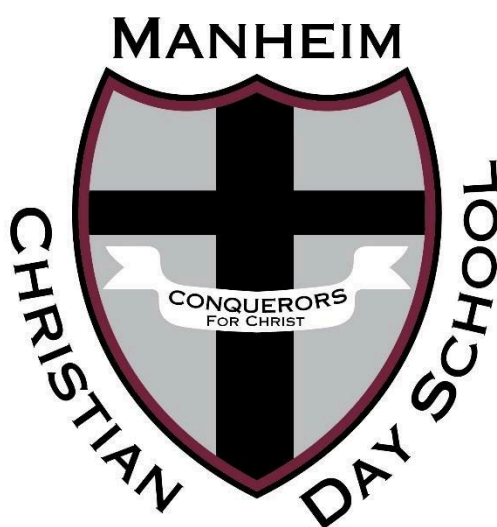


# MANHEIM CHRISTIAN DAY SCHOOL

## STUDENT/PARENT HANDBOOK: 2024-2025

*“Educating Minds, Nurturing Hearts”*



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## **MISSION STATEMENT**

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

## **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 employees at Manheim Christian Day School 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 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 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)

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. Students entering the Pre-Kindergarten program shall be 4 years old by September 1 of the enrollment year. 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. Parents of children with special needs shall provide Manheim Christian Day School with supporting documentation. 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 (due MCDS 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. Manheim Christian Day School 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.

#### **PARENT RESPONSIBILITIES**

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

1. Accept MCDS statement of doctrine.
2. Allow my student(s) to be educated and influenced in an intentional 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) arrive on time every day.
6. Support the high academic standards of MCDS by encouraging my child(ren) to complete homework and assignments.
7. Respect and work with teachers so fewer disciplinary cases are referred to 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 with the person(s) 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 (required) and other functions as able.

#### **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](mailto: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, vacations or trips. Students wishing to be excused for educational experiences must secure an Educational Travel Form from either the office or printed from the MCDS 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 few 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. 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.

#### **E. 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 (3) tardies – Notification letter will be sent to parents
- Four (4) tardies – Student will serve one lunch detention
- Five (5) tardies – Student will serve two lunch detentions
- Six (6) tardies – A 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.



#### **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**

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. During students' time in 5th-8th grade, students will have read through the entire Bible in their Bible Journaling assignments. 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**

Friday morning chapels are a unique opportunity for 3rd to 8th grade students to hear God's Word from a variety of Christ-followers. We invite local pastors, ministry workers or parents to share God's Word, share testimonies, and/or lead worship during this time. We believe our students will absorb and apply God's Word more meaningfully when they hear it from several perspectives.

## **D. Computer**

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.

## **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 MCDS'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**

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 (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. We encourage parents to use discernment in the books their student(s) borrow from the library (or purchase at the yearly book fair) and that they reflect the values of your family.

## **G. Music**

Music is an integral part of the MCDS curriculum. Students in grades Pre-Kindergarten through 4<sup>th</sup> 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**

Each student in grades PreK-8 will have one Physical Education 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 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.

## **J. 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.

## **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. 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 BEHAVIOR EXPECTATIONS AND DISCIPLINE**

## **A. Philosophy**

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

- Our role as educators is to train children in God-honoring behavior and interaction with others.
- Communication of clear expectations should precede and follow discipline.
- Parents and school personnel work together in the discipline of children. Clear communication between home and school is helpful in this regard.
- MCDS seeks to balance the biblical principles of righteousness and excellence with grace and forgiveness in the lives of our children.

- MCDS seeks to conduct discipline that is respectful, restorative, and redemptive.
- Addressing student behavior is marked by a sense of care and nurturing the heart of the student.
- Discipline will incorporate natural consequences whenever possible.
- MCDS seeks to help our students accept responsibility for their actions and weigh the influence they have on the culture around them.
- Discipline in response to behavior should never intentionally 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 MCDS (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 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 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. 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. 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 MCDS property.
19. Site sources appropriately and refrain from plagiarizing.

## **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 w/o permission
Moving from seat w/o 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

#### 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:

- 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 may include a post-it note placed on student's desk, student's name written on the board, etc.
  - If the behavior is repeated, Teacher/Staff will talk one-on-one with the student, issue a strike, and provide the student with a Strike Form.
  - 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.

