
MANHATTAN CHRISTIAN SCHOOL

2020-2021 Middle School Handbook



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

Academics

Middle School Schedule 2020-2021

	A				B			
	1	3	5	7	2	4	6	Flex
6 TH	LA 6	Art 6 PE 6	Hist 6	Science 6	6 Band/Choir	LA 6 Bible 6	Math 6	Bible 6 6 Tech 6 Span 6
7 TH	Math 7	LA 7	Science 7	Bible 7	Art 7/8	7/8 Music	Hist 7	Reading 7 Spn 7 Tech 7
8 TH	Science 8A Math 8B	Math 8A Science 8B	LA 8a Hist 8b	Hist 8a LA 8b	7/8 PE Health		Bible 8	Tech Span 8 th project Tech Span 8 th project

Math 7 = full year
 7 = 1 semester
 7 Tech = 1 quarter

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	95-100	C	75-78
A-	3.67	C-	1.67	A-	92-94	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 *PowerSchool*, 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. 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).

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 a semester in any of these course subjects, s/he fails 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 a semester or more in one or more of the five core subjects will be required to complete assigned credit recovery work. This may be an approved summer school class, an approved online credit recovery class, or an alternative plan approved 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. This team will determine the course of action to be taken. Extreme cases may be referred to the Education Committee. All decisions regarding promotion will take into consideration the best interests 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

Manhattan Christian is committed to the philosophy and practice of classroom academic instruction. Each school day provides new learning experiences and opportunities to grow. In addition, the social and relational aspects of the learning process are as significant as the content and subject matter. While some elements of a missed classroom experience may be repeated or recovered, certain other facets are lost, to the student's detriment. Therefore, it is expected that students attend and participate in all classes and we expect and desire parental support in this. Some absences, however, are inevitable and unavoidable. The following attendance policy will be utilized to encourage faithful attendance and ensure student learning:

General Principles:

- You are expected to be in school every day unless there is an emergency such as illness, or a death in the family.
- Once at school you are expected to be in every class, chapel, and scheduled activity, on time and with all necessary materials.
- If you must miss a class or a day of school, you are expected to follow the correct reporting routine (below). You are responsible for making up any work missed while you were absent. It is up to you to find out what was assigned, and to arrange with the teacher for makeup of any schoolwork, tests or projects that came due.

Excused Absences

If a student must be absent on a school day, a parent must notify the office before 9 am with the reason for the absence at office@manhattanchristian.org or 406-282-7261. This is considered an "excused absence." All students will be limited to five excused absences per class per quarter without penalty. For each excused absence in excess of eight (8), a one percent semester grade reduction/class will be applied. The office will make a good faith effort to notify students when they are close to this threshold.

In the case of severe and/or prolonged illness (for example, when hospitalization is required), exceptions to the maximum absence policy may be made at the discretion of the school administration. A doctor's note is required within one week of any extended absences. Students who are absent are required to hand in all missed assignments and take all missed tests/quizzes within the number of days equal to the number of days absent.

Unexcused Absences

When a parent fails to contact the office to excuse his/her student's absence, it is considered an "unexcused absence." Additionally, organized "skip days" by classes or groups of students are considered unexcused absences. Any unexcused absences will result in a one percent reduction in his/her quarter grade per occurrence. Appeals of unexcused absences must be made within one week of the absence. Students who are absent are required to hand in all missed assignments and take all missed tests/quizzes within the number of days equal to the number of days absent.

Excessive Absence Policy

We believe that classroom instruction plays a vital role in a student's education and that it is very difficult to compensate for absence from school. It is for this reason that students must meet certain attendance standards to receive credit for a class. Therefore, the following will apply in the case of

excessive student absences:

- Any student who exceeds 15 absences of any kind per semester class- excused or unexcused – may not receive credit for the HS class.
- The counselor or administrator will contact the student's parents when the student's absences have reached an initial level of concern in any one semester (generally after 6 absences)
- A conference between the student's parents, counselor, and administrator will be convened if a pattern of absences continues. At 10 absences, the administrator may refer the student and his/her parents/guardians to the Education Committee. All cases are judged on an individual basis. At 15 or more absences of any kind, credit will not be awarded for the class.
- A long-term illness exemption may be approved via a written appeal from the parents that includes a doctor's signed statement indicating that the student is unable to be in school.
- School-sponsored events will not be treated as absences.

