



MANHATTAN
CHRISTIAN SCHOOL

PRESCHOOL HANDBOOK

2026-2027

Table of Contents

Welcome - Thank you for enriching our community with your family!	4
Vision	4
Mission	4
Preschool Goals	4
Portrait of a Graduate	4
Everyone is Welcome	4
School Publications	5
Prepare	5
Registration	5
Medical Information	5
Preschool Reservation and Fee Payment Policies	5
Provide	6
Absences	6
Withdrawal	6
Curriculum	6
Other Learning Activities	6
Outdoor Time	8
Snacks	8
Birthday Treats	8
Clothing and Shoes	8
Toys from Home	9
Protect	9
Parent/Guardian Communication and Visits	9
Safety	9
In Case of Illness	9
Medication Administration	10
Emergencies and Injuries	10
School Closing	10
Discipline	10
Expectations of Parent/Guardian Helpers	11
Exterior Door Security	11
Field Trips	12
Drills	12
Policies	12
Human Dignity Policy	12

Position Statement on Human Sexuality	12
Statement on Marriage, Gender and Sexuality	12
With Grace we commit to:	13
Application for Community	13
Harassment	14
Social Media/Cyber Bullying	16
Complaint Filing and Investigation Procedure	16
Grievance Procedure	17
Policy Changes	17
Contacts	20

Welcome - Thank you for enriching our community with your family!

We are grateful that God has brought us together. We are excited to share our program with you! It is our prayer that you and your child find this year to be a rewarding experience. The activities that each child experiences helps to nurture and grow their social, emotional, cognitive, language, spiritual and physical skills. We hope each child develops a love for learning.

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.

Preschool Goals

- Provide a secure and loving environment.
- Develop a sense of wonder and appreciation for God's creation.
- Develop an assurance of God's love for each child, and encourage a loving response to God and others.
- Strengthen each child's confidence in facing new situations and experiences.
- Establish a sense of social responsibility, encouraging cooperation and sensitivity to others.
- Enhance each child's ability to express ideas and emotions in verbal and non-verbal ways. (For example, through imaginative play and artistic activities.)
- Gradually develop readiness skills for listening and for good work habits.

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

Everyone is Welcome

Manhattan Christian is an equal opportunity employer and educator. We do not discriminate against students, their families, or staff members according to race, language, national origin, gender, or disability in our admissions policies, educational policies, employment policies, or practices.

School Publications

Connections

The school produces a monthly newsletter that is distributed to all parents/guardians and supporting community members. The *Connections* features school activities and opportunities. It is also available online at the school's website.

Weekly

Every Friday afternoon, the *Weekly* newsletter is emailed out to parents and features updates of school activities and opportunities. It is also available online at the school's website.

Prepare

Registration

Parents or guardians seeking admission for their child need to submit a reservation form and fee. Registration for preschool opens in the spring.

- Children must be 3 by September 10, and potty trained for the Three year old section.
- Children must be 4 by September 10 to be enrolled in the Four and Five Year old section.

Medical Information

By law, your child's file with us needs to include immunization records. Please return a completed medical information form to your child's teacher.

Immunizations required for attendance at Preschool:

- 3 doses of Polio vaccine
- 4 doses of DPT vaccine
- 1 dose of MMR vaccine

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.

To waive physical education activities, a student must have a doctor's statement to that effect.

Preschool Reservation and Fee Payment Policies

Payment for the first month's tuition is due at registration. This is a non-refundable deposit which will reserve a class spot and will be applied to total preschool tuition due.

Payments for preschool tuition are due on the 1st of each month beginning in September and ending in May. A monthly automatic payment plan is available for your convenience. Tuition may also be paid in full at the beginning of the school year or twice a year the beginning of each semester. Please see our business manager with any questions.

Provide

Absences

If your child will not be attending class, or arriving late, on a particular day, please notify the office (406-282-7261) or the teacher.

If your child is out due to illness, please notify us of the nature of your child's illness. When our teachers are aware of a particular virus that may be going around, they can better assess similar symptoms of illness in other students. Please see *In Case of Illness* under *Safety* in this handbook for more details.

Withdrawal

In the event that you need to withdraw your child from class, a two-week notice is appreciated so that we can be sensitive to your child, and prepare peer students for their farewells.

