



***MOLINE
CHRISTIAN
SCHOOL***

Student/Parent Handbook

2016 - 2017

WELCOME

to

Moline Christian School!

We are grateful that you are a part of Moline Christian School and we look forward to an exciting year. Each year of school brings tremendous growth and change in every area of life. We are pleased to be a part of your educational experience during these important years of academic and spiritual development.

This booklet is intended to inform you and your parents of the purposes and policies of Moline Christian School. Please read this material and keep it as a reference throughout the year. Hopefully this booklet will answer any questions that may come up.

We seek to establish a community of Christians willing to serve our Lord. Moline Christian School continues a tradition of service that began over ninety years ago. God has been faithful to our Christian community through the years. You are asked to participate in this community with enthusiasm and commitment. Together we can make your education at Moline Christian School truly Christ-centered.

MISSION STATEMENT

*The mission of Moline Christian School is to provide
a quality, Christ-centered education, equipping students
for a life of service to their Lord.*

GENERAL INFORMATION AND POLICIES

Our Philosophy

Moline Christian School strives to teach, in cooperation with the home and church, all that is necessary for children of God to occupy their places worthily in church, state, and society. All instruction is based on the infallible Word of God. By integrating high academic standards, strong biblical principles, and a sincere Christian staff, Moline Christian provides a positive learning experience in a caring, Christian environment. Teaching focuses on the whole child – academically, spiritually, emotionally, and physically. Moline Christian School is reformed in theology, and non-denominational in enrollment.

Goals and Objectives

1. To provide a curriculum that provides excellence in education for all students in the knowledge of God’s Word and His world.
2. That each student demonstrates personal growth in the mental, moral, social, and spiritual aspects of his/her life.
3. That each student develops an awareness of his/her responsibilities as citizens in our society by understanding the fundamental and governmental structure of society.
4. That each student be prepared to meet the challenges he/she will face in future education, careers, and family life. To help students develop basic skills in thinking, self-discipline, communicating, and decision-making.
5. That each student develops skills and interests that will enrich his/her life in the service of God. Students will be given opportunities to develop skills in reading, writing, communicating, critical analysis, and perception of events in the light of God’s Word.

Statement of Faith

We believe there is only one God, eternally existing in three persons: the Father, Son, and Holy Spirit. God has revealed Himself to us by His creating, preserving, and governing the universe, and by His Word, the Bible. We believe the Bible is the only inspired, infallible, authoritative standard for what we should believe and do.

We believe that Jesus Christ is the true and eternal God. This eternal Son of God became man, died on the cross to atone for the sins of all who believe, rose bodily from the dead, ascended into heaven, and sits at the right hand of God the Father Almighty. Jesus will return to earth in power and glory in the final day to judge the living and the dead.

We believe in the Holy Spirit, who is eternally equal with the Father and the Son in power and glory, and whose regenerating work is essential for salvation. We believe that man was created in the image of God to enjoy fellowship with his creator. Sin is disobedience to God's will. Man, by sinning, was separated from God and his neighbor, and brought God's curse upon the creation. He is saved from God's curse by the redemptive work of the Lord Jesus Christ.

Accreditation

The Michigan Association of Non-Public Schools (MANS) accredits Moline Christian School. This accreditation is granted yearly based on an extensive review of the policies, procedures, and performance of Moline Christian School. We are proud of this accreditation.

Corporal Punishment

All forms of corporal punishment are prohibited. "Corporal punishment" means the willful infliction of, or willfully causing the infliction of, physical pain on a pupil. An amount of force that is reasonable and necessary for a person employed or engaged to quell a disturbance threatening physical injury to persons or damage to property, for purposes of self-defense, or to obtain weapons or other dangerous objects within the control of the pupil, is not and shall not be construed to be corporal punishment within the meaning and intent of this section. Physical pain or discomfort caused by athletic competition or other such recreational activity voluntarily engaged in by the pupil is not and shall not be construed to be corporal punishment within the meaning and intent of this section.

Curriculum

Moline Christian School is pleased to offer quality educational programs for grades K-8. The curriculum is geared for traditional instruction at all grade levels. The primary purpose of the educational program is to incorporate a Christian perspective in all the subjects we offer. In other words, the students are led to the conviction that all of knowledge and learning is based on the Lordship of Jesus Christ. The content of the instruction will help the students see the hand of God in every aspect of life and the creation He has given to us.

Moline Christian keeps its programs current, updating the textbooks as necessary to meet the demands of a changing curriculum. We strive to use Christian textbook publications wherever possible; however, we also make use of secular publications that are not in conflict with our philosophy. We believe that the Christian perspective can be and is incorporated by the teacher at all times, especially when secular materials are used.

Moline Christian School offers Bible classes at all levels. The Bible curriculum is based on the Word of God. Memory work is based on the New International Version of the Scriptures.

Financial Policies

The school policy is that parents must remain on the tuition payment schedule agreed upon at the time of enrollment registration. Monthly payments are due the first of the month and are considered past due if not received by the 10th.

Non-Discrimination Policy

Students of any race, color, national or ethnic origin are admitted and accorded all the rights, privileges, programs, and activities made available to all students at the school. Moline Christian does not discriminate on the basis of race, color, sex, national or ethnic origin in administration of its educational policies, admissions policies, and athletic and other school administered programs.

SCHOOL CLOSURES, DELAYS, AND MAKE-UP DAYS

MCS will continue to exercise the option of holding school or implementing a 2-hour delay in the event of WUS closing school for full days. This means that if Wayland is delayed or closed, it does not mean that we will automatically be delayed or closed. Please follow WOODTV-8 or WZZM13 for our announcements. Three-year-old and four-year-old morning preschool classes and Young Fives classes meet from 10 a.m. to noon on 2-hour delay days. If we have an afternoon preschool class, they will meet from 1:00 p.m. to 3:00 p.m. on 2-hour delay days.

If 8 or more school days are missed before February 1, both mid-winter break days will be taken. If multiple school days occur after mid-winter break, we may add 15 minutes per day for a designated time period to be determined by the Education Committee and/or Administration.

In the event of a tornado watch prior to the beginning of the school day, school is cancelled. In the event of a tornado watch or warning during school hours, students will not be sent home. Parents are free to pick up students during a tornado watch or warning, but must inform the office and/or classroom teacher that the child is leaving. If a tornado watch is in effect when after-school activities begin, those activities will be cancelled. Evening activities are cancelled if a tornado watch or warning is in effect one hour prior to the start of the evening activity.

Academic Honesty

The common name for being dishonest with schoolwork is cheating. It takes a variety of forms, from looking at someone else’s paper during a test to using an author’s exact words without giving the author credit. Students who are intentionally dishonest in this area will be given a failing grade for that activity for the day and their parents will be notified. Repeated offenses may lead to suspension or dismissal from school.

Moline Christian School Grading Scales

4 th – 5 th	Middle School
96 – 100 A	97 – 100 A
90 – 95 A-	94 – 96 A-
86 – 89 B+	91 – 93 B+
83 – 85 B	87 – 90 B
80 – 82 B-	84 – 86 B-
76 – 79 C+	81 – 83 C+
73 – 75 C	77 – 80 C
70 – 72 C-	74 – 76 C-
66 – 69 D+	71 – 73 D+
63 – 65 D	67 – 70 D
60 – 62 D-	64 – 66 D-
<60 E	<64 E

Any accelerated subject options for students that may be bright or academically talented must meet the following criteria:

- Teacher, parent, and student must be in agreement
- Student must have an overall GPA of 3.5 or higher
- Student must pass the cumulative review test of his/her current grade with an 80% or higher before advancing to the next grade level.

