



MOUNT CALVARY CHRISTIAN SCHOOL

Parent/Student Handbook



Middle States Association of Colleges and Schools
Commissions on Elementary and Secondary Schools

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WELCOME

Dear Student and Parent:

We welcome you to another year at Mount Calvary Christian School. It is a joy to have you as part of this Christian academic community. The entire administration and faculty of Mount Calvary Christian School are dedicated to making your days here the most helpful and rewarding in your life. We will be praying for you daily.

Mount Calvary Christian School has a Bible-centered focus with respect to truth. We understand that man is sinful in nature and needs a Savior to be right with God. The result of this right relationship is eternal salvation and peace with God, glorifying Him in a balanced worldview. It is our purpose to provide a biblically-based educational program that has God as its center.

Please take time to read our core values later in this handbook. We hold the Bible to be the inerrant Word of God, and seek to cultivate a godly, informed spirituality in the lives of our children. With this comes balance, students who grow “in wisdom and stature and in favor with God and man” (Luke 2:52). High academic standards are glorifying to God, and while not all students are able to perform with exceptional ability, it is our desire that even struggling students learn to give their best in a way that glorifies the Lord Jesus.

We strive as a school to have a global mindset and teach awareness of what it means to live an informed Christian testimony in the 21st century. We want our graduates be able to function in a mature, godly way in a world that sometimes is hostile to a gentle, biblical morality.

God has placed his authority in the home, and while we have children under our care at Mount Calvary Christian School for about 6 hours a day, we believe that parents are the God-ordained influence to mold and shape the heart of the student. It is for this reason we encourage parental communication and involvement.

We want every student to have a rich and full experience at MCCS. This is our hope for you as you seek with us to pursue a Christian education here in Elizabethtown.

Dr. Daniel Sheard

Contents

SECTION I: INTRODUCTION AND BACKGROUND INFORMATION	6
NOTICE OF NON-DISCRIMINATORY POLICY	6
VISION AND MISSION STATEMENT	6
PURPOSE	6
EDUCATIONAL PHILOSOPHY	6
ACCREDITATION	7
INSTRUCTION.....	7
EXPECTED BIBLICAL OUTCOMES	7
DOCTRINAL STATEMENT	9
HISTORY.....	10
IMPORTANCE OF THE BIBLE	11
SECTION II - GENERAL POLICIES AND PROCEDURES	12
ADMISSIONS POLICIES	12
OPEN HOUSE	13
TUITION	13
PARENTS' RESPONSIBILITIES.....	14
TRANSPORTATION	15
CONCERNS AND QUESTIONS	15
REFERENCE DOCUMENTS	15
PATRIOTISM.....	16
SECTION III - EDUCATION POLICIES AND PROCEDURES.....	17
SCHOOL HOURS.....	17
BEFORE SCHOOL PROCEDURES.....	17
AFTER SCHOOL PROCEDURES	17
CALENDAR	17
SCHOOL CLOSINGS	17
EMERGENCY NOTIFICATION TEXTING SYSTEM	18
OTHER EMERGENCY POLICIES	18
Emergency Evacuation	18
CURRICULUM	18
COMMUNITY SERVICE REQUIREMENTS	19
CHANGES IN STUDENT'S SCHEDULE	19
SENIOR OFF-CAMPUS OPTION.....	20
SENIOR WORK RELEASE	21
GRADING GUIDELINES.....	21
GRADING SCALE	21
HOMEWORK.....	22
TEST MAKE-UP.....	22
"A" HONOR ROLL	22
"A" & "B" HONOR ROLL.....	22
PROMOTION/RETENTION.....	22
GRADUATION	23
ACADEMIC AWARDS PROGRAM.....	23
ACTIVITIES.....	23
CHAPEL	24
STUDY HALL GUIDELINES	24
RESTROOM.....	24
FIELD TRIPS	24
ATHLETIC PROGRAM.....	24
MUSIC.....	25
NATIONAL HONOR SOCIETY.....	25
LIBRARY.....	25
SUPPORTED INSTRUCTION PROGRAM	26

TESTING.....	26
BIBLE VERSION	26
LUNCH.....	26
CAFETERIA GUIDELINES	26
ELECTRONIC DEVICE ACCEPTABLE USE POLICY	27
Circumventing Filtering	28
Passwords.....	28
Emailing and Email Checking During School Hours.....	28
File Sharing.....	28
Cell Phone Policy.....	28
BRING YOUR OWN ELECTRONIC DEVICE POLICY.....	28
Personal Laptops and Chromebooks.....	28
Social Media Use During School Hours.....	29
Data Loss	29
SCHOOL IMMUNIZATION REQUIREMENTS.....	29
EXCLUSION ORDER.....	30
The Pennsylvania Department of Health Mandates the following screenings:	30
STUDENT MEDICATION POLICY.....	31
SICK DAY POLICY.....	31
HEAD LICE POLICY	32
ACCIDENTS AT SCHOOL.....	33
VISITORS	33
SCHOOL OFFICE.....	33
COMMUNICATIONS	34
EMERGENCY TEXT NOTIFICATIONS	34
LOST AND FOUND	34
LOCKERS	34
SCHOOL PICTURES	35
PARENT VOLUNTEERS	35
SECTION IV - STUDENT CONDUCT AND DISCIPLINE	36
ACADEMIC INTEGRITY	36
DISCIPLINE.....	38
STANDARDS OF CONDUCT	39
Bullying Policy	39
Technology Bullying and Cyber Bullying: Technology that is used to emotionally hurt another student in any way will be treated as a bullying issue and be subject to punishments outlined in the MCCS Bullying Policy. This include shared inappropriate images, music, video, games, or social media postings.	41
DISCIPLINE GUIDELINES FOR K4 - GRADE 5	42
Some areas of concern:.....	42
Possible disciplinary actions:.....	42
Possible rewards for good behavior:	43
DISCIPLINE SUMMARY FOR MIDDLE/HIGH SCHOOL	43
Offense System.....	43
STUDENT DISCIPLINARY RECORD.....	45
DISCIPLINE SUMMARYFOR MIDDLE/HIGH SCHOOL	45
STUDENT DISCIPLINARY RECORD.....	47
STUDENT PREGNANCYAND MARRIAGE.....	47
POLICY ABOUT CONTINUED ENROLLMENT, NEW ENROLLMENT, OR REENROLLING STUDENTS WHOSE PARENTS ARE CONVICTED OR DISCOVERED TO HAVE BEEN ACCUSED/CONVICTED OF A SEX CRIME OR A CRIME AGAINST CHILDREN	48
ATTENDANCE POLICIES	49
ATTENDANCE AND ABSENCES.....	49
EXCUSED ABSENCES	49
UNEXCUSED ABSENCES	50
REPORTING AN ABSENCE.....	50

NOTES FROM PARENTS	50
RETURN TO SCHOOL.....	50
VOLUNTARY ABSENCES	50
ATTENDANCE AT CONCERTS AND PROGRAMS.....	51
TARDINESS.....	51
LIVING WITH PARENTS/LEGAL GUARDIAN.....	51
DRESS CODE	51
Friday Attire:.....	52
Seasonal Exceptions:	52
Footwear	52
Hair/Headwear	52
Miscellaneous	52
Dress Code – Extracurricular Events (Grades 6-12).....	53
JR./SR. BANQUET.....	53
Exceptions:	54
TEXTBOOK CARE.....	54
DRUGS/ALCOHOL/TOBACCO/VAPING	54
DANGEROUS ITEMS.....	54
LANGUAGE	55
BUS BEHAVIOR.....	55
HAZING POLICY	56
STUDENT DRIVING/PARKING	56
HALLWAYS.....	56
FEDERAL AHERA NOTIFICATION	57
OFF-CAMPUS PERMISSION FORM.....	58
Mount Calvary Christian School	58
STUDENT DRIVER FORM	59
STUDENT DROP/ADD COURSE FORM.....	60
WORK RELEASE AGREEMENT	61

SECTION I: INTRODUCTION AND BACKGROUND INFORMATION

NOTICE OF NON-DISCRIMINATORY POLICY

Mount Calvary Christian School practices a non-discrimination policy and does not discriminate on the basis of race, color, national and ethnic origin, disability or handicap with regard to all the rights, privileges, programs and activities generally accorded to or made available to students at Mount Calvary Christian School. It is, however, the school's prerogative to require that students adhere to its doctrinal tenets and behavioral standards outlined in this Handbook and on the signature pages of the admissions documents.

VISION AND MISSION STATEMENT

We exist to help parents to fulfill their responsibility for educating their child to be "useful for the Master" -- spiritually, intellectually, physically, emotionally, and socially (II Timothy 2:21 and Luke 2:52)

PURPOSE

In order to assist the parents in fulfilling their responsibility to "train up a child," the purpose of Mount Calvary Christian School will be to educate the whole child: intellectually, spiritually, socially, emotionally, and physically. We endeavor to prepare the student to apply biblical principles in order to function as a well-balanced mature Christian in today's society. Deuteronomy 6:6-7; Proverbs 22:6; Luke 2:52; II Timothy 3:17.

EDUCATIONAL PHILOSOPHY

We believe that God has given the responsibility for educating the children to the parents and that He permits the Christian school to exist within His will to act on behalf of the parents in educating their children. Deuteronomy 6:6-7; Proverbs 22:6.

Acknowledging Jesus Christ to be our Savior and Lord and accepting the Holy Scriptures as our rule of faith and practice, we believe all facets of the educational process must be integrated with the truths of God's Word.

All teachers have professed Christ as Savior, have acknowledged the supreme authority of the Bible, have submitted themselves to its doctrines and teachings, and are dedicated to serving the Lord in the work of Christian education.

We endeavor to prepare the student to apply biblical principles in order to function as a well-balanced, mature Christian in today's society. Deuteronomy 6:6-7, Proverbs 22:6, Luke 2:52, II Timothy 3:17.

God has established MCCS in a location where we can serve parents from a wide range of communities, social backgrounds, and financial means. As a ministry of Mount Calvary Church, Mount Calvary Christian School is located in an area that has a large base of like-minded independent Bible-based churches. MCCS uniquely fills a need in our area for a Bible-based Christian educational institution of high standards.

ACCREDITATION

Mount Calvary Christian School is accredited by the Association of Christian Schools International and the Middle States Association of Colleges and Schools. We submit to regular inspections and reviews and are required to be in compliance with both of these two agencies. We exceed minimum standards of faculty teacher certification. These organizations also help with updates on legal matters, purchasing and scoring achievement testing, administrative and curricular materials, and fine art competitions.

INSTRUCTION

Realizing that children learn in different ways, the school provides many varied instructional approaches. These approaches take into account the developmental needs of the student. It is felt that these needs are best met by organizing into traditional, self-contained classrooms for children in grades K-5, and by departmentalized classes for grades 6-12. There is a comprehensive, written curriculum, identifying the philosophy and objectives in each subject area, and it is developed on an on-going basis by faculty and administration. We do regular analyses to align with educational changes that are taking place nationally, but have a strong commitment to educating children with a scriptural worldview and a sensitivity to biblical morality. Specialized instruction (Supported Instructional Program) for children with learning difficulties is provided, as well as individual attention in the classroom setting. If you have questions, please speak to the learning support specialist.

EXPECTED BIBLICAL OUTCOMES

MCCS will endeavor to develop students toward the following biblical outcomes.

SPIRITUAL

- Mold the K3-12 student into one who knows, loves, and worships God through a personal relationship with Christ.
- Assist parents in educating their children according to the Word of God; sanctified and pure, useful to the Master.
- Grasp essential doctrines and truths through Bible study process, teacher modeling, and student centered activities. He or she will be able to employ essential vocabulary in everyday life, even to the point of sharing/defending his or her faith.
- Create students that can overcome the challenges of the 21st century with humility and boldness. The natural outcome of this process will be a joyful, Spirit-filled person who applies him/herself in a lifestyle of service, particularly effective in the global fulfillment of the Great Commission.
- Help students view life with a focus on God's Word and to apply biblical principles in life decisions.
- Help students to reflect Christ-like attitudes, behavior, and character.
- Equip students to respond daily in faith and obedience to the will of God.
- Teach students the value of church attendance and involvement, and encourage them to become part of a local Bible-believing church.
- Provide moral training from a biblical perspective.

