

MANHEIM CHRISTIAN SCHOOL

STUDENT/PARENT HANDBOOK: 2025-2026

“Educating Minds, Nurturing Hearts”



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Table of Contents

Mission Statement	Page 4
Core Values	Page 4
Philosophy of Education	Page 4
Statement of Doctrine	Page 4
Admissions Policy	Page 5
Continuous Enrollment (Current Students)	Page 6
Early Withdrawal Fee	Page 6
Parent Responsibilities	Page 6
Attendance	Page 7
Absences	Page 7
Excuse Documentation	Page 7
Education Travel	Page 7
Mission Trips	Page 8
Emergency Farm Days	Page 8
Unexcused and Excessive Absences	Page 8
Tardiness	Page 8
Specials	Page 9
Art	Page 9
Bible	Page 9
Chapel	Page 9
Computer	Page 9
Health	Page 10
Library	Page 10
Music	Page 10
Physical Education	Page 10
Recess	Page 10
SEAL	Page 10
Textbooks and Supplies	Page 11
Student Behavior Expectations and Discipline	Page 11
Philosophy	Page 11
Conqueror Culture	Page 11
Positive Behavior Reinforcement	Page 12
Discipline and Training in Righteousness	Page 13
Discipline for Grades K-4	Page 13
Discipline for Grades 5-8	Page 14
Expulsion	Page 16
Plagiarism	Page 16
Artificial Intelligence (AI) Addendum	Page 17
Bullying	Page 17
Emergencies	Page 18
Allergic Reactions/Health Emergencies	Page 18
Emergency Information	Page 18
Emergency Response Plan	Page 18
Extra-Curricular Activities	Page 18
Field Trips & Class Events	Page 18
Interscholastic Sports	Page 18

Athletics Policy	Page 19
Grading	Page 19
Grading Scales	Page 19
Gradelink	Page 19
Report Cards	Page 20
Progress Reports	Page 20
Honor Roll	Page 20
Homework	Page 20
Middle School (5-8th Grade)	Page 20
Block Scheduling	Page 20
Class Preparation	Page 21
Student Personal Electronic Devices	Page 21
Eighth Grade Retreat	Page 21
Eligibility for Athletics	Page 21
Electives	Page 21
Lockers	Page 21
Relationships and Dating	Page 22
Middle School Schedule	Page 22
Yearbook	Page 22
Transportation	Page 22
Arrival	Page 22
Busing (Student Use of Public-School Transportation)	Page 23
Carpool	Page 23
Dismissal	Page 23
Early Dismissal	Page 23
General Information	Page 24
Backpacks	Page 24
Administrative Organization Chart and Chain of Communication Model	Page 24
Daily Schedule	Page 25
Dress Code	Page 26
Drills	Page 27
Food and Drink	Page 27
Gradelink Alert	Page 27
Grade Placement	Page 27
Illness Protocol	Page 27
Immunizations	Page 28
Integrated Support Team (IST)	Page 28
Medical	Page 28
Morning Announcements	Page 28
Publications	Page 29
School Lunch	Page 29
Telephones	Page 29
Visitors	Page 29
Volunteering	Page 29
Weather-Related Closings	Page 29
Technology Policy	Page 30
Custody	Page 30
Notice of Nondiscriminatory Policy	Page 30

MISSION STATEMENT

The mission of Manheim Christian School (MCS) is to provide a Christ-centered environment where students develop Biblical principles while receiving a quality education.

CORE VALUES

AT MCS, WE ARE COMMITTED TO:

- Standing on God's Truth and pointing to Him in all we do
- Providing students with the tools to have Kingdom impact
- Instilling a passion for life-long learning
- Celebrating each child's uniqueness and God-given abilities
- Developing an attitude of service, discipleship, and togetherness

PHILOSOPHY OF EDUCATION

At MCS, we believe that the foundation for truth can be discerned by using a Biblical perspective to life's situations. We believe that God created each student with special abilities and it is our task to help each student reach his/her God-given capabilities. We believe that teaching academic truths is done in conjunction with the social, emotional, physical, and spiritual aspects of education. This grows out of our belief that true learning incorporates both the intellectual and spiritual aspects of a child's well-being.

All employees at MCS are fully committed to Christian education and the teachings of Jesus Christ. Applying Biblical principles to learning situations, as illustrated in Matthew 5-7, an atmosphere is created where students can develop Christ-like qualities to apply in their individual lives. It is our goal to provide a safe learning environment where each student can develop and nurture a belief system that evolves into a personal relationship with Jesus Christ.

We believe that a Christian education model is best achieved when the school's educational philosophy is understood and supported by both parents and school personnel. An attitude of mutual respect and cooperation optimizes each opportunity to make MCS a life-changing educational setting. We believe the foundations laid in this type of environment will prepare each student to become instruments of change in the world.

STATEMENT OF DOCTRINE

As a faith-based Christian school, we believe in the following Biblical core beliefs.

We believe:

- In God the Father, Son and Holy Spirit.
(Deut. 4:35; 4:39; 1 John 5:20; 2 Cor. 3:17-18)
- God speaks to us and instructs us through His inspired Holy Scripture.
(2 Tim. 3:16; Gal. 1:11-12)
- God created all things.
(Isaiah 45:11-12; Psalms 33)
- Humans are created in God's image and He desires to be in relationship with us.
(Gen. 1:26-27; Eph. 5:21-23)

- All humans are born with a sin nature.
(Romans 5:12; Romans 5:19)
- God has provided salvation to all who believe in His Son Jesus.
(John 3:16-19; John 5:24; Eph. 2:8-10)
- The church is one body with many members.
(1 Cor. 12:12-13; Eph. 2:19-22; Col. 1:18)
- We are called to be disciples of Christ empowered by the Holy Spirit to carry out the mission of the church in the world by serving others, following the way of peace, doing justice and bringing reconciliation to our world, while practicing non-resistance.
(Eph. 2:11-18; Matt.5:39)
- The practice of accountability between believers gives integrity to our witness.
(Ephesians 4:15-16)
- Our hope is in the reign of God as we await His final victory and our reign with Him for eternity.
(Zech. 14:9; Rev. 21:1-4)
- We believe that God intends marriage to be a covenant between one man and one woman for life.
(Mark 10:9; 1 Corinthians 7:10-11)
- According to Scripture, right sexual union takes place only within the marriage relationship.
(Exodus 20:14; 1 Corinthians 6:12-20)

The statement of doctrine does not exhaust the extent of our beliefs. The Bible itself, as the inspired and infallible Word of God that speaks with final authority concerning truth, morality, and the proper conduct of mankind, is the sole and final source of all that we believe. For purposes of Manheim Christian School's faith, doctrine, practice, policy, and discipline, our MCS Board of Trustees is Manheim Christian School's final interpretive authority on the Bible's meaning and application.

ADMISSIONS POLICY

1. At least one parent must profess to be a believer in Jesus Christ.
2. Both parents/legal guardians must be in agreement to sending their child(ren) to MCS. Exceptions to this policy may be deemed necessary by MCS administration based on extenuating circumstances.
3. At least one parent/guardian is expected to be actively involved in a church.
4. A completed application and all necessary documentation must be submitted online or via email.
5. By September 1st, a child must be 4 years old for Pre-K and 5 years old for Kindergarten. All students must be able to use the restroom independently.
6. New students will undergo academic testing prior to enrollment to determine proper grade placement.
7. Parents of children with learning and behavioral needs shall provide MCS with supporting documentation. Students with such needs may need additional testing. Should the testing show that MCS cannot adequately meet the student's needs, MCS reserves the right to decline admission.
8. New families must complete a Patron Interview with MCS representatives to discuss faith, philosophy, and expectations to determine compatibility between home and school.
9. Parents will be notified whether enrollment has been accepted or declined.
10. Records from the previous school will be requested by MCS after enrollment is accepted. Records ideally will be filed with MCS before attendance.
11. Previous tuition (due to MCS or other school) must be paid in full before enrollment for the next school year can be accepted. Special arrangements may be considered for extenuating circumstances.