Curriculum

Manhattan Christian offers a Christ-centered learning program. We try to glorify and worship God in everything we do. We believe in celebrating and respecting the uniqueness of each child. We use a carefully supervised and balanced program to assist each child's learning process:

- Varied Activities of Play: We design activities to provide active learning experiences and opportunities for social growth.
- Creative Media: We provide various experiences through play dough, painting, pasting, collage, chalk, crayon and other media.
- Scientific Investigation: We share about the creation and the Creator using living things and their activities, as well as other parts of nature.
- Music Appreciation: We encourage singing, rhythms and varied forms of music.
- Readiness Program: We introduce shapes and colors to our three year olds, and letters and numbers to our four year olds, to build foundations in language arts, math and literature.
- Motor Development Skills: We provide various indoor and outdoor games to help children develop large and small muscle coordination.
- Bible: We tell simple Bible stories, share a daily devotion and pray with children each day.
- Social/Language Development: Children are given many opportunities during the day to interact and talk with their peers and adults who come into our classroom. Show and tell is a daily activity that helps children learn skills about sharing their ideas and interests with others.

Other Learning Activities

At first glance, preschool activities may look like fun and games, but look closer! Here are some of the valuable skills that children practice every day through routines, activities and play.

Coat/Backpack Area

Pre-reading skills

Weather Awareness

Small Motor Skills

Language Development

Following Directions

Listening Skills

Table Time/Small Manipulative Area

Creativity	Fine Motor Skills	Spatial Awareness
Eye-Hand Coordination	Language Development	Pre-math Skills
Pre-writing Skills	Sorting/Classifying	Pre-reading Skills
Experimenting/Investigating		

Circle Time Activities

Spiritual Development	Language Development	Listening Skills
Social Skills	Self-Concept	Role-Playing
Pre-reading Skills	Rhythm	Pre-math Skills
Spatial Awareness	Problem Solving	Following Directions

Restroom

Personal Hygiene	Independence	Taking Turns
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Snack Time

Language Development	Social Skills	Cooperation
Fine Motor	Nutrition Habits	Eye-Hand Coordination
Sensory/Texture/Taste		

Clean up Activities

Organizational Skills	Classifying/Sorting	Following Directions
Responsibility		

Dramatic Play

Role Playing	Social Skills	Taking Turns
Language Development	Building Empathy	

Construction Activities -

	Blocks, Trains, Etc.	
Pre-Math Skills	Science Investigation	Eye-Hand Coordination
Cooperation	Social Skills	

Outdoor Time

Health experts are unanimous on the importance of outside play and fresh air, citing a correlation of negative health consequences to children who spend too much time in closed, indoor settings. If a child is well enough to be at school, the child is assumed well enough to go outside. Staffing restrictions do not allow for ill children to remain inside while the rest of their class is outside.

Except in extreme weather, children are expected to go outside every day, so please send them with appropriate gear for outdoor play. Outdoor clothing includes hats, gloves, boots and warm jackets.

Snacks

A snack time is provided each day. Parents/guardians will be asked to sign up to supply snacks and drinks each week. We would like each child to learn the importance of taking care of their body and how to establish healthy eating habits. Please plan nutritional snacks. Some suggested snacks are:

- Cheese cubes and crackers
- Trail mix
- Pretzels
- Crackers
- Popcorn
- Dry Cereal
- Fresh or Dried Fruit
- Fresh Veggies and Dip
- Water, Juice or Milk

If your child has any food allergies, please let the teacher know so we can discuss alternatives. We will make every accommodation possible.

Birthday Treats

We welcome parents/guardians to bring a special snack to celebrate their child's birthday. Children with summer birthdays may celebrate their half-year birthday with us.

If you are planning a birthday party for your child, invitations may only be distributed at preschool if all of the children in the class are invited to the event. If only a few classmates will be invited, please mail your invitations to avoid hurt feelings.

Clothing and Shoes

When dressing your child, please remember that we plan a variety of activities that may be messy, such as painting and outdoor play. While we try to use materials that are washable, sometimes even paint shirts can't keep clothes from getting dirty. Please select clothing for your child that is comfortable and washable.

In case of an accident or spill, we ask that your child keep a complete set of extra clothing (shirt, pants, underwear and socks) at school. Please place these clothes in a large zip-lock bag, and store them in your child's locker or backpack. As the seasons change, and your child grows, please swap out the extra clothing accordingly. To avoid losing personal items, remember to label all of your child's belongings, including snow pants, boots and extra clothes.

It is not uncommon for young children to have an occasional bathroom accident. Any child that has an accident is not disciplined or shamed, but assisted in a kind and loving manner. If your child comes home with “replacement clothes”, please wash them and send them back to school for the next session.

Because playing outside is an important part of our day, we ask all children to wear close-toed shoes for running and climbing. When your child wears winter boots to school, it is necessary to have a pair of indoor shoes to wear in the classroom. They need to wear shoes in the classroom so they do not have to go outside barefoot during a fire drill, or walk in the halls with unprotected feet. We require shoes for the sanitary use of bathrooms.

Toys from Home

Please leave other toys at home except for when they are brought for Show and Tell. Toys that are brought to school risk being broken or lost.