## **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:

- Direct disobedience
- Skipping class
- Leaving classroom/building without permission
- Inappropriate language, gestures, or physical contact
- Lying
- Cheating
- 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

### **Level 3 Offenses and Consequences**

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

Examples:

- 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

***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.***

### **Expulsion**

Considering the frequency, intensity, and duration of offenses, administrators may propose expulsion of a student to the school board. The student will not attend school until a decision is reached. All board members will meet to discuss the information and decide a course of action. A meeting with parents and the board will follow. A majority vote from the board will determine if the student is expelled. Representatives from the executive board 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 Manheim Christian Day School for one year from the date of expulsion. He or she cannot attend any extracurricular events or be on the grounds of Manheim Christian Day School for one year from the date of expulsion. Students who were expelled can only be readmitted with the approval of the MCDS Board.

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

## **E. 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 ACTIVITIES**

### **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 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), 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, and basketball. 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 will be 3-4 events each week, consisting of practices and games. 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 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 at the end of each season (fall, winter, spring) to acknowledge all students who participated in interscholastic sports throughout the season.

## **C. Athletic Policy**

### **1. Mission Statement**

The mission of MCDS's Athletic Program is to pursue athletic excellence in a Christ-centered environment where students develop and practice Biblical values and perspectives to prepare them for a lifetime relationship with Jesus Christ.

The MCDS Athletic Program is committed to...

- a. Instilling a passion for life-long physical activity.
- b. Celebrating each child's uniqueness and God-given gifts.
- c. Becoming leaders and role models to the world around them.
- d. Developing an attitude of teamwork, honesty, dignity, integrity, ethical conduct, honor, and respect.

### **2. Absence from School**

- a. Students will be eligible to play/practice if they are at school for a half of day (by 11:30am) or their absence is excused.
- b. Students will be ineligible to play/practice if they are absent and it is unexcused, or they leave school early due to illness.

### **3. Academic Eligibility**

- a. Students must maintain passing grades in all subject areas in order to participate in afterschool athletics. The Athletic Director will work closely with 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/or until the grade is brought to passing status.
- b. Grades are always available for viewing at GradeLink. If you need help with your login and password, contact the office at any time.

### **4. Awards**

- a. Each sport will recognize an Offensive Player of the Year, Defensive Player of the Year, Most Improved Player of the Year, and Coaches Award at the Sports Banquet at the conclusion of each season. Each coach will decide who all will be involved in choosing the recipients of each award.
  - i. Offensive Player of the Year: Best offensive player
  - ii. Defensive Player of the Year: Best defensive player
  - iii. Most Improved Player Award: The player that improved the most from the beginning of the season until the end of the season.
  - iv. Coaches Award: A player the coach would like to honor for his/her hard-work, leadership, perseverance, etc.
- b. In addition, a Male Athlete of the Year and Female Athlete of the Year will be awarded to 8<sup>th</sup> grade student-athletes at Graduation. This award is voted on by coaches, teachers, administration and staff.
  - i. Criteria for 8<sup>th</sup> grade students to receive these two awards is not only based on athletic performance and involvement in at least two of the three sports seasons here at MCDS, but

also on their leadership, sportsmanship, qualities and diligence in the classroom and around school in general.

5. Commonwealth Christian Athletic Conference (CCAC)

- a. This is the conference in which MCDS's "A-team" volleyball, basketball and soccer teams participate (typically 7<sup>th</sup> & 8<sup>th</sup> graders, but can include 6<sup>th</sup> and 5<sup>th</sup> graders. Soccer is only one team, considered the A-team.
- b. To find schedules, scores and standings, go to [www.ccaconferencepa.org](http://www.ccaconferencepa.org), and click on "Manheim Christian".

6. Fan Conduct

- a. Fans should model the values and standards that they expect from their child(ren) including, but not limited to, respecting authority (officials), being courteous to others (to opposing team players, coaches and fans), and the understanding that we do not know who is and who is not a Christian, thus the need to be like Christ in every word and action at all times.

7. Fundraisers

- a. Sponsorships on warm-up shirts
  - i. Contact the Athletic Director if you or someone you know would like to individually sponsor or have a business sponsor a specific team for a season(s) or the whole year. Money will provide warm-up shirts for the team members and anything leftover will go towards purchasing uniforms and equipment to keep the Athletic Program running well.
  - ii. Company logos will appear on the shirts.

