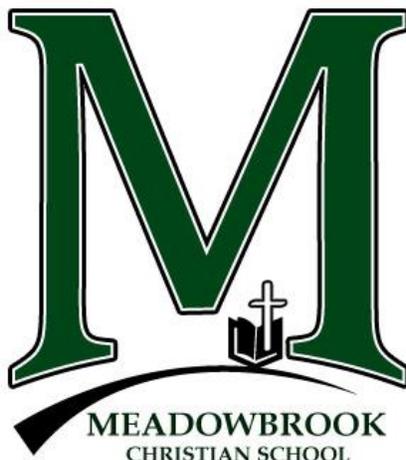


# Elementary Middle School High School Student Handbook

FEBRUARY 2016



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Building Solid Citizen, One Child at a Time, In a Christian Atmosphere

•Christ Centered •Parent Partnership •Excellence in Education •Individualized Attention •Community Minded

Dear Meadowbrook Christian School Family,

***Doing life together!***

That's not always an easy thing to do. We all have our own beliefs, preferences, and practices. However, as we all come together, it becomes important to have some shared beliefs and practices. In essence, that is the purpose behind our handbook. We recognize that none of us will agree with everything that is found in our school handbook. However, these policies and guidelines have been formed with the entire school family in mind and are important to know and practice in order to do life together in harmony.

At Meadowbrook Christian School, we are ***Educating for Life!*** Therefore, the policies and guidelines in this handbook will govern our academic program, the character development of our students, and our strong desire to engage our students with our community and culture.

Should questions or concerns arise regarding policies and practices, please reach out to us personally and together we will walk through it with a spirit of unity.

Thank you for choosing to be a part of the Meadowbrook Christian School family. We value your confidence in what takes place here and believe in the partnership we have with parents. Know that you ***Matter*** to us, we will ***Challenge*** your students because it is the most loving thing we can do for them, and that we are here to ***Serve*** you!

***DISCLAIMER STATEMENT***

*The following policies represent the most recent expression of the administration of Meadowbrook Christian School in order to provide for equitable and consistent educational treatment of students. To assure that Meadowbrook Christian School achieves and maintains the purpose of this Handbook, and assure the school's ability to meet the needs of its students under changing conditions, Meadowbrook Christian School reserves the right to modify, augment, suspend, or revoke any and all policies, procedures, practices, and statements contained in this handbook at any time.*

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# GENERAL INFORMATION

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## ***MISSION STATEMENT***

“Building solid citizens one child at a time in a Christian atmosphere”

## ***VISION STATEMENT***

“Attaining excellence in faith and learning”

## ***CORE VALUES***

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The following core values reflect the foundational principles of Meadowbrook Christian School. This is who we are, what is truly important to us – what you can expect of MCS when you become a part of our family, and to which you can hold us accountable. These values ought to be evident in all we do on a daily basis, whether in the classroom, in the hallways, on the field or court, and in all our dealings with students, families, and the community as a whole.

### ***Christ-Centered***

Everything we do revolves around Jesus Christ, as revealed in the Word of God. We practice biblical integration across our entire curriculum, and our primary desired outcome for each student is that they would know Christ and love Him in a personal relationship, and that they would serve Him with their whole lives and share Him with those with whom they come in contact.

### ***Parent Partnership***

We believe children are our parents’ greatest treasures, and that they have chosen to entrust us with them and it is our responsibility to be faithful in that trust. We partner with and support parents in the training and instruction of their children.

### ***Excellence in Education***

We strive to hold our students to high academic expectations, believing each one has the ability to succeed. We strive to follow best practices in our teaching, utilizing current, relevant trends in education and integrating technology into the classroom.

### ***Individualized Attention***

We believe that each child is a valued, unique image-bearer of God with diverse gifts and talents, and as such has the capacity to do great things. Furthermore, each child deserves a plan that will enable them to reach their full potential in mind, body, and spirit, and we strive to provide the individual attention and necessary environment to reach that potential.

### ***Community-Minded***

We strive to connect community professionals to students and programming. We view ourselves as partners with local churches in raising a generation of spiritual leaders and world-changers. We strive to be service-minded, on both a local level and a global level.

## ***Parent Partnership***

Educating for Life takes a team effort. We value the partnership we have with our parents here at Meadowbrook Christian School. This is evident in our communication and the many ways parents can participate in the education of their child here. With this partnership in mind, we ask that you consider the following as ways to best support the education of your child at MCS:

1. Pray for the faculty and staff and the education of our students.
2. Cooperate fully in the educational functions of MCS, doing my best to make Christian education effective in the life of each of my children that he or she may love and serve the Lord Jesus Christ in all of his or her life.
3. Assist in financial sustainability of the school by fulfilling financial responsibilities of tuition and consider additional support as the Lord enables.
4. Volunteer in the classroom, office, and in school wide events as a way to use your time and talents in service (a great example for our students)
5. Share your positive experience at Meadowbrook Christian School with those in your circle of friends.
6. Strive to attend and participate in activities your child is involved in and in meetings that impact the education of your child.
7. If you become dissatisfied with the school in any respect, seek to resolve the matter with the teacher or school team member involved rather than begin to speak criticism to others or hold a negative attitude in your heart.

## ***PLEDGES***

**AMERICAN FLAG:** I pledge allegiance to the flag of the United States of America, and to the Republic for which it stands, one Nation under God, indivisible, with liberty and justice for all.

**CHRISTIAN FLAG:** I pledge allegiance to the Christian flag and to the Savior for whose kingdom it stands. The only Savior crucified, risen, and coming again with life and liberty for all who believe.

**BIBLE:** I pledge allegiance to the Bible, God's holy Word. I will make it a lamp unto my feet and a light unto my path. I will hide its words in my heart that I might not sin against God.

## ***NON-DISCRIMINATION POLICY***

Meadowbrook Christian School is a ministry of Christ Wesleyan Church and welcomes all interested students who desire a strong academic program from a Christian perspective. Meadowbrook Christian School admits students of any race, color, gender, and national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school.

## ***ACCREDITATION***

Meadowbrook Christian School is fully accredited through the Middle States Association of Colleges and Schools (MSA) and the Association of Christian Schools International (ACSI).

## ***MEMBERSHIPS AND AFFILIATIONS***

Meadowbrook Christian School is a member of the Association of Christian Schools International (ACSI), the Central PA Chamber of Commerce, the Greater Susquehanna Valley Chamber of Commerce, the Pennsylvania Interscholastic Athletic Association (PIAA), the Allegheny Christian Athletic Association (ACAA), Kiwanis Key Club, and the National Honor Society. Meadowbrook Christian School is fully licensed by the Pennsylvania Department of Education.

## ***HOLIDAY POLICY***

Meadowbrook Christian School endorses Christmas and Easter as holidays that have their roots in the Judeo-Christian belief system. Christmas is a day in which we celebrate the birth of our beloved Savior and Lord Jesus Christ. Easter is the completion of the work He accomplished having rode triumphantly into Jerusalem, was crucified and buried, on the third day rose from the dead, and then ascended into heaven to take His rightful place on the throne at the right hand of God. Meadowbrook does not endorse Halloween. We do, however, attempt to offer an alternative such as a harvest celebration.

Having stated this, we do not promote, endorse, or allude to the figures that the “world” associates to those days. Therefore, the fictional characters of Santa Claus and/or the Easter Bunny have no place in Meadowbrook’s institution or holiday celebrations.

Please assist Meadowbrook in this endeavor by making sure that all holiday celebrations and associated decorations are in accordance with the above stated policy. Any parties or ornaments are to be Christ-centered and appropriate to the Meadowbrook Christian School environment. Thank you for your help!

## **SYCAMORE EDUCATION**

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**Sycamore Education** gives you, the busy parent, an opportunity to get more involved in your child’s academic progress and future success-all via the Internet. **Parents must provide their email addresses when enrolling their children to be active in this valuable communication tool. Each parent can provide 1 email address.**

### ***SYCAMORE FOR PARENTS***

Sycamore Education is a secure, online community used by schools around the world. A connection to the internet is all that is required to access your school’s news, calendar events, ordering lunches, classroom web pages, communicating with teachers, grades, report cards, attendance, and more. Using Sycamore Education will allow you to access school information you need, when you need it.

**Access to Sycamore:** First time access we will send a Sycamore Login Invitation to the email address you had provided. Please retain the login information for future access via [mcs lions.org](http://mcs lions.org) or [sycamoreeducation.com](http://sycamoreeducation.com). SCHOOL ID: 2394

**Lunch Ordering via Sycamore:** Login to your family account, deposit money prior to ordering lunches, and then select lunch options for each child. Ordering deadline is the Thursday (midnight) for the next week’s lunches.

**Family Changes:** Please contact the school with any updates to email addresses, home addresses, emergency contacts, phone numbers, and work changes. It is important to keep the school informed of any changes that may affect your child.

