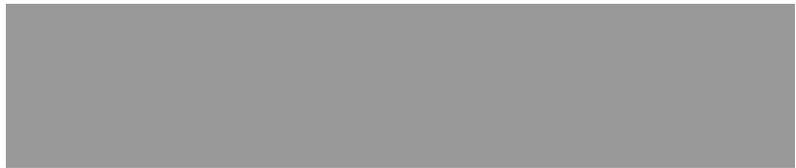
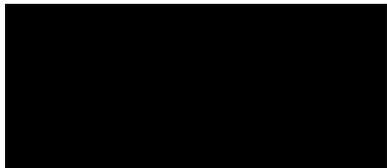


---

# MANHATTAN CHRISTIAN SCHOOL

## 2020-2021 Elementary Handbook

---



## Table of Contents

Welcome .....	1
<b>Vision</b> .....	1
<b>Mission</b> .....	1
<b>Portrait of a Graduate</b> .....	1
<b>School Traditions</b> .....	1
<b>School Publications</b> .....	1
Connections	
Weekly	
<b>Academics</b> .....	2
Elementary School Course Offerings	
Grade Evaluations	
Homework	
Making up Assignments	
Report Cards	
<b>PowerSchool Student Information System</b> .....	3
<b>Parent/Guardian-Teacher Conferences</b> .....	3
<b>Special Education and Resource Room</b> .....	3
<b>Textbooks</b> .....	3
<b>Attendance Policy</b> .....	3
<b>Procedure for Excusing Absences</b> .....	3
Perfect and Regular Attendance Awards	
<b>Tardy Policy</b> .....	3
<b>Extra-Curricular Activities</b> .....	4
Athletic Handbooks	
Destination Imagination	
<b>Campus Policy</b> .....	4
Medications	
Computer Use Contract	
Student Campus Access Permissions	
<b>Daily Class Schedules</b> .....	5
Exterior Door Security	
<b>Bus Transportation</b> .....	5
<b>Bus Rules</b> .....	5
<b>Field Trips</b> .....	6
<b>Campus Rules</b> .....	6
<b>Hallway Rules</b> .....	6
<b>Destination Playground Rules</b> .....	6
Areas Not for Student Use	
Use of Equipment	
Rollerblades, Skateboards, and Heelys	
Stewardship of Playground	
Graffiti	
Playground Dress	
Building Access During Recess	

Reporting Problems	
Recess Bell	
<b>Lockers and Desks</b> .....	7
<b>Search and Seizure</b> .....	7
<b>School Telephone and Cell Phone Usage</b> .....	8
<b>Use of School Phones, Cell Phones, and Electronic Devices</b> .....	8
<b>Library Rules and Procedures</b> .....	8
<b>Counseling and Speech Therapy</b> .....	8
<b>Birthdays</b> .....	8
<b>Devotional Program</b> .....	8
<b>Fire and Earthquake Drills, and Warning Signals</b> .....	8
<b>Code of Ethics</b> .....	11
<b>Dress Code</b> .....	11
Guiding Principles for Dress	
Specific Guidelines	
Active Partnership	
Disciplinary Action	
<b>Dangerous Weapons</b> .....	12
<b>Nuisance Items</b> .....	12
<b>Gum, Candy, and Food</b> .....	12
<b>Standards of Conduct</b> .....	12
<b>Cyber Bullying</b> .....	16
<b>Complaint Filing and Investigation Procedure</b> .....	16
<b>Human Dignity Policy</b> .....	17
<b>Grievance Procedure</b> .....	17
<b>Contacts</b> .....	17

---

# Welcome

Thank you for enriching our community with your family!

---

## 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**

Each week of the month the school produces the *Weekly* to provide ongoing updates on school activities and opportunities. It is also available online at the school website.

---

## **Academics**

---

### **Elementary School Course Offerings**

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

### **Grade Evaluations**

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

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

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

#### **Grades 2-5**

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

Handwriting grades will remain S+, S, or S- for grades 2-5.

