

Mandarin

CHRISTIAN SCHOOL

Parent & Student Handbook 2007-2008 Upper School Grades 6-12

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Fully accredited with:

Florida Council of Independent Schools

Florida Kindergarten Council

Association of Christian Schools International

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MISSION STATEMENT

To seek God's will from a Biblical world-view in developing each child's unique potential to become a disciple of Jesus Christ, a life-long learner, and a productive citizen.

But those who hope in the Lord will renew their strength. They will soar on wings like eagles; they will run and not grow weary, they will walk and not be faint. Isaiah 40:31

HISTORY

Mandarin Christian School opened in 1995 with kindergarten through fifth grades, under the direction, leadership, and ministry of Mandarin Christian Church. The middle school program was started in 1996 and high school was added in 2005.

Mandarin Christian Church, now called Christ's Church, began in 1974 with approximately one hundred members, and presently has more than four thousand in attendance each weekend. The church leadership has realized a long-term goal by establishing a K-12 school to serve its membership and the Mandarin community.

PARENT TEACHER PARTNERSHIP BOARD

Donna Pack	President
Diane Vernon	President Elect
Christine Lepkoske	1st Vice President
Pebby McClain	2nd Vice President
Kris Eberhardt	3rd Vice President
Ann Marie Helton	Secretary
Terry Van Duyn	Treasurer

A complete list of PTP Board Members is published in the Student Directory.

SCHOOL BOARD

Bill Anderson – Chairman

Phyllis Brown

BJ Bunnage

Dave Burrows

BJ Guerra

Marie Harbin

Bill Smith

ADMISSION POLICY AND PROCEDURES

Mandarin Christian School welcomes academically qualified students of any race, color, nationality, gender, or ethnic origin to apply for admission. Entrance requirements are based upon previous academic and behavioral performance as reflected by report cards, test scores, and teacher referral. Testing is required for all students applying.

Once a student has met the admission requirements and space is available, an acceptance letter and contract are mailed to the parents. The enrollment fee and signed contract must be returned to the school office by the date stated in the acceptance letter. Enrollment is not assured until the entire enrollment process is complete, including payment of the enrollment fee. If space is not available, a qualified candidate will be placed in a waiting pool and an acceptance letter will be sent to the family if and when space becomes available.

More detailed information regarding admission policies and procedures is available in an information packet in the Admission Office.

ACADEMICS

Biblical Integration

Biblical integration is a vital part of every class. Teachers stress fundamental teachings of the Bible and the development of Christ-like attributes. Bible courses are designed to bring students into a personal relationship with and faith in Jesus Christ. They also encourage spiritual growth, relate Biblical principles to daily life and promote a Biblical world-view. All students attend Chapel on Thursdays at 9:05 AM, and parents are welcome to join them for worship.

Grading

There are four grading periods, each approximately nine weeks long. A progress report is sent home halfway through the grading period, and report cards at the end of the grading period. Progress reports and report cards must be signed by a parent and returned to the homeroom teacher within two school days. The fourth quarter report card is mailed home approximately two weeks after the last day of school.

Report cards are only one way of informing parents of a child's progress. We encourage parents to communicate with their child's teacher and to be aware of progress.

Grading scale

A	90-100
B	80-89
C	70-79
D	60-69
F	59 and Below
I	Incomplete

	<u>Progress Report</u>	<u>Report Card</u>
1st Quarter	September 18	October 19
2nd Quarter	November 13	January 8
3rd Quarter	February 12	March 14
4th Quarter	April 15	June 6

Honor Roll

Honor Roll awards are given at the year-end awards ceremony:

- ◆ A Honor Roll: A in every subject for each grading period
- ◆ A/B Honor Roll: A or B in every subject for each grading period

Homework

Homework reinforces skills taught during the school day and helps develop independent study habits. The amount of homework varies depending on the grade level and subject area. Homework is kept to a minimum on Wednesday nights, weekends and over vacations.

If a student has difficulty understanding an assignment, a parent may help with the directions and/or explain concepts. The work must be completed by the student. Students are encouraged to have a designated place and time to work on homework each evening.

Schedule

The Upper School schedule consists of 7 class periods of approximately 50 minutes each.

Middle School Elective Change

An elective change form, available at the Welcome Center, must be submitted to the Upper School Dean of Students during the first week of school. After this time, elective changes are not permitted unless deemed necessary by the administration.

High School Schedule Change

A schedule change form, available at the Welcome Center, must be submitted to the Director of Guidance during the first week of school. After this time, schedule changes are not permitted unless deemed necessary by the administration. Exceptions will be considered by the Academic Review Committee, within the first nine weeks of school, if a student has less than a 70% / C in the class, or is performing at a level higher than that of the course in which he/she is currently enrolled.

SEMESTER EXAMS

Cumulative, 90-minute exams are given at the end of the 1st and 2nd semester in English, Math, Science, Social Studies, Bible and Spanish:

<u>Middle School</u>	<u>Day 1</u>	<u>Day 2</u>	<u>Day 3</u>
8:20-9:50 AM	English	Math	Spanish
10:00-11:30 AM	Social Studies	Science	Bible

<u>High School</u>	<u>Day 1</u>	<u>Day 2</u>	<u>Day 3</u>
8:20-9:50 AM	Period 1	Period 3	Period 5
10:00-11:30 AM	Period 2	Period 4	Spanish

High school students are dismissed at 11:30 AM on exam days. Middle school students are also dismissed at 11:30 AM, except on days where exams are followed by a special event, in which case students are dismissed at 3:10 PM. **There is no lunchtime on early dismissal days.**

High school students not taking Spanish may be dismissed early on Day 3 (at 9:50 AM) or may stay at school until 11:30 dismissal. 7th and 8th grade students not taking Spanish have study hall. There is no Spanish exam in 6th grade, so sixth grade students also have study hall.

A cumulative semester exam may be given in other subject areas at the prerogative of the teacher. These exams would be administered during regular class time.

