

# Elementary Student Handbook



2011-2012

# 2011-12 Student Handbook

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▷ *Indicates important change in school policy.*

## Welcome

Welcome to Manhattan Christian School! We are glad that you are here as part of our community! We believe that each member of this community is important. As Paul says in I Corinthians, *“We are all baptized by one Spirit into the body.”* He goes on to explain that every part of the body is vital and that each part uniquely contributes to a greater whole. This is true of our community at Manhattan Christian too. Each student is uniquely valued, and their presence contributes to a more dynamic experience.

It is our desire to plant in you a love for learning that will stay with you for the rest of your life. We believe that every square inch of our universe belongs to God and that Christ is its Lord. We intend to help you experience Christ’s forgiving and merciful lordship: over your head, as you explore with others the vastness of His creation; over your heart, as you grow in your relationship with Jesus as your personal Savior; and over your hands, as you learn to serve Him at home, school, and in our greater community.

Relationships are of utmost importance within any community. This handbook is our way of seeking to provide a positive atmosphere wherein relationships may grow. Please read the policies in this handbook carefully and speak with one of the administrators if anything is unclear. We trust that we can work together as a team to make our time together one of blessing and growth.

We trust that we will have a great year together! Paul exclaims, *“Oh, the depth of the riches of the wisdom and knowledge of God! . . . For from him and through him and to him are all things.”* (Romans 11: 33-36) May God bless us as we partner together to grow in our knowledge, our faith, and our service!

## Vision

Manhattan Christian School seeks to:

- Grow together with our students in knowledge, conviction, and maturity,
- Create a dynamic vision of Christ’s lordship,
- Nurture a personal relationship with Jesus Christ that develops a Christ-like love demonstrated to all people, and
- Inspire each other to strive for His glory in all of life.

## Mission

Manhattan Christian inspires students to live God-glorifying lives by teaching Christ’s lordship in faith, learning, and living.

## Portrait of a Graduate

Manhattan Christian School is seeking to develop lasting characteristics in its graduates. It is our goal that our graduate will:

- Practice godly discernment,
- Sacrifice themselves as servant leaders,
- Dare to think deeply and take action,
- Walk humbly in Christ’s footsteps with obedience and joy, and
- Create in thankful response to our Savior.

## School Traditions

### Colors

Our school colors are maroon and gold.

### Mascot

Our school mascot is the Eagle.

### Yearbook

Our school yearbook, *The Messenger*, is written and created each year by high school students.

### School Song

*(Notre Dame Victory March)*

Cheer, cheer for our Christian High,  
Sing out its praises, let them ne'er die.  
Fight, fight, fight for maroon and gold.  
Stand up for them with courage bold.  
Hail, hail to our Christian High.  
Lift up your voices, let them ring high.  
Pledge a new allegiance true to  
Manhattan Christian High!

## School Publications

### *Connections*

The school produces a monthly newsletter, *Connections*, which is distributed to all parents/guardians and supporting community members. It features school activities and opportunities. It is also available online at the school's website.

### *Weekly*

Three weeks a month the school produces the *Weekly* to provide ongoing updates on school activities and opportunities. It is also available online at the school website.

### *The Nest*

When high school students enroll in newspaper class, they produce a monthly student newspaper.

## Academics

### Elementary School Course Offerings

Students in K-5 receive course offerings in math, language arts, science, social studies, Bible, art, physical education, music, band, and Spanish.

### Grade Evaluations

Student evaluations for academic progress and behavior are made by teachers and based on classroom and written performance. Following is the key to our elementary grading scale:

#### Kindergarten and 1<sup>st</sup> Grade

- S+ Above Average
- S Average
- S- Below Average
- U Unsatisfactory
- + Commendable
- ✓ Satisfactory
- I Improving
- N Needs Improving

## Grades 2-5

A	97-100	C	75-78
A-	92-96	C-	72-74
B+	89-91	D+	69-71
B	85-88	D	65-68
B-	82-84	D-	62-64
C+	79-81	F	0-61

## Homework

The purpose for assigning homework is to help students develop good study habits at an early age. Homework can be expected from grades K-5. The amount of homework will increase as students progress to higher levels.