## **FINANCES**

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### ***FINANCIAL PAYMENT POLICY***

**Payment Policy:** To avoid any misunderstanding with respect to the payment of tuition for those attending MCS, the following policies have been established unless prior arrangements have been made with the Director of Finances and approved by the School Board Finance Committee and full Board:

1. All tuition is to be paid on the 15<sup>th</sup> of each month *in advance*. When an account is 30 days in arrears, the parent must make some satisfactory arrangements. If arrangements are *not made within 60 days*, the student will not be permitted in class.
2. There is a *late charge* of \$20.00 per month 10 days after your due date. Parents are required to contact the Business Office with an explanation stating when payment will be made.
3. *Report cards will not be issued if an account is not current, nor will a student be allowed to enroll until the past year's tuition has been paid.* In the case of extenuating circumstances,

arrangements must be made with the administrator, and with School Board approval. An exact account status may be obtained by contacting the Director of Finances at the school.

4. No children of parents owing previous years tuition will be readmitted to MCS. All unpaid tuition accounts from past years are due to MCS. Unpaid accounts are not cancelled or “written off” at the end of the school year.
5. Report cards and/or transcripts will be held back for those families owing tuition or other financial obligations at the time of withdrawal, expulsion, or at the end of the school year. In addition, no senior student will be permitted to participate in graduation exercises or receive a diploma unless the family’s financial obligations to the school are current and all checks have been cleared to the school’s account.
6. Accounts paid with post-dated checks will be assumed unpaid until the check is cleared.
7. If any check is declined payment by the bank for any reason, your account will be rebilled for the amount of the check plus a \$25 fee. If any EFT is declined payment for any reason, your account will be rebilled for the amount of the attempted EFT plus a \$15 fee. The EFT for that month’s payment will not be reprocessed; payment will need to be submitted by cash, check, or money order to MCS. Two NSF checks will require future payments to be made with either cash or money order/bank draft.
8. No deductions are to be made from the tuition payment for any absence due to illness, death in the family, or any other reason.
9. Withdrawal terms allow for a 30-days’ notice clause. Should a student withdraw without 30-days’ notice after attending any part of a month, the full month’s tuition is due.
10. When the parents withdraw a student from the school during any semester, tuition charges for that student will continue until the end of the month (regardless of number of days in attendance) based on one tenth of annual tuition. Regarding withdrawals of students, parents must notify the Director of Finances; otherwise, billing will continue until final notice has been received from the parent. *When an expulsion or withdrawal is at the request of the school, tuition will be prorated and due at a 1/180<sup>th</sup> of the annual rate for each day school is in session.*
11. Total tuition for the school year may be paid before August 15 with a percentage discount.
12. Prices and policies may be revised yearly.

## SCHOOL HOURS & CLOSINGS

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Meadowbrook Christian School doors are unlocked at 7:30 AM. Monday through Friday, unless there is a two hour delay. The doors then would be open at 9:30 AM.

**ELEMENTARY: Grades 1-5** 8:00 AM - 2:50 PM As elementary students arrive they will go to the gymnasium, where teachers are on duty to monitor students until they are dismissed to class.

**MIDDLE SCHOOL: Grades 6-8** 8:00 AM - 2:50 PM As middle school students arrive they will go to the auditorium foyer until homerooms are unlocked.

**HIGH SCHOOL: Grades 9-12** 8:00 AM - 2:50 PM As high school students arrive they will go to the school receptionist lobby until homerooms are unlocked.

<u>Arrival Time</u>	<u>Status</u>	<u>Departure Time</u>	<u>Status</u>
7:57 AM (1st Bell)	Report to class	8:00 - 9:45 AM	Absent full day
8:00 AM (2nd Bell)	School Begins	9:45 - 1:15 PM	Absent 1/2 day
8:00 - 9:45 AM	Tardy*	1:20 – 2:45 PM	Excused/Unexcused
9:45 - 11:45 PM	Absent 1/2 day		
11:45 - 2:50/2:55 PM	Absent full day		

*\*Students are not considered tardy if their bus is late.*

**NOTE:** *Students must arrive by 10:30 AM in order to participate in any extracurricular activities that day.*

## ***SCHOOL OFFICE HOURS***

Office is located in the Christian Education entrance on the southeast side of the building. School Office hours are from 8:00 AM - 4:00 PM, however, a receptionist is on duty in the school lobby from 7:30 AM - 4:00 PM. Payments can be dropped off any time during those hours.

## ***SCHOOL CLOSINGS***

Meadowbrook Christian School will follow the Milton Area School District in calling delays, cancellations, or early dismissals. If Milton does not delay or cancel but the majority of the other school districts (Danville, Lewisburg, Mifflinburg, Milton, Shikellamy, Warrior Run) that bus students delay or cancel, we will abide with the majority. If your school district is on a delay and we are not, you may bring your child after 7:30 AM, or they may come in on the bus at your school district's scheduled delay time and a tardy will not be assessed. When Meadowbrook Christian School has delays, cancellations/closings, or early dismissals, we will send an email announcement and also the following TV and radio stations will make announcements:

WNEP Channel 16 | WYOU Channel 22 | WBRE Channel 28 | WGRC FM (91.3) in Lewisburg

# **ATTENDANCE**

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## ***ATTENDANCE POLICY***

Attendance is required of all students who are enrolled at MCS unless illness or an emergency prevents attendance. Students who have been absent must present a written excuse from their parent or guardian upon returning to school explaining the reason for the absence or a phone call can be made on the day of the absence stating the reason for the absence. If an excuse or call is not received by the school receptionist the absence will be marked as unexcused. Students have two (2) class days for every one (1) day absent after an excused absence from school to make up any work. The day of the student's return is counted as the first day. If an absence is planned ahead of time, students should be prepared to make up any work as soon as possible. Excessive absences may result in failure or dismissal from school. **Students must arrive by 10:30 AM in order to participate in any extracurricular activities that day.**

Doctor and dentist appointments should be scheduled at the beginning or end of the day, if possible. *If a student is dismissed and returns within a reasonable amount of time, they will not be considered absent.*

### **A. ABSENCE POLICY**

NOTE: **Before** a planned absence the student must obtain a ***Permission to be Absent*** slip from the office and have the parent complete. Return the slip to the office for a signature. The slip must have the office's signature before the teacher's signature(s). Return completed slip to the school receptionist.

**Excused Absence:** A student may be considered absent with excuse for the following:

1. Medical (illness, quarantine, recovery from an accident, etc.)
2. Death in immediate family, near relative, or close friend.
3. Doctor or Dentist appointments which cannot be scheduled after school hours, or other family emergencies.
4. "Special excuse" (with a one-week notice) such as family trips, which the administrator determines to be spiritually or educationally beneficial, required court attendance, etc.  
We do not encourage or condone vacations during the school year. However, we recognize that for some families vacations must be taken at different times throughout the year.
5. Impassable roads.

**Unexcused Absence:** All other reasons than those listed above will be considered **unexcused**.

**Excessive Absences:** Excessive absences may result in failure for any class subjects. Realizing the burden placed on teachers and classes in attempts to keep these students on schedule, excessive absences may result in the student's failure. Any absences after a total of 20 days will require a doctor's excuse for each day of absence that occurs thereafter. If student misses more than 30 days, the particulars of the situation must be brought before the School Board with the likelihood being the loss of credit or retention in the same grade for the next year. Any student who misses more than 3 days in a row is required to submit a doctor's excuse for that absence. A student who misses more than half a day of the school day is counted as absent for the entire day. Student activities such as Key Club, Student Government, etc. may be exceptions for class absences.

**\*\*\*Special note\*\*\*** More than 20 absences per semester or 30 absences per year for any reason (including doctor, dental visits, college visits, etc.) of a particular class will result in a loss of credit for that class. Special or unusual cases may modify this policy, but must be approved by the Board.

## B. TARDY / LATE / EARLY DISMISSAL

**Tardiness to School:** A student is considered tardy when he/she arrives to school after 8:00 AM. The tardy student must go to the school receptionist, present an excuse (parents must sign them in), then obtain a pass to be admitted to class. Tardiness will be excused if it is the result of a late school bus, transportation emergency, or an early medical or dental appointment. Repeated tardiness is a real inconvenience to the child, the teacher, and the remainder of the class. Tardiness does appear on the students' report card.

**Late To Class/Homeroom:** A student who is late to class (after the bell has sounded for the start of class / homeroom) will be issued a late slip. Five (5) "late to class" slips, will result in a detention.

**Early Dismissal from School:** Students are not permitted to leave the school building on their own for any reason during the school day. If parents have a situation that requires an early dismissal, a note must be sent to the classroom teacher so arrangements can be made. The student will then get an early dismissal form filled out. Upon leaving, the parent/guardian or student driver must sign out at the school receptionist desk.

## C. GENERAL ATTENDANCE

**Family Trips:** Family trips during the school year are discouraged because of the burden placed on teachers and students to make work up. Students who miss because of family trips must make up work based on a schedule of one (1) day make up time per day missed with an upper limit not to exceed 1 week. (Ex. 3 day trip = 3 days to make up work, 8 day trip = 5 days to make up work). In some cases, the teacher may give advanced work, however, this should not be expected. Work not made up at end of time allotted will be given a grade of zero. It is the responsibility of the student to initiate the process of making up work.

