

# MANHEIM CHRISTIAN DAY SCHOOL

**STUDENT/PARENT HANDBOOK: 2022-23**

*“Educating Minds, Nurturing Hearts”*



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## **MISSION STATEMENT**

The mission of Manheim Christian Day School is to pursue academic excellence in a Christ-centered environment where students develop Biblical values and perspectives to prepare for a lifelong relationship with Jesus Christ.

## **COMMITMENT**

AT MCDS, WE ARE COMMITTED TO:

- Instilling a passion for life-long learning.
- Celebrating each child's uniqueness and God-given abilities
- Becoming peacemakers in a world of conflict
- Developing an attitude of service and discipleship

## **PHILOSOPHY OF EDUCATION**

At Manheim Christian Day School, 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 staff persons at Manheim Christian Day School are fully committed to the teachings of Jesus Christ and this Philosophy of Education. 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 Manheim Christian Day School 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 that gives integrity to our witness. (Eph. 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 6:12-10).

Adapted from the "Confession of Faith in a Mennonite Perspective," 1995. A more comprehensive statement is available at the school office. 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 Day School's faith, doctrine, practice, policy, and discipline, our MCDS Board is Manheim Christian Day 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 MCDS. Exceptions to this policy may be deemed necessary by MCDS administration based on extenuating circumstances.
3. Parents/patrons are expected to be actively involved in a church.
4. A completed application form and all other required papers in the registration packet must be submitted to the office.
5. A child must be five (5) years old by September 1 to enter Kindergarten. A readiness assessment will be given prior to enrollment into Kindergarten.
6. Students entering grades 1-8 may be given curriculum assessment testing prior to enrollment to determine proper grade placement.
7. Students with special needs may need additional testing. Should the testing show that MCDS cannot adequately meet the student's needs, MCDS reserves the right to decline admission.
8. Parents will meet with MCDS representatives to discuss philosophy, core beliefs, expectations, and policies 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 MCDS after enrollment is accepted. Records ideally will be filed with MCDS before attendance. However, there may be exceptions.
11. Previous tuition must be paid in full before enrollment for the next school year can be accepted. Special arrangements may be considered for extenuating circumstances.
12. Manheim Christian Day School will accept students who are willing to support the school's philosophy of Christian education and adhere to the student behavioral conduct requirements.

## **PARENT RESPONSIBILITIES**

As a parent of a student(s) enrolled at Manheim Christian Day School, I agree to:

1. Accept MCDS's statement of doctrine.
2. Allow your student(s) to be educated and influenced in an intentionally Christian environment.
3. Pray for MCDS.
4. Seek the spiritual, academic, social, and physical advancement of MCDS.
5. Commit to making sure my student(s) are to school on time every day.
6. Support the high academic standards of MCDS by encouraging my child to complete homework and assignments.
7. In order to optimize spiritual growth, academic learning, and maintain a safe and orderly school, students and families will respect and work with teachers so few discipline cases are referred to administration.
8. Resolve matters of disagreement and dissatisfaction with the person involved (Matthew 18).
9. Refrain from spreading criticism or gossip.
10. Meet my financial obligations to MCDS before or on the due date. If I anticipate a late payment, I will contact the MCDS office in advance, give a reasonable explanation, and state when payment will be made.
11. Volunteer at the annual MCDS auction and other functions as able.

## **ATTENDANCE**

### **A. Absences**

Office personnel will record attendance every school day for each student.

Students arriving in the classroom 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 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.
- The student will be given an admittance slip to present to the classroom teacher.
- An excuse note may be submitted or emailed to the office for each absence.
- 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.

The following will be the criteria for excused absences:

1. Personal illness
2. Death in the immediate family
3. Quarantine
4. Pre-approved educational travel
5. 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.)
6. 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.

The school administration is committed to contacting parents/guardians whenever a student accumulates ten (10) or more days of unexcused absences. It may be necessary to require a doctor's note when fifteen (15) total absences have accrued. Excused absences for quarantine will not count toward the cumulative total of ten (10) excused absences a student may have for the year.

