



MIDDLETOWN
CHRISTIAN SCHOOLS

Student Handbook

2026-2027

STUDENT HANDBOOK 2026-2027

MIDDLETOWN CHRISTIAN SCHOOLS
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An Educational Ministry of Grace Baptist Church

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GENERAL STATEMENTS

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 students' educational and spiritual needs and offers both general and college-preparatory programs. It is not our purpose to duplicate or to compete with the programs or activities of other educational systems. Our goal is 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 serving 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, reinforcing the Biblical teachings of both 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 humanistic (based on human thought). 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 that determine 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; without it, 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 because of our primary devotion to the Lord in prayer and principle. People should be served with consideration for 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

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 them.

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 hast heard of me among many witnesses, the same commit thou to faithful men, who shall be able to teach others also.”

Can articulate and defend their faith Scripturally. 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 question, evaluate, resolve, and articulate solutions to problems, considering 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 the Holy Spirit of God, understanding that we were created in His image.

ADMISSIONS

POLICY AND PROCEDURE

Any parent who wishes to enroll their child at MCS must complete an online application on the school's website. After the application is reviewed by the administration, each new applicant may be interviewed with their parent(s) prior to acceptance. Interviews will be scheduled for parents and child(ren).

NOTICE OF NON-DISCRIMINATORY POLICY AS TO STUDENTS

Middletown Christian Schools admits students of any race, color, nationality, or ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school.

It does not discriminate based on race, color, nationality, or ethnic origin in the administration of its educational policies, scholarship and loan programs, and athletic and other school-administered programs.

GENERAL INFORMATION

SCHOOL HOURS

The school day for grades K-5 is from 8:00 a.m. to 2:40 p.m. The school day for grades 6-12 is 7:55 a.m. to 2:45 p.m. We must insist that parents do not allow their children to arrive at school too early in the morning or to loiter after school is dismissed. Unless other arrangements have been made with the teacher or administration, no child should arrive on school grounds before 7:20 a.m. or remain after 3:15 p.m., except when 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 the late stay program if students are waiting for team practice or the bus.

ATTENDANCE

Middletown Christian Schools is an educational institution. 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, a dental appointment, a doctor's appointment, or an approved special request. Any absence not in keeping with the above guidelines will be deemed unexcused.

Absences from school due to illness, bereavement, dental, or a doctor's 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.

Elementary students arriving at school after 10:00 a.m. or leaving before 1:00 p.m. will be marked as half-day absent. Middle School and High School students must be in attendance for four bells to be considered half-day absent.

A student-athlete must attend at least half of the scheduled eight bells of the school day to participate in after-school practices, contests, or team activities. Exceptions may be made for prearranged school-approved absences, medical appointments, funerals, court appearances, emergencies, or other circumstances approved by the administration.

A student who leaves school early due to illness may not participate in athletic activities that day unless cleared by school administration. Students showing a pattern of absences following late contests may be subject to administrative review.

"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.

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.

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 results in lost instructional time for the student but also disrupts the teaching and learning activities taking place in the classroom. Students in grades 6-12 who receive their fourth unexcused tardy in a quarter will receive a detention (detentions resulting from tardiness do not count toward a suspension). Students in grades K-5 who receive their fourth unexcused tardy in a quarter will miss out on five minutes of recess.

The student who is tardy to school must sign in at the office upon arrival. They must have a note or a prior call from a parent explaining the reason for being tardy. Valid reasons for tardiness are the same as, but not limited to, those listed for excused absences. Students who drive or are driven by parents are responsible for allowing themselves enough time to handle normal, predictable traffic delays and will not be excused.

EARLY DISMISSALS

Parental permission is required when a student leaves school early for a funeral or a doctor's appointment. Please ensure the main office and teachers are notified in advance of the dismissal, if possible. K-8th graders can also hand a note to their homeroom teacher.

Permission from the parent and the Superintendent, or their Designee, must be obtained before a student leaves school early for other reasons (e.g., work, appointments, college visits, etc.). This approval should be in writing.

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 in emergencies or special circumstances that may constitute good and sufficient cause for early dismissal from school or absence without prior approval.

STUDENT ILLNESS

In the event of a minor illness, MCS is equipped with a clinic room to which students may be sent for care.

In the case of a more serious illness, the family will be contacted by phone, and the parents will be asked to come to the school to 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 plan to pick your child up immediately.

GUIDELINES

It is our desire that all MCS students stay healthy and enjoy a robust educational school year. It is the parents' responsibility 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 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 illness-related diarrhea for 24 hours before returning to school. *

Strep throat: A student must have antibiotic treatment for a full 24 hours before returning to school. A note from the doctor indicating the student's return date is required.

Conjunctivitis (Pinkeye): A student may return to school after 24 hours of antibiotic treatment, and a note from the doctor indicating the date of return is required.

Tinea (Ringworm): A student may return to school after 24 hours of effective treatment.

Skin rashes of unknown origin: A student may return to school with a doctor's note stating that the student is not contagious and the date of return.

If a student develops any of the above symptoms at any time during the school day, a parent will be called, and the student should be picked up as soon as possible.

**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.*

HEARING AND VISION SCREENINGS

In accordance with the 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, and 11, and for new students, according to the Ohio Department of Health guidelines.

Vision screenings and referrals for grades K, 1, 3, 5, 7, 9, and 11, and for new students, according to the Ohio Department of Health guidelines.