**College Visits:** We believe in the importance of students visiting college campuses at time when the university is in session, so we have developed the following guidelines for college visits per academic year. Members of the **junior and senior class** are permitted up to 5 days per academic year to visit colleges. They do however need to submit a completed "College Visitation Form" to the Director of Student Services prior to their college visit. This form is available from the school receptionist. Students can have 3 college visits before it will be counted towards total absent days. Students may be granted permission for one day to visit a college during their **sophomore year**. A sophomore must be in good academic standing (C or better in every course) and the trip would need to be one that would not be feasible or available during their junior or senior years. That special permission would be granted by the School Administrator.

**Driving Students:** A Student Drivers Registration Form must be filled out and signed by the driver and parent(s). Student drivers are responsible for being in homeroom by 8:00 AM. If a student is tardy (unexcused) (4) times, he/she will lose their driving privilege for (2) weeks. Tardy (8) times – one-month suspension. Tardy (12) times - lost privilege for remainder of the year. Student drivers may lose driving privileges for offenses such as speeding, reckless driving, etc., that occur both on or off school grounds. A speed of 5 mph on the school grounds must be obeyed at all times.

#### **D. EXTENDED CARE POLICY**

At the 3:15 bell, students either must be in ***Extended Care*** or another designated area (such as waiting for a bus, sports practice, etc.). Students are not permitted to loiter in the hallways, gym, or other campus areas. Students cannot be left at the school unsupervised. A student cannot hang around after school waiting for a church or school event unless they are supervised by an adult. An unattended student will be sent to Extended Care, in which an hourly fee applies.

**Extended Care (3:15-5:30 PM):** Our monitor will take the younger children immediately after the school bells to study hall or the playground. Older children must report to the study hall at the 3:15 bell. If there are transportation problems for your child, they will be sent to study hall and fees will apply in certain situations.

Students who are disruptive in after-school study hall may lose the privilege of being in study hall. It will greatly assist us if you pick up students promptly. We hope you understand our circumstances and realize that our minimal costs are set up to assist you as much as possible. Prices and policies may be revised yearly. If a child is not picked up by 5:30 p.m., you will be charged a late pick-up fee of \$10 plus overtime charged for each employee used in 15-minute intervals.

#### **E. TRANSPORTATION**

When on the bus, students will be governed by the rules established by the appropriate school district. These rules will be enforced by MCS administration.

***NOTE: Students are not permitted to be at school any earlier than 7:30 AM, nor later than 5:30 PM. In the event that there is a school delay, dismissal, or closing, there will be no service provided, such as before or after school study halls for families and students in grades 1-12.***

## **ACADEMICS**

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### ***ACADEMIC PROGRAM***

We believe every student ought to excel in all areas of life. It is our desire that consistent and reasonable progress be evident in each student. We hope that each child will do his/her best and be content with that accomplishment.

We do not release the names, telephone numbers, and/or addresses of a particular student or group of students that attend or have attended Meadowbrook Christian School under any circumstances to anyone without the signed, expressed written consent of the parents of the student or students. The school year consists of two semesters. Each semester consists of two 9-week marking periods.

## 1. GRADE SCALE

Grades in high school are designated as follows:

A+	100	4.0	B-	82-84	2.7	D	64-67	1.0
A	96-99	4.0	C+	79-81	2.3	D-	61-63	.7
A-	92-95	3.7	C	75-78	2.0	F	60/below	.0 (Failing)
B+	89-91	3.3	C-	71-74	1.7	I	Incomplete	(7th-12th)*
B	85-88	3.0	D+	68-70	1.3			

\*Any incomplete grades will have to be completed or an average of grades which are recorded, will be posted the next grading period.

## 2. ACADEMICS BY GRADE LEVELS:

### Elementary (1<sup>st</sup> – 5<sup>th</sup>):

Elementary classrooms are self-contained settings with highly qualified Christian teachers. The subjects taught in these grades include Bible, Reading, Spelling, English, Math, Science, History, and utilize a mix of A Beka, Purposeful Design (ACSI), and Bob Jones texts. Additionally, each grade has specials in Art, Music, Introductory Spanish, Keyboarding (4<sup>th</sup>-5<sup>th</sup> grades), Library, and Physical Education.

Our elementary philosophy places a strong emphasis on the development of the fundamental skills of learning. Specifically, we strive to provide a strong foundation in reading and mathematics. Reading skills provide the foundation upon which information is processed and all learning is built. We also feel very strongly about the mastering of the fundamentals of mathematics. Being able to think mathematically, whether it be the recall of basic math facts or the application of logical thinking skills to creatively and critically solve problems, is essential to success throughout the middle school and high school years. Our teachers strive to lay this foundation for all students in our classrooms.

Teachers offer their own unique methods, instructional strategies, experiences and expertise to provide a Christ-centered education that continues to enable students to achieve standardized testing scores that are well above national norms. Academics are an important part of life at Meadowbrook, but it is the environment in which learning takes place that sets us apart. Meadowbrook Christian School combines Christian teachers along with a rigorous curriculum taught from a biblical world view to help us build solid citizens, one child at a time, in a Christian atmosphere.

### Middle School (6<sup>th</sup>-8<sup>th</sup>):

Meadowbrook offers a Middle School for grades 6<sup>th</sup>, 7<sup>th</sup>, and 8<sup>th</sup> graders. Students rotate among middle school teachers as they move from subject to subject. Placement for Math courses begin at the end of 5th grade allowing for students to be given the opportunity to take courses best suited for their individual strengths. These courses include Pre-Algebra, Algebra and Algebra 2. Students take courses in English, Science, Social Studies, Math, and Bible each year. In addition, courses such as Learning Enrichment Across Disciplines (L.E.A.D.), Art, Music, Computers, Spanish, and Communications are also offered. Students are given the opportunity to participate in several **electives** such as musicals, fine arts competitions, spelling bee, student government and various leadership opportunities. Students are also able to participate in Junior High soccer, basketball, and track. Individualized piano and voice lessons are also available.

Additional opportunities are given to students through our **Dimensions Program**. This program is designed to give students unique opportunities not typically offered in core class offerings. The Dimensions Program exists to both equip students with life and career skills that will benefit them in the future, and to engage quality community professionals with our student body. Sample offerings include classes in Middle School Family and Consumer Science, Science Labs, Worship Arts Technology, Praise and Worship Team, Babysitting Certification and First Aid, Speed and Agility, and Personal Finance. New Programs are being added each semester that are tailored to the needs of our students.

### **High School (9<sup>th</sup>-12<sup>th</sup>):**

In addition to the core courses listed below, students may choose from these **electives**: Advanced Spanish, Art, Environmental Science, Computer Programming and Web Design, Speed and Agility, Yearbook, Family Consumer Science, Office Support, Introductory to Education, and Chorus. Additional Math electives include Consumer Math and Accounting.

MCS has become well-known for its quality Broadway productions such as Annie, Fiddler on the Roof, The Sound of Music, Wizard of Oz, and many others. The soccer, basketball, and track teams participate in both the ACAA and the PIAA, allowing for participation with both Christian and public schools, and students have further sports opportunities through our cooperative agreement with the Milton School District.

Additional opportunities are given to students through our **Dimensions Program**. This program is designed to give students unique opportunities not typically offered in core classes. Sample offerings include classes in Worship Arts Technology, Praise and Worship Team, CPR and First Aid Certification, Personal Finance, Titan (Economics competition), S.A.T. Prep, Auto Maintenance, Leadership training, Historical Simulation, and Journalism. New Programs are being added each semester that are tailored to the needs of our students.

**Bible**- Students are required to a Bible class for each year attended. Bible class is held five days a week and a Chapel Service is held weekly. These courses include Logic-Worldviews/ Christianity 101, Bible Relevance and Reliability/Spiritual Formation, Mission/Outreach, and Faith and Culture/ Relationships. Juniors and seniors can elect to take Honors Bible.

**English**- Every student is required to take four years of English in grades 9 - 12. These courses include Themes and Literature, World Literature, American Literature, and British Literature.

**Foreign Language (Spanish)**- All students at MCS are required to take two years of Spanish toward earning a diploma upon graduation, though students may elect to take a full four years.

**Mathematics**- At this time the following math courses are being offered: Consumer Math, Algebra I, Algebra II, Geometry, Pre-Calculus, and Calculus.

**Science**- The following courses in science are being offered: Biology, Chemistry, Advanced Biology, Environmental Science, and Physics.

**Social Studies**- The history curriculum contains the following courses: US History, World History, Economics/ Government, and World Geography.

**Physical Education**- This is required for all students each year. This course is designed to provide physical exercise, promote enjoyment of physical exercise, maintenance and improvement of physical fitness, and a life-long pursuit of fitness.