## Making up Assignments

If a student is absent because of illness, bereavement, or medical appointments, teachers will provide the necessary help to make up missed work. All missed work must be made up at the teacher's discretion for each class. Parents/Guardians may arrange to pick up assignments and text books. Each parent/guardian is responsible to supervise missed assignments.

## Report Cards

Report cards are issued at the end of each nine-week grading period for grades 1-5. Kindergarten reports are issued at the semester. Teachers provide portions of the report card that correspond to their subject area (e.g. the music teacher provides grades for music). Comments are written in good faith with the student's proper development being the teacher's major concern. Parents and students are encouraged to talk with teachers about progress being made at any time that it is deemed necessary. Students at risk in grades 4-5 will receive a mid-term report of their current status in the class. Report cards are released on the Friday following the nine-week grading period.

## PowerSchool Student Information System

MCS uses *Power School*, a web-based student information system. This reporting system gives students, parents, and guardians unlimited 24-7 access to the following school records: ongoing grades and progress reports, attendance, lunch and library fee accounts. MCS assigns each student and parent/guardian an account and password that enables them to access their respective information through PowerSchool.

## Parent/Guardian-Teacher Conferences

After the first nine weeks, MCS will schedule appointments for all parents/guardians. Elementary school conferences are held in elementary classrooms. Second semester conferences are optional (parent/guardian or staff requested). These are held in the classroom.

## Special Education and Resource Room

The special education teacher provides resource help for students, parents/guardians, and teachers. All effort is made to serve students in need of extra resources. For students to receive resource room services, they must be referred by a teacher, parent/guardian, or principal, and complete a screening process.

## Textbooks

Textbook usage is part of the tuition bill. However, if a textbook is misused or lost, students must pay replacement costs and shipping.

## Attendance Policy

The general welfare of all students is best served by regular attendance. The following attendance policy will be in effect for the 2010-2011 school year.

## Procedure for Excusing Absences

*Important : Parents/guardians must call the school office by 9 am on the day that their student is absent. This policy is in place for student safety.*

### Perfect and Regular Attendance Awards

- Students will be recognized for "Perfect Attendance" and "Regular Attendance" at the end of the school year.
- Absences are defined as: Sickness, Medical/ dental appointments, Athletic contests attendance as a spectator, Vacation, and Personal whim.
- It should be noted that all items listed in "Absence Definition" constitute loss of Perfect Attendance designation.
- Regular attendance is defined as two days absent or less for illness only. Perfect attendance is defined as no absences.
- Please inform teachers of all planned absences one week in advance.
- Please call the school office for any unplanned absence such as illness or other emergencies.
- All absences will be designated as one-day, one-half day, or one-quarter day on the report card.
- When a student is absent for more than ten consecutive or non-consecutive days in any given semester, a letter will be sent home to the parent or guardian by the principal

## Tardy Policy

An important part of education is the ability to be on time. This is necessary so that the maximum amount of education can take place during class time with a minimum number of disturbances. Students who enter the classroom late cause unnecessary distraction and interfere with classroom atmosphere and learning. A teacher may assign a "tardy" to students who habitually come into the classroom late. The teacher will take into consideration extenuating circumstances such as bad roads, a car breakdown, etc. Tardiness that is habitual will be noted and may result in loss of regular or perfect attendance.

## Extra-Curricular Activities

Participation in extra-curricular programs at MCHS is a privilege. Extra-curricular activities such as athletics, Destination Imagination, Construction Challenge, pep-band, cheerleading, and drama provide unique opportunities for students to engage in well-rounded experiences during their careers at MCHS. Maintaining a healthy balance between academics and elective activities is a primary goal.

### Athletic Handbooks

Each student athlete is given a copy of the MCHS Athletic Handbook. This handbook contains full details for all aspects of organized athletics at the school.

