

Manhattan Christian School

2025-2026 Elementary 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
- Inspire each other to strive to 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.

Parental Expectations

For 118 years, the success of Manhattan Christian School has been directly related to the work of God in our midst and supported by the involvement of MCS parents.

Parents play a formative role in the development of their child's sense of justice, equity, and the dignity and worth of all members of our school community. As one of the most influential role models in a child's life, one of the best ways for a parent to teach is to lead by example.

MCS Parents are encouraged to make a genuine commitment to godly parenting by supporting the school in the following ways:

- Through their words, actions, and prayer
- Through attendance at school functions
- Through faithfulness in meeting their financial obligations to the school
- Through volunteering
- By attending weekly church services with their children
- By upholding the school's policies
- By committing to frequent parent/teacher communication

If a parent has questions or concerns related to the classroom or a class, they should first address them directly to the staff member in question. Parents are requested to set up a private meeting where their concerns can be discussed and the actions giving rise to these concerns can be explained.

All communications regarding issues with other parents or staff at the school or school events shall remain respectful and address the issues at hand.

Parents are expected to resolve issues through calm dialogue between the parties directly involved while respecting the dignity of others.

Parents are expected and required to follow Policy #313-2 MCS Grievance Policy of the Manhattan Christian School Board Policies to resolve an issue with a staff member at Manhattan Christian School. This policy requires that the issue first be addressed directly with the staff member and an attempt be made to resolve it. If the parent does not reach a satisfactory resolution, they shall proceed through the appropriate supervisory personnel, as necessary.

These policies and procedures are rooted in the principles that are found in Matthew 18. The Matthew 18 principle is derived from Matthew 18:15-17 in the Bible, which guides resolving conflicts and disputes. It emphasizes the importance of addressing issues directly with the person involved before escalating the matter to others. Specifically, it suggests that if someone has wronged you, you should first speak to them privately. If the issue remains unresolved, you can involve one or two others to help mediate the situation. This principle is often applied in various contexts, including church disputes and school problems, to promote reconciliation and orderly resolution.

“If your brother sins against you, go and tell him his fault, between you and him alone. If he listens to you, you have gained your brother. But if he does not listen, take one or two others along with you, that every charge may be established by the evidence of two or three witnesses. If he refuses to listen to them, tell it to the church. “ Matt. 18:15-17

Portrait of a Graduate

Manhattan Christian School is seeking to develop lasting characteristics in its graduates. It is our goal that each 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
- 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, *The 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

Grade Level	Math	Language Arts	Bible	Science	Social Studies	Art	Physical Education	Music	Band	Tech	Library
K	X	X	X	X	X		X	X			X
1	X	X	X	X	X	X	X	X		X	X
2	X	X	X	X	X	X	X	X		X	X
3	X	X	X	X	X	X	X	X		X	X
4	X	X	X	X	X	X	X	X		X	X
5	X	X	X	X	X	X	X	X	X	X	X

Above are the courses that students in K-5 receive. If a box is not marked, it indicates that students do not receive instruction in this area outside of the classroom. For example, kindergarteners do not attend an art special, but they receive art instruction in the classroom.

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 - 2nd Grade

E: Exceeding Grade Level Standard

M: Meeting Grade Level Standard

A: Approaching

S: Strategic Below

I: Intensive- Intervention Required

Grades 3-5

A	94-100	C	73-76
A-	90-93	C-	70-72
B+	87-89	D+	67-69
B	83-86	D	63-66
B-	80-82	D-	60-62
C+	77-79	F	0-59

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 quarter. 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 main 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 the Friday following the grading period.

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.

Parent/Guardian-Teacher Conferences

Elementary school conferences are held in elementary classrooms in the fall. Second semester conferences are optional (parent/guardian or staff requested).

Special Education and Resource Room

The Resource Room provides additional support to students who need extra help in specific areas. A collaborative approach is always used, involving classroom teachers, the Resource Room director, Title I teachers (when applicable), and parents.

Decisions about student placement in Title I services are based on both formative and summative assessment data to ensure each child receives the appropriate support. **Parental consent is required before a student can receive Title I services.**

If a disability is suspected, parents, teachers, or the principal may request a special education evaluation to determine if specialized instruction is needed.

If you have concerns about your child's learning, please contact your child's teacher directly to discuss next steps.

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

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.

