order to qualify for coverage. The user party may be financially responsible for repairing or replacing a device.
- 2) Damage or hardware issues must be reported immediately in order to be covered under the insurance policy. For cases of accidental damage a replacement will be ordered/issued upon payment of invoice.
- 3) Cases: Cases are not covered by accidental protection plan, loss or damage shall be parents responsibility. Cases do have limited warranty for non-damage related issues.
- 4) Students/parents are responsible for the full cost of device if lost or stolen. Failure to pay may result in legal consequences.
- 5) Cost for repair/replacement
  - i. A damaged iPad has a \$50 deductible.
  - ii. A damaged Dell 2-1 has a \$50 deductible.

- iii. Lost or damaged iPad chargers have a cost of \$19 per component (cable and brick).
- iv. Lost or damaged Dell 2-1 charger has a replacement cost of \$70.

#### J. Security and Theft Prevention

- 1) The device may ONLY be used by the student to whom it was assigned. The student may not loan it to another student.
- 2) The student is responsible for the security of the device at all times. The device should never be left unsecured. When not with the student, the device should be secured or stored in a locked location out of view. During after-school activities and/or away events, students are still responsible for securing the device.
- 3) Students should keep personal information about themselves and others off the device. Password security for network systems should be maintained and passcodes should be documented with the IT department. It is the responsibility of the student to keep his or her information secure.
- 4) Theft must be reported immediately to the IT Department.
- 5) If there is loss or damage to the charging cable/brick, the student must reimburse the school for the cost of replacement.

### **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. Students will have one week from the day returning to school to make up any tests, quizzes, or homework missed on the day(s) absent. Failure to make up tests, quizzes, and homework will result in the student receiving a grade of zero (0). Make up work may be done in study hall or at the teacher's discretion. Consideration will be given to students missing several days in a row or those obviously too ill to prepare for 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 or tardies** must do the work they missed but may not receive any grade higher than an 80 for the make-up work.

## **SCHEDULE CHANGES AND CLASS ENROLLMENT**

Students may drop courses within the 1st week (5 class days) of class (per date of enrollment) without academic penalty.

Students may add courses within the first week of the beginning of the class (or date of enrollment), if the schedule allows and there are available seats in the class. Any missed classwork must be made up in a timely manner.

Students withdrawing **BEFORE** the 5th week of the semester will have records indicating Withdrawal Passing or Withdrawal Failing. This will not appear on transcripts.

Classes dropped **AFTER** the 5th week of the semester will be appear on reports as an F no matter the withdrawal grade. This F will be included in both GPA and class rank calculations.

Dropping of Sevenstar classes after enrollment will also include a fee, the amount of which will be determined by the charge made by Sevenstar to MCS.

Students must complete the appropriate schedule change request form. The administration will make the final decision on any requested change.

## **REPORT CARDS/PROGRESS REPORTS**

Report cards are distributed every nine weeks. Report cards will be emailed and available on ParentsWeb one week after the end of first and third quarters and will be mailed to the student's home at the end of the second and fourth quarters. Grades may be withheld until all fees are paid. Progress reports are emailed 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.

## **2021-2022 MCS school year grading scale**

LETTER GRADE		GPA	NUMERICAL AVERAGE
A+	4.3	98-100	99-100
A	4.0	93-97	94-98
A-	3.7	90-92	92-93

B+	3.3	87-89	90-91
B	3.0	83-86	85-89
B-	2.7	80-82	83-84
C+	2.3	77-79	81-82
C	2.0	73-76	76-80
C-	1.7	70-72	74-75
D+	1.3	67-69	72-73
D	1.0	63-66	67-71
D-	.7	60-62	65-66
F	0	59-0	0-64

MCS Honors classes: Honors English 9, 10, 11, 12; Physics; Calculus; College Credit Plus classes

All honors grades compute GPA+1 as follows (example: A=5, B=4, C=3, D=2 F=0)

### COLLEGE CREDIT PLUS POLICY

MCS is quite willing to make all opportunities for quality affordable education available to its students. The Ohio College Credit Plus program has presented some areas of concern. Under this program, students in grades 7-12 can apply and be accepted into any public Ohio college/university or participating private college/university and take college level classes at no tuition cost and have these credits apply to both high school graduation credits and college transfer credits. The Mission Statement and the Purpose of MCS as stated in the handbook, is to “assist families... to educate their sons and daughters in the light of the Word of God..., to offer quality Bible-based, academic education.” Parents need to be aware that students taking classes at a non-Christian post-secondary institution may be exposed to non-Christian philosophies. If a MCS student is accepted into the Ohio College Credit Plus program and is taking college courses either online or in-the-seat:

