

# Marshalltown Christian School

*Excellence in Christ-Centered Education*



## Parent Handbook

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2017-18

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*“Glorifying God through biblical, Christ-centered education, providing academic excellence, and preparing students for service and leadership.”*

**1408 South Seventh Avenue  
Marshalltown, Iowa**

**(641) 753-8824**

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[www.marshalltownchristianschool.com](http://www.marshalltownchristianschool.com)

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Parental Confirmation of Reading the MCS Handbook

I, the undersigned, have received a copy, read, understand and agree with the statements found in the Marshalltown Christian School Handbook.

\_\_\_\_\_  
Parent's Signature

\_\_\_\_\_  
Date

Please return this sheet to the office or mail to:

Marshalltown Christian School

P.O. Box 1514

Marshalltown, IA 50158

## **General Information**

### **Philosophy of Marshalltown Christian School**

God has ordained the family as the foundation for mankind. Parents have been entrusted with the nurture, instruction, and discipline of their children.

The purpose of Marshalltown Christian School is to assist families in establishing quality education, centered in the Bible, for the development of the complete person spiritually, academically, emotionally, socially, and physically.

God's Word, as revealed in the Bible, is the foundation for the truths we teach (II Timothy 3:15-17, 2:15). Wherever truth is discovered or revealed, God is its source and creator. Jesus Christ is the sustainer of truth, and the Spirit is the revealer of truth (John 16:13-14 and 17:17).

A personal commitment to Jesus Christ and the Bible is essential for all those involved in the educational process, including the family, faculty, staff, administration, and board.

Our ultimate goal is to teach the child to know God, to love and enjoy Him, while being a witness for Him in a life of service to God and man.

### **Statement of Faith of Marshalltown Christian School**

1. Belief in the authority and reliability of the Bible as the inspired and infallible Word of God. The Bible is the complete and final revelation of God concerning all matters of faith, truth, and practice. All truth is God's truth.
2. Belief in the omnipotent, omniscient, and omnipresent God who is sovereign over all. His sovereignty is seen in acts of creation, salvation, and continual care.
3. Belief in the Trinity of the one true God, the deity of Jesus Christ, His virgin birth, sinless life, miracles, atonement for our sins by His blood Sacrifice, His bodily resurrection, ascension, His personal return in power and glory.
4. Belief in the Holy Spirit as teacher of God's Truth and as giver of new life in Christ and who unites all believers in Christ.
5. Belief that man is the crown of God's creation. God endowed man with His image and gave him the responsibility to rule the earth.
6. Belief that sin has severely broken the relationships between God and man, man and himself, man and other men, and man and nature.
7. Belief that Jesus Christ, the eternal Son of God, came to earth to offer cleansing for man's sin, and to heal these broken relationships through His cross.
8. Belief that man cleansed through Christ must seek to live out his life in total commitment to Jesus Christ as Lord of life, which involves reestablishing all the original relationships God intended for them.

9. Belief in a need for clearly defined goals and objectives centered in the Word of God for the development and growth of the whole person (spiritual, mental, emotional, social, and physical), and for the establishing of proper priority in an individual's life.
10. Belief that God established the family as the basic unit of society. Parents are ultimately responsible for the instruction and discipline of their children. The Christian School is an extension of the educational process of the family and the church providing a supportive basis of encouragement to the family and the church.
11. Belief that a personal commitment to Jesus Christ and God's Word is necessary for those who are involved in the educational process (faculty, staff, administration, and board).
12. Belief that a true Christian is one who has received Jesus Christ as Savior and Lord by faith. We believe good works to be the inevitable result of true faith.

### **Accreditation and Certification**

Marshalltown Christian School is inter-denominational with a student body representing several churches in Marshalltown and the surrounding communities. Full-time MCS teachers are certified by the State of Iowa. MCS is a member of and accredited through Christian Schools International (CSI), a Christian school service organization based in Grand Rapids, MI. CSI provides curriculum materials for Christian schools, teacher training classes, national certification, an annual teachers' convention, an administrator's convention, and other support services.

### **Admissions Policy**

At least one parent or guardian of each student must agree with the purpose and policies of the school. Families interested in sending their child(ren) to the school should contact the administrator to schedule an interview. Those present at the interview should include parents or guardians (if applicable), the prospective student(s), the administrator, and/or a member of the teaching staff or school board member.

Marshalltown Christian School's Biblical role is to work in conjunction with the home to mold students to be Christ-like. On occasion, the atmosphere or conduct within a particular home may be in opposition to the Biblical lifestyle the school teaches. If a home is unable to support the moral principles of the school, the school reserves the right, within its sole discretion, to refuse admission of an applicant or to discontinue enrollment of a student.

Families should request registration packets from [mcs@marshalltownchristianschool.com](mailto:mcs@marshalltownchristianschool.com), or the Marshalltown Christian School office. The packets contain forms that should be completed and brought to the interview so they may be used in the screening process. Other items of importance to bring to the interview would include past report cards or transcripts of grades as well as an immunization record, birth certificate, and current physical for kindergarten students. MCS will provide parents with a release form so that a copy of past records may be sent to the Administration office. Applications for admission should be accompanied by the registration fee which will be refunded only if the child(ren) are not accepted for enrollment.

Students granted enrollment will be admitted according to classroom capacity. When space does not allow for admission, students will be admitted in order of acceptance dates.

## **Marshalltown Christian School Mission Statement**

*“Glorifying God through Biblical, Christ-centered education, providing academic excellence, and preparing students for service and leadership,”* is the mission and calling of Marshalltown Christian School.

## **Marshalltown Christian School Purpose**

The purpose of Marshalltown Christian School is to assist families in establishing quality education, centered in the Bible, the only inspired Word of God, for the development and growth of the complete person spiritually, academically, emotionally, socially, and physically.

God’s Word as revealed in the Bible, is the foundation for the truths we teach (II Timothy 3:15-17, 2:15). Wherever truth is discovered or revealed, God is its source and creator. Jesus Christ is the sustainer of truth, and the Spirit is the revealer of truth (John 16:13-14 and 17:17).

A personal commitment to Jesus Christ and God’s Word, the Bible, is essential for all those involved in the educational process, including the family, faculty, staff, administration, and board.

Our ultimate goal is to teach the child to know God, to love and enjoy Him, while being a witness for Him in a life of service to God and man.