MEDICATION POLICY

In accordance with Ohio Revised Code 3313.713, the use of medication during school hours is discouraged. When it is essential for a student to receive medications during the school day, the following guidelines will be used:

PRESCRIPTION MEDICATIONS

All prescription medications required during the school day for K-12 students must be accompanied by appropriate documentation, delivered to the school in the original container, and provided only by an adult. A student shall never transport medications to and from school.

A physician shall complete the Permit for Administering Prescription Medication found on the MCS website. When this form is completed by both the physician and the parent, the medication may be brought to school in the original container for administration by designated staff.

NON-PRESCRIPTION MEDICATIONS

If it is essential for a student to receive a non-prescription medication (e.g., Tylenol for a recent tooth extraction), the parent will supply the medication in its original container and complete the Permit for Dispensing Non-Prescription Medications available on the MCS website. We ask that parents limit their requests for non-prescription medication and, if possible, give it before and/or after school.

All medications shall be locked in the MCS Clinic and administered by designated staff. This excludes specific doctors' orders to self-carry emergency medications like inhalers/insulin/EPI-PENS. Appropriate forms must be completed, and special permission must be given to self-carry such medications. No medications shall be permitted in backpacks, lunchboxes, desks, or lockers. No student, at any time, shall give medication to another student. If he or she does so, all privileges to take any medication at MCS may be forfeited, and further disciplinary action may be taken as outlined in the discipline section of this manual.

IMMUNIZATION POLICY

The Ohio General Assembly passed a law (Ohio Revised Code 3701.13) providing for compulsory immunization of elementary and high school students against Poliomyelitis, Diphtheria, Whooping Cough, Tetanus, Rubella (3-day and 10-day measles), and mumps. The law requires that pupils be immunized, vaccinated, or in the process of receiving protection by the start 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.

Immunization Summary for School Attendance in Ohio:

VACCINES	FALL 2024 IMMUNIZATIONS FOR SCHOOL ATTENDANCE
DTaP/DT Tdap/Td Diphtheria, Tetanus, Pertussis	K Four or more doses of DTaP or DT, or any combination. If all four doses were given before the 4th birthday, a fifth 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 dose is not required. * 1-12 Four 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 and up. Grades 7-12 One dose of Tdap vaccine must be administered prior to entry. **
POLIO	K-8 Three 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 doses of either vaccine is required. *** Grades 9-12 Three or more doses of IPV or OPV. If the third dose of either series was received prior to the fourth birthday, a fourth dose is required; If a combination of OPV and IPV was received, four doses of either vaccine are required.
MMR Measles, Mumps, Rubella	K-12 Two doses of MMR. Dose one must be administered on or after the first birthday. The second dose must be administered at least 28 days after dose one.
HEP B Hepatitis B	K-12 Three 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 eight weeks after the second dose. The last dose in the series (third or fourth dose), must not be administered before age 24 weeks.

Varicella (Chickenpox)	K-8 Two doses of varicella vaccine must be administered prior to entry. Dose one must be administered on or after the first birthday. The second dose should be administered at least three months after dose one; however, if the second dose is administered at least 28 days after the first dose, it is considered valid. Grades 9-12 One dose of varicella vaccine must be administered on or after the first birthday.
MCV4 Meningococcal	Grade 7-9 One dose of meningococcal (serogroup A, C, W, and Y) vaccine must be administered prior to entry. Grade 12 Two doses of meningococcal (serogroup A, C, W, and Y) vaccine must be administered prior to entry. ****

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 One 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 ≤ 4 days before the minimum interval or age are valid (grace period). Doses administered ≥ 5 days earlier than the minimum interval or age requirements are invalid and should be repeated at the appropriate age. 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 Ohio Department of Health (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 ODH Immunization Program at (800) 282-0546 or (614) 466-4643 with questions or concerns.

* Recommended DTaP or DT minimum intervals for kindergarten students: four weeks between doses 1-2 and 2-3; six months minimum interval between doses 3-4 and 4-5. If a fifth dose is administered prior to the 4th 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 aged seven or older can count toward the one-time Tdap dose.

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

**** Recommended MCV4 minimum interval of at least eight weeks between dose one and dose two. If the first dose of MCV4 was administered on or after the 16th birthday, a second dose is not required. If a pupil is in 12th grade and is 15 years of age or younger, only one dose is required. Currently, there are no school entry requirements for the 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 15th day of school, or the child will be excluded from school until the program is completed. If a parent wishes to sign an immunization waiver form to decline participation in the state-required immunization program, please use form (Attachment 4-F)

STUDENT DRESS CODE

The Bible teaches that we should adorn ourselves in modest apparel. The dress code at Middletown Christian Schools is consistent with this principle and aims to provide a comfortable atmosphere for students while in school. An adopted dress code applies to all students from kindergarten through the 12th grade. 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 the school store. Shaheen's offers items such as jumpers, skorts, and uniform pants. All skirts must be purchased at the MCS school store. Please note that the jumpers, skorts, and skirts available at other retailers are not MCS-approved.

The following is a guide. The administration reserves the right to make necessary changes and final judgments in any area of the dress code to preserve 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)

[DETAILED LIST OF UNIFORM DRESS CODE \(CLICK HERE\)](#)

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 tucked inside pants or shorts. Shorts are to be measured to the knee. Shoes and socks must be worn (gym shoes are acceptable). Slides are approved footwear. MCS-approved "spirit wear" t-shirts may be worn Monday-Friday. MCS-branded sweatpants that are purchased from the School Store are permissible on Fridays. Hairstyles are to be neat, clean, moderate, combed, and in good taste. Non-traditional or unnatural hair colors (pink, purple, green, etc.) are not permitted. Boys' hair must be off the shoulders, above the eyes, and part of the ear must be visible at all school events. 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 has the final say on whether hair is appropriate. Only the following may be worn over approved shirts in classrooms during the school day: 1) approved outerwear from the school store or 2) a classic crewneck or cardigan sweater or sweater vest.