### **Homework**

The purpose for assigning homework is to provide additional practice for concepts taught in the classroom. Homework can be expected from grades K-5. The amount of homework will increase as students progress to higher levels.

### **Making up Assignments**

Please inform teachers of all planned absences one week in advance. For all planned and unplanned absences (illness, bereavement), parents/guardians should arrange to pick up assignments and textbooks. Each parent/guardian is responsible to supervise missed assignments. All assignments should be completed in a timely manner, as determined by the teacher.

### **Report Cards**

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

## **PowerSchool Student Information System**

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

## **Parent/Guardian-Teacher Conferences**

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

## **Special Education and Resource Room**

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

## **Textbooks**

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

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

---

# **Attendance**

---

## **Procedure for Excusing Absences**

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

### **Perfect and Regular Attendance Awards**

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

## **Tardy Policy**

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

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.

---

## Extra-Curricular Activities

---

### **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.

### **Destination Imagination**

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

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

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

### **Medical Requirements**

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

### **Medications**

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

---

## Campus Policy

---

### **Visitors**

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

### **Computer Use Contract**

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

### **Student Campus Access Permissions**

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

---

# Daily Class Schedules

---

## 8:10 School Begins

10:05-10:20 Morning Recess  
11:45 Kindergarten to Lunch  
11:55 Grades 1-5 to Lunch  
12:15-12:45 Noon Recess  
2:15-2:35 Afternoon Recess  
3:25 School Dismisses

**\*\* Elementary doors lock at 8:20 AM**

## Exterior Door Security

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

**Main Office:** open at 7:30, locked at 4:00 pm

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

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

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

---

# Security

---

## Lunch Procedures

Microwaves are available at lunch time for student use. These are intended to re-heat food only. There will be a two minute maximum allowance on microwave usage.

## Bus Transportation

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

## Bus Rules

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

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

In regards to discipline, each case will be dealt with on an individual basis. Discipline measures taken will be determined taking into consideration the severity of the infraction. Severe discipline situations may include suspension from the bus for a limited amount of time or removal from the bus for the remainder of the year.

## **Field Trips**

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

---

# **Procedures and Rules**

---

## **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 school grounds.
- Students are to walk, not run, at all times in the school building.
- 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 school is dismissed.

## **Hallway Rules**

- Walk only! Students caught running will be disciplined appropriately.
- We do not bounce balls in the hallway.
- We use inside voices in the hallways.
- Walk on the right side of hall when possible, single file without passing others.
- Please do not jump up to touch door frames, lights, exit signs, etc.

## **Playground Rules**

### **Areas Not for Student Use**

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

### **Use of Equipment**

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

- No moving of any of the equipment (example: soccer nets).

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

### **Roller blades, Skateboards**

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

### **Stewardship of Playground**

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

### **Graffiti**

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

### **Playground Dress**

Students must dress appropriately on cold days. We encourage parents to make sure their student has appropriate outerwear including hats, gloves, scarves, and boots. For students in grades K-2, when snow is on the school grounds, students will be required to wear snow pants. Our staff determines required clothing on a daily basis. In general, we go outside if the temperature is above 0 degrees.

### **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 asked to walk the sidewalk and forfeit the rest of their recess.

Students who continually break this rule will assigned an appropriate corrective measure by the Principal. .

### **Reporting Problems**

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

### **Recess Bell**

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

## **Lockers and Desks**

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

## **Search and Seizure**

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

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

---

# Technology

---

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

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

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

No electronic devices are allowed in the classroom. All electronic devices (*music/audio players, mobile phones, Apple watches, cameras, audio/video recorders, MP3 players, and iPods, handheld games, etc.*) that are brought into the classroom will be confiscated, and a parent/guardian will be required to retrieve them from the administration office. All electronic devices left in the student's locker (*music/audio players, mobile phones, Apple watches, cameras, audio/video recorders, MP3 players, and iPods, etc.*) must be turned off or silenced AT ALL TIMES. If a device makes audible noises while in the student's locker, it will be confiscated and a parent/guardian will be required to pick it up from the administration office.