## **B. Discretionary Days**

The PA School Code strictly defines legal absences as "illness or other urgent reasons." However, the School Code does not provide for any action by the school district until a student accumulates more than three (3) unexcused days of absence. Therefore, students may use these three (3) days on a discretionary basis. If a need or opportunity arises during the school year to miss school for other than "legal reasons," parents may opt to allow their child to miss school without penalty by using these three (3) discretionary days (i.e.: leisure activity, sporting events, hunting, family visits, etc.).

## **C. Educational Travel**

Students may also be excused for extended trips such as hunting, farm show, theater participation, musical events, vacation or trips if an educational travel excuse form with a proposed itinerary is submitted to the office two (2) weeks in advance. These educational travel forms can be picked up in the school office or printed from the MCDS website.

## **D. Excuse Forms**

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.

## **E. Farm Days**

Students needing to help on the family farm where they reside may be excused from classes. A form must be obtained at the MCDS office or the Manheim Central District Office and turned into the Manheim Central District Office for approval. A copy of the approved request must be turned into the MCDS office. It is expected that the parent informs the teacher prior to each absence.

## **F. Tardiness**

Students who are not present in their classes by 8:00 A.M. will be marked as tardy. When a student accumulates three (3) tardies within one marking period, a notice may be sent to parents and a meeting requested to discuss why the student(s) are tardy.

# **CURRICULUM**

## **A. Art**

The Art program at MCDS meets one or two time(s) per week and includes formal classes for grades K-8. Pre-K will attend Art every other week. There may be opportunities to choose art electives in grades 5-8. The students are exposed to art appreciation and history as well as drawing, painting, color, design and

sculpture. Pre-K will use craft and art media within the primary curriculum. Formal art instructions may vary depending on program structure and availability.

## **B. Bible**

Students who attend MCDS 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. The MCDS Middle School Bible courses pull from the following Bible curriculums: The Christian Worldview (Summit Ministries), Mastering Bible Study Skills (ACSI), Life of Christ (ACSI), and OT and NT Survey (Logos Press).

## **C. Chapel**

Chapels are a unique opportunity to promote and encourage spiritual growth among our students. Third through eighth grade students will participate in chapel. Speakers are invited to share God's Word and make practical applications for the specific needs of this age. Chapels are typically held on Friday mornings during the Devotions/Homeroom period.

## **D. Library**

MCDS 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 may check out a maximum of two books at a time unless special permission is given. Payment is expected for any book that is lost or damaged.

## **E. Music**

Music is an integral part of the MCDS curriculum. Students in grades K-4 attend music class twice weekly. Pre-K and 5-8 has music class one time each week. The music curriculum includes: singing, playing instruments, music appreciation, theory, and drama. All students participate in two school-wide programs. One is held at Christmas time and the other in the spring. Instrumental lessons are offered in grades 4-8. Middle school students (5-8) may have an opportunity to select Worship Team as an elective class.

## **F. Physical Education**

Each student in grades K5-8 will have two formal Physical Education classes per week. Pre-K will have PE one class per week. In PE classes, students are instructed and graded on: following directions, cooperation, teamwork and individual skills. A basic warm up activity occurs at the beginning of each class. Students are not required to change for PE. However, they must wear sneakers on days they have gym.

## **G. SEAL (Social Emotional Academic Learning)**

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

## **H. Recess**

Recess time is incorporated into the daily school schedule 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 it is extremely

cold. 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.

## **I. Technology**

It is our vision that MCDS 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.

## **J. 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. MCDS 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 BEHAVIORAL EXPECTATIONS**

## **A. Philosophy**

Manheim Christian Day School is committed to providing a positive and safe learning environment for each child entrusted to us. Clear discipline procedures and guidelines help everyone feel a sense of security and respect in the school setting. MCDS realizes the biblical principles of grace and forgiveness need to apply in the lives of our children. Focusing on the action rather than the person conveys a spirit of love necessary in administering a discipline policy. It is our goal as educators to help our students to accept responsibility for their choices and actions. Discipline is an opportunity for students to grow in self-awareness and self-control. Discipline that is respectful, restorative and loving towards others follows our mission of developing Christ-like behavior in our students.