[DETAILED LIST OF UNIFORM DRESS CODE \(CLICK HERE\)](#)

Girls: Approved campus wear is the acceptable dress for all elementary girls. Jumpers, skorts, and skirts must fall to the knee in the front and back when standing. When purchasing jumpers, skorts, and skirts, please keep in mind the child's growth in length during the year. Girls (grades K-5) must wear cartwheel or biker shorts or leggings (no inappropriate graphics or wording) under their jumpers or skirts. MCS skirts (in khaki and navy options) **MUST** be purchased at the MCS school store. Navy or tan/khaki dress pants/slacks are permissible. While straight, boot-cut, or wide-leg options are allowed, the style and material of the pant should still be that of a uniform dress pant (no leggings, yoga pants, denim, joggers, or cargo styles permitted). 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). MCS-approved "spirit wear" t-shirts may be worn Monday-Friday. MCS-branded sweatpants that are purchased from the School Store are permissible 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 the school store or 2) a classic crewneck or cardigan sweater or sweater vest.

MIDDLE & HIGH SCHOOL DRESS CODE (6-12)

[DETAILED LIST OF UNIFORM DRESS CODE \(CLICK HERE\)](#)

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" t-shirts may be worn Monday-Friday. MCS-branded sweatpants that are purchased from the School Store are permissible on Fridays. Hairstyles are to be neat, clean, moderate, combed, and in good taste. Non-traditional or unnatural hair colors (pink, purple, green, etc.) are not permitted. The boy's hair must be off the shoulders, above the eyes, and part of the ear must be visible at all school events. Sideburns may be worn down to the bottom of the ear. Clean, neatly 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 has the final say on whether hair is appropriate. Hats or head coverings are not permitted in the classroom. No male student shall have any body piercing. Only the following may be worn in classrooms during the school day:

- blue or white polo, or button-up Oxford shirt of the same color,
- MCS-approved outerwear from the school store,
- collared shirts must be worn with jackets, cardigan sweaters, or sweater vests,
- an MCS quarter-zip pullover with an undershirt,
- an MCS-approved "spirit wear" t-shirt.

All other jackets, coats, or other outdoor apparel are not to be worn in classrooms.

DETAILED LIST OF UNIFORM DRESS CODE ([CLICK HERE](#))

Girls: Approved campus wear is the acceptable dress for all middle school and high school girls. Girls in grades 6-12 must wear an 8-inch privacy/biker short under skirts at a minimum. However, we strongly recommend wearing leggings instead (no inappropriate graphics or wording). The MCS-approved skirt must fall to the knee in the front and back when standing. The approved skirt has an internal elastic waistband to accommodate growth through the school year. It also has a two-inch hem that may be let out, which is sometimes necessary for taller students. Therefore, skirts must be worn as intended, without rolling, and fall to the required length. Skirts considered too short, at the discretion of the MCS female staff, may require girls to get a change of clothes from home. MCS skirts (in khaki and navy options) **MUST** be purchased at the MCS school store. When purchasing skirts, please consider your child's potential growth during the school year, particularly in length. Navy or tan/khaki dress pants/slacks are permissible. While straight, boot-cut, or wide-leg options are allowed, the style and material of the pants should still be those of a uniform dress pant (no leggings, yoga pants, denim, joggers, or cargo styles permitted).

Socks must be worn with tennis shoes. Shoes must be of a substantial nature (no flip/flops). MCS "spirit wear" t-shirts may be worn Monday-Friday. MCS-branded sweatpants that are purchased from the School Store are permissible 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:

- blue or white polo, or button-up Oxford shirt of the same color,
- MCS-approved outerwear from the school store,
- collared shirts must be worn with jackets, cardigan sweaters, or sweater vests,
- an MCS quarter-zip pullover with an undershirt,
- an MCS-approved "spirit wear" t-shirt.

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.

Ear piercings are permitted, with no more than three piercings per ear. Each opening must be a 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 piercing other than the ear.

ADDITIONAL DRESS CODE REQUIREMENTS

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, they will not be allowed to attend the event or receive the award that day.

Students are expected to adhere to the minimum dress code policy at official MCS sporting/extracurricular events AS A SPECTATOR, whether they are home or away. We ask that if students wear shorts, they need to measure to the third finger; if wearing a skirt, it needs to measure to the top of the knee; if wearing jeans, there should be no holes where skin is showing; if wearing leggings, tops must touch the back of the thigh. No tank tops or cut-off sleeves for ladies or gentlemen. All shirts must cover the entire waist. No inappropriate graphics or wording on clothing. If a student is found to be out of compliance, they will be subject to the same disciplinary action as if it were during the school day. Continued non-compliance will result in the student being denied admission to any future extracurricular 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.

DRESS CODE ENFORCEMENT

The intent of our dress code is to promote modesty and proper appearance. We ask that all parents help us monitor their child's attire. Our goal is for the dress code not to become an issue, but for spiritual and academic development to be our focus. However, dress code accountability must be enforced, and we ask that parents and students understand our intent and fully comply with these policies.