Grade Weights

- ◆ Tests = 40% of Total Grade
- ◆ Daily Work = 40% of Total Grade
- ◆ Final Exam = 20% of Total Grade

HIGH SCHOOL GRADUATION REQUIREMENTS

Required Program Credits

- | | |
|----------------------|-------------------------|
| ♦ 4 Bible | ♦ .5 Personal Fitness |
| ♦ 4 English | ♦ .5 Health |
| ♦ 4 Math | ♦ .5 Physical Education |
| ♦ 4 Science | ♦ .5 Speech |
| ♦ 3 Social Studies | ♦ 1 Fine Arts |
| ♦ 2 Foreign Language | ♦ 1 Technology |
| | ♦ 3 Electives |

28 Total Credits

****Students enrolled in High School prior to the 2006-2007 school year only need 3 Math and 3 Science credits to graduate.**

Weighted GPA Scale:

Numerical	Regular	Honors	A.P.	Letter
90 – 100	4.00	4.50	5.00	A
80 – 89	3.00	3.50	4.00	B
70 – 79	2.00	2.50	3.00	C
60 – 69	1.00	1.50	2.00	D

****Minimum Graduation Requirement is a 2.00 overall GPA**

P.E. Requirement

An MCS interscholastic sport may be substituted for the P.E. requirement (1/2 credit). Students who substitute athletics for P.E. are not given a letter grade; they receive only receive the 1/2 credit. Taking P.E. is encouraged as it typically will improve the student's G.P.A.

Graduation Participation

To participate in the graduation ceremony:

- The student must earn a 2.0 cumulative G.P.A.
- All financial obligations must be met
- A student who is suspended during the senior year may not be allowed to participate in the graduation ceremony

Failed Courses

All high school courses must be passed with a 60% or higher. If a course is failed, the student will not be given credit for the course

and must make up the credit to fulfill high school graduation requirements.

Failed courses must be made up through an approved summer school or Florida Virtual School program, before the students' senior year. See the guidance office for a summer school approval form. (See **Graduation Requirements**)

High school courses are quantified with $\frac{1}{2}$ credit or 1 credit. $\frac{1}{2}$ credit courses are generally fulfilled by the completion of one semester. 1 credit courses are generally fulfilled by the completion of two semesters.

Example #1: A student earns a Semester 1 average of 75 and a Semester 2 average of 55. The student failed $\frac{1}{2}$ credit, so $\frac{1}{2}$ credit needs to be made up.

Example #2: A student earns a Semester 1 average of 55 and a Semester 2 average of 55. The student failed 1 credit, so 1 credit needs to be made up.

High School Credit for Middle School Course

Algebra 1, taken and passed in eighth grade, allows a student to advance to Geometry in ninth grade (with teacher recommendation). Spanish 1, taken and passed in middle school, allows a student to advance to Spanish 2 in ninth grade (with teacher recommendation). However, **students are not given high school credit for any courses taken in middle school.**

Graduation with Honors

4-Year Cumulative Average:

<i>Summa cum laude</i>	4.00 and above
<i>Magna cum laude</i>	3.60 – 3.99
<i>Cum laude</i>	3.30 – 3.59

Valedictorian and Salutatorian

To be eligible, a student must have attended MCS for their entire junior and senior year. Valedictorian and Salutatorian are determined by cumulative G.P.A. in grades nine through twelve. If a tie were to occur, numeric grades would be considered. If a student transfers during their junior or senior year and has a higher GPA than the valedictorian or salutatorian, that student will be recognized as an honor graduate at commencement.

Achievement Tests

Standardized tests are given to all students in the spring.

College Entrance Exam Dates

- PSAT - Sophomores and Juniors-October 17, 2007 (fee \$15)
- PLAN - Sophomores – November 17, 2007 (fee \$15)
- SAT and ACT – Juniors and seniors- Dates and fees to be determined by registration. Visit www.collegeboard.com and www.act.org for information and registration.
- **MCS School Code: 102034**
- Please see the guidance office for more information on college entrance exams.

Advance Placement (AP) Exams

AP Exams are scheduled in May. The schedule is determined each year by the College Board (www.collegeboard.com). AP exams will be administered at MCS for an \$83 fee per exam.

Distinguished Achievements Program

- | | |
|-----------------------------|-------------------------|
| ♦ 4 Bible | ♦ .5 Personal Fitness |
| ♦ 4 English | ♦ .5 Health |
| ♦ 4 Math | ♦ .5 Physical Education |
| ♦ 4 Science | ♦ .5 Speech |
| ♦ 3 Social Studies | ♦ 1 Fine Arts |
| ♦ 3 Foreign Language | ♦ 1 Technology |
| | ♦ 2 Electives |

28 Total Credits

****The Distinguished Achievements Program includes a third Foreign Language credit, 75 community service hours, and 4.0 G.P.A.**

GUIDANCE AND COUNSELING SERVICES

The Director of Guidance assists students in dealing with a wide range of issues, including academics, career exploration, and personal concerns. Take comfort in knowing that students' needs will be handled with confidence and respect.

Confidentiality

In order for students to feel they can talk openly and freely in counseling sessions, it is very important that parents understand that everything will be done to ensure the student's confidence. Please do not expect information that your child has trustingly disclosed in a

counseling session to be disclosed to parents, unless it is one of the four exceptions listed below.

Exceptions to Confidentiality

There are four instances in which the Director of Guidance may breach confidentiality:

- ♦ If it is felt the student is likely to do serious harm to themselves or others
- ♦ If abuse of children or the elderly is suspected
- ♦ If information is court ordered
- ♦ If the student gives specific written permission

College Fair

High school students are encouraged to attend the NACAC Fair (National Association for College Admissions Counseling) offered in September. Please see the guidance office for more information on this important event or visit:

<https://www.nacacnet.org/MemberPortal/Events/CollegeFairs/NCF/FallINCF/>

College Visits

During mini-mester, high school students will have the opportunity to take college tours. The colleges we tour will vary from year to year, but students are asked in advance which colleges they are interested in touring. Aside from the mini-mester college tours, students are highly encouraged to take college tours on their own. Parents, please schedule college tours with your child during summer and spring breaks or during teacher planning days.

College Application Process

1. Student completes application for admission either on-line or by hand.
2. Student requests a transcript from the MCS guidance office. A \$5.00 fee will be assessed for each transcript request. One transcript request per college.
3. Transcript request forms are located in the guidance office. Transcript request forms must be signed by a parent/guardian.
4. Student gives teacher recommendation request forms to MCS guidance office. The Guidance office distributes these forms to the teachers and collects them.
5. Counselor reviews the application, completes counselor recommendation, collects teacher recommendations, and mails the entire application package.

6. Please allow 4-6 weeks for the application process. Students are encouraged to apply to colleges as early as possible.

PARENT COMMUNICATION

Open House (ADULT ONLY EVENING)

Open House is a parent orientation held in the fall. Students do not attend this event. Teachers share information with parents about curriculum, classroom policies and procedures, class trips, etc.