**Music**- In the high school there are various music programs for students to participate in vocally and instrumentally. Each year our music program will have two regularly scheduled concerts, as well as an annual musical production. Participation in high school chorus is strongly encouraged. Our music teacher offers independent vocal music lessons for interested students on the MCS campus. Students and parents can gather information regarding these lessons through the office. However, this instruction is given outside of the normal curriculum offered by Meadowbrook, therefore, separate fees are charged. Students are excused once per week from their regular class schedule (contingent to their progress and teacher approval) to attend lessons.

The **Honors Program** is an accelerated and rigorous program for qualified junior and senior students. It gives high-achieving students an opportunity to engage in an in-depth investigation of a guided topic, develop skills in the subject area, and expand knowledge beyond the normal college preparatory program. The honors courses available are English, History, Bible, Science, and Spanish. Honors courses will be weighted at 1.03 before computing the grade points for the course.

The **Dual Credit Enrollment Program** is made available to high achieving juniors and seniors to have the opportunity to enroll in on-line dual credit courses at approved college and universities. Students will earn both college and elective high school credits.

**3. HIGH SCHOOL COURSE SELECTION SHEETS** for the following year's subject choices must be submitted before completion of the prior year. Students have a two-week period to change, add, or drop a course from their schedules with parent/guardian written approval at the start of the new school year.

#### **4. HIGH SCHOOL GRADUATION REQUIREMENTS**

Requirements for graduation for all high school students in grades 9 through 12th are as follows:

Bible*	4 credits	*New students will be required to have one credit of Bible for each year attending MCS.
English	4 credits	
History	4 credits	
Mathematics	4 credits	
Science	3 credits	
Foreign Language	2 credits	
Phys. Ed.	1 credit	
Electives	<u>2 credits</u>	
	24 credits	

In order to be considered a 10th grader, a student must have at least 4 credits. An 11th grader must have 10 credits, and a 12th grader must have 16 credits. A new student must be enrolled at Meadowbrook for two full years or four semesters to qualify for Valedictorian or Salutatorian.

#### **5. HOMEWORK POLICY**

Homework is an integral part of the school academic program and will be assigned to students for the following reasons:

1. Drill – most students require solid drill to master material
2. Practice – “Practice makes permanent”
3. Remedial Activity – As instruction progresses, various weak points become evident. Homework helps strengthen and helps overcome difficulties.
4. Special Projects – book reports, compositions, and research can be carried through homework to assure deeper understanding of a subject or related area.

**Elementary students** must have homework ready when the class begins. In grades 4 and 5, homework may be counted as a quiz grade.

**Middle/High school students** must have homework ready when the class begins. Four missed homework assignments in any class during a semester result in a detention and a zero for a daily grade.

**Student Absence:** If a student is absent they may obtain homework assignments from Sycamore.

**Student Vacation Absence:** If a vacation is being planned, homework must be requested one week prior of scheduled departure. All attempts will be made to secure this work before leaving, however, it is not mandatory for the teacher to provide everything in advance.

#### **6. HONOR ROLL**

The Honor Roll system is designed to give those students recognition and reward for their outstanding achievement. The grading system is used to determine which students are eligible for the honor roll in grades 1-12. Two honor roll systems have been adopted: All A's for Distinguished Honor Roll; all A's and B's for the Honor Roll.

#### **7. IEP**

We neither develop nor follow the practice of IEP's, but we will endeavor to assist in that process. We will work with a family to the best of our ability, but we are not required to do so. We do have a Learning Support teacher who may work with students as needed.

#### **8. MAKE-UP QUIZZES AND EXAMS**

Students have two class days for every day absent after an excused absence from school to make up any work. The day of the student's return is counted as the first day. It is the student's responsibility to make

arrangements with the teacher to make up any quizzes and exams. If a student does not make up the work during this allowable time period, he/she will receive a 0.

Should a student miss the day of a scheduled test/quiz, it must be made up on the day of return. Nevertheless, if a student misses a day or days prior to a scheduled test/quiz, then the above applies. However, if the student has been notified of an upcoming test/quiz while in school and no new material has been covered, then he/she must make up the test/quiz upon return, unless communication with the class/subject teacher has been predetermined differently.

If an absence is planned ahead of time, students should be prepared to make up any work as soon as possible.

## **9. MID-TERM AND FINAL EXAMS**

**Middle/High School Students (Grades 6-12)** may be required to take mid-term and final exams at the discretion of the teacher. These exams consist of material for the entire first or second semester of the school year.

## **10. PARENT / TEACHER CONFERENCES**

Student's progress is also monitored through Parent/Teacher Conferences which can be scheduled at the end of the first quarter per school calendar. Middle/High School parents meet with their child's teachers in a panel format. You may request a teacher conference at your discretion at another time. New Families will have the opportunity to schedule their appointment earlier than existing students which is about the 6-week mark.

## **11. REPORT CARDS**

Report cards will be made available via Sycamore every nine weeks for elementary and high school classes. Report cards will not be available to a family if an account is not current.

## **12. PROCEDURE FOR ACCESS TO ACADEMIC/EDUCATIONAL RECORDS**

- I. The custodial parent, eligible student, guardian, or designated representative shall have access to the student's academic/educational record in accordance with the following procedures:
  - A. A written response to inspect and/or review an academic/educational record shall be submitted to the administrator.
  - B. The custodial parent shall have the right to inspect or review records.
- II. Access shall be provided:
  - A. Within three (3) days of receipt of request;
  - B. Prior to a conference regarding a student's academic/educational program;
  - C. Prior to a meeting relating to identification, evaluation, or placement of a student.
- III. For the purposes of security, assistance in explaining or interpreting information, the inspector/review shall be in the presence of the Administrator or Superintendent or designee(s).
- IV. Custodial parents shall have the right to inspect and review summary data records which include information about more than one child; however, they shall only be allowed to inspect and review individual data relating to their child(ren).
- V. Meadowbrook Christian School shall provide custodial parents a copy of their child's academic/educational record upon written requests at no charge. Second and/or additional copies shall be provided at the rate of fifteen (15) cents per page in order to cover the cost of copying.
- VI. A custodial parent, eligible student, guardian, or designated representative who believes that information in the student's academic/educational record is inaccurate, misleading, or violates the privacy or other rights of the student, has the right to request that the school amend the inaccurate, misleading, or violating information.

# STUDENT CONDUCT POLICIES

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*“Train a child in the way he should go, and when he is old he will not turn from it.” Proverbs 22:6*

By enrolling children at Meadowbrook Christian School, parents are stating their willingness to cooperate with the disciplinary policies of the school. Parents and teachers must cooperate fully with one another. Anything said or done which tears down respect and confidence for either will harm the child. When there is a misunderstanding, a student and/or parent should take it quickly to the teacher. Should the problem remain, the student or parent should then feel free to consult the administration.

## ***EXPECTATIONS***

- Adherence to handbook standards, classroom guidelines, and MCS Lifestyle Statement (grades 6-12 only).
- Respect for authority, property, and others
- Appropriate behavior in classrooms and hallways
- Electronic devices may not be used during school hours
- Cell phones are not to be used during school hours (see POLICY FOR STUDENT TELEPHONE USE)
- Possession of any type of tobacco, drugs, or alcohol are prohibited

In general, our policy is that the degree of punishment should fit the degree of the offense. The following are examples of corrective measures that may be taken and each are explained in great detail below: •Character Building •Detention •Suspension •Expulsion •Probation

## ***CHARACTER BUILDING***

Our goal is to train students through correction and encouragement. Teachers will try to instruct students on appropriate behavior and actions. If unacceptable behavior continues, more severe action will need to be taken.

## ***DETENTIONS***

Detentions are accumulated throughout the year and given in three areas: Disciplinary, late slips, and missed homework assignments. A **disciplinary** detention is given for an offense in violation of the discipline policies. Detentions for **late slips** are given when a student has been late to class/homeroom on five occasions. **Missed homework** detentions result from missing a total of four homework assignments in a specific class. Late slips and missed homework totals will be reset each semester. Detentions are served on Tuesdays and Fridays from 3:00-3:30. If a student cannot serve a scheduled detention, the parent must contact the school office. Failure to serve a detention will result in that specific detention being doubled (to be served on the next available detention day).

## ***SUSPENSIONS***

Any students in grades 6-12 may be suspended from an accumulation of detentions or for a serious disciplinary offense. After a student receives three detentions, a warning letter will be sent from the school office. Upon receiving a fourth detention, a one day out of school suspension will be administered. A subsequent accumulation of detentions or a serious disciplinary offense will result in another in out of school suspension. This second offense will be a two day out of school suspension; the third, a three day out of school suspension. At this point, the school reserves the right to ask the student to leave Meadowbrook Christian School. Zeros will be given in all classes for days spent in suspension, however, quizzes, tests, and exams can be made up.

## ***EXPULSIONS***

The expulsion of a student from school is a serious matter, one that is never done without much prayer and thought. For this reason, much consideration is given to all circumstances before a student is expelled. Our desire is to do everything we can to reach a student with the message of Christ's love.