Attendance

School attendance is compulsory in the state of Michigan. More than that, Christian education is a necessary part of your children's growth, and parents pay a great deal to have their children here. It is important, then, that students take every opportunity to be in class each day. Absence on a day not only means that the student misses out on education, but he/she also is not being a good steward of the blessings God permits him/her to have. Teaching a student to be prompt, to be dependable, and to be present when expected are all-important ingredients to quality education.

Arriving and Departing Time and Busing Requirements

Supervision is a very necessary component to the safety of your children while they are at school. At times supervision is only inferred by parents dropping their children off at school too early or by having children remain late after school. Parents may assume there is someone supervising their child when in fact, that is not the case.

The "line-up" bell rings at 8:05 a.m. and school begins with a "tardy" bell at 8:10 a.m. School is dismissed with a bell at 3:02 p.m. for those riding buses and a bell at 3:05 p.m. for the remainder of the students. Students riding buses will be dropped off and picked up at the east end of school.

Parents can expect supervision for their children by school personnel at 7:45 a.m. and until 3:20 p.m. These are the limits of supervision of the "school day." Parents that pick children up after school should do so by the gym entrance. Children who will be on campus later than 3:20 p.m. will need to be supervised by their parents or another designated adult. The coach will supervise students who are participating on a middle school athletic team until their parents pick them up at the end of their game or practice. Siblings of athletic team members are not allowed to watch practices or remain on campus during such times since we are not able to provide supervision.

When necessary, if students occasionally need to arrive before supervision time, they must be outside or doing homework/reading a book in the atrium area. Students are not allowed in the classrooms as teachers may be preparing for the day.

Half days of school will have an 11:30 a.m. dismissal time. The MCS buses will run on half days.

Please note that students will ALWAYS be sent home via the way you have chosen on your Arrival/Departure Form when you enrolled. If your plans change for one day, students must have a note signed and dated by a parent indicating what this change will be for that day.

Procedure to Follow when Students must be Absent

1. **If the student will be absent for illness or tardy, parents or guardians must call the school before 7:40 a.m. If calling to report a student illness, please be symptom-specific. We report illnesses to the Allegan County Health Department each week and must also be specific. Please do not email the**

office or the teacher to report an absence or illness. We are not always able to access email prior to the start of school. If we receive an email regarding an absence, parents will still receive a phone call.

2. A record of absences is kept in the school office to insure that a student conforms to state and school requirements. Multiple absences may result in students not advancing in grade level. Exceptions will be considered in the case of prolonged illness.
3. Excused absences are for illness, quarantine, medical services, funeral attendance, or court appearance. Work must generally be made up within the same number of days missed.
4. Tardiness is defined as not being in the classroom or at the appropriate station when the bell rings. Tardies caused by late buses are excused.
5. Students who arrive late or who must leave early must check in with the office.

Family Vacation Policy

The Moline Christian School teachers and School Board provide this statement on family vacation trips as a guide to parents. The teachers recognize the value of family time together, but desire to caution parents on the use of school time to reach that goal. Briefly stated, the concerns of the teachers are:

1. **THE COMMUNITY VIEW OF EDUCATION** - Students taking extended trips or easily missing class time diminish their view of the importance of education. The parents also lessen their view of the importance of education when they easily take their children out of school.
2. **STRONG EDUCATIONAL PROGRAM** — We attempt to provide the best educational program possible emphasizing academics and a variety of educational experiences. Students need to have good class attendance to benefit from this program. We say that we want good schools and our actions need to back up our statements.
3. **CHANGES IN EDUCATION** - The changing style of teaching provides more learning in the classroom as opposed to book reading and problem solving. Time missed in classes is learning that cannot be obtained in other ways. Partnering has become an important part of education today.
4. **RECEIVING ASSIGNMENTS IN ADVANCE** - It is difficult for teachers to prepare long-range assignments. They frequently are altered by the daily classroom progress. In addition, the time missed from the classroom instruction and discussion is difficult, if not impossible, to make up.
5. **CLASS TIME**- Students who miss classes not only affect themselves, but also impact the class. Class atmosphere and attitudes are altered when certain students are absent.
6. **IMPOSITION ON TEACHERS** - The parents and students going on family trips usually expect that the teacher will be able to accommodate the parents with homework in advance and extra instruction when the student returns. This causes a number of difficulties and often cannot be done.

The following procedure is to be used when parents plan to take students out of school:

1. The parent/student needs to contact the office for the requested time absent.
2. The classroom teacher will be contacted by the office.
3. Homework given/missed must be made up before/after the requested time off. Maximum allowed time to make up work is one week.

Wellness – Physical Activity and Nutrition

Moline Christian School has a slogan of “Building God’s Kingdom Together”. When we educate students about their body we strive to develop a profound reverence for the great gift of life and encourage them to care for their own body through healthy living and physical activity.

Therefore:

1. MCS works in conjunction with Wayland Union Schools as they provide healthy lunches to our students. It is the responsibility of WUS to remain informed of the nutritional value of their lunches.
2. All MCS students in grades K-8 will have opportunities, support, and encouragement to be physically active on a regular basis.
3. To the extent it is possible MCS will participate in available federal school meal programs as they are offered to us by WUS.
4. MCS, at the direction of WUS, will provide nutrition education and physical education to foster lifelong habits of healthy eating and physical activity.
5. In compliance with WUS, guidelines for reimbursable school meals shall not be less restrictive than regulations and guidance issued by the Secretary of Agriculture pursuant to the Child Nutrition Act and National School Hot Lunch Act.

Wellness Program Components

Component 1: A Commitment to Nutrition & Physical Activity

- Nutrition education and physical activity are included in the school’s daily educational program from kindergarten through grade eight.
- The MCS Principal supports the development of healthy lifestyles for students and establishes and enforces policies that improve the school’s nutrition environment. He/she will address issues such as the kinds of foods available on the school campus; mealtime schedules; dining space; nutrition education; and physical activity.
- MCS staff, students, and parents support a healthy school nutrition environment.
- The Education Committee will serve as the “health council” to address nutrition and physical activity issues.

Component 2: Quality School Meals

- MCS offers lunch via WUS and students are encouraged to participate.
- MCS accepts the standards of nutrition established by WUS’s hot lunch program.
- MCS accepts WUS meals that are offered at prices students can afford.
- MCS accepts the menu provided by WUS, which meets nutrition standards established by the U.S. Department of Agriculture, conforms to good menu planning principles, and features a variety of healthy choices that are tasty, attractive, of excellent quality, and are served at proper temperatures.
- Food safety is a key part of the school foodservice operation.

Component 3 – Other Healthy Food Options

- All foods and beverages that are available at school contribute to meeting the dietary needs of students; that is, they are from the five major food groups of the Food Guide Pyramid.

