MANHEIM CHRISTIAN SCHOOL

STUDENT/PARENT HANDBOOK: 2026-2027

"Educating Minds, Nurturing Hearts"

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MISSION STATEMENT

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

CORE VALUES

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

PHILOSOPHY OF EDUCATION

Manheim Christian School recognizes that Christian parents have the God-given right and responsibility to educate their children and to bring them up in the nurture and admonition of the Lord. It is the Christian school's role to work as a support and partner with parents and the family's church to help parents to fulfill their responsibility. The school, in partnership with parents, families, congregations, and the community of faith, is committed to providing an education that is biblically sound, academically excellent, and personally challenging.

Manheim Christian School believes that the foundation for truth stems from a Biblical worldview. We believe that teaching academic truths is done in conjunction with the social, emotional, physical, and spiritual aspects of education. We look to Jesus's examples of teaching in the Bible to create an atmosphere where students can develop Christ-like qualities to apply to their individual lives.

Our purpose is to equip students for life beyond Manheim Christian School through academic excellence, practical life skills, and committed work ethic. We prepare students for a life of ongoing learning and continual Christian service while utilizing their God-given talents, developed to their fullest potential.

STATEMENT OF DOCTRINE

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

We believe:

- In God the Father, Son and Holy Spirit.
  (Deut. 4:35; 4:39; 1 John 5:20; 2 Cor. 3:17-18)
- God speaks to us and instructs us through His inspired Holy Scripture.
  (2 Tim. 3:16; Gal. 1:11-12)
- God created all things.
  (Isaiah 45:11-12; Psalms 33)
- Humans are created in God's image and He desires to be in relationship with us.
  (Gen. 1:26-27; Eph. 5:21-23)
- All humans are born with a sin nature.
  (Romans 5:12; Romans 5:19)

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

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

ADMISSIONS REQUIREMENT POLICY

Enrollment at Manheim Christian School is a privilege and not a right. Manheim Christian School seeks to enroll students who come from a Christian home, who regularly attend a Christ-centered church, and who support, both in ability and in desire, the mission of Manheim Christian School. Manheim Christian School maintains the responsibility for admitting students and families on the basis of academic performance, Christian commitment, lifestyle choices and personal qualifications including a willingness to cooperate with administration and policies. Given this responsibility, Manheim Christian School reserves the right, in its sole discretion, to dismiss any student, refuse enrollment or re-enrollment of any student, or rescind the enrollment of any student, on the basis of, but not limited to, a student's educational needs, the lack of support for the core values of Manheim Christian School and/or failing to maintain a lifestyle consistent with Manheim Christian School Statement of Doctrine, mission, values, philosophies and goals, and any related policies and procedures.

ADMISSIONS POLICY

1. At least one parent must profess to be a believer in Jesus Christ.
2. Both parents/legal guardians must be in agreement to sending their child(ren) to MCS. Exceptions to this policy may be deemed necessary by MCS administration based on extenuating circumstances.
3. At least one parent/guardian is expected to be actively involved in a church.
4. A completed application and all necessary documentation must be submitted online or via email.
5. By September 1st, a child must be 4 years old for Pre-K and 5 years old for Kindergarten. All students must be able to use the restroom independently.

6. New students will undergo academic testing prior to enrollment to determine proper grade placement.
7. Parents of children with learning and behavioral needs shall provide MCS with supporting documentation. Students with such needs may need additional testing. Should the testing show that MCS cannot adequately meet the student's needs, MCS reserves the right to decline admission.
8. New families must complete a Patron Interview with MCS representatives to discuss faith, philosophy, and expectations to determine compatibility between home and school.
9. Parents will be notified whether enrollment has been accepted or declined.
10. Records from the previous school will be requested by MCS after enrollment is accepted. Records ideally will be filed with MCS before attendance.
11. Previous tuition (due to MCS or other school) must be paid in full before enrollment for the next school year can be accepted. Special arrangements may be considered for extenuating circumstances.
12. MCS will accept parents and students who are willing to support the school's philosophy of Christian education and adhere to the parent responsibilities and student behavioral conduct requirements.

REENROLLMENT (CURRENT STUDENTS)

Current families receive priority for reenrollment and enrolling new siblings each year. To reserve their spot, families must log into their STS account to complete the Enrollment Information Form and pay the Reenrollment Fee (outlined below).

