

High School 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

Course Requirements

A normal, minimum academic load for high school students is seven (7) credits per year. All fees, fines, and book bills are to be paid before students can take examinations at the end of each semester.

▷ Online Class Policy

Students at Manhattan Christian High School may choose to take online classes, provided the following stipulations are met:

1. The online class is offered by an accredited institution.
2. The online class is not already offered by Manhattan Christian. This includes foreign language.*
3. The course of study is one that the student has failed at MCS and schedule conflicts preclude the student from retaking the class at MCS.
4. The student has received approval to take the online class from both the school's counselor and principal.
5. A student will not be enrolled in more than one online class per semester unless approval is granted by both the school's counselor and principal.

6. The student assumes all financial costs related to the class.

Once approved, MCHS will accept student credits for online classes. Grades from online classes will be averaged into the student's cumulative GPA.

**To qualify for senior class salutatorian or valedictorian, a student must complete two years of foreign language from MCHS, or another accredited high school.*

Class Schedule Changes

Changes in class schedules are not permitted after one week of the semester except in special situations. The high school counselor must authorize all schedule changes.

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 marking system of A, B, C, D, F, and I:

A - Superior	D - Below average
B - Above average	F - Failure
C - Average	I - Incomplete

Grade averages are entered into the student's permanent high school record at the end of each semester. Following is a general guideline for converting letter grades into a percentage scale:

Grade Point Average		Scale			
A	4.00	A	97-100	C	75-78
A-	3.67	A-	92-96	C-	72-74
B+	3.33	B+	89-91	D+	69-71
B	3.00	B	85-88	D	65-68
B-	2.67	B-	82-84	D-	62-64
C+	2.33	C+	79-81	F	0-61

Incomplete Grades

Students who receive an incomplete (I) grade at the end of a marking period have two weeks from the end of the marking period to complete the work. After that date, the "I" grade automatically becomes an "F."

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. Students can check assignments for their classes through PowerSchool (linked on our website), or ask a classmate to write them down.

For planned absences or unexcused absences, students must assume the responsibility for make-up work. If a student plans to be absent, he or she is responsible to access their assignments from PowerSchool. All missed work must be made up at the teacher's discretion for each class. All work not made up within a reasonable amount of time may result in failing grades for the work. Until all work is completed, students involved in extra-curricular activities may not participate in those activities. Parents/Guardians may arrange to pick up text books from their student's locker with the office. It is the student's responsibility to check for assignments on PowerSchool while absent.

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. Teachers maintain academic portions of grade reports, and write comments in good faith with the student's proper development being the teacher's major concern. Parents, guardians, and students are encouraged to email or speak directly to teachers at anytime to confirm or discuss academic progress. Through PowerSchool, MCS provides access to ongoing progress and grades, including quarter grades. MCS issues hardcopy grade reports at the end of each semester. Parents and guardians may request a hardcopy of their student's midterm and/or quarter grades by calling or emailing the school office.

Parent/Guardian-Teacher Conferences

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

Minimum Requirements for Graduation

MCS requires a minimum of 24 credits for graduation. One credit is given for each class meeting daily for one school year or one-half credit for a class meeting daily for a semester. To participate in the graduation ceremony a student must have completed all required course work with passing grades. Any exception must be approved by the administration a minimum of one week before graduation. A student who has not met the minimum requirements for graduation may participate in the graduation exercises if the parents/guardians have a definitive plan, in cooperation with the involved teacher(s), counselor, and principal to complete the minimum requirements before the end of the June of the year of graduation.

