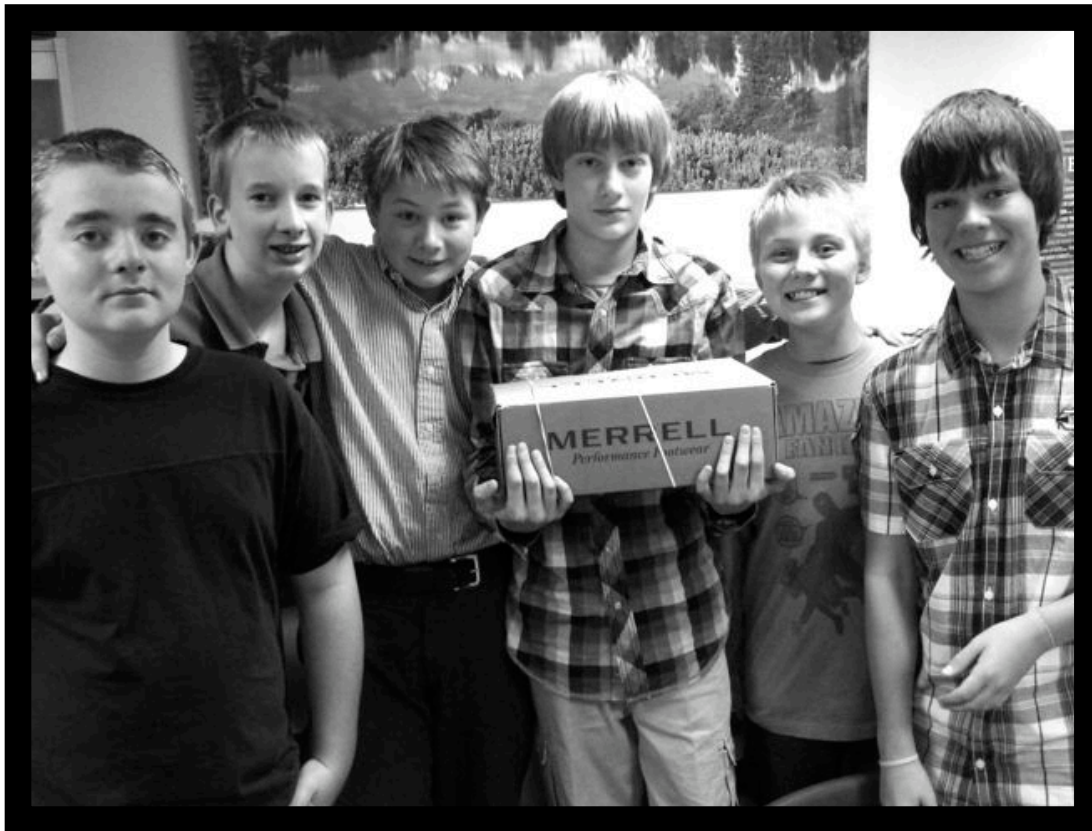


Middle School Student Handbook



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

Middle School Course Offerings

Sixth, seventh, and eighth graders receive course offerings in math, language arts, science, social studies, Bible, art, physical education, choir, band, computer, 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 marking system of A, B, C, D, F, and I:

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

Following is a general guideline for converting letter grades into a percentage scale:

Grade Point Average			Scale				
A	4.00	C	2.00	A	97-100	C	75-78
A-	3.67	C-	2.67	A-	92-96	C-	72-74
B+	3.33	D+	1.33	B+	89-91	D+	69-71
B	3.00	D	1.00	B	85-88	D	65-68
B-	2.67	D-	.67	B-	82-84	D-	62-64
C+	2.33	F	.00	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.

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 for the classes in which they are enrolled.

▷ Parent/Guardian Conferences

After the first nine weeks, MCS will schedule conferences for all parents/guardians. Middle school conferences will be student led with teachers present. Students will share a portfolio of their work with their respective parents/guardians. These conferences will be held in the band room. Parents may request additional private conferences with teachers. Private parent/guardian-teacher conferences must be scheduled at a separate time. Please contact the office if you will be requesting this additional conference.

Second semester conferences are optional (parent/guardian or staff requested). These are held in the teacher's classroom.

Promotion Policy

Students at Manhattan Christian must show competency in five core subject areas of Bible, Language Arts, Mathematics, Science, and Social Studies.* If a student fails two or more quarters in any of these core subjects, they fail to meet the requirements for promotion to the next grade level. Students and their parents/guardians will be notified as soon as any trend develops that indicates the student is not meeting the requirements for promotion to the next grade level. Appropriate intervention and accommodations will be discussed and implemented. In order for promotion to take place a student must do the following:

- Demonstrate a willingness to do the required work.
- Put forth the effort to learn the required skills.
- Ask questions when needed. Request additional help and/or time when necessary.
- Take responsibility for the work.

A student who fails two or more quarters of the five core subjects may be required to satisfactorily complete an approved summer school class, an approved online course, or an independent course of study prescribed by the principal. Each case will be reviewed on an individual basis by the following team: parent(s)/guardian(s), the principal, and a team of MS teachers. The team will also set a course of action. Extreme cases may be referred to the Education Committee. All decisions regarding promotion consider the best interest of the student.

*Modifications, based on documented learning needs, will be made on an individual student basis.

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 is 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. Students must bring a note to the office within two (2) days for an absence to be considered excused. After two (2) school days, the note is considered late and a detention will be served. 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.