- If foods are sold in competition with school meals, they include healthy food choices offered at prices children can afford.
- If a la carte foods are available, they include a variety of choices of tasty, nutritious foods and beverages, such as fruits, vegetables, whole grains, and low-fat or non-fat dairy foods.
- If foods are sold in competition with school meals, they are not more highly marketed than the reimbursable school meals.
- There are appropriate restrictions on students' access to vending machines, school stores, snack bars, and other outlets that sell foods and beverages, if these options are available.
- MCS encourages parents to provide a variety of nutritious foods if students bring bag lunches from home.

Component 4: Pleasant Eating Experiences

- Meal periods are scheduled at appropriate times; schools do not schedule tutoring, pep rallies, club and organization meetings, and other activities during meal times.
- Meal periods are long enough for students to eat and socialize.
- There are appropriate serving areas so that students don't have to spend too much time waiting in line. Classroom dining areas are attractive and have sufficient space for seating; tables and chairs are the right size for the students.
- Our school encourages socializing among students and between students and adults during meal time.
- Adults properly supervise dining areas and serve as role models to students.
- Creative, innovative methods are used to keep noise levels appropriate.
- Hand washing equipment and supplies are in a convenient place so that students can wash their hands before eating.
- Drinking fountains are available for students to get water at meals and throughout the day.
- MCS, in conjunction with Wayland Union Schools, uses an accounting system that protects the identity of students who eat free and reduced price school meals.

Component 5: Nutrition Education

- Students in various grade levels receive nutrition education that is interactive and teaches the skills they need to adopt healthy eating behaviors.
- Students receive nutrition messages throughout the school that are consistent and reinforce each other via WUS.
- Nutrition is integrated into core curriculum areas such as math, science, and language arts.

Component 6: Marketing

- Healthy eating and physical activity are actively promoted to students, parents, teachers, administrators, and the community.
- MCS considers student's needs in planning for a healthy school nutrition environment. They ask for input and feedback and listen to what they have to say.
- Students receive positive, motivating messages about healthy eating and physical activity throughout the school setting.
- MCS promotes healthy food choices and does not allow advertising that promotes less nutritious food choices.

ANTI-BULLYING POLICY INFORMATION

*“Bullying” means systematically and chronically inflicting physical hurt or psychological distress on one or more students or employees. This includes any/all cyberbullying tactics. Moline Christian School strives to show Jesus in all that we teach and how we live. We see the severity of certain physical, emotional, and spiritual attacks and handle them according to each situation with the student, parent(s), Education Committee, and if necessary, the full School Board. The following “Discipline Process/Program” pages outline how these situations are typically handled.

*Bullying should not be confused with poor choices, or peer conflict made by students and/or staff members.

Any bullying (persistent/targeted) behaviors – both sets of parents will be notified at the earliest convenience of the adult involved with the discipline process.

MCS WEAPONS POLICY

Moline Christian School is a weapons-free school. A dangerous weapon, included in this policy, is any firearm, knife, or martial arts device. An act done with these items in a Moline Christian School building, or on MCS property, including buses used in transporting students at any time will be subject to consequences listed in this policy. In compliance with Public Act 250 of 1995, if a student is alleged to have possession of any of these weapons, The Moline Christian School Board will be notified by administration following the procedure below:

Procedure:

1. The administrator will investigate the situation
2. The administrator will notify the Education Committee and, if needed, the board.
3. If allegations are substantiated, the Education Committee will report to the board of which a decision must be made on appropriate disciplinary action. Short or long term, up to full expulsion, are all possible consequences to the decision due to Section 1311 of the Michigan School Code who possesses a dangerous weapon, commits arson or a violent crime.

Definitions and Statement:

1. For purposes of this policy, a dangerous weapon is defined as “a firearm, dagger, dirk, stiletto, knife with a blade over three (3) inches in length, pocket knife opened by mechanical device, iron bar, or brass knuckles,” or other devices designed to or likely to inflict bodily harm, including, but not limited to, air guns and explosive devices.
2. The board need not expel if the student can establish to the satisfaction of the board or its designee that:
 - a. The object or instrument was not possessed for use as a weapon, or for direct or indirect delivery to another person for use as a weapon:
 - b. The weapon was not knowingly possessed:
 - c. The student did not know or have reason to know that the object or instrument possessed constituted a dangerous weapon;
 - d. The weapon was possessed at the suggestion, request or direction of or with the express permission of a school administrator or the police.*

*There may be circumstances under which an object or instrument described as a dangerous weapon under the definition above is legitimately used for demonstration or other school-sanctioned activity. However, such an object or instrument may only be brought to school with prior written permission of both teacher involved and the administrator. Such instrument or object will be brought directly to the school office and held there until released to the teacher for the activity for which requested, then returned to the school office immediately following the activity. It will only be released to the student for direct transport off school property.

MCS SUBSTANCE ABUSE POLICY

In compliance with other area schools, MCS has adopted a Substance Abuse Policy: Simply stated: “Any student who has an illegal substance in his/her possession at MCS will receive a minimum of a one day in-school suspension. The student faces the possibility of expulsion which will be determined by the Education Committee of the School Board. It is also possible for local authorities to be contacted.

DISCIPLINE

The Christian life is a life of joy that is disciplined. Student life at Moline Christian should reflect this tone of serving and rejoicing. Discipline is constantly being applied in every classroom in the form of orderliness, structure, motivation, expectation of good conduct, and verbal correction. The purpose of Christian discipline is to correct and admonish the students in love. We do not live in a perfect world, but we do attempt to guide our students with discipline when appropriate. We also allow our students to “own” their own problem and “own” their own consequence as we guide them to better choices in the future.

We expect our students to live by the following:

1. The student is expected to be honest, dependable, and cooperative. (Prov. 12:17)
2. The student is to show good stewardship of his/her and others personal property and rights. (I Cor. 4:12)
3. The student will treat classmates and staff members with the respect due someone made in the image of God. (Phil. 2:3-4)
4. The student respects the authority of God, his parents, teachers, and all other staff persons in positions of authority. (Romans 13:1-2)
5. The student shall conduct him/her(self) in school and out of school, both with and without supervision, in such a way that brings honor to God, the school, the family, him/her(self). (I Peter 2:16-17)

When discipline problems arise, the teachers work **with** the students, parents, and if needed the administration to solve the problem.

The purpose is for them to change their behavior, not for us to attempt to change them. It is our duty to reinforce what God teaches in the Bible and to pray with them when they make poor choices.

If a staff member is requiring a student to come early to school or stay late after school, that staff member and student will make contact with the parent for verbal consent of day and time agreed upon. This will also be reported to the administrator.

Discipline Process

1. Teacher corrects student verbally (done multiple times with grace, love, and prayer) and begins documenting if problems persist
2. Teacher contacts parents
3. Any other team teachers and/or principal that need to be made aware of the persistent poor choices of the student are given necessary information
4. Teacher increases supervision for specific students during recess, lunch and between class times
5. Teacher makes the Principal aware if changes do not occur
6. Principal speaks with student and prays with them to seek wisdom and better choices
7. Principal contacts parents
8. Principal makes Education Committee aware of the situation
9. Principal sits down with parents, student, and teacher in a face-to-face meeting to determine a plan of action to help the student change their behavior
10. Education Committee meets with the family to determine what is best for the student and Moline Christian School which may include, but is not limited to, counseling, in-house suspension, and/or expulsion.