MCHS Requirements

Bible - 1/2 unit per year of attendance at MCHS	2 Cr
Senior Project	½ Cr
Speech	½ Cr
English	4 Cr
US History, World History, Principles of Democracy	3 Cr
Science	2 Cr
Mathematics	2 Cr
Physical Education and Health	1 Cr
Fine Arts	1 Cr
Practical Arts (must include a semester of Computer)	1 Cr
Electives	7 Cr
TOTAL	24 CREDITS

State of Montana Requirements

English	4 Cr
Social Studies	2 Cr
Science	2 Cr
Mathematics	2 Cr
Physical Education and Health	1 Cr
Fine Arts	1 Cr
Practical Arts	1 Cr
Electives	7 Cr
TOTAL	20 CREDITS

Suggested College-Bound Requirements

• Bible - 1/2 unit per year of attendance at MCHS	2 CR
• English	4 CR
• US History, World History, Principles of Democracy	3 CR
• Science	3 CR
• Mathematics - Algebra I, Geometry, Pre-College Algebra, or calculus	3 CR
• PE & Health	1 CR
• Foreign Language (2 years suggested, check with college)	2 CR
• Fine Arts	2 CR
• Practical Arts – Computer Application required	2 CR
• Electives	5 CR
• Speech	1/2 CR
• Senior Project	1/2 CR
TOTAL	28 CR

Semester Exams

All students will take semester exams. Exams account for 20% of the semester grade. It is important that students adequately prepare for their exams. MCS requires students to take exams within the provided exam schedule. Students requesting to take exams either before or after a scheduled exam will pay a \$50 fee, per exam, to compensate the respective teacher for additional time required to produce and administer an alternate exam.

A senior will be exempt from his/her second semester exams if his/her second semester GPA is at or above his/her cumulative school GPA (or maintains at least a 3.7) and if s/he has missed no more than three (3) school days during the second semester. (School-sponsored absences, absences excused with a doctor's note, and one (1) college visit of reasonable length are not included in these 3 days; however, time to work out of school on the Senior Project is included in 3 days.) The second semester GPA will be determined approximately a week before exams are to begin. If a senior has any unexcused absences during his/her final semester, s/he will be required to take exams.

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. Some classes may require the purchase of consumable materials. Individual teachers will inform their students if they are required to purchase other materials. Accounts for these expenses must be paid before semester exams.

Attendance Policy

The general welfare of all students is best served by regular attendance. The following attendance policy will be in effect for the school year: If a student is absent for more than ten (10) days per semester from class/school, the student may receive an F for the semester. Absences excused with a doctor's note will not be counted in these days. After seven (7) absences from class/school, the school will contact the student and mail a letter to the student's home indicating the school policy and the number of days missed. After the tenth absence, a conference may be arranged with the student and parents/guardians

involved. If the principal deems it necessary, the student and his/her parents/guardians will meet with a committee, which will include the student's teachers and members of the Educational Program Committee. Excessive absenteeism may result in course failure. Such cases will be judged on an individual basis. If a student is passing three or fewer classes, the student will be recommended to the school board for expulsion for the remainder of the semester.

Procedure for Excusing Absences

Following an absence a student must take an excuse written by parents/guardians to the high school office or have a parent/guardian call the office. If a student needs to leave school for any reason besides a medical appointment or sickness, students must have a note before they leave school. Students have two school days to clear absences. After two school days, the note is considered late and a detention will be assigned. (See the principal if circumstances make this impossible.) After two more school days (a total of four school days after the absence) the absence becomes unexcused. Unexcused absences will result in one detention for every unexcused period.

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.

Assignments

All students are responsible to get their assignments from PowerSchool.

Early Release

Any student who leaves school before the end of the day must sign out in the office. Students must sign back in if returning later in the day.

Definition of Excused Absences

An excused absence indicates a legal absence from school with parental or guardian permission. Full credit is given for all make-up work done in a timely way. However, work that was due the day of the absence must be handed in on the day that the student returns to school. Parents/Guardians may give permission by phone to the secretary or principal or by written note. Excused absences include the following: sickness of student, doctor or dentist appointments, securing a driver's license, sickness or death in the family, impassable roads, and special requests made by parents/guardians and pre-approved by the school such as family trips. In the case of a planned absence for an extended time, students should request assigned work from their teachers before the planned absence. Students are responsible to check PowerSchool for ongoing or additional assignments.

Definition of Unexcused Absences

An unexcused absence indicates that a student is absent from school without the knowledge of his/her parent or guardian, without school approval, or without a timely excuse note (see above). Work due during unexcused absences will ordinarily receive zero credit and one detention for every unexcused period. If several periods are unexcused, an in-school suspension may be assigned.