12. MCS will accept parents and students who are willing to support the school's philosophy of Christian education and adhere to the parent responsibilities and student behavioral conduct requirements.

CONTINUOUS ENROLLMENT (CURRENT STUDENTS)

Current students are automatically reenrolled for the upcoming school year with the non-refundable Continuous Enrollment Fee billed to the family's Simple Tuition Solutions (STS) account and must be paid in full by February 15th to guarantee enrollment.

Opting Out of Continuous Enrollment

Families may opt out of Continuous Enrollment Program by notifying the Director of Admissions no later than February 15th. If a family subsequently decides to re-enroll their child(ren), there is a specified Enrollment Fee that must be paid for each child.

EARLY WITHDRAWAL FEE

- When a family withdraws a student(s) in the middle of the school year, an Early Withdrawal Fee is assessed. While a student might leave the school for unavoidable reasons (illness, job transfer, etc.) the school continues to bear the costs of the student with no tuition income.
- Families agree to pay an early withdrawal fee, outlined below, in addition to all tuition and fees incurred up to and including the final day of the student's attendance. The Early Withdrawal Fee is charged through STS and is due 30 days after withdrawal.
- The Early Withdrawal Fee is equal to one-month gross tuition. Administration will give consideration to the family's situation in finalizing the fee incurred.

PARENT RESPONSIBILITIES

As a parent of a student(s) enrolled at MCS, I agree to:

1. Accept MCS Statement of Doctrine.
2. Allow my student(s) to be educated and influenced in an intentional Christian environment.
3. Pray for MCS.
4. Seek the spiritual, academic, social, and physical advancement of MCS.
5. Commit to making sure my student(s) arrive on time every day.
6. Support the high academic standards of MCS by encouraging my child(ren) to complete homework and assignments.
7. Respect and work with teachers to address disciplinary issues prior to involving administration, in order to optimize spiritual growth, academic learning, and maintain a safe and orderly school for students and families.
8. Resolve matters of disagreement and dissatisfaction directly with the person(s) involved prior to involving other parties (Matthew 18).
9. Refrain from spreading criticism or gossip.
10. Meet my financial obligations to MCS before or on the due date. If a late payment is anticipated, I will contact the MCS office in advance, give a reasonable explanation, and state when payment will be made.
11. Volunteer at MCS fundraisers and other functions as able.
12. Volunteer at the annual MCS Auction (4th weekend in April) as required.

ATTENDANCE

A. Absences

Office personnel will record attendance every school day for each student. Students arriving in the office after the 8:00 A.M. bell will be considered tardy and must be signed in at the office by a parent, guardian, or other designated adult. Students arriving after 8 A.M. will be given an admittance slip to present to the classroom teacher.

- Students who arrive between 10:00 A.M. and 11:30 A.M. will be counted as a half-day absent.
- Any absence that goes beyond 11:30 A.M. will be counted as a full day absent.
- A student who leaves between 11:30 A.M. and 1:30 P.M. (and does not return), shall be counted as a half-day absent.
- Within three (3) days of returning to school, a written or emailed parental excuse with the child's name, grade, dates absent, and reason for absence will be required of students who have been absent.
- For doctor appointments or any other reason that a student needs to leave school early, a parent, guardian, or other approved adult will be required to sign the student out at the office.
- A student must be in school by 11:30 A.M. in order to attend or participate in extracurricular activities that day. An exception may be made if the student has a written excuse from the parent and that excuse is approved by an administrator.
- If a student is absent or leaves school due to illness, they are ineligible to attend or participate in extracurricular activities after school.

The following will be the criteria for excused absences:

1. Personal illness
2. Death in the immediate family
3. Pre-approved educational travel
4. Impassable roads and other urgent reasons. (The term urgent is to be strictly construed as primarily affecting the students themselves, rather than some member of the family.)
5. Local school district does not provide transportation because of inclement weather.

Requests for dismissals from classes for medical or dental appointments will be limited to those that cannot be made outside of school hours. The parents requesting these dismissals will send written excuse notes to or email the classroom teacher.

B. Excuse Documentation

Within three (3) days of returning to school, a written or emailed parental excuse with the child's name, grade, dates absent, and reason for absence will be required of students who have been absent.

Requests for dismissals from classes for medical or dental appointments will be limited to those that cannot be made outside of school hours. The parents requesting these dismissals must send a written excuse note or an email to the office at info@manheimchristian.org.

C. Educational Travel

Students may also be excused for educational travel such as non-school sponsored sports, hunting, farm show, theater/musical events, missions trips, or vacation. Students wishing to be excused for educational experiences must secure an Educational Travel Form from either the office or printed from the MCS

website. This form will be completed by the parent and turned in to the office to request an excused absence **at least one week before the scheduled event**. For grades K-4, if the trip is excused, the teacher will be informed and will provide work to be completed on the trip. For grades 5-8, the student is responsible to take the approved form to each teacher he/she has to gather assignments for the days to be missed. The student is responsible to arrange to make up all class work, tests, quizzes and other assignments missed **within two days of returning to class**. Educational experiences should not be scheduled during the first or last two weeks of each quarter, or during achievement testing. Prior approval is required for the absence to be considered excused. A maximum of five such days will be excused in one school year. All additional days will be recorded as unexcused.

D. Missions Trips

MCS understands the educational and spiritual value of family missions trips and we desire to support our students and families with these opportunities. The five educational leave days may be used for missions trips. For missions trips exceeding the typical 5 educational leave days, an Educational Leave Form must be submitted a semester in advance. Missions trips may be excused for up to 10 school days. Families on missions trips exceeding 10 school days may be required to unenroll and then re-enroll following the family's return.

E. Emergency Farm Days

Students may request emergency days to work on the family farm by submitting an Emergency Farm Days Form. This form must be turned in to the office within three days following the farm day(s) being requested. These days are to be used on an **emergency basis only** to work on the family owned/operated farm, and not for farm show, livestock exhibition off-farm, or another paid or unpaid employment location. A maximum of 10 such days can be excused in one school year.

F. Unexcused and Excessive Absences

Repeated unexcused and excessive absences will result in the formation of a Student Attendance Improvement Plan (SAIP). The process for unexcused and excessive absences is noted below:

- After the first unexcused absence, a notification letter will be sent to the parents.
- After the third cumulative unexcused absence, students are considered to be *Truant*, and an official report will be made to the school district. A warning letter will be sent to the parents.
- After the sixth cumulative unexcused absence, students are considered to be *Habitually Truant*, an official report will be made to the school district, and an official notice of unexcused absences will be sent to the parents and a Student Attendance Improvement Plan (SAIP) meeting will be scheduled with parents and administration.
- *Chronic Absenteeism* must be reported to the school district once 18 days have been missed (excused and unexcused absences combined). A SAIP meeting may be scheduled with parents and administration.
- If a student accumulates more than 10 excused absences, parents may be required to provide a doctor's note to have any further excused absences due to illness.
- Uncertified illness - If a student is absent for five (5) consecutive days without a doctor's note, they will be considered unexcused.

G. Tardiness

Students arriving in the office after the 8:00 A.M. bell will be considered tardy and must be signed in at the office by a parent, guardian, or other designated adult. Each student will be allowed two (2) unexcused

tardies per quarter. So as to encourage promptness and responsibility, consequences for unexcused tardiness shall be as follows, for each quarter:

- Three or more tardies – Notification letter will be sent to parents
- Six (6) tardies – A School Attendance Improvement Plan (SAIP) meeting will be scheduled with parents and administration.

If tardiness persists, accumulating a specified number of unexcused tardies may count as an unexcused absence.

*Administrative discretion is always reserved to modify this sequence.

SPECIALS

A. Art

“In the beginning, God created...” Genesis 1:1

We are made in the image of a Creator God and are therefore made to create. For some, that means making beautiful art, for others, a delicious dinner, or a fantastic spreadsheet. In the art room, we harness our God-inspired creativity to create a variety of projects over the course of the school year. Each project incorporates either an artist or art movement; elements of art and principles of design; or a new skill or technique. Middle school students may have the opportunity to choose art electives (i.e. Open Studio, Inspirational Arts, Mural Makers, etc.).