INTELLECTUAL

- Purpose that MCCS's academic standards meet or exceed the state requirements for education.
- Identify, encourage, and direct each student's achievements in accordance with his/her God-given potential.

- Help students think and reason logically, critically, and creatively using the Bible as the absolute criteria for all thought.
- Enable students to gain command of basic communicative and computational skills.
- Lead students to understand and appreciate the universe and themselves as God's creation, accepting their responsibility for global stewardship.
- Encourage students to seek knowledge, wisdom, and understanding.

PHYSICAL

- Develop an understanding of the fact that the Christian's body houses the Holy Spirit and therefore should be treated as the Temple of God.
- Help students develop and maintain coordination, ability, and general fitness.
- Help students gain an appreciation for good physical health and well-being.
- Help students learn acceptable and constructive physical activities for their leisure time.
- Help students accept the abilities and limitations God has bestowed upon each individual.
- Teach and model good sportsmanship.

SOCIAL/EMOTIONAL

- Help students develop an understanding, appreciation, and acceptance of themselves and others as individuals created in God's image.
- Promote attitudes to honor, respect, and obey parents, teachers, and others God has placed in authority over them.
- Encourage students and their families to worship, participate, and fellowship with other believers in a local, Bible-believing church.
- Promote proper citizenship in the classroom, community, state, and nation.
- Provide opportunities and encouragement to serve others in the home, church, school, and community.
- Promote healthy social interaction among students through a program of student activities.
- Teach the value and importance of the traditional family unit, in accordance with God's design.

DOCTRINAL STATEMENT

We believe the Scriptures of the Bible, both the Old and the New Testaments are: God-breathed, verbally inspired by God in every word, without error, and infallible. We believe God's Word, the Bible, is all we need for life and godliness, and is God's final revelation to the Church. *Bible References: Matthew 5:18; Matthew 24:35; John 7:17; John 10:35; John 16:12-15; 1 Corinthians 2:7-15; II Timothy 3:15-17, II Peter 1:20-21; 1 John 2:20*

We believe in one God: infinite, eternal, almighty and perfect in holiness, truth and love. In the unity of the Godhead, there are three Persons – Father, Son and Holy Spirit – who are co-existent, co-equal and co-eternal. We call this triune nature of God, the Trinity. *Bible References: Matthew 28:19; II Corinthians 13:14*

We believe that Jesus Christ is the only begotten Son of the Father, that he became man by the miracle of birth through the virgin Mary, and at the same time has always been and always will be fully God. *Bible References: Luke 1:26-35; John 1:1-18; Acts 1:9-11; I Corinthians 15:3-4; Hebrews 4:14-16; I John 2:1-2;*

We believe in the Holy Spirit who convicts the world of its sin, and of God's righteousness, and of His coming judgment. He regenerates, sanctifies, and empowers all who believe in Jesus Christ. We believe that the Holy Spirit indwells every believer in Christ at the moment of Salvation, and that He is an abiding helper, teacher and guide. We believe Spiritual Gifts are special graces or abilities given by the Holy Spirit according to God's sovereign will, in order to prepare God's people for Christian service, and for building up and edifying the body of Christ – the Church. *Bible References: John 14:16-17 & 26; John 15:26-27; John 16:8-14; Romans 8:9; I Corinthians 3:16; 1 Corinthians 6:19; Galatians 5:22-26*

We believe that the creation account found in Genesis 1 and 2 is history and not to be taken as myth, allegory, or legend. We believe that God created the universe, and everything in it, out of nothing, by His Word and power. *Bible References: Genesis 1-2; Psalm 24:1-2; John 1:3; Acts 17:25; Hebrews 1:2; Hebrews 11:3*

We believe that Adam and Eve, the first man and woman and historical parents of the human race, were created directly by God, in His own image, morally upright, and without sin. We believe they were led astray from God by Satan's deceit, and chose to take what was forbidden, thus declaring their independence from, distrust for, and rebellion against God. This rebellion (sin) against God resulted in not only physical death, but also in spiritual and eternal death, which is separation from God. We believe this spiritual death has consequently been transferred to the entire human race (man), with Jesus Christ (as man) being the sole exception. *Bible References: Genesis 1:26-27; Genesis 2:7-22; Genesis 6:5; Psalm 14:1-3; Psalm 51:5; Jeremiah 17:9; John 3:1-21; John 5:40; John 6:35; Romans 3:9-20; Romans 5:12; Romans 8:6-7; Ephesians 2:1-3; 1 Tim 5:6; 1 John 3:8*

We believe that the Lord Jesus Christ died for our sins, as a representative and substitutionary sacrifice, taking on himself the just punishment all men deserve for sin. Those who believe and place their full faith in Jesus Christ as the Only God, Lord, and Savior and repent from sin are forgiven their sins, justified on the ground of Christ's shed blood, and granted salvation from eternal condemnation, punishment, and separation from God in hell. We believe in the personal, bodily, visible, and glorious return of the Lord Jesus Christ to earth for His saints, and for the establishment of His kingdom. *Bible References: Matthew 16:27; Matthew 24:27-30; Mark 14:62; John 14:3; Acts 1:11; I Corinthians 4:5; I Corinthians 15; I Thessalonians 4:13-18; II Thessalonians 1:7-10; II Timothy 4:1; Titus 2:11-14; Philemon 3:20; Revelation 1:7; Revelation 20:4-6 & 11-15*

We believe in the one true church consisting of all true believers in Jesus Christ, who at conversion are placed into the body of Christ by the Holy Spirit. We believe the body of Christ is called to meet in local assemblies for Christian fellowship, accountability, divine worship. We further believe that the Church is to worship and glorify God in all that we do both individually and corporately. *Bible References: Acts 1:8; Acts 2:1-4; Acts 2:42; I Corinthians 12:12-13; Ephesians 1:22-23, Ephesians 2:19-22; Ephesians 4:11-16; Ephesians 5:23-32; Hebrews 10:23-25*

We believe that a Christian should live for the glory of God and the well-being of his fellow men. *Bible References: John 14:15-24; Romans 12:1-3; I Corinthians 4:2; I Corinthians 10:31; II Corinthians 6:14-7:1; II Corinthians 9:6-9; Colossians 1:9-10; Colossians 3:1-17; Hebrews 12:1-2; I John 2:3-6; I John 2:15-17*

We believe that God created marriage as a holy relationship between one man and one woman, and that He designed and intended it to be a lifetime commitment. *Bible References: Genesis 1:28; Genesis 2:24; Ecclesiastes 9:9; Matthew 19:4-9; I Corinthians 7:3-5; Ephesians 5:22-23; I Thessalonians 4:3-7; Hebrews 13:4*

We believe in the bodily resurrection of all men to stand before God in judgment. Those judged righteous by God through Christ's sacrifice for their sins will be granted everlasting salvation and a blessed relationship with God in Heaven. *Bible References: Matthew 25:41-46; John 5:28-29; II Thessalonians 1:6-10; Hebrews 11; Revelation 20:4-6; Revelation 20:11-15; Revelation 21:1-8*

HISTORY

September 7, 1976, was a landmark date for Mount Calvary Church. The Mount Calvary Christian School opened its doors with an enrollment of 100 students. After attending public schools, many students enjoyed and thrived on the close, friendly atmosphere of a small Christian school. Beginning with K-4 through sixth grade, the school then added grades through twelfth grade. In June, 1982, the Mount Calvary Christian School held its first twelfth grade graduation.

At the school's beginning, classes were conducted within the church building; however, in May 1980, the ground was broken for a new education building. With the completion of the new building came a broad expansion of programs: athletics, yearbook, a school newspaper, student council, music program, National Honor Society, drama performances, computers, etc.

When the students returned to the school in the fall of 1997, the sights and sounds of construction greeted them. During the summer, Mount Calvary Church broke ground for the new Family Life Center. This building would house a 9,000 square foot gymnasium, kitchen, science lab, administrative and support staff offices, and additional classrooms. In March 1998, the Family Life center was completed and the school began using this new facility.

During the summer of 1998, renovation work began on the educational building that was finished before the opening of the next academic year. The old office was expanded and converted to an all-school library, and the former kitchen became the expanded computer lab.

The school has expanded its sports and fine arts opportunities and introduced a cooperative sports program in 2013. The campus became wireless in 2015, and introduced a 1-to-1 laptop program in the secondary in 2016. By the fall of 2016, the school has reached an enrollment of more than 460, and we are currently considering expansion needs in light of approaching capacity.

IMPORTANCE OF THE BIBLE

Bible class is a required subject at Mount Calvary Christian School. We want each child to develop a biblically informed perspective on eternal things as well as learn to live a healthy and balanced Christian life. The Bible enhances the study of other subjects such as English, history, and science. No other book can enrich the mind and heart and prepare one for an effective life as God's Word can. Teachers use this tool in the work of character building, which is among the most important tasks of a Christian school. Bible class forms the foundation of moral and spiritual values in a day of moral decay and spiritual apostasy. Biblical integration is at the heart of everything we do as a school.

Because our school is thoroughly Christian, we place an emphasis upon spiritual training. Our beliefs are based upon the Holy Bible, and it is from God's Word that we derive our standards and teach all of our students. The school is looking for students whose parents are in substantial agreement with our school on spiritual matters and who will manifest a spirit of true cooperation in this area. The school seeks to enroll students who have accepted Jesus Christ as their personal Savior and whose families attend a Bible-believing, evangelical church. Exceptions to this rule are at the discretion of the administration.

SECTION II - GENERAL POLICIES AND PROCEDURES

ADMISSIONS POLICIES

General

1. Parents are strongly encouraged to enroll all their eligible children.
2. Pre-kindergarten (K3 and K4) and kindergarten (K5) students must be 3, 4, or 5 years old respectively by September 1, for admission.
3. Immunization records & a birth certificate must accompany all applications.
4. The registration fee must accompany the completed online application.
5. A satisfactory interview must be completed before a student is accepted. At least one parent or guardian must attend the interview.
6. Prospective students in grades 6-12 must complete a separate MS/HS application in addition to the family & student application. The middle and high school student must be interviewed by the principal and give a clear indication of the desire to be at the school.
7. No enrollment is final until:
 - A student has been tested and placement levels have been established.
 - A student's transcripts have been received in the school office and requested forms are completed and on file. All prospective students in grades K4-12 will be given an entrance test to determine grade placement and to determine if prospective student fits the educational capabilities of the school. Parents must provide copies of report cards, special testing reports, child study reports, or similar documents upon request of the administration.
 - The family has paid an outstanding account at another private school.
8. No student may graduate from our high school unless he/she has attended one full school year at Mount Calvary Christian School.
9. Priorities for acceptance are established as follows:
 - Priority I: Current school families, including new employees.
 - Priority II: Members of Mount Calvary Church
 - Priority III: New families, in order of receipt of a complete application and registration fee. Former school families seeking to return will be considered new families.
 - *Qualification for these priorities is contingent upon submitting a re-enrollment form according to the established deadlines.
13. The school reserves the right to dismiss any student who does not cooperate with the educational process.
14. The school reserves the right to dismiss any family that does not fulfill its obligation as agreed to herein.
15. Serious consideration is given to the academic background of prospective students. Prospective students may be refused admission for any of the following reasons:
 - Failure in a previous grade.
 - Currently failing in a grade, if admission request comes during a school year.
 - Need of special education or having been assigned to special education classes by the previous school. If we are unable to provide services, families will be informed of our limitations to provide adequate education for specific learning needs.
 - Failure to achieve on the grade level for which admission is being sought.
 - A reading problem judged severe enough to hamper progress.
 - A poor report card for the previous year.