Parent-Teacher Conference

A parent may request a conference at any time by e-mailing the teacher(s) or by calling the receptionist and leaving a message for the teacher(s). To schedule a conference with all of a child's teachers, contact the homeroom teacher.

Concerns should be addressed as soon as they arise, so parents are encouraged to schedule a teacher conference whenever they feel one is needed. Parents should refrain from "dropping-in" to talk with the teacher. Conferences should be scheduled in advance.

"Conference day", following the first report card, is a day reserved entirely for parent-teacher conferences. There is no school that day. Parents are encouraged to schedule a conference time on this day as needed.

A parent-teacher conference should be held before requesting a conference with an administrator. A parent-administrator conference should be held before requesting a conference with the Headmaster.

COMMUNITY SERVICE HOURS

The Community Service Program is designed to encourage students to "be a servant" to others. We want students to follow the example of Jesus Christ, be involved in their community, be aware of others' needs, and exercise leadership skills.

Students are required to earn a minimum number of hours:

6th Grade	6 hours	9th Grade	10 hours
7th Grade	7 hours	10th Grade	10 hours
8th Grade	8 hours	11th Grade	10 hours
		12th Grade	10 hours

The program also helps high school students meet scholarship and college entrance requirements. High school students must earn a minimum of 40 community service hours to graduate. Some colleges

and/or scholarships require more hours. The Florida Academic Scholars Award (FAS), offered through Florida Bright Futures requires a minimum of 75 community service hours for eligibility.

Community Service is defined as work done for someone, other than a relative, for which the student is not paid. Community Service forms are available at the Welcome Center and from the homeroom teacher. A form should be filled out for each service project completed. Each month, homeroom teachers will post the number of community service hours students have earned.

The focus of the program is not the number of hours worked or the type of service that is done, it is the Biblical principal of helping others:

- Each one should use whatever gift he has received to serve others, faithfully administering God's grace in its various forms. I Peter 4:10
- Serve wholeheartedly, as if you were serving the Lord, not men. Ephesians 6:7
- Whatever you do, work t it with all your heart, as working for the Lord, not for men. It is the Lord Christ you are serving. Colossians 3:23-24

There are opportunities for service at MCS, such as Turkey Fest, Auction, or helping a teacher before or after school. **Forms must be returned to the Welcome Center or the homeroom teacher by Friday, April 18, 2008. Students who do not submit the minimum number of hours by the deadline will be assigned Saturday School at a cost of \$30 in April and/or May.**

The contact person for middle school community service hours is the Dean of Students. The contact person for high school community service hours is the Director of Guidance.

STUDENT LOCKERS

All Upper School students are assigned a locker. Lockers are the property of the school and must be treated appropriately. **Report locker issues to the homeroom teacher immediately.**

Locker Privilege

- ♦ Locker use is a privilege. Violation of rules may result in:
 - Loss of privileges- Student is given space in homeroom to keep materials (minimum of one week)
 - Disciplinary consequences (i.e., Refocus, Saturday School)

Privacy

- ◆ Students do not have an expectation of privacy
- ◆ School employees may open and inspect lockers at any time
- ◆ Administration will periodically and randomly open and check lockers to ensure rules are followed

Going to Lockers

- ◆ Students must have a teacher's permission to go to lockers during class time or during extended care
- ◆ Students may not go to lockers during dismissal (3:10-3:30)
- ◆ Students may not loiter at lockers
- ◆ Students tardy for class may not use "their locker" as a reason for being excused

Decorating Lockers

- ◆ No tape, stickers, or anything that adheres
- ◆ The outside of lockers may not be decorated
- ◆ Inappropriate words, pictures, etc., may not be displayed
- ◆ Shelf/organizer must be freestanding, not attached to the locker

Food

- ◆ Food, including candy and drinks, may not be left over the weekend
- ◆ Drinks must be sealed

Cleanliness

- ◆ Keep lockers clean – No trash
- ◆ Keep lockers neat – No loose papers
- ◆ Keep locker areas clean – Dispose of trash

Student Materials

- ◆ Materials must be in the student's possession or in a locker- materials may not be left anywhere on campus
- ◆ No sharing of lockers
- ◆ Backpacks are not permitted in classrooms

Lock Combination

- ◆ Do not "pre-dial" a combination
- ◆ Do not put anything on the door to keep it from locking
- ◆ Do not attempt to learn another student's combination
- ◆ Do not share a lock combination with anyone (except family)
- ◆ Do not open another student's locker (except a sibling)

Respect for Lockers

- ◆ Do not kick, bang or write on lockers
- ◆ Do not slam locker doors (Safety, noise, respect for property)

Respect for Students

- ◆ No horseplay in locker areas
- ◆ Maintain personal space
- ◆ Be respectful of those around you

- ◆ Do not prevent a student from accessing their locker

PUBLIC DISPLAY OF AFFECTION

Public displays of affection are not appropriate on campus or at school events. Friendship is encouraged, while public romance and physical expression of mutual attraction are not permitted. This includes but is not limited to hand holding, kissing, hugging another student. These behaviors are unacceptable.

ARRIVAL AND DISMISSAL

Please watch for directional signs and follow the designated traffic pattern for arrival and dismissal. Students dropped off before 7:55 a.m. or on campus after 3:30 p.m. go to Extended Care, and parents will be charged accordingly.

Dismissal

Parents are urged to pick up students in the car line rather than at the classroom. Dismissal is more safe and efficient when students are called to the car line.

- ◆ Cars should display a name plate in the windshield until the student gets into the car
- ◆ Students must be prompt in getting to the pick-up area
- ◆ Student Patrols will open and close car doors

A change in the normal means of transportation for a student must be put in writing and **sent to the Welcome Center at the beginning of the school day**. These rules are designed to ensure your child's safety. We take this responsibility seriously and expect students and parents to do the same.

Traffic Pattern

- ◆ Fourth through eighth Grade: Use the Livingston Road entrance and drop off / pick up behind the gym
- ◆ High School (and kindergarten through fourth grade): Use the St. Augustine Road entrance. The high school line turns left immediately after the elementary playground

HIGH SCHOOL DRIVING PRIVILEGES

Student drivers must register with the Upper School Dean of Students by completing a registration form and having it signed by a parent. Failure to follow driving rules may result in a minimum one week suspension of driving privileges and/or disciplinary consequences.