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 contest attendance as a spectator, vacation and parental prerogative.
- It should be noted that all items listed in "Absence Definition" constitute loss of Perfect Attendance
- 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 planned or unplanned absence such as illness or other emergencies.
- All absences will be designated as one-day or one-half day on the report card.
- When a student is absent for more than 10 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.

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) must be notified of the visit. All visitors must check in at the office. Please limit visits to special occasions.

Computer Use Contract

All students will be required to sign an Acceptable Use Agreement and a Google Education Service agreement 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 will get a Google Education Account in 1st - 12th grade.

Student Campus Access Permissions

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

Extra-Curricular Activities

Participation in extracurricular programs at MCS is a privilege. Extracurricular activities such as athletics, pep-band 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.

Athletic Handbooks

Each student is asked to read through and sign the MCS Athletic Handbook. This handbook contains full details for all aspects of organized athletics at the school. Students can begin school athletics in 5th grade.

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. 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 to specify the medication, dose and duration of its use. Prescription medications must be kept in the office. The school does not allow the presence or use of medical marijuana at any time.

Daily Class Schedules

8:10	School Begins (1-5)
8:15	School Begins (K)

Morning Recess	Grades K-5 get a 15 minute morning recess. Times vary.
11:30	Grades K-5 Lunch (stagger start)
12:00-12:25	Noon Recess
Afternoon Recess	Grades K-5 get a 15 minute afternoon recess. Times vary.
3:10	Kindergarten Dismissal
3:20	School Dismisses (1-5)

****Main Campus Elementary doors lock at 8:20 AM, ELC Campus doors lock at 8:30**

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. Following is an access schedule for exterior doors:

Main Office: open from 7:45-8:10 and from 3:20-3:30.

High School (west hall): open from 7:30-8:30 and from 3:15-3:35

Elementary: open from 7:45-8:10 and from 3:20-3:35

If a coach or teacher schedules an early-morning activity or practice, they will open the appropriate door and relock 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.

Procedures and Rules

Lunch Procedures

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

Meal Charge Policy

Note: For the purpose of this policy, parents include guardians, caretaker relatives, and any adult responsible for the care of the child.

The goal of Manhattan Christian School is to allow children to receive the nutrition they need to stay focused during the school day. The purpose of this policy is to ensure compliance with federal reporting requirements for the USDA Child Nutritional Program and to provide oversight and accountability for the collection of outstanding student meal balances.

The school complies with Federal USDA policies on meal charging and debt collection. All meal charges must be paid directly to Manhattan Christian School.

If a student is without meal money, the administration will take action deemed necessary to collect unpaid meal charges while ensuring the nutritional needs of the student are met in providing the student with a regular meal. If financial hardship exists, parents and families will be encouraged to apply for free or

reduced price lunches for their children. The link to fill out an application can be found here: <https://dca.opi.mt.gov/frapp>. An application can be filled out at any time during the year.

If there are no available funds in the student's account, he/she will be given breakfast and/or lunch on their account. A notice will be sent to the parent's email requesting payment. A regular meal will still be served until the account is balanced.

Parents can track lunch balances themselves through their child(ren)'s PowerSchool account.

Refunds for withdrawn or graduating students operate as follows. A written request for a refund of any money remaining in their account must be submitted. Email requests are also acceptable. Students who are graduating at the end of the year will be given the option to transfer to a sibling's account with a written request. You can email your requests to: office@manhattanchristian.org.

Uncollected meal debt will be transferred to the student's tuition balance at the end of the current school year.

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 he or she 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, teacher AND 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.

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, etc. by the teachers.

Campus Rules

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

- No student may leave the school grounds during school hours without the permission of their parent/guardian or a teacher. Parents/guardians are requested to either call the office or 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.
- Students walking to/from school should use the crosswalk.

Hallway Rules

- Walk only!
- We do not bounce balls in the hallway.
- We use inside voices in the hallways.
- Walk on the right side of the 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 the supervising teacher.
- 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 are to use the equipment as it is designed to be used.
- No moving of any of the equipment (Ex. – soccer nets)

Should students break playground rules, they will be directed to take a break and reflect on their actions. Teacher(s) will clarify the rule that was broken and communicate expectations.. Repeated behaviors will be addressed with parents and administration.

Roller blades, Skateboards, Hoverboards

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 be 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 vehicles and personal effects. The administration is authorized to conduct random searches of all school property and student possessions, including the use of search dogs.