Reenrollment Fee

$100 - Early Reenrollment Fee: Due by 1/31
$150 - Standard Reenrollment Fee: Due by 2/15
$170 - Late Reenrollment Fee: After 2/15

Opting Out of Reenrollment

Families who do not wish to reenroll, must log in to their STS account and select "Not enrolling." Families who do not take action before February 15th will automatically be billed the late reenrollment fee.

PAYMENT FOR DELIQUENT ACCOUNTS

STS will assess a late fee on past due balances; late fees are not returnable. All tuition accounts must be paid in full before a child can enroll at MCS for the next school year. When an account becomes delinquent, the family will receive a reminder from STS. School administration will contact families whose accounts become 30-days past due. Payment arrangements will be made at that time. Families are encouraged to contact the finance department if they are experiencing financial hardship. If payment is not received in full by the school within sixty (60) days after the due date, the child(ren) will no longer be eligible to purchase school lunches until payments are current. The terms and conditions for payment must be fully and promptly met. A tuition account must be current within 60 days. If a tuition account continues to be delinquent, the student's enrollment may be revoked. No report card or transcript of

record shall be furnished for any child removed from the school pursuant to the provisions of the preceding paragraph. MCS's policy is to withhold report cards, transcripts and diplomas until tuition and fees have been paid in full. Official student records will be sent to a requesting school when all obligations are fulfilled. No child who has an outstanding tuition balance shall be graduated from the school without the consent of school administration. A student may be allowed to participate in the Graduation exercises; however, his/her diploma will be withheld until payment in full has been made.

EARLY WITHDRAWAL FEE

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

PARENT RESPONSIBILITIES

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

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

ATTENDANCE

A. Absences

Office personnel will record attendance every school day for each student. Students arriving in the office after the 8:00 A.M. bell will be considered tardy and must be signed in at the office by a parent, guardian,

or other designated adult. Students arriving after 8 A.M. will be given an admittance slip to present to the classroom teacher.

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

The following will be the criteria for excused absences:

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

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

B. Excuse Documentation

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

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

C. Educational Travel

Students may also be excused for educational travel such as non-school sponsored sports, hunting, farm show, theater/musical events, missions trips, or vacation. Students wishing to be excused for educational experiences must secure an Educational Travel Form from either the office or printed from the MCS website. This form will be completed by the parent and turned in to the office to request an excused absence **at least one week before the scheduled event**. For elementary grades, if the trip is excused, the teacher will be informed and will provide work to be completed on the trip. For middle school grades, the student is responsible to take the approved form to each teacher he/she has to gather assignments for the days to be missed. The student is responsible to arrange to make up all class work, tests, quizzes and other assignments missed **within two days of returning to class**. Educational experiences should not be scheduled during the first or last two weeks of each quarter, or during achievement testing. Prior approval

is required for the absence to be considered excused. A maximum of five such days will be excused in one school year. All additional days will be recorded as unexcused.

D. Missions Trips

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

E. Emergency Farm Days

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

F. Unexcused and Excessive Absences

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

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

G. Tardiness

Students arriving in the office after the 8:00 A.M. bell will be considered tardy and must be signed in at the office by a parent, guardian, or other designated adult. Each student will be allowed two (2) unexcused tardies per quarter. So as to encourage promptness and responsibility, consequences for unexcused tardiness shall be as follows, for each quarter:

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

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

*Administrative discretion is always reserved to modify this sequence.

SPECIALS

A. Art

"In the beginning, God created…" Genesis 1:1

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

B. Bible

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

C. Chapel

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

D. Computer

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

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

E. Health

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

F. Library

MCS has a wide range of books for students to read during their library time or to be checked out. It is expected that books will be returned or renewed weekly. A student (Grade 1-8) may check out a maximum

of two books at a time unless special permission is given. Pre-Kindergarten and Kindergarten may check out one book per week. Payment is expected for any book that is lost or damaged. While we do our best to filter all the books going through MCS, we encourage parents to use discernment in the books their student borrows.

G. Music

Music is an integral part of the MCS curriculum. The music curriculum includes: singing, playing instruments, music appreciation, music theory, and music performance in front of an audience. All elementary students participate in our school program (typically Christmas and Spring). Middle school students may perform at the programs through participation in the optional middle school choir.