*While these steps are not set in stone and may vary depending on the needs of the student and the varying situations; it is a reference point for parents as Moline Christian School's staff disciplines in love according to the Word of God.

BEHAVIORAL ACTION PLAN # _____
Preschool – 2nd GRADE – MOLINE CHRISTIAN SCHOOL

1. What happened? (Draw a picture on the back if needed)

2. What could I have done differently?

3. What plan can I make that will help me be more responsible so I can follow the values in my classroom and at Moline Christian School?

I, _____ will try my best to follow the plan I have written and to follow the values that have been set in place by my teacher and Moline Christian School.

Today's Date

Teacher's Signature

Parent's Signature

*If disciplinary concerns persist, daily behavior charts may be implemented, after school duties/detentions, possible in-school suspensions, and/or meeting with the Education Committee as to how behavior will change.

BEHAVIORAL ACTION PLAN # _____
3RD – 5TH GRADE – MOLINE CHRISTIAN SCHOOL

1. What happened?

2. What could I have done differently?

3. What plan can I make that will help me be more responsible so I can follow the values in my classroom and at Moline Christian School?

I, _____ will try my best to follow the plan I have written and to follow the values that have been set in place by my teacher and Moline Christian School.

Today's Date

Teacher's Signature

Parent's Signature

-Upon the 4th R.F. a student will serve 30 minutes after school (to be arranged by the teacher and the parent(s)).
-Every 9 weeks the system resets and the student begins with a clean slate.
*If disciplinary concerns persist, further detentions, in-school suspensions, and expulsions may occur in conjunction with the Education Committee, administrator, teacher, parent, and student.

**Moline Christian School
Responsibility Form for Grades 3-5**

Student Name _____

Date _____

This is the _____ (#) R.F. your child has received.

Responsibility was not shown toward:

- _____ Completing homework
- _____ Classwork/being prepared
- _____ Keeping hands/feet to self
- _____ Being respectful of adults/students/property
- _____ Active listening/excessive talking
- _____ Being truthful
- _____ Appropriate out-of-class behavior
- _____ Demonstrating personal best
- _____ Other _____

A 30-minute detention will be served after the 4th R.F.

Comments: _____

Parents: Please discuss these concerns with your child, sign, and return to your child's teacher the next school day.

Teacher Signature _____

Parent Signature _____

Student Signature _____

Moline Christian School – providing a quality, Christ-centered education, equipping students for a life of service to their Lord.

Behavior Rubric for Grades PK-5

Prayer with the child is a necessary and expected means of discipline at MCS – an opportunity for each instance to be covered in God’s grace and wisdom.

	Non-Christ-like Behavior	First Time	Second Time	Third Time	Fourth Time
Disrespect	Such as... -Unkind looks or gestures -Name calling -Insulting -Excluding others -Inappropriate Language	-15 second talk -Restate definition of hurtful behavior - Alternate behavior ideas -Apology	-15 second talk -Restate definition of hurtful behavior - Alternate behavior ideas -Apology	-15 second talk -Restate definition of hurtful behavior - Alternate behavior ideas -Loss of 1 recess -Student calls parent -Discuss with principal -Apology	-15 second talk -Restate definition of hurtful behavior -Alternate behavior ideas -Loss of 1 recess -Student calls parent -Visit with counselor -Apology
Physical Contact	Such as... -Pushing -Shoving - Hitting/slapping -Grabbing -Pinching	-15 second talk -Restate definition of hurtful behavior - Alternate behavior ideas -Apology	-15 second talk -Restate definition of hurtful behavior - Alternate behavior ideas -Student calls parent -Loss of 1 recess -Apology	-15 second talk -Restate definition of hurtful behavior -Loss of 2 recesses -Student calls parent -Discuss with principal -Apology	-15 second talk -Restate definition of hurtful behavior -Alternate behavior ideas -Loss of 3 recesses -Student calls parent -Discuss with principal -Parent conference -Visit with counselor -Apology

Severe Physical Contact or Severe Disrespect	Such as... -Punching -Biting -Spitting -Kicking -Stealing -Damaging Property -Harassment	-15 second talk -Restate definition of hurtful behavior - Alternate behavior ideas -Loss of 1 recess or play time -Discuss with principal -Student calls parent -Possible parent conference -Apology	-15 second talk -Restate definition of hurtful behavior - Alternate behavior ideas -Loss of 2 recesses -Student calls parent -Discuss with principal -Parent conference -Apology	-15 second talk -Restate definition of hurtful behavior - Alternate behavior ideas -Loss of 3 recesses -Student calls parent -Discuss with principal -Parent conference -Visit with counselor -Apology	Administrative and Education Committee decision as to possible suspension(s) or other disciplinary action
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Definition of mean/hurtful behavior: Any mean look, gesture, word or action that hurts a person's body, feelings, friendships, or things.

15 Second Talk - "I noticed you said (did) this to someone else. We don't say (do) those things at Moline Christian School. I wouldn't want anyone to say (do) those things to you. That behavior needs to stop."

Consequences assigned may be immediately more severe in any above category based on the seriousness of the action, severity of result of infraction, or prior offense(s).

After the fourth offense that a student repeats a poor behavior during the school year, the school staff will design an Individual Behavior Plan (IBP).

Middle School Behavior Discipline Plan

Yellow Cards will be given for the following student poor choices (these are only examples and are not an exhaustive list):

- talking out of turn
- disrupting class
- chewing gum in a class that is not allowed (computer labs, choir, band, chapels)
- horseplay/wrestling in the hallways or outside
- showing a non-caring attitude
- choosing to not participate in class

The teacher and student will decide how to communicate to parents each offense that occurs. A Behavior Action Plan Sheet must be filled out for any/all detention situations (4 yellow cards).

4 Yellow Cards result in a detention to be served before or after school for 30 minutes upon notification from homeroom teacher to parent. Teacher and/or student will contact the parents/guardians.

Red cards will be given for the following student poor choices (these are only examples and are not an exhaustive list):

- disrespect
- talking back to a teacher
- horseplay/wrestling in the hallways or outside
- not cooperating with those in authority

The teacher and student will decide how to communicate to parents each offense that occurs. A Behavior Action Plan Sheet must be filled out for any/all detention situations (2 red cards).

Blue cards will be given for the following student poor choices (these are only examples and are not an exhaustive list):

- fighting
- cheating
- verbally degrading or name-calling a student
- specific targeted bullying

A Blue Card is an immediate detention to be served before or after school for 30 minutes upon notification from homeroom teacher to parent. Student will fill out a Behavior Action Plan Sheet, get parents to sign it and return it to school. The homeroom teacher will make a phone call home to parents allowing the student to explain his/her actions.

Principal will be notified at this level.

Further disciplinary action:

2 Blue Cards in one semester = finish the day in an in-school suspension and notification to the Education Committee. Parents are contacted by the student and the administrator.
Loss of class trip for 6th or 7th grade student.

3 Blue Cards in one school year will result in an immediate one-day in school suspension = meeting with the Education Committee, student and parents. An agreed upon behavior plan will be put into place. If applicable, loss of 8th grade class trip.

4 Blue Cards in one school year will result in an out of school suspension (time frame to be determined by the Education Committee) – review of the agreed upon behavior plan and possible dismissal of student at this point.