### Destination Imagination

Opportunities to participate in this teams are subject to student interest and coach availability. Students chosen for the program are evaluated in three areas:

1. The Otis-Lennon School Ability Test is administered in September in grade 3. This test gives a verbal and nonverbal score. Students qualifying should have a school ability index score of 130 in at least one of these areas.
2. IOWA Basic Skills scores are also reviewed. Students receiving a stanine score of 9 in several areas will be considered.

### 3. Teacher evaluation and recommendation.

A minimum of five and a maximum of seven students may be on a team. The number chosen depends on the number of students who qualify. This division is for 3<sup>rd</sup> through 5<sup>th</sup> graders.

## **Campus Policy**

### **Medical Requirements**

Students will not be admitted to MCS until evidence of immunization is shown. Students who wish to claim a religious exemption must file a religious exemptions affidavit annually. Students whose records are incomplete will not be admitted until evidence of immunization status is presented. A health statement is required for new students being admitted to MCHS. A physical examination is required for all students involved in interscholastic sports. To waive physical education activities, a student must have a doctor's statement to that effect.

### **Medications**

If a student requires prescription or non-prescription medication during the school day, a parent/guardian must notify the school office in writing to specify the medication, dose, and duration of its use. Prescription medications must be kept in the office. If a student is to store non-prescription medications in their locker, and/or self-administer non-prescription medications, the school must be notified of the drug's presence in the student's locker. The school does not allow the presence or use of medical marijuana at any time.

### **Visitors**

If a student wishes to bring a visitor to class, prior clearance must be made with the principal. If a parent or guardian wishes to visit a class or classes, the teacher(s) should be notified of the visit. All visitors must check in at the office and are required to wear a visitor lanyard.

### **Computer Use Contract**

The librarian and/or computer teacher will arrange for a computer use agreement with each student in conjunction with their use of school computers in the classroom or library. A student and his/her parent (s)/guardian(s) must sign this contract in order for the student to use the computers at the school.

### **Student Campus Access Permissions**

Students need permission to be in any school area not properly designated for them.

## **Daily Class Schedules**

8:15 School Begins

10:05-10:20 Morning Recess

11:45 Kindergarten to Lunch

11:55 Grades 1-5 to Lunch

12:15-12:45 Noon Recess

2:10-2:30 Afternoon Recess

3:20 School Dismisses

### **Exterior Door Security**

Students should not be at school before 8 a.m. unless they have a class, are at school for supervised practices, have music lessons, or have an appointment. Following is an access schedule for exterior doors:

**Main Office:** open at 7:30, locked at 4:15

**High School (west hall):** open at 7:30, locked at 8:30, open at 3:15, locked at 3:35

**Elementary doors:** open at 7:30, locked at 8:30, open at 3:10, locked at 3:35.

If a coach or teacher schedules an early-morning activity or practice, they will open the appropriate door and re-lock it. During the day all parents and students must enter the building through the main entrance. Please do not knock on windows to request that someone let you in as it jeopardizes disturbs work and classroom activities for those involved.

## Bus Transportation

Bus transportation is available to all students. Parents/guardians are encouraged to use this service as much as possible.

## Bus Rules

For safety, the following bus rules apply to all students:

- Refrain from loud talking and yelling while on the bus. Conversational level talking is fine.
- Sitting in the seat means sitting down and facing forward at all times.
- Aisles are to be kept clear at all times.
- There is to be no standing up or moving around while the bus is moving.
- Individual drivers will decide whether eating and drinking will be permitted on the bus.
- Enter and exit the bus in an orderly manner.
- Take pride in the bus and keep it clean. A student is responsible for paying for any damage s/he does to the bus interior.
- No student is allowed to hang any part of their body out of a window. No student is allowed to throw anything out of a window, or yell at anyone on the street or in another vehicle.
- The driver may assign seats to students.
- A telephone call, or note, to the office, principal, or teacher, AND to the bus driver, is required in order for students (5<sup>th</sup> grade and under) to be dropped off, or picked up, at any stop other than their regularly scheduled stop.