8. Homeschool Student Participation

- a. Homeschool students may participate in a MCDS-sponsored sport if:
  - i. They are in 5<sup>th</sup> – 8<sup>th</sup> grades.
  - ii. The roster does not exceed the soft cap of rosters spots with the addition of the homeschool student:
    1. Soccer (18)
    2. Basketball A-Team (9)
    3. Basketball B-Team (9)
    4. Volleyball A-Team (9)
    5. Volleyball B-Team (9)
- b. In the event that a sport is under the cap, but enough homeschool students would like to participate that would take it over the cap, Homeschool students will be selected on prior participation of a sport and then a first-registered first-serve basis. Registration for a sport will be two weeks prior to the first practice. Registration includes full payment.
- c. Homeschool student fee will be \$300/family/team.

9. Participants

- a. All girls enrolled at MCDS, in grades 5<sup>th</sup> – 8<sup>th</sup> grade are eligible to participate in girls volleyball (fall), basketball (winter), and soccer (spring).
- b. All boys enrolled at MCDS in grades 5<sup>th</sup> – 8<sup>th</sup> grade are eligible to participate in boys soccer (fall), basketball (winter), and volleyball (spring).

- c. Homeschooled students in grades 5<sup>th</sup> – 8<sup>th</sup> grade are eligible to participate in the above-described sports.

#### 10. Pick-up

- a. Please be prompt in picking up your child after practice is over. Unless you have made other arrangements with the coach, parents that arrive 5 minutes after practice is scheduled to be over, will be fined \$10. Parents will incur an additional \$1 fine for each additional minute thereafter. Sometimes things happen outside of our control; therefore, exceptions will be made at the discretion of the Athletic Director.
- b. Please try to be prompt in picking up your child after games are completed.
  - i. Typically, home games are over 1 hour after the start time.
  - ii. Return time from Away games are estimated. Please try to be prompt with picking up your child at the away venue or upon return to MCDS, using the time given by the Athletic Director or Head Coach. Students are allowed to use cell phones (AFTER games/matches only) to call home with the exact time they will be back at MCDS after away games.

#### 11. Playing Time (Regular Season)

- a. A-Team: All players are guaranteed playing time, unless they have missed a practice/game, are injured or are unprepared to play (Coach's discretion). Please note, some players may play significantly more than other players. The purpose of the A-team is to prepare these athletes for the competitive and high school level. Any 5<sup>th</sup> or 6<sup>th</sup> grade student that is pulled in to play in an A-team game is not guaranteed playing time.
- b. B-Team: Coaches attempt to play all players as evenly as possible, unless a player misses practice/game, is injured or is unprepared to play (Coach's discretion). The B-team is about the development of the athlete and teammate. Any 7<sup>th</sup> grade student that is pulled in to play in a B-team game is not guaranteed playing time.
- c. Soccer does not generally have a B-team. Therefore, the guidelines for A-teams will apply.

#### 12. Postponed/Canceled Practices or Games

- a. If a practice/game is postponed or canceled with less than 48 hours until said practice/game, parents will be notified via the school's automated phone system, email and changes on the CCAC website.
- b. If a practice/game is postponed or canceled more than 48 hours until said practice/game, parents will only be notified via the CCAC website.
- c. Please Note: The CCAC website ([www.ccaconferencepa.org](http://www.ccaconferencepa.org)) is the best way to get up-to-date schedule information. Parents/Guardians should check it each morning, as it is the accurate schedule. **On the website, you can sign up for "NOTIFY ME" (right side), which will allow an email and/or text to be sent right to you when a schedule change is made.**

#### 13. Practices

- a. Please understand that Head Coaches plan, train, develop strategies and build teams during practices. If a player misses parts of or whole practices or games, it is up to the Head Coach if that player is prepared enough to participate in the next game. Students are encouraged to participate in other activities outside of MCDS. If this occurs, please notify the Head Coach and figure an agreeable solution for your student to do both activities.