## **Attendance Regulations**

Regularity and promptness in attendance at school are vital to the best interests of our children. Reasons include:

1. God expects us to be good stewards of all that we have, in time and possessions. God has given our children a special opportunity each day, to learn, grow, and explore in a Christian environment. To waste any part of that opportunity would be poor stewardship.
2. Making up work never replaces the full learning experience that takes place in the classroom, on the playground, and throughout the school’s activities. Any activity carried out by the school is intended to educate our children, whether it is academically, emotionally, socially, physically, or spiritually.
3. A pattern of attendance and promptness learned in school usually carries over into a person's life following school. Achievement as an adult is usually based on reliability in attendance and promptness.
4. As a school, we assume a major responsibility each day for the safety and well-being of the children. To help us carry out that responsibility, we ask the parents to assist in the following ways:
  - a. Call the school at least fifteen (15) minutes before the start of classes if a child will not be at school. Verification will be made by the school on the whereabouts of each child.
  - b. Any absence for reasons other than illness, medical appointments, or a death in the family, will be recorded as an unexcused absence in the school records.

- c. **Planned Absence:** If a parent must take their child out of school for some reason, they must inform the office and the classroom teacher in advance. The child must wait in the classroom until he/she is picked up by his/her parent. The student needs to ask the teacher for the assignments. If possible, assignments should be completed before the student leaves school. The assignments are expected to be completed when the student returns to class.
5. **Perfect and Faithful Attendance:** Students having perfect attendance for each quarter will receive special recognition at the end-of-the-year Awards Ceremony. These students will receive a "Perfect Attendance" certificate for perfect attendance. Students who miss four or less school days in a year are considered faithful attendees. These students will receive special recognition at the end-of-the-year Awards Ceremony.
6. Students may not miss more than 20 days of school per year (10 per semester). Should any student approach this total, the parents will be contacted by the administrator to determine the best course of action.

### **Absence Reporting**

MCS recognizes the authority of parents to keep their child(ren) out of school for illness and/or special reasons. In order for our teachers to do the best job possible, however, students should be in regular attendance. If your child will be absent, a parent or guardian must call the school office at least fifteen (15) minutes before the start of school each day of the absence. When returning, each student must bring their teacher a written excuse from home stating the reason for his/her absence. Excused absences include personal illness, family illness, and death in the family, impassable roads, and medical or dental appointments that can only be scheduled during the school day.

All non-illness and non-emergency related absences must be cleared with MCS at least two days prior to the student missing school to be considered excused absences. Only 5 unexcused absences will be permitted before the student's absence record is reviewed by the administrator and recommendations made to the school board.

A student may be permitted to leave school premises during the lunch period if a parent or legal guardian or authorized adult has given written permission. The student will be released by the teacher only to the legal parent, guardian or designated adult.

### **Early Dismissal Requests**

The following procedure regulates requests for early dismissal from the school:

1. A note is required from home explaining the reason for the request to leave school early and the time the child will be picked up from school.
2. All parents who come to get their child for an early dismissal must check in with the school office prior to removing their child from the classroom. This will help ensure that school personnel know the whereabouts of the children at all times. In addition, this will diminish the interruption of the educational process in the classroom.
3. The student may be required to complete homework for the time missed in class.

## Academic Code

### Marking System - Report Cards

Some important goals of education are: self-regulation, self-responsibility, and development toward the objectives of the curriculum with emphasis on individual initiative. Grades naturally reflect the extent to which students are meeting the goals of a Christ-centered education.

Report cards are issued to the student at the end of each nine-week period (four times during the year). Report cards indicate the grade earned, social development, attitudes and work habits, and the student's attendance record.

Kindergarten to Second Grade		Third Grade to Fifth Grade	
Grading Scale		Grading Scale	
E	90 -100%	A+	98 - 100%
S+	80 - 89%	A	95 – 97
S	70 - 79%	A-	92 – 94
S-	60 - 69%	B+	89 – 91
N	0 - 59%	B	86 – 88
		B-	83 – 85
		C+	80 – 82
		C	77 – 79
		C-	74 – 76
		D+	72 – 73
		D	70 – 71
		D-	68 – 69
		F	0 – 67
		I	Incomplete*
		EX	Excused**

\*Work must be completed within two weeks of grading date or grade will become an "F" (except in the case of extreme illness).

\*\*Given only in the case of individual, administration approved reasons for missing regular classroom work.

## Reporting

The purpose of our reporting system is to give parents and children an indication of progress being made. Each child's ability, attitudes, application, and achievement are taken into account in the grading. A separate grade for effort will also be given.

In order for parents to know firsthand their child's progress, there will be at least two conference periods each year in addition to the written reports. The MCS administrator, teachers, and school board urge parents to ask for conferences at any time they think one may be necessary.

Students should be encouraged to work for the sake of achievement and not for grades. They should learn to work in order to achieve and please the Lord (Colossians 3:23). Please do not compare your child's grades with those of other children. Each student is different and the reports are written on the basis of individual progress and should be interpreted in accordance with student's ability.



## **Address Changes**

Please report any change in address, telephone number, work place, school district, and emergency telephone numbers, etc. to the MCS Administration Office.

## **Cancellation**

Closing of MCS due to inclement weather will be announced on the following radio and television stations before 7:00 a.m. - KCCI TV Channel 8, WHO TV Channel 13, KFJB AM, WHO 1040 AM, Should there be a later cancellation than 7:15 a.m., parents will be called at home as soon as possible.

When the public Marshalltown Community School District cancels classes due to a high heat index or low wind chill, Marshalltown Christian School will start at the regular time. If school is cancelled due to snow or/and ice, Marshalltown Christian School will follow the public school closings.

## **Chapel**

Weekly Chapel will be held each Wednesday beginning at 8:30. Please join us when possible.

## **Class/School Parties**

Class parties are planned by the individual classroom teacher and the room mothers and fathers. All classes are involved in the Christmas Party.

Individual classes may be involved in other parties as well. All plans for parties must be approved by the teacher and the administrator to avoid disruption of the instructional program of the school.

*Note: We ask that parents please help their children to be sensitive to the feelings of other children when inviting classmates to a birthday party, or giving presents for birthdays. If you are not including all classmates, please extend invitations by mail or by phone. The school classroom is a small community of people with tender feelings. Feelings often get hurt by not being included. It does not take much to disrupt the delicate balance of feelings that exist in the classroom. Presents should be left in the office if they are brought to school. Please use adult judgment and common sense in matters, which could stir up jealousy.*

## **Communication**

### **Parent-Teacher Communication**

MCS has many communication methods that provide for a good exchange of information, as well as, an open-door policy that welcomes parents to discuss concerns directly with teachers and administration. The goals are to resolve conflicts as soon as possible, to restore fellowship, and to exhibit love and the proper response to authority. God is sovereign, all authority is from God, and we are all under His authority in this order:

Parents to God

School board to the parents

Administration and faculty to the school board

Students to the faculty and administration

Our Christian school is made up of people - parents, students, teachers, volunteers, and support personnel. Like any other group of sinners, we have the potential for misunderstanding, disagreement, and wrong-doing. Nevertheless, it is God's will that we live and work in harmony. Jesus said, "By this all men will know that you are my disciples, if you love one another." (John 13:35 NIV)