## Library Rules and Procedures

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

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

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

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

## Counseling and Speech Therapy

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

## Birthdays

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

## Devotional Program

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

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

## Fire and Earthquake Drills, and Warning Signals

- A prolonged horn sound sent across the campus PA system indicates fire, earthquake, or a drill procedure.

---

# Protect

---

## **Parent/Guardian Communication & Visits**

Because we believe that communication between school and home is a vital part of our program, we send home monthly newsletters and calendars. Because we want you to be as involved as possible, we encourage you to visit at any time during our school hours.

We have many opportunities throughout the year for you and your family to volunteer at preschool, including chaperoning on field trips, reading to your child's class, or helping out with a special craft or project. Please contact us if you have special interests or resources that you would like to share with the children.

Please call us if you have any concerns or questions regarding your child's progress.

## **Safety**

### **Checking In and Out**

Unless your child rides a bus, please walk your child into the classroom and make sure we know that he or she is present. Safety is our first priority. Help your child put their belongings in their cubby. Help your child choose a beginning activity at one of the tables.

At dismissal, please wait outside the classroom in the hallway. Your child will come out to you. Your child will only be released to those who have been designated by you. You must notify us in writing if you are making any changes in persons authorized to pick up your child.

Please be prompt when picking up your child. Children are very sensitive, and may even worry about you.

## **In Case of Illness**

In order to keep your child and our teaching staff as healthy as possible, children must not attend school when they are ill. By keeping your child home, you'll help prevent the spread of illness, and give your child time to recover and gain full strength.

If your child becomes ill while at school, he or she will need to be picked up as soon as possible. We have a sick room available, but it is not nearly as comforting as being home in familiar surroundings.

If your child has any of the symptoms listed on this page, they must remain at home until the symptoms are non-apparent for 24 hours. If an antibiotic has been prescribed, they must be on the medication for 24 hours before returning to school.

- Fever over 101 degrees – A fever this high is usually a sign of infection.
- Cough or sore throat – Either of these could be signs of contagious infections. A persistent deep, hoarse, or raspy cough should be examined by a doctor. A sore throat may be detected by a lack of interest in eating, drinking lots of water, or complaining.
- Vomiting and /or diarrhea – Children should not return to preschool until 24 hours after the last episode of vomiting or diarrhea.
- Runny nose – Thick yellowish or greenish drainage is usually a sign of an infection and your child should be examined by a physician.
- Rashes – Some rashes are highly contagious and difficult to diagnose. Unknown skin rashes should be referred to a physician.
- Chicken Pox – Your child must remain home until the spots have scabbed over completely.
- Eye drainage – If eyes are draining, red, or itchy, they may be infected and contagious.
- One-on-one care- If your child is fussy and not feeling well and requires one-on-one care, they should remain home.

## **Medication Administration**

If your child needs medication while at school, you must give written permission to the teacher with complete instructions for dispensing the medication. Give medications to the teacher for safe-keeping. Please do not put medicine in your child's cubby or leave it where other children may be able to reach it.

## **Emergencies and Injuries**

When a teacher believes that a student has been involved in a serious accident or injury, the following procedure will be followed:

- ≥ We will determine the appropriate medical attention, seeking advice when needed. Appropriate medical attention may include cleansing and bandaging wounds, or applying a cold pack.
- ≥ If we have any questions about whether or not the child should be seen by a physician, we will call you. Of course, if it is necessary to call 911, we will do so and then notify you.
- ≥ If you cannot be reached and we must seek emergency medical treatment, we will contact the next person on your child's emergency card.

### **School Closing**

In the event of inclement weather, the preschool follows Manhattan Christian School's policy in canceling school. MCS may cancel classes because of extreme cold or snow. We will try to contact you as soon as possible by phone or email.

### **Discipline**

"Christian Nurture" characterizes the relationship we desire between our teachers and students. Children can expect that the environment in will be warm, caring, loving and safe. We believe that creating a pleasant environment, routine, and age-appropriate activities for all learning styles, will ensure an excellent program for children and help minimize behavioral problems. If necessary, teachers will use positive methods of discipline that encourage self-control, self-direction, self-esteem, and cooperation. We do not yell or use corporal punishment in our discipline practice.