**First offense:** Offense will be reported to the driver and respective administrator. Parents/Guardians will be contacted. Student may be suspended from riding the bus for one (1) day.

**Second offense:** Offense will be reported to driver and administrator. Parents/Guardians will be contacted. Student may be suspended from riding the bus for three (3) days.

**Third offense:** Offense will be reported to driver and administrator. Parents/Guardians will be contacted. The student may be suspended from riding the bus for the remainder of the year. Parents/Guardians may appeal suspension to the Bus Committee and Board.

## Field Trips

Field trips will be planned for various educational purposes. Parents will be informed of times, dates, costs, etc., by the teachers.

## Campus Rules

The following rules are for student safety and protection. No deviation will be allowed.

- No student may leave the school grounds during school hours without the permission of their parent/guardian or a teacher. Parents/guardians are requested to write a note to the teacher or

principal if a student is to be released from school early. Students must sign out at the office if leaving for any reason.

- Students are to go directly home after school. They may not play on e school grounds.
- Students are to walk, not run, at all times in the school building.
- Wheels in shoes, Heelys, are not allowed at school. Heelys have become a significant safety issue. If a student wears Heelys to school, they must remove the wheels or they will be confiscated. If the wheels are confiscated, they will be held in the office and may only be retrieved by a parent.
- Students must always practice good citizenship by respecting school property at all times, and taking good care of school resources on campus.
- Bike safety and laws shall be observed at all times. Bikes must remain in designated school bike stands until all MCS buses have left the parking lot.
- All walkers and bike riders must wait until the bus monitor releases them.

## Hallway Rules

- Walk only! Students caught running will be disciplined appropriately.
- No bouncing balls in the hallway.
- Inside voices should be used—no yelling!
- Walk on the right side of hall when possible, single file without passing others.
- No jumping up to touch door frames, lights, exit signs, etc.

## Playground Rules

### Areas Not for Student Use

- All areas south of the trees that line our south boundary.
- The grass area between the school sign and the front slab.
- All areas that contain rock and shrubs.
- The parking lot.
- The area between elementary classrooms and sidewalks.

### Use of Equipment

- Only one student allowed per swing, no side-swinging, or jumping out of swings.
- No middle school students are allowed on the small swings.
- Balls may be used on the slabs and below (to the east), not around any equipment, as directed by supervising teachers.
- No hard baseballs are allowed.
- No snowball fights are allowed.
- No throwing balls on the roof.
- Wooden equipment: no one may play on top of the platform rails or the high beam. K-3 students are not be allowed to jump off the highest platform.
- K-3 students are never allowed on top of equipment, 4 and 5 only on top of square ring toy.
- Students must use the steps to climb up the slide and may come down on their bottoms or tummies only. No standing on the slide. No sliding down the poles.
- No moving of any of the equipment (example: soccer nets).

Consequences for breaking above playground rules for staying within playground boundaries and proper use of equipment:: student will sit on “time out bench” or return to their classroom. The teacher who is on duty will make this decision.

## **Roller blades, Skateboards, and Heelys**

These items represent extreme safety hazards and are not allowed on campus during any recess.

## **Stewardship of Playground**

We encourage students to eat healthy snacks outside during breaks. Students must be responsible to throw away any resulting litter such as wrappers, baggies, paper bags, or any other garbage. Failure to properly dispose of their garbage may result in losing the privilege of having snacks outside.

## **Graffiti**

All graffiti is strictly prohibited. Any student who engages in defacing school property or equipment in any way, will be subject to disciplinary measures up to and including expulsion.

## **Playground Dress**

Students must dress appropriately on cold days. We encourage parents to make sure their student has appropriate outerwear including hats, gloves, scarves, and boots.

## **Building Access During Recess**

Students may only re-enter the school with permission from a recess supervisor. Students who are found inside without permission will be parked (made to sit) where they are found, and forfeit the rest of their recess. Students who continually break this rule will be assigned work during recess.