### **The Matthew 18 Principle for Solving School Problems**

Due to our human nature we at times irritate others, resulting in misunderstandings or strong disagreements. In Matthew 18:15-17 Jesus gives His formula for solving person-to-person problems. There are several clear principles that Jesus taught in solving person-to-person problems:

1. **Keep the matter confidential.** The very pattern of sharing the problem only with those directly involved establishes the principle of confidentiality.
2. **Keep the circle small.** The first step and most often the only step needed in solving a person-to-person problem is for one of the two people involved to initiate a face to face dialogue. Most problems are solved at the two-person level.
3. **Be straightforward.** Jesus tells us to be forthright and to love honestly. Sometimes it is difficult to be straightforward and tell someone the very heart of the matter (anonymous letters, avoiding the person, gossip, etc.). But restoration and improvement can only come when the issues are lovingly yet clearly presented.
4. **Be forgiving.** Once the matter is resolved, we should wholeheartedly forgive and restore the person whose fault has offended us. Galatians 6:1 reads "...if someone is caught in a sin, you who are spiritual should restore him gently. But watch yourself, or you also may be tempted." (NIV) Most school problems can be resolved at the two-person level. Forgiveness and restoration are the normal happy conclusions. But what is the correct Matthew 18 principle if the individual will not "hear" you, or openly disagrees with your version of the problem? Let's say you are a parent of a student in MCS. You are unhappy with a teacher because you believe that your child is being treated unfairly in the classroom. The two of you have met and talked together and you are not satisfied with the outcome of your discussion. What is the next step in the Matthew 18 principle? Should you call your best friend? How about a school board member? The administrator? No.
5. The parent and the teacher **should agree to share the matter with the school administrator.** At this stage the counsel of Jesus would be "...take one or two others along so that every matter may be established by the testimony of two or three witnesses." (Matthew 18:16 NIV) Both the parent and the teacher should individually rehearse their version of the issue or issues with the school's principal prior to the joint meeting. Each person should come to the joint meeting in a spirit of prayer and humility, willing to submit to the Lord's will in the matter, and also willing to submit to reproof and correction, if needed. Those of us who bear the name of Christ should joyfully conform to the will of Christ. An open and honest discussion among people who are sensitive to godly principles will most often reach an amiable solution.

*\*Dr. Paul A. Kienel, founder of ACSI, has stated that 80% of school problems are solved at the two-person level. Another 18% of school problems are solved at the three and four-person level which includes the school's administrator. This leaves 2% to be resolved at the level of the school board. The school board represents the school community.*

Let's say a problem now exists and is not solvable by the normal channels of communication and established school policy. What is the next step in the Matthew 18 principle?

If any party is not satisfied with the handling of the matter following the administrative conference, they should **refer the matter in writing to the school board president**. The president will then decide how the matter should be handled. Depending on the complexity of the problem, it may be appropriate for the school board president to request that all persons involved be present at an education committee or school board meeting. The goal of such a high-level meeting is:

- a. a clear understanding of the problem,
- b. solving the problem,
- c. reproof and correction if necessary, and
- d. forgiveness and wholehearted restoration of those who have made amends.

In summary, the Matthew 18 principle requires that parents talk to teachers about student problems before they talk to the principal. If unresolved at the two-person level, the matter is prayerfully and in an orderly fashion moved upward in the school organizational structure. This is the Lord's way of solving person-to-person problems.

In order to assist parents who have questions/concerns and so that such questions/concerns are addressed in a proper and timely manner, the following guidelines are provided. Throughout the process of dealing with school concerns/situations, prayer is a vital source to help with our situations. Prayer must be incorporated into the entire process of solving problems. If you have a concern or question that deals with your child's studies, homework, behavior, etc. please contact your child's teacher first. Discuss the situation in detail with your child's teacher so that the teacher will be given an opportunity to provide assistance or answers to your questions. Generally, the majority of concerns are addressed and alleviated in a positive manner between the parent and teacher.

After you have given your child's teacher an opportunity to help you acquire answers to your questions, please let your child's teacher know if you have further concerns with his/her response to your questions. If you are not satisfied with how your child's teacher "handled" your concern, then inform your child's teacher you would like to meet with the administrator.

The administrator will meet with you and your child's teacher in order to gain an understanding of the situation. Together (parent, teacher, and administrator) will meet to address the questions and concerns. If your concerns are not alleviated after meeting with the administrator and teacher together, then inform both the administrator and teacher you want to meet with the board president. At this time, you need to contact the board president with your concerns (see #6 above – Matthew 18 Principle for Solving School Problems).

As parents, staff members, and board members, we need to prayerfully work towards a solution that is in the best interest of the child. All of us adults are serving God through our service to our children and each other. In every situation we want God to ultimately have the glory. Each situation/concern is important to us. Our prayers are that we want to reconcile each situation according to His will.

Questions pertaining to issues that are not directly related to your child and teacher should be directed to the administrator. School related issues concerning school facility - grounds, board policies, etc. need to be addressed with the administrator. If you are not satisfied with your meeting with the administrator, then request a meeting with the board president. We want to address the

concern with you so each of us is able to come to a mutual understanding. If you are not satisfied following your meeting with the board president (and possibly one or two other board members), then you need to bring the issue to the board in writing, requesting the concern be on the board agenda at the next school board meeting.

A Christian school is a ministry of Christ's body. Everything that is done in the context of the school must be done Christ's way. The world's methods of solving school problems are inappropriate.

Satan tries to destroy the normal flow of harmony and good fellowship in Christian school education. That destruction is not possible if all of us follow the Matthew 18 principle of solving school problems.

## **Discipline Policy**

### **God's Command to Discipline**

God expects parents to discipline their children so that they may be able to share in God's peace and righteousness. "No discipline seems pleasant at the time, but painful. Later on, however, it produces a harvest of righteousness and peace for those who have been trained by it." (Hebrews 12:11 NIV) Parents have delegated this responsibility to school personnel during the school day.

### **The Purpose of Discipline**

The purpose of discipline is for our own good so that we may share in God's holiness with obedience to authorities following our obedience to God (see Hebrews 12:8-11). Early authorities in children's lives are first their parents, then teachers, and ultimately God.

God commands us: "Do not withhold discipline from a child." Proverbs 23:13. Children also feel secure and learn well when they know what is expected of them. We have definite educational, behavioral, social, and spiritual standards for our students. Therefore, at MCS, we make the child aware of our expectations in school work, prayer and Scripture reading, in social settings, and in behavior.

Our school is based on the assumption that the school is an extension of the Christian home. It works to support the work of the Christian home and Christian church in the nurturing of our children. Therefore, we need the support and cooperation of parents when a problem involving their child is brought to their attention. Together we will make a difference in the life of each child.