B. Bible

At MCS, we consider Bible a core class. Students who attend MCS Bible classes will encounter the life-changing truth and power of the Gospel, discover how a Biblical worldview provides strong answers and perspectives on our reality, explore skills for personal Bible study, and develop a Christ-centered confidence, identity, and purpose for their lives.

C. Chapel

All students will attend chapel once a week. Chapel is an opportunity for students to build spiritual community and hear God’s Word from several perspectives. We invite local pastors, ministry workers, and parents to share God’s Word, share testimonies, and/or lead worship during this time. We believe students absorb and apply God’s Word more meaningfully when they hear many strong voices encouraging them in the Truth.

D. Computer

It is our vision that MCS students develop computer skills to enhance learning and communication. Students will be taught to filter and utilize information in a Godly manner. Computer education will include the following:

- Keyboarding skills moving toward mastery.
- Word processing.
- Basic computer components and function.
- Use of educational software.
- Teacher directed use of the Internet to access information.

E. Health

Each student in grades 5-8 will have one Health Education class per week, both semesters. In Health class, students will learn about all aspects of our total health (mental, emotional, social, physical, and spiritual health) and how it relates to MCS's faith-based well-rounded education. "Children who are healthy and physically active increase their chance of achieving their highest academic potential and are better able to handle the demands of today's hectic schedules." (PA Dept. of Education)

F. Library

MCS has a wide range of books for students to read during their library time or to be checked out. It is expected that books will be returned or renewed weekly. A student (Grade 1-8) may check out a maximum of two books at a time unless special permission is given. Pre-Kindergarten and Kindergarten may check out one book per week. Payment is expected for any book that is lost or damaged. While we do our best to filter all the books going through MCS, we encourage parents to use discernment in the books their student borrows.

G. Music

Music is an integral part of the MCS curriculum. Students in grades Pre-Kindergarten through 4th grade attend music class once every week. Middle school classes have music class two times each week for one semester. The music curriculum includes: singing, playing instruments, music appreciation, music theory, and music performance in front of an audience. All PreK-4th grade students participate in the Christmas and Spring program. Middle school students may perform at the programs through participation in the optional middle school choir.

H. Physical Education (PE)

Each student in grades PreK-8 will have one PE class per week. In PE classes, students are instructed and assessed on: following directions, participation, cooperation, teamwork, and individual skills. A typical class will begin with a warm-up, instructions on the purpose (what/why/how) for the day, activities and finish with a formal or informal assessment. Students are not required to change for PE; however, they must wear sneakers on days they have gym for optimal safety.

I. Recess

Recess time is incorporated into the daily school schedule for all students in order to provide opportunity for exercise and creative play. Recess happens in designated areas, under adult supervision and safety is a top priority. Students will go outside if the weather conditions are appropriate. They will go outside in the winter unless the real-feel temperature is below 25 degrees. Students will be expected to dress appropriately to participate in these activities. Students are expected to participate in recess unless there is a doctor's note excusing them.

J. SEAL (Social Emotional Academic Learning)

These programs are offered to grades K-8 by Lancaster-Lebanon Intermediate Unit (IU13) staff and cover an extensive array of areas, including but not limited to: empathy, conflict resolution, compassion, problem solving skills, etc.

K. Textbooks and Supplies

Textbooks and supplies are included in the school program as part of the tuition commitment to the school. Each student will be issued textbooks and workbooks needed for each class. MCS participates in the Act 195/90 entitlement program provided by the state of Pennsylvania which provides funds to purchase most of our textbooks and workbooks. Each year one area of the curriculum is reviewed to determine if updates are needed. Students may be asked to provide some school supplies as determined by individual homeroom teachers.

STUDENT BEHAVIOR EXPECTATIONS AND DISCIPLINE

A. Philosophy

MCS is committed to providing a positive and safe learning environment for each child entrusted to us. The privilege of enrollment at MCS carries with it unique responsibilities and expectations. In order to build the character and culture we hope to see, we have set clear Scripture-saturated expectations and operate on Christ-centered procedures for discipline and training in righteousness. The following principles guide our approach to behavior expectations and discipline:

- Train children in God-honoring behavior and interaction with others.
- Communicate clear expectations before, throughout, and after discipline.
- Work together, as parents and school personnel, in the discipline of children. Clear communication between home and school is helpful in this regard.
- Balance the biblical principles of righteousness and excellence with grace and forgiveness in the lives of our children.
- Conduct discipline that is respectful, restorative, and redemptive.
- Address student behavior with a sense of care and nurturing the heart of the student.
- Incorporate natural consequences in discipline whenever possible.
- Teach our students to accept responsibility for their actions and weigh the influence they have on the culture around them.
- Discipline in a way that does not inhibit a student's access to education or have any influence on a student's grades.

Every effort will be made to work in a redemptive manner with students, when possible, and as long as others' safety and well-being is not in jeopardy. Please allow time for the administration to investigate incidents thoroughly.

B. Conqueror Culture

All students are expected to be positive contributors to the culture of MCS (known as "Conqueror Culture"). Conqueror Culture is a culture built on TRUST.

"Trust in the LORD with all your heart, and do not lean on your own understanding. In all your ways acknowledge Him, and He will make your paths straight." - Proverbs 3:5-6



The foundation of our culture is trust in God. As we trust God together, we build trust with one another. The graphic to the right outlines the five Conqueror Culture Core Commitments on which we build our community and expectations.

In order to foster a Christ-centered, positive and safe school environment all MCS students are expected to:

1. Practice Christian standards of moral conduct and behavior.
2. Show respect to staff and other students by practicing putting others before themselves.
3. Speak honestly, truthfully, and wholesomely (ward off lying, cheating, and unwholesome talk).
4. Treat other people's property with respect and use only with the owner's permission.
5. Raise his or her hand to be called on by the teacher before speaking.
6. Help keep our school clean by not chewing gum and keeping lockers and hallways neat and tidy.
7. Receive teacher permission before leaving a classroom.
8. Walk while in the hallways and outside when going to and from buses or cars.
9. Walk quietly in a single file line on the right side of the hallway.
10. Use the restroom in a timely manner and return immediately to the classroom.
11. Use proper hygiene when using the restroom (flush toilet, wash hands, waste in trash can).
12. Keep cell phones turned off and unseen during school hours.
13. Avoid any possession, viewing, or distribution of pornographic materials. This is strictly prohibited.
14. Show respect to others by choosing not to engage in any sexual misconduct (including jokes, gestures, unwanted advances/touching, etc.).
15. Protect the safety of our school by avoiding fighting, violence, or potentially dangerous horseplay.
16. Build others up and do not engage in any forms of bullying.
17. Report to an adult if you become aware of any concerns, witness bullying, or unsafe behavior, etc.
18. Keep weapons, drugs, and alcohol of any kind off of MCS property.
19. Site sources appropriately and refrain from plagiarizing.

*This list is not a comprehensive list of school expectations.

C. Positive Behavior Reinforcement

Conqueror Cash

Conqueror Cash may be awarded to students to acknowledge behavior that goes above and beyond in being a positive contributor to Conqueror Culture. All staff have personalized Conqueror Cash that can be given to any student to acknowledge above-and-beyond behavior. Teachers will write the student's name on each Conqueror Cash when it is given to the student. Classroom teachers will determine a time that students can use their Conqueror Cash to buy rewards. Classroom teachers may adapt Conqueror Cash to be integrated into their own classroom reward system. Rewards will be decided by each teacher along with his or her class at the beginning of the year. Rewards may include treats and toys available at the Conqueror Cash stand during lunch, or things like a class pizza party, extra recess, game time, etc.

Conqueror of the Month

During select months throughout the year, individual students may be named "Conqueror of the Month" and will be recognized for their exceptional contribution to Conqueror Culture. Teachers will be encouraged to make note of students who are going above and beyond in accomplishing the core commitments of Conqueror Culture.

Conduct Honor Roll (Middle School)

Each quarter, students who have received zero strikes will be recognized on our Conduct Honor Roll.