17. A student's conduct and disciplinary record will be inspected very carefully before admission. In particular, admission may be refused for any of the following reasons:
 - Suspension from school.
 - Expulsion from school.
 - Police record.
 - Court probation.
 - Participation in behavior that is contrary to the standards of the school laid out in the lifestyle expectation sections of the admissions documents: drugs, drinking of alcohol, cutting, vaping, tobacco use, etc.
18. Mount Calvary Christian School's biblical role is to work in conjunction with the home to mold students to be Christ-like. Of necessity, this involves the school's understanding and belief of what qualities or characteristics exemplify a Christ-like life. The school reserves the right, within its sole discretion, to refuse admission of an applicant or to discontinue enrollment of a student if the atmosphere or conduct within a particular home or the activities of the student are counter to or are in opposition to the biblical lifestyle the school teaches. This includes, but is not necessarily limited to, participating in, supporting, or condoning sexual immorality, homosexual activity, bisexual activity, promoting such practices, or being unable to support the moral principles of the school (Leviticus 20:13 and Romans 1:27). Since we are a church school, the school reserves the right to expect a student's moral conduct and doctrinal outlook to be in alignment with the school.
19. Any student found to be studying with a cult or a group that does not align with the orthodoxy of historic evangelical Christianity may not be admitted and can be removed from the school at the discretion of the administration.
20. If a student has been expelled, re-admission must be by written request and trustee approval.

OPEN HOUSE

Each year, the school conducts open houses. These events afford an excellent opportunity for prospective families to visit the school and investigate the possibility of applying for admission. School parents are encouraged to attend the Open House and bring another Christian family that may be interested in the school. A family that becomes instrumental in enrolling a new family will receive a tuition credit of \$200.

TUITION

1. Tuition covers only a portion of the school's total operating expenses. MCCS depends on gifts from parents, friends of the school, area churches, foundations, grants, and special fundraising events to provide the additional funds needed each month for operational costs.
2. A tuition and fee schedule is established every year by the official board. Standard tuition rates apply to all students.
3. No parents should enroll or re-enroll children unless they intend to discharge all school obligations in full.
4. Enrollment is not complete until a registration fee is paid.
5. Tuition charges will be paid in twelve monthly payments (July 1 - June 1). The last payment must be paid on or before June 10.
6. Monthly tuition payments are typically debited (withdrawn) from a checking or savings account electronically.
7. Should financial difficulties occur which prevent payment by monthly due date, it is the obligation of the parents to contact the school office (367-1649) to explain the reason and to make arrangements for payment.

8. Late payments will be subject to a late fee. If the account becomes more than two months delinquent, the administrator will ask for a meeting with the family.
9. Academic records will be withheld and re-enrollment will not be permitted until an account is paid in full.
10. All accounts must be current in order for the family to return to school the following school year.
11. One percent (1%) of the total tuition payment will be discounted if the entire amount is paid in full by August 1 before the start of school.
12. Alumni of Mount Calvary Christian School will receive a 10% tuition discount when enrolling their children. This discount only applies to non-members of Mount Calvary Church.
13. There will be a \$25.00 charge for any checks returned for non-sufficient funds. Only cashier's checks, money orders, or cash will be accepted after two non-sufficient checks. Checks returned for closed accounts will also be subject to this penalty.
14. Tuition will be pro-rated for each month of attendance for families starting late or withdrawing early. Attendance for any part of a month will be considered a full month's attendance, for purposes of determining tuition.
15. Enrollment fees are not refundable.
16. A \$200.00 tuition credit will be issued to any current family that encourages a new family to enroll. This credit will be applied upon the enrollment and the completion of one quarter of enrollment of the new family. The new family must identify one current family in the space provided on the application.
17. A limited amount of tuition assistance is available. Applications for assistance may be obtained on the school web site. The deadline for submission of application is normally May 1st. The school office typically notifies recipients in July of the amount, if any, which has been granted.
18. Once the school year has begun and a school parent becomes a member of Mount Calvary Church, the member tuition discount will not take effect until the following school year. If the school parent began the membership process before the start of a new school year, the discount will be applied for the current year once he/she is approved.

PARENTS' RESPONSIBILITIES

Parents who enroll their child/children at Mount Calvary Christian School agree to:

1. Accept the school's published doctrinal statement concerning the Bible as the basis for the Christian education of their children.
2. Pray for Mount Calvary Christian School.
3. Cooperate fully in the educational functions of the school, working together with the school to make Christian education effective in the lives of their children.
4. Undertake volunteer duties and responsibilities as opportunities arise.
5. Meet financial obligations to Mount Calvary Christian School on or before the due date. If unable to pay on time, I will notify the office in advance, giving reasonable explanation and stating when payment can be made.
6. Support the school by gifts as the Lord enables.
7. Recommend the school to other Christian families.
8. Resolve matters of disagreement and/or dissatisfaction with the person involved rather than spread criticism or hold a negative attitude in my heart.
9. Seek the advancement of Mount Calvary Christian School in all areas—spiritually, academically, socially, and physically.
10. Cooperate and work together in support of the school in the discipline of my children within the bounds of the discipline policies.

11. Give permission for their child to take part in all school activities, including sports and school-sponsored trips away from the school premises, and absolve the school from liability to me or my child because of any injury to my child at school or during any school activity.
12. Agree to uphold and support the high academic standards of Mount Calvary Christian School by providing a place at home for my child to study and give my child encouragement in the completion of homework and assignments.
13. Understand the standards of the Mount Calvary Christian School do not tolerate profanity, obscenity in word or action, dishonor to the Holy Trinity and the Word of God, or disrespect to the personnel of the school.
14. Understand that the Mount Calvary Christian School is wholly owned and operated by the Mount Calvary Church of Elizabethtown for the purpose of providing a Christian education.

TRANSPORTATION

Mount Calvary Christian School draws its student body from many school districts. A good percentage of our students ride the public school transportation system.

If you choose to use public school busing, the parents of the child make those arrangements with the local public school district by calling the administrative offices and asking to speak with the Transportation Director in charge of bussing.

Mount Calvary Christian School has no control or authority concerning public school busing, but discipline issues that take place on the bus can affect the privilege of bus transportation. The school office will be glad to furnish you with the names and telephone numbers of the appropriate people to contact. Students must be five (5) years old AND enrolled in a K5-12th grade program to ride public school buses.

CONCERNS AND QUESTIONS

It is our desire to handle concerns and questions in a spiritual manner with the person who had responsibility for the child at the time of the incident. If a difficulty arises, the concerned parent should directly approach the teacher or other person who had supervision responsibility. In most cases, this will result in satisfactory resolution of the situation. If, after contacting the teacher, the problem remains unresolved, the concerned person should go to the principal, then the superintendent. As a final step, after having done the aforementioned things, a concerned party may address comments in writing to the school trustees. The school trustees will respond to concerns that are brought to their attention in the proper manner.

REFERENCE DOCUMENTS

In addition to the information found in this handbook, parents and students may find the following references helpful:

- Course Selection Guide for Senior High
- Curriculum Maps
- Athletic Handbook
- Fine Arts Handbook
- School Calendar
- Volunteer in Partnership (VIP) Booklet

PATRIOTISM

Patriotism is the love and loyal support of a person for his country. This includes attachment to a country's land and people, admiration for its customs and traditions, and devotion to its well being. The term "patriotism" implies a feeling of oneness and membership in the nation. Our school endeavors to create an appreciation for the common memories, hopes, and traditions of America. No student will be enrolled in Mount Calvary Christian School who is ambivalent to our country and flag. Even though our citizenship is in heaven, any student who takes an ideological stance against the governmental system can be removed from the school at the discretion of the trustees. Students of other countries who are enrolled in our student foreign exchange program do not have to pledge to the American flag but must stand during the pledge.

SECTION III - EDUCATION POLICIES AND PROCEDURES

SCHOOL HOURS

Before-School Care	6:30 a.m. – 7:30 a.m.
K3	8:15-11:30 a.m. (Monday-Friday)
K4 - 12 TH	8:00 a.m. – 2:40 p.m. (Monday – Friday)
Office Hours	7:30 a.m. – 3:30 p.m.
Afterschool Care	3:00 p.m. – 6:00 p.m.

BEFORE SCHOOL PROCEDURES

Elementary students go to the playground beginning at 7:30 a.m. until approximately 7:50 a.m., or in bad weather, report to their classroom. Middle school/high school students who arrive before school begins are to report directly to the cafeteria until the first bell. Students are only permitted upstairs before the bell rings when meeting with a teacher for help or attending an approved Bible study.

AFTER SCHOOL PROCEDURES

After school is dismissed each day, it is essential that all students leave school property, except those who are involved in supervised school activities such as athletic practice, music practice, detention, etc. Such activities will be scheduled to end at a regular time and arrangements must be made to pick up students promptly. Students not picked up immediately after school are to wait in the designated area until their transportation arrives.

In the case of elementary students, if the student is not picked up by 3:00 p.m., he/she will be placed in the extended day care program. Parents will be charged a fee for childcare.

Students waiting outside the building are expected to conduct themselves in a courteous and orderly manner.

CALENDAR

Parents will receive a copy of the school calendar that announces days that school is in session, as well as some special activities and events. This calendar should be kept readily available and be referred to frequently. The calendar is ordinarily also posted on the schools website (www.mcchristianschool.com) and RenWeb.

SCHOOL CLOSINGS

There are times when it is necessary to close school because of the adverse weather conditions. Mount Calvary Christian School will usually do whatever the Elizabethtown School District will do, because we are dependent on bussing from the Durham Bus Company that supplies bussing to several districts that also bus to us from outside of Elizabethtown. The decision to close school will be made as early as possible, sometimes the night before school, but frequently early in the morning of a school day.

Announcements of the decision to close or delay will be made by radio and television. You may tune to WDAC-94.5 FM, WJTL-90.3 FM, WGAL Channel 8, WHP Channel 21, WHTM Channel 27, and Fox 43.

The school's automated texting system will give you a notification. Please enroll using the instructions below. If a surprise storm hits the area while school is in session, we may decide to close early, cancel an event, or both. If such a situation occurs, listen to the same radio and television stations for this information. If you live in another school district, you are free to follow what they do, even if Mount Calvary is different. Parents always have the option of keeping their children at home or picking them up early from school when, in their judgment, the weather and/or road conditions dictate.

EMERGENCY NOTIFICATION TEXTING SYSTEM

The school uses Remind.com to notify parents by texting in case of an emergency. You can enroll in our emergency notification system by texting @mccso to the following cell number: 81010. You will receive an immediate confirmation notification that you must confirm. Follow the simple instructions.

OTHER EMERGENCY POLICIES

Emergency Evacuation

Mount Calvary Christian School participates in a joint-effort evacuation plan with the Elizabethtown School District.

In the event of a serious incident, the Elizabethtown School District will provide buses to transport many of our students to Donegal High School in Mount Joy. Mount Calvary Christian School will use its vehicles to transport the remaining students to the same location.

Parents may pick up their children at the school before the evacuation begins. Students will not be permitted to remain behind for parents to pick up even if the parents have called ahead.

The destination address is: 1025 Koser Rd.
Mount Joy, PA 17552

PLEASE NOTE: The child will only be released to their parent, legal guardian, or authorized pickup personnel. Parents need to complete the Emergency Contact Pickup list.

CURRICULUM

The school has a comprehensive curriculum that has been developed over a period of many years and has been approved by an ACSI visiting review committee. We are aligned with State standards in so far as they coincide with biblical principles. Curriculum review and development is an on-going process. Committees review textbooks and rewrite curriculum continually throughout the year. Curriculum maps are available upon request.