## **B. General Behavioral Expectations**

In order to foster a Christ-centered, positive and safe school environment all Manheim Christian Day School 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 swearing).
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 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 cellphones turned off and unseen during school hours.
13. Refrain from viewing or possessing pornographic materials.
14. Show respect to others by choosing not to engage in any sexual misconduct (including jokes, gestures, unwanted advances/touching).
15. Avoid fighting, violence, or potentially dangerous horseplay.
16. Do not engage in any forms of bullying.
17. Report to an adult if you become aware of any concerns, witness bullying, etc.
18. Keep weapons of any kind off of MCDS property.
19. Site sources appropriately and refrain from plagiarizing.

The Discipline Policy is guided by the following principles known as **STAR Behavior**:

**S**afe

**T**reating Others As I Want to Be Treated

**A**llowing Learning to Occur

**R**eflecting Jesus in My Words, Attitudes, and Actions

### C. STAR Bucks (Positive Behavior Reinforcement)

STAR Bucks may be awarded to students for exceptional behavior and especially for behavior that goes above and beyond what is expected. Students will write their name on each STAR buck when they receive it. Classroom teachers will designate a time that students can use their STAR Bucks to buy rewards. Rewards will be decided by each teacher along with his or her class at the beginning of the year. Rewards may include things like a pizza party, extra recess, get out of a homework assignment, game time, gift cards, etc.

### D. Minor Offenses

Definition: Disobeying basic classroom and school rules

Examples: Running in the hallway, talking at inappropriate times, not paying attention, chewing gum etc.

Students who demonstrate minor 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.

- Teacher/Staff will remind the student of expectations and give a warning.
- Teacher/Staff will remind the student of expectations and give a second warning.
- Teacher/Staff will talk one on one with the student and issue a STRIKE.
- STRIKES will be recorded by the teacher and the teacher will contact parents when a strike is given.
- The teacher who gives the 3<sup>rd</sup> STRIKE will alert administration.
- Student may be given a time-out within the classroom (elementary).
- Student may lose a portion of his or her recess.
- Student may be issued a silent lunch away from his or her peers (middle school).
- Teacher may separate the student from the group for a specific amount of time.
- Teacher may withdraw the student's privileges 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 effecting the learning environment.

- Student may be issued a *Stop and Think Form* to complete and/or Detention depending on the age of student and/or nature of the offense.
- Student may be sent to another supervised location away from the classroom.
- Student may be sent to the office for a discussion with the Administrator.

Repeated minor infractions may lead to lunch detentions. If the student continues to exhibit the concerning behaviors, the student may be referred to the Student Support Team (SST) and a behavioral plan created. Repeated minor offenses may be considered a major offense at the discretion of administration.

## **E. Major Offenses**

**Definition:** Behaviors that show blatant disrespect, that interfere with the learning environment or that are potentially harmful physically, emotionally or spiritually.

**Examples:** Include but are not limited to, any type of disrespect toward school personnel, intentional defiance, cheating, lying, fighting, stealing, violence, sexual misconduct, bullying, repeated minor offenses, etc.

Students who demonstrate major offenses will follow the following steps of discipline, depending on the age of student and the frequency, intensity and duration of the offense.

Possible consequences include detention, restriction from scholastic sports, a behavioral contract or suspension. Other consequences deemed appropriate by administration.

***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.***

### First Offense

- Parent will be contacted by administrator. Student will meet with administrator and possibly teacher, fill out a *Stop and Think Form* and be assigned a lunch detention and/or other consequence deemed appropriate by administration.

### Second Offense

- Parent will be contacted by administrator. Student will meet with administrator, parent, and possibly teacher. Student may be suspended from school (in or out of school and amount determined by administration). Behavioral contract will be created. MCDS Board will be alerted to second offense and suspension.