- ◆ Park only in areas designated for student drivers

- ◆ No sitting in a vehicle or loitering in the parking lot before or after school
- ◆ Students may not go to a car or the parking lot during the school day
- ◆ Students leaving campus, before the end of the school day must have prior written parental permission, and must sign the check-out log

The following will result in a minimum one week suspension of driving privileges:

- ◆ Driving to school without having registered with the Dean of Students
- ◆ Spinning tires, driving with excessive speed or driving recklessly on school property
- ◆ Leaving campus without written parental permission

Having any of the following in a car will result in suspension or expulsion from school:

- ◆ Firearm or weapon of any kind
- ◆ Alcohol or tobacco
- ◆ Illegal drugs

ATTENDANCE

School Hours

Students may be dropped off at school beginning at 7:55 AM. Classrooms open at 8:00 AM. Students must be in homeroom at 8:15 AM, or they are marked tardy.

The school day ends and dismissal begins at 3:10 PM. Please honor classroom time at the end of the day by picking up students after 3:10 PM. Dismissal ends at 3:30 PM- all students should be picked up by that time.

Middle schools students who arrive before 7:55 PM and students still on campus after 3:30 PM will be taken to the Extended Care program for supervision. Parents will be billed accordingly.

Extra-Curricular Eligibility

A student who arrives at school after 11:40 AM, or is out of school for any part of the day totaling more than 3 ½ hours, will be marked absent for the day. That student is ineligible to participate in any extra-curricular school activities that day, such as athletics, fine arts, etc.

Early Dismissal

Students are dismissed at 11:30 AM on early dismissal days, including semester exam days (See "Semester Exams"). **There is no lunchtime on early dismissal days.**

Tardiness

Parents should make every effort to have students at school on time. It is distracting to the class for a student to arrive late. Students who are tardy, often miss important announcements and instructional time.

Students who arrive at homeroom after 8:15 AM, for any reason, are sent to the Welcome Center to sign in tardy for school. A tardy for school can be excused by the Dean of Students if a parent puts the reason for the tardy in writing, during the quarter in which the tardy occurred, and the excuse is approved. Traffic in the morning does not automatically constitute an excused tardy.

Unexcused tardies are accumulated per quarter, so students begin each quarter with zero tardies. The student receives a written warning after the third tardy for school in a quarter. Consequences are given after a fifth tardy:

- ◆ 4th unexcused tardy- Student receives a written warning
- ◆ 5th, 6th and 7th unexcused tardy- Student is assigned Refocus
- ◆ Each unexcused tardy after the 7th- Student is assigned Saturday School

Period Attendance

Teachers take attendance at the beginning of each class period throughout the day. Students are expected to be in their seats and ready to work when the class period begins. Students late to class are marked tardy for that class period.

Absence

Regular classroom attendance is important. Although assignments may be made up, the valuable experiences gained through interactive learning in the classroom setting are lost when a student does not attend class. Please try to plan family vacations during holidays or summer break.

Students are marked "unexcused" until the school receives a note signed by a parent indicating the date(s) and reason for the absence.

Unexcused absences will not allow for make-up work. All school work missed will receive a grade of zero.

Notification of a planned absence should be sent to the Upper School Principal at least one week in advance of the absence. Planned absences may be excused depending on several factors, including the reason for the absence, the number of absences the student has for the year and the student's academic standing.

For an excused absence, students should make up work or tests missed within an appropriate period of time. Teachers will work with the student and/or parents in providing missed assignments and scheduling make-up tests. Arrangements for making up work must be made on the day the student returns to school. It is the student's responsibility to ask for missed work and to schedule make up tests. Students may also check the MCS website for assignments.

More than 12 absences require a parent to meet with the Dean of Students to discuss the reason for the absences and the effect on academics.

More than 20 absences may result in a failing grade. Both parents are required to meet with an administrator. Consideration will be given as to the reason for the absences and their effect on the student's academic standing. The student may be required to have a written doctor's excuse for additional absences to be excused.

Students MUST BE FEVER FREE (<100°F) FOR 24 HOURS WITHOUT USE OF FEVER REDUCING MEDICATIONS IN ORDER TO ATTEND SCHOOL.

Excessive Absence

The Florida Legislature enacted requirements that schools report to the Department of Highway Safety and Motor Vehicles the names, dates of birth, sex, and social security numbers of minors who accumulate 15 unexcused absences in a period of 90 calendar days. The legislation further provides that those minors who fail to satisfy attendance requirements will be ineligible for driving privilege. Florida Statute 1003.27

Make Up Work

If a student is absent, a request for make up work must be received by the receptionist before 9:00 AM. Make up work is sent to the Welcome Center by 3:00 PM.

EXCUSED absences (see *absences*) will allow one day per day of excused absences to make-up school work. It is the responsibility of the student to get with each of his/her teachers to acquire missed work, including tests, quizzes, homework, and class work. Students may also check the MCS website for assignments. Projects and research papers must be turned in by 8:15 a.m. on the due date. UNEXCUSED absences (see *absences*) will not allow for make-up work. All school work missed will receive a grade of zero.

Student Checkout

Doctor appointments should be scheduled after the end of the school day or during vacation times. Any student who is going home before the regular dismissal time or is going home by a different manner than he/she normally does **must bring a note** signed by the parent. The note is to be taken to the Welcome Center at the beginning of the school day. Parents must come to the Welcome Center to pick up a child during the school day. **As a safety measure, identification is required before releasing a child to anyone.** If a child returns to school before the end of the day, he/she must check back in at the Welcome Center before going to class.

Illness or Injury

Students who become ill or are hurt during school hours should tell their teacher. The teacher will send the student to the clinic to be evaluated. The nurse will contact the parent immediately if medical attention appears to be necessary. If a child is running a temperature or has visible signs of being ill, he/she will be sent home. The parents will be contacted and are responsible for having the child picked up from the clinic as soon as possible.

Physical Education Participation

All physical education students are expected to participate in class, unless they are sick or injured and have a note from a parent or doctor. Students who fail to participate in class and do not have a note are marked unexcused.

DISCIPLINE

The purpose of this section of the handbook is to give general overall guidelines to be followed by students and parents. There may be situations or circumstances concerning discipline not specifically addressed in the Parent & Student Handbook.

Administrative Privilege

The Administration reserves the right to make the final decision concerning consequences in dealing with any disciplinary situation.

Search Policy

Authorized school personnel may conduct a reasonable search of a student or his/her locker, backpack, vehicle, and/or belongings when they have a probable cause to believe that the student has an item in his/her possession which may constitute a criminal offense under the laws of this state, or other items prohibited by school rules.