- b. All players are expected to be at every practice; however, each coach understands that different circumstances come up that do not make this possible. Therefore, if your player needs to miss a portion of or all of practice, please give the Head Coach 24-hour notice.
- c. Practices are held after school from 3-5pm, unless otherwise noted.
- d. All missed practices will be classified as excused or unexcused by the Athletic Director. If a missed practice is labeled “unexcused,” the player will be ineligible to play in the first 3 minutes (basketball), 5 minutes (soccer) or the first 7 points (volleyball) of the next game. If the missed practice is labeled “excused,” there may not be any limitations put on playing time.
  - i. Examples of an “excused” missed practice:
    - 1. Illness, Injury, Excused absences from school, etc.
  - ii. Examples of an “unexcused” missed practice:
    - 1. Forgot change of clothes/footwear, unexcused absences from school, an activity that does not directly conflict with practice, etc.
- e. At times, practices will be held when students do not have school. On these occasions, the practices are optional and the above policy (13b) does not apply. However, it is strongly encouraged that each player make every attempt to attend all scheduled practices.
- f. If a student needs to miss a small portion of a practice or whole practices due to another activity that directly conflicts with the scheduled practice, a parent/guardian may give a written (note or email) reason for missing practice to the Athletic Director. The Athletic Director will consider if the missed practice(s) will be excused or unexcused.
- g. If a student needs to miss a practice due to a one-time event, a parent/guardian may give a written (note or email) reason for missing practice to the Athletic Director. The Athletic Director will consider if the missed practice will be excused or unexcused.

#### 14. Roster Soft Cap

- a. Each sport will be given a soft cap of participants.
  - i. Soccer (18)
  - ii. Basketball A Team (9)
  - iii. Basketball B Team (9)
  - iv. Volleyball A Team (9)
  - v. Volleyball B Team (9)
- b. Enrolled MCDS students are guaranteed a roster spot on a team up to the roster cap. Depending on the number of interested students, tryouts may need to be held. In this case, priority will be determined by the following means (not necessarily in this order): dependent upon the sport involved (A-team and B-team numbers); grade level; experience and skill level (this will vary when looking at A-team and B-team numbers).
  - i. When tryouts are used, selection to the team will include consideration of the whole student-athlete (academic standing, academic and/or athletic standing), not just based on technical skill or prior experience.
- c. Homeschool students will not be allowed to join an MCDS team if their participation would take the roster over the soft cap.

#### 15. Schedules

- a. Practice and Game Schedules are both posted at [www.ccaconferencepa.org](http://www.ccaconferencepa.org)

- i. Click on Manheim Christian
- ii. You can view by week, month or click on the specific schedule you would like to view (on the right side).

#### 16. School Behavior

- a. If a student misbehaves during the school day or is missing schoolwork that the teacher determines essential, part of any discipline may include suspension or removal from a sports team. This will be decided together by the involved teacher, Head Coach, Athletic Director, and Principal.

#### 17. Sign-ups

- a. MCDS Conquerors Athletic Policy Manuals are available before the first practice. They will be made available in the gym hallway and emailed to parents. Unless the Athletic Director and Head Coach are notified and agree to a different arrangement, sign-ups for each sport ends after the first week of practices.

#### 18. Teams

- a. If there are enough players, the Head Coach will divide their players into two different groups. This will ensure each player can develop at the level that will help them and the team be successful.
  - i. A-Team: These players will compete in “A” games and tournaments. This is the team that competes in the CCAC. The Head Coach cannot move these players to another team after the first game, unless given permission by the parent. A-Teams will be made up of all the 7<sup>th</sup> and 8<sup>th</sup> graders.  
Coaches may place 5<sup>th</sup> and 6<sup>th</sup> graders on the A-Team if they feel that the addition of this player would help with their development. However, 5<sup>th</sup> and 6<sup>th</sup> graders are not guaranteed playing time on the A-Team. 5<sup>th</sup> and 6<sup>th</sup> graders do not count against the soft cap on the A-Team.
  - ii. B-Team: These players will compete in “B” games and tournaments. This team will be made up of all the 5<sup>th</sup> and 6<sup>th</sup> graders.  
7<sup>th</sup> and 8<sup>th</sup> graders may be asked to participate in a B-Team game if they are needed to fill out the B-Team roster due to, but not limited to, low participation numbers, injury, illness, etc. 5<sup>th</sup> and 6<sup>th</sup> graders may play on both A- and B-teams if the Head Coach determines it will help in their development.
  - iii. Soccer generally has only one team. Therefore, all 5<sup>th</sup>-8<sup>th</sup> grade players on the team compete on the A-Team in the CCAC. 5<sup>th</sup> graders are not guaranteed playing time.