H. Physical Education (PE)

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

I. Recess

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

J. SEAL (Social Emotional Academic Learning)

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

K. Textbooks and Supplies

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

STUDENT BEHAVIOR EXPECTATIONS AND DISCIPLINE

A. Philosophy

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

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

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

B. Conqueror Culture

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

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

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

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

1. Practice Christian standards of moral conduct and behavior.
2. Show respect to staff and other students by practicing putting others before themselves.
3. Speak honestly, truthfully, and wholesomely (ward off lying, cheating, and unwholesome talk).
4. Treat other people's property with respect and use only with the owner's permission.
5. Raise his or her hand to be called on by the teacher before speaking.
6. Help keep our school clean by not chewing gum and keeping lockers and hallways neat and tidy.
7. Receive teacher permission before leaving a classroom.

8. Walk while in the hallways and outside when going to and from buses or cars.
9. Walk quietly in a single file line on the right side of the hallway.
10. Use the restroom in a timely manner and return immediately to the classroom.
11. Use proper hygiene when using the restroom (flush toilet, wash hands, waste in trash can).
12. Keep cell phones turned off and unseen during school hours.
13. Avoid any possession, viewing, or distribution of pornographic materials. This is strictly prohibited.
14. Show respect to others by choosing not to engage in any sexual misconduct (including jokes, gestures, unwanted advances/touching, etc.).
15. Protect the safety of our school by avoiding fighting, violence, or potentially dangerous horseplay.
16. Build others up and do not engage in any forms of bullying.
17. Report to an adult if you become aware of any concerns, witness bullying, or unsafe behavior, etc.
18. Keep weapons, drugs, and alcohol of any kind off of MCS property.
19. Site sources appropriately and refrain from plagiarizing.

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

C. Positive Behavior Reinforcement

Conqueror Cash

Conqueror Cash may be awarded to students to acknowledge expected behavior and are being a positive contributor to Conqueror Culture. Students can use their Conqueror Cash to buy rewards throughout the year. Classroom teachers may adapt Conqueror Cash to be integrated into their own classroom reward system.

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 with zero Level 2 offenses will be recognized on our Conduct Honor Roll.

D. Discipline and Training in Righteousness

When unexpected student behavior occurs, we will follow the MCS Conqueror Culture Discipline Flowchart for addressing Level 1 (Teacher-Managed) and Level 2 (Office-Managed) behaviors.

Each teacher is responsible for his/her age-appropriate application of this discipline system. If student misbehavior should escalate, administration would become involved. 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.

MCS CONQUEROR CULTURE DISCIPLINE FLOW CHART

The goal of discipline at MCS is growth, restoration, and the development of Christ-like character.

TRUTH
RESPONSIBILITY
UPLIFTING
SERVICE
TOGETHER

TIER 1 BEST PRACTICES TO BE USED

- Expectations Explicitly Taught
- Specific & Continuous Praise & Reinforcement
- 1-to-1 & Group Reteaching of Expectations as needed

UNEXPECTED BEHAVIOR OCCURS

IS THIS BEHAVIOR

CLASSROOM MANAGED

1. Acknowledge students who are following expectations through positive attention and Conqueror Cash. Proverbs 3:27
2. Reteach appropriate behavior to meet Conqueror Culture expectations. Luke 17:3-4
3. Correct and reteach behavior one-to-one with student and utilize interventions or consequences if needed. Verbally notify student that you will contact parents. Document on Gradelink in Notes - describe situation, steps taken, interventions or consequences used, and include "Submitted by [Your Name]" Proverbs 27:5
4. If the behavior is repeated, staff will document in Gradelink and partner with the parent or guardian through a phone call or email to discuss concerns, share interventions implemented, and collaborate on next steps to support the student's success. Ecclesiastes 4:12
5. If Level 1 behaviors persist despite documented interventions and parent partnership, move to the Level 2 response process. Ecclesiastes 4:12

LEVEL 1

Examples include but are not limited to:

- Defiance
  - Not doing as asked and/or completing expected task
  - Chewing Gum
  - Direct Disobedience
- Disrespect
  - Talking back
  - Body gestures
  - Making faces
- Peer Conflict/Unkind Behavior
  - Teasing
  - Intentional hurtful comments
  - Social exclusion
  - Taking something from a peer
- Disruption
  - Talking/yelling
  - Throwing an object
  - Dress code violation
  - Leaving seat without permission
- Inappropriate Language/Gestures
  - Curse word used
  - Name calling
  - Using unkind words to peer
- Minor Physical Contact
  - Pushing
  - Pinching
  - Tripping
- Property Misuse
  - Mishandling devices
  - Accidental or minor misuse of school property
  - Unapproved electronic device use
- Possession of Inappropriate Items
  - Based on classroom expectations