## **Reporting Problems**

All problems, accidents, etc., must be immediately reported to the recess supervisor.

## **Recess Bell**

- One minute after the bell rings, all students must be in line and quiet. Failure to do so will cause forfeiture of the next recess.
- Students must remain in line holding equipment/toys and be quiet as they enter the school building.

## **▷ School Telephone and Cell Phone Usage**

Office and classroom phones are for emergency use only; teachers determine "emergency status."

Students may use the student phone with teacher permission during a break or before and after school. Students may not use the student phone to have parents bring forgotten assignments, instruments, or clothing. They may call regarding schedule adjustments, rides home, etc. Cell phones are not allowed in the classrooms. Students must turn off their phones and keep them in their lockers. They may not use them for any reason without permission from a teacher.

## **Lockers and Desks**

All lockers and desks on campus are the property of Manhattan Christian School and remain so, even though temporarily assigned to students. The school office will assign each student a locker as a place to store books and personal belongings. Students are to keep their assigned locker unless permission is obtained through the office for an alternative locker assignment. All lockers, desks, and personal possessions are subject to inspection at any time for cleanliness, missing property, evidence of vandalism, and presence of illicit materials. No locks are allowed on elementary lockers.

## Search and Seizure

In order to maintain order and security on campus, Manhattan Christian School Board authorizes MCS administration to conduct searches of school property, vehicles, and equipment, as well as students and their personal effects. School authorities may inspect and search property and equipment owned or controlled by the school. This includes lockers, desks, and parking lots, as well as personal effects left or stored by students, without notice or consent by students. This applies to student vehicles parked on school property.

By signing the student handbook acceptance form, students/parents/guardians agree to handbook policy, which may include school searches of student vehicle and personal effects. The administration is authorized to conduct random searches of all school property and student possessions, including the use of search dogs.

## ▷ Use of School Phones, Cell Phones, and Electronic Devices

Office and classroom phones are for emergency use only; teachers determine "emergency status." Students may use the student phone with teacher permission during a break, before or after school. Students may not use the student phone to have parents bring forgotten assignments, instruments, or clothing. They may call regarding schedule adjustments, rides home, etc.

Cell phones are not allowed in the classrooms. Students must turn off their phones and keep them in their lockers. They may not use them for any reason without permission from a teacher or administrator.

No electronic devices are allowed in the classroom. All electronic devices (*music/audio players, mobile phones, cameras, audio/video recorders, MP3 players, and iPods, handheld games, etc.*) that are brought into the classroom will be confiscated, and a parent/guardian will be required to retrieve them from the administration office.

All electronic devices left in the student's locker (*music/audio players, mobile phones, cameras, audio/video recorders, MP3 players, and iPods, etc.*) must be turned off or silenced AT ALL TIMES. If a device makes audible noises while in the student's locker, it will be confiscated and a parent/guardian will be required to pick it up from the administration office.

## Library Rules and Procedures

The library is designed to serve student needs for classroom projects and papers, as well as provide access for leisure and assigned reading materials. The library has a good selection of books, paperbacks, magazines, newspapers, and recordings. Students may use computers to access the internet and complete work. No talking is allowed in the library without consent from the librarian or supervisor.

Students going to the library during non-scheduled class time must have a pass. Students may not loiter in hallways, rest rooms, or outside their locker while they are using a library pass.

All books must be checked out by library staff. Materials may be checked out for a two-week period. Fines are levied on overdue materials.

A student with unpaid fines or lost material will not check out items until taking care of their account. The library will notify students of overdue and/or lost materials on posted lists and on the student information system.

## **Counseling and Speech Therapy**

Academic, career, and personal counseling is available to elementary students. Our school counselor, teachers, and the principal are available for guidance and counseling. MCS offers speech therapy resources.

## **Birthdays**

Students are welcome to bring birthday treats to the classroom to share. Children will not be allowed to pass out birthday party invitations at school unless everyone in the class, or all the boys or all the girls are being invited to the party.