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. Being on time is also a job skill that employers want to know about when they call the school for references.

- A student is counted tardy if they are not in their classroom and seated at their assigned desks when the tardy bell rings. Assigning tardies is at the discretion of the teacher.

- When three tardies are received in one semester, the principal will notify the student.
- If a fourth or fifth tardy is received in one semester, the principal will notify the parents/guardians and student and assign one detention for each tardy.
- If six or more tardies occur in one semester, the student will be assigned two detentions for each.

Honors

Eagle Hall of Fame

At the end of each quarter, the high school faculty will select students who have demonstrated academic achievement, strong effort, respect for others, an improved GPA, and/or a positive behavior. Students will be recognized by having their picture placed on a display in the hallway. In addition, they will receive an eagle pin and have a congratulatory letter mailed to their parents/guardians. All Eagle Hall of Fame honorees will have their name placed in a drawing for a \$100 savings bond at the end of the school year.

Honor Roll

The Honor Roll is determined after each marking period. To be on the Honor Roll a student must have at least a 3.33 GPA and be carrying six (6) or more credits in that marking period. A certificate will be awarded at the end of the year to the student who achieves the Honor Roll every marking period.

Scholastic Award

A Scholastic Award is given at the end of the school year to the junior, sophomore and freshman student who holds the highest GPA in their respective class. To qualify, students need a minimum of two semesters at MCS.

Citizenship Award

A Citizenship Award is presented to the senior who best represents the ideals and goals of MCHS. This honor is awarded by teaching staff.

Christian Leadership Award

A Christian Leadership Award is awarded by the board to the senior who has best demonstrated leadership and service. Seniors must apply for this award. See the principal for an application.

Valedictorian and Salutatorian

Providing the requirements have been met, MCS presents these awards to the two students who have earned the highest GPA in their course of studies. In order to qualify for Valedictorian or Salutatorian, a student must complete a minimum of four semesters at MCHS and earn at least 28 credits, including the following required courses:

Fine Arts	1 Credit	Mathematics <i>Algebra I, Geometry & Pre-Calculus</i>	3 Credits
Practical Arts	1 Credit	Physical Education and Health	1 Credit
Additional Credit <i>of the above</i>	1 Credit	Foreign Language	2 Credits
Bible	2 Credits	Senior Project	1/2 Credit
English	4 Credits	Speech	1/2 Credit
Social Studies	3 Credits	Required Courses	22
Science	3 Credits	Electives	6

National Honor Society

Membership is open to sophomores, juniors, and seniors. Faculty members evaluate and induct students based on their: 1) academic performance, 2) leadership, 3) character, and 4) service. Nominations are made during the second semester. Sophomores must have a cumulative GPA of at least 3.5; juniors and seniors must have a cumulative GPA of at least 3.33.

Qualifying seniors, juniors and sophomores are rated for membership by the faculty. Teachers use the following basis for rating prospective students: 1.) contact with the student in their classroom, 2.) extra-curricular activities, and 3.) general activity in and out of school. Ratings will not be based on hearsay, and will conform to established criteria of the National Honor Society. The following evaluation is used:

- 4 - exceptional, creative, unusual
- 3 - receptive, constructive and productive
- 2 - cooperative, but passive
- 1 - negative and destructive

Service

In Matthew 20:26 we read, *"Whoever wants to become great among you must be your servant."* In an effort to attain Christian greatness we must all learn the art of servant hood. *"You my brothers were called to be free. Use your freedom to serve one another in love."* (Gal. 5:13) *"God gave His followers many gifts in order to prepare His people for works of service, so that the body of Christ may be built up until we all reach unity in the faith and become mature, attaining to the whole measure of the fullness of Christ."* (Eph. 4:11-12) *"Each one should use whatever he has received to serve others, faithfully administering God's grace in its various forms...If anyone serves he should do it with the strength God provides so that in all things God may be praised through Jesus Christ."* (I Peter 4:10-11) Given Christ's example, directions from God's Word, and our present self-centered age, education at MCS includes learning to serve others. All students are required to complete ten hours of community service each year.