Kindergarten (K3, K4, K5)

All of our kindergartens are learning situations. We are a pre-school, not a daycare center. Along with Bible, we stress numbers and phonics and delight to see our children decode and develop reading skills. Learning school routines, how to get along with others, coloring, music, playtime, story time, show-and-tell, and other traditional kindergarten learning activities are taught in an atmosphere of love and warmth. A Preschool Handbook is available upon request.

Elementary (Grades 1-5)

Mount Calvary Christian School is a traditional school in concept, philosophy, and subject content. Our math program is traditional math, stressing the learning of basic skills. Our reading is taught through the phonetic approach. We teach printing, cursive writing, spelling, science, history, vocabulary, etc.

Students unable to attain the proposed math goals per grade level should be willing to accept help during the school day from IU-13 or MCCA support staff. The help time may need to take place during student's specials. They should also be willing to receive after school private tutoring at family's expense. Making progress might be a factor in considering the student for grade level retention, if in fact there are other factors that make it difficult for the student to perform at grade level.

Secondary (Grade 6-12)

The middle school grades (6-8) continue to prepare students for the college preparatory program of the senior high school. MCCA offers two types of diplomas. Students must earn a minimum number of units/credits before being granted a high school diploma. Graduation requirements can be obtained from the guidance counselor.

COMMUNITY SERVICE REQUIREMENTS

Each Mount Calvary High School student will participate in service according to the biblical principle, "...through love serve one another" Galatians 5:13b. Jesus Himself said that he came not to be served, but to serve. So, in order to fulfill the vision and mission of Mount Calvary Christian School, the trustees have implemented the following guidelines. Service requirements are recorded in hours served and are as follows:

Requirement Hours: Completed before May 15 of that year

Freshmen: 10 hours
Sophomore: 20 hours
Junior: 30 hours
Senior: 30 hours

Approving Activities: All hours must be approved by the Christian Service Project Coordinator. Services performed for financial remuneration or service performed for family members will not count toward the required number of hours.

Suggestions for Service: tutoring, visiting elderly, Sunday school teacher, nursery volunteer, VBS worker, witnessing, summer mission trips, Christian camp counselor.

CHANGES IN STUDENT'S SCHEDULE

Class schedules may be changed with the combined approval of the parents or guardian, the teacher, principal, and the guidance counselor. A form is available for use by students who wish to change their schedules. Students have 2 weeks from the start of the school year to change their schedules.

SENIOR OFF-CAMPUS OPTION

Mount Calvary Christian School has established the following guidelines for off-campus privileges for eligible seniors. The only time off-campus may be used is 8th period. Students with study halls during these periods can exercise their Senior Option by reading and signing the Senior Off-Campus Permission Form. Parents' signatures are also necessary.

It is important that parents and students understand the expectations and rules governing off-campus privileges. Your signatures and confirmation phone call will indicate that you have reviewed and discussed these regulations, are fully aware of the liability associated with this privilege, and consent to terms and conditions.

Once approved for the program, students need to be in school except for approved off-campus times. Seniors who do not have approval for an Off-Campus Option should follow the same rules as everyone else when they need to leave the building. Every senior who does not leave the building must be in an assigned class.

1. Parents/guardians and the student must sign the application. The signed application will be verified by the office staff.
2. Students with off-campus privileges will be instructed by their parents/guardians to maintain acceptable behavior in accordance with the policies of MCCS.
3. Students exercising off-campus privilege ARE NOT allowed to visit other school campuses while off campus.
4. Students with off-campus privileges WILL NOT take other students off campus who are not authorized to leave the school premises.
5. Student with off-campus privileges will obtain permission from parents before transporting other students in their motor vehicle.
6. Students with off-campus privileges and their parents/guardians are solely responsible for where students go while off campus.
7. Students and their parents/guardians are solely responsible for their own transportation.
8. The school, its employer, employees and agents assume no liability for any accident or injury incurred in the exercise of off-campus privileges.
9. Students are NOT free to loiter in the parking lot or come and go as they please.
10. Student's grades are checked weekly on Friday. Any students with a failing grade at the time of the check will lose off campus privileges for a period of one week.
11. All students with off campus privileges will report to the office 8th period to sign out to leave campus or to sign in to the student's assigned study hall.
12. Violation of any of these guidelines may lead to permanent suspension of off-campus privileges.

The following are grounds for the removal of off-campus privileges. The duration of removal is at the discretion of the administration.

- The cutting of a class
- Failing any course in any marking period
- Receiving two or more detentions in a marking period
- Getting suspended
- Failing to attend school regularly.
- Excessive absenteeism
- Exhibiting an improper classroom attitude and/or unsatisfactory academic performance
- Having a driving/parking incident on school property

SENIOR WORK RELEASE

A twelfth grade student may, upon request, be considered for the work release program. Students should request the work release application from the assistant superintendent or one of the office personnel or download it from the website. The application should be completed and returned to the high school office for approval.

1. A student must be in grade 12 and have earned as minimum of 20 credits.
2. Work release will only be granted for period 1 or periods 7-8.
3. The employment must meet the standards of the State of PA in employment of minors.
4. The student must provide his/her own transportation.
5. The student must have an official work permit.
6. If the student leaves the assigned place of employment and new employment is not found, the student must return to classes or study halls as designated by the guidance counselor.
7. To qualify and remain in the program, the student must:
 - a. Maintain satisfactory attendance.
 - b. Maintain a "C" average.
 - c. Maintain a satisfactory discipline record.
8. Participation in an afterschool activity that is not valid employment does not allow a student to be granted work release periods 7 or 8.
9. After the application is completed properly and returned with the proper signatures, a parental note granting permission for early dismissal must be presented and kept on file.
10. The time of any early release will be determined from the completed application by the superintendent in charge.
11. Early dismissal will be the same time on the days the student works.
12. A student on early work release must personally sign out every day in the main office immediately prior to leaving the building. Failure to do so will result in loss of early work release privileges.
13. Students must maintain a "C" average to remain in the program.
14. *Any student causing a disruption within the school, for any reason, or outside of school during the early dismissal, will be removed from the early work release program.*
15. Violation of any procedures described above will result in a cancellation of the early work release.
16. Students on early work release who have been assigned detention or in-school suspension are advised that those obligations take precedence over the early work release.

GRADING GUIDELINES

GRADING SCALE

A+	100	C+	84-82	F	69 & Below
A	99-96	C	81-79	P	Passing
A-	95-93	C-	78-77	I	Incomplete
B+	92-90	D+	76-75		
B	89-87	D	74-72		
B-	86-85	D-	71-70		

Report cards are issued quarterly. Students in grades 6-12 take mid-term exams at the end of the second quarter and final exams at the end of the year. A student must be present thirty days in the quarter in order to receive a report card. Exceptions to this policy may be justified by circumstances.

HOMEWORK

We believe that homework is an integral part of the school program. Each student is expected to complete homework assignments. Homework is given for several purposes: mastery, drilling, practice, remediation, advancement, and special projects (i.e. book reports, compositions, special research assignments, etc.).

Homework is a means of reinforcing the subject matter and skills to which a student has been introduced in class. It is designed to be meaningful and helpful to the child. Most assignments are within the student's capabilities, but parents may assist to a minor degree in discussing or explaining. The amount of time spent on homework will vary with each child, but the following approximations should help parents in determining if their child is giving the right amount of time to studies at home:

Grade Level	Time
1-2	15 minutes
3-4	30 minutes
5	45 minutes
6-8	45 minutes
9-12	60 minutes

TEST MAKE-UP

Students who must make up tests need to make the necessary arrangements with their teacher. The normal times for test make-up are during study hall or after school. While it may be possible to make up tests during class time, this is not the normal time for such and will be done only with the permission of the teacher involved.

"A" HONOR ROLL

Students in grades 3-12 who earn A's in their major academic areas will be designated as 'A' Honor Roll students. This list will be published following each reporting period.

"A" & "B" HONOR ROLL

Students in grades 3-12 who earn A's and B's in their major academic areas will be designated as A & B Honor Roll students. This list will be published following each reporting period.

PROMOTION/RETENTION

Elementary and Middle School

Sometimes it is in the best interests of elementary or middle school students to retain them at their current grade level. This retention allows for maturation and further development of basic skills which are essential to future success in school and in life. If retention is indicated, parents will be contacted and given opportunity to meet with the teacher and/or administration to discuss the situation. A decision to recommend retention is never made hastily or without due consideration to all the factors bearing on the child.

Senior High

Requirements for advancement and graduation from senior high are set forth in the High School Course Selection Guide. Students who fail a course will need to do Credit Recovery, either through MCCS or an online provider. The cost for the Credit Recovery is determined by the number of credits needing to be recovered. Please see the administrative secretary for enrollment for pricing.

GRADUATION

Formal graduation exercises for high school seniors and kindergarten (K5) students are held in May or June on dates scheduled on the school calendar. Graduating students are required to attend.

ACADEMIC AWARDS PROGRAM

At the conclusion of the academic year, a special program is held for the purpose of honoring students who have excelled in numerous academic and fine arts endeavors during the year. Elementary and secondary students have separate programs.

ACTIVITIES

There are many special activities offered in the school. They are geared to the grade level of students and are designated to augment and enrich the school's academic programs. Some examples are listed below:

Curricular activities:

Daily opening exercises	Choir
Chapel service	Computers
Field Trips	Drama
Concerts and special programs	Visual Communication
ACSI Competitions	Read-a-Thon (K5 – 5 th)
Spelling Bee	Art
Physical Education/Health	Music
Yearbook (grades 9-12)	Band
Instrumental Lessons	
Clubs	

Extracurricular activities:

- Fine Arts Festivals (grades 6-12)
- Interscholastic Athletics (grades 6-12)
- Student Council (grades 9-12)
- Senior Class Trip (grade 12)
- National Honor Society
- School Plays
- UPWARD Sports (Grades K-5)—church sponsored
- Summer Sports Camps

CHAPEL

Chapel services are a regular part of the school program. All students are required to attend chapel weekly. Chapels are varied: speakers, musical programs, and student-led services are among the types of programs conducted. Pastors from local churches are frequently invited to participate.

STUDY HALL GUIDELINES

1. This should be a quiet, individual study time.
2. Passes may be distributed for the locker, rest room, phone, office, or library as a teacher sees fit.
3. Small music group, leadership meeting, or individual conference with teacher may be excused with teacher's previously written pass.
4. Group study will only be allowed at the teacher's discretion and only after the first 20 minutes.
5. No eating will be allowed during the study halls. Eating will only be allowed in the cafeteria during lunchtime.

RESTROOM

A pass must be obtained to use the restroom at times other than during the class breaks. Every effort is to be made to keep the restroom areas clean. Any writing on walls or destruction of property is considered a serious offense and will be handled as such; furthermore, students found to be marking on or damaging restroom walls or partitions will also be assessed the cost of repairing or replacing the damaged property.

FIELD TRIPS

Teachers will plan field trips for their students at various times throughout the school year. There may be a nominal fee for transportation and other costs directly relating to trips. A permission slip must be signed in advance by a parent in order for children to participate. The primary purpose of field trips is education.

ATHLETIC PROGRAM

An interscholastic athletic program is operated for students in grades 6-12.

HIGH SCHOOL		
Season	Boys	Girls
Fall	Golf Soccer *Cross Country *Football	Soccer Volleyball *Cross Country *Tennis
Winter	Basketball *Wrestling *Swimming	Basketball *Swimming
Spring	Baseball *Track & Field *Lacrosse *Tennis	*Track & Field

MIDDLE SCHOOL		
Season	Boys	Girls
Fall	Soccer	Volleyball/Soccer
Winter	Basketball	Basketball
Spring	Baseball	

* Indicates cooperative sponsorship with Elizabethtown Area High School.

MUSIC

The school recognizes that there are widely divergent opinions among school families regarding the propriety and acceptability of music. Christian people hold differing convictions with respect to which types or performance of music are suitable. Parents are encouraged prayerfully to consider factors such as:

- the words and message of the music.
- the emotions aroused by the music.
- the lifestyles of performers.
- the consistency of the music with scriptural principles.
- the attitudes and behavior engendered by the music.