### **Proper Attitude in Discipline**

"If your brother sins against you go and show him his fault, just between the two of you. If he listens to you, you have won your brother over." (Matthew 18:15 NIV)

### **The Source of Authority**

All authority originates with God. Everyone must submit himself to the governing authorities, for there is no authority except that which God has established. (Romans 13:1 NIV) God has given parents authority over their children. This is stated clearly in one of the Ten Commandments, "honor your father and mother." This is recorded in the New Testament passages such as Colossians 3:20, "Children, obey your parents in everything, for this pleases the Lord." Teachers are granted the right to this God-given authority from parents while their child is within the teacher's care and training.

## Area of Control

Since Christianity is a lifestyle, Biblical standards of behavior are expected of students at school and away from school (Colossians 3:17). Students are expected to respect staff members at all times. All teachers and supervisory personnel shall speak to and discipline all students in the school building and on or near the school grounds and at school sponsored activities.

## Steps in Discipline

In order to follow a Biblical procession of communication, the following model will be used for most routine discipline situations:

- a. student-teacher communication
- b. student-teacher-parent communication
- c. student-teacher-parent-administrator communication
- d. school board action, if necessary

## Types of Action Requiring Discipline

- a. disobeying classroom rules (including failure to complete homework)
- b. fighting/bullying
- c. profanity
- d. theft
- e. truancy (cutting class)
- f. destruction of property, defacing property
- g. any other act of disobedience and/or disrespect.

The administrator will handle other types of discipline problems as they arise.

## Types of Discipline to be Used

Physical forms may be used in the following situations;

- a. to prevent harm or injury to school personnel
- b. to prevent harm or injury to the student
- c. to prevent harm or injury to other students
- d. to prevent vandalism or destruction of school or church property

Physical force in the form of corporal punishment will not be used by school officials. However, the Bible clearly requires parents to discipline their children (Ephesians 6:4, Proverbs 22:15, Proverbs 23:13).

## Misconduct/Detention System

When behavior becomes a problem and there is repeated, thoughtless or careless disregard for class or school requirements, a system of discipline goes into effect.

1. Minor misconduct of a child is documented and reported to the administrator.
2. After **three** such misconduct notices, the child has a conference with the administrator, will be assigned a behavioral detention, and the parents will be notified. They will need to sign a detention slip. {If the offense is not minor in nature, (e.g. swearing, disrespect to a teacher, willful destruction of another person's property, theft, a major classroom disruption, etc.) a detention and parent contact may be immediate.}
3. After the **fourth** behavioral detention, the child will have an in-school suspension and a meeting will take place with the parents, teacher, and the administrator.

4. With the **fifth** such behavioral detention, a letter will be sent to the members of the school board and the parents outlining the steps taken to date. At this point, the student involved will have lost all privileges to perform in any extra-curricular activities.
5. After a **sixth** behavioral detention the child will be suspended from school for up to three consecutive school days. It will be recommended by the administrator that the child be withdrawn from Marshalltown Christian School by board decision. Re-admittance will be considered only by the school board. Their decision is final.

Work duties to benefit others may be assigned during detention. Students may also be assigned a detention due to the fact that their work has not been completed. These incomplete schoolwork detentions are not counted as behavioral detentions.

Students who leave campus without the permission of school personnel and the written permission of his/her parents or guardians will automatically be assigned a detention.

Parents should realize that these steps are taken to hold children accountable for their actions and allow them the opportunity to catch up on work and/or give of their time and talents to benefit other students.

### **In-School Suspension**

Students will be separated from other students and required to do their daily assignments during an in-school suspension. Some credit may be given for work completed.

### **Out-Of-School Suspension**

The length of time for out-of-school suspension will be determined by the school board and administrator. It will be used when other efforts have failed or the offense is of such a nature that the student should not be with other students.

### **Behavioral Probation**

This form of discipline will be used by the administration for the purpose of guiding and controlling future behavior of students. It is preventative in nature and is designed to remind students of their responsibility to act appropriately in the future. Terms of the probation will be set by the school board.

### **Withdrawal**

The decision to have a student withdraw will be made by the school board. Before the school board makes a decision whether or not a student is to withdraw, they must allow parents or guardians to provide written or verbal input (or both) to the entire board. A closed hearing with the board will be given to the parents (if appropriate, the student may attend) before a final decision is made. Once the board's decision has been made to have a student withdraw, the parents or guardians are not allowed to appeal the school board's decision.

### **Re-Admittance Policy**

In the event that student is withdrawn, she/he may reapply for admittance after one full semester has passed (90 school days). Re-admittance will depend upon faculty, administrator, and school board approval. Steps for re-admittance are as follows:

1. The school board must receive a written request for re-admittance from the parents or guardians of the child.
2. The teacher who taught the child at the time of withdrawal should present his/her thoughts about readmitting the child to Marshalltown Christian School.
3. The board's decision will be final.

A thirty (30) day probationary period may be used as a condition of re-admittance. Conditions of re-admittance may also include

- periodic administrative review
- counseling
- restrictions
- other conditions recommended by the administrator and school board.

### **Dress Code**

The purpose of specified dress standards is to provide guidelines within which students and staff have the freedom to express individual tastes, while not being disruptive to the educational process or detrimental to one's Christian testimony. A wholesome appearance that reflects a pure heart is of primary importance when choosing clothes for school or school related functions (Board Policy 502.6). While certain clothing will not by itself create a responsible, humble follower, a dress code can present opportunities for personal growth and development of Christian character, especially when applied in an atmosphere, which seeks to integrate all aspects of life from a biblical perspective. We expect our students and staff to exemplify biblical standards in their dress, as well as their attitudes and lifestyles, and to encourage others to do likewise. Personal appearance that is considered questionable is left to the discretion of the Marshalltown Christian administration. Administration also reserves the right to waive any of the following policies for special occasions and circumstances.

#### **General Appearance Standards**

- Clothing needs to be in good condition with no holes, whether accidental or on purpose.
- Clothing with any writing on it must not be sexually suggestive and must not promote tobacco, drugs, alcohol, gangs, or music groups that have demonstrated non-Christian values.
- Tattoos must not be visible.
- Earrings for female students and staff are the only acceptable body piercing. No gauging is allowed.

#### **Tops**

- One's midriff, either front or back, may not be exposed.
- Cleavage must not be visible at any time.
- Shirts with an open back are not allowed.
- Tank tops, camis, strapless tops, or halter-tops may not be worn as a single garment.
- Sheer shirts must have a tank top under them and cannot be worn with a cami, strapless top, or halter-top.

#### **Bottoms**

- Pants, jeans, or any other type of bottoms must not fit too tight or too loose. Some examples of inappropriate fit would include the following:
  - Leggings, jeggings, yoga pants, etc.
  - Pants so loose they can be pulled down over the hips.
  - Writing across the seat is NOT permitted.
- Skirts, shorts, and dresses must be a modest length (mid-thigh or longer).
- Even if leggings are worn underneath, the skirt/shorts/dress must still follow length guidelines.
- Pajama and flannel pants may not be worn.
- Underwear is not to be visible (including bras and bra straps).