5 Blue Cards in any given year = dismissal of student after the Education Committee, parents, and student exhausted all other possibilities to allow student to remain at Moline Christian School.

Each semester begins the process with a clean slate for the yellow and red cards. Blue Cards are cumulative for one school year.

(These are guidelines. Teachers, administrators, and Education Committee make determinations based on individual situations.)

BEHAVIORAL ACTION PLAN

6TH – 8TH GRADE – MOLINE CHRISTIAN SCHOOL

I received my _____ yellow card.

I received my _____ red card.

I received my _____ blue card.

1. What happened?

2. What could I have done differently?

3. What plan can I make that will help me be more responsible so I can follow the values in my classroom and at Moline Christian School?

I, _____ will try my best to follow the plan I have written and to follow the values that have been set in place by my teacher and Moline Christian School.

Today's Date

Teacher's Signature

Parent's Signature

Moline Christian School – providing a quality, Christ-centered education, equipping students for a life of service to their Lord.

Behavior Rubric for Grades 6-8

Prayer with the child is a necessary and expected means of discipline at MCS – an opportunity for each instance to be covered in God's grace and wisdom.

Non-Christ-like Behavior	First Time	Second Time	Third Time	Fourth Time
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Horseplay: “Goofing around” or playing that may include grabbing, pushing/shoving, hitting, tripping, play fighting, or name-calling in which there is no imbalance of power and no one is hurt.	-15 second talk -Yellow card	-15 second talk -Yellow card -1 missed recess	-15 second talk -Yellow card -2 missed recesses	-15 second talk -Yellow card -1 after school detention
Teasing: Name calling, note, writing, gossiping, spreading rumors, playing mean tricks, rude gestures, profanity, or other behavior that would hurt others or make them feel bad about themselves (including internet and cell phone behavior)	-15 second talk -Yellow card	-15 second talk -Yellow card -1 missed recess	-15 second talk -Yellow card -2 missed recesses	-15 second talk -Yellow card -1 after school detention
Disrespectful behavior, uncooperative attitude, or defiance toward any MCS faculty, staff, or volunteer: Includes, but not limited to eye-rolling, arguing, shouting, refusal to follow directions, “smart” comments	-15 second talk -Student calls parent -2 missed recesses	-15 second talk -Student calls parent -1 after school detention	-15 second talk -Student calls parent -2 after school detentions -Parent conference required	-15 second talk -Student calls parent -3 after school detentions -Parent conference required
Moderate Physical Contact: Hitting, pushing, shoving, grabbing, slapping, tripping, etc. in an attempt to control others(s). Moderate Intimidation: Threats of emotional or physical aggression, intimidation, exclusion.	-15 second talk -Student calls parent -1 after school detention	-15 second talk -Student calls parent -2 after school detention	-15 second talk -Student calls parent -3 after school detention -Parent conference required	-15 second talk -Student calls parent -1 day in-school suspension -Parent conference required -Visit with counselor
Severe Physical Contact: Punching, kicking, fighting, spitting and similar behavior that is designed to injure other(s).	-Student sent to office -Student calls parent -1 day in-school suspension -Parent conference required	-Student sent to office -Student calls parent -2 day in-school suspension -Parent conference required	-Student sent to office -Student calls parent -3 day in-school suspension -Parent conference required	-Student sent to office -Student calls parent -5 day in-school suspension -Parent conference required

Severe Harassment and Intimidation: Racial, ethnic, sexual, religious or other forms of severe harassment.	-Student sent to office -See Student Handbook -Visit with counselor
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Definition of mean/hurtful behavior: Any mean look, gesture, word or action that hurts a person's body, feelings, friendships, or things.

15 Second Talk - "I noticed you said (did) this to someone else. We don't say (do) those things at Moline Christian School. I wouldn't want anyone to say (do) those things to you. That behavior needs to stop."

Consequences assigned may be immediately more severe in any above category based on the seriousness of the action, severity of result of infraction, or prior offense(s).

After the fourth offense that a student repeats a poor behavior during the school year, the school staff will design an Individual Behavior Plan (IBP).

Human Dignity/Sexual Harassment Policy

Moline Christian School intends to provide its students, employees, and volunteers a stable environment that is reflective of the character (mind and spirit) of Jesus Christ and is effective for learning and working. It promotes respect for the students and is free of offensive kinds of behavior that make employees, volunteers, and students feel uncomfortable. All employees and students are expected to conduct themselves with respect for the dignity of others. This applies to all situations, including that of discipline.

Harassment, whether intentional or unintentional, is conduct that subjects another person to unwanted attention, comments, or actions because of faith, race, national origin, age, sex, physical characteristics, or disabilities. It robs the person of dignity and is not permitted. Harassment will not be tolerated. Harassment includes but is not limited to:

1. Verbal Harassment – Derogatory comments and jokes; threatening words spoken to another person;
2. Physical Harassment – Unwanted physical touching, contact, assault, deliberate impeding or blocking movements, or any intimidating interference with normal work or movements;
3. Visual Harassment – Derogatory, demeaning, or inflammatory posters, cartoons, written works, drawings, or gestures;
4. Sexual harassment, one of the forms of harassment prohibited by this policy, is defined as follows:
 - a) making unwelcome sexual advances, engaging in improper physical contact, making improper sexual comments, or otherwise creating an intimidating, hostile, or offensive educational learning environment.
 - b) making submission to unwelcome sexual advances, submission to requests for sexual favors, or submission to other verbal or physical conduct of a

- sexual nature, a condition of any employee's continued employment or any student's status or progress;
- c) making submission to, or rejection of, such conduct the basis for employment or educational decisions affecting any person;

Moline Christian School does not condone or allow harassment of others, whether engaged in by students, employees, supervisors, or other persons who may be present in our facilities.

Any person who believes he/she has been subjected to harassment may apply the principles of Matthew 18. The offended person should show the offender his/her fault. If the offender will not listen, the harassment should be reported to an appropriate authority. Students may report to a teacher, counselor, or the principal. If the matter is not satisfactorily cared for, the offense may be appealed to the Board through the President. Each report will be given serious consideration and investigated thoroughly. Appropriate action will be taken to eliminate such harassment.

If a student has concerns about the nature of any conduct or physical contact by an adult employed by this school, by a fellow student, or by a member of the public, the student is immediately free to express this concern to someone in authority as well as to discuss this concern with his/her parent or guardian. Students are encouraged to report any conduct or contact that makes them feel uncomfortable, is bothersome, or is contrary to a stable learning environment.

All reports will be handled discreetly to avoid embarrassment of the person making the report. However, it must be understood that this school is required by law to report child abuse to the appropriate social agency that protects the rights of individuals in such cases.

Any person who is determined to have violated this policy will be subject to corrective action and discipline, including the possibility of termination (for employees) and expulsion (for students).