Parents should establish guidelines for their children in these areas, as in all things. Within the school environment, students are not permitted to engage in or listen to music that does not meet the factors mentioned above. The administration will be responsible for determining the appropriateness of any music in question.

Every effort will be made to select music for teaching and performance that will honor and glorify God, edify believers, and hold to the highest standards of musical achievement.

The school offers various music activities, performing groups, and experiences. These include instrumental music lessons, piano lessons, choir, ensembles, band, concerts, music classes, music ministries, and, handbell choirs.

NATIONAL HONOR SOCIETY

To be elected to the National Honor Society is one of the highest honors that can come to a secondary student. The regular attainment of the Honor Roll does not automatically guarantee a student election to the Honor Society. Honor Society students are academically high achievers, but, additionally, they have distinguished themselves in the areas of leadership and service to the school and community. They have also consistently displayed high Christian character.

Students are nominated for membership by a committee of the faculty members appointed by the administration. A major function of Honor Society members is to promote the academic development of students at MCCS.

LIBRARY

MCCS has a library that supports the curriculum, as well as provides a resource for recreational reading. The library is open most school hours, as well as at other designated times.

Donations of appropriate books or financial contributions for purchasing books are appreciated. All books must meet the school's criteria for evaluating Christian literature.

Volunteer help is sometimes needed in the library. Interested persons may contact the office and must be VIP approved.

SUPPORTED INSTRUCTION PROGRAM

The Supported Instructional Program (S.I.P.) is intended to assist students who are experiencing academic difficulties in one or more subject areas. The program is designed to give students the support they need in a one-on-one or small group environment. The goal of the program is for the student to function independently in the regular classroom while working on and passing grade level material without assistance or modifications.

Occasionally, a student may show exceptional knowledge and understanding in a certain subject. The teacher, parents, and/or child may feel it is necessary to challenge the student by working at a more advanced level than the normal classroom curriculum. This student may also be integrated into the S.I.P. to work on independent studies.

Also, the Lancaster-Lebanon Intermediate Unit provides services to assist students. This service is provided at no cost to the school or families, and may include help from:

- Math Specialist
- Reading Specialist
- Speech Therapist
- Educational Psychologist

TESTING

The school participates in the ACSI standardized testing program by administering the TerraNova achievement tests. In the upper grades, the school uses the Pennsylvania System of School Assessment. The tests are administered each spring and results are made available to parents. Also, high school students have the opportunity to take the PSAT/NMSQT, ACT, SAT, ASVAB, Advanced Placement exams, and several other tests during the year.

BIBLE VERSION

The New King James Version (NKJV) is the translation generally used for teaching and memory work in grades K-12. Each student is required to purchase and bring to school a personal Bible. It will be used as a textbook and/or reference book frequently. A strong, durable binding is recommended.

LUNCH

A hot lunch program is available to students. Various drinks and other snacks are available at the snack shop. Milk is delivered to the school by one of the local dairies. The school receives no government subsidies, so parents must bear the full cost of purchasing the milk and lunch. Milk cards and lunch cards are sold in the school office. Upper elementary grades and secondary students are permitted to use microwave ovens.

CAFETERIA GUIDELINES

Students are to remain in the cafeteria at all times. Students may leave for the restroom. Telephone use is for emergencies only. If meetings are to be held during a lunch period, the teacher will

issue passes prior to the meeting or inform the faculty with a list of names in advance. Students must be in the meeting, not the hallway. Students are to dispose of all trash properly and leave their area neat. Throwing of food is not permitted. Students are permitted to use cell phones during lunch.

ELECTRONIC DEVICE ACCEPTABLE USE POLICY

Like all things in this world, our electronics should be under the Lordship of Christ. This means that what we do as parents and students with our electronics should be holy and blameless. While this is difficult, it is not impossible. We would encourage parents to put adequate filtering on their home computers and their children's phones. Although we have outlined the major areas of concern below, inappropriate use will be considered any behavior that annoys, disrupts, or compromises the Christian witness of the student or school, even if it is not itemized below.

The school retains the right to monitor all internet and electronic device activity on campus and institute disciplinary action. The school retains the right to monitor school-owned devices that are in use off campus. Improper use may demand reclaiming computers, forbidding students to enter campus with his/her devices, or reporting violations to police and other authorities. The school retains the right to respond to illegalities, ethical violations in technology usage, or unethical uses of technology.

Technology is generally defined as computers, cell phones, wireless devices, and other networking/communication tools. Use of technology is for education, research, and school-related business.

All communication and information access on school systems will be considered the property of Mount Calvary Christian School. Technology failures and problems will be reported to the appropriate individuals when they are discovered.

School Internet is filtered commercially. Also, school issued Chromebooks have additional filtering no matter where the Chromebook is opened. However, students must be taught honorable and respectable use of images, movies, games, and sound files. It is for this reason that parents must be involved in their child's electronic use monitoring.

Plagiarism is not permitted and the sharing of information must be according to legitimate rules of research.

School officials have the right to enact discipline for computer use by a child if that use disrupts another child's school performance. If a student's use of technology interferes with the ability of another student to feel safe and to receive a proper schooling experience, the administration will communicate with the student causing issues and communicate with parents about the matter. The school retains the right to discipline students who inappropriately use technology. That discipline may include, but is not limited to, curtailing usage, forbidding access, confiscating devices, retrieving school-owned technology, etc.

Students using school computers—either desk top computers or laptops—should not change landing pages, home pages, icons, default settings, etc.

School-issued computers are not to be used for family finance and other non-student uses.

Circumventing Filtering

If a student circumvents filtering or attempts to bypass or disable filtering, they will be subject to disciplinary action, this includes but is not limited to hotspots, or portable wireless access points. Students shall not do or allow the following: execute a plan to manipulate, obtain information illegally, bully, or defraud using technology. They shall not attempt to interfere or destroy data or computer-related software or hardware.

Passwords

Students are expected to protect their own password. Students are not permitted to steal passwords or to log on to someone else's computer using that person's password. This and similar integrity violations are subject to discipline under the school's discipline policy.

Emailing and Email Checking During School Hours

Students are not permitted to check email during school hours unless permitted by the teacher or it is during approved times to use the computer.

File Sharing

Appropriate file sharing is permitted. However, students are not allow to violate privacy rules and laws and are not to share files if it leads to plagiarism or inappropriate computer use.

Cell Phone Policy

Cell phones are permitted on campus. However, they must be stored and not used after 7:50 or before 2:45 p.m., except lunch time. Students are permitted to use phones during lunch. Parents are encouraged to monitor phone use for appropriate use. Elementary students will not be permitted to use their cell phones on campus

BRING YOUR OWN ELECTRONIC DEVICE POLICY

It is strongly suggested that students do not bring personal electronic devices to school as a means of preventing the loss or theft of these devices.

With the exception of cell phones, students are not to bring electronic devices to school, including but not limited to cameras, laptops, iPods, recording devices, laser pointers, universal remotes, televisions, paging devices, beepers, and game systems. Furthermore, student cell phones must be off and out of sight, except when permitted by the policies. Teachers may permit the use of student-owned devices on a class-by-class basis.

Personal Laptops and Chromebooks

Students in high school will be issued Chromebooks at the start of the school year. The guidelines for use are as follows:

1. The Chromebook is the property of Mount Calvary Christian School, even when it is in the possession of the student.
2. Students will take care of their computer and not abuse it. Students who consistently mistreat their Chromebook will lose it for a designated period of time and may be required to pay for repairs.

3. Students should not attempt to circumvent default settings. Students who attempt to bypass controls may lose their laptop at the discretion of the administration.
4. All computers should be password protected.
5. Copywrited material must be used according to federal guidelines.
6. There will be no loading of inappropriate music, images, games, or videos. The computer remains the property of the school and can be taken away from the student if necessary. If a student is found to have uploaded or transferred inappropriate material to his/her computer, the student will have a meeting with the leader of the Technology Committee or an Administrator. The consequences of future laptop use are at the discretion of the teacher.
7. A student wanting to bring his/her own computer to school will need to clear this in advance by the head of the Technology Committee.

Social Media Use During School Hours

Students may not use school computers for posting to social media during school hours. If it is discovered that the school-issued computer is being used for inappropriate postings, harassment, jokes, bullying, pornography, pirating, playing inappropriate music, the consequences will be determined by the Administration in conjunction with the Technology staff.

Data Loss

Students should always back up their data in removable drives or to the cloud. Data loss, loss of passwords, loss of credit card information, and other types of data loss are the student's responsibility and not the school. If a computer gets a virus, the school is not responsible for data loss of student work.

SCHOOL IMMUNIZATION REQUIREMENTS

The Department of Health requires that all children at any grade, K3 through 12th, show proof of immunization before they can attend school in the commonwealth.

The following minimum immunizations are required for all students entering school for the first time at the K5 OR first grade level, and 7th grade.

Tetanus/Diphtheria	4 doses with one dose received on/after 4th birthday
Polio	3 doses
Measles*	2 doses
Mumps*	2 doses
Rubella*	1 dose
Hepatitis B	3 doses
Varicella (chicken pox)	2 doses or history of the disease
Meningococcal	1 dose for students entering 7 th grade
Tetanus Booster (Tdap)	1 dose for students entering 7 th grade

EXCLUSION ORDER

The school law presently requires all children to be immunized against contagious disease. It has been discovered that some of the population is still somewhat at risk, since sometimes the vaccine “does not take,” and additional 2% of the population is unprotected because of three exemption areas: medical contradiction, religious, and moral conviction.

Some believe that the contemporary outbreaks are limited to the population that is unprotected.

The school law presently authorizes the issuing of an Exclusion order when an outbreak of a communicable disease occurs.

In case of a measles outbreak, children are excluded from all schools in a specific geographic area until they show proof of having gotten a second MMR.

Students who are exempt from the inoculations are excluded until two weeks after the last confirmed case of a rash. This exclusion order includes bus transportation and extra-curricular events. We must be aware of what the law requires and what our mode of action will be if an outbreak occurs.

Plan of action for school nurse.

1. Recheck all immunization records to make sure everything is recorded and up to date.
2. Make arrangements when and where an inoculation assembly line can be set up.
3. Notify every parent with instructions.
4. The parents will decide if they will use public service offered or their own personal doctor.

The Pennsylvania Department of Health Mandates the following screenings:

The following screenings are the responsibility of the parent and need to be completed by family doctor or dentist.

- Physical Exam – grades K, 6, & 11
- Dental Exam – grades K, 3, & 7

The following screenings will be completed by the school nurse.

- Vision screening – grades K-12
- Scoliosis – grades 6 & 7
- Hearing – grades K-3, 7, 11 & LS
- Height, weight, BMI - grades K-12

When entering MCCS for the first time, you will be asked to complete a health history form online for your child. Physical and dental exam forms will be sent home at the end of the previous school year, and will be due in the school office by September 15th unless other arrangements have been made with the school nurse.

STUDENT MEDICATION POLICY

MCCS does not wish to dispense medications during school hours, but we realize that sometimes it is absolutely necessary. If it is essential to give medication for your child's well-being, we will be glad to do this.

All medications brought to school must be given to the school nurse or the office staff and will be kept in a locked cabinet in the nurse's office. Prescriptions and over-the-counter drugs will remain in their original container, and must include a medication form giving the following instructions-- the student's name, name of drug, dose and time, including what time the last dose was given at home. Each dose will be documented on the student's health record. Students may carry an inhaler or epi-pen on their person to be used for emergencies if they bring in a prescription from their physician and consent from the parents. The physician must document that they are proficient in self-administration of the prescribed medication.

The online registration gives parents the opportunity to indicate permission for the school nurse, or other individuals in her/his absence, to provide first aid, as well as to dispense OTC medications for mild symptoms. If this is not authorized, medication will not be provided for your child.