## **Devotional Program**

Daily classroom devotions for all students, along with regular chapel exercises, will be offered for the purpose of spiritual renewal and growth. In addition, the elementary as a group will attend praise chapels, regular chapels, and "buddy" all-school chapels as scheduled.

Teachers will include students by providing opportunities for them to participate in devotions in the classroom, the elementary chapel, and the all-school chapel exercises. All students are expected to recognize chapel as sacred space and to respect themselves and others by promoting an atmosphere of worship.

## **Fire and Earthquake Drills, and Warning Signals**

- A prolonged horn sound sent across the campus PA system indicates fire, earthquake, or a drill procedure.
- Students are to take their designated route from the building in an orderly manner.
- Fire and Earthquake drills will be conducted regularly throughout the school year.
- At least once a year the school will practice an all-campus evacuation.

## **Code of Ethics**

A student attends MCS with the privilege of receiving a Christ-centered education. An atmosphere will be created so this can occur. This will require all students to comply with the rules and to give proper respect to themselves, fellow students, and teachers.

We expect each student to display a Christ like and positive attitude. Students are challenged to display clearly the qualities of a truly Christian life in and out of school. Students may expect to be treated with a spirit of love. Students may expect to receive a Christ-centered education. In the event that a student believes an injustice has occurred, they are encouraged to assume Christian responsibility by attempting to first resolve the problem directly with the person or persons involved. If satisfaction is not achieved, students may appeal to the administration for help. Students also have recourse through their parents/guardians.

Our trust is that students will develop spiritual maturity by following this Biblical method of problem solving (Matthew 18.) When a student's behavior is such that attendance at Manhattan Christian School is no longer beneficial or becomes detrimental to schoolmates, then their privilege of attending MCS may be withdrawn.

## Dress Code

At Manhattan Christian School, we strive to mold the heart and character of students, guiding them to make good choices that are founded on Biblical principles. We expect our students to exemplify Biblical standards in their dress as well as their attitudes and lifestyles and to encourage other students to do likewise. All clothing must be clean, in good repair, well fitting, and modest.

We encourage parents/guardians to become active partners in helping students to make wise decisions based on the following guiding principles and guidelines:

### Guiding Principles for Dress

- Modesty and moderation. Decent, simple, non-extreme dress is an outward sign of self-control. The Bible has much to say about proper clothing. Immodest and immoderate clothing at Manhattan Christian includes tight, short, revealing, or lewd clothing, as well as overly dressy or sloppy clothing. *"I also want [people] to dress modestly, with decency and propriety."* (I Timothy 2:9a)
- Cleanliness and neatness. Dirty, unwashed, and unkempt clothing or appearances are not permitted. The Bible talks about the importance of good hygiene and propriety in our appearance. *"Do you not know that your body is a temple of the Holy Spirit, who is in you, whom you have received from God? You are not your own; you were bought with a price. Therefore, honor God with your body."* (I Corinthians 6:19-20)
- Appropriateness. Clothing should be appropriate for students in school. For example, party dresses and shoes, clothing appropriate for the beach or pool, and bedroom attire should not be worn to school. In the same way that *"there is a time for everything, and a season for every activity under heaven"* (Ecclesiastes 3:1), there are appropriate clothes for other places that should not be worn to school.