1. The student is required to give **a copy of the CCP award letter** issued by the state in May to the MCS Guidance Office by the end of the current MCS school year and before enrolling in CCP classes at the university/college. The college also must be give a copy
2. The student is required to give the MCS Guidance Office a **list of the CCP classes** for which he/she has enrolled prior to the beginning of each MCS semester. This should include the official name of the class, the class catalog number, a description/syllabus of the course content, and whether the class is being taken online and if not, when does the class meet (days & times).
3. *IF* the student receives an F in the class, stops attending the class, or withdraws after the college deadline, **THEN** the student will not be awarded high school credit and will be billed by MCS to repay the cost of the course as charged by the post-secondary institution.
4. *IF* the student enrolls in post-secondary class that exceeds the number of credit hours awarded by the state, the student/family is responsible to pay the tuition charged by the college for that entire course’s credit hours.
5. *Books purchased by MCS for a student’s CCP class are the property of MCS* and must be returned to MCS in satisfactory condition before any high school credit will be added to the student’s transcript for that class. If the student wants to purchase the book from MCS at the original cost and keep the book, that is permissible.

6. Only CCP classes in the academic areas of English, mathematics and science are currently awarded honors credit on the MCS transcript, as per state CCP policy.
7. A student may not enroll in CCP post-secondary classes that prevent him/her from attending required MCS classes on time daily. Classes may need to be scheduled online, after school, or in the summer to prevent this conflict.
8. A student participating in CCP classes while a student at MCS is required to pay full MCS tuition, even if he/she is not in attendance at MCS for the entire school day.
9. A student participating in CCP classes, if allowed by the MCS administration to come to school later in the school day, or leave earlier in the school day, in order to accommodate CCP class study time, will be still be required to attend MCS chapels and MCS retreat.
10. A student may take college- level classes at a Christian college approved by MCS and count the classes for high school credit IF the classes are pre-approved by the MCS Administration. The cost of these classes will be incurred by the parents if not covered by the CCP program.

### **SENIOR'S SECOND SEMESTER EXAM EXEMPTION**

- Special Classes will not be included in the exemption.
- Seniors that have the following would be exempted:
- An "A" average between 3rd and 4th quarter.
- No more than 15 absences for the year
- Have not received an Out of School Suspension or more than 3 detentions during either 3rd or 4th quarter.

### **GUIDELINES FOR EARLY DISMISSAL**

For any upperclassmen to be considered for Early Dismissal they must:

- Meet requirements to graduate on time
- Grades permit the action to take place
- Original schedule has open periods at the end of the day to facilitate the action
- Requested at the beginning of the semester
- Complete the form

Seniors:

- Meet credit requirements in order to graduate
- Grades need to be acceptable per the discretion of the administrative team
- Schedule has to allow for early dismissal
- Fill out the request forms- available from the counselor's office

Juniors:

- Meet credit requirements in order to graduate
- Grades need to be acceptable per the discretion of the administrative team
- Enrolled in a CCP class
- Schedule has to allow for early dismissal
- Fill out the request forms- available from the counselor's office

## **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 7<sup>th</sup> grade for the first time will be considered eligible regardless of previous academic achievement. Students in the 8<sup>th</sup> 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 grading period and after progress reports from the third grading period. Teachers will send home or email information to parents with instructions regarding how to schedule a conference during these times. 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). You may schedule an appointment with your child's teacher at times other than the previously mentioned designated times.

## **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. Our cafeteria service is contracted through W.G. Grinders for more information about pricing and menu please refer to the school website <https://mcseagles.net/news-info/lunch-menu/>.

## **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 or teacher will handle the call at no charge. If parents must contact a high school teacher by telephone, leave a message on the teacher's voicemail 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 – 8<sup>th</sup> 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 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 the upper parking lot. 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 \$20.00 fee for a parking pass. Parking passes acquired **AFTER** the first semester will be charged \$15. 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.

## **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.

## **Middletown Christian Schools Anti-Bullying Policy**

### Policy Statement

Middletown Christian Schools prohibits acts of harassment, intimidation, or bullying. A safe school is necessary for students to learn and achieve. Harassment, intimidation, or bullying disrupts students' abilities to learn and therefore will not be tolerated.

### Definition

“Bullying” or “harassment” or “intimidation” (together referred to as “bullying” for purposes of this policy) is any gesture or written, verbal, graphic, or physical act (including electronically transmitted acts – i.e., cyberbullying) exhibited toward another particular student more than once that is reasonably perceived as being dehumanizing, intimidating, hostile, humiliating, threatening, or otherwise likely to cause fear of physical or emotional harm.