### Third Offense

- Parent will be contacted by administrator. Student will meet with administrator, parent and possibly teacher. Student may be suspended from school (in or out of school and amount determined by administration). Behavioral contract will be reviewed. Representatives from MCDS Board will meet with parents, administration, and student (if appropriate).

### Fourth Offense

- Parent will be contacted by administrator. Student will meet with administrator, parent and possibly teacher. Student may be suspended from school (in or out of school and amount determined by administration). Behavioral contract will be reviewed. MCDS Board will be alerted to fourth offense. Administration may submit a recommendation to expel the student to the Board Executive Committee and Pastoral Advisor for a final course of action.

When a student is expelled or dismissed, he or she will not be allowed to return to Manheim Christian Day School for one year from the date of expulsion. He or she cannot attend any extra-curricular events or be on the grounds of Manheim Christian Day School. Students who were expelled can only be readmitted with the approval of the MCDS Board.

## **F. Bullying**

**Manheim Christian Day School (MCDS) 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 MCDS will undertake as outlined below.
- 2) MCDS will conduct a meeting with the parents of the offending child or children ASAP, 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 a termination of enrollment at MCDS.

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 Manheim Christian Day School 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 Sheet**

Each year parents will complete an Emergency Information Sheet for each student in Gradelink. The information names 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**

MCDS 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 MCDS 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**

### **A. Field Trips & Class Trips**

Every year, the Gradelink re-enrollment application includes a Field Trip permission form for parents to read and sign. The classroom teacher will provide notification of field trips at least two weeks in advance. Parent volunteers, who have their volunteer clearances on file (PA Child Abuse Clearance and PA Criminal Background Check), are welcome to assist the teachers on trips for additional supervision and possibly transportation. School-authorized vehicles will be used for such trips. Siblings or other children of a chaperone may not attend. Students are not permitted to purchase souvenirs except as pre-arranged by teachers.

### **B. Interscholastic Sports**

Manheim Christian Day School participates in various sports throughout the year. Interscholastic sports teams may be organized for volleyball, soccer, basketball and softball. Sports teams are comprised of the same biological sex. Typically, this opportunity is given to students in grades 6-8; but occasionally students in grade 5 are allowed to participate in order to complete a team. Generally, there are 10-14 games each season with some additional practices scheduled if only 1-2 games are scheduled for a given week. The Athletic Director organizes interscholastic sports for MCDS 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 students wishing to remain after school to watch an athletic event needs a signed parent permission slip presented to the homeroom teacher. Students must stay in the vicinity of the athletic event or in the gym during basketball games. Transportation home from these after-school activities is the responsibility of the parents. A Sports Banquet is held at the end of the school year to acknowledge all students who participated in interscholastic sports throughout the year and to recognize students who showed marked improvement or skill during the season.

## **GRADING**

### **A. Grading Scales**

MCDS uses the following grading scales:

*Pre-K to 4<sup>th</sup> grade:*

“O” Outstanding, “S” Satisfactory, “U” Unsatisfactory

*5-8 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

## **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. 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 – 3.0, 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**

## **A. Homework**

Teachers will assign homework that is reasonable and instructional. Work to be completed at home will differ depending on grade level. Additional time may be needed for review of math facts, studying for tests and special projects.

## **B. Make-Up Work**

Teachers will give students adequate time and guidelines to make up work due to illness. In addition, arrangements can be made to convey assignments and class work during an extended absence. Parents can call the office and leave a message for the classroom teacher so schoolwork can be sent home with a sibling or picked up at the end of the school day. In general, a student is given an additional day to complete their homework for each day of school they have missed. Missed work (in class and homework) will be expected

to be made up (at teacher discretion). For planned trips, work may be supplied the day before the student leaves when teacher is given proper notice beforehand. For approved educational trips, students are required to hand in missed schoolwork upon their return to school.

## **MIDDLE SCHOOL: 5-8<sup>th</sup> GRADE**

### **A. Block Scheduling**

Modified block scheduling will be introduced at the Middle School level starting in grade 5. 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. Student Personal Electronic Devices**

MS students (5-8) may bring a personal electronic device (cell phone, smart watch, 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 it 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.