Behavior Policy

Any student who has engaged in any of the following activities while on school grounds, on the grounds of any site owned or occupied by an employee of the school without the consent of the employee, or at the site of or in connection with any school sponsored event or activity, may be brought to the Education Committee to be considered for suspension or expulsion:

1. caused, attempted to cause, or threatened to cause physical injury to another person;
2. threatened the person or property of another for the purpose of intimidation or for purpose of placing another person in fear of imminent risk of harm to such person or imminent risk of loss, material damage or destruction of such person's property (such prohibited conduct includes the making of unsolicited telephone calls or delivery of unsolicited written communications to students or employees of the school intended to harass and terrorize the recipient of the oral or written communication);
3. caused or attempted to cause material damage to school or private property;

4. stolen or attempted to steal school property or private property;
5. possessed, sold, or furnished any firearm, knife, explosive or other dangerous object;
6. repeatedly disrupted school activities or willfully defied valid authority of supervisors, teachers, administrators, school officials, or other school personnel engaged in the performance of their duties;
7. committed an obscene act or engaged in repeated profanity or vulgarity;
8. unlawfully possessed, used, sold, furnished or been under the influence of any controlled substance, or any alcoholic beverage or intoxicant of any kind;
9. unlawfully possessed, offered, arranged, or negotiated to sell any drug paraphernalia.

Moline Christian Bus Service Guidelines

1. The Transportation Committee will determine reasonable bus route boundaries.
2. One hour and fifteen minutes to one hour and thirty minutes will be used as a guideline for riding time (one way) for students riding a Moline Christian School bus. Please remember that road conditions, weather conditions, and other factors may affect these times occasionally.
3. Pick-up stops may be consolidated to keep the route within the time frame.
4. All full-time riders take priority over one-way riders. One-way riders may be added as long as we don't exceed the maximum travel time.
5. The bus schedules will be established a week following enrollment deadline.
6. **Paved Roads Only Policy** – This will only happen in the event that we have school and do not deem the gravel roads safe for our drivers and students. Parents will be notified via email, Facebook, News 13, and News 8. Students may not be dropped off and left at a designated paved roads drop off area unless or until a parent/adult/guardian is present. Each year, parents that are affected by the Paved Roads Only Policy will be called at the beginning of the school year. Not all parents will be affected. If the Paved Roads Only Policy is in effect for the morning run, it is also in effect for the afternoon run.
7. Guidelines for late enrollment. Busing will be provided if:
 - a) they can be added without exceeding maximum travel time;
 - b) they have special needs;
 - c) they are new to Moline Christian School.

Bus Riding Rules

1. Be ready and waiting at your bus stop 5 minutes prior to your scheduled pick-up time. The driver cannot wait for late students.
2. Wait as far from the road as possible, approach the bus after the door opens.
3. Find a seat and sit in it; younger students are to sit in the front, older students sit in the back. Students are expected to share their seats.

4. Keep legs and feet out of the aisle. Hands, arms, and heads are to be kept inside the windows at all times.
5. Nothing may be thrown inside or outside the bus.
6. Only quiet talking is allowed. No shouting, screaming, or boisterous behavior is allowed.
7. Everyone must be silent when the bus is stopped at a railroad crossing, the driver must be able to hear warning sounds.
8. Eating on the bus is not allowed unless the driver gives permission.
9. If children who are regular riders on a Moline Christian School bus wish to bring friends home or be dropped off somewhere other than their usual place, they must take a signed and dated note from their parents to their teacher and bus driver.
10. If your children will not be riding to school, call the stop before you at least 15 minutes prior to the scheduled stopping time. If your children are not riding home from school, please send a note to the bus driver that morning or call the office before school gets out.
11. We will need your help come winter, as we use many of your driveways to pick up or turn around in. Please keep your driveway clear. If a driver ever feels that a driveway is unsafe, they will not enter it.

Bus Riding Rules (cont.)

12. Damage to the bus will be reported immediately and students who do damage will be required to pay for any repairs or replacements.
13. Passengers are not to use the emergency door except for emergency purposes.
14. Students are to enter and exit the bus in an orderly manner. Students are not to cross behind the bus. Students are expected to obey the rules of the road when walking to or from the bus stop (facing traffic if walking on the roadway).
15. In the event of a mechanical problem or an emergency situation, students are required to follow the instructions of the driver, and in most cases the students will remain on the bus. Passenger safety will be the number one consideration.

Bus Lines

When school is dismissed, those students riding the buses must go immediately to the east side of the school and board their bus. Students being picked up by car must go out to the car pick-up area on the southwest side of the school after the buses have left.

Bus Discipline Policy

Discipline is vital within our bus transportation system since the safety of our students and drivers may be affected. Riding a bus is a privilege. The following procedures will take place when that privilege is abused.

1st Offense

Upon notice from the driver or verified complaint, the bus driver will counsel students, fill out a "Student Bus Discipline Form", and notify parents.

2nd Offense

Upon notice from the driver or verified complaint, there may be a loss of riding privilege. Riding privileges will be discussed in a meeting with the parents, student, driver, and principal. Riding privilege may be suspended for up to two weeks.

3rd Offense

Upon notice from the driver or verified complaint, there will be a loss of riding privileges that may extend to the remainder of the year. The principal will meet with the student and parents.

NOTES:

1. Verified complaints from neighbors or others will also be a basis for the discipline procedure described above. Drivers generally give notice for disrespect, loudness, boisterous behavior, or insubordination to the driver.
2. Students riding Moline Christian School buses represent our school and our Lord. As such, they are expected to conduct themselves properly at all times.

Bicycles

All bicycles must be parked in the racks on the west side of the school near the corner of the gym. Bikes are not to be ridden on school grounds.

Dress Code

Individuality and freedom are cherished concepts for today's youth. However, in the area of proper dress and general appearance of students, Moline Christian School seeks to determine a standard that will reflect favorably on the Christian nature of the school. As image bearers of our Lord, students should in every way reflect him.

Since styles change, appropriate grooming changes as well. Extremes in grooming are not appropriate in that they are sometimes used by individuals to gain undue attention for themselves or are used to challenge the administration. It is important that good citizens sometimes set aside their individual will for the common good especially in areas where their moral or spiritual principles are not compromised. Christ recognized this principle when He asked His followers not to give offense to their neighbors. Bearing this in mind, the following dress code has been established.

Specific guidelines are as follows:

1. Hair must be neat, clean, and well groomed.
2. Appropriate shoes will be worn at all times.
3. Shirts and blouses may not be sleeveless and must not allow the midriff to show. Girls may not show cleavage.
4. Each student will have a pair of shoes at school for gym use.
5. Shorts must be a minimum of fingertip length. Skirts must be knee length.
6. Clothing will be neat, clean, and in good repair.
7. Clothing must fit properly. Excessively tight or excessively baggy clothing is inappropriate.

8. No undergarments may be visible.
9. Printing on clothing will be in good taste. Clothing that advertises alcohol, tobacco, music groups, or contains inappropriate messages will not be allowed.
10. The following clothing items are not considered appropriate and will not be allowed:
 - hats or sunglasses
11. Students are expected to wear proper clothing and footwear as necessary to coincide with weather conditions.
12. Students will not wear jackets in the classroom.

It is not our aim to be over regulatory, but neither do we accept the "anything goes" theory. It is the purpose of the school to encourage students to develop the ability to make wise decisions and to assume personal responsibility while dressing and grooming in good taste. What we need is everyone--students, teacher, administrators, parents, and board members--working together for our good and God's glory.