Guidelines for Service Projects

- No payment may be received for services given.
- Services must be given to people outside the student's family and immediate relatives (uncles, aunts, grandparents, cousins) and cannot include helping friends.
- To receive credit, service projects must be pre-approved by the principal or Bible teacher.
- Projects can be done individually or in a group.
- Optional opportunities will be made for student's to share their experiences in student assemblies.
- Service projects must be appropriate for the student's grade level.
- Options for projects include serving others in the classroom, school, or community.
- Of the required ten hours of annual service, at least five hours must be completed through opportunities outside of MCS.
- All community services hours for the school year must be signed by the principal, and turned in through the student's Bible teacher one week before the end of the course.

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.

Academic Ineligibility

- A student becomes academically ineligible if they receive a failing grade or an incomplete in a class for a quarter or for a semester.
- A student becomes academically ineligible if they receive more than one failing grade or incomplete at the time of a mid-term report.

Chemical Use Ineligibility

- A student becomes ineligible if there is confirmed student use or possession of alcohol or any non-prescription substance defined by law as a narcotic or drug.
- A student becomes ineligible if there is confirmed student use or possession of any tobacco product.

Disciplinary Ineligibility

Any behavior deemed unacceptable by the principal, faculty, Educational Program Committee, or School Board constitutes disciplinary ineligibility. Length of ineligibility will be determined on an individual basis by the administration. Reinstatement of eligibility shall be determined on an individual basis by the principal and group that imposed ineligibility status.

Regaining Eligibility

Students declared ineligible for any of the previous reasons may regain eligibility to participate in extra-curricular activities if the reason(s) for the ineligibility has been corrected, and after serving the minimum penalties.

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.

Club Sports

We do not recognize club sports on the same footing as our athletic events regarding lettering and athletic awards. However, we do recognize the importance of club sports that we are not able to offer at our school such as hockey, swimming, or rodeo. Absences attributed to these activities will be handled in the same way as an absence for our school-sponsored events, i.e., they will not count against the ten-day ceiling. However, if absences become exceedingly numerous or if the student's grades begin to suffer, the school has a right and an obligation to rescind this exemption. The determination of "exceedingly numerous" and suffering grades will be made by the principal. For sports such as volley ball and basketball, that serve as an extension of the regular season, no absence exemption will be made.

Pep Band and Drama

These extra-curricular activities are subject to student interest and coach or music director availability. Eligibility status will follow the same as used for athletics.

Destination Imagination, Construction Challenge, and Robotics Competition

Opportunities to participate in either of these teams are subject to student interest and coach availability.

Campus Policy

Medical Requirements

Students will not be admitted to MCHS 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. Each student 7th grade -12th grade will be issued permanent email accounts with MCS email addresses. Teachers will use these accounts to communicate assignments and other course details with their students. Teachers will not accept any other email account for the student.

Student Sign-In

Once students arrive at school, they are to remain on campus. Students arriving late must sign in at the office. Students may leave the campus during the lunch hour with administrative authorization. Any student who needs to leave campus must sign out and back in, if returning, at the school office during school hours (8:15 - 3:20). No student will be allowed to leave campus without a written note or a telephone contact from a parent/guardian. Students deemed too sick to drive will stay at school until a parent/guardian is contacted and arranges for the student to be taken home. No student is to transport another student from campus without permission.

Student Campus Access Permissions

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

Daily Class Schedules for High School

Regular/M/T/TH/F

First Bell: 8:12

Period	Start	End
1	8:15	9:03
2	9:06	9:52
Break	9:52	9:59
3	10:02	10:48
4	10:51	11:37
5	11:40	12:26
Lunch	12:26	12:53

6	12:56	1:42
7	1:45	2:31
8	2:34	3:20

Chapel/Wednesday

Period	Start	End
1	8:15	8:56
2	8:59	9:39
Chapel	9:42	10:20
Break	10:20	10:27
3	10:30	11:11
4	11:14	11:55
5	11:58	12:39
Lunch	12:39	1:04
6	1:07	1:49
7	1:52	2:34
8	2:37	3:20

Exterior Door Locking Schedule and Security

Students should not be at school before 8 a.m. unless they have a class, are at school supervised practices, have music lessons, or have an appointment. 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. NO EXCEPTIONS. Please do not knock on windows to request that someone let you in as it disturbs work and classroom activities for those involved.