However, expulsion may come as a result of repeated offenses of school policies. It may also come as a result of a serious breach of behavior either on or off campus. In a situation involving immoral behavior, administration and board leadership reserve the right to ask the student to withdraw.

### ***PROBATION***

**NEW STUDENT PROBATION** allows families and Meadowbrook Christian School a 30-day period to evaluate the match of student and school. During this time students are asked to meet the school's spiritual, academic, and social standards.

**ACADEMIC PROBATION** has been established to encourage the academic progress of each student. Middle and high school students failing three or more subjects at the conclusion of any marking period will be placed on academic probation. The probation period is the nine week period to follow and administration will review progress at the end of the nine weeks.

**DISCIPLINARY PROBATION** has been established to encourage positive Christian behavior and attitudes. It is the result of either one major disciplinary offense or the culmination of patterned negative behavior or attitudes. Disciplinary probation will be issued for a period of 15 school days, during which time a student will vacate any current leadership positions and not be permitted to participate in any extra-curricular activities. Additional disciplinary offenses occurring during the probationary period may result in a recommendation to withdraw the student.

## **GENERAL POLICIES**

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### ***ELIGIBILITY FOR SPORTS OR EXTRA-CURRICULAR ACTIVITIES***

Meadowbrook Christian School competes against other schools during the fall (girls and boys soccer), winter (girls and boys basketball), and spring (track & field). Physical exams are required from a family physician using either school or PIAA supplied forms before any student can participate for that year. Students are to maintain respectable grades and behavior (please see Athletic Handbook in Athletic Director's office). Students are expected to support the overall sports program with the commitment to practice with the team at all practices, participate in all games or meets with a reverence toward Christ, and dedicate time to help benefit themselves, teammates, and fellow students.

In order for a student to be eligible to participate in the sports program or extra-curricular activities at Meadowbrook, he/she must maintain an overall C (minimum 71) average and must have no more than one "F" in all subjects. For more information on eligibility, please obtain information from the office.

### ***STUDENT TELEPHONE / CELL USE***

**SCHOOL PHONES** are business phones and not to be used by the students without prior permission.

**CELL PHONES:** Students may not use cellular phones during hours that school is open (8:00-2:50). All cell phones must be turned off during school hours. Should a student use a cell phone or it rings during school hours, it will be taken by administration for that day. If a student needs to call home, he or she may do so after notifying the receptionist and must remain in the receptionist area until call is complete.

### ***RELATIONSHIPS: BOY-GIRL***

Meadowbrook Christian School is co-educational, operating on the premise that it is wholesome for boys and girls to develop many friendships during their school years. These friendships should be with members of the same sex, and in the teenage years, with members of the opposite sex as well. Outward show of affection, however, such as holding hands, having arms around one another, and the like will be

prohibited in the school, on the school grounds, or any school sponsored event, including any sports events and extra-curricular activities. A genuine Christian behavior toward the opposite sex is manifested in a discreet manner. Any breach of the aforementioned behavior will result in a minimum of a one-day suspension.

It is recognized that in some cases friendships developed during the school years will mature into life-long companionships. Therefore, it is the position of MCS that dating shall be directed from *the homes* of the students.

### ***SOLICITATION***

Neither teachers nor organizations nor students are permitted to sell articles on the school grounds without permission of the Administrator. Advertisements of any non-school activities are not to be posted or distributed without the permission of the Administrator.

### ***STUDENT DRIVER POLICY***

Being a student driver at Meadowbrook is a privilege. This privilege will be granted only as long as the following guidelines are met.

1. Student drivers must secure a written permission form from the school office. A registration form must be filled out and signed by the student driver and parent(s).
2. A copy of vehicle driver's license, vehicle registration, and current insurance must be turned in to the office.
3. As soon as drivers arrive at school, they must leave their car and go to the designated area to wait until school opens. Drivers are not to visit or socialize in or around any vehicle before or after school.
4. Student drivers must park cars properly in the last row of the south lot next to the creek.
5. Student drivers are responsible for being in homeroom by 8:00 AM. Excessive tardiness may result in loss of driving privileges.
6. Student drivers may lose driving privileges for offenses such as speeding, reckless driving, etc., that occur both on and off school grounds. A speed of 5 mph on the school grounds must be obeyed at all times.
7. The student driver may transport only those passengers for whom permission has been granted by parents of both parties involved through the school office. Permission forms must be on file at the office.

### ***STUDENT SEXUAL HARASSMENT POLICY***

This school is committed to maintaining an academic environment in which all individuals treat each other with dignity and respect and which is free from all forms of intimidation, exploitation and harassment, including sexual harassment. This school is prepared to take action to prevent and correct any violations of this policy. Anyone who violates this policy will be subject to discipline, up to and including termination or expulsion.

#### **Definition of Sexual Harassment:**

"Sexual Harassment" means unwelcome sexual advances, requests for sexual favors, and other verbal, visual, or physical conduct of a sexual nature, made by someone from or in the work or educational setting, under any of the following conditions:

1. Submission to the conduct is explicitly or implicitly made a term or condition of an individual's academic status, or progress.
2. Submission to, or rejection of, the conduct by the individual is used as the basis of academic decisions affecting the individual.
3. The conduct has the purpose or effect of having a negative impact upon the individual's academic performance, or of creating an intimidating, hostile, or offensive educational environment.
4. Submission to, or rejection of, the conduct by the individual is used as the basis for any decision affecting the individual regarding benefits and services, honors, programs, or activities available at or through this school.

**Examples of Sexual Harassment:**

Unwelcome sexual conduct of this type can include a wide range of verbal, visual or physical conduct of a sexual nature. Among the types of conduct, which would violate this policy, are the following:

1. Unwanted sexual advances or propositions.
2. Offering academic benefits in exchange for sexual favors.
3. Making or threatening reprisals after a negative response to sexual advances.
4. Visual conduct such as leering, making sexual gestures, displaying sexually suggestive objects or pictures, cartoons or posters.
5. Verbal conduct such as making or using derogatory comments, epithets, slurs and jokes.
6. Verbal abuse of a sexual nature, graphic verbal commentaries about an individual's body, sexually degrading words used to describe an individual, suggestive or obscene letters, notes or invitations.
7. Physical conduct such as touching, assaulting, impeding or blocking movements.
8. Texting or other media usage.

**What to do if you Experience or Observe Sexual Harassment:**

Students who feel that they have been subjected to conduct of a harassing nature are encouraged to promptly report the matter to the school administrator or a teacher.

**Confidentiality**

Every effort will be made to protect the privacy of the parties involved in any complaint. However, the school reserves the right to fully investigate every complaint, and to notify a student's parent/guardian and appropriate government officials as circumstances warrant.

**Protection Against Retaliation**

It is against the school's policy to discriminate or retaliate against any person who has filed a complaint concerning sexual harassment or has testified, assisted or participated in any manner in any investigation proceeding or hearing concerning sexual harassment.

**Procedure for Investigation of the Complaint and for Taking Corrective Action**

When one of the school officials designated in this policy receives a complaint, he or she shall immediately inform the administrator. The administrator will direct an investigation. If the investigation confirms the allegations, prompt corrective actions shall be taken. The individual who suffered the harassing conduct shall be informed of the corrective action taken. In addition, any employee or student found to be responsible for sexual harassment in violation of this policy will be subject to appropriate disciplinary action up to and including expulsion or termination. The severity of the disciplinary action will be based upon the circumstances of the infraction.

**ANTI-TOBACCO POLICY**

Any student who is found to be in possession of tobacco in any form (including but not limited to cigarettes, cigars, snuff, or any form of smokeless tobacco) at school, on the school grounds, or at any school-sponsored activity or extra-curricular event (be it a sporting event, practice, or field trip setting) will be subject to the following schedule of discipline: First Offense -- Two day suspension, view an anti-smoking video, write a 1,000 word research paper on the "Dangers of Smoking", and pay a \$100 fine. Second Offense -- Expulsion from school. In addition to the above-mentioned actions, at the first offense, a student caught in violation of the policy will face immediate dismissal from any sports team or club that represents the school. *Any student caught smoking in any building will be considered to have violated the "Smoke-free Building" and the fire code and may as a result be turned over to the appropriate authorities. Adopted by School Board 3-96.*

**WEAPONS POLICY - POSSESSION OF/ THREAT OF/ USE OF**

**Introduction:** Meadowbrook Christian School considers student possession of/use of/ or threat of the use of weapons as a serious offense and will not tolerate such by students on school property, at school events, or any other time while enrolled as a student. Statements made by a student claiming or boasting of a weapon at school or school event will be dealt with in the same manner as a "threat" below.

**Student Action:** Students who possess a weapon or who carry, exhibit, display, draw, or threaten any of these items apparently capable of producing bodily harm in a manner which, under the circumstances,

manifests an intent to intimidate another or warrants alarm for the safety of others shall be subject to discipline up to and including expulsion.

