

Middletown Christian School

NEW PARENT/ STUDENT HANDBOOK

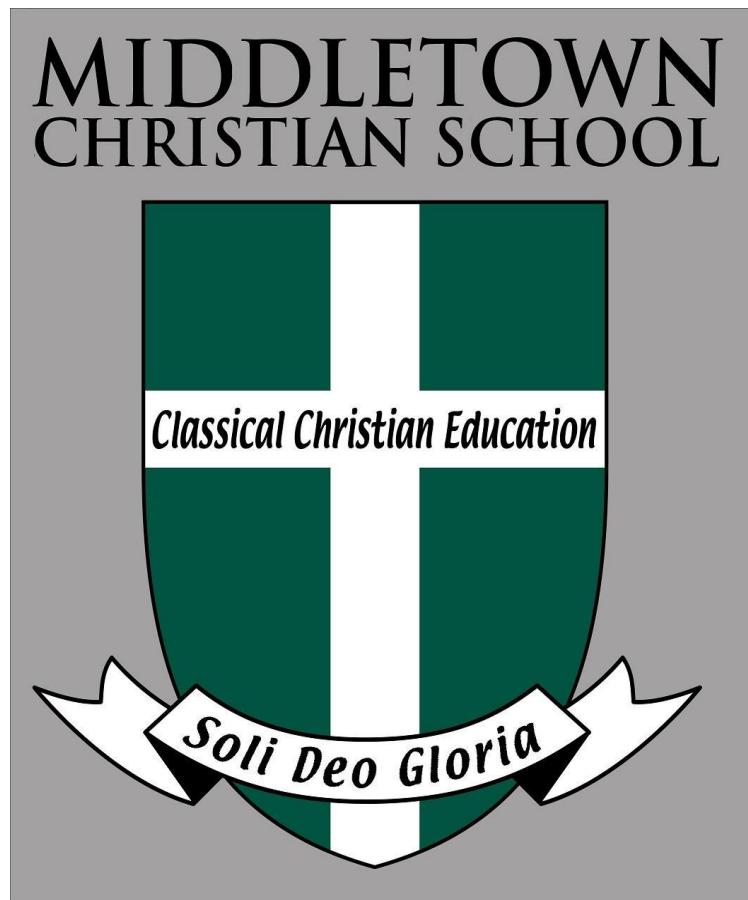


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SCHOOL GENERAL INFORMATION

- **Affiliation** Middletown Christian School is a ministry of Middletown Bible Church and a member of the Association of Christian Schools International.
- **Grades** Transitional Kindergarten - High School
- **Transitional Kindergarten** Children entering the TK program must be 4 years old and turn 5 within the school year. They will be given a TK readiness assessment test.
- **Kindergarten** We offer a full day Kindergarten with academics, music, art and P.E. plus developmental activities. Children entering kindergarten should be 5 years old by October 31st and given a kindergarten readiness assessment test.
- **Schedule** Transitional Kindergarten 8:15 a.m. - 12:00 p.m. Weekdays
Kindergarten – 12th 8:15 a.m. - 2:45 p.m. Weekdays
- **Admissions** Each prospective student will submit an application, be tested and interviewed. Acceptance to Middletown Christian School will be granted after careful evaluation of the application and interview. Immunizations and medical records must be furnished before admittance.
- **Curriculum** All students receive a complete and balanced education in Math, Science, Social Studies, Bible, Physical Education, and Language Arts including Spelling, Phonics, and Literature. Our goal is to provide instruction in Physical Education, Library Science and Music . Students attend chapel once a week.
- **Special Activities** Our goal is to develop student participation in spelling and geography bees, art festivals, math and science fairs, chapels, dress up days, special musicals, field trips, open houses and other activities throughout the year.
- **Parents** Parental involvement is essential for the success of your child's education. Because of this, parent service hours (or additional yearly fees) are a requirement for your child to attend MCS.
- **Teachers** Middletown Christian School's goal is to hire teachers who are committed to academic excellence and the truths of Christianity.

Mission Statement

The purpose of Middletown Christian School is to provide a classical, Christ-centered education equipping students with a thorough biblical world view that captures their affections and enables them to discern, articulate, and live truth. They will be provided with the necessary tools to effectively pursue the vocation to which the Lord will lead. Our goal is to address the whole child; mind, body and spirit through a clear gospel message and attention to training in Christ-like character in a loving and supportive environment.