LEVEL 2

Examples include but are not limited to:

- Academic Dishonesty
  - Plagiarism (using someone else's work as their own)
  - Cheating on assignment or test
  - Skipping Class
- Defiance
  - Pattern of level 1 behavior
- Disrespect
  - Verbal threats or aggression against a staff member or peer
  - Harassment of any kind
  - Pattern of level 1 behavior
- Disruption
  - Leaving classroom or building without permission
  - Pattern of level 1 behavior
- Bullying
  - See Handbook definition
- Abusive Language/Gestures
  - Hateful/racist comments
  - Sexual harassment
  - Profanity (including gestures) directed toward a person
  - Pattern of level 1 behavior
- Major Physical Contact
  - Purposeful intent to harm or any other form of escalated physical violence
  - Hitting, pushing, punching, tripping, kicking
  - Sexual harassment or any form of touching or sexual activity
  - Pattern of level 1 behavior
- Property Misuse
  - Vandalism
  - Theft
  - Accessing inappropriate images/sites
- Possession of Illegal Items
  - Drugs/alcohol
  - Smoking, vape/lighter
  - Weapons/dangerous items
    - This includes discussion of weapons used to harm
  - Pattern of Level 1 behavior

OFFICE MANAGED

1. Refer to Admin by documenting situation in Gradelink and select an administrator on the "Refer To" drop-down.

   If immediate response is needed, contact school secretary and Administration will come get the student and will respond to the situation. Proverbs 3:12
2. Administration will take over the incident from there, determine discipline, and partner with the parent or guardian through a phone call or email to discuss concerns, share interventions implemented, and collaborate on next steps to support the student's success.
3. An IST (Integrated Support Team) or Crisis Team report will be made if administration deems necessary. This may include implementation of a targeted intervention or behavior plan to ensure success for student and the school community.

   A Parent Conference will be held during this process to partner with families.

Level 1 Possible Consequences

These offenses will be addressed by the classroom teacher. Teachers may use the following consequences to address Level 1 behaviors considering the student's age as well as the frequency, intensity, and duration of the offense.

- One-on-one corrective counsel from teacher
- Change student's seat
- Natural consequence (correct the wrong)
- Teacher may separate student from the group for a specific amount of time
- Student calls, or writes note of apology to offended person
- Missing time from recess or other privilege
- 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

*This is not an exhaustive list of possible consequences.

Level 2 Possible Consequences

These offenses may be handled by or involve the classroom teacher, IU Counselor, and administrator and must be recorded in Gradelink.

Staff may use the following consequences to address Level 2 behaviors considering the student's age as well as the frequency, intensity, and duration of the offense.

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

*This is not an exhaustive list of possible consequences.

For continued or extreme behaviors, administration may deem it necessary to provide the following discipline:

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

*This is not an exhaustive list of possible consequences.

E. Expulsion

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

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

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

F. Plagiarism

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

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

A student commits plagiarism whenever he or she uses another's ideas or words without crediting or acknowledging the source. It can be done intentionally (in which case it is outright theft) or unintentionally. God's view of cheating is evident in the Scriptures (Exodus 20:15; Mark 10:19; Matthew 15:19; Romans 13:9). It is critical that students at MCS clearly understand plagiarism and how to avoid even mistakenly taking the ideas of others as their own work. MCS desires to partner with parents to help raise students who think critically about the world around them, and who consistently demonstrate integrity, not just in academic endeavors, but in all their interactions with others. Students who plagiarize in any way will receive a "0" on their work, but they will be given the opportunity to redo the assignment for a maximum of 50% credit (first offense) or 25% credit (two or more offenses). Additional Level 2 disciplinary action will be determined by the administration in consultation with the reporting teacher.

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

G. Bullying

Manheim Christian School will adopt the Pennsylvania School Board Association definition.
Pennsylvania anti-bullying laws include the following definitions of bullying and cyberbullying:
Bullying is an intentional 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.

The steps outlined below assume that the consequences for inappropriate 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 Manheim Christian School will undertake as outlined below.
2) Manheim Christian School will conduct a meeting with the parents of the offending child or children not exceeding 5 business days to work on an agreed strategy plan for the child or children's healing.
3) If the behavior continues after this meeting the student(s) responsible will be suspended from school for a set period of time.
4) If after the suspension there is no change in behavior, the parents of the child or children will be contacted and informed of expulsion from Manheim Christian School.