### Specific Guidelines

- Hair must be clean and appropriately styled so that it does not hang in the eyes or call undue attention to the individual student. Only natural hair colors are acceptable.
- ▷ • Make-up may not be worn by students in grades K-5. This includes lip gloss, mascara, lipstick, blush, etc.
- No open-toed footwear or clogs are allowed in grades K-2 since neither style lends itself to active play. (Crocs with heel straps are acceptable.) . Shoes and socks must be worn at all times. Strapped sandals are acceptable in grades 3-5. (No flip-flops, please.) Students will not be allowed to participate in Physical Education classes without appropriate footwear.
- Advertising of alcoholic beverages, tobacco, or inappropriate, blasphemous, obscene or suggestive slogans or pictures on clothing is not permitted.
- Tight-fitting clothing or transparent clothing is not permitted. As a guideline, there should be discernible slack/space between clothing and body.
- Pants must be clean and neat, not frayed, dirty or torn. Pajama pants and bedroom slippers may not be worn. Pants must not sag or reveal underwear.
- Hats are not to be worn in the school building.
- ▷ • Girls' skirts should be knee length, including slits in the skirts. Under shorts or leggings are encouraged. If leggings are worn, the dress or skirt worn over them must be within three (3) inches of the knee.
- Spaghetti straps, crop tops or tank tops may not be worn. All blouses and tops must have a modest neckline, covering all cleavage. Midriffs and backs must be covered at all times, whether sitting or standing.
- Shorts must be of moderate length. A general guideline is mid-thigh.
- Visible tattoos and all body piercing, with the exception of earrings, are prohibited.

## **Active Partnership**

Parents/Guardians are urged to carefully monitor the clothing worn by their students when they leave for school and school functions. Additionally, MCS reserves the right to request that students refrain from wearing or displaying a particular style of dress, makeup, or hairstyle that calls undue attention to themselves and/or is judged to be inconsistent with the standard that defines the rules and policies of Manhattan Christian.

The Principal, with the School Board's support, will take the lead role in enforcing the dress code. All staff members will take an active role in monitoring and assisting in the enforcement. Students are expected to conform to the dress code while on the MCS campus. The administration retains the right to monitor the dress of MCS students during school functions, both on and off campus, and to request compliance from students when necessary.

## **Disciplinary Action**

Disciplinary issues will be referred to the principal. MCS practices discipline with restoration. Disciplinary action will be chosen at the principal's discretion and according to the severity of the matter. The principal will discuss any serious or ongoing issues with parents/guardians.

## **Dangerous Weapons**

Any student who brings a dangerous weapon, device, or instrument, including any knife, material, or substance (animate or inanimate) that is used for, or is readily capable of causing death or serious bodily injury will be suspended immediately. This policy covers the entire school premises, including automobiles in the parking lot. The Education Committee will meet to decide the length of the suspension or to decide if the offense warrants expulsion.

## **Nuisance Items**

Nuisance items include, but are not limited to, water pistols, matches, lasers, and lighters and must not be brought to school. Such items will be confiscated and returned at the teacher's/principal's discretion. No knives will be allowed on the school campus.

## **Gum, Candy, and Food**

Gum has proven to be harmful to carpet, tile, furniture, clothing, etc. Gum chewing is not allowed on campus. Food in classrooms without permission is also prohibited. Eating candy is not allowed during school. Students may carry a capped water bottle to class. Open containers of drink will not be allowed in lockers. Soda is not allowed in school. Students are encouraged to be responsible with food wrappers and baggies, especially on the playground. Throw all trash in the trashcans. Juice or milk only for lunch please!

## **Standards of Conduct**

As written in our Educational Belief and Philosophy statements, MCS expects our students to "exemplify Biblical standards in their attitudes and lifestyles." When this is not the case, disciplinary issues are dealt with first in the classroom by the classroom teacher. Should the classroom teacher require assistance from the principal either because of the serious nature of the infraction or because of the repeated occurrence of the infraction, the principal, with notification of parents/guardians, will apply

consequences at his/her discretion. Consequences may include the student serving either an in-school, or out-of-school suspension. Such infractions include, but are not limited to:

- Disruptive Language--Insulting words or gestures that show disrespect to a student, teacher, or other school employee.
- Disruptive Behavior--Doing anything that interferes with the educational environment and not correcting that behavior as instructed.
- Stealing money or possessions from others.
- Fighting.
- Bullying others with words or actions.
- Any repeated violation of a school rule with refusal to correct behavior.

It should be noted that if a student's behavior and/or attitude consistently diverges from Biblical standards, or if some serious offense occurs, the School Board reserves the right to terminate the privilege of enrollment at Manhattan Christian School.