Chapels/Assemblies

Chapels are scheduled on a regular basis for all students in grades K-8 and parents are invited and encouraged to join us. Students and staff have this opportunity to corporately focus on their faith life. Worship of the Creator/Redeemer and applying God's Word to the learner and teacher are the resulting blessings of the chapel program. Assemblies may be scheduled for large group activities with a variety of desired goals. All of the goals must be justified in terms of a Christian educational setting.

Christian Respect and Lifestyle

Proper respect and reverence is expected in chapel, in the classroom, and on campus. The use of blasphemous language or vulgarity cannot be tolerated among Christians. And although school does not supervise or control the out-of-school lives of the students, it is important for all students to live consistent Christian lives wherever they are. The Christian lifestyle is assumed when you are accepted for enrollment. Indulgence in illegal, immoral, or dishonest activities reflects a lack of Christian commitment and may be considered as a reason for suspension or dismissal. In addition, regular and faithful church attendance by students and parents is a condition of admission and continued enrollment at Moline Christian.

Homework

Homework is to be expected. Students may need to finish work started at school. Book reports, projects, and daily assignments are the types of work students will need to complete at home. The amount of work will vary with the age of the students. Students are expected to have their daily work completed each day.

Homework due to absences must be made up by the second day back to school. Students needing a longer time to complete homework because of being absent must arrange that through the

classroom teacher. Homework not completed in the time set will receive a failing grade but must be turned in before a student can be given a grade for the grading period in which it occurs.

Students should plan on having, on average, 10 minutes X their grade level for homework each night. For example, a 4th grader can expect 40 minutes of homework per night – 10 minutes X grade 4 = 40 minutes.

Library / Parent / Room Mom Volunteers

Teachers/Staff and Administration always appreciate additional volunteer help with the following activities: cutting, collating, stapling, copying, preparation work for a class and/or helping students in class. They may also help students log in to the STAR test program if they have been educated by the teacher about the program and understand how it works.

Teachers/Staff cannot accept help for grading student papers and entering grades.



Technology Acceptable Use Agreement for Volunteers

As a volunteer at Moline Christian School, I have the opportunity and privilege to use technology. This includes using computers and having access to the internet and network resources. With this opportunity comes responsibility.

Because of that, I agree to the following:

1. Internet use is a privilege. Inappropriate use may result in limitation, cancellation, or disciplinary action.
2. The Internet/School Network is provided for school-related purposes. No right of privacy exists in any communication. Authorized members of the technology department and administration reserve the right to monitor all electronic information on school-owned equipment.
3. All online behavior must comply with Board policies and secular laws and regulations.
4. Volunteers are expected to model and promote ethical use of technology.
5. The technology of Moline Christian School must not be used for personal gain, profit, or to promote political positions.
6. No volunteer may transmit, forward, or store unethical items such as defamatory, fraudulent, pornographic, obscene, or harassing data or chain letters.
7. Volunteers are expected to respect and obey copyright laws and regulations.
8. Volunteers will not attempt to gain access to unauthorized information.
9. Passwords may not be shared.
10. Volunteers will not download or install programs or software without the approval of the technology department.
11. Volunteers will gain the approval of the technology department before attaching any personal hardware to the school network.

12. Opinions expressed as representing the view of the school must receive prior approval from the administrator or technology department.
13. Volunteers are expected to guard the technological equipment entrusted to them. This includes such things as not sharing passwords, not leaving the area while still logged on, and routinely running the antivirus programs.
14. Technological equipment is fragile and should be handled carefully.

I read this agreement and understand that the Moline Christian School network is designed for educational purposes. I understand that it is impossible for Moline Christian School to restrict access to all controversial materials, and I will not hold Moline Christian School responsible for materials acquired on the network. I also agree to report misuse of the network to the administrator or office staff.

Name of Volunteer	Signature of Volunteer	Date
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Gum

Gum is not permitted during chapels, choir, or band classes and also not allowed in the computer lab or library/computer lab. Gum is allowed during other class periods.

Medications

For safety reasons and at the recommendation of the Accreditation Site Visit Team, MCS will be following the Michigan Department of Education guidelines for dispensation of medication. Medication is defined as: *“prescription, non-prescription, and herbal medications, includes those taken by mouth, inhaler, those that are injectable, and those applied as drops to eyes, nose, or medications applied to skin.”*

In following these guidelines, we cannot dispense prescription medications of any sort to any student without parental and doctor written permission. If your child will need prescription medication, including inhalers, dispensed at school, a form for you and your doctor to fill out is available from the office. Students are allowed to keep inhalers with them at all times, however, a doctor/parent form with signatures is still required. Prescription medication must be brought in by parent/guardian, in properly-labeled bottle, counted out by the parent/guardian in the presence of the MCS Administration.

Nuisance Items

Items such as water pistols and trading cards are not allowed on campus or on the buses. Personal radios, electronic games, CD/DVD players, water guns, skateboards, snowboards, sleds, etc., are not allowed at school at any time.

Kindles and Nooks are allowed to be used at Moline Christian School in grades 3-8 for educational purposes (i.e. reading for Accelerated Reader).

Any electronic devices that are taken to Moline Christian School are at the owner's risk. If at any time the electronic device is used improperly (i.e. accessing games), the device will be confiscated and returned at the end of the day with the understanding that such activity will not happen again. Second offense will result in losing the device for a week. Third offense, the student will be asked to not bring the item to school again.

1st offense: Staff member takes item for one day and gives it back to the student at the end of the day explaining why it was taken away.

2nd offense: Staff member brings the item to the principal to keep for the day, student needs to retrieve it from the principal and call home with an explanation to the parents/guardians as to why the nuisance item needs to remain in a backpack or at home.

3rd offense: staff member brings the item to the principal to keep indefinitely. Student needs to make arrangements for the item to be picked up and parents/guardians need to pick the item up with the understanding that the item will not return to school unless a specific plan is written up and followed by all parties involved depending on the "need" of the item in certain situations.

Moline Christian School is not held responsible/liable for any stolen or damaged devices/property.

Phone Use

Student use of the office and classroom telephones will be restricted to emergency calls. If a student brings a cell phone to school, it must be **turned off** immediately upon arrival at school and must be kept either in their backpack or locker during school hours. Students may not make phone calls or send text messages unless permission is given by a staff member. First offense: Loss of phone for the day; Second offense: Loss of phone for remainder of the week; Third offense: Phone taken and given to parent with the understanding that the phone will not be returned to school.

Playground Rules

1. Students are responsible to all teachers for their behavior at school.
2. The ball fields are to be used by the students of 1 – 8, the playground is for the use of students in grades K – 5.
3. Restrooms are not play areas. Keep them neat and clean.
4. Students must eat their snacks before going out to the playground. Place all paper and garbage in trash containers. Everyone must help to keep the playground neat and clean.
5. Christian behavior and conduct is expected at school. Fighting, wrestling, and rough play are not allowed.
6. Tackle football is not allowed.
7. Hardball-type baseballs are not allowed.
8. Balls are not to be bounced against the buildings.
9. Balls that go over the fence will be retrieved at the end of recess.
10. Each class is responsible to bring in the playground equipment that they brought out, i.e. jump ropes and playground balls.
11. Broken windows will be paid for by the student(s) responsible.
12. At no time may students throw rocks, sticks, or sand on the playground.