Other behavioral 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 School is strictly prohibited.

H. Sexual Harassment

Sexual Harassment is an inappropriate behavior of a sexual nature that:
- is unwelcome
- happens repeatedly, pervasively, and/or severely enough that a reasonable person would find it intimidating, threatening, or abusive
- interferes with learning and life

Forms of Sexual Harassment could be graphic, written, electronic, verbal or nonverbal acts including offensive jokes, slurs, epithets, name-calling, ridicule or mockery, insults or put-downs, offensive objects or pictures, physical assaults or threats, or intimidation.

Any student, parent, staff, or teacher who sees harassment and fails to report the incident to the administration will have appropriate disciplinary action taken. In addition, the authorization of, cover-up or participation in any act of harassment of any kind is strictly forbidden. MCS will take seriously any adverse action or retaliation taken against an individual for reporting an incident of harassment.

EMERGENCIES

A. Allergic Reactions/Health Emergencies

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

B. Emergency Information

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

C. Emergency Response Plan

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

EXTRA CURRICULAR ACTIVITIES

A. Field Trips & Class Events

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

B. Interscholastic Sports

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

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

C. Athletics Policy - Click Here to View the MCS Athletics Policy

GRADING

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

A. Grading Scales

MCS uses the following grading scales:

K-2nd grade:

"O" Outstanding, "S" Satisfactory, "U" Unsatisfactory, "N" Needs Improvement

3rd-8th grade:

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

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

B. Gradelink

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

C. Report Cards

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

D. Progress Reports

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

E. Honor Roll

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

HOMEWORK

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

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

Students in grades 6–8 who fail to turn in assignments on time will lose points equivalent to one letter grade (10%) per day late for any work not completed or for being unprepared. Late assignments will be accepted for up to five school days. After the five-day mark, students may still submit the assignment, but may earn no more than 50% credit. Students in grades K-4 must complete the missing work for the next school day.

MIDDLE SCHOOL

A. Class Preparation

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

B. Student Personal Electronic Devices

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

C. Eighth Grade Retreat

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

D. Eligibility for Athletics

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

E. Electives

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

F. Lockers

Middle school students will be assigned a locker to be used to store their books and personal items. Students will be allowed to access their lockers only at designated times as determined and communicated by administration and Middle School teachers. Lockers are to be kept neat and orderly at all times. Lockers are property of MCS and as such administration reserves the right to access lockers or search student property when deemed necessary. Contents of student lockers are to be viewed as personal property and other students will not go through another student's locker without permission. Use of a lock will be on a case-by-case basis and with administrative approval.

G. Relationships and Dating

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

H. Yearbook

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

TRANSPORTATION

A. Arrival

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

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

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

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

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

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

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

C. Carpool

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

D. Dismissal

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

E. Early Dismissal

Sometimes there is an early dismissal because of weather-related conditions or calendar-based dates. If it is weather-related, the announcement will be put on WGAL (Channel 8). Students are usually dismissed according to the local school district's (Manheim Central) dismissal time. If the early dismissal is unscheduled, MCS will notify parents using the Gradelink Alert system. In all situations, the students will be supervised until a designated person picks them up.