We are intentional and thoughtful about how we use discipline to nurture a child's faith walk. Examples of the techniques commonly used to bring students back into appropriate behavior include: distraction, re-direction, simple eye contact, gently calling the student's first name, touching of the shoulder while giving specific instructions regarding behavior, and teaching age appropriate conflict resolution skills. At times, teachers must rely on natural or logical consequences to teach a child acceptable behavior. For example, if a child writes on a wall, the logical consequence would be for the child to wash off the wall. We also find the "ABCD" approach particularly helpful. A- ask what the problem is, B- brainstorm solutions, C-choose a solution, D-do it. We find that involving the child in the discussion makes the consequence or solution more meaningful.

### **Expectations of Parent/Guardian Helpers**

To protect each child we expect parent/guardian helpers to:

- Treat children with respect.
- Be quick to praise and encourage.
- Call a child by their name.
- Emphasize sharing and turn taking.
- Allow children to play freely and creatively. Initiate games or play situations for those children who are overly excited and/or aimless.
- Help during art activities, but never do the actual work for children. The process of the activity is very important because children learn through doing.
- Be constantly alert to the safety of all children
- Our classroom is a learning place. It is very important that each child's confidentiality be respected. Please remember that nobody has a perfect day all the time.
- Enjoy yourself- participate in the activities with your child. Sit on the carpet, play games, and sing with us!

### **Exterior Door Security**

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

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

Elementary doors: open at 7:30, locked at 8:30, open at 3:15, locked at 3:35.

### **Field Trips**

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

### **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.

- 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.

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.

# Code of Ethics

## Dress Code

### Guiding Principles for Dress

At Manhattan Christian School, we strive to help students walk humbly in Christ's footsteps with obedience and joy. We are teaching our students how to practice Godly discernment. Matters of dress and personal appearance are primarily a family and personal responsibility, and the school does not want to overstep the family's responsibility in this sphere. It does, however, have a responsibility toward the conscience of the Christian community as a whole, and it has some educational responsibility toward students in the matters of dress and appearance. The following general principles for clothing and appearance in a Christian school community are not offered as final or unchangeable, but we think they express important things which the Word of God is saying to us about how we are to live.

1. Modesty is an attitude of the heart, and as such, clothing and appearance should be modest. People often seek attention for themselves on the basis of sexual appeal, wealth, stylishness or outlandish dress. Christians should be aware of the messages we are sending to others through our clothing and appearance. None of us is immune to these temptations, but as Christians we want clothing and how we adorn our bodies to contribute to a whole way of life which serves God and helps others.
2. Clothing and appearance should have an aesthetic quality that is pleasing to the sense of beauty. The human body is a gift of God. It should be dressed with respect for God who made it and redeemed it. An effort to make it attractive as part of a whole person is a service to God.
3. Clothing should be functional. It should be well suited to the activity of the wearer. Part of man's service to God and his dominion over the creation is found in his devising clothes suitable to different activities.
4. Clothing and appearance should demonstrate a sense of stewardship. All we have is a gift from God; we simply use it for Him while we are here. We must give account to Him of our use of it. We need to make careful use of the raw materials in the environment. We should also consider the amount of time and money we invest in our clothing.

All these principles must be held in balance. It is proper for clothes to be aesthetically attractive provided they are also modest, functional, and show good stewardship. Each principle complements the others in providing guidance for dressing as God's image bearers for His glory. The way we choose to appear can build community and enhance the learning process, as well as have the opposite effect.