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

Bus Transportation and Student Car Use

Bus transportation is available to all students. Parents/guardians are encouraged to use this service as much as possible. When a student needs to drive a vehicle to school, they must comply with the following rules:

- Students who drive must obey all traffic rules. Parking in unauthorized areas will result in a fine.
- Students must register each vehicle they plan to drive on campus with the office. Failure to register their vehicle(s) will result in a fine and may result in losing driving privileges. Registration is required for both safety and security.
- Reckless driving involves traveling at a speed of more than 15 mph, unnecessary spinning of tires, swerving/fishtailing, or driving in a manner that endangers the safety of others. This includes motorcycles. Reckless driving will result in the following disciplinary action:
 - First offense:** Driving privileges suspended for two weeks
 - Second offense:** Driving privileges suspended for six weeks
 - Third offense:** Driving privileges suspended for the remainder of the school year.

- Loitering in the parking lot is prohibited. Students must leave campus 15 minutes after home games, or following the return of buses from away games. In addition to security and safety considerations, our no loitering policy is aimed at maintaining healthy community with our neighbors who live in proximity to our school.

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 (5th 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.

Lockers

All lockers 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, including a combination lock for it, 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. Physical education teachers and coaches will assign lockers and combinations for students in physical education classes and/or on athletic teams. All lockers and personal possessions are subject to inspection at any time for cleanliness, missing property, evidence of vandalism, and presence of illicit materials.

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 Electronic Devices, Cell Phones, Laptops

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

All electronic devices left in the student's locker (*music/audio players, mobile phones, cameras, audio/video recorders, MP3 players, and iPods, handheld games 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. See consequences.

Students are forbidden to use their cell phones for calls or texting or email during the school day without express permission from a teacher or administrator.

Consequences for bringing cell phones or other electronic devices into the classroom, failing to turn cell phones and other devices off or to *silent-mode* in the locker, or use of cell phone during the school day without express permission by a teacher or administrator:

- 1st Offense: staff confiscates electronic device to be logged into the administration office; only a parent/guardian may pick up the device directly from the office, and student serves a detention.
- 2nd and subsequent offenses: staff confiscates electronic device to be logged into the administration office. Only a parent/guardian may pick up the device directly from the administration office, and only AFTER the student has successfully served his or her detentions. Student is assigned two detentions per offense.

Students may use laptop computers at school with teacher permission. Students may not use personal devices to connect their laptops to the internet. If students need to access the internet, they must use school-provided access. Students are allowed to access their school assigned email accounts, but not other email accounts or social networking sites such as Face Book, My Space, etc.

Library

The library is designed to serve student needs for classroom projects and papers, as well as for leisure activities. The library has a good selection of books, paperbacks, magazines, newspapers, recordings and computers. Books are loaned for a two-week period. Books returned after the due date will be considered late and a fine will be charged.

Study Hall Rules

The school will assign students to a specific supervised room for their scheduled "study hall." This room may or may not be the library. The time in study hall should be used for assignment completion, personal study, and seeking assistance from available teachers or the supervisor. Students who cause disruption, or engage in talking, will be disciplined at the monitor's or principal's discretion.

Counseling

Academic, career, and personal counseling is available to all high school students. Students who are experiencing any kind of problem that interferes with their educational progress should contact the counselor immediately. To help in assessing student aptitudes and interest, the following tests are administered: Criterion Reference Test (CRT) –10th grade; Preliminary Scholastic Aptitude Test (PSAT) to

all 10th and 11th graders who would like to take it; Armed Services Vocational Aptitude Battery (ASVAB) – 11th grade. Career, vocational school, and college information, including requirements and financial aid, is available at the Counselor’s office. In addition, individual teachers and the principal are available for guidance and counseling.