D. Discipline and Training in Righteousness

When students act in ways that negatively influence our school culture, we will follow the below procedures of discipline, correction, and training in righteousness.

Discipline for Grades K-4

Each elementary teacher is responsible for his/her age appropriate discipline system. If student misbehavior should escalate, administration would become involved. Discipline will be redemptive and age-appropriate.

The following issues can receive disciplinary action:

- Inappropriate talking without permission
- Disrupting class
- Getting into others' property without permission
- Moving from seat without permission
- Sloppy/messy area
- Dress code violation
- Eating/Drinking at unapproved times
- Distracting classmates
- Passing notes
- Throwing things
- Destruction of school property
- Horsing around/rough housing
- Unprepared (books, paper, etc.) for class
- Putting down other students
- Disrespect
- Direct disobedience
- Cheating
- Lying
- Improper use of electronic devices
- Profanity
- Fighting
- Inappropriate language, comments, innuendoes, or physical contact, Illegal drug or alcohol use or possession
- Immoral conduct
- Dangerous weapons
- Physical violence or threats

Possible Consequences:

- One-on-one corrective counsel from teacher
- Change student's seat
- Teacher may separate student from the group for a specific amount of time.
- Conflict resolution strategies may be used to help students work out conflicts.
- Classroom meetings may be held to work out classroom issues affecting the learning environment.
- Teacher notification of parents by phone or email
- Missing time from recess or other privileges
- Loss of school electronic device use
- Student may be sent to the office for a discussion with an Administrator.
- Student may be issued a Recommitment Form to complete and/or Detention depending on the age of student and/or nature of the offense.

- Student calls, or writes note of apology to offended person
- Student writes and explores application of appropriate Bible verses
- Pay restitution for property damaged or stolen property
- Behavior Plan formation
- In-School Suspension
- Out-of-School Suspension
- Expulsion - Board of Trustees approved

Possible Rewards to Reinforce Good Behavior:

- Conqueror Cash
- Stickers, candy, trinkets, books, pencils, etc.
- Contribution to achieving a class reward
- Teacher notifying parent of positive behavior
- Extra recess time
- Special leadership privileges/responsibilities
- Special lunch with an administrator
- Game or coloring time with an administrator
- Consideration for Conqueror of the Month

Discipline for Grades 5-8

Level 1 Offenses and Consequences

These offenses will be addressed by the classroom teacher.

Examples include but are not limited to:

- Disrupting class
- Disrespect to teachers or classmates
- Repeated talking without permission
- Moving from seat without permission
- Late to class
- Bringing a beverage other than water in water bottle
- Dress code violation
- Running in the hallway
- Chewing gum/eating at unapproved times
- Throwing things
- Passing notes
- Unapproved electronic device use

Students who demonstrate Level 1 Offenses are usually subject to one or more of the following discipline options depending on the student's age as well as the frequency, intensity, and duration of the offense.

- One-on-one corrective counsel from teacher
- Offense recorded on Gradelink
- Strike may be issued according to the following process:
 - Teacher/Staff will remind the student of expectations and give a verbal and visual warning. Visual warnings include a post-it note placed on the student's desk.
 - If the behavior is repeated, Teacher/Staff will talk one-on-one with the student, possibly issue a strike and provide the student with a Strike Form.
 - Recurring behavior will result in an email or phone call to the guardian from the teacher.
 - Student will fill out the Strike Form and turn it in to an administrator within one day of receiving the strike.

- Strikes will be recorded by the teacher in Gradelink and a notification will be sent to parents.
 - Change student's seat
 - Teacher may separate student from the group for a specific amount of time.
 - Missing time from recess or other privileges
 - Loss of school electronic device use
 - Requirement to bring only clear water bottles to school
 - Conflict resolution strategies may be used to help students work out conflicts.
 - Classroom meetings may be held to work out classroom issues affecting the learning environment.
 - Student may be sent to the office for a discussion with an Administrator.
- *This is not an exhaustive list of possible consequences.

Level 2 Offenses and Consequences

These offenses may be handled by the classroom teacher or referred to administration and must be recorded in Gradelink.

Examples include but are not limited to:

- Direct disobedience
- Skipping class
- Leaving classroom/building without permission
- Inappropriate language, gestures, or physical contact
- Lying
- Cheating or plagiarism
- Careless destruction of school property
- Putting down, ignoring/ostracizing/making fun of other students
- Repeated Level 1 behaviors
- Three (3) strikes acquired in one quarter

Students who demonstrate Level 2 Offenses are usually subject to one or more of the following discipline options depending on the student's age as well as the frequency, intensity, and duration of the offense.

- Lunch Detention
- Completion of a Recommitment Form
- Student calls, or writes note of apology to offended person
- Student writes, memorizes, or gives application of appropriate Bible verses
- Pay restitution for property damaged or stolen property
- Missing time from recess or other privileges
- Loss of school electronic device use
- Conflict resolution strategies may be used to help students work out conflicts.
- Classroom meetings may be held to work out classroom issues affecting the learning environment.
- In-School Suspension including training/corrective counsel from administrator

*This is not an exhaustive list of possible consequences.

Level 3 Offenses and Consequences

These offenses will be handled by administration and must be recorded in Gradelink.

Examples include but are not limited to:

- Physical violence or threats
- Harassing, bullying, or threatening others
- Theft
- Vandalism

- Inappropriate touching or sexual activity
- Inappropriate electronic device use (threats of violence, pornography, etc)
- Possession or consumption of items relating to drugs/smoking/vaping/alcohol
- Possession of dangerous items
- Repeated Level 2 behavior

Students who demonstrate Level 3 Offenses are usually subject to one or more of the following discipline options depending on the student's age as well as the frequency, intensity, and duration of the offense.

- In-School Suspension
- Out-of-School Suspension
- Formation of Behavioral Contract or Re-Entry Plan
- Restriction from extracurricular activities
- Notification of authorities
- Expulsion

*This is not an exhaustive list of possible consequences.

Every effort will be made to work in a redemptive manner with students, when possible, and as long as others' safety and well-being is not in jeopardy. Please allow time for the administration to investigate incidents thoroughly.

E. Expulsion

Considering the frequency, intensity, and duration of offenses, administrators may propose expulsion of a student to the MCS Board of Trustees. The student will not attend school until a decision is reached. All Board of Trustees will meet to discuss the information and decide a course of action. A meeting with parents and the Board of Trustees will follow. A majority vote from the Board of Trustees will determine if the student is expelled. Representatives from the MCS Board of Trustees Executive Committee will follow up with parents. The decision will be considered final.

When a student is expelled, he or she will not be allowed to return to MCS for one year from the date of expulsion. He or she cannot attend any extracurricular events or be on the grounds of MCS for one year from the date of expulsion. Students who were expelled can only be readmitted with the approval of the MCS Board.

***MCS is not obligated to stay within the confines of these procedures exclusively. Students may be dealt with independently at any time by the administration.

F. Plagiarism

Merriam Webster's Collegiate Dictionary formally defines the term "plagiarize" from three different angles:

- "Steal and pass off (the ideas or words of another) as one's own"
- "Use (a created production) without crediting the source"
- "Commit literary theft: present as new and original an idea or product derived from an existing source"

A student commits plagiarism whenever he or she uses another's ideas or words without crediting or acknowledging the source. It can be done intentionally (in which case it is outright theft) or unintentionally. God's view of cheating is evident in the Scriptures (Exodus 20:15; Mark 10:19; Matthew 15:19; Romans 13:9). It is critical that students at MCS clearly understand plagiarism and how to avoid even mistakenly taking the ideas of others as their own work. MCS desires to partner with parents to help raise students who think critically about the world around them, and who consistently demonstrate integrity, not just in academic endeavors, but in

all their interactions with others. Students who plagiarize in any way will receive a “0” on their work, but they will be given the opportunity to redo the assignment for a maximum of 50% credit (first offense) or 25% credit (two or more offenses). Additional disciplinary action will be based on a Level III offense and determined by the administration in consultation with the reporting teacher.