**Shoes** - must be worn at all times (may include sandals, slides, flip flops).

### **Hats & Hair**

- Caps, hats, and headwear are not allowed during the school day.
- Hair must be clean, well groomed, and kept out of the face for both male and female students. Facial hair must be neatly trimmed.

**Chapel Attire** - Every Wednesday is chapel day for K-8 students and staff. Chapel attire for girls is dressy outfits such as skirts, dresses, dress slacks, or dress shorts. Boys are to wear dress shorts or slacks and a nice shirt.

Blue jeans are not allowed. Ties are optional. Weekly chapel will require students to be in “chapel dress.”

\* Shorts may be worn anytime during the year as long as they meet dress code standards.

**Staff Enforcement of Dress Code** - All MCS staff is responsible for monitoring student dress code; therefore, teachers will conduct purposeful dress code check throughout the day. Students in violation of the dress code will be sent to the office.

**Student Consequences for Dress Code Violation** - Student violation of the dress code standards shall result in the following:

- The first violation will be a warning in the student’s record; parents may be contacted either by email or phone. The student will need to change into appropriate clothing. Students can either secure appropriate clothing or wear items provided by MCS for the remainder of the day. Missed classes, while changing clothes, will be considered unexcused absences.
- Subsequent violations will result in parental contact and detentions. Repeat offenders are subject to further disciplinary action as determined by the appropriate administrator.

### **Extended Leaves**

We strongly recommend that parents plan vacations that coincide with school vacations. Certain things can only be learned through class participation and group interaction. We realize that vacations offer a certain amount of educational experience, but they cannot replace the skills learned in the classroom.

If a student is going to be absent for a period of time during the school year, the school office and classroom teacher need to be notified by the parent at least 5 days before the absence. This amount of time will allow the teacher to gather work and make arrangements for the absence. Students will receive the assignments that they will miss on the last day of school attendance before the vacation. The missed work must be turned in to the teacher two days after the student returns from his/her trip.

### **Extraneous Items**

Students may not bring animals, pocket knives, laser pointers, lighters, play guns or weapons, headphones, records, tapes, radios, CD players, toys (including fidget spinners) or any other extraneous items to school unless they have permission from their teacher to do so. If such items are brought to school without permission, they will be confiscated. Some items will be retained for a time and then sent home with the child, others will need to be reclaimed by a parent/guardian.

### **Field Trips**

Parents will be notified of field trips taken. There may be a fee. Permission for students to participate on field trips are granted in the parent signed enrollment application of each student. However, for field trips outside the state of Iowa, the teacher will send home a permission slip, which must be signed by a parent and returned to the teacher in order for the student to participate. Parents may deny their child to participate on any field trip in which parents elect.



If a private vehicle is used to transport students to school-sponsored activities, it must be approved in advance by the administrator. The person whose vehicle is being used must be able to show proof that accident and liability insurance carried on the vehicle is sufficient and up-to-date.

The school is not responsible for student safety in any instances when students ride in private vehicles.

### **Fire Drill Evacuation Procedure**

MCS is required to have fire drills and an evacuation plan. Each classroom teacher has the procedures for fire drill and will inform the students of the set procedures. Teachers will assist students in identifying exits from the classrooms and multi-purpose room. It is the responsibility of each student to learn all emergency procedures for each room in which he/she has class.

### **Homework**

Homework is defined to be the extra-class activities and assignments, which may properly be considered as extensions and enrichment of the regular classroom instructional program.

The purpose of carefully assigned homework should be:

1. practicing research and exploratory activities
2. sharing and discussing ideas
3. reviewing and summarizing materials studied
4. becoming acquainted with references and resource materials
5. organizing students' thoughts and thinking processes in preparation for classroom activities
6. making-up incomplete course or subject assignments.

Homework is an important part of your child's education. In bringing work home, children learn responsibility and independence in their learning. MCS encourages parents to be involved in their child's homework. As a guideline, the amount of homework given should equal 10 minutes times the student's grade level. For example, 1<sup>st</sup> grade = 10 minutes, 2<sup>nd</sup> grade = 20 minutes, 3<sup>rd</sup> grade = 30 minutes and so forth. On Wednesday, the school will give no homework to encourage family time and church involvement.

While parents may assist in seeing that the work is done and explaining work when necessary, the work must be done by the child and she/he must take the responsibility for it. The parents are invited to discuss this phase of cooperation with the teacher. The parents also should insist that their child bring home papers (tests, projects, etc.) for them to see.

### **Study Skills**

Students in 1<sup>st</sup> - 8<sup>th</sup> grades, must purchase an assignment booklet. Adhering to the following guidelines will provide the maximum benefit for students throughout their school years.

1. The teacher gives assignments.
2. The student fills assignment booklet in class. Included information - date, subject, assignment, page #, date due, concept, and completion of homework.
3. The student brings the assignment booklet and needed books home for homework.

4. The student completes all assignments.
5. Parents offer encouragement and explanation as needed.
6. The student shows his/her completed work to the supervising parent.
7. The parent checks to see that all assignments listed in the booklet are completed, and ready to be returned to school the next day.
8. Each day parents will initial the bottom of the daily assignment area for grades 1-4.
9. If the work is not completed for any reason, the parent should still sign the assignment booklet.
10. The parent should write a brief explanation of why the work was not completed (e.g. My child was ill. My child needs help from the teacher. We had an emergency in the family, etc.).

### **Hours of School**

School doors open 15 minutes before the start of school. Students should be dropped off within 15 minutes of the start of school and picked up no later than 10 minutes after the students are dismissed. Teachers will monitor the students during the drop-off and pick-up times.

Class hours are:

Kindergarten.....8:30 a.m. - 3:30 p.m.

Elementary.....8:30 a.m. - 3:30 p.m. (M-T, Th-F), every Wed. is 2:30 p.m. dismissal.

Please have your child here 5 minutes early to give him/her plenty of time to put things away and get ready for school. Pick up your child(ren) within 10 minutes of dismissal time so that his/her teacher may have enough time to prepare for the next day.

### **Illness**

Parents are encouraged not to send sick children to school. Children who have a fever should not return to school until their fever has subsided for 24 hours. Students who become ill at school should notify their teacher immediately, and the parent notified. Every effort will be made to make the sick student comfortable until the parent arrives. We do not have a nurse on staff, therefore, only emergency first aid can be administered. Students who are ill should not remain at school because of the danger of infecting other pupils and the lack of medical attention MCS can provide. The following procedures govern how MCS staff will respond to an illness:

1. The parent or guardian will be notified and the parent asked to pick up the child as soon as possible. Every effort will be made to make the student comfortable while waiting for their parent or guardian.
2. The school personnel can give minor first aid, but cannot treat or diagnose injuries or illness.
3. Parents must notify the child's teacher when they pick up their child.