Devotional Program

Daily classroom devotions for all students, along with regular chapel exercises, will be offered for the purpose of spiritual renewal and growth. Students wishing to participate in chapel or in planning chapels should contact the advisor of the Spiritual Life Committee. MCS expects all students to recognize chapel as sacred space and to respect themselves and others by promoting an atmosphere of worship.

Student Council

Students are elected from the student body to serve on the Student Council. All students are encouraged to run for office and to bring ideas or issues of concern to their representatives. The Student Council is responsible for Homecoming, as well as special events for the student body throughout the school year. Student Council also leads their peers in local, community, and global service projects.

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. 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."* (1 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."* (1 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.
- Shoes must be worn at all times.
- 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. 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.

Disciplinary Action

A student who is observed to be in violation of these guidelines will be liable for disciplinary action:

- Students will be given one warning at which time the violation will be corrected.
- The next instance will be considered the first infraction and will result in one point for dress code violation, a one-hour detention, and notification of parents / guardians by letter or phone call. The administration will immediately require the student to change into appropriate clothing provided in the office.
- A second infraction will receive two points and a two-hour detention with parent / guardian notification.
- A student's third and any additional violations will consist of five points, a two-hour detention, and a letter home.

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.

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

Gum has proven to be harmful to carpet, tile, furniture, clothing, etc. Gum chewing is not allowed on campus and a detention will be assigned for each infraction.

Standards of Conduct

Expectations, Violations, Consequences

As written in our Educational Belief and Philosophy Statements, MCS expects our students to "exemplify Biblical standards in their attitudes and lifestyles." 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.

1. Violations that call for a student conference (minimum):

- Disrespectful 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.
- Inappropriate Display of Affection - Any physical contact beyond holding hands.
- Dress Code
- Leaving Campus
- Detentions – Given for misbehavior by a teacher or principal.

2. Violations that call for a detention and 1 point (minimum):

- Gum Chewing (1st offense): one detention (1 point)
- Gum Chewing (subsequent offenses): two detentions (2 points)
- 4th & 5th Tardies: one detention (1 point for each)
- 6 or more Tardies: two detentions (2 points for each)

3. Violations that call for parent/guardian notification, a detention, and 1 point (minimum):

- Profanity - Using words that are degrading to God or to one's spiritual growth.
- Unexcused Tardies
- Cell phone – Taking a cell phone into class is forbidden (see Use of Electronic Devices). Using a cell phone in class without teacher permission is forbidden.

- Damage to school property or another person's property - Damage will be paid by the offending student or their parent/guardian for all damage caused.
4. Violations that call for parent/guardian notification, student conference, and 2 points (minimum):
- Class suspension - If a teacher, in consultation with the principal, suspends a student from a class because of a behavioral situation.
 - Skipping Classes
 - Reckless Driving
5. Violations that call for an *in-school* or *out-of-school* suspension, parent/guardian conference, and 5 points (*minimum*):
- Repeated Defiance of Authority - Refusing to follow directions given by a staff member especially after a conference (*This includes additional infractions of any of the behaviors listed above*)
 - Tobacco on School Property - Use or possession of any tobacco product during school or at any school activity.
 - Profanity - After the first offense.
 - Seventh and additional tardies. (Parents/Guardians will receive letters each time a student receives a tardy after their third offense.
 - Cheating – Any dishonesty in schoolwork will result in a zero for the assignment, test, paper or project and a one-day suspension. This includes plagiarism on written assignments as well as any overt act of presenting work as one's own when it is not. Allowing another student to copy one's work is also cheating.
 - Skipping School – If a student skips school without administration or parent/guardian permission.
 - Fighting – Any hitting of each other after both have caused the fight through insults or physical action. Out-of-school suspension will apply to any students who engage in fighting.
6. Violations that call for *in-school* or *out-of-school* suspension, parent/guardian conference, and possible referral to law enforcement and/or community special services by the administration as deemed necessary. A second offense of any of these infractions during a student's enrollment will result in a recommendation for expulsion. 5 points (*minimum*):
- Breaking and Entering/Trespass – Any student in or on the school without supervision or permission will be assessed a \$50 fine. In addition to the fine, the student(s) will be responsible for the full monetary coverage of any damages incurred.
 - Theft - Taking something that belongs to another person or the school without permission.
 - Alcohol - Use, possession or distribution of any alcohol product.
 - Illegal Drugs/Illicit Materials - Use, possession, or distribution of any illegal drugs or illicit materials, including drug paraphernalia, fire arms, explosives, etc.
 - Medical Marijuana - MCS allows neither the presence nor the use of medical marijuana on its campus, vehicles, buses, or at any school related function, home or away.