#### 19. Transportation to Games

- a. Students will be transported to Away games via the school’s bus or parent drivers. Unless you notify the Head Coach or Athletic Director, we expect that all students will travel on the bus or by parent drivers to the location of the game.
- b. **Parent Drivers: If you volunteer to drive students to and from a game, please note that it will be your insurance that will have to pay for any damages and/or medical bills of the occupants in your car. Also, you will need to have copies of your clearances in the office in order to be “alone” with students.**

- c. For home soccer games only, students will be transported by the school's bus or parent drivers to the game site, where we play our home games. Please pick up your student from the soccer field as there will not be a coordinated carpool back to Manheim Christian.
  - i. Site: Rapho Township Community Park (960 Strickler Road, Mount Joy)

## 20. Tournaments

- a. All players that are part of the A-Team will be eligible to participate in A-Team Tournaments. If numbers are low, the Head Coach may call in players from the B-team.
- b. All players that are part of the B-Team will be able to participate in B-Team Tournaments. It is at the discretion of the Head Coach if any 7<sup>th</sup> grade players will be able to participate.
- c. Playing Time: Due to our commitment to helping students prepare for their next level of play in high school, Manheim Christian Day School will be using tournaments to showcase our talent. Therefore, playing time is not guaranteed and will be at the discretion of the Head Coach.

## GRADING

MCDS 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 responsible for providing the supplies, support, and time needed for students to accomplish work at home.

### 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:*

99-100%	A+
94-98%	A
93%	A-
92%	B+
87-91%	B
86%	B-
85%	C+
77-84%	C
76%	C-
75%	D+
71-74%	D
70%	D-
0-69%	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 – 3.5, 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 ACTIVITIES**

#### **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 the 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. 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 physical education class. Failure to do so may result in a reduced class participation grade.

### **C. Student Personal Electronic Devices**

MS students (5-8) 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 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. 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 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 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. Electives**

A selection of electives will be offered to students in grades 5-8. 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. Students must maintain passing grades in all subject areas in order to participate in electives. The Dean of Students will work closely with the Middle School teachers to monitor the grades of those students. Students who have a failing grade may be required to spend elective time with a teacher to make up necessary work to bring up their grade.

### **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. 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.

## J. Middle School Schedule

8:00 a.m.	8:10 a.m.	Homeroom/Devotions
8:13 a.m.	9:26 a.m.	Block 1 (Fridays: Chapel 8:05-8:50am, Electives 8:53-9:35am)
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

## K. 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.

### TECHNOLOGY POLICY

This policy outlines what Manheim Christian Day School (MCDS) considers to be appropriate use of the Internet and the safeguards the school implements in order to insure safety and profitability to employees, students, volunteers, etc. Manheim Christian Day School is committed to protecting MCDS's employees, students and the school from illegal or damaging actions by individuals, either knowingly or unknowingly.

Internet systems, including but not limited to computer equipment, mobile devices, software, operating systems, storage media, network accounts providing electronic mail, WWW browsing, and file transfer protocol, are the property of Manheim Christian Day School. These systems are to be used for educational purposes in serving the interests of the school, and our students during normal operations.

## **Policy Contents**

- Purpose
- Scope
- Internet Access Security/Protection
- Unacceptable Use
- Email
- Copyright Laws
- Internet Supervision
- Student Expectations
- Employee Expectations
- Agreement Forms
- Technology Policy Agreement Form (MCDS Employee/Volunteer/Miscellaneous)
- Technology Policy Agreement Form (Parent/Guardian/Student)

## **Purpose**

The purpose of this policy is to outline the acceptable use of computer equipment and other electronic devices at MCDS. These rules are in place to protect the user and MCDS. Inappropriate use exposes MCDS to cyber risks including virus attacks, compromise of network systems and services, data breach, and legal issues.

The purpose for Internet access at Manheim Christian Day School (MCDS) is to enhance the educational program by:

1. Allowing employees and students to access the Internet for school research.
2. Training students to use the Internet properly for educational purposes.
3. Connecting MCDS to the world and allowing us to market the school and events to a wide audience.
4. Posting of creative works on the Internet by employees and students.
5. Use of multiple online educational platforms.

## **Scope**

This policy applies to the use of information, electronic and computing devices, and network resources to conduct MCDS education or interact with internal networks and business systems, whether owned or leased by MCDS, the employee, or a third party. All employees, students, volunteers, contractors, consultants, temporary, and other workers at MCDS are responsible for exercising good judgment regarding appropriate use of information, electronic devices, and network resources in accordance with MCDS policies and standards, and local laws and regulations.