Health counseling is available upon request by student or parent. Please call the school nurse during regular school hours if there are any questions.

SICK DAY POLICY

The school encourages parents to keep their child at home if he or she has any of the following symptoms.

- Temperature over 100.0 degrees (must be normal for 24 hours before returning to school)
- Vomiting and/or diarrhea (must be symptom free for 24 hours before returning to school)
- Red, itchy eyes with drainage
- Persistent cough or thick nasal discharge
- Persistent itching of the scalp or skin (if your child has been treated for head or body lice, call your school nurse to have your child checked before he or she goes to class)

Your child should remain at home until these symptoms are resolved or treated by a doctor.

Students shall be excluded from school for the following specified diseases and infectious conditions as regulated by the Pennsylvania Department of Health:

- Acute contagious conjunctivitis (pink eye) - 24 hours from first application of appropriate medication from child's physician.
- Ringworm - until treated and judged non-infective by the child's physician.
- Impetigo - until treated and judged non-infective by the child's physician.
- Head or body lice - until treated and progress noted by health room staff.
- Scabies - until treated by the child's physician.
- Tonsillitis - 24 hours from the first application of appropriate medication.
- Respiratory streptococcal infections, including scarlet fever - 24 hours after first dose of appropriate medication from child's physician.

- Chickenpox – 6 days from the last crop of vesicles (pox).
- Measles – 4 days from the onset of rash.
- Mumps – 9 days from the onset or until swelling subsides.
- Rubella (German Measles) – 4 days from the onset of the rash.
- Pertussis (Whooping Cough) – 5 days from the first dose of antibiotic.
- Diphtheria – 2 weeks from the onset or until appropriate negative culture tests.
- MRSA (Methicillin-resistant Staphylococcus Aureus) - until treated and judged non-infective by the child's physician.

It is also helpful if you contact the school nurse if your child has been diagnosed with any of the above conditions so that other students with similar symptoms can be evaluated.

HEAD LICE POLICY

While head lice rarely, if ever cause direct harm, and head lice are not known to transmit infectious disease person to person, absence from school due to head lice infestation is a significant problem that impacts a child's ability to attend school, thus making adequate academic progress difficult. The following procedure will be followed:

1. Student with identified live head lice will be sent home with a parent/guardian so that treatment can begin as soon as possible.
2. Lice education material will be reviewed and given to student's parent/guardian.
3. After treatment, parent should accompany student to the schools nurse's office for a head check before student returns to the classroom.
4. Nurse will look for evidence of treatment: free of live lice and showing progress toward removing remaining nits.
5. If live lice are present and or considerable nit activity student will be sent home for further treatment.
6. The school nurse and administrator will determine if additional interventions are needed for chronic cases, such as home visit, or referral to an outside agency for support.
7. Any student who was most likely to have had direct head-to-head contact with a student with live lice will be screened, but classroom wide or school wide screening is not merited. (Please refer to the National Association of School Nurses Position Statement on Head Lice as well as the CDC website for further details.)
8. Screen all siblings of infected students.
9. During an outbreak, carpets in the classroom are vacuumed daily and coats may be hung on the back of the student's chair.
10. A letter will be sent home so parents can screen their children. If a parent has any concerns or suspects their child has lice, they can contact the school nurse.

11. Because this is a medical condition, confidentiality is maintained to the best of our ability at school.

Resources:

<http://www.etownschools.org/Page/6408>

<http://www.cdc.gov/lice/head>

<http://www.nasn.org>

ACCIDENTS AT SCHOOL

While every precaution is taken for proper supervision and the prevention of accidents at MCCS, accidents do happen. Help is readily available in the office, in the absence of the school nurse. Severe accidents are immediately reported to parents, as well as accident forms and records completed. . In the event of a head injury, the student will be evaluated by the school nurse. If symptoms are severe, parent will be notified immediately in order to take child for further evaluation. If symptoms are mild the student will be allowed to rest for 30 mins. If symptoms persist or worsen, parent will be notified directly. If no symptoms after 30 minutes, student will be returned to the classroom and parent will be notified by email. It is imperative that students report all accidents to the supervising teacher or the office. Parents are advised to carry adequate health insurance protection for their child.

*If parents must be out of town, and leave their child in the care of someone else, it is important that the office and school nurse have that contact information on file, in case of emergency.

VISITORS

All persons visiting the school are to report directly to the school office. This procedure offers protection from unauthorized persons entering the school building. Also, it prevents disruption of classes if messages, forgotten lunches, books, homework, etc., are channeled through the school office.

Students who want to bring a visitor to school must request permission from the administration at least one day in advance. Visitors must have a reason to be in the school or they will not be permitted to be on the grounds. Shadow students considering enrolling in MCCS must be cleared with the proper paperwork and parental signatures. Visitors must adhere to our dress code and classroom policies, and must have a sticker to navigate in the hallways. Visitors are only allowed to be in the school to do what they need to accomplish. Loitering is not permitted. Each visitor must have written permission from his or her parent or guardian.

SCHOOL OFFICE

The school office hours are 7:30 a.m. to 3:30 p.m., Monday through Friday, during the school year. Summer office hours are 9-3. When coming to the school for any reason, please come to the office first; do not go directly to the classroom because the facilities are locked. Lunches, books, homework, uniforms, etc. may be left in the office to be delivered.

When telephone calls are made to the school after 3:30 p.m., a voice message may be left. The office staff/teacher will return your call as soon as possible the next school day.

COMMUNICATIONS

At MCCS we desire to maintain clear and open communication between home and school. Parents and teachers may use any of the following means:

REPORTS CARDS Academic progress, Christian character and conduct will be reported to parents quarterly.

PROGRESS REPORTS Twice a marking period, teachers will report any academic or other difficulties being encountered by students.

TELEPHONE Parents or teachers may contact one another by phone to discuss matters of mutual concern. Parents should NOT call teachers at their homes.

WRITTEN NOTES These may be used to pass information or request help as needed.

CONFERENCES Parent/Teacher Conferences are scheduled on the school calendar. This is an excellent opportunity for face-to-face communication on school matters. Conferences may also be scheduled as needed.

NEWSLETTERS, LETTERS, FLYERS Parents should read carefully all of the written communications sent to them. Some of these may require a response by parents.

E-MAIL Parents or teachers may contact one another by e-mail to discuss matters of mutual concern.

RENWEB Parents may access a school web site to obtain daily information regarding assignments and grades.

E-DAILY Each day the office sends out communication covering all aspects of school life.

EMERGENCY TEXT NOTIFICATIONS

The school uses Remind.com to notify parents by texting in case of an emergency. You can enroll in our emergency notification system by texting @mccso to the following cell number: 81010. You will receive an immediate confirmation notification that you must confirm. Follow the simple instructions.

LOST AND FOUND

The Lord expects us to be good stewards of all that He gives us. Strongly encourage your child to take care of his/her property. Since many valuable items end up unclaimed in the school lost and found box found in the lunch room hallway, it is recommended that all personal possessions be marked with the student's name. At the end of each grading period, any remaining items will be disposed of or given to a local charity.

LOCKERS

Lockers are the property of the school and loaned to the student. Each secondary school student is assigned a locker for his or her use during the school year. The locker is to be used for books, lunches, coats, and other items brought to school for student use. Students are permitted to put locks on their lockers. The locker doors should not be shut with the feet.

All school-owned equipment—such as lockers, desks, and computers—are to be treated with respect. If a student is suspected of specific wrongdoing, the student may be required to empty his or her pockets, handbag, wallet, or book bag for school personnel. If the suspicion involves a substance or object that may injure the student or other students, the search may include a bodily search of the student in the presence of an appropriate law enforcement officer or the student's parent.

Students may have various items on the inside of their lockers as long as they are acceptable to the administration. Lockers should also be arranged in an orderly, efficient fashion. At no time should papers or other objects project around the edges of the door.

Any broken or loose hinges should be reported to the office immediately. Also, a broken or malfunctioning locker should be brought to the attention of the office for replacement/repair.

SCHOOL PICTURES

Arrangements will be made to have individual pictures taken in the fall of each year. Details will be sent home with students.

PARENT VOLUNTEERS

Volunteers are vital to the success of Mount Calvary Christian School. Our Volunteer approval avenue is called our VIP program. VIP Volunteers serve as field trip chaperones, room parents, lunch helpers, and aides in various parts of the school. All adults interested in serving as school volunteers must complete an application, submit references, and complete the appropriate clearances. FBI fingerprinting, Child Abuse Clearance, and Criminal Background Checks are required for all staff and volunteers. VIP application forms are found outside the school office and should be turned in to the Volunteer Coordinator.

SECTION IV - STUDENT CONDUCT AND DISCIPLINE
ACADEMIC INTEGRITY

MOUNT CALVARY CHRISTIAN SCHOOL ACADEMIC INTEGRITY POLICY

Academic integrity has several forms. All of the following qualify as academic integrity:

- ✓ Buying papers
- ✓ Sharing homework
- ✓ Cutting and pasting other people's work
- ✓ Stealing from print and electronic sources
- ✓ Failure to document properly
- ✓ Cheating on exams
- ✓ Copying lab results and reports
- ✓ Stealing of media, ideas, design concepts, art, musical clips, etc.
- ✓ Fabrication of fictitious sources
- ✓ Facilitating the academic dishonesty of others
- ✓ Unfair advantage in conditions or sports

Mount Calvary Christian School has standardized a policy for which every violation is measured. Integrity violations can be complex involving disabilities, self-esteem, and learning struggles. The offenses will be handled in a redemptive fashion. Below are the following principles by which the school will function:

1. All teachers must present the academic integrity policy in their classrooms fully and clearly. Academic integrity will look different depending on the subject matter, and it is the teacher's job to give examples of what is not acceptable (e.g. stealing a chemistry lab report looks different than copying someone else's answers on an algebra test). This is the opportunity for students to become fully educated on the issue, and the teachers' first form of accountability for any student who may claim their actions were unintentional. Students will then complete the plagiarism quiz (document), and sign (along with parents) a statement of understanding.
2. If academic integrity is in question, the teacher will speak to the student about the need to honor the Lord Jesus in scholarship and respecting others' work. The teacher will also try to determine if there are contingent problems, perhaps laziness or time. When students are overcommitted or lazy, they do not take their time to do work properly. If this is the issue, the teacher will attempt to address the broader problems and work towards a solution (time management skills, effective study habits, organization tips, etc.) for the future success of the student.
3. If a student attempts to defend an integrity violation by saying that they used another person's ideas out of honor and respect, the student will be informed that honoring another person requires giving them credit. Using material without referencing an author is stealing and not honor.
4. Since academic integrity and plagiarism essentially involve deception, punishment for violations will follow the guidelines below, allowing teacher discretion in all circumstances. Violations will be logged in Renweb and emailed to parents to keep communication open. This will also let other faculty members know if there are repeat offenses. Upon discovery, a teacher will follow the policy:
 - 1st OFFENSE – The student receives a lunch detention or some form of minor appropriate discipline that is appropriate to the offense. Also, the student must redo the assignment, given a designated timeframe by the teacher. If the student fails to complete the assignment within predetermined time frame, the student will serve lunch detention until the assignment is complete. The teacher may also choose to give a zero or partial credit given the circumstance.
 - 2nd OFFENSE – The parents are notified with a phone call by the teacher, informing them that the student will receive an after-school detention, and the student must redo the assignment with the same

stipulations as above. The teacher may also choose to give a zero, partial credit, or lesser sanction, given the circumstances. In most circumstances, the teacher will arrange a parent meeting with the student to discuss the repeated offenses.

- 3rd OFFENSE – The student is turned over to the administrator for more serious discipline that may include suspension. Additionally, and the student must redo the assignment with the same stipulations as above. The teacher may also choose to give a zero, partial credit, or lesser sanction given the circumstances and the demonstrated heart of the student. There will also be a parent meeting with the administration.