### **C. Class Preparation**

Middle School students are expected to bring pens, pencils, notebooks, textbooks, calculators, planners, SSR books, 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 P. E. Failure to do so may result in a reduced class participation grade.

### **D. Eighth Grade Retreat**

Each fall, the eighth-grade class participates in a 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 major 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 MCDS 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 for a week and until the grade is brought to passing status.

### **F. Fine Arts Electives**

A various selection of Fine Arts electives will be offered to students in grades 5-8. 3-D animation, Art studio, Bible study, CGI videomaking, crafts, drama club, robotics, running club, sports, strategy games, Worship Team and Yearbook are some possibilities. Other subjects may be offered on an interest/optional basis.

## **G. Late Work**

Homework is due on the date the teacher has announced in class and at the time the teacher is collecting said homework assignment. Failure to turn in an assignment on time will result in the following: 10% reduction of the grade earned per day assignment is late (beginning right after the teacher has collected the homework in class). After day 5 and a 50% reduction, the grade will be recorded as a “0” and a note sent home to parents.

## **H. Lockers**

Students in grades 5-8 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 MS teachers. Lockers are to be kept neat and orderly at all times. Lockers are property of MCDS and as such administration reserves the right to access lockers 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.

## **I. Lunch Guidelines**

Middle school students (Grade 5-8) will be given the privilege of heating up their lunches. However, this opportunity may be revoked at any time due to inappropriate behavior at the teacher or administration’s discretion.

## **J. Relationships and Dating**

While healthy relationships among peers is encouraged, the MCDS 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.

## **K. Schedule**

8:00-8:12	Homeroom/Devotions
8:15-9:35	Block 1 (Fridays: Chapel 8:05-8:50, Electives 8:53-9:35)
9:38-10:58	Block 2
11:00-11:20	Lunch
11:20-11:40	Recess
11:44-1:04	Block 3
1:07-2:27	Block 4
2:30	Homeroom/Dismissal

## **L. 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 MCDS staff. At 7:45 A.M. a bell rings at which time students proceed to their classrooms. Students arriving after the 7:45 A.M. bell may go directly to their classroom. A bell rings at 7:55 A.M. to prompt students to be in their classroom and 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 MCDS 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 MCDS office, but MCDS 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 MCDS of their K-8 students' regular transportation plans by the end of August. MCDS 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. MCDS 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, to whom MCDS is responsible. 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. MCDS car signs must be visible to staff in order 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. typically 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 MCDS permission. The after-school program may be available at a cost if parents cannot pick up their child by 3:00 P.M. Pre-approved admission is required.

## **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, MCDS 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. Gradelink Alert**

An automated phone call from MCDS will keep parents informed of important scheduling changes: weather-related delays, cancellations, or early dismissals; changes to sporting events, etc.

### **B. 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.

### **C. Dress Code**

MCDS encourages students to maintain high standards of appearance that shows respect and sensitivity to others and that does not detract from the inner beauty of spirit, which is so important to God. To help accomplish this high standard, MCDS is using the following guidelines to determine dress that is God-honoring and appropriate. Clothing worn by students will reflect modesty, cleanliness, and neatness. The general rule is not too short, not too tight, and not too revealing. Please note that the following dress code guidelines are to be followed by all Pre-K to 8<sup>th</sup> grade students for all school functions and extra-curricular activities, including school programs and field trips, unless the teacher or administrator gives a written exception.

**For further clarification and based on criteria above, the following accessories and dress items are NOT permissible at MCDS:**

- Shorts and skorts shorter than mid-thigh when seated or having a 5-inch inseam.
- Skirts or dresses shorter than mid-thigh when seated.
- Transparent or skin-tight clothing, halter tops and clothing that exposes the shoulders, midriffs or cleavage. Girls may wear leggings/tights as long as a garment is worn over them and comes to mid-thigh when seated.
- Muscle shirts, tank tops and dresses with less than a 2-inch strap width.
- Jeans or pants with rips above the knees.
- Undergarments may NOT be visible at any time.
- Sweat suits and pajamas.