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 contest attendance as a spectator, Vacation, and Personal whim, and constitute a loss of Perfect Attendance designation. Regular attendance is defined as two days absent or less. Perfect attendance is defined as no absences.

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.

- Students are 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 quarter/marking period, the principal will notify the student.
- If a fourth or fifth tardy is received within the quarter/marking period, the principal will notify the parents/guardians and the student will serve detention and receive one point on their record for each tardy.
- If six or more tardies occur in one quarter/marking period, the student will be assigned two detentions for each.
- Three detentions in a quarter/marking period will result in an in-school suspension. (Extenuating circumstances may affect this policy and must be approved by the principal)

Extra-Curricular Activities

Participation in extra-curricular programs at MCS 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 MCS. 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 MCS 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 and Construction Challenge

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

Concerts, Sports Events, and Field Trips

Proper conduct is expected during all these activities:

Concerts:

Proper conduct at concerts includes courtesy to others by listening to all groups as they perform. Gum is not allowed. Students and their parents/guardians should remain at the concert until all performances are complete.

Sports Events:

Proper conduct at sporting events includes courtesy to others by watching the events from the bleachers or sidelines and cheering appropriately. Students are not to be outside the building or in the halls or other inappropriate areas inside the building during events.

Field Trips:

Proper conduct for field trips includes courtesy to the supervising teachers or parents. Field trip behavior should follow the same levels of cooperation and respect that is expected in classrooms. Students represent Christ to the community for educational purposes and they are expected to act appropriately. Gum is not allowed.

Student pick-up after events:

For all concerts, athletic events, and field trips, students must be picked up punctually. Coaches and teachers are not to leave school premises until all students have been picked up. Parents/Guardians are reminded to show courtesy to waiting teachers by being prompt.

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 MCS. 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 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

Regular Schedule/M/T/TH/F

First bell: 8:12

Period	Start	End
1	8:15	9:01
2	9:06	9:49
Break	9:49	9:59
3	10:02	10:45
4	10:50	11:33
Lunch	11:33	12:03
5	12:06	12:49
6	12:54	1:37
Break	1:37	1:45
7	1:48	2:31
8	2:36	3:20

Chapel Schedule/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	11:04
4	11:07	11:41

Lunch	11:41	12:11
5	12:14	12:54
6	12:59	1:39
Break	1:39	1:52
7	1:55	2:35
8	2:40	3:20

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. 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 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

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 (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.

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 the 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

- In the morning, students may wait quietly in the hall or a classroom, or go outside.
- At noon hour when finished with lunch, students should go outdoors as weather permits.
- If the weather is not decent, students may be in their homerooms by teacher permission.
- Pushing, shoving, running, and horseplay of any kind is forbidden.

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

Swings

- Only one student allowed per swing.
- No middle school students are allowed on the small swings.

Balls

- 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.

Roller blades, Skateboards, and Heelys

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

Playground Care

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 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.

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 a detention.

Reporting Problems

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

Bulletin Boards

Students are responsible to check bulletin boards for notices and important reminders. Bulletins may be posted by student groups provided that the notice is pleasing in appearance, neat, and does not conflict with the mission of the school. A teacher must approve and initial student bulletins. No posters or bulletins may be posted anywhere on campus except on designated bulletin boards.

▷ School Telephone and Student 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, 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. Offenders will have their cell phones confiscated, a parent/guardian will be required to retrieve it from the administration office, and the student will be assigned a detention. *See consequences under Use of Electronic Devices.*

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. Physical education teachers and coaches will assign lockers and combinations for students in physical education classes and/or on athletic teams. 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.

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 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 may not check out additional items until taking care of due money or lost items. The library will notify students of overdue and/or lost materials on posted lists and on PowerSchool.

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.

Counseling

Academic, career, and personal counseling is available to all middle school students. Students who are experiencing any kind of problem that interferes with their educational progress should contact the counselor immediately. In addition, 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.

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 are 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 and a detention will be assigned for each infraction. Candy and/or food in classrooms without permission is also prohibited. 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 except on special occasions. Students are encouraged to be responsible with food wrappers and baggies, especially on the playground. Throw all trash in the trashcans.

Displays of Affection

Middle School students are not encouraged to develop "girlfriend-boyfriend" relationships. Students of the opposite sex may not hold hands, sit closely, embrace or kiss while at school or school functions.

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
- 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 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 are removed at the beginning of each new school year. Points are assigned as follows:

Assigned detention and/or one hour work	1 point
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
Suspension violations	5 points

An accumulation of Points Requires Further Disciplinary Action:

At 13 points, the student will:

- Eighth grade students will not be eligible for HS Student Council in 9th grade.
- Attend a conference with the administration, respective parents/guardians, and a counselor.
- Be suspended from athletics according to the eligibility policy; two weeks or 10% of the season.

At 19 points, the student will:

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

At 23 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 their privilege to attend MCS.

Detention Policy

Detentions will be served before school at 7 a.m. as assigned by the 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 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.
- 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

No cyber bullying will be tolerated. Cyber bullying refers to any harassment that occurs via the internet, cell phones or other devices. Communication technology is used to intentionally harm others through hostile behavior such as sending text messages and posting ugly comments on the internet.

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.”

Cyber-bullying could be limited to posting rumors or gossips about a person in the internet bringing about hatred in other's minds; or it may go to the extent of personally identifying victims and publishing materials severely defaming and humiliating 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.

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