Artificial Intelligence (AI) Addendum: Unless there are specifically articulated conditions permitting its use, students shall not use AI to complete assigned work or during in-class examinations. If they are given conditions permitting its use, students must give credit to AI tools whenever they are used, even if only to generate ideas. As part of acknowledging the use of AI, students must add an appendix to their work explaining which AI tools were used, how those tools were used, what precise sections of their work was created using the assistance of AI, and why the AI tools were used. If there is ever a question regarding plagiarism or the use of AI, students should check with their teacher and run their work through a plagiarism/AI detection tool to check their work for originality prior to submitting it for a grade.

G. Bullying

MCS will adopt the Pennsylvania School Board Association definition. That definition is as follows:

Bullying is an electronic, written, verbal or physical act, or a series of acts:

- (1) Directed at another student or students;
- (2) Which occurs in a school setting;*
- (3) That is severe, persistent or pervasive; and
- (4) That has the effect of doing any of the following:
 - (i) Substantially interfering with a student’s education;
 - (ii) Creating a threatening environment; or
 - (iii) Substantially disrupting the orderly operation of the school.

* “School setting” shall mean in the school, on school grounds, in school vehicles, at a designated bus stop or at any activity sponsored, supervised or sanctioned by the school.

This is considered the most serious of behaviors instigated by a student or students. The steps outlined below assume that the consequences for bad behavior as outlined in other sections have already been administered. As such the following processes will be used when dealing with an incident of bullying, as defined above:

- 1) Parents of the victim will be contacted as soon as possible in both writing and via phone call and made aware of the situation and the processes MCS will undertake as outlined below.
- 2) MCS will conduct a meeting with the parents of the offending child or children not exceeding 5 business days to work on an agreed strategy plan for the child or children’s healing.
- 3) If the behavior continues after this meeting the student(s) responsible will be suspended from school for a set period of time.
- 4) If after the suspension there is no change in behavior, the parents of the child or children will be contacted and informed of expulsion at MCS.

Other behavior issues not specifically mentioned in this policy will be assessed and responded to by the school administration on a case-by-case basis. In addition to this school policy, teachers have established guidelines and procedures specific to their classrooms. These will be sent home with students at the beginning of the school year. All forms of corporal discipline defined as physically striking a student in the context of disciplining them at MCS is strictly prohibited.

EMERGENCIES

A. Allergic Reactions/Health Emergencies

Parents of students who have allergies or other health concerns will provide written instructions and/or medication to the office to be kept on file in case of an allergic reaction or emergency at school. Parents of students who have allergic reactions to certain food items will notify the student's teacher and lunch coordinator about these food items. In addition, the parent will provide the student with a separate snack. Food items may not be exchanged in cases of students known to have allergic reactions.

B. Emergency Information

Each year parents will provide Emergency Information for each student. The information includes names of the persons and doctors to contact in case of an emergency. Every effort will be made to contact a parent or authorized contact before making any decisions regarding care or treatment of the student.

C. Emergency Response Plan

MCS is keenly interested in the safety of students and guidelines are established to notify parents if an emergency should occur. A Gradelink phone call from MCS will keep parents informed in the event of an emergency. If the school would have to be evacuated because of an internal or external event, plans are in place to move students to Hernley Mennonite Church, 746 Lebanon Road, adjacent to the school. If a situation dictates that the students would need to be transferred out of the immediate area, they will be transported to Lake View Bible Church, 383 Lakeview Drive. School personnel will then coordinate reunification and/or transportation of the students from there.

EXTRA CURRICULAR ACTIVITIES

A. Field Trips & Class Events

Every year, the re-enrollment application includes a Field Trip permission form for parents to read and sign. The classroom teacher will provide notification of field trips where able, one month in advance. Parent volunteers, who have current (within 5 years) volunteer clearances on file (PA Child Abuse Clearance, PA Criminal Background Check, and signed disclosure statement or FBI Criminal Background Check), may be approved to assist the teachers on trips for additional supervision and possibly transportation. School-authorized vehicles will be used for such trips. Students must be transported back to and dismissed from school. No students should be picked up from the field trip location unless special circumstances have been approved by administration. Siblings or other children of a chaperone may not attend field trips or class events. Students are not permitted to purchase souvenirs except as pre-arranged by teachers. Additional fees will be managed through STS.

B. Interscholastic Sports

Students in 5th-8th grade may participate in various sports throughout the year. Interscholastic sports teams may be organized for volleyball, soccer, and basketball. Sports teams are comprised of the same biological sex. Generally, there will be 3-4 events each week, consisting of practices and games. The Athletic Director organizes interscholastic sports for MCS Middle School students and will communicate practice and game dates and times with parents. Good sportsmanship, diligence in schoolwork, acceptable conduct and attitudes, and team spirit are required of students who wish to participate. Any other student wishing to remain after school to watch an athletic event needs to have a parent or guardian supervising them at all

times. Students must stay in the vicinity of the athletic event. Transportation home from these after-school activities is the responsibility of the parents. A sports banquet is held to acknowledge all students who participated in interscholastic sports throughout the season.

C. **Athletics Policy** - [Click Here to View the MCS Athletics Policy](#)

GRADING

MCS values academic excellence, encouraging and equipping all students to reach their potential. We celebrate hard work, determination, and progress. Each student is responsible for putting forth their best effort and work. Each teacher is responsible for preparing students for assignments, grading fairly, awarding strong work, and correcting mistakes. Each patron is expected to partner with MCS by providing the supplies, support, and time needed for student success.

A. **Grading Scales**

MCS uses the following grading scales:

K-2nd grade:

“O” Outstanding, “S” Satisfactory, “U” Unsatisfactory, “N” Needs Improvement

3rd-8th grade:

97-100%	A+
93-96%	A
90-92%	A-
87-89%	B+
83-86%	B
80-82%	B-
77-79%	C+
73-76%	C
70-72%	C-
67-69%	D+
63-66%	D
60-62%	D-
0-59%	F

In order to prioritize academic excellence, a grade of 66% and below will be considered a failing grade and students will be ineligible for extracurricular activities until their grade is raised.

B. **Gradelink**

This online grading system is available throughout the year for parents to regularly check on a student’s progress. Parents will be issued access and password information at the beginning of each school year.

C. Report Cards

Report cards will be updated four times per school year. They will be available for view via Gradelink. The grades and comments received should be used as a gauge to illustrate individual progress rather than comparison among other students.

D. Progress Reports

Progress reports will be run periodically. Students with grades D or below will be notified and given a week to bring their grade up. If students do not bring up their grade, the progress reports are sent home to parents.

E. Honor Roll

Middle School students (5-8) have the opportunity to earn honors for exemplary grades. If a student carries a GPA of 4.0 – 3.75, they will earn Distinguished Honors for that marking period. If he or she has a GPA of 3.74 – 3.5, they will earn Honors. GPA is calculated by averaging all grades during that marking period using the following scale; A+, A, A- = 4; B+, B, B- = 3; C+, C, C- = 2; D+, D, D- = 1; F = 0.

HOMEWORK

Believing that homework is an integral part of the school program, each teacher is at liberty to give homework to aid each student to advance his/her studies. Therefore, each student is to complete his/her homework assignments.

Homework is given for several purposes:

- For Reinforcement - Educational research indicates that reinforcement is necessary for the mastery of certain types of material.
- For Remedial Activity - As instruction progresses, certain students fall behind most of the class. Homework is given to help those students master the necessary skills.
- For Enrichment - Homework is given to stimulate the thinking process and give the interested students a challenge.
- For Special Projects - Book reports, compositions, and special research projects are some of the activities that are frequently the subject of homework.

Students in grades 5-8 who fail to turn in assignments on time will lose points equivalent to one letter grade (10%) per day late for any work not completed or for being unprepared. Late assignments will not be accepted after five school days. If a teacher goes over the answers to the assigned work in class, no credit will be given. Students in grades K-4 must complete the missing work for the next school day.