Statement of Faith

1. **We believe** the Bible to be inspired, the only infallible, authoritative, inerrant Word of God (*II Timothy 3:15; II Peter 1:21*).
2. **We believe** there is one God, eternally existent in three persons---Father, Son and Holy Spirit (*Genesis 1:1; Matthew 28:19; John 10:30*).
3. **We believe** in the deity of Christ (*John 10:33*); His virgin birth (*Isaiah 7:14; Matthew 1:23; Luke 1:35*); His sinless life (*Hebrews 4:15; 7:26*); His miracles (*John 2:11*); His vicarious and atoning death (*I Corinthians 15:3; Ephesians 1:7; Hebrews 2:9*); His resurrection (*John 11:25; I Corinthians 15:4*); His ascension to the right hand of the Father (*Mark 16:19*); His personal return in power and glory (*Acts 1:11; Revelation 19:11*).
4. **We believe** in the absolute necessity of regeneration by the Holy Spirit for salvation because of the exceeding sinfulness of human nature; and that men are justified on the single ground of faith in the shed blood of Christ and that only God's grace and through faith are we saved (*John 3:16-19; 5:24; Romans 3:23; 5:5-9; Ephesians 2:8-10; Titus 3:5*).
5. **We believe** in the resurrection of both the saved and the lost; they that are saved unto the resurrection of life, and they that are lost unto the resurrection of damnation (*John 5:28-29*).
6. **We believe** in the spiritual unity of believers in our Lord Jesus Christ (*Romans 8:9; I Corinthians 12:12-13; Galatians 3:26-28*).
7. **We believe** in the present ministry of the Holy Spirit, by whose indwelling the Christian is enabled to live a godly life (*Romans 8:13-14; I Corinthians 3:16; 6:19-20; Ephesians 4:30; 5:18*).
8. **We believe** that God wonderfully and immutably created male and female to fulfill their God-given gender roles in His world and that all conduct with the attempt to adopt a gender other than one's birth gender is immoral and therefore sin. We believe that the biological gender of a person is not changeable by preference or individually perceived orientation. (Gen. 1:27; Deut. 22:5) We believe that marriage is between one man and one woman and that God has established marriage as a lifelong, exclusive relationship. All intimate sexual activity outside the marriage relationship, whether heterosexual, homosexual, bisexuality or otherwise is immoral and sinful. (Gen. 2:24-25; Ex. 20:14, 17, 22:19; Lev. 18: 22-23, 20:13-16; Matt. 19:4-6, 9; Rom. 1:18-31; 1 Cor. 6:9-10, 15-20; I Tim. 8-11; Jude 7)

We believe that God offers redemption and restoration and grace to all who confess and forsake their sin, seeking mercy and forgiveness through Jesus Christ. (Acts: 3:9-21; Rom. 10:9-10; I Cor. 6:9-11)

We believe that every person must be afforded compassion, love, kindness respect and dignity as an “image-bearer” of God. Hateful and harassing behavior are to be repudiated and are not in accord with Scripture.

Philosophy Statement

At the heart of the Christian’s world view is the acknowledgment that God is the ultimate source of knowledge, reality and ethics. All that is, is derived from Him. He alone is the standard of all truth and the source of all knowledge. Our education is based, then, on the Lordship of Christ (“All authority has been given to Me in heaven and on earth.” Mat. 28:18). Apart from Christ there is no education, and without Him knowledge is impossible. As Lord, His dominion is to be studied in all other subjects-- math, logic, science, the arts, etc. Otherwise, we have denied Him and the fundamental purpose of education.

Our specific and primary purpose will be to conduct an elementary/secondary school for the general education of our youth based on the integration of the Christian faith and the ethics revealed in the Holy Bible with the essentials of culture and in the arts and sciences.

Because God is a God of excellence and order, academic excellence will be a goal of this school. Although we will consider educational standards recognized by the State, our curriculum will not parallel that of the public schools as our program will encompass God’s world view into all subjects studied. We will provide an Academic Kindergarten Program in which all children will receive instruction in God’s word, phonics, arithmetic and writing, reading and spelling. As time and development of the child allows, we will also introduce science, health and social studies

In our program, emphasis will be placed upon the teaching of God’s word, and the development of character and social growth as well as achievement and mastery of academic fundamentals. As resources allow, athletics and physical fitness programs will be provided.

There will be training in the fundamental knowledge of History as reflected in God’s dealings with mankind since Creation, Patriotism and our Christian Heritage. A respect for those in authority, obedience to the laws and a love for God and country will be taught.

In the area of man and science, the theory of evolution will be taught as a theory. The Scriptural record of creation will be taught at all levels as a direct act of God and that He is the sustainer of the universe and of man.

Education should be a means to an end rather than an end in itself. To feed the minds and bodies of today’s students, yet leave them spiritually illiterate, would produce adult citizens without Christian character and love for God. The Bible says: “For what is a man profited if he shall gain the whole world and lose his own soul? Or what shall a man give in exchange for his soul?”
(Matthew 16:26)

Policy of Nondiscrimination: We have a Policy of Nondiscrimination in regard to race, color, nationality, or ethnic origin which admits students of any race to all rights, privileges, programs and activities made available to students at Middletown Christian School

Admission Policy

1.) Our primary purpose is to be an ally with Christian parents in bringing up their children in the nurture and admonition of the Lord (Ephesians 6:4). Therefore, preference in admission will go to families that demonstrate the highest commitment to this goal. Within this group, first preference will be given to members of Middletown Bible Church and then to members of other evangelical Christian churches.