It is each student's responsibility to always follow the dress code. If violations become excessive, three or more in a month, the principal will meet with parents to discuss how they can help the school enforce the dress code.

PHYSICAL EDUCATION UNIFORMS/DRESS CODE FOR GRADES 2-12

To promote school spirit, modesty, and consistency in the dress code, MCS is making school-logo T-shirts available to students. These uniforms will be required wear for all 6th-12th-grade physical education (PE) classes. Girls in grades K-5 are to wear shorts UNDER their uniform skirts for PE class. Approved campus wear: MCS PE shorts or sweatpants are the only items permitted at school events or on school property. Shorts or sweatpants are not permitted outside PE class. Uniform and gym shorts must be to the third 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 those worn by cheerleaders. MCS shorts, sweatpants, and T-shirts are available for purchase through the school store.

BEHAVIOR

Conduct should always be that which is becoming to a Christian young man or woman. Appropriate behavior is always expected. Teachers 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 SCHOOL'S 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 Christlikeness in behavior (II Tim. 3:16). Properly motivated discipline fosters a classroom environment in which all students can acquire the academic curriculum. Recognizing that our bodies are Temples of the Holy Spirit (I Cor. 6:19), created in His image (Gen. 1:26-27), all disciplinary actions should encourage students to treat one another with respect in word and deed. Beyond the rules of conduct, a student at MCS is expected to always demonstrate Christ-like behavior before others, both on and off campus.

SPECIAL EDUCATION SERVICES

Middletown Christian Special Education services are a student support system. We support our students' academic needs with the general education curriculum. Some services provided by our intervention department are small-group testing with extended time (when included in a student's service plan), read-aloud (if documented in the student's IEP), support for classroom assignments, and organizational training and methods to help students manage assignments. When needed, we may also assist students in understanding assigned classroom writing, math, and reading projects. Our Reading Specialists work with students in grades K-8 to develop targeted reading skills and provide additional support. Our team may help students study for more difficult core subject-area tests. For students with specific Individualized Education Plan (IEP) goals, we push into the classroom to assist in small groups with skills related to the goals. The progress of students related to JSPN goals is recorded and reported quarterly (Summer, Fall, Winter, Spring). These reports are directly related to the skills on the IEP and the specific goals addressed during those minutes.

STUDENT CODE OF CONDUCT

I will avoid a negative and complaining attitude.

I will always be honest 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 that 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, and its policies, and will 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 woman. We believe that any form of sexual immorality, including homosexuality, lesbianism, bisexuality, incest, fornication, adultery, and pornography, is a sinful perversion 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.

Beyond the rules of conduct, a student at MCS is expected to always demonstrate a Christian testimony before others, both on and off campus.

CONFLICT RESOLUTION FOR STUDENTS

To resolve differences or conflicts among peers, a student should follow the biblical pattern of addressing conflict in private with the other person, consistent with Matthew 18:15. Should the issue remain unresolved with the peer, the student should bring in a teacher or administrator to help moderate and resolve the conflict.

BULLYING/HAZING

It is the policy of the MCS School Board that any form of bullying behavior, whether in the classroom, on school property, on the way to and from school, on a school bus, or at school-sponsored events, is expressly forbidden. “Bullying”, “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 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 who believes they have been bullied or have witnessed bullying is responsible for reporting it. A verbal report to any faculty member may be the first step. 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 responsible for investigating the charge, notifying the custodial parent, compiling the requisite written documentation, and bringing the matter to the Board’s Discipline Committee for resolution. We believe that bullying or intimidation is a serious matter that doesn’t reflect Christ-like behavior and may result in suspension or expulsion, depending on the severity of the incident.

DISCIPLINE

There can be no effective administration of the curriculum without a proper understanding and application 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 its students to live above reproach, to show proper respect for 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 academically 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, in accordance with the Biblical standard outlined in Proverbs 22:6, 15. Discipline may include issuing detentions, "in-school" suspension, "out-of-school" suspension, and/or expulsion. 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 K-5 DISCIPLINE

In the elementary grades, while requirements are similar, the types of correction may differ from those in middle and high school. Classroom teachers have developed strategies to support classroom management and individual student growth; details of these will be sent home with each student during the first week of school.

Elementary students who are found to be tardy or absent without an excuse will receive five minutes off recess after reaching four tardies in a quarter.

Gum is NOT permitted in grades K-5.

Cell phones must remain in the student's book bag and be turned off. Students in grades K-5 are not permitted to use any electronic device before or after school or while on school grounds.

GRADES K-2

Report slips for behaviors will be used to notify parents and are not generally accumulative toward a specific disciplinary consequence, such as detention or suspension. However, a student in K-2 receiving multiple report slips may be in jeopardy of being placed on Behavior Probation, where the student's behavior, including report slips received, would be reviewed

quarterly. Teachers may also use other communication tools to share discipline concerns with parents. Types of discipline may include, but are not limited to, time-out of the classroom, missed recess time, lunch detentions, and after-school detentions. Prayer and gospel-centered counseling will be a significant part of all discipline.

GRADES 3-5

A specific order of discipline will be enforced. It is important that we teach our children that there are consequences for their actions and that they must be held accountable to themselves, their parents, and God. Report slips and detentions will follow minor offenses. If a student repeatedly violates minor offenses, they will receive a more serious consequence.