Extended Absences

Students who have family circumstances causing them to be absent from school for more than two days must make prior arrangements with the school office. A Planned Absence Form must be filled out and the completed form must be returned to the office in advance of the absence (at least five school days prior to the trip is recommended). After reviewing the reason for the requested absence, the input from the teachers, and the current academic status of the student, a decision will be made as to the advisability of the absence. The excused absence policy (maximum of eight days per semester) applies to extended absences. Students who are absent are required to hand in all missed assignments and take all missed tests/quizzes within the number of days equal to the number of days absent.

Leaving Campus

While we understand there are circumstances that require a student to leave campus during the school day, we would ask families to help us limit these instances.

- If a student must leave campus during the school day for an appointment, a parent must call the school office at 406-282-7261, or send a note to the office at the beginning of the school day. In the event of something unforeseen, a parent must call the office with permission before a student will be allowed to leave campus.
- Students are not allowed to leave campus to run errands or for lunch.
- If a student becomes ill, he/she must report to the office to call his/her parents for permission to leave campus. Students should not use personal cell phones for this purpose. Parents must give permission to the office before a student leaves campus.
- Prior to leaving campus, students must sign out at the office. Students must report to the office when returning to be admitted back to class.
- Students who leave school without permission will receive an unexcused absence for all class time missed. Additionally, a conduct detention may be issued.
- Between 8:12 am and 3:20 pm, students must enter and leave from the main entrance. All students must sign in and/or out at the office when entering and leaving the building.

Tardiness

In order to best develop and utilize their God-given talents, students must be wise stewards of their time in school each day. Punctual arrival to school each day and to all classes is crucial for learning, demonstrates respect for classmates and teachers, and helps each individual grow in self-discipline. It is

for this reason that the staff record tardies and respond to you when you are late. When it is determined that there is a chronic problem, a plan of improvement will be implemented. It is therefore important to fully understand and support the following tardy policies and expectations.

Tardy to School

Students who arrive late to the morning gathering after 8:15 am are tardy to the school day. They must sign in at the office and receive a pass to go to class. Tardies to the school day will be treated separately from tardies to individual class periods, and will be handled by the principal.

Students are allowed five tardies (excused or unexcused) to the school day per semester. Each tardy after the fifth may result in a 1 hr tardy detention.

Students who arrive late to school due to an appointment will be exempt from the tardy as long as they have proper documentation.

Tardy to Class

Individual teachers determine the definition of tardy, whether it is being in the room, being in a seat, or being ready to learn. All tardies are logged and placed on student transcripts. Students who arrive more than 5 minutes after the bell may receive an unexcused absence.

In general, tardiness to individual classes/flex time will be treated on a quarterly basis in the following manner:

- 1st-2nd: Teacher response/consequence
- 3rd: Teacher contacts parents and notifies principal.
- 4th and any additional: Tardy detention

Discipline

Our discipline policy communicates the boundaries we have as a community: which things help us love God, our neighbors, and ourselves--leading to flourishing; and which things hinder these important relationships and cause strife. Our conduct and speech should always seek to follow God's directive to love Him above all and our neighbor as ourselves. Because Manhattan Christian School heartily acknowledges the restorative work of Jesus Christ, His reconciliation of the world to God, and the redemption of our life in its entirety, we are dedicated to honoring Jesus Christ in all we do.

We uphold our community standards through a partnership with the home, church, and school. Behaviors that violate these standards will be corrected through a relational process with an ultimate goal of restoration and growth.