2.) Our secondary purpose is to reach out to less committed or non-Christian families and their children with the Gospel.

In keeping with the philosophy of Middletown Christian School, admittance will be made on the basis of how any particular student will successfully function within the structure of the school. Middletown Christian School has defined goals which will best serve students who share its purpose.

Students who are currently enrolled at MCS may submit a request to re-enroll for the next school year during the month of March/April. All re-enrollments are subject to administrative approval. After completion of the re-enrollment period, new student applications will be accepted.

The following general guidelines will be observed in the consideration of new students for admission:

- Transitional Kindergarten students should be four (4) years old and turning 5 within the school year.
- Kindergarten students should be five (5) years old by October 31st.

School readiness is imperative for admission to any grade. General achievement should not be more than five (5) months below grade placement.

Admission to Middletown Christian School will only be granted after a student and parent/guardian interview with the Administrator. The student's past academic history will be reviewed, including the latest report card and standardized test scores. Starting in 6th grade, the proposed new or re-enrolling student is required to write an account of his/her Christian testimony upon which he/she is evaluated as a condition for acceptance. Additional evaluation may be required at the discretion of the Administrator.

Prospective students should have a conduct record that meets school standards. Students with a history of behavioral problems will be required to prove significant change in this area for admission to be granted.

Ongoing Christian fellowship in a local church is encouraged, but is not a requirement for admission.

Acceptance to Middletown Christian School will only be granted after careful evaluation through the application process.

All new students will be subject to a six-week adjustment period (probationary admittance). Middletown Christian School reserves the right to revoke the admission of any student who is deemed not to comply with the philosophy and standards of the school within this time period.

Middletown Christian School admits students of any race, color, or national or ethnic origin to all the rights, privileges, programs, and activities made available to students at the school.

Policies on Student Charges

Tuition Philosophy:

It is MCS policy to charge a tuition rate that will cover all of the operating expenses each year. The school is for families who value Christian education. It is the desire to make the school available to the largest number possible by holding the tuition at the lowest levels possible consistent with the desire for quality.

The fee schedule, as approved annually by the MCS Board, is deemed to be part of these policies and procedures. All fees are non-refundable except as noted below.

Registration/Application Fee:

New students entering the System must pay the registration/application fee at time of enrollment.

Returning students must pay the re-enrollment fee at time of enrollment.

Any student leaving the Middletown Christian School and returning during the same school year will be required to pay the applicable registration/application fee upon their re-enrollment.

Registration fees are payable annually and are non-refundable. The fees are to be paid by cash or check at the time of registration. See the enclosed Fees/Dates Schedule for the year.

A place for a child is reserved in the school year once the Registration Fee and application has been received. Should the registration be complete and the first or second tuition payment not paid when due, the child may lose the reserved place.

The registration fee, less testing charges and handling fees of \$50, will be refunded to families who find they will be moving before their child(ren) enter(s) school and we are able to fill their vacancy before the first day of school.. Registration fees will be refunded if MCS refuses admission to a student less testing and handling fees.

Re-Enrollment Fee:

See Fee/Date Schedule

The school will not accept re-enrollment forms from students who are behind in their tuition payments. Final decisions are left to the administration.

Annual Curriculum Fee:

The annual curriculum use fee for each student is due by June 1st. This is a use fee only. Materials are the property of Middletown Christian School.

Second, Third, Fourth Child Tuition:

Full tuition is charged for the oldest child. The second child receives a 15% discount, the third a 25% discount, and the fourth child a 50% discount

Tuition Payment Schedule:

- Monthly: 1st payment due July 1st, last payment due May 1st. Eleven equal payments each month -or-
- Semi-annually: Two payments: 1st payment due July 1st, 2nd payment due January 1st. -or-
- Annually: Pay in full with 5% discount if received before August 15.

Early Withdrawal:

Thirty day notice is required for withdrawing students, during which all fees continue to accrue.

Delinquent Accounts:

1. All tuition payments are due on the first of each month starting with the July 1st payment. Tuition payments are divided over 11 months.
2. There is a 10 day grace period before a late fee is charged. A late fee of \$25 is added to the family's account on the 11th day of each month if tuition has not been paid.
3. If the tuition payment remains delinquent after 30 days, the school board will issue a reminder letter encouraging the family to call and make arrangements to bring their account current.
4. If the payment is still not made within 45 days MCS reserves the right to require that the student not attend class until the account is paid in full.
5. If a family leaves MCS with a balance due, we also reserve the right to withhold the student's report card until the account is settled.

Discounted Tuition:

Faculty and Pastors discounts will be determined based upon enrollment.