“Do you not know that your body is a temple of the Holy Spirit, who is in you, whom you have received from God...therefore honor God with your body.” 1 Corinthians 6:19

We ask parents to assist us in choosing proper apparel for school settings, following the above guidelines. Specific

principles include:

1. Personal hygiene is important. Hair should be neat and clean.
2. All students should wear shoes or sandals.
3. No advertising of tobacco, alcoholic beverages, or inappropriate, obscene or suggestive slogans should be worn or displayed.
4. Tank tops and halter tops are not appropriate for school. No bare midriffs, no spaghetti straps or sheer tops are allowed.
5. Excessively torn or frayed clothing is not allowed.
6. Modest shorts and skirts are permissible, but should reach past extended fingertips with arms at the sides.
7. Leggings are allowed provided that the top extends coverage well past the waistline.
  - If you're not sure about if what you're wearing is appropriate, we would strongly advise you wear something else, or ask the Principal before you wear it.
  - If we see clothes that do not follow these guidelines, you may have to change into something else immediately or call your parents to bring you more appropriate clothes. You may not be able to get back into class until your clothes meet the rules.

## **Dangerous Weapons**

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

## **Nuisance Items**

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

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

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

---

# **Standards of Conduct**

---

## **Standards of Conduct**

As written in our Educational Belief and Philosophy statements, MCS expects our students to "exemplify Biblical standards in their attitudes and lifestyles." When this is not the case, disciplinary issues are dealt with first in the classroom by the classroom teacher. Should the classroom teacher require assistance from the principal either because of the serious nature of the infraction or because of the repeated occurrence of the infraction, the principal, with notification of parents/guardians, will apply consequences at his/her discretion. Consequence may include the student serving either an in-school, or out-of-school suspension. Such infractions include, but are not limited to:

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

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

## **359-1 Position Statement on Human Sexuality**

**Because human beings are created in the image of God their creator, we affirm that all humans, male and female, homosexual and heterosexual, have inestimable value and must be treated with dignity and respect. As a community that seeks to be an authentic Biblical community, Manhattan Christian School is committed to addressing all issues of human sexuality with grace and truth within a Biblically nurturing environment centered on God's word as our rule for faith and practice.**

**We have seen his glory, the glory of the One and Only, who came from the Father, full of grace and truth.  
John 1:14**

### **Statement on Marriage, Gender, and Sexuality**

1. We believe that God wonderfully and immutably creates each person as male or female. These two distinct, complementary genders together reflect the image and nature of God. (Gen 1:26-27.) Rejection of one's biological sex is a rejection of the image of God within that person.
2. We believe that the term "marriage" has only one meaning: the uniting of one man and one woman in a single, exclusive union, as delineated in Scripture. (Gen 2:18-25.) We believe that God intends sexual intimacy to occur only between a man and a woman who are married to each other. (1 Cor. 6:18; 7:2-5; Heb 13:4.) We believe that God has commanded that no intimate sexual activity be engaged in outside of a marriage between a man and a woman.
3. We believe that any form of sexual immorality (including adultery, fornication, sexual immorality, homosexuality, bestiality, incest, and use of pornography) is sinful and offensive to God. (Matt 15:18-20; 1 Cor 6:9-10.)
4. We believe that God offers redemption and restoration to all who confess and forsake their sin, seeking His mercy and forgiveness through Jesus Christ. (Acts 3:19-21; Rom 10:9-10; 1 Cor. 6:9-11.)
5. We believe that every person must be afforded compassion, love, kindness, respect, and dignity. (Mark 12:28-31; Luke 6:31.) Hateful and harassing behavior or attitudes directed toward any individual are to be repudiated and are not in accord with Scripture nor the doctrines of Manhattan Christian School.
6. MCS is committed to handling issues of sexual immorality by telling the truth in love based on our view of scripture as our rule for faith and practice.
7. We believe that in order to preserve the function and integrity of Manhattan Christian School as the local Educational Body of Christ, and to provide a biblical role model to the Manhattan Christian School members and the community, it is imperative that all persons employed by Manhattan Christian School in any capacity, or who serve as volunteers, agree to and abide by this Statement on Marriage, Gender, and Sexuality. (Matt 5:16; Phil 2:14-16; 1 Thess. 5:22.)
8. MCS is committed to handling issues involving human sexuality by telling the truth in love based on our view of scripture as our rule for faith and practice.