Purposes

1. To develop and maintain the optimum learning environment.
2. To correct behavior which is disruptive or destructive to the learning environment.
3. To train students in behavior patterns that will be helpful to them individually and to the school community in supporting and achieving the communally-held goals of spiritual, intellectual, physical and social development.
4. To remove, as a last resort, recalcitrant students, so that the learning environment may be maintained.

As in all processes, any or all of these tools may be utilized:

- Parent contact
- Teacher Concern Form

- Mentorship
- Maintenance work
- Restitution
- Conduct Notice
- Conduct detention
- In-school suspension
- Out-of-school suspension
- Behavior contract
- School-approved counseling
- Other means as appropriate

Based on Manhattan Christian’s desire to nurture a relationship with Jesus Christ that develops a Christ-like love demonstrated to all people, the school does not allow:

- Racial or ethnic slurs, discrimination, hazing, intimidating others, or engaging in hate acts/ remarks and all other verbal or physical conduct of a racial, ethnic, or otherwise offensive nature
- Bullying: meaning any systematic or chronic conduct that physically, emotionally, or mentally harms a student or creates an intimidating or hostile environment that interferes with a student’s educational opportunities
- Sexual harassment: meaning unwelcome sexual advances and all other verbal (e.g. sexually offensive jokes, innuendoes, and other sexually oriented statements or behavior) or physical conduct of a sexual or otherwise offensive nature
- Spoken or written threats against students or teachers that affect the learning environment
- Fighting
- Public display of affection
- Insubordination or disrespect
- Inappropriate use of social media, including taking and/or posting pictures or video without permission
- See also our Human Dignity Policy in the handbook.

Based on Manhattan Christian’s community beliefs relating to living a life of integrity, the school does not allow:

- Honesty infractions such as, forgery, plagiarism, or cheating
- Stealing
- Lying
- Skipping school/class
- Inappropriate access to the MCS computer network, misuse of school technology, or violation of the MCS Acceptable Use Policy (AUP)/Internet Use Policy
- Entry into certain “off limits” areas of the building or grounds: kitchen, maintenance areas, closets, storage areas, and buses.

Based on Manhattan Christian’s standards related to righteous living, the school does not allow:

- Inappropriate physical/sexual contact between students
- Possessing, requesting, or sending of sexual or pornographic messages or images
- Profanity, obscenity, and/or vulgar speech

Based on Manhattan Christian’s standards related to students becoming servant leaders, the school does not allow:

- Possession and/or use of alcoholic beverages, tobacco products, illegal drugs, vaping devices, or

other drug paraphernalia on campus or at school-sponsored activities

- Possession and/or use of matches, lighters, fireworks, explosives, and dangerous chemicals (Violations will be reported to the Sheriff.)
- Possession and/or use of guns, knives, weapons, or facsimiles of weapons (Violations will be reported to the Sheriff)
- Possession of child pornography
- Damaging the school or school property
- Setting a fire or pulling the fire alarm
- Vandalism
- Reckless driving in the school parking lot or parking violations (See ‘Student Car Use’ in handbook)
- Trespassing

Students who engage in other serious misconduct in or outside of school not expressly covered by the foregoing standards (e.g. social media, internet abuse, or other digital communication), but which is disruptive to school operations and detrimental to good order and discipline, may be subject to disciplinary action up to and including suspension and/or expulsion.

Student Search & Seizure

The administration recognizes that incidents may occur that jeopardize the health, safety, and welfare of students and staff and necessitate the search and seizure of students, their property, cars, their lockers, cell phone, or any other electronic device by school officials. Students shall be free from unreasonable searches and seizures by school officials. School officials may search a student’s outer clothing, pockets, or property by establishing a reasonable cause or securing the student’s voluntary consent. The search is reasonable if it meets both of the following criteria:

1. The action is justified at the inception, i.e. the school official has reasonable grounds for suspecting that the search will uncover evidence of a rule and/or criminal violation.
2. The scope of the search is reasonably related to the circumstances that justified the search in the first place, i.e., the measures adopted are reasonably related to the objectives of the search and are not excessively intrusive in light of the age and gender of the student and the nature of the infraction.