MIDDLE SCHOOL: 5th-8th GRADE

A. Block Scheduling

Modified block scheduling will be introduced at the Middle School level. This will allow for sufficient time to focus on core subject areas, hands-on experiences in various subject areas, opportunity for quarterly elective choices, and specific life-skill subjects. Each core subject area will have an extended period of time on a daily basis.

B. Class Preparation

Middle School students are expected to bring pens, pencils, notebooks, textbooks, calculators, planners, a reading book, homework, and any extra materials that a teacher has requested to each class. Students typically have three minutes between classes to gather the necessary items for the next period. Failure to bring these materials to class may result in disciplinary action as determined by the teacher. Students are expected to be prepared by having sneakers the days they have physical education class. Failure to do so may result in a reduced class participation grade.

C. Student Personal Electronic Devices

Middle School students may bring a personal electronic device (cell phone, tablet, etc.) to school. However, it **may not be seen or heard by staff during the school day.** It must either be set on silent or turned off during school hours. It is suggested that a personal electronic device is stored in a locker or backpack. Students may not check their electronic devices while visiting their lockers during transitioning times. *Exceptions may be made in specific cases upon administrative approval.* If a staff member sees or hears a student's cell phone, or notices their electronic device is being misused or not at the appropriate time, the student's device may be confiscated and turned into the office. A parent will be contacted that the electronic device was taken and the parent must come in to pick up the device. The student may have consequences issued if warranted and/or repeated. Smart watches may be worn throughout the school day. Students are only permitted to wear smart watches for the purpose of telling the time or fitness tracking. If a student is found texting or using apps on their smart watch, the above procedure for electronic device misuse will be followed.

D. Eighth Grade Retreat

Each fall, the eighth-grade class participates in a one-night, two-day class retreat, beginning on a Thursday and ending by the completion of the school day on Friday. The retreat consists of team-building activities and spiritual input from outside speakers. It is typically planned and chaperoned by the eighth-grade homeroom teacher and several parent chaperones.

E. Eligibility for Athletics

Students must maintain passing grades in all subject areas in order to participate in afterschool athletics. The athletic director will work closely with the Middle School teachers to monitor the grades of those students who are actively enrolled in MCS interscholastic sports. If a student is failing in a particular subject, he or she will be required to meet with the teacher to improve the grade. Students will not be allowed to participate in team sports until the grade is brought to passing status.

F. Electives

A selection of electives will be offered to students in middle school. These electives may include subjects involving, but not limited to: Art, Bible, Technology, Sports, Worship Team and Yearbook as possibilities. Other subjects may be offered on an interest/optional basis. In order to encourage our commitment to Service, all electives offered quarter 1 will be service-focused.

G. Lockers

Middle school students will be assigned a locker to be used to store their books and personal items. Students will be allowed to access their lockers only at designated times as determined and communicated by Administration and Middle School teachers. Lockers are to be kept neat and orderly at all times. Lockers are property of MCS and as such administration reserves the right to access lockers or search student property when deemed necessary. Contents of student lockers are to be viewed as personal property and other students will not

go through another student's locker without permission. Use of a lock will be on a case-by-case basis and with administrative approval.

H. Relationships and Dating

While healthy relationships among peers is encouraged, the MCS is not an appropriate place for the development of boy/girl relationships that are obsessive or exclusive. The following behaviors will not be tolerated: public displays of affection, i.e. hand-holding, hugging, kissing, etc. Teasing or disrespectful comments to each other regarding boyfriends/girlfriends may result in disciplinary action.

I. Middle School Schedule

8:00 a.m.	8:10 a.m.	Homeroom/Devotions
8:13 a.m.	9:26 a.m.	Block 1
9:29 a.m.	10:42 a.m.	Block 2
10:45 a.m.	11:05 a.m.	Recess
11:07 a.m.	11:27 a.m.	Lunch
11:30 a.m.	12:42 p.m.	Block 3
12:45 p.m.	1:57 p.m.	Block 4
2:00 p.m.	2:25 p.m.	S'MORE
2:30 p.m.		Homeroom/Dismissal

J. Yearbook

A yearbook will be prepared each school year. Yearbooks will be prepared by Middle School students participating in the Yearbook Fine Arts elective. It provides a good experience for individual students, as well as, the team focusing on working together, meeting deadlines, and completing a meaningful project.

TRANSPORTATION

A. Arrival

Students may not arrive prior to 7:20 A.M. Students arriving before 7:30 A.M. will wait quietly in the lobby. It is expected that they will remain seated quietly, so as not to obstruct the hallways in the morning. All students arriving between 7:30 – 7:45 A.M. will report to the gym which will be supervised by MCS staff. The bell rings at 7:45 A.M. at which time students proceed to their classrooms. Students arriving after the 7:45 A.M. bell must go directly to their classroom. The bell rings at 7:55 A.M. to prompt students to be ready for the start of the official day, which begins at 8:00 A.M.

B. Busing (Student Use of Public-School Transportation)

Arrangements for K-8 students using public school busing to/from MCS is the responsibility of the parents and local school districts. Parents are to contact their school district directly to complete the necessary forms for public transportation. A copy of this paperwork is to be sent to the MCS office, but MCS is not responsible for providing the paperwork, as expectations and procedures vary from district to district. Please note that delays in processing may be expected if the paperwork is received close to or during the beginning of the year due to the volume of requests districts receive.

It is the responsibility of the parents to inform MCS of their K-8 students' regular transportation plans by the end of August. MCS compiles a transportation roster to ensure smooth and safe dismissal procedures. Please notify the office of any (short or long term) changes to these plans.

Riding the bus is a privilege that has certain responsibilities. MCS works with the local districts to assure that the children conduct themselves properly in providing a safe environment. If a student's conduct is unacceptable, the administrator will contact the parents to work with the school to have the student conform to the standards. The children are not permitted to eat or drink while riding the bus and are expected to adhere to the guidelines set forth by the bus company and districts providing busing.

Whenever a child is not to follow the usual dismissal plan, the parent must send a note or email to the office and the child's teacher. This note is required if the child is to be picked up by someone other than the parent or guardian. Students are not permitted to ride other buses, other than that for which they submitted a request.

Note: These guidelines have been based on the guidelines of the Manheim Central School District. Pre-K students are not eligible to ride public school buses. Parents of these students need to transport them to and from school.

C. Carpool

Carpool students exit the rear gym doors after all bus students have been dismissed. Drivers should enter through the Hernley Church parking lot, pick up student(s) from the gym, and continue behind the school building to exit. MCS car signs must be visible to staff in order to efficiently dismiss students. Pre-K students are dismissed directly from the classroom side entrance.

D. Dismissal

A clean-up bell will ring at 2:30 P.M. Bus-riding students will begin dismissing at 2:30 P.M. Carpool students will be dismissed immediately after the bus students around 2:45 P.M. from the back of the school at the rear gym doors. Students need a note from home if their child is staying after school for an athletic event or meeting. This is granted on the condition that there is proper adult supervision for these students. Students should be picked up no later than 3:00 P.M. without MCS permission. There is not a staff member available to supervise children beyond 3:15 P.M. Beginning at 3:16 P.M., a \$20.00 late fee will be added to the family's monthly statement. For each minute past 3:16 P.M., an additional \$1.00 per student will also be added to the monthly statement. Sometimes things happen outside of our control, therefore, exceptions will be made at the discretion of the Administration. The purpose of this policy is to ensure courtesy to our staff.

E. Early Dismissal

Sometimes there is an early dismissal because of weather-related conditions or calendar-based dates. If it is weather-related, the announcement will be put on WGAL (Channel 8). Students are usually dismissed according to the local school district's (Manheim Central) dismissal time. If the early dismissal is

unscheduled, MCS will notify parents using the Gradelink Alert system. In all situations, the students will be supervised until a designated person picks them up.