**Definition:** “Possession” includes, but is not limited to, having a weapon on school property or at a school-sponsored event located: (a) in a space assigned to a student such as a locker or desk; (b) on the student’s person or property (such as on the student’s body, in his/her clothing, purse, backpack, gym bag or vehicle); or (c) under the student’s control or accessible or available, such as hidden by the student.

“Threat” includes, but is not limited to: (a) a statement of personal bodily harm with a weapon; (b) a statement indicating friends or acquaintances with weapons who will commit bodily harm; (c) or the statement of possessing a weapon at school or a school function.

A “weapon” includes, but is not limited to: (a) a firearm, which is a weapon or device from which a projectile may be fired by an explosive; or (b) an air gun, which includes any air pistol or air rifle, designed to propel a BB, pellet, or other projectile by discharge of compressed air, carbon dioxide or other gas, or any items which appear to be realistic firearms or air guns; or (c) a slung shot, which is a piece of metal, or a stone fasted to a short strap, chain or thong, used as a weapon; or (d) a sling shot, which is a forked piece of wood, metal, plastic or similar substance having an elastic band fastened to the prongs for shooting small stones and pebbles; or (e) a sand club, chains or metal knuckles; or (f) a device commonly known as “throwing stars,” multi-pointed metal objects designed to embed upon impact; or (g) any knife which is a cutting or stabbing instrument with a sharp blade set in a handle; or (h) a dirk, which is a type of dagger; or (i) any device commonly known as “nun-chu-ka sticks” consisting of two or more lengths of wood, metal, plastic or similar substance connected with wire, rope or other means; or (j) a stun-gun; or (k) any explosive device including firecrackers; or (l) mace or pepper spray.

**Incident Reporting and Action:** Any faculty member, staff member, or student with knowledge of “possession,” “threat,” or “use of weapons” as described above shall immediately report to the building administrator/director/designee, who may (a) submit a report to the appropriate jurisdictional police authority, (b) remove the involved student(s) from school pending full investigation by school and law enforcement authorities (c) and possible permanent expulsion from Meadowbrook Christian School. Or meet with the administrator and parents, be placed on athletic ineligibility for 5 academic days, serve a one day suspension, have two separate school periods of counsel with the MCS chaplain, be placed on probation for a full academic school year, and write a 1,000 word research paper on “Why it is against the law to have potentially dangerous “weapons” or similar items, as listed above, on school campuses and the ramifications of violating those laws. If a second offense should happen, expulsion from school will result. *Any student caught with weapons in any building or on campus grounds will be considered to have violated the “POSSESSION OF/THREAT OF/ USE OF WEAPONS POLICY” and may as a result be turned over to the appropriate authorities.*

## ***INTERNET ACCEPTABLE USE POLICY***

***Overview:*** Recent advances in information technologies change the way that Meadowbrook Christian School relates to the world. From our classrooms, labs, and media center you will be able to travel all over the world to gather information. As we learn to make use of Meadowbrook’s computer network and travel this electronic highway, maps to find information and rules to keep traveling safe become vital to successfully completing the journey. This document is intended to help you make informed and appropriate decisions about the best use of Meadowbrook's computer resources.

Just as you learn and are expected to abide by social, moral, and ethical codes and behaviors which are acceptable in our school, you need to learn the correct procedures and rules for using our network of information services. We demand that all students obey the guidelines. If you break any of these rules, you will not be permitted to continue to use the system.

Before you begin to use these exciting research tools, it is important to your teachers, your parents, and your administrator that you understand the many consequences of the computer connections that you will make on our network and on the Internet. It is important that you understand that your use of this powerful educational tool is a **privilege**. It can provide you with countless hours of exploration and use. Like your driver's license though, its use can be taken from you for breaking the rules.

Meadowbrook Christian School believes that the Internet has much to offer students with its wide variety of resources. It is our goal to educate students about efficient, ethical, and appropriate use of those resources. Within the context of our mission statement as a school, the Internet connection will be used to meet the goals in our curriculum. Specifically, students will have the opportunity to enhance their learning through:

1. A wealth of additional resources for reference and research.
2. Consulting with experts in a variety of fields.
3. Communicating with other students and individuals in areas or situations they are studying.
4. Learning to conduct searches, evaluate resources, and locate relevant material.
5. Interacting with up-to-date primary sources.

In order to assist students in learning to use the Internet correctly, the school will do everything it can to insure that students access the resources appropriately. This includes providing:

1. A reliable connection that is protected by the best filtering software we can find. Filtering software blocks sites that are objectionable for content, language, or a variety of other things that the school has defined as inappropriate.
2. Training for students and others that clearly spell out what is appropriate and what is inappropriate. Students will be given general instruction about what is available on the Internet and how they can find what they are looking for through searches, how to save, and how to print. They will also receive instruction in proper Netiquette, citing, and evaluation of sources.

**Code of Ethics:** It is to be understood that Internet access for students is a privilege, not a right. All users of the Internet will agree to adhere to the following Code of Ethics:

“I will strive to act in all situations with honesty, integrity, and respect for the rights of others and to help others to behave in a similar fashion. I will make a conscious effort to be a good testimony to my fellow students, faculty members, and others I communicate with on the Internet. I agree to follow Meadowbrook’s basic rules. I will strive to apply Philippians 4:8 to my electronic communication: ‘Finally brothers, whatever is true, whatever is noble, whatever is right, whatever is pure, whatever is lovely, whatever is admirable – think about such things.’”

**Use Policy:** The Internet user is held responsible for his/her actions whenever using the Internet. Unacceptable uses of the network will result in the suspension or revoking of these privileges.

Some examples of unacceptable use are:

1. Using the network for any illegal activity, inappropriate business, obscene purposes, or violation of copyrights.
2. Install software onto Meadowbrook’s computer network.
3. Using the network for commercial or financial gain.
4. Degrading or disrupting the equipment or system performance. Any security problems must be reported to the technology instructor and not shared with other users.
5. Vandalizing the data of another user.
6. Wastefully using finite resources, after being warned and instructed as to their proper use.
7. Gaining unauthorized access to resources, including attempting to get around the filtering software installed on a computer with Internet access.
8. Invading the privacy of individuals including reading mail that belongs to others without their permission or forging email messages.
9. Using an account owned by another user – with or without that user’s permission.
10. Posting personal communications without the author’s consent or posting information containing information not meant to be made public.
11. Posting rude or inappropriate messages.
12. Send or receive messages that indicate or suggest pornography, unethical or illegal solicitation, racism, sexism, or inappropriate language. All of the rules in Meadowbrook’s Acceptable Internet Use Policy apply when you are using the computer lab.
13. Intentionally disrupting network traffic or crashing the system.
14. Violating the spirit of Meadowbrook’s Mission Statement.

***User may not:***

- install or download software onto Meadowbrook's computer network
- send or receive messages that indicate or suggest pornography, unethical or illegal solicitation, racism, sexism, or inappropriate language. All of the rules in Meadowbrook's Acceptable Internet Use Policy apply when you are using the computer lab.
- use the network or its computers for commercial or for-profit purposes.

***Using The Resources:*** It may seem that there is no limit to the resources on the Internet, but "Your School's" network has a limited capacity to handle traffic. This means the more users there are on the network, the more congested the network becomes. If there are too many users at any given time, the traffic on the network grinds to a crawl, just like a traffic jam on a freeway. Some users may be cut off altogether. Although the network may slow down, it will continue to function. The following list will help avoid "gridlock."

1. Do not tie up the network with idle activities.
2. Do not play games with others on the network or on the Internet, unless given approval by the Technology Instructor. Networks are not designed for computer games. It is not Nintendo. Play games on your own time and on your own equipment.
3. Download only the information you want and need. The best thing to do is get into the Internet, get what you need, and get out. Remember, there are many students who need to use this system.

The Internet user and his/her parents (or guardians) must understand that he/she uses the Internet at his/her own risk. Considering the provisions mentioned above, Meadowbrook cannot assume responsibility for:

1. The reliability of the content of a source received by a user. Students must evaluate and cite sources appropriately.
2. Costs that the students incur if they request a product or service for a fee.
3. Any consequences of disruption in service that may result in lack of resources. Though every effort will be made to insure a reliable connection, there may be times when the Internet service is down or scheduled for use by teachers, classes, or other students.
4. Guaranteeing privacy of mail. Though we do support privacy of e-mail, users must not assume that this is guaranteed. The technology instructor and the administrator reserve the right to investigate possible misuses or to monitor any e-mail that comes through Meadowbrook computers.

***Cyber-Safety:*** When you are using the computer network and communicating with others in remote or even close locations, keep the following in mind:

1. You cannot see them so you cannot tell how old they are or even what gender they are.
2. They can tell you anything, and you cannot always be sure what they are telling you to be true.
3. Absolute privacy cannot be guaranteed in a network environment. So, you need to think carefully about what you say and how you say it.
4. For your own safety and for the safety of others, remember to exercise caution when you are communicating with people in the outside world. Do not give out your home phone number or your address to anyone. They do not need to have that information.
5. If you feel there is a problem or if you feel uncomfortable with the information someone is giving you, tell your teacher or system administrator immediately.