### **With Grace we commit to:**

1. Exercising patient understanding of and compassion for all students with issues of sexual immorality and practices contrary to God's created order.
2. Ensuring an environment that is filled with grace and respect.
  - a. No student, heterosexual or homosexual, will be forced to admit their sexual orientation.
  - b. No student will be expelled or excluded on the basis of their same gender attraction provided they do not advocate or promote such a life style within the Manhattan Christian School community.
3. Insisting upon an atmosphere that is a safe learning environment for students.
  - a. Physical assault, harassment (snide remarks, jokes, innuendo, slogans, disparaging terms), or bullying on the basis of one's sexual orientation will not be tolerated.
4. Gay or anti-gay militancy is regarded as incompatible with Christian community and will therefore will

not be tolerated. Accusations of such will be investigated and if found true will be dealt with through discipline that could include suspensions and/or expulsion from MCS.

5. Providing students whose sexuality does not align with God's perfect intent:
  - a. A humble, compassionate understanding venue in which to engage in authentic dialogue regarding human sexuality.
  - b. School counselor who will offer biblical guidance, resources and options for referral for counseling.
  - c. An assurance that the dignity of all students and families will be guarded.
6. Acknowledge our own human frailty and dependence upon Christ for his humility, grace and wisdom in our consideration of human sexuality, and seeking always to love one another as He loved us.

- We acknowledge with gratitude the influence of the following institutions for the writing of this document:
  - Shoreline Christian School, Shoreline, Washington
  - Society of Christian Schools of British Columbia, *Same Gender Attraction: A Discussion Among Our Christian School Communities*.
  - Seattle Pacific University, *Statement on Human Sexuality*.
  - Abbotsford Christian School (Abbotsford, British Columbia, Canada) *Same Gender Attraction Statement*.
  - Unity Christian School (Chilliwack, British Columbia, Canada). *Guidelines for Respecting Diversity*.
  - Christian Reformed Church of North America, *Committee to Study Homosexuality, Report 42, art. 53*
  - Christian Reformed Church of North America, *Pastoral Care for Homosexual Members*.
  - Lynden Christian School, Lynden, Washington

## 359-2 – Application for Community

### 1. Teaching staff and other employees:

- a. Based on our Biblical beliefs Manhattan Christian School will not knowingly employ any individual who is living in open violation of the school's Biblical standards regarding human sexuality.
- b. Should it become evident that an employee is found to be in violation of our Biblical standards in relation to human sexuality, s/he will be asked to cease or correct such activity or face separation from Manhattan Christian School.
- c. In the employment process the potential employee will be asked to affirm their understanding of our policy standards related to human sexuality.

### 2. Parents and Family:

- a. Based on our Biblical beliefs Manhattan Christian School will not knowingly admit any individual who is living in open violation of the schools Biblical standards regarding human sexuality..
- a. Should it become evident that a family structure is found to be in violation of our Biblical standards in relation to human sexuality they will be asked to cease or correct such activity or face separation from Manhattan Christian School.
- b. If a single parent is found to be in violation of our stance on sexual immorality, s/he may remain in the community so long as they do not advocate or act upon their sexually immoral desires.
- c. In the admissions process parents will be asked to affirm their understanding of our policy standards related to Human Sexuality.

### 3. Students

- a. Based on our Biblical beliefs Manhattan Christian School will not knowingly admit any student who is actively engaged in sexually immoral behavior.
- b. Should it become evident that a student is involved in sexually immoral activity that is in violation of our Biblical stance on such matters, the student will be asked to cease such activity or face separation from Manhattan Christian School.

### 4. Association and Board Membership

- a. Individuals who are actively engaged in sexually immoral behavior do not qualify for Board membership.
- b. Individuals who are found to be actively engaged in sexually immoral behavior while serving on the Board do not qualify for continuation of membership on the Board.

- c. Individuals who are found to be engaged in sexually immoral behavior do not qualify for Manhattan Christian School Association membership
- d. Individuals who enter into a sexually immoral relationship while a member of the Manhattan Christian School Association do not qualify for continuation of membership in the Manhattan Christian School Association.