Tuition Exclusions:

Tuition does not include all costs which may be incurred by the family. Examples of such costs are transportation to and from school, lunches, various school activities, school supplies, special field trips, student insurance, and other miscellaneous expenses. Payment of tuition by the parents is not the complete discharge of responsibility to the school.

STANDARD OF CONDUCT

1. **POSITIVE EXPECTATIONS.** Every student is expected to be a cooperative, positive member of our student body. This includes cooperative and respectful interaction with teachers and staff, with a consistent Christian testimony and obedience to school rules.
2. **EACH STUDENT IS A RESPONSIBLE PERSON, ACCOUNTABLE FOR HIS OR HER ACTIONS.** This includes an expectation for using common sense, decency, and respecting others. Additionally it is expected that students will be respectful of the church/school facilities and keep classrooms, bathrooms, lunch area and playgrounds clean.
3. **CORRECTION OF ATTITUDES OR INFRACTIONS WILL BE DONE CAREFULLY AND WITH THE FULL EXPECTATION FOR POSITIVE CHANGE.** For as long as a student is enrolled at our school, we will provide support and counsel. We will not tolerate repeat violators who show no sincerity about living up to commitments or plans to correct behavior. If a student has accumulated several office referrals, it would be considered that they are unimpressed with the need to cooperate and that more serious consequences would be in order.
4. Please also refer to probation/expulsion policy for additional information.

BASIC SCHOOL RULES

BE.....Respectful

- No put downs
- Addressing each other and your authority with respect verbally and nonverbally
- Saying please and thank you
- Keeping hands feet and objects to yourself

.....Attentive

- Giving your full attention to the speaker (body and mind)
- Raise your hand to speak or move from your desk
- Being on time and prepared

.....Diligent

- Following instructions
- Staying on Task
- Doing your best

.....Obedient

- Respond immediately to the directions given by teacher & staff authority
- Obey without argument or complaint

.....Christ Like

- “Whether, then, you eat or drink or whatever you do, do all to the glory of God.” –1 Cor. 10:31
- “Let nothing be done through selfish ambition or conceit, but in lowliness of mind let each esteem others better than himself. Let each of you look out not only for his own interests, but also for the interests of others.” -Philippians 2:3&4
- “Let no corrupt word proceed out of your mouth, but what is good for necessary edification, that it may impart grace to the hearers.” Ephesians 4:29
- “The rod and rebuke give wisdom, but a child left to himself brings shame to his mother.” - Proverbs 29: 15

Middle School/ High School Expectations

All secondary students should be aware of, and are expected to adhere to, the following list of school rules:

1. Students are expected to cooperate with basic Christian standards of behavior and conversation. They should demonstrate exemplary conduct before the elementary students.
2. Students should use the “Hands Off “ policy. No wrestling, fighting or any physical contact.
3. Prompt and cheerful obedience is expected. No talking back or arguing with teachers or staff.
4. Students are not to bring, personal music devices, lighters, or laser pointers to school. Any of the above items will be confiscated and held in the office for parent pickup.
5. No guns, knives or pocket knives of any kind.
6. Students are expected to treat all of the school’s materials and facilities with respect and care. No writing or carving on books, walls, tables, desks or chairs
7. Students will be charged for lost or damaged textbooks.
8. Students are not to eat or drink during class. No open food or beverages allowed except water on their desks/cubbies.
9. Public displays of affection are not permitted on school/church campus.
(As an application of rule 2.)
10. Students may not chew gum at school.

Middletown Christian School Cell Phone/Laptop Policy Agreement

MCS recognizes that communication and access to information has evolved in recent years with the proliferation of technology. Many of these useful tools can support student learning. However rules and guidelines are essential. We want to ensure that students are monitored using these tools responsibly to prevent misuse while supporting the educational goals of MCS.

The following may be modified ONLY at the discretion and with the supervision of the teacher.

- **Cell phones may not be used or displayed between the hours of 8:15am-2:45pm.**
- **Cell phones must be kept in a backpack. (not pockets or desks)**
- **Teachers may choose to collect cell phones at the start of the school day and return them at 2:45.**

1st Violation: Phone will be confiscated and returned to PARENTS at the end of the day.

2nd Violation: Phone will be confiscated for two weeks.

3rd Violation: No phone on campus for one month.

- **Laptops are to be used for educational purposes in the classroom as directed by the teacher and under the supervision of the teacher.**
- **Students in grades 6-10 may only use laptops in the classroom for specific assignments/ projects when directed by the teacher (class computers are available).**
- **11th/12th Apex students will need a laptop each day.**
- **Kindles, E-readers, Ipad/Ipods, fall under the same rules for laptops**

In order to provide an atmosphere where the aforementioned activities are supported in a scholastic environment, the following activities are not allowed during school hours.