See also: **Medications** (page 20)

## **Immunizations**

The Iowa Department of Public Health requires MCS to keep an up-to-date record of immunizations given to our students. It is possible to obtain a waiver if you do not wish to have your child immunized. The immunization requirements of the law apply to each MCS child. Each child must have on file the following immunizations:

- \* at least three DTP, one after age 4
- \* at least 3 Polio, one after age 4
- \* two MMR

## **Injury**

Students injured at school will be referred to the school secretary, administrator, or classroom teacher. The cause of the injury and steps taken will be documented by the administrator and teachers. If the injury warrants, parents will be contacted.

If you desire, there may be a voluntary group insurance program that is offered for student protection. Please be aware that any cost incurred due to accident or injury will be the responsibility of the parent.

## **Interrogations of Students by Outside Agencies**

A student may not be interviewed during the school day or periods of extra-curricular activities unless the teacher or another delegated staff member is present when possible.

If police officers or other officials request an interview for any issue other than child abuse or neglect an attempt shall be made to contact the student's parents or legal guardian and to have one of them present during the interview. If the topic of the interview is child abuse and the investigator determines that the child should be interviewed independently of his or her parent(s) and the school is the most appropriate setting for the interview, school officials will allow the investigation without contacting the parents. It shall be the responsibility of the investigator in abuse cases to determine who will be present during the interview.

No student may be taken from school without the consent of the administrator and without a proper warrant. In all cases, the welfare and safety of the child, and the protection of his or her constitutional rights, shall be the administrator's first considerations.

## **Library Policies**

1. Books and videos may be checked out for a period of one week.
2. Non-fiction may be checked out for two weeks.
3. All books are renewable.
4. Students may check out up to two items each time they visit the library, but they may not have more than two items in their name. This may be 2 books or 1 book and 1 video. Only one video may be checked out at one time.
5. Kindergarten students may check out one item.
6. The first week that an item is not returned, the librarian will send home a reminder note.

7. After two weeks, a fine of .25 cents will be imposed, with an additional .25 cents added each week that the item remains overdue. The fines will be added to the chapel offering each week.
8. If items are lost or damaged beyond repair or use, the parent of the student needs to contact the school director or librarian to discuss appropriate restitution, by the end of the semester.

#### Suggested Restitution Rates:

Videos: \$10.00

Easy Books: \$2.00

All other books: The approximate cost of the book.

Books may also be replaced by the parent ordering a similar type of book from the Scholastic book order and donating it to the school with prior approval from the librarian, director, or teachers.

### **Lost and Found**

Lost and found items may be brought to the classroom teacher. Students are advised to place their name on clothing, shoes, and other articles so the lost items can be returned to them. Items not claimed within thirty days will be sent to a charitable institution.

### **Lunch**

Students will have the option to purchase a hot lunch or bring a sack lunch. Marshalltown Christian School utilizes Hy-Vee catering for obtaining lunches for the students. 10-day and 20-day lunch tickets can be purchased through the Marshalltown Christian School office.

### **Lunch Rules**

1. Students must stay seated during lunch unless they have permission from the adult on duty to leave their seat.
2. Any throwing of food items or wrappers/containers will result in loss of noon recess.
3. During the five minute quiet eating time students should remain seated and concentrates on eating quietly. If they do not do this, they may miss a portion of their noon recess or be given duties to help keep the building clean.
4. Lunch is served close to the noon hour and students will be dismissed for recess before or after lunch.
5. No trading of food items will be allowed.

### **Medications**

Iowa Pharmacy Law legislates how medications are to be administered in schools. Medication that comes to school in any container except the bottle from the pharmacy with the correct label, or without a note from the parent, will not be given at school. Over-the-counter medications, such as cold medication, cough drops, peroxide, and salve cannot be given in school without a note from the doctor.

The following guidelines have been established for administering medications to students.

### **Directed by Physician**

A statement of the physician's directions specifying frequency, amount and method of administration signed by the prescribing physician must be filed at the school. It will be placed in the child's records.

### **Reactions and Side Effects**

A physician's description of anticipated reactions to and possible side effects from the medication must be filed at the school. It will be placed in the child's records.

### **Proper Labeling**

The medicine shall be maintained in the original prescription container, which shall be labeled with:

- a. name of child
- b. name of medicine
- c. directions for use
- d. name of physician
- e. name, telephone number and address of pharmacy, and date of prescription.

### **Parent's Written Consent**

A parental signature on a statement requesting and authorizing school personnel to remind children to take their medicine in accordance with the prescription shall be filed at the school.

**See forms (page 28 & 29)**

### **Messages and Deliveries**

Messages and deliveries are to be kept to minimum and will be delivered to a teacher's box unless an emergency exists. Students and staff should not be disturbed during class time. This will allow for the best educational climate in the classroom.

### **Non-Custodial Parents**

Divorced and separated families are tragic realities of our contemporary life. This affects the school's responsibilities to its students. The following guidelines have been adopted to assist the school in situations where a non-custodial parent wishes to become involved in school related activities, or wishes to have contact with, or take custody of a child while the child is at school.

1. Ordinarily, the school will not resist or interfere with a non-custodial parent's involvement in school-related affairs. Access to the parent's child or the child's records will be allowed unless the school is presented with a court order, or a comparable legal document, which restricts such involvement or access. The school will not otherwise interfere or take sides.
2. A non-custodial parent may not take custody of a child or remove the child from school, unless the parent presents either a written court order or a written authorizations signed by the custodial parent which permits such custody.

3. If the action of any parent(s), custodial or otherwise, becomes disruptive to the operations of the school, the school has the right to restrict access by such parents and to take other reasonable and necessary action.
4. Concerning student activities, which require parental consent, the school will accept consent only from the custodial parent, unless authority to grant consent is given to the non-custodial parent by a court order or comparable legal document.

### **Non-Discrimination Policy**

Marshalltown Christian School admits students of any race, sex, color, gender, national and ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students of the school. It does not discriminate on the basis of race, sex, color, educational policies, admissions policies, and athletic and school-administered programs.

### **Organizational Structure**

Marshalltown Christian School Association, Inc. owns and operates the school founded in 2005. Members of this association currently represent several area churches.

Voting membership in this association is open to parents, grandparents, and friends who share the vision of the school and give financial support of at least \$10.00 annually to the school.

Association meetings are scheduled annually to elect new board members and consider other matters submitted by the board for approval.

The complete constitution and by-laws of the association are available on request.

It is our goal to provide an excellent Christ-centered education for each of our students. We want our students to see God in all aspects of their lives.