Bullying may involve, but is not limited to:

- unwanted repeated teasing
- threatening
- intimidating
- stalking
- cyberstalking
- cyberbullying
- physical violence
- sexual, religious, or racial harassment
- public humiliation
- destruction of property
- rumor or spreading of falsehoods

### Reporting an Incident of Bullying

Students may report complaints of bullying (whether directed toward themselves or others) to any faculty or staff member. All faculty and staff members must report, in writing, all allegations of bullying to the principal (Form AB-1). The principal must document, in writing, all complaints regarding bullying in order to ensure that problems are addressed appropriately and in a timely manner. Reporting incidents of bullying may be done anonymously (Form AB-2). Witnesses to the bullying incident are encouraged to fill out a report as well (Form AB-3).

### Investigation

The principal is responsible for determining whether an alleged act is in violation of this policy. The principal shall conduct a prompt, thorough and complete investigation of the alleged incident. The principal will maintain a record of each investigation regarding bullying. The parents of the students involved shall receive notice from the school on the outcome of the investigation

### Consequences

The following factors will be considered in determining the appropriate response to students that commit one or more acts of bullying:

- age, development, and maturity levels of the parties involved
- degree of harm
- surrounding circumstances
- nature of the behavior
- past incidences or continuing patterns of behavior
- relationships between the parties involved
- context in which the alleged incident(s) occurred

The following are examples of possible consequences should allegations of bullying prove true:

- admonishment/counseling/parent conference
- temporary removal from the classroom
- loss of privileges
- after-school detention
- in-school suspension
- out-of-school suspension
- expulsion
- legal action

### Prevention

Middletown Christian Schools desires to prevent instances of bullying before they happen and relies upon the following to do so:

- the Word of God (Bible curriculum)
- classroom instruction (Health, Bible)
- classroom visits/instruction by the school principal or designee
- annual training for school employees

## **Bullying Complaint Report Form**

This report must be completed in order to file a complaint relating to an incident of alleged bullying (for the purpose of this form, bullying encompasses bullying, harassment, or intimidation) and turned in to the school Principal.

Complainant name: \_\_\_\_\_ Grade: \_\_\_\_\_

Victim name: \_\_\_\_\_ Grade: \_\_\_\_\_

Accused name: \_\_\_\_\_ Grade: \_\_\_\_\_

Where did the incident occur?

When did the incident occur (date and time)?

Describe the incident in detail.

List the names of others that witnessed this incident:

List evidence of bullying (letters, photos, etc. – attach evidence if possible):

I attest that all information on this form is accurate and true to the best of my knowledge.

Signature of complainant: \_\_\_\_\_ Date: \_\_\_\_\_

Name of person receiving this form: \_\_\_\_\_ Date: \_\_\_\_\_

Action by Principal and date:

Outcome:

## **Anonymous Reporting Form for Bullying**

If you have information regarding bullying (for the purpose of this form, bullying encompasses bullying, harassment, or intimidation) and would like to report this information anonymously, please fill out the following to the best of your knowledge. Please note that this form is completely anonymous.

Victim name: \_\_\_\_\_ Grade: \_\_\_\_\_

Accused name: \_\_\_\_\_ Grade: \_\_\_\_\_

Where did the incident occur?

When did the incident occur (date and time)?

Describe the incident in detail.

List the names of others that witnessed this incident.

List evidence of bullying (letters, photos, etc – attach evidence if possible).

## **Bullying Witness Statement Form**

This report must be completed when there is a witness to an incident of alleged bullying (for purposes of this form, bullying encompasses bullying, harassment, or intimidation). One form must be completed for each witness. All witness statements that relate to one incident should be attached to the Bullying Complaint Report Form.

Witness name: \_\_\_\_\_ Student Parent Teacher (circle one)

Victim name: \_\_\_\_\_ Grade: \_\_\_\_\_

Accused name: \_\_\_\_\_ Grade: \_\_\_\_\_

Where did the incident occur?

When did the incident occur (date and time)?

Describe the incident in detail.

List the names of others that witnessed this incident.

List evidence of bullying (letters, photos, etc – attach evidence if possible).

I attest that all information on this form is accurate and true to the best of my knowledge.

Signature of witness: \_\_\_\_\_ Date: \_\_\_\_\_

Name of person receiving this form: \_\_\_\_\_ Date: \_\_\_\_\_