- **Gaming**
- **Blogging**
- **Music**
- **Downloading (many downloads contain malware/viruses which are detrimental to our computer system)**
- **Viewing, downloading, or dispensing of offensive/illegal material online including, but not limited to: games, violence and sexual content materials.**

Attendance Policy

Attendance is important for a student's success. Each day is planned with instruction and experiences which enhance your child's education. We, at MCS, encourage our students to be in school every day for their benefit.

If your child misses work through extended absence, you as the parent, are responsible to work with your child to make up work. For as many days as the student is absent, they will be given the same number of days upon returning to complete and turn in missed work. In cases of prolonged illness or family emergency, the family may wish to appeal to the Administration for an exception.

All absences must be reported to the school office by way of a written note or phone call from a parent or guardian.

Tardy Policy

Because punctuality is an attribute which has its basis in our attitude and is therefore a spiritual issue, we feel it is necessary to anticipate the handling of excessive tardiness as a policy issue.

1. Classes begin at **8:15 am**; any student arriving after **8:15 am** will be marked tardy. Students arriving after **8:30 am** need to proceed directly to the office for a tardy slip. Students will not be admitted to class without this slip.
2. After 3 tardies students in grades 6th-12th will be given classroom lunch clean-up

Homework Policy

Work assigned to be completed outside of class is designed to reinforce learning. Such work will be kept to a minimum, its content being more important than its quantity. Some homework will be a carryover from class work. It is for this reason that the student's efficient use of class time is important.

The support, encouragement, and reinforcement of parents in the area of homework are crucial. Parents should be aware of the type of work in which their children are involved. Any interaction with students and their work should motivate thought and understanding.

One day per each day of excused absence will be given to complete homework. Extreme circumstances may be given special attention. Classroom teachers will develop a homework policy for their own classrooms. The policies will be approved by the Administration.

Grade level	Minutes per night/Maximum
Kindergarten	20 - 30
First	30
Second	30 - 45
Third	30 - 45
Fourth	60
Fifth	60
Middle School	60-90
High School	75-120

No scheduled homework for Friday unless it is a continuation of a long term project or paper.

Field Trip Policy

Field trips are optional. If, for any reason, a parent prefers not to have his child attend a particular trip, upon pre-arrangement with the administration an independent study to be completed at home can be obtained in lieu of the trip without incurring an “absence” for that day.

Field trips will be attended by the students, teachers and an adequate number of adult chaperones at the discretion of the teachers and administration. Any related entry or other fees are the responsibility of the parent and are due before the trip as indicated by the office on the permission slip. Any child not returning a signed permission slip may not attend the field trip. Siblings may not attend field trips unless the teacher & office extends an invitation to include families. All siblings should be under the supervision of their parent. Students may not be taken out of other classes to attend a field trip with a sibling.

Reporting Academic Progress

(6th–12th) To monitor your child’s academic progress, we strongly suggest that parents utilize our online grading system. *Student information is typically updated weekly.* A password will be issued at the beginning of each school year with instructions.

Progress reports are sent out mid-quarter. Report cards are given quarterly in middle school, and high school report cards are given at the semester only.

Parent/Teacher Conferences (K-8th) will be scheduled to take place at the end of the first quarter. Spring conferences will be scheduled at the 3rd quarter, if needed at the request of the teacher or parent.

Correspondence between parents and instructors can take place at times other than those noted. This will be left up to the discretion of those involved. Appointments to speak with an instructor or the Administrator need to be set up at least one day ahead of time.

Grading Scales

Grades K-3 will be evaluated using a developmental system. Progress in selected areas of performance, behavior and Christian character will be monitored and reported.

Effort evaluation will be noted as follows:

1=Development Required
2=Making Progress
3=Meets Expectations
4=Excellent

Grades 4-HS will use the following scale to determine the student's progress on graded material and to summarize work at the end of each grading period.

93-100	= A	73-76 = C
90-92	= A-	70-72 = C-
87-89	= B+	67-69 = D+
83-86	= B	63-66 = D
80-82	= B-	60-62 = D-
77-79	= C+	Below 60= F

Honor Roll is awarded in grades 4th -12th

3.0-3.5	Award of Excellence
3.6-3.9	Superior Award
4.0	Highest Honors

School Chapel

Chapel services will be held each week for students and faculty. They will last 30-40 minutes. Family members of students are also encouraged to participate in these worship services. Please remember special dress requirements. (See dress code)

Communication

Important weekly updates will be sent home in Thursday folders. Please pay attention to these notices as they contain information on special events, permission slips and classroom activities. Additionally, teachers may occasionally send notes home on other days.

Snow Day/ Power Outage School Procedures

Upon determining that there is a problem getting to school because of snow or other severe weather, or of operating school because of lack of power, the following procedures will apply:

Administration determines severity of problem and contacts teachers.