#### **School Board**

The school board of Marshalltown Christian School Association, Inc. is elected during the annual meeting in the summer (usually in May). Nominees must be members of the MCS Association. Each member is elected to serve a three-year term. Each year three members retire and three new members are elected. These members attend monthly meetings to make decisions concerning the welfare and direction of Marshalltown Christian School.

\*responsible for planning for the educational, physical, and spiritual future of Marshalltown Christian School.

School board committees that are under the direction of the school board:

**EDUCATION COMMITTEE.** The Education Committee shall when called upon:

- a) Consider matters relative to the educational program and the curriculum of the school.
- b) Safeguard the purpose of the corporation to develop Christ-like character by seeing that emphasis is placed in each curriculum on God's principles of living, including evangelism and discipleship as a foundation for scholastic achievement.
- c) Keep informed in regard to quality of classroom instruction, teaching facilities, and discipline. Conduct search for new staff positions, mail and receive applications, interview candidates and make recommendations for staff to the board.

**DEVELOPMENT COMMITTEE.** The Development Committee shall:

- (1) recommend to the board programs by means of which the cause of Christian education may be advanced and strengthened, and
- (2) recommend to the board programs for funding the work of the corporation.

For a complete description of the functions of the Development Committee, refer to Section 1000 of the policies and procedures.

**FINANCE COMMITTEE.** The Finance Committee shall include the treasurer as chairman.

- (1) It shall supervise all the finances of the corporation.
- (2) It shall keep the board apprised of current or pending deficits and other considerations deemed likely to affect the financial status of the corporation.
- (3) It shall submit to the Board for its consideration, revision, and approval, a budget for the coming year.

For a complete description of the functions of the Finance Committee, refer to Section 800.

**FACILITIES COMMITTEE.** The Facilities Committee shall:

- 1) oversee general maintenance and repair of facilities and equipment.
- 2) work together with representatives on maintenance of the shared facility area,
- 3) make recommendations to the board regarding use of the current facility to its maximum potential
- 4) consider long-range plans for an independent building, and
- 5) maintain inventory of MCS property.

\*These committees have a representative from the school board, but also solicit participation from MCS family members and other association members.

The school board meets on the third Monday night of each month at 5:30 p.m. at MCS. The meetings are open to association members and parents. Notification to the board president is necessary prior to the meeting if you wish to bring a matter to the School.

### **Personal Property**

MCS cannot stress enough the importance of students assuming responsibility for the safe keeping of all personal articles as well as those assigned to them by the school. MCS offers these guidelines:

1. Students are responsible for their valuables. They should not bring money except for school purposes.
2. Articles lost or stolen should be reported to the classroom teacher immediately.
3. It is recommended that each student have his/her personal possessions clearly marked for easy identification.
4. Students will be assigned a place to keep their belongings.
5. Radios, cameras, CD players, and other devices are not to be brought to school without special authorization from the student's teacher.

## **Pets**

Pets will not be permitted on school property without the teacher's prior approval. When the teacher approves the student's request to bring a pet to school, the pet must be accompanied by a parent.

## **Pick up**

Students should be picked up from school at the dismissal time for their grade. Parents are asked to follow the traffic flow procedure. Teachers and/or volunteers will supervise the pick-up of students until 15 minutes after classes dismiss. If parents fail to pick up their child by this time they will need to come into the school to collect their child.

## **Pictures**

Student pictures are taken in the fall and/or spring of each school year and are available for purchase. Students are encouraged to look their best for this special event. See the calendar for dates.

## **Playground Rules**

The playground rules for the building are designed for the safety of the students while they are at school. The rules are as follows:

- No tree climbing.
- No pushing other children on the playground.
- Students must share the portable play equipment.
- At recess closing, students must pick up portable play equipment and put them away correctly.
- When recess is indoors, students must remain in their designated areas.
- Games involving tackling may not be played.
- No kicking of balls against the school building.
- No snowball throwing at any time on school property.
- All students should leave plants, leaves, rocks, sticks, and trees alone.
- Students may not eat any food or carry any litter outdoors onto the playground.
- Students who are too rough with others will lose recess privileges for a time.
- The teacher/parent on duty has discretion on all rules. Names will be given to your teacher.

## **Restrooms**

The school encourages the proper usage of restroom facilities. These areas should be used with the teacher's permission. Pupils are expected to use the restrooms outside of class time during the school day, except in emergency. There will be no loitering in the restrooms.



## **Retention Policy**

MCS firmly believes that each classroom should be an extension of the home. Therefore, parent involvement in all decisions made for a student is vital. In the case of a student who is struggling to excel in his/her academic level, constant communication between teacher and parent must exist. Students who show academic deficiencies, which will impede future progress, especially in the area of reading and math, should be considered for tutoring and retention. Parents of students who are being considered for retention should be notified by the end of the first semester, or as early as possible, but no later than, the third marking/grading period. The strong possibility that their child will be retained should be shared with the parents in a personal conference.

The teacher must discuss and give satisfactory evidence of the reason for retention (or possibility of retention) with the administrator prior to the meeting with the parents. Parents can appeal the decision to retain a child to the school board. The school board will make the final decision.

See also: **Student Advancement** (page 25)

## **School Facility Rules**

- All students must stay within the boundaries of the school property.
- Students must stay out of all classrooms during recess, unless they have permission from the teacher to be in that classroom.
- Students may not use profane or obscene language.
- No baseballs or other hard balls are permitted.
- Games involving tackling may not be played.
- Students may throw balls or other objects in designated areas away from the windows.
- Bicycle riders must walk their bikes when they reach the parking lot.

## **School Property**

Any property belonging to the school, teachers, students, the churches, or our neighbors, damaged or broken carelessly or intentionally, will be replaced or repaired at cost to the student. Additional disciplinary action may be taken concerning such incidents.

## **School Schedule**

This year's elementary school class time schedules are available from each teacher. Below is an example of a typical MCS schedule (schedules change from year to year).

8:20 - Students enter building

8:30 - Tardy bell, Aroma, morning classes begin

11:30 - Lunch begins....K – 3rd grades

12:00 - Lunch begins....4th – 8th grades

12:30 - Classes resume....K – 8th Grades

3:30 - Students are dismissed (dismissal at 2:30 each Wednesday of the school year)

## **Search and Seizure**

School officials may at any time conduct such searches as are essential to the security, discipline, and sound administration of the school.

## **Spiritual Life**

The Spiritual life of MCS is of fundamental importance. The center of spiritual life is the weekly chapel service. Worship, praise songs, testimonies, films, puppet shows, teachers, and pastors make up the majority of the roster of chapel activities. Students are encouraged to participate in the chapel program with their musical and speaking abilities.

Students are also encouraged to give devotions of encouragement for the teachers' devotion time which takes place before school.