Discipline

Every student is created in the image of God and has special value in God's eyes. It is the teacher's responsibility to define behavioral boundaries consistent with Biblical principles and developmental ability.

Mandarin Christian School provides an atmosphere of order, allowing a student to strive toward a Spirit-controlled, Christ-like life. Individual freedom should not be such that it interferes with another student's learning.

Rules and regulations are imposed to encourage proper habits, enabling the student to become self-disciplined. Upper School rules are clearly and concisely presented to students and reviewed throughout the school year. Teachers establish and discuss classroom procedures for their classroom.

We believe parents bear the primary responsibility for teaching their children right behavior and attitudes and we will depend heavily on parents to help if there is a behavior concern.

Steps in the disciplinary process for minor infractions:

- ♦ Behavior is addressed by the teacher
- ♦ A parent-teacher conference is held
- ♦ Student is referred to the Dean of Students and parents are contacted

Misconduct has been classified and divided into three categories depending on the severity of the violation.

Category 1

Any minor disturbance that prevents classroom order and instruction

Consequences may include any one or combination of the following: additional work; loss of privileges; contacting a parent; parent-teacher disciplinary conference; Refocus; discipline referral

Category 2

Activities and attitudes that show a lack of respect for authority

Consequences may include any one or combination of the following: contacting a parent; parent-teacher disciplinary conference; discipline referral; Saturday School; parent-administrator conference; suspension

Category 3

Violation of U.S., state or city law; seriously threatening the safety of a student; gross lack of respect for authority or property; violation of Biblical moral codes of conduct

Consequences include suspension or expulsion.

In all cases, the Headmaster reserves final decision-making authority with respect to disciplinary actions.

Discipline Referral

A discipline referral may be given when a student fails to comply with school policies. Students who receive a discipline referral meet with an administrator to discuss the infraction and receive an appropriate consequence. Parents are contacted by the administrator.

Disciplinary Probation

A student may be placed on a discipline contract (disciplinary probation) for chronic or severe infraction of school rules or policies. Students must meet specific criteria to be removed from probation. Failure to meet the requirements of the discipline contract may result in expulsion.

Intimidation, Harassment, and Threats:

Each student is entitled to a safe, peaceful, and healthy educational environment. Intimidation, harassment, or threatening behavior of any kind will not be tolerated. Appropriate action will be taken if necessary.

Cheating and Plagiarism

Students are expected to conduct themselves honestly and with integrity in their work. All forms of cheating and plagiarism are

prohibited. Behavior that is unacceptable includes, but is not limited to:

- ♦ Copying another student's homework
- ♦ Working with others on projects that are meant to be done individually
- ♦ Looking at or copying another student's test or quiz answers
- ♦ Allowing another student to look at or copy answers from your test or quiz
- ♦ Using any other method to get/give test or quiz answers
- ♦ Taking a test or quiz in part or in whole to use or to give others
- ♦ Copying information from a source without proper attribution
- ♦ Taking papers from other students, publications, or the Internet

Violators of this policy will be disciplined on a case-by-case basis depending on the severity of the violation, prior violations, and other factors. Disciplinary measures include, but are not limited to, redoing assignment/retaking test, receiving a failing/zero grade on the project/test, receiving a lower overall grade in the class, detention, suspension, or expulsion.

DRUG / SUBSTANCE ABUSE

The possession, use or distribution of drugs, alcohol, and tobacco product(s) is prohibited. Students connected to any drug-related persons or events may be required to submit to drug testing and subject to expulsion. Consequences may include removal of the student from all extracurricular participation (athletics, drama, club activities, etc.) for a significant period of time and forfeiture of any elected or appointed position of leadership. Violation of these rules will be dealt with, whether on or off campus, resulting in a **minimum of a five day suspension or expulsion.**

SUSPENSION AND EXPULSION

A student may be suspended from school after communication with a parent. Very specific changes in attitudes and actions will be expected prior to re-admission. A re-admission parent/administrator conference will be necessary for the student to return to school. An administrator has, at all times, the authority to suspend a student. The length of suspension will be one to five days as determined by the administrator.

Grounds for suspension include:

- ♦ Continued deliberate disobedience/disrespect displayed

- ♦ A rebellious spirit that is unchanged by efforts by the school staff
- ♦ A continued negative attitude and bad influence upon other students
- ♦ A serious breach of conduct inside or on school grounds, which has an adverse effect upon the image of the school
- ♦ Failure of the student to comply with the disciplinary actions of the school

(Students who violate a major school rule may be assigned in-school suspension. Suspension occurs for serious violation of school regulations.)

In-School Suspension

The student does not attend regular classes for a specified number of days. Instead, the student sits in an assigned location for the day and completes class work assignments under the supervision of a teacher or administrator. **The students is not permitted to participate in extracurricular activities.**

Out-Of-School Suspension

The student does not attend school, or participate in extra-curricular activities, for a specified number of days. Disciplinary probation is invoked when a student is suspended. Class work and homework missed while on suspension must be made up. The student is given the make up work the day they return to school. **On the next report card, one point is deducted from the final average of each subject for each day of suspension.**

Expulsion

Expulsion may be recommended if it becomes apparent that the school will not be able to meet the needs of a student, or if the student's behavior is preventing classroom instruction. Expulsion may also be recommended for failure to meet the requirements of academic or disciplinary probation. A date of withdrawal from school is decided on by the administration. The expulsion date may be immediate. Expulsion does not relieve parents of the obligation to pay a full year's tuition.

Disciplinary Action

Discipline Letter

This letter notifies parents of a behavior issue. It must be signed by a parent and returned to the issuing teacher within two days.

- ♦ If the discipline letter is checked "No Refocus" then it serves as a written warning.
- ♦ If the discipline letter is checked "Refocus Assigned" then the student must serve a Refocus.

Refocus

This is a one-hour after school detention. Refocus is held each Wednesday from 3:15 – 4:15 PM. During this time students complete an assignment that includes answering questions about behavior, referencing Bible verses, and writing an essay. Students should be picked up at the classroom of the teacher that is supervising Refocus that week, or they can be dismissed to extended care.