Discipline Procedures

Partnership

MCS operates most effectively in partnership with the home and the church. At the center of our educational philosophy is the collaborative partnership between the home, church, and school. MCS claims to be neither the primary educator nor the primary spiritual caretaker of the children we serve. Parents have been entrusted by God to be the primary educator, and the church was established to be the center of worship and discipleship in the life of each child. MCS was created to be an extension of both the home and the church, created for the specific purpose of educating children from Preschool through 12th grade. The mission of MCS is most effectively implemented in the life of the child when the partnership between the child’s home, church, and school is most closely knit together in a cohesive learning community. Executing the mission of MCS in situations where discipline is necessary is most effectively accomplished when there is a collective understanding of the significance of the home/church/school partnership.

Teachers and administrators are responsible for the lives placed under their care. They have the authority from the parents to administer discipline. It is their responsibility to work with the parents in the mat-

ter of discipline, informing them in a prompt manner of disciplinary action taken, and making themselves available to the parents and students involved for discussion and counsel of discipline situations.

Student Responsibility

As members of a Christian community who are concerned for one another, our hope would be that all students would follow the guidelines of our Lord Jesus Christ (Matthew 18:15–17) when aware of violations of the school standards. This will usually mean the following:

First: Personally confront the person and encourage him/her to stop the violation and to make known his/her problem to those in authority. The problem should not be communicated to other students who are not immediately involved.

Second: Others who are aware of the problem should be encouraged to talk to the person if the first step is unsuccessful.

Third: It is the responsibility of the student, in obedience to the Lord's command, to report a violation to school authorities so that the one who has committed the violation can be helped. Inability or failure to follow the first two steps should not keep a student from following the last.

School Responsibility

Teachers and administrators will also follow the Matthew 18 guidelines when aware of violations of school standards. Individual teachers will handle inappropriate behavior in their classrooms. It is expected that most disciplinary problems will be resolved between the student and teacher. The teacher, administration and parents should work together in partnership as much as possible.

Communication

Teacher Concern

This form is filled out by the teacher when a student's behavior is determined to be inappropriate, but not an infraction. It is shared with the student and kept in the teacher's file for each student as needed. This form is meant to facilitate clear communication and boundaries between teachers and students. Teacher determines how many Teacher Concern forms will lead to a Conduct Notice.

Conduct Notice

Conduct Notices are issued for all infractions to maintain a record of behavior, enabling us to correct, train, and restore students to community life. Students, teachers, administration and parents all have a responsibility in the use of this form. Completed forms are kept on file. Conduct Notices do not always lead to a detention. An accumulation of Conduct Notices may lead to suspension or expulsion. Administration will develop procedures for the implementation of conduct notices.

Normally, the following is the progression for conduct notices:

First: recommended action/consequence to resolve situation

Second: recommended action/consequence to resolve situation

Third: Parent meeting to resolve situation, recommended action/consequence

Fourth: In-school suspension

Fifth: Consideration of withdrawal

Detentions

Tardy Detentions

If a student fails to serve a tardy detention on the date assigned, they will be issued a conduct detention.

Conduct Detentions

Students will be issued conduct detentions by the administration. The student will have two dates from which to choose to serve the detention. The student and parent will be emailed the detention.

No detention may be served without a parent's reply acknowledging the email. Failure to serve a detention on one of the two dates assigned on the form will result in an additional one-hour detention.

Detention Hall

After-school conduct and tardy detention will be held each Tuesday and Thursday from 3:25–4:25 p.m. in the principal's office.

Detentions are considered a form of disciplinary punishment and should be regarded as such by students in the detention hall. Students will be expected to complete a written assignment or work detail as assigned by the principal or designated person. Homework or other study may be done after the written assignment or work detail has been successfully completed. Students causing a disturbance will be subject to further discipline.