If a student accumulates five report slips, they will receive an after-school detention. If a student accumulates three detentions, they will receive a one-day out-of-school suspension. After the second one-day suspension, the third and fourth suspensions will automatically be two-day suspensions. Following the second two-day suspension, any additional suspension will be a five-day suspension. In the event the student qualifies for a second five-day suspension, his/her case will be referred to the Middletown Christian Schools Board for further consideration.

It is the administration's discretion to adjust disciplinary actions in circumstances deemed appropriate. The administration may use a probationary agreement (attendance, behavior, and/or academic) at its discretion to address behavioral concerns and avoid dismissal/expulsion.

The following offenses may receive either a report slip or an after-school detention:

1. Disturbance of class (talking, notes, etc.)
2. Horseplay (running in the hallway, excessive noise, shoving, etc.)
3. Being out of designated areas or going somewhere without permission
4. Playing, viewing, or listening to unacceptable media
5. Repeatedly not following instructions
6. Improper lunchroom conduct
7. Teasing, discourteous, or disrespectful behavior toward fellow students
8. Improper speech, drawings, or gestures
9. Refusing to participate in class (including putting one's head on the desk or sleeping)
10. Miscellaneous offenses that disrupt the learning environment for other students or interrupt the teacher's delivery of instruction.

Cell phone out, being used, or making noise (vibration, ringing, notification chime, etc.) may result in a detention

The following offenses may receive either an after-school detention or a 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 for 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
12. Forgery

DETENTIONS: GRADES 3-5

Elementary students assigned to detention will be escorted by their homeroom teacher. Students will complete supplemental written work assigned by the detention monitor. No electronic devices will be used during detention. If a student is in school on the scheduled detention day but does not attend, they may receive a one-day out-of-school suspension. If the student is absent from school on the day of 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, on the third time they miss, they must have a doctor's note or may receive a one-day suspension. Elementary detention will last until 4:00. Parents are responsible for providing transportation at the end of detention.

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

1. Fighting
2. Vandalism
3. Direct disobedience
4. Gambling or betting
5. 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

GRADES 6-12 DISCIPLINE

A specific order of discipline will be enforced. It is important that we teach our children that there are consequences for their actions and that they must be held accountable to themselves, their parents, and God. Issuing report slips and detentions will follow minor offenses. If a student repeatedly violates minor offenses, they will receive more serious consequences.

TIER 1

If a student receives three Tier 1 report slips, they will receive an after-school detention. These detentions do not accumulate towards a suspension. Tier 1 report slips will reset at the end of the semester.

1. Tardy to class
2. Not prepared for class (no book, charged iPad, etc.)
3. Failure to return necessary signed materials
4. Dress code violations, wearing META glasses

TIER 2

If a student receives three Tier 2 report slips, they will receive an after-school detention. If a student accumulates three detentions for behavior, they will receive a one-day out-of-school suspension in place of the third detention. After the second one-day suspension, the third and fourth suspensions will automatically be two-day suspensions. Following the second two-day suspension, any additional suspension will be five days. If the student qualifies for a second five-day suspension, his/her case will be referred to the Middletown Christian Schools Board for further consideration.

It is the administration's discretion to adjust disciplinary actions in circumstances deemed appropriate. The administration may use a probationary agreement (attendance, behavior, and/or academic) at its discretion to address behavioral concerns and avoid dismissal/expulsion.

The following offenses may receive either a report slip or an after-school detention:

1. Class disturbance (talking, notes, etc.)
2. Horseplay (running in the hallway, excessive noise)
3. Insubordination or disrespect towards authority
4. Being out of a designated area or on the gymnasium bleachers
5. Playing, viewing, or listening to unacceptable media
6. Improper lunch conduct
7. Teasing, discourteous, or disrespectful behavior toward fellow students
8. Improper speech
9. Sleeping in Class
10. Miscellaneous offenses not covered above

Cell phones out, being used, or making noise (vibration, ringing, notification chime, etc.) may result in detention.

DETENTIONS: GRADES 6-12

Students required to attend an after-school detention will report to the assigned room immediately after the last school period. The detention will last until 4:30. Students will complete supplemental written work assigned by the detention monitor. No electronic devices will be used during detention. If a student is in school on the day of the scheduled detention but does not attend, 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 may receive a one-day suspension.

The following offenses may receive a penalty of a one-day 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 for 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 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

ONE-DAY SUSPENSION

The student's 9-week grade for each class will be reduced by 2%.

TWO-DAY SUSPENSION

The student's 9-week grade for each class will be reduced by 4%.

FIVE-DAY, OUT-OF-SCHOOL SUSPENSION

The student's 9-week grade for each class will be reduced by 10%, and the case will be referred to the Middletown Christian School Board for further consideration.

REDUCTION OF SCHOOL SUSPENSION GRADE PENALTY

If a student receives one of the above-noted suspensions and wishes to reduce the Grade Reduction Penalty, then they should petition the school board for a 1% increase in each class per that 9-week period. To qualify, the student must have accumulated no more than one detention and no suspensions in the following two full nine-week grading periods.

This is not available for any suspension that occurred in the second semester of the student's senior year.

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 as the temple of the Holy Spirit (I Corinthians 6:19); therefore, the school encourages healthy 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, use, or give the appearance of using a drug, an alcoholic beverage, or an intoxicant of any kind at any time on or off campus. (Legal nonprescription medications and prescription 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.