Teachers contact their “contact leader” to phone next family on “Snow Chain” list. Parent then contacts next person. If the person below you cannot be reached, call the next person until you make personal contact with a person below you on the chain. The parent you contact continues phoning the next parent on the list, skipping those with whom you cannot personally reach and so on, until the entire list has been called (attempted). In order to avoid duplication of calls and loss of time, use the actual “Snow Chain” list.

A mid-day power outage lasting more than two hours will necessitate closure of school and parents will be contacted to pick up students.

Snow day/Power outage closures will not affect the school calendar dates unless in excess of three full day closures, upon which the administration and board will decide whether makeup day(s) will be needed.

Lunches and Snacks

Students are required to bring their own lunches and snacks to school. The heating or refrigeration of foods cannot be provided by the school. Lunches and snacks should be nutritious, as they impact the learning process.

Library Policy

The library is open the second week of school through the third week in May. We are closed during vacations and holidays.

Books may be checked out one at a time and kept for one week. Renewals are allowed two additional times provided that no one is waiting for that particular book. Students will respect the library rules or will be asked to leave.

These rules are as follows:

- students will be quiet and courteous
- no food, gum or beverages
- respect others and books
- Please use a book mark—do not bend pages!

All books must be returned by the last open library day. Any book lost or damaged will be replaced (of like quality) or reimbursed to the school by the parent. The *average* cost is \$8.00 soft cover, \$15.00 hard cover. Books are considered lost if not returned within thirty days after the due date and will be billed as such. These charges *must* be cleared by the last day of school or reports cards and national testing may be withheld until cleared. **Library privileges will be suspended if books are past due thirty days or more until books and/or fines are collected.**

Personal Items on Campus

Students are not to bring unnecessary personal items (**MP3, toys, CDs, laser pointers, electronic games/devices.. etc.**) on campus except when specifically requested by a teacher for a specific project, show & tell, program prop., etc.

Parties and Invitations

No invitations to private parties may be passed out by students for children's parties at school unless the entire class is being invited. Parents and students may supply a birthday treat at school for the entire class upon prior approval of that student's teacher.

Student Health

The physical health and welfare of each student is important. We realize that our teaching effectiveness is largely dependent upon the physical well-being of a student. **Please do not send your student to school at any time within 24 hours of a fever or vomiting, even if they appear to feel fine.**

Medication

If it becomes necessary for medication to be administered at school, the following procedures must be followed. A Parent must:

1. Obtain a "Consent for Medication" form from the school office each time the need for a new medication arises.
2. Have your child's doctor completely fill out the form and return it with the medication. The medication must be in the pharmacy labeled container for that specific medication.
3. Bring the medication to the school. Over-the-counter medication dispensed through the office requires the same consent form to be filled out completely by a parent. The school will not be able to dispense any form of medication without a current, signed "Consent for Medication" form.

No medication, including any form of inhaler, aspirin, cough drops, sprays, prescription drugs, etc., are to be carried by a student while on the campus or at a school activity.

Special health problems should be discussed with the school secretary.

There are some communicable diseases which require a child to have written clearance before re-admission to school. A physician's note may be necessary for re-admission to the school (or if the child's recovery is in question). If your student is ill with a specified communicable disease, please contact the school before returning.

These are:

Chicken Pox	Pinworms	Impetigo
Scabies	Measles	Pink Eye
Mumps	Pneumonia	Lice
Whooping Cough	Ringworm	Strep Throat

Health Documents

Every student is required by the California State Department of Health to have their immunization record on file in the school office. New students must provide an up-to-date immunization record with their registration packet. Students with medical exemptions will be excluded from school in the event of an outbreak of any of the non-immunized diseases.

TK, Kindergarten and First Grade Students

Every TK, Kindergarten and (new) first grade student must submit proof of a physical examination that was completed (“Health Exam Prior to School Entry”—a California State form or equivalent from your health provider) no more than 18 months prior to starting Kindergarten or first grade. Parents are asked to inform the school office of any medical condition or restriction that may impact their child while they are at school.

Student Counseling and Discipline Process

The behavior and efforts of students will first be managed at the level of the classroom. Classroom instructors will provide direction for adjustments which may need to be made. If problems persist or if circumstances are extreme, parents/ guardians will be notified by the instructor. Cooperation will be sought to bring the actions of the student in line.

The Administrator will then be consulted to deal with situations which have yet to be resolved or which are more severe. Discussion between the Administrator, the instructor, parents/guardians, and the student will take place to achieve a solution. Failure of progress to be made could result in suspension or the release of the student from enrollment.

Office Referral, Suspension, and Expulsion

A student may be sent to the principal’s office for repeatedly (e.g. three times in a day) violating the basic school rules. However, there are five basic behaviors that will **automatically** necessitate discipline from the principal (versus the teacher). Those behaviors are the following:

1. **Disrespect** shown to *any* staff member. The staff member will be the judge of whether or not disrespect has been shown.
2. **Dishonesty** in any situation while at school, including lying, cheating, and stealing.
3. **Rebellion**, i.e. outright disobedience in response to instructions.
4. **Fighting**, i.e. striking in anger with the intention to harm another student.
5. **Obscene language**, including taking the name of the Lord in vain.