Some offenses resulting in automatic Refocus, with no prior warning given:

- ♦ Chewing gum on campus
- ♦ Horseplay or misbehavior in the restroom
- ♦ Failure to return paperwork, signed by a parent, within two school days

Rescheduling Refocus requires that a parent contact the Upper School Dean of Students the day *before* the Refocus is to be served. Refocus may be rescheduled for the following reasons:

- ♦ Student is going out of town
- ♦ Student is part of an MCS athletic team or performance group and has a game, competition, or performance (does not include practice or rehearsal)
- ♦ Extenuating family circumstance (i.e. hospitalization, death in the family)

Saturday School

Held every third week on Saturday from 8:30–10:30 AM. Cost is \$30. Students pick up trash and clean the campus inside and outside. Students should be dropped off and picked up at the front door of the school. Rescheduling follows the same rules as Refocus.

DRESS CODE

Uniforms must be purchased from Student Apparel Store or during an MCS Used Uniform Sale, held periodically throughout the year. All articles of clothing should be labeled with the student's name.

When a student is inappropriately dressed, a parent is called and asked to bring the proper clothing. The student is not permitted to return to class until they are appropriately dressed. If there are any questions about purchasing uniform items, please call the school.

Middle School Girls

- ◆ Uniform choices include: a white oxford shirt monogrammed with the school logo, white or burgundy monogrammed polo shirt, uniform plaid skirt or skort, or uniform black pants.
- ◆ Only the top button of the shirt may be unbuttoned.
- ◆ Shirt must be tucked in. Only a solid white T-shirt may be worn under the uniform shirt.
- ◆ Skirt and skort length must be no more than four inches (in front, sides, and back) from the floor when kneeling.
- ◆ Skirt and skort waistband must be visible and worn at the waist, not at the hips. Skirt may not be rolled up at the waist.
- ◆ Socks should be solid white, black, or gray.
- ◆ During cold weather, solid white, black, gray, or burgundy tights may be worn with the uniform. Leggings and sweatpants are not permitted.
- ◆ A black, gray, or brown belt (purchased at Student Apparel Store) must be worn with uniform black pants. Belt should be worn at the waist.
- ◆ Shoes (including sneakers) must be a solid color: white, black, gray, or brown. Sneakers may have minimal trim color.
- ◆ No boots, slippers, high top shoes, sandals, or "crocs". No shoes or sneakers that have the toe or back out. No soles or heels higher than two inches. The preference is one inch or less, because of safety concerns. Students must follow these guidelines even on non-uniform days.

Middle School Boys

- ◆ Uniform choices include: a burgundy and white striped oxford shirt monogrammed with the school logo, white monogrammed oxford shirt, white or burgundy monogrammed polo shirt, and uniform black or gray pants.
Shorts are not permitted.
- ◆ Only the top button of the shirt may be unbuttoned.
- ◆ Shirt must be tucked in. Only a solid white T-shirt may be worn under the uniform shirt.
- ◆ Pants waistband must be visible and worn at the waist.
- ◆ Socks should be solid white, black, or gray.
- ◆ A black, gray, or brown belt (purchased at Student Apparel Store) must be worn with uniform pants.

- ◆ Shoes (including sneakers) must be a solid color: white, black, gray, or brown. Sneakers may have minimal trim color.
- ◆ No boots, slippers, high top shoes, sandals, or “croc”. No shoes or sneakers that have the toe or back out. Students must follow these guidelines even on non-uniform days.

High School Girls

- ◆ Uniform choices include: a white oxford shirt monogrammed with the school logo, white, burgundy, navy, green, or yellow monogrammed polo shirt, uniform khaki skirt, or uniform khaki or black pants.
- ◆ Only the top button of the shirt may be unbuttoned.
- ◆ Shirt must be tucked in. Only a solid white T-shirt may be worn under the uniform shirt.
- ◆ Skirt length must be no more than four inches (in front, sides, and back) from the floor when kneeling.
- ◆ Skirt waistband must be visible and worn at the waist, not at the hips. Skirt may not be rolled up at the waist.
- ◆ Socks should be solid white, black, or khaki.
- ◆ During cold weather, solid white, black, or burgundy tights may be worn with the uniform. Leggings and sweatpants are not permitted.
- ◆ A black or brown belt (purchased at Student Apparel Store) must be worn with uniform pants. Belt should be worn at the waist.
- ◆ Shoes (including sneakers) must be a solid color: white, black, gray, or brown. Sneakers may have minimal trim color.
- ◆ No boots, slippers, high top shoes, sandals, or “croc”. No shoes or sneakers that have the toe out. No soles or heels higher than two inches. The preference is one inch or less, because of safety concerns. Students must follow these guidelines even on non-uniform days.

High School Boys

- ◆ Uniform choices include: a white oxford shirt monogrammed with the school logo, white, burgundy, navy, green or yellow monogrammed polo shirt, and uniform khaki or black pants. **Shorts are not permitted.**
- ◆ Only the top button of the shirt may be unbuttoned.
- ◆ Shirt must be tucked in. Only a solid white T-shirt may be worn under the uniform shirt.
- ◆ Pants waistband must be visible and worn at the waist.
- ◆ Socks should be solid white, black, or khaki.

- ◆ A black or brown belt (purchased at Student Apparel Store) must be worn with uniform pants.
- ◆ Shoes (including sneakers) must be a solid color: white, black, gray, or brown. Sneakers may have minimal trim color.
- ◆ No boots, slippers, high top shoes, sandals, or "croc". No shoes or sneakers that have the toe or back out. Students must follow these guidelines even on non-uniform days.

Outerwear (All Students)

- ◆ Non-MCS outerwear may be worn while outside, and must be removed when indoors and during P.E. classes.
- ◆ Only MCS outerwear may be worn indoors and during P.E. classes.
- ◆ MCS outerwear includes: sweatshirt, windbreaker, fleece jacket, letter jacket (purchased at MCS), and pullover sweater (purchased at Student Apparel Store).

Spirit Day

- ◆ Spirit Day is observed the **first Friday of the month**. Spirit Day clothing may only be purchased through the Athletic Department.
- ◆ Students may wear MCS apparel with solid color pants or jeans. Pants and jeans cannot be frayed, have holes anywhere in them or be over-sized. Girls may wear solid colored capri pants or long-styled shorts (length below the knee). No skorts, skirts, bib jeans or overalls.
- ◆ **Shirt must be tucked in.**

Physical Education Uniform

- ◆ The P.E. uniform consists of an MCS P.E. T-shirt and a pair of black or burgundy, monogrammed gym shorts. These clothes must be purchased from the Athletic Department.
- ◆ Shorts may not be rolled at the waist.
- ◆ Only MCS sweatshirts and sweatpants may be worn in cold weather.
- ◆ Athletic shoes and socks must be worn.