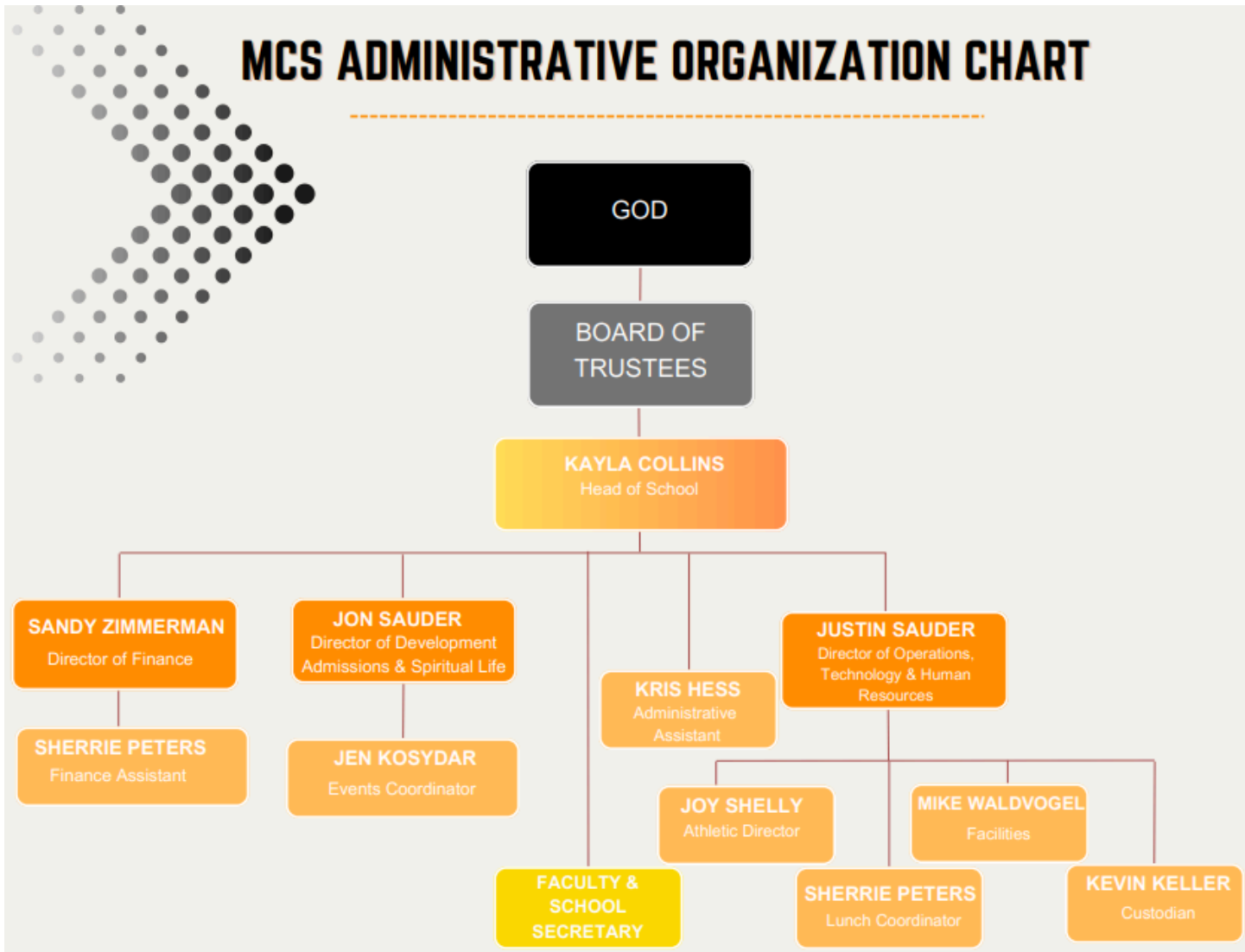
GENERAL INFORMATION

A. Backpacks

Backpacks may be worn into the building in the morning and out of the building at dismissal. They must remain in a student’s locker or assigned hook during the school day.

B. Administrative Organization Chart and Chain of Communication Model

At MCS, we feel all relationships within the school community will be based on the New Testament principle stated in John 13:34(b), “Love one another, as I have loved you, so you must love one another.” MCS is also committed to following the Matthew 18 principle that encourages Christians to find resolutions to conflicts that arise within all areas of the school community. We should always first go to the person with whom we have a conflict and try to resolve it together (Matthew 18). This is always better than talking to others or getting a higher authority involved right away. It is only fair to talk honestly with the other person involved and then listen to his/her point of view. Many times, a conflict is simply due to a misunderstanding.



MCS Chain of Communication

MCS is committed to following the Matthew 18 Principle. This encourages Christians to find resolutions to conflicts that arise within all areas of the school community. We should always first go to the person with whom we have a conflict and try to resolve it together (Matthew 18). MCS has a system for chain of communication that is expected for the school community to honor. At no point should there be a time when a chain of communication is jumped over.



PARENT OR
GUARDIAN

CLASSROOM
TEACHER

LEAD TEACHER

HEAD OF
SCHOOL

BOARD CHAIR

All anonymous communication with the MCS Board of Trustees, administration, faculty, staff, or others connected with the school, about a person, group of persons, or a particular issue, shall be destroyed immediately and entirely disregarded. When possible, such communication should not even be read. Persons calling to offer information about a person, group or persons, or a particular issue must give their name for the conversation to continue. The exception to this practice will be made if the information being shared falls under the mandated reporting law.

C. Daily Schedule

7:45 A.M.

First bell rings, students report to their classes.

8:00 A.M.

School officially begins.

11:00 A.M. - 12:15 P.M.

Lunch Periods

2:30 P.M.

Dismissal for Bus Riders Begins

2:40 P.M.

Carpool students are dismissed

D. Dress Code

MCS believes that how we look and dress should not only say who we are but also who we follow: Jesus. The purpose of the dress code is to set a standard for our community of faith that also allows for individual expression of style.

General Guidelines for All Students:

- Clothing should be neat, clean, and in good repair: no rips or holes in pants above the knee
- Pictures, designs, and slogans on clothing must be positive, non-offensive and non-violent.
- Shorts should be mid-thigh length and loose fitting (not skin-tight)
- Undergarments, such as underwear, bras, etc., must be "undercover" and not visible.
- Haircuts and hairstyles are to be neat, conventional, and keep hair out of the eyes. Hair coloring, in natural tones only, is permissible.
- Jewelry should be worn in moderation. Not permissible: earrings for boys, visible body piercings.
- Visible tattoos are prohibited, both permanent and "pseudo-tattoos" (eg. created with pen or marker).
- Hats/hoods are not to be worn inside the building.
- Sandals/flip flops/slides are permissible. Parents are encouraged to send sneakers or other protective footwear for recess. Heels must be 2 inches or less. Sneakers are required for gym class at all grade levels.
- Restrictions regarding any new fads or distracting fashions may be addressed at any time.
- Special theme days may have exceptions.

Girls: Modesty is key.

- Tops must not be skin-tight, low-cut in front/back, expose cleavage or undergarments, etc. Tops must cover the entire back and midriff, including when sitting and standing.
- Sleeveless tops are permissible, but not tank tops (such as razorback cut, camisole, spaghetti straps)
- Dresses, and skirts must be "knee-ish" in length and modest when standing and sitting.
- Jeggings/leggings are appropriate IF worn with dress code appropriate shorts, skirts, dresses, or a top that covers the bottom.
- Make-up, if worn, should be applied lightly.

Boys:

- Sleeveless tops are permissible, but not tank tops and muscle shirts.

Physical Education:

- Any school appropriate t-shirt
- Shorts no shorter than mid-thigh or school appropriate sweatpants/athletic style pants
- Sneakers and athletic socks

Dress Code Violations:

- Dress code policies are in effect for the entire school year, including the last week of school.
- Dress code violators may be required to change into school appropriate clothing of their own, school-provided attire, or into parent-provided appropriate attire prior to returning to class.
- Dress code violations are a Level I disciplinary offense; repeated violations are a Level II offense.

Dress Code for Seasonal Programs and 8th Grade Graduation Ceremony:

Appropriate Attire for Boys: Khaki, Navy or Black dress pants (no jeans/no rips or tears) with a polo or button-down shirt. Ties and dress shoes are encouraged. Flip flops, slides, sneakers and work boots are NOT permitted.