During the visit, the principal will seek to determine the actual guilt and the nature of any discipline. The principal may require restitution, janitorial work, parent's attendance during the school day with their child, or other measures consistent with biblical guidelines which may be appropriate.

If for any of the above or other reasons a student receives discipline from the principal, the following accounting will be observed within the school year:

1. The first time a student receives an Office Referral, the student's parents will be contacted afterward and given the details of the visit. The principal will make a note of each occasion when the parents are contacted after an office visit, and enter that record in the student's file. The parents' assistance and support in averting further problems will be sought.
2. The *second* Office Referral will be followed by a meeting with the student's parents and teacher.
3. Should the student require a *third* Office Referral, a **two-day home suspension** will be

- imposed on the student at the discretion of the principal. A parent-teacher-principal conference will be required to determine the outcome. If a student is suspended work missed during any suspension will be treated as an unexcused absence and no grade higher than a 70 may be received. A follow up conference will be required for re-admittance. Disciplinary probation is invoked when a student is suspended from school.
4. If a suspension has been served and an additional office referral is given, the student will be **expelled** from the school.

II. Note on expulsion: The removal of a student from Middletown Christian School will take place under each of the following two conditions: (1.) after all practical attempts between teacher, parent and Administrator have been made to resolve academic and/or behavioral problems with a student who continues to refuse guidance; (2.) when a student is involved in the violation of a U.S., State or City law; activities that seriously threaten the safety of the student or another human being; activities that show gross lack of respect for authority or property; activities that violate biblical moral codes; or frequent and repeated violation of activities and attitudes that show a general lack of respect for authority. Expulsion will be recommended if it becomes apparent the school will not be able to meet the needs of a student, or when that student's behavior is preventing classroom instruction. A date of withdrawal from the school will be set and the withdrawal procedure followed. The expulsion date may be immediate. Recommendations for expulsion will require the approval of the School Board.

III. Serious Misconduct: If a student commits an act with such serious consequences that the principal deems it necessary, the office-visit process may be bypassed and **suspension** or **expulsion** imposed immediately. Examples of such serious misconduct could include acts endangering the lives of other students or staff members, gross violence, vandalism to the school facilities, violations of civil law, or any act in clear contradiction of scriptural commands. Students may be subject to school discipline for serious misconduct which occurs after school hours.

IV. Re-enrollment: At the discretion of the principal, a student may be refused re-enrollment for the following school year. Such refusal to re-enroll is not considered a direct disciplinary act, requiring accumulated office visits in order to be taken. Refusal to re-enroll is not the equivalent of suspension or expulsion.

V. Re-admittance: Should the expelled or non-re-enrolled student desire to be readmitted to Middletown Christian School at a later date, the Middletown Christian School Board or its delegated committee will make a decision based on the student's attitude and circumstances at the time of re-application.

VI. Vandalism of Property: Any student involved in vandalism, theft, or damage of school or personal property will replace such in cost or kind. The student may also face disciplinary action. If warranted, local authorities may be called to assist in dealing with the situation.

Academic Probation

Academic probation is invoked when a student has a serious academic problem. It is intended to give notice to the parent and student so a mutual effort on the part of both school and home may be made to correct the academic deficiency. Hopefully, the deficiency will be improved to a satisfactory or passing level. If not, the principal and school board will decide if the student will be able to continue at MCS.

Academic probation will be invoked in the following manner:

- 1) A student who received one “F” or multiple “D”s at the conclusion of a grading period will be placed on academic probation for one grading period.
- 2) A letter of notification will be sent to parents, and a conference held with the parents, student, teacher and principal to discuss and recommend a remedial program.
- 3) The academic status of the student will be reviewed by the principal at the end of the next grading period. The student who received no “F”s or multiple “D”s the next grading period will be removed from probation. If after being placed on probation, a student received one or more “F”s
- 4) Or multiple “D”s the principal & school board will decide if the student will be allowed to remain in the school.
- 5) Following removal or withdrawal from the school for academic reason, a student may re-apply after:
 - a. Successfully completing a remedial tutoring program and now is working at grade level for which he/she applied.
 - b. Attending another school for at least one semester and receiving no grade lower than “C” in any subject, and MCS placement testing indicated the student is working at grade level for which he/she applied.

Retention Policy

The goal of our school is to minimize the need for retention. Our initial screening and placement is meant to reduce the potential need for retention, but is not infallible. Our hope would be that, when necessary, through retention the student would meet with success in the classroom and develop age-appropriate social and emotional behaviors and achieve academic success. Early communication between home and school combined with vigorous intervention efforts as soon as a need is recognized will always be made to reduce the potential for retention. Retention decisions will be more frequent among our early elementary children based on research which clearly indicates that children benefit far more in their academic progress when retention occurs during earlier years.