RIGHT OF APPEAL OF DISCIPLINE ACTION

If any offenses warrant an out-of-school suspension or expulsion, the parents may submit a written appeal to the school board's discipline committee, which will render its opinion within 48 hours of receipt. If the student has been issued a two-day or longer suspension and disagrees with the outcome of the written appeal, they may request a hearing with the discipline committee. The committee will be able to either 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 responsible for the final determination of the punishment, based on the offense's seriousness. The parents may attend the hearing with the student, but without any other individual to represent them or their student(s).

POLICY ON MORAL CONDUCT

The potential for serious moral misconduct of students is as real in a Christian school as it is in the world. MCS is not the primary entity responsible for corrective discipline; that responsibility lies with 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, including immoral actions and advocacy 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 become known to 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 who commits one of these actions will be expelled.

CARE OF PROPERTY

Middletown Christian Schools is considered God's property. Respect for the appearance and care of our school is always expected. Students and parents will be financially responsible for any damage to the 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 assists in their return; if stolen, this assists in determining rightful ownership. Lost-and-found items not claimed will be donated to charity.

CELL PHONE AND MULTIPOTENTIAL ELECTRONIC DEVICE USE

GRADES 6-12

If students must bring their cell phones to school, they must be kept in their lockers and turned off during school hours. If a cell phone is found outside a student's locker, it may be confiscated, and the student may be issued a detention. The student may pick up their phone in the front office at the end of the day. In addition, parents/guardians may be required to come to the school office to retrieve their child's cell phone. Absolutely no cell phones are allowed in locker rooms or bathrooms. If a cell phone is found to be misused on school property, a suspension referral will be made.

If a student needs to communicate with a parent/guardian, they must ask permission to go to the office and use the phone.

A "smart watch" may only be used as a time device during regular school hours, with its other applications (including Wi-Fi access) disabled. If the other applications are being used, it will result in the same disciplinary actions as a cell phone.

META glasses or similar "smart glasses" may not be brought onto or used on school grounds.

Any special circumstances require administrative approval.

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 their use within our program and academic culture. MCS provides electronic devices to students, employees, and volunteers (collectively, users). The use of these resources is considered a privilege intended to help users fulfill educational 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 always be responsible. Teaching responsible online behavior is essential in students' lives and is best taught through a 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 effort to ensure and monitor the appropriate use of the network, the school does not assume responsibility for a user's surreptitious or unacceptable 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 users use the system responsibly.

DEFINITIONS

Users are students, MCS employees, and volunteers who use the school's resources, including but not limited to the classroom, libraries, and computer labs.

The *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.

The *Internet* is a worldwide telecommunications system that connects billions of other networks. Access enables users to explore millions of libraries, databases, and other valuable resources on websites worldwide.

An *Account* is a set of data that defines a user on a computer system or online platform and is given to the user for their personal access to the MCS Network and its services, both locally and online. It consists of a user ID and a password.

A *Password* is a secret series of characters that enables a user to access a file, computer, program, or other secured resource. The password helps ensure that unauthorized users do not access the computer.

A *Website* is a collection of “pages” or files on the Internet that are linked together and managed by a company, institution, or individual.

Cyberspace is 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.

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 3-12, with shared devices for K-2.

BYOD refers to Bring Your Own Device.

GENERAL PROVISIONS

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 who are connected to the school network. This includes devices allowed under the Bring Your Own Device policy and cellular phones.

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 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, Office 365, OneDrive, and MCS email addresses.

Students shall adhere to the provisions of the policy as a condition for continued use of the school's resources. It is the 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 an MCS-owned device.

***Disclaimer:** MCS reserves all rights to any materials stored in files that are accessible to others and will remove any material that 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 purposes (i.e., advertisements, political lobbying), in any form, is expressly prohibited.*

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 bypass security mechanisms, is prohibited.

MCS has implemented filtering 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 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 the 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.

Computer services and Internet access are provided for educational purposes. The MCS Network is routinely monitored to maintain system function. We reserve the right to monitor, inspect, copy, review, delete, and store, at any time without prior notice, all usage of the MCS Network, MCS-provided accounts, Internet access, and all information transmitted or received in connection with such usage. All information files shall remain the property of MCS, and no user shall have any expectation of privacy regarding such materials.

STUDENT RESPONSIBILITIES

1. Students are expected to use their devices 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 does 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 are encouraged to store documents, worksheets, notes, and other files on their devices, 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 are not responsible for saving, restoring, or backing up documents.

6. Students may not attempt to hack/jailbreak an MCS device.
7. Students are encouraged to use email and cloud-storage solutions. However, a printer will be available for limited printing.

PARENT EXPECTATIONS

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

TERMS OF THE MCS DEVICE LOAN

1. Devices will be distributed at the discretion of MCS Administration upon confirmation that the forms have been returned.
2. Legal ownership of the device remains with MCS. The use of an 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, along with the case and any other specified 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 for backing 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 or withdraw home-use privileges for noncompliance.
5. Software and apps will be managed by the school to comply with licensing agreements (devices must not be synchronized with personal iTunes or 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 to be restored, MCS is not responsible for any content or its loss.
8. Some devices and accessories may have identifying labels that must not be removed or altered in any way. If the label is removed or missing, the device and accessory may be refused at check-in time, and the student will be charged for the equipment.
9. The use of the device during instructional times is governed by classroom teachers. Failure to follow the teacher's instructions may result in disciplinary action.

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 abrasive particles in these that will scratch the screen. Clorox wipes or a cloth dampened with water is 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 always be kept in the original MCS-issued protective cases, if applicable.
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 high screen brightness and resource-intensive apps.