Disciplinary Point Policy System

If a student breaks a rule, points will be assigned according to the MCS Point Policy system. Points will be removed one year from when they were assigned. Points are assigned as follows:

Assigned detention and/or one hour work	1 point
Two detentions and/or two hours of work	2 points
Dress code violation	1 point
Leaving campus without permission	1 point
Suspended from a class	2 points
Skip one class (<i>maximum of 5 points per day</i>)	2 points

Reckless driving	2 points
Suspension violations	5 points

An accumulation of Points Requires Further Disciplinary Action:

At 11 points, the student will:

- Lose National Honor Society status.
- Not be eligible for Student Council.
- Attend a conference with the administration, respective parents/guardians, and a counselor.
- Lose the privilege of being enrolled in vocational classes.
- Be suspended from athletics according to the eligibility policy: two weeks or 20% of the season.

At 16 points, the student will:

- Attend a meeting with respective parents/guardians, the administration, and the Education Committee, and may be placed on probation.

At 21 points, the student will:

- Attend an expulsion hearing with respective parents/guardians, the administration, and the MCS School Board. The board will then determine whether or not the student has forfeited his/her privilege to attend MCS.

Detention Policy

Detentions will be served before school at 7 a.m. as assigned by the administration office. A detention takes priority over all other commitments except for doctor or dentist appointments. The principal may approve other extraordinary exceptions. Parents/Guardians will be notified of the detention and the reason it was given. Students will be assessed a \$10 fee for each detention. Failure to pay the fee at the time of the detention will result in an additional fee of \$5.

Suspension Policy

In-School Suspension

For some infractions a student will be assigned to a workroom for one to three days. The student will have the right to do class assignments. Teachers may choose to assign extra work. The student will be isolated from classmates and will eat lunch in the workroom. Parents/Guardians will be notified of the suspension.

Out-of-School Suspension

For some infractions a student will be suspended from school. The student must leave school property, go home, and not come back to school for the assigned number of days, depending on the seriousness of the misbehavior. The student has the right to complete the class work assigned. Teachers may choose to assign extra work. At the principal's discretion, the student and parents/guardians will meet either with the principal, or with the principal and the Educational Committee chairman before the student can return to school.

Probation

Probation is meant to give students an opportunity to correct a problem. If the problem is not corrected, expulsion may follow. The Education Committee of the Board will determine the conditions and length of probation. In order for the probation to be lifted, there must be significant improvement and change of attitude. If there is no improvement, the Educational Program Committee will consider alternatives, including expulsion.

Expulsion

Expulsion means that a student cannot return to MCS for the rest of that school year. If a student wants to return the next fall, they must go through the normal admissions procedure to be readmitted. Only the School Board can expel a student. These rules will be enforced during the school day and at any school-sponsored activity. The school principal will inform the parents or guardian of action taken by means of telephone or letter.

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.

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 (including cyber-bullying).
- 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 a 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

Manhattan Christian School
8000 Churchill Rd.
Manhattan, MT 59741
406-282-7261
406-282-7701, Fax
www.ManhattanChristian.org

Helen Emmelkamp, High School and Middle School Principal
hemmelkamp@ManhattanChristian.org

Gary Kamps, Superintendent
gkamps@ManhattanChristian.org