Accessories

- ◆ Accessories that cause distraction in the classroom (e.g. excessive bangles, rings, large necklaces, bracelets, watches that beep, etc.) are not permitted.
- ◆ Boys may not wear earrings. Girls may not wear more than two pairs of earrings. Earrings can only be worn on the

earlobes and may not be larger than an inch and a half in length.

- ♦ No tongue piercing. No body piercing or tattoos can be visible.
- ♦ Students may not write on themselves or others, or on school uniforms.
- ♦ Hats are not permitted, except on special dress days.

Hair Style

- ♦ Hairstyle should be consistent with good grooming and cleanliness. No extreme or faddish hairstyles or colors are permitted.
- ♦ A boy's hair should be above the collar, above the eyebrows, and above the bottom of the earlobe in length when combed down.
- ♦ Facial hair is not permitted.

Make Up

- ♦ A **natural look** is encouraged. Excessive or distracting make-up or nail polish is not permitted. Black nail polish is also not permitted.

Final determination as to the appropriateness of dress, hairstyle, accessories, make-up, etc., is left to the discretion of administration.

ACTIVITIES

Student Government:

Student Government gives students an opportunity to participate in a democratic organization and learn how one operates. It also serves as a liaison between students and faculty.

Students who wish to become officers or representatives must maintain an overall "B" average and must exhibit exemplary citizenship qualities. Each class is represented by one member on Student Government.

Elected offices are reserved for students in grades eight through twelve. The office of President may be held by a high school senior. The office of Vice President may be held by a junior or senior. The offices of Secretary, Treasurer, Historian and Chaplain may be held by students in 8th through 12th grade. **Elections are held at the end of the previous school year.** For more information, see Student Government Advisor.

Praise Team

Athletics

The athletics program includes the following team and individual sports:

- ♦ Girls- volleyball, cross country, cheerleading, basketball, soccer, softball, tennis, track & field and golf
- ♦ Boys- football, cross country, basketball, soccer, baseball, tennis, track & field, and golf

EXTENDED CARE PROGRAM

The Extended Care program is available for middle school students. It is provided for the convenience of parents whose children attend Mandarin Christian School. The Extended Care program provides an enjoyable atmosphere for students before and after school.

Extended Care opens at 7:00 AM and the afternoon program closes at 6:00 PM. The Extended Care program is closed when school is dismissed for holidays. Fees are listed on the financial information sheet in the information packet. There is a \$25 fee for returned checks. For more information, call the Extended Care office at 268-5353.

SUMMER CAMP

Mandarin Christian School's regular summer day camp is eight weeks of summer fun designed for students entering kindergarten through sixth grades. Students may register **for just one week, or up to eight weeks**. The regular summer day camp program provides Bible lessons, crafts, games, skits, swimming, field trips, and outdoor recreation.

Mini camps are offered each week in the areas of academics, special interest, and athletics. These camps are opened to Kindergarten through Twelfth are instructed by Mandarin Christian School faculty members.

PARENT-TEACHER PARTNERSHIP

The Parent-Teacher Partnership (PTP) has been a tremendous support system for MCS. The PTP sponsors and/or facilitates a number of activities including Turkey Fest, vision and hearing screening, Christmas Shop, Coin Drive, and the Spring Auction. There are many opportunities for parents to volunteer. Please check with the Welcome Center or your child's teacher to ask how to volunteer as a homeroom parent, library assistant, cafeteria assistant,

computer assistant, or in any school program or activity in which you have a special interest or skill to share with our school. Together, parents and teachers can truly make a difference in making this a wonderful school for our students.

EMERGENCY PROCEDURES

Fire, severe weather, and disaster drills are conducted regularly. Students should walk silently and quickly to their class-assigned area when the alarm rings. Silence should be maintained until all students return to the classroom.

Please watch T.V. Channel 27 and Channel 12 news stations for advisement of Mandarin Christian School closings. Safety is always our first and foremost concern. We have a weather monitor in the school office that alerts us to bad weather at all times.

LIBRARY

The library is open from 7:55 AM to 4:00 PM, Monday through Friday. We encourage all students to use this resource. Parents are welcome to visit and are also appreciated as volunteers.

- ◆ Borrowed books may be renewed twice for a period of one week each time. Books should be brought to the library for renewal.
- ◆ Reference books and current periodicals may be enjoyed in the library, but not checked out.
- ◆ Students with overdue materials are given a written notice. Additional materials may not be checked out until overdue materials are returned.
- ◆ Students will be charged for lost or damaged materials. The librarian should be contacted concerning lost or damaged books.

LOST AND FOUND

All lost and found items such as books, jewelry, or apparel should be turned in at the Welcome Center. **Clothing and student possessions, such as cardigans, jackets, gym clothing, personal books, book bags, etc. should be clearly labeled with students name for purposes of identification.** Lost and Found items not claimed that cannot be identified may be given to Goodwill or re-sold in the used uniform sale.

Textbooks are assigned to students. Students will be charged for lost or damaged textbooks, and library books.

FIELD TRIPS

Field trips are a vital part of a well-rounded instructional program and offer many opportunities for enhanced teaching. Each trip is considered part of the curriculum and all students are urged to attend. Under no circumstances is swimming permitted on any trip or school event, without prior approval from the Administration.

Transportation

Transportation for trips will be by school bus or chartered bus. The student must return a signed parent release form or will not be permitted to attend. Parent release forms are sent home at least one week prior to the trip, and should be returned the next school day. A student may ride home from a class trip with a parent only with permission from the Principal two days before the date of the trip.

A student may be excluded from a trip for any of the following reasons:

- ◆ Failure to meet the deadline for funds
- ◆ Repeated behavioral problems in the school environment
- ◆ Behavioral problems on a previous class trip

Electronic Devices

The following may not be brought on a trip, unless given permission from the administration: laser pointer, cell phone, digital camera, video camera, music player, video game, or any other electronic device.

Parent Chaperones

The number of parent chaperones may be limited due to the location and nature of the trip. When serving as a chaperone, a parent may not bring siblings on the trip. It is important that chaperones are able to give their full attention to the students they are chaperoning.

As part of a continued effort to ensure the safety of students, MCS utilizes the VECHS (Volunteer Employee Crime History System) for background checks, which screens for arrests as well as convictions. Parents chaperoning overnight trips must be fingerprinted and screened. Mandarin Christian School pays the processing fee for this service.

Mini-Mester

Mini-Mester is one week in the spring during which upper school students participate in annual class trips, mission trips, college visits,

internships, courses, and service projects. Some trips are overnight. Some trips last the whole week and others less than five days.