GENERAL INFORMATION

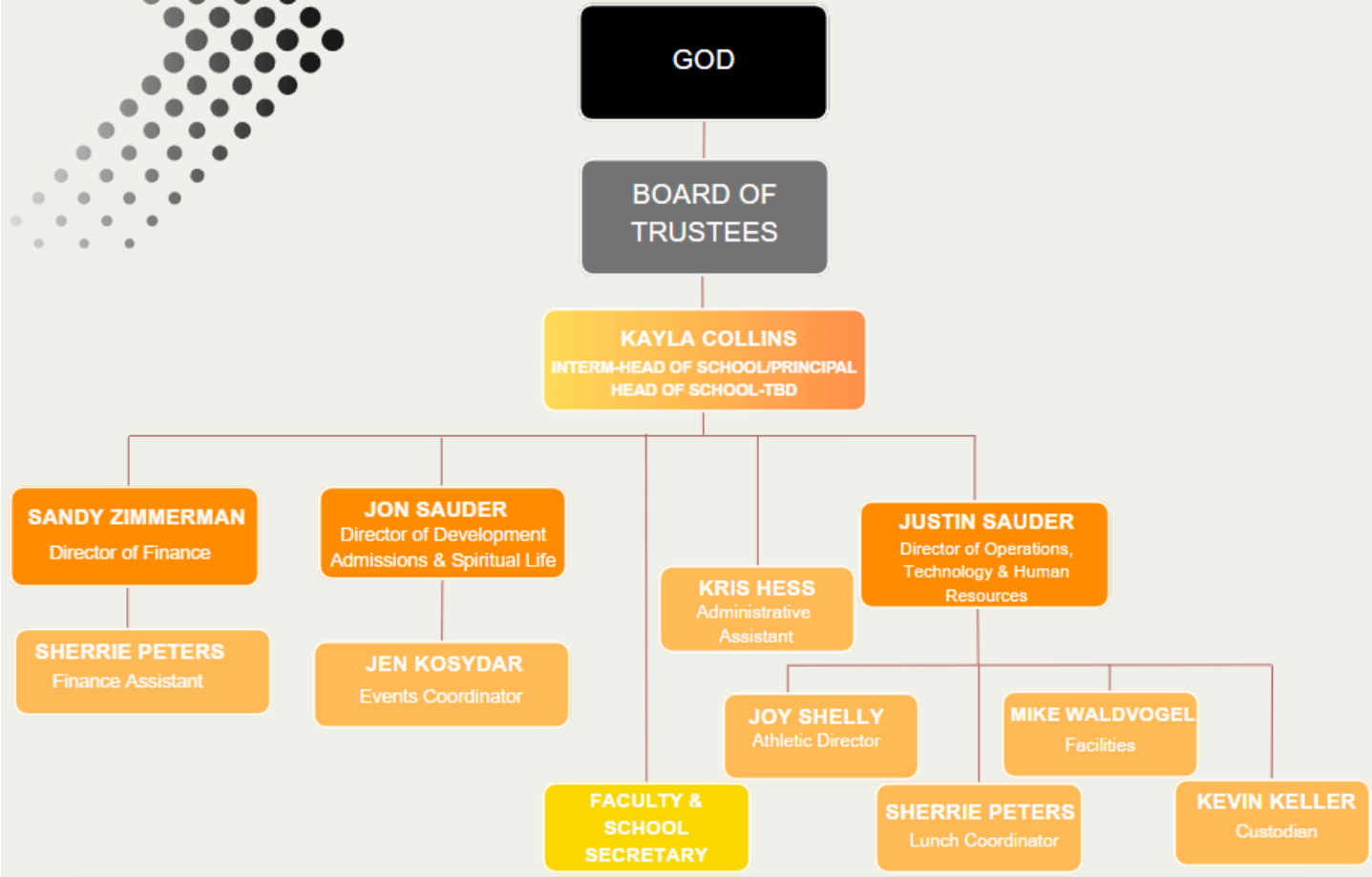
A. Backpacks

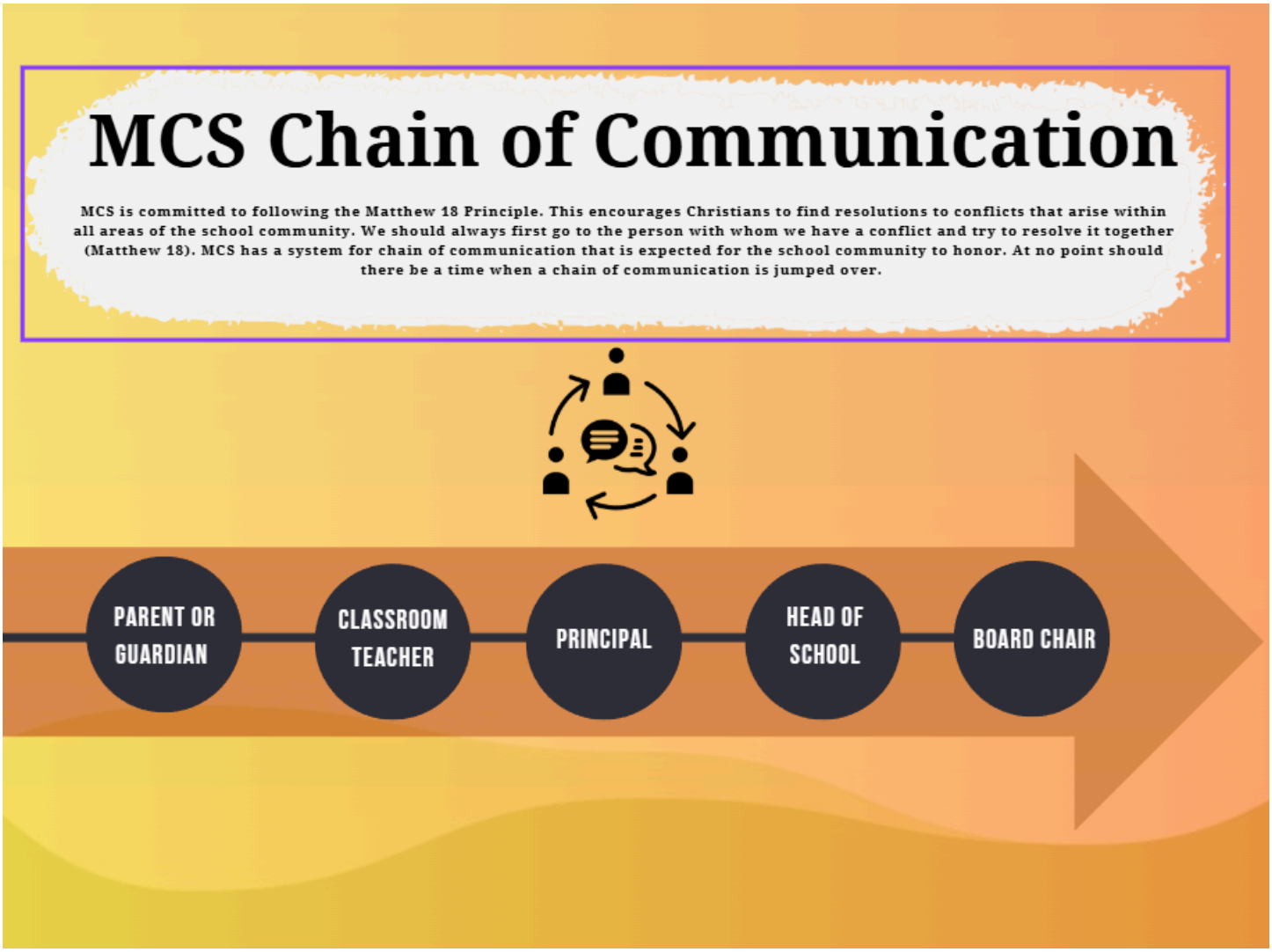
Backpacks may be worn into the building in the morning and out of the building at dismissal. They must remain in a student's locker or assigned hook during the school day.

B. Administrative Organization Chart and Chain of Communication Model

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

MCS ADMINISTRATIVE ORGANIZATION CHART





In keeping with the Matthew 18 principle, a complete and honest attempt must be made to settle complaints and misunderstandings between the persons concerned before involving administration or the Board.

If, however, a patron or faculty member is still unable to find resolution from a Board and/or administrative action, the aggrieved person may approach the Board according to the following steps:

1. Arrange a hearing with the Head of School in which the decision in question will be explained as clearly as possible.
2. Should concern with the decision still be evident, the Head of School will arrange for the aggrieved person to meet with the Executive Committee of the Board. In preparation for that meeting, the aggrieved person shall submit his/her complaint in writing to the members of the Executive Committee.
3. The Executive Committee will seek resolution and shall determine whether or not the complaint needs to be presented to the Board of Trustees.

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

C. Daily Schedule

7:45 A.M.	First bell rings, students report to their classes
8:00 A.M.	School officially begins
11:00 A.M. - 12:15 P.M.	Lunch periods
2:30 P.M.	Dismissal for bus riders begins
2:40 P.M.	Carpool students are dismissed

D. Dress Code

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

At our school, we believe that true beauty and worth are not defined by outward appearance or shifting cultural trends, but by the identity we find in God. Our commitment to modesty is a reflection of this belief, a choice to prioritize the "unfading beauty of a gentle and quiet spirit" (**1** Peter 3:3-4) and to focus on the lasting impact of our character (1 Timothy 2:9-10).

We view our bodies as a gift, to be treated with the dignity and respect that comes from being "a temple of the Holy Spirit" (1 Corinthians 6:19-20).