***Plagiarism:*** The dictionary defines plagiarism as "taking ideas or writings from another person and offering them as your own." The student who leads readers to believe that what they are reading is the student's original work when it is not is guilty of plagiarism. Credit should always be given to the person who created the article or the idea. Be careful when you are using the Internet. Cutting and pasting ideas into your own document is very easy to do. So, be sure that you give credit to the author. That way your teacher will know which ideas are yours, and you won't be guilty of plagiarism. Though the penalty for plagiarism is at the discretion of the teacher, it is likely that you will lose credit for any assignment containing plagiarized material.

**Copyright:** Copyright is another issue altogether. According to the Copyright Act of 1976, "Fair Use" means that you may freely use any information that you legally find on the Internet as long as you do so only for educational purposes. You may not plagiarize or sell what you find. Suppose, for example, that you find a copy of Microsoft Works on the Internet. Could you legally copy it? The answer is NO. This is copyrighted software. You have to purchase software packages before you use them legally. Suppose you find an article about the use of Microsoft Works on the Internet. Can you legally copy it? The answer is yes, as long as you give credit to the author and do not sell the article for profit.

**Network Security:** The most secure computers are the ones that are not on. This is not a reasonable solution. Our security measures are to keep you from accidentally changing settings. Consistency and reliability are paramount for Meadowbrook's computer network to serve you optimally. Therefore the following guidelines are set up to help you understand our security concerns. Masquerading: pretending to be someone else is forbidden. This includes sending out e-mail in someone else's name as a joke. No Hacking, which means no attempting to break into or go around any of our security measures, and is considered a major violation of school rules. This includes servers, workstations, networks and other people's resources.

**Consequences Of Violations:** Consequences of violations include but are not limited to:

1. Suspension of Internet access;
2. Revocation of Internet access;
3. Suspension of Network privileges;
4. Revocation of Network privileges;
5. Suspension of computer access;
6. Revocation of computer access;
7. School suspension;
8. School expulsion;
9. Legal action and prosecution by the authorities.

**Consent And Waiver:** By signing the Enrollment Card or the Re-Enrollment Card, the student and parent (or guardian) agrees to abide by these restrictions.

A. In addition, Meadowbrook Christian School assumes no responsibilities for:

1. The content of any advice or information received by a student from a source outside MCS, or any costs or charges incurred as a result of seeing or accepting such advice;
2. Any costs, liability, or damages caused by the way the student chooses to use his/her MCS Network access;
3. Any consequences of service interruptions or changes, even if these disruptions arise from circumstances under the control of MCS;
4. While MCS supports the privacy of electronic mail, students must assume that this cannot be guaranteed.

B. By signing the form I agree to the following terms:

1. My use of the Meadowbrook computer network must be consistent with the school's primary goals.
2. I will not use the MCS computer network for illegal purposes of any kind.
3. I will not use the MCS network to transmit threatening, obscene, or harassing materials. Meadowbrook will not be held responsible if you participate in such activities.
4. I will not use the MCS network to interfere with or disrupt network users, services or equipment. Disruptions include, but are not limited to, distribution of unsolicited advertising, propagation of computer worms and viruses, and using the network to make unauthorized entry to any other machine accessible via the network. I will print only to my local printer.
5. It is assumed that information and resources accessible via the Meadowbrook network are private to the individuals and organizations which own or hold rights to those resources and information unless specifically stated otherwise by the owners or holders of rights. Therefore, I will not use the Meadowbrook network to access information or resources unless permission to do so has been granted by the owners or holders of rights to those resources or information.

# HEALTH & MEDICAL

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## ***MEDICAL GUIDELINES***

**Physical Exams** are a requirement for all students in the state of Pennsylvania. **All new students** and students in **Kindergarten or entry to 1<sup>st</sup> grade, 6<sup>th</sup> grade and 11<sup>th</sup> grade** must submit a current physical exam. Physical exams are current when they are dated no later than 1 year before the first day of the current school year. Physical forms are available from the school office or at [mcslions.org](http://mcslions.org). It is not a requirement that our forms be used. At this time, there are no physicals exams being offered at MCS but we do accept the Sports Physicals exam for grades 6<sup>th</sup> and 11<sup>th</sup>.

**Immunizations** A record of all immunizations must be given to the school office. Immunizations, as required by the State of PA, should be adhered to. A list of required immunizations can be acquired through, your family doctor's office, the PA Department of Health, your public school district and MCS. Medical and or Religious exemptions for immunizations will only be accepted when there is a Physician's letter stating the medical condition that prohibits the child from receiving scheduled immunizations, or there is a written letter and signed from a parent/guardian stating their desire for religious exemption of state required immunizations.

**Dental Exams** are a requirement for any student attending school in the state of Pennsylvania. Dental exams are required for students in Kindergarten or entry to 1<sup>st</sup> grade, 3<sup>rd</sup> grade and 7<sup>th</sup> grade. Dental forms are available from the school office or at [mcslions.org](http://mcslions.org). It is not a requirement that our forms be used. At this time, NO dental care or fluoride treatments are offered at MCS.

## ***HEALTH & SICKNESS POLICY***

When a child is showing symptoms of an illness, it is sometimes difficult for parents/guardians to know if that child should or should not be sent to school. A healthy child will have between 8 and 10 "colds" per year, so we fully understand that some symptoms will be present while your child is in school. We have compiled some "Do's and Don'ts" for you to follow in regards to whether or not to send your child to school. **DO NOT send your child to school when:**

- A fever of 100 degrees or higher has been present within the last 24 hours.
- A fever is recurring as medication wears off.
- Nausea, vomiting, or diarrhea has occurred within 24 hours.
- Persistent headache, body aches or chills are present.
- Unidentified skin rash is present.
- Chicken Pox is present and/or new lesions are breaking out and have not yet crusted over.
- Loss of appetite is present for more than a day, especially when other symptoms are present.
- An excessively runny nose or eyes that show sign of infection.
- Frequent cough and or sneezing is present – and NOT due to allergies.
- Sore throat causes a disruption in activities or is accompanied by a fever of 100 degrees or higher.
- He/she is on a new or prescription medication for less than 24 hours.
- Your child is too lethargic or weak to participate in normal classroom activities.

### **DO send your child to school when:**

- A fever is below 100 degrees without the use of anti-fever medications for at least 24 hours.
- Nausea, vomiting and diarrhea do not return once "normal" diet is resumed for 24 hours.
- A physician has identified skin rash as non-contagious – or a contagious skin rash has been treated with medication for at least 24 hours and the student has a Doctor's excuse or a "return to school note from a physician."
- Appetite has returned to normal.
- Runny nose is clear, is not excessive and/or has been under treatment for at least 24 hours.
- Eyes are clear, free of discolored drainage and/or have been under treatment for at least 24 hours.
- Cough or sneezing is not too frequent, too moist and is not due to contagious illness that hasn't been treated for at least 24 hrs.
- A new medication is being tolerated for at least 24 hours.
- Normal classroom activities can be tolerated and/or resumed.

Keeping your child at home when he or she is symptomatic can hasten the recovery time and prevent illnesses from being spread in our school. Your child will be excluded from school and sent home when it is determined that he/she is exhibiting signs and symptoms of illness that is incompatible with school attendance. Let's work and pray together for a healthy school year!

### ***MEDICATION POLICY***

Ideally all medication should be given at home, but we recognize that students are able to attend school due to modern treatments for acute and chronic illnesses. Any student who is to receive medication at school must comply with Meadowbrook Christian School's medication policy.

Medication will be administered by our school nurse or other authorized personnel if the following criteria are met:

#### **Prescription medications:**

1. All medication must be submitted in its original container and that container must be clearly marked with the student's name, medication name, dose, frequency and route to be administered – (like – “by mouth” or “topical”).
2. Written request by the prescribing doctor to give the medication during school hours.
3. Written permission by the parent to give the prescription medication to the student during school hours.
4. Student should be on prescription medication like antibiotics and anti-fungals for a full 24 hours before returning to school, unless a doctor's note says the student may return before that 24 hour period is past.

#### **Over the counter medications:**

1. Permission from the parent or guardian to administer the medication to the student as the parent noted on the “Student Medical” form upon enrollment.
2. All over the counter medications must be in their original container – NO medication will be accepted at school if the medication is NOT sent in the original container.
3. All over the counter medications will be given using the guidelines listed on the label of that medication. Any deviation in the label instructions is a violation and the medication then falls in to the “prescription” category and the policy for “Prescription medications” must be followed.