Appropriate Attire for Girls: Modest dresses/skirts (must be at end of fingertips when standing or longer due to sitting on stage) or dress pants with a blouse. Flip flops, slides, sneakers, and work boots are NOT permitted.

Please note that in the event a student's outfit is deemed inappropriate, he/she may not be allowed to participate in the ceremony. If in doubt, please do not wear it. Ask for clarification ahead of time if you are not sure. Exceptions to this dress code may be given with prior administrative approval. Thank you for helping your student to honor Christ in his/her appearance at this special event.

E. Drills

Throughout the year, various drills will be performed to prepare the students for an actual emergency. These drills happen periodically to include fire, tornado, and intruder alerts. It is important that these drills become a routine occurrence so that the students can respond appropriately in the event of an emergency.

F. Food and Drink

In order to prioritize safety and the cleanliness of our space, students should only be eating or drinking at approved times. The only food or drink students should have in the classroom is water. If a student has packed a lunch, the lunch should only be eaten during lunch time. Some teachers may incorporate an approved "snack time" into their routine. Any unapproved food stored in lockers will be confiscated. If a student conceals a beverage other than water in their water bottle, they will be asked to dispose of the beverage. A student repeatedly bringing a beverage other than water may be required to bring a clear water bottle to school. For medical reasons or otherwise, patrons may request special exception to these guidelines.

G. Gradelink Alert

An automated phone call from MCS will keep parents informed of important scheduling changes: weather-related delays, cancellations, or early dismissals.

H. Grade Placement

There are various factors involved in determining grade placement for students. According to local school guidelines, the student needs to be age five (5) by September 1 to be considered for Kindergarten. In addition to this guideline, MCS does a Kindergarten assessment to determine academic, social, emotional, and physical readiness. A team will evaluate if the child is ready for a structured Kindergarten environment using individual and group activities. Parents will be informed of the team's recommendation regarding their child's readiness. If there is a difference of opinion between this recommendation and the parents' wishes, administration will work with the parents to find an acceptable solution.

For students entering grades 1-8, an academic assessment will be administered to determine the child's readiness for the grade entering along with current records from the previous school. If there is a distinct difference between his or her academic level and MCS's standard, administration will determine if the school can accept the potential student.

I. Illness Protocol

Do not send your student to school with a temperature over 100 degrees.

All students need to be fever free (without the use of fever-reducing medication) for at least 24 hours before returning to school after an illness.

All students need to be vomit/diarrhea free for at least 24 hours AND asymptomatic after eating 2 solid meals.

At any time, school personnel may examine a student for head lice. Students with live lice or nits will be sent home. After treatment, parents are to call the office and make arrangements for the child to be checked by school personnel in order to return to school. Siblings and other students in close contact with the affected child will also be checked.

J. Immunizations

The Manheim Central school nurse shall monitor immunization records. Parents shall be responsible for ensuring that their students have the proper immunizations as required by law. Failure to do so shall put the enrollment of their child(ren) in jeopardy. If parents choose to forgo immunizations because of religious reasons, a letter stating such needs to be kept in their child(ren)'s permanent record.

K. Integrated Support Team (IST)

The Integrated Support Team (IST) functions as a proactive group which addresses academic, physical, spiritual, or emotional concerns of MCS students. A student may be referred to IST by a teacher or staff member. In order for a referral to be processed, a “MCS Integrated Support Team Referral” is filled out and submitted. Following the initial referral, the IST begins dialogue about the concerns, gathers pertinent data, and works to put together a plan to address the concerns. In order to best serve our students, patrons are expected to respect and cooperate with IST’s recommendations. If parents choose to reject recommendations laid out by the IST, a formal rejection letter must be signed. As a private school, MCS does not have the resources to or responsibility of honoring IEPs or providing high levels of support. In order to prioritize the student’s well-being, if IST deems that MCS cannot properly educate and serve a student to reasonable standards, administration may require the family to consider other schools.

L. Medical

MCS cares deeply about the physical well-being of each child. The MCS office will screen medical needs, provide throat lozenges and antacids as needed. Parents should note on their application if the office should call before administering medication or if the office may administer any in-office medications. If your student has taken medication before coming to school, please inform the office and teacher. Students who need to take prescription medications during the school day will check these medications in at the office upon arrival at school. A parent or guardian will provide a doctor’s note with detailed directions regarding the administration (dosage and time) of their child’s medication. In addition, an up to date list of students who have medical restrictions and allergies is maintained and posted on the medicine cabinet in the office. This information is obtained from the Student Emergency Information sheets provided by the patrons at the beginning of the school year.

The local school district, Manheim Central, provides their school nurse to monitor immunization records, weights, heights, as well as ear and eye screening. The nurse is also available for urgent needs as they occur.

M. Morning Announcements

Each morning at 8:00 A.M., morning announcements will be made from the office. These announcements will consist of the menu for the day, student’s birthday, substitute teachers, upcoming events, field trips, and a Bible verse for the day.

N. Publications

Publications will be as follows:

MCS Conqueror Connections: The office staff will produce a weekly newsletter for patron families and MCS Board of Trustees to convey general information and reminders.

Yearbook: The Middle School yearbook elective will produce the yearbook annually. A teacher/supervisor will be appointed to lead the yearbook club.

MCS Matters: The Community Relations/Development office will produce a general newsletter to a broad base of former and current patrons, grandparents, alumni and other interested community persons. This will be distributed once per school year.

O. School Lunch

Students may choose to purchase Hot Lunch five (5) days a week. Parent volunteers, under the supervision of the lunch coordinator, prepare the meals. A menu for the month will be sent home about two weeks before the given month, to be completed for each meal and each child and returned to MCS. Charges for lunches will be included on the following monthly statement.

P. Telephones

Our goal is to answer all phone calls in an appropriate amount of time. However, there may be times we will ask to call you back when there is adequate time to respond. Unless there is an emergency, we ask that you leave a message for a teacher or staff person until they can get back to you during a free period. Students may make school-related calls in the office if they have permission from their classroom teacher.

Q. Visitors

Visitors are welcome to visit MCS. Families are welcome to visit the school “in action” any time, assuming there are no scheduling conflicts. We only ask that visitors give the office a call so arrangements can be made to accommodate these visits. **All visitors must present ID, sign in and check out at the office as well as wear a visitor lanyard while in the school building.** Former students returning to visit MCS will be asked to get prior approval and these visits will be limited to two hours or less.

R. Volunteering

At times, parents may be asked to help in their child’s classroom. This is a wonderful opportunity to interact with your child and their classmates. To optimize these volunteering opportunities, we require that siblings or other children not accompany parents. Appropriate clearances are required. Check with the school office for details. Volunteers are asked to be aware of the dress code and the reasons behind it so that in conversations with students it is supported. However, the dress code shall not apply to them.

S. Weather-Related Closings

As a general rule, MCS will adhere to Manheim Central’s School closings. Late starts, early dismissals, and closings will be announced on WGAL Channel 8 and via Gradelink Alert. Also, you can view up-to-date announcements on WGAL’s website: www.wgal.com/closings.

Students residing in a school district other than Manheim Central may need to follow their local district’s decisions on closings, delays, etc. depending on their transportation arrangement. This is usually not a

problem with delayed openings in the morning but can be cumbersome and unpredictable in the afternoon with early dismissals. We will personally attempt to inform all parents in the event of an unusual situation.

T. Technology Policy - [Click Here to View the MCS Technology Policy](#)

U. Custody

As we recognize many family dynamics look differently, we want to ensure that all our students are safe and that we are following all state laws regarding child custody agreements. If you have a particular situation (separation, divorce etc.) where custody agreements have been made, you are responsible to provide the documentation upon enrollment as well as any updated court documents reflecting changes. This is very important to protecting students here at school both for communication, release of information purposes as well as rights for dismissal to parents at the end of the day. Without the proper documents the school would need to follow information listed on the child's birth certificate.

NOTICE OF NONDISCRIMINATORY POLICY

MCS admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admissions policies, scholarship and loan programs, and athletic and other school-administered programs.