- Distracting jewelry, hair, clothing, or other accessories.
- Writing or drawing on skin that may be a distraction to the learning environment.
- Clothing/accessories with offensive, negative, disrespectful, violent, or sexually suggestive messages.
- Water shoes, bedroom slippers, or heels higher than 2 inches.
- Caps, hats, hoods, bandanas, gloves or sunglasses worn indoors.
- Waist chains, body piercing, or tattoos.
- Students are required to always wear footwear inside and outside of the building.

### **Steps in Enforcing Dress Code Regulations:**

1. Questionable dress will be referred to administration for a judgment call on what is a violation of the dress code. Administration will refer student and parents to dress code located in the student/parent handbook for clarification.
2. The first time a student's dress is not in compliance with the dress code, parents will be notified and asked to bring an appropriate change of clothes. Student will be given a warning and must change into appropriate clothing.
3. A teacher or administrator will notify parents of a student's second violation by phone call and/or email. Consequences may be given if deemed necessary by administration.
4. In some cases, students may be asked to contact their parents for replacement clothes in an immediate and timely manner or the school will provide other clothes for the child to wear for the remainder of the day. Depending on the offense, the student may not be allowed to participate in the event until appropriate clothes are worn.
5. Repeated violations may be seen as insubordination and warrant disciplinary consequences.

#### *Dress Code for PE Class:*

All students: Students are not required to change for PE. However, they must wear sneakers on days they have gym.

#### *Dress Code for Sports Events:*

Boys & Girls: Sweatpants or shorts of modest length, warmup shirt or sweatshirt, jacket and sneakers or a designated sports uniform. **Cleats must NOT be worn inside any buildings at home or away venues.**

#### *Dress Code for Sports Banquets:*

Appropriate Attire for Boys: Pants/jeans with no rips or tears with a polo or button-down shirt. Ties and dress shoes are encouraged. Flip flops/slides are NOT permitted.

Appropriate Attire for Girls: Modest dresses/skirts (must be mid-thigh or lower) or dress pants with a blouse. Flip flops/slides 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 or program.** 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.

*Dress Code for Seasonal Programs and 8<sup>th</sup> 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.

#### **D. 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 birthdays, substitute teachers, upcoming events or field trips and a Bible verse for the day.

#### **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. 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, MCDS 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 MCDS's standard, administration will work with the Education Committee to determine if the school can accept the potential student.

#### **G. Conflict Resolution Model**

At MCDS, 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." MCDS 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.

#### **H. 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. - 11:20 A.M. – Middle School Lunch period.
- 11:30 A.M. – 12:00 P.M. – Primary Lunch period.
- 11:40 P.M. - 12:05 P.M. – Intermediate Lunch period.
- 2:30 P.M. - Dismissal for Lobby Pickup and Bus Riders Begins
- 2:45 P.M. - Carpool students are dismissed

#### **I. Medical**

Manheim Christian Day School cares deeply about the physical well-being of each child. The school office will screen medical needs, provide throat lozenges and antacids as needed. Parents should note on their Gradelink application if the office should call before administering medication or if the office may administer any in-office medications. 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 of their child's medication.

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.

#### **J. Publications**

Publications will be as follows:

*MCDS Times:* The office staff will produce a weekly newsletter for patron families and MCDS Board members to convey general information and reminders.

*Yearbook:* The MS yearbook club will produce the yearbook annually. A teacher/supervisor will be appointed to lead the yearbook club.

*MCDS 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.

#### **K. 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 MCDS. Charges for lunches will be included on the following monthly statement.

#### **L. 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.

## M. Visitors

Visitors are welcome to visit Manheim Christian Day School. 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 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 MCD will be asked to get prior approval and these visits will be limited to two hours or less.

## N. 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.

## O. Weather-Related Closings

As a general rule, Manheim Christian Day School 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](http://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.

### NOTICE OF NONDISCRIMINATORY POLICY

Manheim Christian Day School 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.