13. Dangerous items (guns, knives, firecrackers, matches, etc.) are not to be taken to school. Students may be suspended for such activity.
14. Students must wear safe footwear at all times.
15. Students may not hang or climb on basketball poles or rims, backstops, fences, etc.
16. Students must walk (not run) on the sidewalks for safety reasons.
17. Good sportsmanship is always expected.
18. Students may only use the restrooms for their assigned grade level.
19. All playground toys must be used in their intended way.

Students that do not play safely, use inappropriate language, are unkind to others, or play in unassigned areas may forfeit their playground privileges.

School Visitors

Parents, friends, and any visitors to the school must always stop at the school office for permission from the principal to visit the school grounds or classrooms and to get their pass/ID badge.

Skateboards

Skateboards may not be used on school property. If they are used to come to school, they must be placed in an area designated by the principal.

Student Supplies

A list of supplies for the following school year that the students must provide will be sent home with students at the end of the school year either by the teacher or in their final report card. It is also available on our website at www.molinechrsch.org. All personal property should be labeled. The school is not responsible for lost articles. Unclaimed articles and clothing will be given to charity at the end of the year.

Textbooks

Textbooks for students are supplied without a fee. They are distributed by the classroom teacher and must be returned at the end of the year. Students will be charged for lost or damaged books.

INFORMATION AND POLICIES FOR GRADES 6 - 8

Athletic Policy

Every student is encouraged to participate in extracurricular activities. These are provided to give a wide range of opportunities to reinforce and apply what is learned in the classroom. They provide social contacts and give exposure to areas that are not directly taught in the classroom.

Participation in extracurricular activities is a privilege at Moline Christian School. The students who participate are representing our school in a distinctive way. Participants are to behave in a manner consistent with the goals and standards of Moline Christian School.

If students are given an Ineligibility Sheet, they are not able to participate on interscholastic teams until they become eligible according to the list on the Ineligibility Sheet.

ATHLETIC PHYSICALS – All students in grades 6-8 participating in extracurricular sports are required to complete a sports physical in order to be able to practice and play in games. Participants are not allowed to practice or play in games until this physical form is completed and turned in to the office or athletic director.

In order for a student athlete to participate in games, the student must be in attendance for a minimum of 3.5 hours on game days.

Student Name: _____ Home Room: 6 7 8 Date: ____/____/____

NOTICE OF EXTRACURRICULAR INELIGIBILITY

Please talk with each teacher listed below to find out your “eligibility” status with them. If you are “ineligible” (see Parent/Student handbook for details regarding extracurricular eligibility), **YOU** will need to work out a plan to become eligible. Your eligibility status will be reviewed at the **end of the week** with your **homeroom** teacher, so **this must be turned in Friday by 3 pm and discussed with your homeroom teacher.** In addition to seeing all teachers at the beginning and the end of the week, you must also get your parent’s signature. If you are missing two or more signatures by the end of the week, you will be ineligible for **one more week** until your eligibility status is reviewed again. Once you have filled the sheet out properly and given it to your homeroom teacher, you are eligible again to participate in games. During your ineligibility status, you will be required to attend all practices and games, but you will not suit up for any games.

TEACHER INITIALS Beginning of the week		TEACHER INITIALS End of the week
Mrs. Moes - Literature	<input type="checkbox"/> Academics (zeros, late work, poor work) <input type="checkbox"/> Attitude (uncaring, negative, uncooperative) <input type="checkbox"/> Behavior (disrespectful, discipline issues) <input type="checkbox"/> NO problems at this time	Literature
Grammar		Grammar
Mr. Bolt – History	<input type="checkbox"/> Academics (zeros, late work, poor work) <input type="checkbox"/> Attitude (uncaring, negative, uncooperative) <input type="checkbox"/> Behavior (disrespectful, discipline issues) <input type="checkbox"/> NO problems at this time	History
Bible		Bible
Mrs. Kuyper – Math	<input type="checkbox"/> Academics (zeros, late work, poor work) <input type="checkbox"/> Attitude (uncaring, negative, uncooperative)	Math

Science	<input type="checkbox"/> Behavior (disrespectful, discipline issues) <input type="checkbox"/> NO problems at this time	Science
Mrs. Klooster	<input type="checkbox"/> Academics (zeros, late work, poor work) <input type="checkbox"/> Attitude (uncaring, negative, uncooperative) <input type="checkbox"/> Behavior (disrespectful, discipline issues) <input type="checkbox"/> NO problems at this time	Spanish
Mr. Witte – Music	<input type="checkbox"/> Academics (zeros, late work, poor work) <input type="checkbox"/> Attitude (uncaring, negative, uncooperative) <input type="checkbox"/> Behavior (disrespectful, discipline issues) <input type="checkbox"/> NO problems at this time	Music
PE		PE
Miss VanderArk	<input type="checkbox"/> Academics (zeros, late work, poor work) <input type="checkbox"/> Attitude (uncaring, negative, uncooperative) <input type="checkbox"/> Behavior (disrespectful, discipline issues) <input type="checkbox"/> NO problems at this time	Art

Parent Signature: _____

Moline Christian School Concussion Law Policy

New Concussion Law took effect on June 30, 2013.

Procedures to follow in regard to athletics at Moline Christian School:

1. “The sports concussion legislation requires all coaches, employees, volunteers, and other adults involved with a youth athletic activity to complete a concussion awareness on-line training program.” This includes PE teachers. Go to the following link and complete the training. The certificate must be printed and given to the athletic director to keep on file. <http://www.cdc.gov/concussion/HeadsUp/Training/index.html>
2. “The organizing entity must provide educational materials on the signs/symptoms and consequences of concussions to each youth athlete and their parents/guardians and obtain a [signed statement](#) acknowledging receipt of the information for the organizing entity to keep on record.” Parents and athletes will read, sign, and return the “Parent & Athlete Concussion Information Sheet” before each season to the athletic director. This requirement is in addition to an annual sport’s physical.
3. “The law also requires immediate removal of an athlete from physical participation in an athletic activity who is suspected of sustaining a concussion. The student athlete must then receive [written clearance](#) from an appropriate health professional before he or she can return to physical activity.” The “Medical Clearance to Return to Play” form must be filled out by an appropriate health professional. “The organizing entity shall maintain the Written Clearance to Return to Play Forms in a permanent file for the duration of the participation of the youth athlete in a physical activity or until the youth athlete is over 18 years of age.”
4. All forms will be kept by the Athletic Director and distributed at the beginning of each year, just like physical forms are required by Moline Christian School.

Moline Christian School will follow these guidelines for each sport offered. In the event that a student participates in more than one sport, only one signed statement of the “Parent & Athlete

Concussion Information Sheet” will be filled out by the parent (s) and athlete, which will be accepted for the school year.

The quoted information above was taken from www.michigan.gov/sportsconcussion. Visit this website for additional information about concussions and the precautionary measures that could be taken.

Campus Rules

We have a closed campus; students are not permitted to leave campus without permission and guests must have permission from the office to be on campus.

Lockers

Students in grades six through eight will be assigned a locker. Students are responsible for any valuables left in the lockers. Faculty and administrators have authorization to search anyone’s locker at any time.

*Attendance at Moline Christian School is a privilege.
The information provided in this handbook is intended to provide information
and give guidance to students and parents,
but it is not an exhaustive listing of school rules,
regulations, policies, and practices.*