DISCIPLINE

Discipline is in not punishment, and at Mount Calvary Christian School, it is age appropriate. MCCA does not use corporal punishment in any form.

Proper, age-appropriate training helps to move the child of God to a position where their actions are self-controlled and Spirit-control. Discipline is redemptive in nature, not punitive. It produces a harvest of righteousness and peace in Christ when done well. Our discipline system is based on the positive aspects of teaching, training, modeling, encouraging, and loving the child.

Some principles and practices used at our school are the following:

- Rules are accompanied with clear expectations given in advance.
- Rules, guidelines, and standards of conduct are established clearly and explained to students.
- Parents and teachers work together in the discipline of children. Clear communication between home and school is helpful in this regard.
- Teachers and administrators have the right to expect well-behaved and well-mannered children in the school.
- The teacher is the manager of the school's standards and accomplishes positive change with gentle words or glances.

Our teachers attempt to handle issues in the following manner:

- Counseling.
- Separation of the offender from the group.
- Withdrawal or suspension of the offender's privileges.
- Assignment of a lunch detention. (Parents will be advised by phone or written note.)
- Suspension from school. (Suspension may be served at home or at school, as determined by the Superintendent).
- Disciplinary probation for a period of time and under conditions which are appropriate to the specific situation. The time and conditions will be specified in writing.
- Expulsion from school. For serious violations, the superintendent may recommend that a student be expelled from the school. Approval of the trustee board is required.
- In certain cases, the school will notify law enforcement if there is a violation of law or a delicate situation involving the need for intervention.

STANDARDS OF CONDUCT

The privilege of enrollment as a student in Mount Calvary Christian School carries with it some unique and demanding responsibilities. As a Christian school, we seek to place God and His Word at the center of all we do and to relate Jesus Christ to our studies, our activities, and our personal lives.

Even though the following standards apply specifically to school time, we recognize that students should exercise Christian discernment in every area of their lives at all times. The school encourages and expects our students to give evidence of a Christ-centered life in every respect. Particular emphasis should be given to keep a positive Christian testimony in the selection of leisure time activities, entertainment, and recreation. Students are also encouraged to maintain regular attendance at church.

By applying for admission and enrolling in the school, each student agrees, with God's help, to the following standards of conduct while under jurisdiction of the school. Jurisdiction of the school also includes when a student is traveling to school or school-sponsored events. The following are some general expectations:

- to respect and obey teachers
- to abide by school rules
- to refrain from the use or possession of all alcoholic beverages, tobacco products, and illegal drugs.
- to treat other students with respect, and to apply the "golden rule" in relationships with them
- to maintain a pure sexual life and to avoid inappropriate physical conduct
- to guard language and refrain from using obscene, innuendo, or profane words, lying, gossiping, or speaking unkindly to others
- to dress in accordance with the school dress code
- to help take care of school property. This includes things such as not littering, not defacing walls or bulletin boards, not writing in textbooks or on desks, etc.

Bullying Policy

Introduction: It is our intention to create a safe environment for learning. Consequently, we desire to construct and distribute a clear, simple, and uncomplicated policy on all types of bullying, something where the expectations are clear at every level. For this reason, we have constructed this summary policy for distribution among students, families, and faculty.

'Bullying' shall be defined as an intentional and unwelcome electronic, written, verbal, physical or psychologically destructive act, or series of acts, directed at another student, which occur(s) in a school setting, school vehicle, or school sponsored event that interferes with a student's education, emotional well being, or the orderly operation of the school.

Prevention and Monitoring: The school administration and staff will create a climate of Christian love and learning, both with students and parents. We expect students, parents, and employees to act responsibly and respect the rights of students and to actively model healthy caring and love. We intend to be proactive with positive values and not reactive to bullying trends. We will support teachers in identification and referral process, understanding that they are professionals and can discern between normal and harmful behavior. We understand that bullying is a destructive and covert activity that cannot be overlooked. The Administrator or designee shall review and disseminate a current policy with students annually. Parents and students can also expect adequate supervision as the key preventative measure. Faculty can expect that parents will report incidents in a respectful and timely manner and make the school aware of current issues. Staff who overlook a reportable incident will be held accountable for that issue. Student bystanders who do nothing during or after a bullying incident shall also be held accountable and face negative consequences. Once a report has been filed, there will be ongoing monitoring

of the reported incident. Mount Calvary reserves the right to discipline the student whose off-campus actions (cyber bullying, etc.) adversely affect the well-being or safety of a student while in school.

Investigation, Intervention, and Reporting: When bullying is observed or reported, teachers will investigate and/or intervene in a prompt, safe, non-harmful manner, using ordinary prudence and appropriate supervision. Because of the difficult nature of determining if some types of cyber bullying take place on school grounds, the school will take particular care to identify if the sending or receiving of electronic forms of bullying takes place during school hours on school property. If a student or parent reports a bullying incident orally or in writing, a school faculty or administrator will make a thorough inquiry. School employees will be obligated to report appropriately with a reporting form given to the head teacher who will in turn report to the Superintendent. The school will take corrective action when the report is verified. The parents of both the accused child and victim will be informed of the outcome of any incident or investigation.

Student Responsibilities and Acknowledgement: Students who are identified in a report will be required to write out an explanation of their actions along with the moral and biblical expectations for Christian behavior. If a student has a problem, he/she can report to any teacher, administrator, or guidance counselor.

Categories of Bullying and Suggested Consequences: One aspect of prevention is to publish clear consequences for unhealthy behavior. The following schedule of possible punishments and/or recourse was worked out over a series of meetings with teachers in the spring of 2012. This is only a suggested range of possibilities. Every offense will be considered individually for its implications as well as its destructive and restorative value. Possible consequences include:

1. Monitor behavior
1. Talk
2. K3-5th: grade-appropriate responses
3. Counseling within the school
4. Parent/Guardian conf. / letter
5. Loss of school privileges: sitting with friends, field trips, sports, music, off site events
6. Exclusion from school sponsored activities
7. Detention
8. Meeting with Head Teacher
9. Meeting with Superintendent
10. Watch a prevention video
11. Suspension
12. Expulsion
13. Law enforcement referral
14. Being escorted off the property
15. Counseling outside

<i>Type of Bullying</i>	<i>Elementary Grades</i>			<i>Middle School</i>			<i>High School</i>		
	<i>1st Offense</i>	<i>2nd Offense</i>	<i>3rd Offense</i>	<i>1st Offense</i>	<i>2nd Offense</i>	<i>3rd Offense</i>	<i>1st Offense</i>	<i>2nd Offense</i>	<i>3rd Offense</i>
Ideological, psychological, or exclusionism, ostracizing	1-3	4-11	4-12	1-10	4-12	4-16	1-10	4-12	4-16
Embarrassment, degradation, intimidation, pressure, falsehoods, discrimination,	1-3	4-11	4-12	1-10	4-12	4-16	1-10	4-12	4-16

harassment, name calling, cursing, abusive language, starting rumors, gestures, gossip, passing notes, revealing secrets									
Cyber bullying using text-messaging, email, electronic pictures, Internet postings, blogs, social networks, and other electronic means	1-3	4-11	4-16	1-10	4-12	4-16	1-10	4-12	4-16
Non-physical threat	1-10	4-11	4-12	1-10	4-12	4-16	1-10	4-12	4-16
Destruction of another's property	1-10	4-11	4-12	1-10	4-12	4-16	1-10	4-12	4-16
Physical threat	1-10	4-12	4-13	1-10	4-12	4-16	1-10	4-12	4-16
Threat to harm with a weapon	12-16	12-16	12-16	12-16	12-16	12-16	12-16	12-16	12-16
Incidental physical contact	1-10	4-12	4-13	1-10	4-12	4-16	1-10	4-12	4-16
Violent physical contact with clear intent to harm: pushing, punching, kicking, spitting, fighting, hazing, etc.	4-10	4-13	4-13	12-16	12-16	12-16	12-16	12-16	12-16
Weapons of any kind	12-16	12-16	12-16	12-16	12-16	12-16	12-16	12-16	12-16

Technology Bullying and Cyber Bullying: Technology that is used to emotionally hurt another student in any way will be treated as a bullying issue and be subject to punishments outlined in the MCCS Bullying Policy. This include shared inappropriate images, music, video, games, or social media postings.

DISCIPLINE GUIDELINES FOR K4 - GRADE 5

Each teacher in the elementary grades is responsible for his/her age appropriate discipline system. If student misbehavior should escalate, the elementary principal would become involved. The superintendent and the school trustees could become involved with more serious behavior concerns. It is expected that teachers and parents will communicate and work well together to keep misbehavior concerns at a minimum. Discipline will be redemptive and age-appropriate in nature and not simply punitive

Some areas of concern:

-talking without permission	-disrupting class
-getting into others' property without permission	-sloppy area
-dress code violation	-passing notes
-horsing around	-throwing things
-chewing gum/eating candy	-late for school
-moving from seat without permission	-unprepared for class
-putting down or making fun of others	-disrespect
-direct disobedience or slow obedience	-destruction of school property
-inappropriate language, comments, or innuendoes	-lying
-fighting	-profanity
-stealing	-forging parental/guardian signature
-cheating	-illegal drugs
-immoral conduct	-dangerous weapons
-use of alcohol	-physical violence or threats

Possible disciplinary actions:

Conference between student and teacher to explain concerns and plan strategy
 Teacher notification of parents by phone or by email
 Change student's seat
 Isolation from classmates
 Time out from one or more special classes, recess, or privileges
 After school detention
 In-School suspension
 Behavior contracts
 Student completes Student Behavior Report
 Memorize, say, explain, and give application of appropriate Bible verses
 Write paper detailing misbehavior and better alternative choices
 Student calls, or writes note of apology to offended person
 The filing of a Student Behavior Form
 Pay restitution for property damaged or stolen property
 Suspension
 Disciplinary probation
 Notification of legal authorities
 Expulsion

Possible rewards for good behavior:

- Stickers, candy, trinkets, books, pencils, etc.
- Extra recess time
- Special commendations in chapel
- Lunch with the principal
- Special leadership privileges

Revised

DISCIPLINE SUMMARY FOR MIDDLE/HIGH SCHOOL

Discipline issues are addressed according to the situation and context. Age-appropriate considerations will guide a school response to student issues. The following issues can receive disciplinary action. Offenses are monitored both by individual teachers in their own classrooms as well as by administration on an overall level. An accumulation of minor offenses in different classes may also result in discipline. (eg. Three minor offenses will typically result in a lunch detention)

Offense System

Category A - to be recorded in RenWeb. Does not require immediate notification of administration.

- A1. Repeated talking without permission
- A2. Disrupting class
- A3. Use/Viewing of others' property without permission
- A4. Unkept locker (PE or class assigned locker apply)
- A5. Dress code violation
- A6. Late for class (unexcused)
- A7. Unapproved electronic device use
- A8. Not having a pass when in the hall during class time
- A9. Throwing things
- A10. Chewing gum. Eating/drinking during class or in the hallway without permission
- A11. Late for school (unexcused)
- A12. Sitting in someone else's assigned seat
- A13. Unprepared (books, paper, pencils, book covers, etc.)

Category B - to be recorded in RenWeb with notice given to an administrator and then to parents/guardians of the student.

- B1. Disrespect
- B2. Direct disobedience or deliberately slow obedience
- B3. Going outside, to a car, or to other building without permission or a pass
- B4. Destruction of school property
- B5. Inappropriate language, comments, innuendos or physical contact
- B6. Missing class without permission
- B7. Lying
- *B8. Putting down, ignoring/ostracizing, or making fun of other students

Category C - to be recorded in RenWeb with immediate notification to the proper administrator. Administrator will notify parents of infraction.