**All medications, prescription or over the counter must be taken to the school nurse office as soon as the student arrives to school. There are locked cabinets and refrigerators here to store medications.**

**Students are not permitted to carry any medication during the school day unless written permission is given by the parent, doctor and, or MCS office. The teachers will be notified if any student has such permission and is carrying a medication. Any student who has permission to carry a medication is not permitted to share their medication with another student. The student will lose his/her permission to carry any medications if he/she shares with another student. Disciplinary action may be taken by the school office if that occurs.**

## **MISCELLANEOUS**

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### ***GENERAL***

**Calendar:** Each family will receive a school calendar prior to the start of the new school year. It is recommended that this be posted in a convenient place for regular reference.

**Choral Concerts:** Students taking chorus are required to attend the Christmas and Spring choral concerts. Failure to do so for other reasons than those listed under the *Attendance Policy: Excused Absence* will result in a 1/3 letter grade deduction.

**Directory:** A school directory is available on Sycamore solely for the *private use* of MCS families to communicate with each other. **IT IS NOT TO BE USED BY ANYONE OUTSIDE OF THE MCS FAMILY, AND IS NOT TO BE GIVEN OR USED FOR BUSINESS CONTACT PURPOSES.**

**Copiers:** The copy machine is located in the reception area. This is not for student's personal use or for copying homework assignments. However, if a student is doing a research project and is duplicating reference materials from the MCS library, then a cost of 15¢ per copy must be paid in advance.

### ***VISITING STUDENTS***

Visiting students must have **prior** contact through their parents with our administration. Visiting students are to follow MCS rules at all times. All visitors must have the approval of the Administrator to visit and upon arrival they must check in with the school receptionist.

### ***LIBRARY GUIDELINES***

The Meadowbrook Christian School Library is established to provide books with spiritual principles and philosophies, material that offers insight and understanding into specific subject matter, reference material that will encourage research, and wholesome reading. The library will include books that model positive character traits, show conclusive results to actions, draw a line between good and bad, not contain objectionable language, and emulate wholesome values.

To ensure that books being selected follow MCS guidelines, criteria will be established to evaluate book selection. It is the school's desire to teach students to critically evaluate what he or she reads. There are books in the library that does not emulate Christianity. It is important for parents to know that they should be actively involved in helping their child evaluate what they read.

The purpose for the MCS Library is to uphold the Word of God and remain in alignment with the goals, objectives, and philosophy of our school. We seek to encourage learning and growth, provide literature not found in public libraries, and to provide certain resources for the student to effectively fulfill assignments, supplement instruction, and mold character.

In the selection of books, MCS agrees to purchase items that harmonize with our purpose. Curriculum needs carry first priority regarding texts that support our guide for the use by faculty, students, and administration. Other reading selections will include fiction, drama, poetry, essays, etc. Selecting materials should center on sharpening moral understanding, assisting the reader to make good decisions, and serving the reader to be more like Christ. Books should engage imagination, provide an enjoyable experience, lead to greater understanding of cultures, provide strengthening of one's faith, and increase discernment of right and wrong.

### ***MISSION TRIP – JUNIOR CLASS***

One of the most valuable experiences that a young person can experience is the short-term mission trip. It gives students the opportunity to participate in fulfilling the Great Commission, put their faith into action, see another culture, and expand their view of the world in which we live. This not only provides opportunities for God to work *through* the lives of our students, but also, opportunities for God to work *in* the lives of our students. The trip is held during the junior year with the hopes that Meadowbrook itself may benefit more from the changed lives of our students. Our prayer is that God will touch the life of each junior through this trip, and that they will come back changed in ways that could only be through God.

### ***STUDENT GOVERNMENT***

The Student Government consists of a President, Vice-President, Secretary, Treasurer, Chaplain, and a rep from every middle and high school class. These nominated and elected officers, will serve according to the standard established within the Student Government Constitution. The purpose of the Student Government is to encourage spiritual growth, organize student services and social activities, present student opinion, promote enthusiastic school spirit, and provide opportunities for leadership experience.

# Meadowbrook Christian School's Dress Code Policy (1<sup>st</sup>-12<sup>th</sup>)

Feb-2016

## Dress Code Philosophy:

- MCS dress code exists to promote modesty and neatness in dress and appearance.
- MCS dress code is founded on biblical principles and professional societal norms that our school values highly. The following summarizes these principles:
  - Biblical Modesty – attire should reflect outward modesty and an inward spirit of self-control.
  - Compliance to Authority – attire should reflect an attitude of compliance and submission to guidelines developed by school authorities, demonstrating respect toward self, students, teachers, administration, and parents. The administration reserves the right to prohibit clothing of any style or fad as the need arises.
  - Professionalism in Appearance – attire should reflect an understanding of compliance to life situations regardless of personal preferences. We all encounter workplaces and environments with policies that identify dress as appropriate or inappropriate.

## All Dress Guidelines:

- All garments are to be clean and hemmed, with no holes, rips, tears, or frays.
- Garments that are stretched, stained, or extremely faded are not permitted.
- All attire must be properly fitted (not too tight or too loose) and properly worn (as designed).
- All attire should complement the student and be modest. Clothing that is provocative, enticing, or revealing is not permitted. Shoulders must be covered.
- Pants must be pulled up and fit at the waist.
- Hoods and hats are not permitted to be worn inside the school building.
- No garment is to have inappropriate pictures or messages, which at Meadowbrook Christian School (see “Professionalism in Appearance” above) includes any advocacy of drug or alcohol use, violence, sexual innuendo, secular music groups, and messages contrary to the Christian faith and the Word of God.
- After school hours, shorts are allowed to be worn, while adhering to the MCS Dress Code Philosophy and Guidelines, as well as sweatpants and wind pants.
- Field trip and special event attire will be determined by the overseeing teacher or designee.

## Dress Code Violation Policy:

- Any student found in violation of this policy will have the violation immediately remedied, (either by parent or school supplied correction), and will not be allowed in class or chapel until the appropriate dress code is followed.
- Any student found in violation of this policy will receive notification and the notification will be sent home to be signed by the parent and returned to the school receptionist within two days.
- **A third violation along with every subsequent violation will result in after school detention.**
- Exception: Physical education dress code violations will be handled directly by the gym teacher.

## PANTS

- Dress pants, casual pants, and jeans are permitted.
- Girls may also wear: capris, or leggings with a modest and appropriate length top to cover below the hip area.
- Boys may also wear: dress or cargo shorts during the months of August, September, May, June.

## SHIRTS, TOPS, AND JACKETS

- Polo style shirts, tucked in dress shirts, Henley style, T-shirts, sweaters, and sweatshirts are permitted.
- Girls may also wear blouses.

- Buttoned shirts may be worn and must be buttoned at all times (except the top button).
- Suit coats and blazers are permitted.
- No outdoor coats or jackets are permitted in classrooms.

#### DRESSES AND SKIRTS

- Dresses and skirts must reach the knee in length.
- Slits within skirts must be no more than 3” above the knee.

#### SHOES

- Dress shoes, casual shoes, sneakers, clogs, flip flops, slides, and sandals are permitted.

#### JEWELRY, BODY PIERCING, AND TATTOOS

- Only girls may wear earrings.
- Body piercing and tattoos (temporary or permanent) must be covered at all times.

#### HAIR

- Extreme styles and coloring are not permitted.
- Boys’ hair must be kept above the eyes, not falling below the ears, and no longer than the collar.
- Boys are to be clean shaven with sideburns no longer than the bottom of the ear.

#### CHAPEL DRESS

- On chapel days, students are to wear more professional attire.
- Denim of any type or color is not permitted.
- Girls are permitted to wear a dress, skirt and blouse, or dress slacks and blouse.
- Boys are permitted to wear dress or casual pants and must wear a buttoned dress shirt with a collar and a tie.
- Elementary boys are permitted to wear a polo style or a buttoned dress shirt with a collar, ties are optional.
- Dress shoes are preferred. Flip flops and slides are not permitted on chapel days. Only girls may wear sandals.

**Note: No chapel attire is required on chapel days when there is a school delay.**

#### PHYSICAL EDUCATION

- Lower Elementary (1<sup>st</sup>-3<sup>rd</sup> Grades):
  - Students are permitted to wear sweatpants, wind pants, or loose fitting jeans with a T-shirt, sweatshirt, or any MCS shirt to school on gym days. Girls are reminded to not wear dresses.
  - In September and May ONLY, students are permitted to bring solid color shorts (5” minimum inseam) for gym class.
  - Students are permitted to wear gym clothes to school with the exception of shorts.
  - Socks and sneakers are required.
- Upper Elementary (4<sup>th</sup>-5<sup>th</sup> Grades):
  - Students are permitted to wear solid color sweatpants, wind pants, shorts (5” minimum inseam), or loose fitting jeans with a T-shirt, sweatshirt, or any MCS shirt to gym class.
  - Students are required to bring gym clothes to change into for gym class.
  - Socks and sneakers are required.
- Middle and High School (6<sup>th</sup>-12<sup>th</sup>):
  - Students are permitted to wear solid color black shorts, sweatpants, or wind pants with an official Meadowbrook Physical Education T-shirt purchased through the school office. Shorts must have a 5” minimum inseam.
  - Students are required to bring gym clothes to change into for gym class.
  - White socks and sneakers are required.