Behavior Contract

A behavior contract is a tool to help all affected parties deal with targeted, specific behaviors that are outside of our community standards. The following conditions will define this procedure:

- Students will be placed on a behavior contract at the discretion of the school administration after careful evaluation, prayer, and consultation with parents.
- The contract will describe the behavior problem and the conditions and expectations for improvement. The behavior contract will also stipulate tools the student should use to change the behaviors.
- A behavior contract may specify that the student on probation will not represent Manhattan Christian as a member of any team, organization, activity, or group.

Suspension

A student may be suspended for violating school standards. When possible, in-school suspensions will be used. On the day of an in-school suspension, the student must report to the office by 8:00 am with enough academic work to occupy his/her time for the day. Students suspended from school are not permitted to participate in after-school practices, rehearsals, performances, or athletic contests on the day(s) of their suspensions. The student is released at 3:20 p.m. A reentry meeting with parents, administrators, and/or teachers may be required. Suspensions are considered unexcused absences. Therefore, a grade reduction penalty may be issued.

Expulsion

Students who do not respond to corrective measures and continue to exhibit negative behavior and/or attitudes, are involved in very serious misconduct, or who bring discredit to Manhattan Christian School, may be expelled or asked to immediately withdraw and the school board will be given an expulsion recommendation. Parents may appeal the expulsion of their child to the School Board.

Examples for which separation/expulsion may occur include, but are not limited to:

- Possession, use or distribution of controlled substances of any kind, or the misuse of any prescribed drugs of any kind, on or off school property
- Possession, consumption, supplying or selling of alcohol, tobacco or tobacco-related products on school property or at school sponsored events
- Repeated violations or patterns of misbehavior.
- Failure of parents to cooperate with the school in discipline of their children
- Actual or implied threats related to the school environment and/or to people; assault or battery of a teacher or student
- Sexual misconduct, including but not limited to:
- Any sexual contact or activity outside the allowances of the God-ordained institution of marriage

- Verbal abuse of a sexual nature
- Sexual innuendo and/or gestures
- Possession or distribution of pornographic materials
- Sexual harassment or other sexual misconduct
- Possession and/or use of guns, knives, weapons, or facsimiles of weapons

Expulsion/Returning to Campus

A student who has lost the privilege to attend Manhattan Christian School will not be permitted to attend school-related events on or off campus. These events would include, but not be limited to; Junior-Senior Banquet, Graduation/Commencement, extracurricular events, athletic or fine arts events, etc.

Athletics

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. Please consult that handbook for full policy. Items listed below are a nutshell version of key policies.

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.
- A student remains ineligible until all grades are passing.

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. All grades must be passing to regain eligibility.

Extra-Curricular Activities

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.

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.

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.

Campus Policy

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.

Security

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 am, locked at 4:00pm

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

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

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.
- 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.

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. Fire code requires that backpacks, musical instruments, or other large items not be left in the hall. Any such items will be brought to the office and **students will pay a fee to reclaim the item.**

Code of Ethics

Guiding Principles for Dress and Appearance

When you were very young, your parents celebrated that you could dress yourself. They walked along side you helping you select what looked good, was appropriate for the occasion, and that what you wore reflected who you are. While you are a bit older and make most of these selections yourself, there are still guidelines that help us make these choices.

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. We want to inspire students to live God-glorifying lives. So, at MCS, we want to practice modesty. In the big picture, modesty is putting God and others first. It is making less of yourself, and more about God and our neighbor. Modesty flows out of humility; remember our true place of service. It does not boast about the self, but boasts in God. As people called to image God instead of the world, we want to be aware of the messages we are sending about God and ourselves to others through our clothing and appearance. We want to dress in such a way that we can practice loving our neighbor by putting others' needs in front of our own. We want to be dressed so that we are able to serve others.

The following guidelines are some of the ways we practice these things in our dress and outward appearance during the school day, field trips, and other school day activities.

- Necklines should not be too low. No tank tops or halter tops. No bare midriffs.
- No undergarments should be visible at school.