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 principal are available for guidance and counseling. MCS offers speech therapy resources through the co-op. Students must qualify through a formal evaluation in order to receive services..

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.

Safety Drills

Fire drills will be conducted regularly throughout the school year. Students are to take their designated route from the building in an orderly manner.

School Lockdown Drills are also practiced twice a year. These drills are a proactive measure to ensure that students and staff know how to respond quickly and calmly in the unlikely event of a security threat. We understand that practicing lockdowns can feel unsettling, especially for younger children, but we approach these drills with sensitivity and age-appropriate explanations. Our goal is to build confidence, not fear, and to prepare our school community to respond effectively in an emergency. We appreciate your support as we prioritize the safety and well-being of all students.

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, or before or after school. They may call regarding schedule adjustments, rides home, etc.

Cell phones/smart watches 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, 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, 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.

Code of Ethics

Guiding Principles for Dress - Dress Code

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 towards 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.

- 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.
- 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.
- 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.
- 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:

- Personal hygiene is important. Hair should be neat and clean.
- All students should wear shoes or sandals.
- No advertising of tobacco, alcoholic beverages, or inappropriate, obscene or suggestive slogans should be worn or displayed.
- Tank tops and halter tops are not appropriate for school. No bare midriffs, no spaghetti straps or sheer tops are allowed.
- Excessively torn or frayed clothing is not allowed (skirts/shorts guidelines apply to torn clothing).
- Modest shorts and skirts are permissible, but should reach past extended fingertips with arms at the sides.
- Legging are allowed provided that the top extends coverage well past the waistline

If you're not sure about if what you are wearing is appropriate, we would strongly advise you to 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.

Protect

Parent/Guardian Communication and Visits

Because we believe that communication between school and home is a vital part of our program, we send home monthly newsletters. We desire to partner with you and encourage you to visit with your child's teacher about opportunities for classroom involvement.

We have many opportunities throughout the year for you and your family to volunteer, 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.

If a concern about your child's academic progress arises, we encourage you to reach out directly to your child's classroom teacher as the first step. Open communication between parents and teachers is essential in supporting student growth. Should further support be needed, our Student Support Team will collaborate to assess and address the concern. This team may include the classroom teacher, Resource Room Director, Title I teacher (when applicable), and the school counselor (when applicable). Together, we are committed to providing each student with the tools and guidance needed to thrive academically.

Safety – Checking In and Out

If your child is going to be picked up by someone other than a parent or guardian, please let the office know. If your child is late for school, please bring them to the office first. Please be prompt when picking up your child. If you are going to be late, please contact the office. If a child needs to be picked up early from school, the child must be signed out at the front office.

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 below, 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, or complaining.
- Vomiting and/or diarrhea - Children should not return to school 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 a student requires medication during the school day—whether prescription or over-the-counter—both the classroom teacher and the school office must be notified. All medications will be administered by the office staff, and students are not permitted to keep medication in their lockers, backpacks, or desks. A written authorization from a parent or guardian is required before any medication can be given at school. Medications must be provided in their original, labeled containers and delivered directly to the school office. These procedures are in place to ensure the safety and well-being of all students.

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 contact list.

School Closing

In the event of inclement weather, MCS may cancel classes because of extreme cold or snow. The administration team will make this decision as early as possible and communicate through phone, email and text to allow you to plan accordingly. There may be times when the school remains open, but buses cannot run. Parents have the right to choose to keep their child home in the event of dangerous road conditions.

Discipline

“Christian Nurture” characterizes the relationship we desire between our teachers and students. Children can expect that the environment they are 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 more meaningful.

Expectations of Parent/Guardian Helpers

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

- Treat each child 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!

This booklet contains a number of rules and expectations. It is impossible to remember them all. To make it easier, consider the following synopsis:

Micah 6:8 – And what does the Lord require of you? To do justice, to love mercy, and to walk in humility before God.

Mark 12:30-31 – Love the Lord your God with all your heart and with all your mind and with all your strength. The second is this: Love your neighbor as yourself. There is no greater commandment greater than these.

Matthew 22:37 – Love the Lord your God with all your heart and with all your soul and with all your mind and with all your strength. The second is this: Love your neighbor as yourself, there is no commandment greater than these.

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 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

We are pleased to offer breakfast at school each morning from **7:45 to 8:10 AM**. Elementary students who choose to eat breakfast at school are expected to do so before the start of class to ensure they are ready to begin their day on time. Please help your child arrive early enough to finish breakfast without missing any instructional time.