The spiritual life of MCS is manifested in the classrooms and in all areas of the school as we provide a totally "Christ-centered" environment and education.

## **Student Advancement**

MCS has a plan for moving children from their current placement to the next grade; in effect, skipping the grade of current placement. The steps to be followed are these:

1. Parents should contact the child's teacher and the administrator regarding their concerns about the child.
2. Testing results as well as other pertinent information will be reviewed to determine possibilities in placing the child in an alternative setting.
3. The administrator, parents, and teachers involved will meet to discuss the options available in placing the child.
4. The results of this meeting will be brought to the education committee for their consideration.
5. The decision will be brought to God in prayer to seek His solution to the situation.
6. The final decision will be made by the administrator.

## **Student Insurance**

Students are covered with insurance through the school's insurance provider. Accidents by our students on the playground or on school property are covered. Traveling to and from school functions are considered covered "school activities." Employees, volunteers who are performing school duties, and students are covered with insurance during school activities only.

## **Student Records**

MCS maintains records for each student in order to facilitate the instruction, guidance, and educational progress of the student. The records contain information about the student and his/her education and may include but are not limited to the following types of records: identification data, attendance data, record of achievement, family background data, aptitude test, educational and vocational plans, honors and activities, discipline data, objective counselor or teacher ratings, and observations and external agency reports. Students records shall remain confidential, except

according to the Privacy Act Education Amendment of 1974, “Protection of the Rights and Privacy of Parents and Students”, Section 438, Subsection (b) (1), Parts A & B, Page 97, which states that school officials, including teachers, within the educational institution and officials of other schools in school systems in which the student may intend to enroll may receive a student’s records without a written consent for such release.

The following information may be related to the public in regard to any individual student of the school: name, date of birth, participation in officially recognized activities, dates of attendance, and the last previous school attended by the student. Any student, parent or guardian not wanting this information released to the public must make objections in writing to the administrator.

### **Telephone**

A student must have a pass from a teacher to make a phone call. Necessary phone calls should be made before or after school. If you wish to speak with your child, please call during their recess times. Pertinent messages will be relayed to students. See School Schedule for recess times.

### **Textbooks and Supplies**

The registration fee will help provide such items as textbook use, workbooks, special paper, and other academic needs required in the classroom.

Students should furnish their own New International Version (NIV) Bibles, notebooks, paper, pens, pencils, crayons, scissors, and paints. All memory verses used in our Bible curriculum are from the New International Version Bible. Parents should refer to the supplies list for each grade level for a complete list of items needed.

There will be an additional fee charged for any lost or damaged textbooks. A missing page destroys the value of the book and the book will need to be replaced. The full cost of the book plus shipping will be charged for new books that need to be replaced. For other books the remaining value of the book will be determined and the fee assessed will be prorated. Typically our soft cover student texts should last five years, so the replacement fee for a soft cover text that has been used for four years should be 20% of the cost of a new text plus shipping costs.

### **Time**

School time will coincide with the “atomic” clock located in the office. This time coincides with the weather and time forecast service.

### **Tornado Drill Procedure**

There will be tornado drills each school year. All teachers will instruct the students on procedures to keep them safe should a tornado occur.

## **Transfer**

A parent who plans to transfer a child from MCS to another school must:

1. Send a signed note to school stating the date and reason for withdrawal. The note should be addressed to the respective classroom teacher.
2. Return all textbooks to the school before the date of withdrawal.
3. The tuition contract will need to be assessed for current/delinquent charges.

The school your child will be going to will need to request records and cumulative health records from MCS.

## **Visitors**

MCS faculty and staff welcome parents, family, and friends to visit the school at any time. All individuals are requested to call for an appointment.

## **Volunteers**

Parents are asked to help fill in the needs of the school by volunteering when possible. Please talk with the classroom teacher, administrator, or school board member about using your gifts or talents in the school. These volunteer positions are vital to the Christian education of the students and most appreciated by faculty and staff.

## **Written Newsletter**

In addition to your child's classroom newsletter, the office newsletter is another tool to enhance communications between school personnel and parents. The purpose of the office newsletter is to inform parents of current and future activities of our children, parents, staff, and board members.

**Appendix A**

PARENTAL AUTHORIZATION AND RELEASE FORM  
ADMINISTRATION OF PRESCRIPTION DRUGS TO STUDENTS

Code No. 604.2-E1

The undersigned are the parent(s), guardian(s), or person(s) in charge of \_\_\_\_\_ (student's full name), a student in the \_\_\_\_\_ grade at Marshalltown Christian School.

It is necessary that \_\_\_\_\_ (student's full name) receive \_\_\_\_\_ (name of drug), a physician-prescribed drug, during school intervals, beginning on \_\_\_\_\_ (date) and continuing through \_\_\_\_\_ (date).

I hereby request Marshalltown Christian School, or its authorized representative, to administer the above-named drug to my child named above, in accordance with the prescribing physician's instructions, and agree to:

1. Submit this request to the administrator or his designated representative.
2. Make certain the "Physician's Request for the Administration of Prescription Medication by School Personnel" is submitted to the administrator or his designated representative.
3. Make sure personally that the drug is received by the administrator or qualified school personnel administering it, in the container in which it was dispensed by the prescribing physician or licensed pharmacist.
4. Make sure personally that the container in which the drug is dispensed is marked with the drug name, dosage, interval dosage, and date after which no administration should be given.
5. Submit a REVISED STATEMENT signed by the physician prescribing the drug to the administrator or his designated representative **IF ANY OF THE INFORMATION PROVIDED BY THE PHYSICIAN CHANGES.**

I release MCS and their designated representatives from any liability concerning the giving or non-giving of the drug to the student.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_

Name of Student \_\_\_\_\_

\_\_\_\_\_  
Home Telephone Number                      Parent/Guardian

\_\_\_\_\_  
Alternate Number for Parent                      Parent/Guardian

PHYSICIAN'S REQUEST FOR THE ADMINISTRATION OF  
PRESCRIPTION MEDICATION BY SCHOOL PERSONNEL

Code No. 604.2-E3

Date: \_\_\_\_\_

\_\_\_\_\_(Student's full name) residing at  
\_\_\_\_\_, and a student in the \_\_\_\_\_ grade at  
Marshalltown Christian School, is under my care and must take medication, which I have prescribed during  
the school day.

Name of Medication (as it appears on container in which drug is stored) \_\_\_\_\_

Dosage and time \_\_\_\_\_

Date administration of drug is to begin \_\_\_\_\_

Possible adverse reactions to be reported to physician \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Special instructions for the administration and storage of the drug \_\_\_\_\_

\_\_\_\_\_

Name of Physician: \_\_\_\_\_

Print or Type

\_\_\_\_\_

Primary Phone Number

\_\_\_\_\_

Secondary Phone Number

\_\_\_\_\_

SIGNATURE OF PHYSICIAN