## ▷ Human Dignity Policy

Manhattan Christian School is committed to providing an environment in which every person is recognized and treated as an image bearer of God. MCS is committed to providing a learning environment that is free from harassment in any form. Harassment of any student, employee, or parent/guardian by any other student, employee, or parent/guardian is prohibited. The school will treat allegations of harassment seriously and will review and investigate such allegations in a prompt, confidential, and thorough manner. In the elementary, harassment includes name calling, bully tactics, mocking, and/or manipulative or bossy behavior that results in children being marginalized.

A charge of harassment shall not, in and of itself, create the presumption of wrongdoing. However, substantiated acts of harassment will result in disciplinary action up to and including dismissal. Students, employees, or parents/guardians found to have filed false or frivolous charges will also be subject to disciplinary action up to and including dismissal.

Harassment occurs when an individual is subjected to treatment or a school environment that is hostile or intimidating because of the individual's race, creed, color, national origin, physical disability or gender. Harassment can occur any time during school or during school related activities, as well as through misuse of email, social websites, and text messaging. It is the student's, employee's, and parent/guardian's responsibility to:

- Conduct themselves in a manner that contributes to a positive school environment.
- Avoid any activity that may be considered discriminatory, intimidating, or harassing.
- Inform anyone engaging in discrimination or harassment that their behavior is offensive and unwelcome.
- Report all incidents of discrimination or harassment to the principal.
- If an individual is notified that their words or actions are discriminatory, intimidating, harassing, or constitute unwelcome conduct, they must immediately discontinue any such words or actions.

## ▷ Cyber Bullying

The National Crime Prevention Council defines cyber-bullying as the process of using "the Internet, cell phones or other devices to send or post text or images intended to hurt or embarrass another person." (<http://www.ncpc.org/cyberbullying>)

**Cyber bullying will NOT be tolerated at MCS.** Offenders will be subject to immediate suspension or academic expulsion. Cyber bullying refers to any harassment that occurs via the internet, cell phones, or other devices, where technology is used to harm others through hostile behavior (e.g. posting hurtful text messages, images, or comments on the internet, or through social networking sites).

Cyber-bullying may include posting rumors or gossip about a person, pretending to be someone else through a social networking site with the intent to harm them or others, or it may go to the extent of personally identifying victims and publishing material that severely defames and humiliates them.

## Complaint Filing and Investigation Procedure

The following procedures must be followed for filing and investigating a harassment claim:

- The student may first choose to tell the individual causing the harassment that his/her conduct is offensive and must stop. If the objectionable behavior does not cease immediately, the student must report the harassment to the principal, or to a teacher who will report it to the principal or administrator.
- The student alleging harassment will be asked to complete a formal, written complaint. The claim will be investigated thoroughly, involving only the necessary parties. Confidentiality will be maintained as much as possible.
- The investigation will include a meeting with the person alleged to have harassed, sharing with that person the nature of the allegations as well as the name of the person bringing the allegations.
- Once the facts of the case have been gathered, the principal, in consultation with the superintendent, will decide what, if any, disciplinary action is warranted. The disciplinary action will relate to the nature, context, and seriousness of the harassment and can include all disciplinary actions up to and including expulsion.
- If the complaint is against a non-student or non-employee, such as a parent/guardian, volunteer, or vendor, the school will take steps, within its power, to investigate and eliminate the problem. Civil authorities will handle criminal charges.
- All such reports will be handled discreetly to maintain confidentiality in order to avoid embarrassment and to protect the student making the report. However, it should be understood that this school is required by law to report child abuse to the appropriate social agency that protects the rights of individuals in such cases.

## Policy Changes

Policies outlined in this manual are subject to change. MCS will notify students and parents/guardians of any changes. It will be the student's responsibility to abide by any policy changes. Notice of any policy changes and updated handbooks may be found on our website.

## Contacts

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Manhattan Christian School

2011-12 Elementary Handbook