In the interest of keeping our campus clean and respectful, gum is not allowed for elementary students. We also thank you for your support in choosing healthy snacks for your child and avoiding candy in packed lunches or snacks.

If food is stored in student lockers, we ask that it be kept in airtight containers to help eliminate pests. Additionally, food is only permitted in the classroom with teacher permission, usually for special events or approved snacks.

Standards of Conduct

As written in our Educational Belief and Philosophy statements, MCS expects our students to “exemplify Biblical standards in their attitudes and lifestyles.” When this is not the case, disciplinary issues are dealt with first in the classroom by the classroom teacher. Should the classroom teacher require assistance from the principal either because of the serious nature of the infraction or because of the repeated occurrence of the infraction, the principal, with notification of parents/guardians, will apply consequences at his/her discretion. Consequences may include the student serving either in 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 and Manhattan Christian School.

Policies

Human Dignity Policy

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

- 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 on one's biological sex is a rejection of the image of God within that person.
- 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.
- We believe that any form of sexual immorality (including adulter, 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)
- 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)
- 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.
- 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.
- 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)
- 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:

- Exercising patient understanding of and compassion for all students with issues of sexual immorality and practices contrary to God's created order.
- Ensuring an environment that is filled with grace and respect.
 - No student, heterosexual or homosexual, will be forced to admit their sexual orientation.

- No student will be expelled or excluded on the basis of their same gender attraction provided they do not advocate or promote such a lifestyle within the Manhattan Christian School community.
- Insisting upon an atmosphere that is a safe learning environment for students.
 - Physical assault, harassment (snide remarks, jokes, innuendo, slogans, disparaging terms), or bullying on the basis of one's sexual orientation will not be tolerated.
- 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.
- Providing students whose sexuality does not align with God's perfect intent:
 - A humble, compassionate understanding venue in which to engage in authentic dialogue regarding human sexuality.
 - School counselor who will offer biblical guidance, resources and options for referral for counseling.
 - 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.

Application for Community

- Teaching staff and other employees:
 - 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.
 - Should it become evident that an employee is found to be in violation of our biblical standards in relation to human sexuality, he or she will be asked to cease or correct such activity or face separation from Manhattan Christian School.
 - In the employment process the potential employee will be asked to affirm their understanding of our policy standards related to human sexuality.
- Parents and Family
 - 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.
 - 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.
 - If a single parent is found to be in violation of our stance on sexual immorality, he or she may remain in the community so long as they do not advocate or act upon their sexually immoral desires.
 - In the admissions process, parents will be asked to affirm their understanding of our policy standards related to Human Sexuality.
- Students
 - Based on our Biblical beliefs, Manhattan Christian School will not knowingly admit any student who is actively engaged in sexually immoral behavior.
 - Should it become evident that a student is involved in a 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.
- Association and Board Membership

- Individuals who are actively engaged in sexually immoral behavior do not qualify for Board membership.
- 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.
- Individuals who are found to be engaged in sexually immoral behavior do not qualify for Manhattan Christian School Association membership.
- 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.

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 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.
- 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:
 - VERBAL HARASSMENT: Derogatory comments and jokes, threatening words spoken to another person.
 - PHYSICAL HARASSMENT: Unwanted physical touching, contact, assault, deliberate impeding or blocking movements or any intimidating interference with normal work or movement.
 - VISUAL HARASSMENT: Derogatory, demeaning or inflammatory posters, cartoons, written words, drawings, gestures and/or graphics on clothing.
 - 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:
 - Making unsolicited sexual advances and propositions.
 - Using sexually degrading words to describe an individual or an individual's body.
 - Displaying sexually suggestive objects or pictures.
 - Telling inappropriate or sexually related jokes.
 - 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:

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

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

- Conduct himself or herself in a manner which contributes to a positive school environment.
- Avoid any activity that may be considered discriminatory, intimidating or harassing.
- Consider immediately informing anyone harassing him or her that the behavior is offensive and unwelcome.
- Report all incidents of discrimination or harassment to the Head of School or Principal.
- 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:

- 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 Head of School.
- 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.
- Once the facts of the case have been gathered, the Principal, in consultation with the Head of School 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.
- 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 gossip about a person on 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 Head of School, 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

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 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.

INVOLVING SCHOOL COMMUNITY AND SCHOOL STAFF OR SCHOOL PROGRAMS

- 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.

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