General Guidelines for All Students:

- Clothing should be neat, clean, and in good repair: no rips or holes in pants above the knee
- Pictures, designs, and slogans on clothing must be positive, non-offensive and non-violent
- Undergarments, such as underwear, bras, etc., must be "undercover" and not visible
- Haircuts and hairstyles are to be neat, conventional, and keep hair out of the eyes. Hair coloring, in natural tones only, is permissible
- Jewelry may be worn in moderation. Not permissible: earrings for boys, other visible body piercings with the exception of earrings for girls.
- Visible tattoos are prohibited, both permanent and long-term tattoos.
- Hats/hoods, sunglasses, and pajamas are not to be worn inside the building
- All footwear must be in good repair and attached securely to the front and back of the feet. Sandals and clogs are permitted if they meet the above criteria. Flip flop style footwear is not permitted. Crocs may be worn in “sport mode” (with the strap at the back of the heel). Heels must be 2 inches or less. Parents are encouraged to send sneakers or other protective footwear for recess. Sneakers are required for gym class at all grade levels.
- Restrictions regarding any new fads or distracting fashions may be addressed at any time
- Airpods, earbuds, and headphones may not be worn unless under the direction of a staff member
- Special theme days may have exceptions to the above guidelines

4th-8th Grade
In addition to the above general guidelines for all students:

Girls:

- Tops must not be skin-tight, low-cut in front/back, expose cleavage or undergarments, etc. Tops must cover the entire back and midriff, including when sitting, standing, or arms raised in the air.
- Sleeveless tops are permissible, but not tank tops (such as razorback cut, camisole, spaghetti straps)
- Dresses and skirts must be to the knee in length when standing and have leggings or shorts (minimum 5 inch inseam) underneath.

- Shorts must be 5 inch inseam and loose fitting. Please ask the administration for some suggested options if you need them. Shorts must be worn at the waistline and must not be rolled.
- Jeggings/leggings are appropriate if worn with dress code appropriate shorts, skirts, or dresses. Leggings are permitted for grades PreK-3
- Make-up, if worn, should be applied lightly

Boys:

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

Physical Education:

- Any school appropriate t-shirt
- Shorts with at least a 5-inch inseam and loose fitting or school appropriate sweatpants/athletic style pants
- Sneakers and socks

Dress Code Violations:

- Dress code policies are in effect for the entire school year.
- Dress code violators may be required to change into school appropriate clothing of their own, school-provided attire, or into parent-provided appropriate attire prior to returning to class
- Dress code violations are a Level 1 disciplinary offense; repeated violations are a Level 2 offense

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

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

Appropriate Attire for Girls: Modest dresses/skirts (must be below the knee or longer when standing) or dress pants with a blouse. Flip flops, slides, 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 throughout the school year.

E. Drills

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

F. Food and Drink

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

G. Gradelink Alert

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

H. Grade Placement

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

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

While we seek to work with families on accommodating their preference, with the increase of academic rigor, school administration reserves the right to move a student from one class to another when it is determined that such a change better supports the student's academic progress, learning needs, social/emotional well-being, or overall educational experience. A probationary period may be enacted and communicated if there are concerns regarding a student's fit for a class. Supporting data and feedback from teachers will be considered before making this decision. Situations include moving a student from 3-day Kindergarten to 5-day Kindergarten or moving a student from Algebra 1 to Pre-Algebra.

I. Illness Protocol

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

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

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

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

J. Immunizations

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

K. Integrated Support Team (IST)

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

L. Medical

MCS cares deeply about the physical well-being of each child. The MCS office will screen medical needs, provide throat lozenges and antacids as needed. Parents should note on their application if the office should call before administering medication or if the office may administer any in-office medications. If your student has taken medication before coming to school, please inform the office and teacher. If students need to take medications during the school day, parents must bring these medications to 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 in the health room. This information is obtained from the enrollment forms submitted by the patrons at the beginning of the school year.

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

M. Morning Announcements

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

N. Publications

Publications will be as follows:

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

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

O. School Lunch

Students may choose to purchase Hot Lunch five (5) days a week. A monthly menu will be provided to families in the weekly communication. Charges for Hot Lunch are processed through Meal Magic and patrons are responsible for keeping their student account funded.

P. Telephones

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

Q. Visitors

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

R. Volunteering

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

S. Weather-Related Closings

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

Students residing in a school district other than Manheim Central may need to follow their local district's decisions on closings, delays, etc. depending on their transportation arrangement. This is usually not a problem with delayed openings in the morning but can be cumbersome and unpredictable in the afternoon with early dismissals. We will personally attempt to inform all parents in the event of an unusual situation.

T. Technology Policy - Click Here to View the MCS Technology Policy

U. Custody

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

NOTICE OF NONDISCRIMINATORY POLICY

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

Updated: July 2026