We do not allow toy guns or violent toys of any kind. If you have concerns about the appropriateness of a particular item, please talk with your child’s teacher.

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 and calendars. Because we want you to be as involved as possible, we encourage you to visit at any time during our school hours.

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

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

Safety

Checking In and Out

Unless your child rides a bus, please walk your child into the classroom.

At dismissal, please pick up your student back in the classroom. Your child will only be released to those who have been notified. You must notify us in writing if you are making any changes in persons authorized to pick up your child.

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

In Case of Illness

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

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

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

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

Medication Administration

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

Emergencies and Injuries

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

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

School Closing

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

Discipline

"Christian Nurture" characterizes the relationship we desire between our teacher and students. Children can expect that the environment 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 consequences would be for the child to wash off the wall. We also find the "ABCD" approach particularly helpful. A - ask what the problem is, B - brainstorm solutions, C - choose a solution, D - do it. We find that involving the child in the discussion makes the consequence or solution more meaningful.

Expectations of Parent/Guardian Helpers

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

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

Exterior Door Security

At Manhattan Christian, student safety is a top priority. As a secure campus, the Early Learning Center (ELC) doors remain locked until 8:05 a.m. and will automatically unlock at that time.

Please do not arrive before 8:05 a.m., as staff supervision begins when the building opens.

ELC doors will automatically lock at 8:20a.m. Should you arrive late, we ask that you check in at the main campus office prior to coming to the ELC.

We appreciate your partnership in helping us maintain a safe and secure environment for all of our preschool students and staff.

Field Trips

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

Drills

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

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

1. We believe that God wonderfully and immutable 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.
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 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)
4. We believe that God offers redemption and restoration to all who confess and forsake their sin, seeking His mercy and forgiveness through Jesus Christ. (Acts 3:19-21; Rom. 10:9-10; 1 Cor. 6:9-11)
5. We believe that every person must be afforded compassion, love, kindness, respect and dignity. (Mark 12:28-31; Luke 6:31) Hateful and harassing behavior or attitudes directed toward any individual are to be repudiated and are not in accord with Scripture nor the doctrines of Manhattan Christian School.
6. MCS is committed to handling issues of sexual immorality by telling the truth in love based on our view of scripture as our rule for faith and practice.
7. We believe that in order to preserve the function and integrity of Manhattan Christian School as the local Educational Body of Christ, and to provide a biblical role model to the Manhattan Christian School members and the community, it is imperative that all persons employed by Manhattan Christian School in any capacity, or who serve as volunteers, agree to and abide by this Statement on Marriage, Gender and Sexuality. (Matt 5:16; Phil. 2:14-16; 1 Thess. 5:22)

8. MCS is committed to handling issues involving human sexuality by telling the truth in love based on our view of scripture as our rule for faith and practice.

With Grace we commit to:

1. Exercising patient understanding of and compassion for all students with issues of sexual immorality and practices contrary to God's created order.
2. Ensuring an environment that is filled with grace and respect.
 - a. No student, heterosexual or homosexual, will be forced to admit their sexual orientation.
 - b. No student will be expelled or excluded on the basis of their same gender attraction provided they do not advocate or promote such a lifestyle 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.
6. Acknowledge our own human frailty and dependence upon Christ for his humility, grace and wisdom in our consideration of human sexuality, and seeking always to love one another as He loved us.

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, he or she 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, he or she 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 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.
- 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.

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.

1. 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.
2. 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:
 - a. VERBAL HARASSMENT: Derogatory comments and jokes, threatening words spoken to another person.
 - b. PHYSICAL HARASSMENT: Unwanted physical touching, contact, assault, deliberate impeding or blocking movements or any intimidating interference with normal work or movement.
 - c. VISUAL HARASSMENT: Derogatory, demeaning or inflammatory posters, cartoons, written words, drawings, gestures and/or graphics on clothing.

- d. **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:
- i. Making unsolicited sexual advances and propositions.
 - ii. Using sexually degrading words to describe an individual or an individual's body.
 - iii. Displaying sexually suggestive objects or pictures.
 - iv. Telling inappropriate or sexually related jokes.
 - v. 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:

1. Implement this policy through regular meetings with all administrators, ensuring that they understand the policy and its importance.
2. Make all faculty, staff, students, and parents aware of this policy and the commitment of the school towards its strict enforcement.
3. 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:

1. Conduct himself or herself in a manner which contributes to a positive school environment.
2. Avoid any activity that may be considered discriminatory, intimidating or harassing.
3. Consider immediately informing anyone harassing him or her that the behavior is offensive and unwelcome.
4. Report all incidents of discrimination or harassment to the Head of School or Principal.
5. 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:

1. 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.
2. 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.
3. 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.
4. 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.

5. 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.

Contacts

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