Students are expected to participate. Those who choose not to are expected to come to school that day(s) or are marked "Absent-Unexcused". On days during mini-mester when there is no trip scheduled, students are expected to be in class.

LUNCH PROGRAM

Students may bring lunch from home or buy lunch at school. A hot lunch program is available five days a week. **Lunch is not served on early dismissal days.** If a student is going to order from the school lunch program they must turn in their order form to their first period teacher.

A lunch menu is sent home at the beginning of each month. The cost of meals for students and adults is \$3.50 and includes milk or juice. Students who bring their own lunch may also purchase milk, water or juice for \$.50. **High school students have additional options for lunch with some additional costs.**

Lunch may be paid for in cash or by setting up an account. To set up an account send in at least a \$35.00 deposit, for each student. The account will need to be replenished when the balance reaches \$15.00. **There will be a \$25 charge for all insufficient fund checks returned to the school.**

We invite parents to have lunch with their child/family during the student's scheduled lunch time. There is a Guest Table set up where you and your child/family may eat lunch. Due to limited seating, we request that you have only your children/family at the table. Parents may also eat outside in the courtyard with their child, after notifying the cafeteria assistant.

PARTIES

Class parties are held on scheduled dates and times during the school year. Birthdays celebrations can not be held during lunch or in the cafeteria. Flowers, balloons, gifts, etc. should be brought to the Welcome Center. Office personnel will deliver these items to the student at lunchtime or the end of the school day.

PETS

For the safety of our children, pets are not allowed in the building, or on any school grounds, which includes the athletic fields. No pets are allowed out of a vehicle. Individual classroom policies regarding pets are pre-approved by administration.

MEDICATION GUIDELINES

Prescription Medication

- ♦ The parent must request in person that the student be given the medication.
- ♦ The parent must sign a release form allowing the school nurse or Headmaster's designee to administer the medication.
- ♦ Medication must be in the original container with the pharmacy label attached.
- ♦ Medication will be administered according to the prescription label.
- ♦ Students **ARE NOT** allowed to transport prescription medication.

****Medication prescribed 2-3 times a day should be given at home unless the child is in Extended Care.***

Non-Prescription Medication (Over-the-counter):

- ♦ The parent must request, in person, that the student be given the medication.
- ♦ The parent must sign a release form allowing the school nurse or Headmaster's designee to administer the medication.
- ♦ The parent will provide instructions including the dosage and the time medication is to be given to the student.
- ♦ Medication must be in the original container. (Directions from the parent should not exceed the medication instructions on the label.)
- ♦ Students **ARE NOT** allowed to transport non-prescription medication.
- ♦ Cough drops are considered non-prescription medication.

Inhaler for Asthma

- ♦ Florida statues authorize students to carry a metered dose inhaler on their person when they have approval from their parents and their physician.
- ♦ The Headmaster shall be provided a copy of the parent's and physician's written statement of approval.
- ♦ Metered dose inhalers may also be kept in the clinic and administered under the "prescription medication" guidelines.

- ♦ **Any medications not picked up by a parent at the end of the school year will be discarded.**

PARENT MESSAGES TO STUDENTS

Any parent who needs to get a message to his/her child should call the school **before 2:30 PM**. Parents are requested to make calls to students only when absolutely necessary.

TELEPHONE USE

A student needing to use the school phone must have a teacher's written permission. The student is responsible for bringing to school needed items, homework, books, and PE clothes. The student will not be permitted to call home for these or other items.

CELL PHONES

- ♦ Cell phones must be turned off and kept in a locker from 7:00 a.m. until 3:30 p.m.
- ♦ **First offense** requires that a parent pick up the phone from the Dean of Students.
- ♦ **Second offense** results in the phone being **confiscated for one week**. The parent must pick up the phone from the Dean of Students.

ELECTRONIC DEVICES

The following may not be brought on campus, unless given permission from the administration: laser pointer, camera, video camera, music player, video game, or any other electronic device.

TECHNOLOGY AND INTERNET USE

Each student must return a signed **Technology and Internet Acceptable Use Agreement** form before accessing the Internet on school computers. Access will be denied to any student who does not return the agreement. The agreement will be provided at Student Orientation.

ACCEPTABLE USE POLICY

- School technology (computers, printers, projectors, sound system, etc.) and the Internet will be used under faculty supervision and for educational purpose only.
- Students should not rearrange, delete, add, or otherwise change any computer hardware and/or software settings established by the technology or administrative staff.
- Students can download or transmit files from the Internet **only** with the permission of the technology staff or supervising teacher.

- Students are not to save files to school computers unless directed to by the technology staff or supervising teacher.
- Printing can be done with permission of the technology staff or supervising teacher.
- Students should not save bookmarks or “favorites” on school computers.
- Students should not access or transmit on personal, web-based email accounts.
- If inappropriate material appears on the screen, students need to immediately minimize the window and notify the teacher/technology staff.

Consequences of Misconduct

Violation of the *MCS Technology & Internet Acceptable Use Agreement* may result in the student’s loss of technology and/or Internet privileges as well as possible disciplinary action. Technology and Internet usage is a privilege, not a right.

DELINQUENT FINANCIAL ACCOUNT

The student enrollment contract states:

“In addition, I understand that by signing this contract for the coming school year, I have accepted the rules and regulations of the school and the policy regarding payment of tuition and fees as stated on the current financial information sheet. Full financial obligations for a student must be met before: (1) student is permitted to complete final week of the second semester; (2) student’s records may be forwarded; (3) student receives a report card or test results.”

All fee payments must be current in order for a student to take final exams or receive a re-enrollment contract, report card, or standardized test results. Fees included in this policy include: cafeteria charges, technology fee, Extended Care fees, athletic fees, missing or damaged textbooks or library books, tuition fees, etc. In addition, returned check issues must be resolved. Student records will be released when all financial obligations are met.

RETURNED CHECK

Parents are billed \$25.00 if a check submitted to MCS is returned from the bank. The check will immediately be resubmitted. If the check is returned again, parents must submit cash, a money order, or a cashier’s check to replace the returned check.

Checks will not be accepted from a family who has had three returned checks in one school year. All future fees must be paid with cash, a money order, or a cashier's check – this includes cafeteria charges, field trips, Extended Care fees, etc.

This handbook was prepared in an effort to assist parents and students in understanding the policies and services of Mandarin Christian School.

Last Update: 06/07/07