When a child is having serious difficulty keeping up with class work for any reason, (behavioral, developmental or learning differences, psychological) it is the parents’ and school’s duty to work together to attempt to correct the problem. Diagnosing the source of the problem can involve many professionals—from the parents, who know the child best, to the teacher who spends many hours a day observing and working with the child, to the outside professional who may be able to shed more technical knowledge on a child’s responses to testing. Depending on the source of the problem, it may be easily corrected, or it may require resources unavailable at a small school. In the best interest of the child if we determine this is the case, we will refer you to a resource more suitable to meet the needs of your child.

Leaving Campus

1. MCS is a closed campus. Once a student is dropped off at school and until he or she is picked up after school, the student may not leave campus except with parent or adult specified by parent.
2. Students who need to leave school for **any** reason, such as a doctor, dentist, or orthodontist appointment, must check in with the office upon leaving and returning to school.
3. Students who are taking courses off campus must prearrange daily schedules with the principal. Students must sign in and out upon exiting or reentering the campus.

Telephone

No student will be allowed to use the telephone during school hours without permission from a school staff member. Students will be permitted to use it *only in the case of real need*. School staff will determine “real need.”

Visitors

All visitors to the school must first check into the office. Visitors must have prior authorization from the Administration and the appropriate teacher. All student visitors must dress to school standards and should limit their visit so it is not disruptive to the teacher's class.

Volunteers

Volunteers bring something special to a school. They provide extra services for children, help us keep costs down, and bring a real sense of satisfaction to the volunteer. If you have a skill or talent (or even if you think you don't) that could benefit the school, please let us know. Areas of need include tutors, readers, classroom helpers, computer assistants, typists, athletic supervisors, chauffeurs, office workers, lunch time help, etc., etc.

All our volunteers are a welcome and vital part of our program. In order to ensure that all students derive the maximum benefit from such volunteers, we ask that the following guidelines be respected:

For the safety of all students, all volunteers must sign in at the office prior to reporting to the classroom and procure a name badge, **must sign in at office and have a volunteer registration form on file**.

Classroom Volunteers (aides, tutors, reading groups, etc.)

In-Class Volunteers

- Please, no siblings of any age: unless approved by teacher for a specific activity.

To maximize volunteer effectiveness, he/she must pre-arrange his/her time frame with the teacher.

Non-Classroom Volunteer Activities

To maintain safety and minimize distractions, certain volunteer positions cannot accommodate small children in attendance while others are more adaptable. These changes are not intended to offend, but are strictly a practical issue. These activities include:

- * Librarian during classroom visits to Library
- * Field trip chaperone (depending on the type of field trip)

In all cases, the parent is responsible for their child(ren) who must be under the parent's direct supervision at all times (within eyesight or field of vision). This is the parent's responsibility and cannot be delegated to a teacher or staff members.

Conflicts

Conflicts: Grievance Procedure

MCS is first and foremost God's school. Accordingly, we try to resolve disagreements scripturally. Parents are encouraged to resolve differences with a staff member by following the Matthew 18 mandate and going directly to the person(s) involved and working out differences. So that we may effectively deal with any concerns you may have, the parent is requested to follow the procedures below when there is a concern or conflict:

Classroom concern:

6. Parent discusses the issue with the teacher. If the issue is complex, the teacher will request that you make an appointment to discuss the issue at length. If the parent feels the result is unsatisfactory, the parent then:
7. Requests an appointment with the administration and brings a written summary of the problem so that each item may be addressed effectively.
8. The administration will then endeavor to assist the parent in resolving the problem with the teacher either directly or with a joint meeting between parent, teacher and administration if appropriate.
9. If parent feels the problem has not been resolved satisfactorily, he may then appeal in writing to the school board who will consult with the administration, teacher and parent to consider the problem. The Church Elder Board is the final arbiter of school issues.

Policy or other non-classroom concerns:

Parent follows steps 2-4 above, omitting only the teacher contact if the issue does not involve the teacher or classroom.

Questions?

If you have any questions concerning the school, call our office staff. They will be happy to help you in any way.

The school telephone number is (707) 987-2556 or by email: middletownchristianschool@gmail.com

Intentionally blank

Parent/Student Handbook Agreement

I have read and understand the rules, policies, and procedures of the Middletown Christian School Parent-Student Handbook and will abide and submit to the terms and conditions of this handbook.

Parent or Guardian Name: _____

Parent or Guardian Signature_____ Date: _____

Parent or Guardian Name: _____

Parent or Guardian Signature: _____ Date: _____

Student Name: _____

Student Signature: _____ Date: _____

**Detach and keep with student cum files.*