### 359-3 – Harassment

Manhattan Christian School is committed to providing an environment in which every person is recognized and treated as an image bearer of God. Manhattan Christian School is committed to providing a learning environment that is free from harassment in any form. Harassment of any student, employee, or parent by any other student, employee, or parent 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. 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 found to have filed false or frivolous charges will also be subject to disciplinary action, up to and including dismissal.
- B. 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, sexual orientation or gender. Harassment can occur any time during school or during school related activities. It includes, but is not limited to, any or all of the following:
  - 1. **VERBAL HARASSMENT:** Derogatory comments and jokes, threatening words spoken to another person.
  - 2. **PHYSICAL HARASSMENT:** Unwanted physical touching, contact, assault, deliberate impeding or blocking movements or any intimidating interference with normal work or movement.
  - 3. **VISUAL HARASSMENT:** Derogatory, demeaning or inflammatory posters, cartoons, written words, drawings, gestures and/or graphics on clothing.
  - 4. **SEXUAL HARASSMENT:** includes unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature.

Specific examples of sexual harassment include, but are not limited to:

- a. Making unsolicited sexual advances and propositions.
- b. Using sexually degrading words to describe an individual or an individual's body.
- c. Displaying sexually suggestive objects or pictures.
- d. Telling inappropriate or sexually related jokes.
- e. Making reprisals, threats of reprisals or implied threats of reprisals following negative response to sexual advances.

**It is the responsibility of Manhattan Christian School to:**

- A. Implement this policy through regular meetings with all administrators, ensuring that they understand the policy and its importance.
- B. Make all faculty, staff, students, and parents aware of this policy and the commitment of the school toward its strict enforcement.
- C. Remain watchful for conditions that create or may lead to hostile or offensive school environment.

**It is the student's, employee's and parent's responsibility to:**

- A. Conduct himself or herself in a manner which contributes to a positive school environment.
- B. Avoid any activity that may be considered discriminatory, intimidating or harassing.
- C. Consider immediately informing anyone harassing him or her that the behavior is offensive and unwelcome.
- D. Report all incidents of discrimination or harassment to the principals.
- E. If informed that he or she is perceived as engaging in discriminatory, intimidating, harassing, or unwelcome conduct, he or she is to discontinue that conduct immediately.

## **COMPLAINT FILING AND INVESTIGATION PROCEDURES**

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

- A. 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.
- B. 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.
- C. *If the incident involves an Employee* - 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. If appropriate, the alleged harasser will be placed on administrative leave during the course of the investigation. The administrative leave will be with pay until such time as a determination regarding the incident has been decided by the appropriate authority.
- D. 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. Appropriate civil authorities will be contacted when deemed appropriate by the administration. The disciplinary action will relate to the nature, context, and seriousness of the harassment and can include all disciplinary actions up to and including immediate termination. All recommended disciplinary actions must be approved by the Board of Directors of Manhattan Christian School.
- E. If the complaint is against a non-employee or non-student, such as a parent, volunteer, or vendor, the school will take steps, within its power, to investigate and eliminate the problem. Criminal charges will be handled by civil authorities.

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.

## **Social Media/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.

## Grievance Procedure-419

### 419-1 INVOLVING STUDENTS ONLY

- A. An effort shall be made to resolve the conflict by having the two students get together. The supervising teacher may help facilitate the procedure.
- B. Appeal or help may be sought from the administrator in charge.
- C. In the event that the conflict is still not resolved, the parents of the students will be called in.
- D. Parents may appeal the situation to the Board on a written complaint form.

### 419-2 INVOLVING SCHOOL COMMUNITY AND SCHOOL STAFF OR SCHOOL PROGRAMS

**A. Review of Services of Staff or Programs:** Constructive criticism can be helpful to the school. At the same time, the Board has confidence in its staff and programs and shall act to minimize unwarranted criticism or disruptive interference of its staff and programs.

-Complaints received by the Board or an individual Board member shall be referred to the Administrator for investigation.

## 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](http://www.ManhattanChristian.org)

Tim Visser, Superintendent/P-5 Principal  
[tvisser@ManhattanChristian.org](mailto:tvisser@ManhattanChristian.org)

Revised: August, 2019