This policy applies to all employees, students, volunteers, contractors, consultants, temporaries, and other workers at MCDS, including all personnel affiliated with third parties. This policy applies to all equipment that is owned or leased by MCDS.

### **Internet Access Security/Protection**

For security and network maintenance purposes, authorized individuals within MCDS may monitor equipment, systems, and network traffic at any time. MCDS reserves the right to audit networks and systems on a periodic basis to ensure compliance with this policy. All web sites and downloads may be monitored and/or blocked by MCDS if they are deemed to be harmful and/or not productive to the school.

Internet access is gained via passwords and security programs. All computer devices must be secured with a password-protected lock screen with the automatic activation feature set to 10 minutes or less. You must lock the screen or log off when the device is unattended. Providing access to another individual, either deliberately or through failure to secure its access, is prohibited. The computers are protected by Securly. This allows our employees, students, volunteers, etc. to browse the internet and be protected from viruses, malicious links, etc.

### **Unacceptable Use**

The following activities are, in general, prohibited. Under no circumstances is an employee, student, volunteer, etc. authorized to engage in any activity that is illegal under local, state, federal or international law while utilizing MCDS-owned resources.

The following activities are strictly prohibited with no exceptions:

1. Violation of the right of any person or company protected by copyright, trade secret, patent, or other intellectual property, or similar laws or regulations.
2. Unauthorized copying of copyrighted material.
3. Accessing data, a server, or an account for any purpose other than conducting MCDS business, even if you have authorized access, is prohibited.
4. The installation of software, such as instant messaging technology, is strictly prohibited.
5. Introduction of malicious programs into the network or server.
6. Revealing your account password to others or allowing use of your account by others.
7. Sending or posting chain letters, solicitations, or advertisements not related to business purposes or activities.
8. Access to sites that contain obscene, hateful, pornographic, unlawful, violent or otherwise illegal material.
9. Using a MCDS computing asset to actively engage in procuring or transmitting material that is in violation of sexual harassment or hostile workplace laws in the user's local jurisdiction.
10. Any form of harassment via email, telephone, or text.
11. Users shall not engage in any blogging or posting to social media that may harm or tarnish the image, reputation and/or goodwill of MCDS. Users are also prohibited from making any discriminatory, disparaging, defamatory or harassing comments when blogging or otherwise engaging in any conduct prohibited by MCDS's Non-Discrimination Policy.
12. Passing off personal views as representing those of Manheim Christian Day School.

## **Email**

When using company resources to access and use the Internet, users must realize they represent MCDS. Email privileges will be reserved for employees. Only students granted the privilege by an advising teacher will be permitted to send school-related emails.

Students will have a Gmail email account (created at school) to access Google Documents for projects done for school purposes (i.e. google classroom)

Users must use extreme caution when opening email attachments received from unknown senders, which may contain malware.

## **Copyright Laws**

All employees, students, volunteers, etc. will respect copyright and software laws as currently established.

## **Internet Supervision**

Students will be able to use the internet at MCDS for educational purposes only. Students working on school laptops/ipads will be supervised by an MCDS employee. Students in grades K-2 will not be permitted Internet access unless it is teacher-initiated and supervised.

## **Student Expectations**

- Students will take care of all devices and report any damages or malfunctions to their teacher or administration.
- Students will act in a Christ-like manner when accessing the internet and communicating with others.
- Students will not access or share inappropriate material.
- Students will only access their school account.

## **Employee Expectations**

- MCDS employees are expected to use the Internet responsibly and productively.
- Internet access should be limited to job-related activities and excessive personal use is not permitted. Job-related activities include research and educational tasks that may be found via the internet that would help in the employee's role.
- When transporting laptops to and from MCDS they should be in a well-padded laptop bag with a dedicated compartment.
- Laptops are the property of MCDS and/or leased from a third party and should not be personalized (i.e. stickers, skins, decals, covers).
- If an employee is unsure about what constitutes acceptable Internet usage, then he/she should ask his/her supervisor for further guidance and clarification.

## **Agreement Forms**

- Each MCDS employee/volunteer/miscellaneous using technology is required to sign the Technology Policy Agreement Form. Please see the attached form.