DAMAGE AND REPAIR

1. Accidental Damage Protection Plan: There is a \$50 deductible if a device is damaged and needs repair. Claims must be filed immediately with IT 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 to be covered under the insurance policy. For cases of accidental damage, a replacement will be ordered/issued.
3. Cases are not covered by the accidental protection plan; loss or damage shall be the parents' responsibility. Cases do have a limited warranty for non-damage-related issues.
4. Students/parents are responsible for the full cost of the device if it is lost or stolen. Failure to pay may result in legal consequences.
5. Cost for replacement
 - a. In the event of loss or non-accidental damage, the replacement value for an iPad shall be determined by the current market value, based upon a reference cost of \$430, which is subject to fluctuation.
 - b. Lost or damaged iPad cases have a standardized replacement value of \$120.
 - c. The replacement value for lost or damaged iPad chargers is \$20 per component (cable and brick) if replaced through MCS.

SECURITY AND THEFT PREVENTION

1. If the student is assigned a specific device, it 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 device's security 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 student's responsibility to keep their information secure.
4. Theft must be reported immediately to the IT Department.
5. If the original charging cable or brick is lost or damaged, the student may purchase a replacement through MCS or purchase/use their own.

ARTIFICIAL INTELLIGENCE (AI)

1. Students must always acknowledge and cite any AI-generated content they use in their assignments, such as text, images, audio, or video. Middletown Christian considers using AI-generated content without proper attribution to be cheating (or plagiarism) and may result in academic penalties unless otherwise stated in the teacher's individual policy.
2. Students must not use AI to complete their assignments. They must not use AI to get answers for tests or quizzes. Using AI in this way violates academic honesty and will result in disciplinary action.
3. Students must critically evaluate the quality and reliability of any AI-generated or AI-assisted content they use in their assignments. AI is not infallible and may produce inaccurate, misleading, or inappropriate content. Students are responsible for verifying the sources and validity of any information they use from AI.
4. Students must respect the privacy and security of their own and others' data when using AI. Students must not share their personal information or login credentials with any AI service or application. Also, students must not use AI to access, manipulate, or disclose others' personal information or data.

TEXTBOOK USE

Many hardback textbooks are loaned to students. Parents are responsible for any loss or damage to textbooks caused by their children. Fines will be assessed for damages. In the event of loss, the book's replacement value will be charged. Some books may require book covers.

MUSIC POLICY

Middletown Christian Schools believes 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 first be 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 assign homework to help each student advance in their 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. Students will have double the amount of time that they were absent to make up work, not to exceed two weeks.

Example: Jane is absent for two days because she is sick. She will have 4 school days upon her return to complete any missed work.

Test exception: Students who were present for the test review but were absent on the day of the test will be required to take the test the day they return to school. This also applies to multi-week projects in which the student was present on most days.

Failure to make up tests, quizzes, and homework will result in a grade of zero. Make-up work may be completed in the study hall or at the teacher's discretion. Consideration will be given to students who miss several consecutive days or are clearly too ill to prepare for school.

While teachers will assist students in making up work. It is the students' and parents' responsibility to use FACTs to determine which assignments/tests are missing and ensure they are 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 a grade of zero will be given. Students are not permitted to miss regularly scheduled classes to make up work. Students with unexcused absences or tardies must complete any missed work but may not receive a grade higher than 80% for their make-up work.

SCHEDULE CHANGES & CLASS ENROLLMENT

Students may drop courses within the first week (five class days) of class (per date of enrollment) without academic penalty.

Students may add courses within the first week (five class days) of class (per 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 appear on reports as an “F”, no matter the withdrawal grade. This “F” will be included in both GPA and class rank calculations.

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 FACTS one week after the end of the first and third quarters and 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 in 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 to make the honor roll.

GRADING SCALE

<u>LETTER GRADE</u>		<u>GPA</u>	<u>NUMERICAL AVERAGE</u>
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

Physics;

Calculus;

College Credit Plus classes in English, mathematics, and science

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 concerns. Under this program, students in grades 7-12 can apply to and be accepted into any public Ohio college/university or a participating private college or university, take college-level classes at no tuition cost, and have these credits apply to both high school graduation and college transfer credit.

The Mission Statement and the Purpose of MCS, as stated in the handbook, are 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 an MCS student is accepted into the Ohio College Credit Plus program and is taking college courses either online or in-seat:

1. The student is required to submit a copy of the state-issued CCP award letter to the MCS Guidance Office by the end of the current MCS school year, in May, before enrolling in CCP classes at the university/college. The college must also give a copy.
2. The student is required to provide the MCS Guidance Office with a list of CCP classes they have enrolled in prior to the start 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 the class meets (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 a post-secondary class that exceeds the number of credit hours awarded by the state, the student/family is responsible for paying the tuition charged by the college for that entire course’s credit hours.

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.

Only CCP classes in English, mathematics, and science are currently awarded honors credit on the MCS transcript, per state CCP policy.

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.

A student participating in CCP classes while a student at MCS is required to pay full MCS tuition, even if they are not in attendance at MCS for the entire school day.

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 to accommodate CCP class study time, will still be required to attend MCS chapels and MCS retreats.

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.

NON-CHRISTIAN COLLEGE OR UNIVERSITY DUAL CREDIT

Since biblical and Christian worldview curricular integration is a distinctive MCS value, MCS does not encourage students to take dual-credit courses at non-Christian colleges or universities. This position should not be interpreted as deriding the academic quality of non-Christian institutions, nor as discouraging consideration of non-Christian institutions for post-secondary education. Rather, it is a natural outworking of MCS's deeply held Christian educational philosophy as it applies to current students.