- No leggings or similar clothing where bottom is not completely covered by a longer top.
- Shorts must extend past the fingertips, skirts must skim the knees.
- Clothing should be free of excessive rips, tears or holes (skirts/shorts rule applies here too)
- Choose your footwear with activity in mind.
- Clothing displaying alcohol, drug or tobacco advertising or implying the use of violence, intimidation, discrimination, or ridicule, racist, sexist, gang, drug, and weapon related themes are inappropriate. Clothing with band logos are subject to the discretion of staff.
- Remember to remove your hat upon entering classrooms and chapel as a show of respect.

If you're not sure if what you're wearing is appropriate, we would strongly advise you wear something else, or ask the Principal before you wear it. If you choose not to follow these guidelines, you will be asked to change and/or not to wear the clothing item to school again. A few items of used clothing are available for use. If you need to go home to change your apparel, parents may be notified and the student may receive an unexcused absence for the period(s) missed.

Technology

Use of Computers, Devices, and Cellphones

Computers/Devices/Cellphones:

Cell phones are not allowed in the classrooms or at breaks without school permission. Students must turn off their phones and other devices or set them on silent mode and keep them in their locker. They may not use them without permission for a teacher or administrator. Your teacher or another staff member will take it away if seen or heard, and the phone will be turned in to the principal. You may have the phone back at the end of the day. Subsequent violations will lead to a disciplinary response.

Audio/video recording or photographing another individual without their consent is strictly prohibited. Audio or video recording of classroom activities is permitted only with the permission of the classroom teacher and the Principal, and only for uses that support education-related activities. Audio/video recording or photography in bathrooms or locker rooms is not allowed at any time. Publication of pictures, videos, or audio recordings without consent of the subject may be referred to the appropriate law enforcement agency.

Social Media: The use of social media on and away from MCS campus is a part of student life. Social media presents many opportunities for communications, and our students are daily participants on a variety of social media sites, for good or for ill. We recognize that many activities can affect the student body even when the activity occurs outside the school campus or away from school activities. MCS has no intention of attempting to monitor students behavior outside normal school functions, yet periodically matters come to the attention of the administration that may raise concerns.

When a student posts potentially damaging images or messages about self and/or others that may be interpreted as threatening and/or concerning, whether such posts occur during or outside of school, MCS administration reserves the right to respond in order to assure the safety of our student body is maintained. Students are to be reminded to use discretion, discernment, and wisdom when posting thoughts and images on social media, regardless of where the posting originate. Inappropriate messages, postings, and images may be reviewed by school officials.

MCS administration may take disciplinary action for conduct by students that is illegal, obscene, immoral, threatening, of the occult, sexual or otherwise would reflect disgracefully on the student or MCS. A violation of this policy will be grounds for discipline up to and including expulsion. Any such discipline will be done in consultation with the parents/guardians of the student(s) involved.

We live in a rapidly changing world. There is no privacy when posting thoughts and images on the social media sites. Students must use great wisdom when on social media sites and be ever-aware of what is represented about self and God while posting on these sites, remembering that Christ is to be honored in everything we do.

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.

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.

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

As a gift from God, we have a responsibility to take care of our facility and its contents. The students, faculty, and staff work hard to keep Manhattan Christian a clean and orderly place to work and learn. Please use gum, candy, beverages, and food with care. Clean up wrappers, food spills, crumbly messes, and old food left in lockers. Wrap chewed gum in a piece of paper and place it in the wastebasket. Take care to follow teacher and staff guidelines about these items in their classrooms.

Human Dignity Policy

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.) Hatred 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 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.

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*.

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..
- b. 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.
- c. 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.
- d. 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. *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.
- C. 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.
- 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.

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

- An effort shall be made to resolve the conflict by having the two students get together. The supervising teacher may help facilitate the procedure.
- Appeal or help may be sought from the administrator in charge.
in such cases.
- In the event that the conflict is still not resolved, the parents of the students will be called in.
- 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.

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