- Each student and a parent/guardian of each student using technology are required to sign the Technology Policy Agreement Form. Please see the attached form.

## **Technology Policy Agreement Form Employee/Volunteer/Miscellaneous**

**Name:**

**Title:**

All terms and conditions as stated in this document are applicable to all users of MCDS network and Internet connection. All terms and conditions as stated in this document reflect an agreement of all parties and should be governed and interpreted in accordance with the policies and procedures mentioned above. Any user violating these policies is subject to disciplinary actions deemed appropriate by MCDS.

### **User Compliance**

I understand and will abide by this Technology Policy. I further understand that should I commit any violation of this policy, my access privileges may be revoked and/or disciplinary action may be taken.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

## Technology Policy Agreement Form

### Student/Parent/Guardian

**Student Name(s)**

I have read the attached Technology Policy and I hereby release MCDS, its personnel and any institutions with which it is affiliated, from any and all claims and damages of any nature arising from my child's use of, or inability to use, the MCDS computer system, including, but not limited to, claims that may arise from the unauthorized use of the system to purchase products or services or exposure to potentially harmful or inappropriate material or people. I understand that I can be held liable for damages caused by my child's intentional misuse of the computer system.

I will instruct my child regarding any restrictions against accessing material that are in addition to the restrictions set forth in the Technology Policy. I will emphasize to my child the importance of personal safety and following Christian values.

I understand that my child may be accessing information from the Internet, receiving Email through a class account and engaging in other educational activities.

I hereby

☐ grant permission

☐ do not grant permission

for my child(ren) to have access to the Internet and will respect the Manheim Christian Day School Technology Policy.

Signature of Parent

Date

Signature of Student in grades 3-8

Date

X

X

X

## 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 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 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 MCDS 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, 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. 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. 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.

However, should that prove unsuccessful, then refer to the chart below, which is found in the MCDS Board Policy Manual.

When there is unresolved conflict between A and B, C should become involved. Only if the conflict persists then D should become involved.

<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>
Student	Student	Teacher	Administrator
Student	Teacher	Administrator	Board of Trustees
Student	Administrator	Board of Trustees	
Teacher	Student	Administrator	Board of Trustees
Teacher	Teacher	Administrator	Board of Trustees
Parent	Teacher	Administrator	Board of Trustees
Parent	Administrator	Board of Trustees	
Parent	Board of Trustees		

*\*\*In addition, please note that the Board Policy Manual states the following:*

### **Anonymous Communication**

All anonymous communication with the Manheim Christian Day School board, 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.
11:10 A.M. - 11:27 A.M.	Middle School Lunch period.
11:30 A.M. - 12:00 P.M.	Primary/Intermediate Lunch period.
2:30 P.M.	Dismissal for Bus Riders Begins
2:40 P.M.	Carpool students are dismissed

### **D. 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 (even if a garment i.e. leggings is underneath the rip/tear/hole above the knee).
- Undergarments may NOT be visible at any time.
- Pajamas, robes, or blankets.
- 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 (with the exception of female ear 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 the student and parents to the 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. The 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 Physical Education Class:*

All students: Students are not required to change for physical education class. However, all clothing worn on physical education day should be functional for movement and full participation. The student must wear sneakers on days they have physical education class. If a dress or skirt is worn, shorts or pants must be under it.

### *Dress Code for Field Trips and Class Trips:*

All students: As deemed appropriate by the administrator and the teachers remembering our Christian witness and promotion of our school.

### *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 at 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.

## **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 MCDS 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, 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.

## **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.

## **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)**

Functioning as a proactive group which addresses academic, physical, or emotional concerns of MCDS students, the Integrated Support Team (IST) consists of teacher representatives from each academic department of MCDS, an administrator, the resource teacher, and the IU-13 counselor, and the IU-13 reading specialist. A student may be referred to IST by a teacher, parent, or a student may refer himself/herself. In order for a referral to be processed, a "MCDS 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. The student's teacher(s) and/or parents are encouraged to attend IST meetings on an as needed basis. 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, MCDS 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 MCDS cannot properly educate and serve a student to reasonable standards, administration may require the family to consider other schools. The MCDS IST has been highly successful over the years (previously known as SST), having assisted countless students and their families in the areas of academic, physical, and emotional concerns.

## **L. 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. 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:

*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.

#### **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 MCDS. 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 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 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 MCDS 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, 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.