In accordance with this MCS value, for each dual credit course taken from a non-Christian college or university, MCS students must write a one- to two-page academic research paper relating a biblical and Christian worldview to the content of each dual credit course (MLA format, 12 pt Times New Roman font, citing at least three academic sources that approach the content from a biblical worldview). The paper should have the following outline, with each section approximately one page: (a) a biblical worldview of the core course content area, (b) areas or examples where the course aligned with a biblical worldview, and (c) areas or examples where the course did not align with a biblical worldview. The MCS library holds resources that are integrated with a biblical and Christian worldview and relate to common dual-credit courses taken by MCS students. Completed papers should be turned in to the Dean of Academics by the last day of the MCS semester in which the college course is taken. If a student takes a dual credit course in the summer, the paper is due before the first day of school the following semester. Papers will be reviewed by the Dean of Academics and assigned a pass (P) or fail (F) grade. A pass will result in a "Worldview Integration – Course Title" course grade of passing on the student's transcript. If a student receives a failing grade from the Dean of Academics, the student will be allowed to rewrite the paper following a conference. **A passing grade in "Worldview Integration – Course Title" for each dual credit course taken at a non-Christian institution is an MCS graduation requirement.**

MCS does not limit which courses may be taken for dual credit at a non-Christian institution, but a worldview integration paper, as described above, is required for each course as a separate graduation requirement.

SENIOR'S SECOND SEMESTER EXAM EXEMPTION

Seniors who have the following would be exempted:

1. An "A" average during the second semester.
2. No more than 12 absences for the year.
3. Have not received a suspension during the second semester.

GUIDELINES FOR EARLY DISMISSAL

For any seniors to be considered for Early Dismissal, they must:

1. Meet credit requirements to graduate on time
2. Have acceptable grades at the discretion of the administrative team
3. The schedule must allow for early dismissal
4. A request for early dismissal is made by the student at the beginning of the semester
5. Fill out the request form available from the Dean of Academics' office

ATHLETIC ELIGIBILITY

The Ohio High School Athletic Association (OHSAA) sets minimum academic standards for athletes of all member schools. However, these standards are set with the understanding that schools will also set academic standards in addition to the minimum set by the state. Please check the Athletic Handbook for eligibility requirements and the academic standards for Middletown Christian Schools.

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 an actual class. You may schedule an appointment with your child's teacher at times other than the previously mentioned designated times.

CONFIDENTIALITY OF STUDENT RECORDS

Confidentiality of student records is of utmost importance to MCS. All faculty and staff are trained on the Federal Educational Rights and Privacy ACT (FERPA). MCS does not release student records to outside agencies without the written consent of the parent or eligible student. The following conditions are when records may be released without consent:

- School officials with legitimate educational interest;
- Other schools to which a student is transferring;
- Specified officials for audit or evaluation purposes;
- Appropriate parties in connection with financial aid to a student;
- Organizations conducting certain studies for or on behalf of the school;
- Accrediting organizations;
- To comply with a judicial order or a lawfully issued subpoena;
- Appropriate officials in cases of health and safety emergencies; and
- State and local authorities, within a juvenile justice system, pursuant to specific State law.

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 to maintain confidentiality when handling students' disciplinary problems. Faculty are 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 orderly and quiet. 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 canceled, 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 on the website.

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 the 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 cents per school day will be charged for every day each book is overdue.

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 automobiles at the school office. There is a \$20 fee for a parking pass. Parking passes acquired AFTER the first semester will be charged \$15. Parking passes must be displayed from the automobile's rearview mirror.

DISMISSAL AREAS

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 bus lane running 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. 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.

ALL DELIVERY SERVICES

For the safety and security of our staff/students, and because we are a closed campus, we do not allow food or any deliveries during school hours. If food or other items arrive, they will be turned away at the main office. Family members may drop off food for lunch.

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' ability 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 all allegations of bullying in writing to the principal. The principal must document all bullying complaints in writing to ensure that problems are addressed appropriately and in a timely manner. Reporting incidents of bullying may be done anonymously. Witnesses to the bullying incident are encouraged to fill out a report as well. All forms are at the end of this document.

Investigation

The principal is responsible for determining whether an alleged act violates this policy. The principal shall conduct a prompt, thorough, and complete investigation of the alleged incident. The principal will maintain a record of each bullying investigation. 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 who 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 incidents 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 to file a complaint regarding an alleged bullying incident (for the purposes of this form, bullying encompasses harassment or intimidation) and submitted to the school Principal. List evidence of bullying (letters, photos, etc. – attach evidence if possible):

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:

Signature of complainant: _____ Date: _____

This image shows a single sheet of white paper with horizontal blue or grey ruling lines. The lines are evenly spaced and run across the width of the page. There are approximately 20 lines visible. The paper has a slight shadow on the right side, suggesting it's resting on a surface.

If you have information regarding bullying 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: _____

Where did the incident occur? _____

Describe the incident in detail:

This image shows a blank sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.

List the names of others who witnessed this incident:

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: _____ Date: _____

Outcome:

BULLYING WITNESS STATEMENT FORM

This report must be completed when there is a witness to an alleged incident of bullying (for purposes of this form, bullying encompasses 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: _____ 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 who witnessed this incident:

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: _____