- C1. Fighting/Inappropriate Touching
- C2. Stealing

- C3. Profanity
- C4. Forging parental/guardian signature
- C5. Inappropriate electronic device use (threats of violence, pornography, etc.)
- C6. Hazing
- C7. Missing/Skipping an assigned detention

Category D - Conduct that could involve Trustee/Board Action/Police Involvement

- D1. Possession or Consumption of items relating to Illegal Drugs/Smoking/Vaping/Alcohol
- D2. Assault
- D3. Immoral Conduct
- D4. Theft
- D5. Possession of Dangerous Items

Offenses Covered by Specific Policy that should be referred to an administrator.

Other 1 - Academic Integrity (Cheating)

*Other 2 – Bullying

Possible disciplinary actions:

Conference between student and teacher to explain concerns and plan strategy

Teacher notification of parents by phone or by email

Lunch Detention

The filing of a Student Behavior Form

Change student's seat

Removal from class

Time out from one or more special classes, recess, or privileges

After school detention

Lunch Detention

In-School suspension

Behavior contracts

Student completes Student Behavior Report

Memorize, say, explain, and give application of appropriate Bible verses

Write paper detailing misbehavior and better alternative choices

Student calls, or writes note of apology to offended person

Pay restitution for property damaged or stolen

Suspension

Expulsion

Disciplinary probation

Notification of legal authorities

*Conduct Honor Roll - To gain recognition for the conduct honor roll a student must not earn a detention in a marking period.

**Students will start with a clean slate each semester.

***Mount Calvary Christian School is not obligated to stay within the confines of these procedures exclusively. Students may be dealt with independently at any time by the administration.

STUDENT DISCIPLINARY RECORD

Statement:

Prior to admission to school, the parent, guardian or other person having control or charge of a student shall, upon registration, provide a written statement or affirmation stating whether the pupil was previously suspended or expelled from any public or private school of this Commonwealth or any other state for an act or offense involving weapons, alcohol, or drugs or for the willful infliction of injury to another person or for any act of violence committed on school property. The report shall be maintained as part of the student's disciplinary record. Any false statement made to deliberately conceal or falsify a student history may cause the student to be expelled from the school immediately.

Availability of Records: A student's disciplinary record, as well as records required under the "Safe Schools" Act shall be available for inspection to the student and his parent, guardian, or other person having control or charge of the student, to school officials as needed; and to state and local law enforcement officials.

Transfer of Records: Whenever a pupil transfers to another school, MCCS will send a copy of the student's disciplinary record to the school to which the pupil has transferred.

DISCIPLINE SUMMARY FOR MIDDLE/HIGH SCHOOL

Discipline issues are addressed according to the situation and context. Age-appropriate considerations will guide a school response to student issues. The following issues can receive disciplinary action.

Inappropriate talking without permission	Disrupting class
Getting into others' property w/o permission	Sloppy/messy area
Dress code violation	Unexcused tardy to class
Passing notes	No hall pass
Horsing around/rough housing	Throwing things
Moving from seat w/o permission	Unprepared (books, paper, etc.) for class
Eating/drinking in class/halls	Chewing gum
Inappropriate media use	#Use of electronic devices w/out permission
Disrespect	Direct disobedience or slow obedience
Out of the building w/o permission or a pass	Putting down or making fun of other students
3 unexcused tardies to school	Failure to get hair cut in allotted time
Inappropriate language, comments, innuendoes, or physical contact	

In-School/Out-of-School Suspension (Administrative decision):

3rd offense from the 1-hour detention list.	Destruction of school property
Fighting/Inappropriate touching of any kind	Lying
Stealing	Profanity
Cheating	Forging parental/guardian signature
Skipping class/school w/out permission	Bullying
Missing a 2-hour detention	Pornography

Serious Behavior That Could Involve Trustee/Board Action

<p>Offenses:</p> <ul style="list-style-type: none"> Illegal drugs Smoking Use or possession of alcohol Assault Immoral conduct Theft Dangerous Items

Possible disciplinary actions:

Conference between student and teacher to explain concerns and plan strategy

Teacher notification of parents by phone or by email

The filing of a Student Behavior Form

Change student's seat

Isolation from classmates

Time out from one or more special classes, recess, or privileges

After school detention

In-School suspension

Behavior contracts

Student completes Student Behavior Report

Memorize, say, explain, and give application of appropriate Bible verses

Write paper detailing misbehavior and better alternative choices

Student calls, or writes note of apology to offended person

Pay restitution for property damaged or stolen

Suspension

Expulsion

Disciplinary probation

Notification of legal authorities

*Conduct Honor Roll - To gain recognition for the conduct honor roll a student must not earn a detention in a marking period.

**Students will start with a clean slate each semester.

***Mount Calvary Christian School is not obligated to stay within the confines of these procedures exclusively. Students may be dealt with independently at any time by the administration.

STUDENT DISCIPLINARY RECORD

Statement:

Prior to admission to school, the parent, guardian or other person having control or charge of a student shall, upon registration, provide a written statement or affirmation stating whether the pupil was previously suspended or expelled from any public or private school of this Commonwealth or any other state for an act or offense involving weapons, alcohol, or drugs or for the willful infliction of injury to another person or for any act of violence committed on school property. The report shall be maintained as part of the student's disciplinary record. Any false statement made to deliberately conceal or falsify a student history may cause the student to be expelled from the school immediately.

Availability of Records:

A student's disciplinary record, as well as records required under the "Safe Schools" Act shall be available for inspection to the student and his parent, guardian, or other person having control or charge of the student, to school officials as needed; and to state and local law enforcement officials.

Transfer of Records:

Whenever a pupil transfers to another school, MCCS will send a copy of the student's disciplinary record to the school to which the pupil has transferred.

STUDENT PREGNANCY AND MARRIAGE

All violations of the code of conduct (including an expectation of sexual purity) will be handled on a case-by-case basis, at the discretion of the school administration, in consultation with parents and appropriate individuals when necessary. We purpose that decisions regarding discipline, up to and including expulsion, will be made prayerfully and with a spirit of grace, balanced with careful consideration of how the ongoing behavior and the way in which we handle it as a school will impact the student, other students in the school, and the spiritual integrity of the school as a whole.

Any student who becomes married while a student at MCCS, any girl who becomes pregnant, or any male who becomes a father while still a student at Mount Calvary Christian School will have a meeting with the administrator and the parents of the student. Other appropriate individuals may become involved in the process: trustees, pastor(s), and other internal or external support personnel. If it is determined that the child will remain in the school, there will be an education continuance plan. This plan may include full-time enrollment, a modified schedule, or enrollment into a cyber education program. In the case of pregnancy, it is the school's desire to show grace and love during a difficult time, one that models to students how to respond in a Christ-like manner to a real teen crisis.

The school recognizes that education should not be discontinued simply because of pregnancy and that the new parents will now have a responsibility to care not only for themselves but for their child. Details of the pregnancy (age, rape, incest, or consent) will be taken into consideration when forming the education continuance plan and all the parties will make a decision based on what is best for the student and his/her peers. Students that become pregnant because of assault will be given special consideration and support necessary to overcome the trauma.

A student that is allowed to remain at MCCS while pregnant or after having fathered a child will agree to respect ongoing lifestyle choices and spiritual goals. There may be the need for a probationary, written, continuing educational agreement, should circumstances warrant it. The decision for the student(s) to return to

school at the start of the new semester following the birth of the baby will be decided prior to re-admittance. Should a student father a child outside the school when the mother is not enrolled in MCCS, a meeting of the same character outlined above will be necessary to inform an appropriate response by the administration.

The school recognizes the need for a child to complete a high school diploma and become marketable, especially since there will now be two children involved (a teen mother and her child). If a student gives birth to a child during her enrollment at MCCS, the child may not be taken to the school during school hours unless there is prior consent from the administrator. Additionally, the student(s) must be housed with parents or guardians or in a home situation that is suitable for the educational goals of both the family and school in order for the student to remain at MCCS.

POLICY ABOUT CONTINUED ENROLLMENT, NEW ENROLLMENT, OR REENROLLING STUDENTS WHOSE PARENTS ARE CONVICTED OR DISCOVERED TO HAVE BEEN ACCUSED/CONVICTED OF A SEX CRIME OR A CRIME AGAINST CHILDREN

Because Mount Calvary Christian School believes in partnering with parents in the education of their children, we want to be clear about the expectations and protections we will take in behalf of children enrolled in the school. The standard position of the school regarding the child of a parent that has any sex offense conviction or a crime against a child is that continued enrollment, admittance and/or reenrollment will be denied. The possible exceptions will be outlined below.

The school retains the right to announce to school families that a parent is under investigation or has been arrested/convicted for a sex crime against minors. The school may, at its sole discretion, depending on the circumstances and possible harm to other students, publicize or announce that the parent is under investigation or has a conviction that may put their child at risk as well as advise the other school parents and community of the requirements and restrictions placed on that individual.

Parents Under Investigation but Not Arrested or Convicted

Parents of MCCS children that are under investigation by the police, but not yet arrested or convicted for crimes against minors, will be immediately asked to meet with the Superintendent and at least one other person. The nature of the allegations and investigation will be discussed. The Superintendent may deem it necessary to refer the matter to the Trustees for a decision. If the parent wishes to have their child remain in the school, they will sign a document outlining:

1. Parental limitations on school property.
2. The right of the school to inform the constituency of the allegations on a need-to-know basis at its discretion.
3. The right of the school to dismiss the children of the accused parent if things progress in such a way to put children at risk.
4. How there will be no children from the school families invited to the alleged perpetrator's house until matters are resolved.

Parents Convicted or Discovered to be Convicted of a Sex Crime or Crime Against Minors

Any MCCS parent or prospective parent that has been convicted of a crime against children, or a crime that is sexual in nature, or is already on the sex offender registry must disclose this information at the time of the admissions interview. The school will follow the guidelines of PA Act 24, section 111(e) of the school code in determining the eligibility of volunteers. The school will also follow ACT 126 – Child Abuse Recognition and Reporting Act.

If the child is currently enrolled and a parent is newly convicted, is discovered to have been previously convicted of a sex crime, or is newly reported to be on the sex offender registry, the school retains the right to review the enrollment status of the child/children of that parent. Anyone within the school community who learns that a sex offender is a parent of one of our children needs to report that information to the Superintendent.

In certain cases, the Trustees will review exceptions, especially if the offender is incarcerated, if the parent was a juvenile when he/she became a sex offender, or if the arrest/formal charges are recently discovered and warrant a delay for investigative purposes. The Pennsylvania Department of Education has produced guidelines for considering factors that structure exceptions.

In the case that an exception is permitted, the school will compose an agreement that is signed by the family. The school will require a mandatory additional school/family agreement that is to be signed by both parents. If this agreement is not signed, there will be no admission or re-enrollment of the child/children. If an offense takes place during the school year, an expedited process will take place to establish the enrollment status of the child. The signed agreement is intended to be a safe guideline to provide security for all our

children and families. If any of the stated guidelines within the agreement are violated by the parents, the school retains the right to immediately dismiss the child without other cause.

Should an exception be made for enrolling a child whose parent has been convicted of a sex crime, the following stipulations will be in force:

1. They must comply with federal and state legislation, including Meagan's Law.
2. The family must comply with state laws regarding registered offenders proximity to schools.
3. The school retains the right to impose additional proximity restrictions or supervision exceptions under certain circumstances such as graduation or special events.
4. If there is an existing agreement between the school and a family when a registered sex offender-parent is released from prison, the school will reevaluate the agreement.
5. Any agreement by the school can be modified, nullified, or be made more strict without notice.
6. There may be further restrictions as a condition of the registered parent's release from probation if there is still a probation order.
7. The school may require a review of any relevant court orders or public records, including a full background check of the parent with that parent's signed consent, before enrolling the student.
8. The registered offender will not be allowed to volunteer under any circumstances.
9. In some cases, the registered parent may attend school events with shadowing by prior consent. The registered parent may not attend activities or functions without other staff adults present. There must be an agreed upon supervision for the registered parent. Supervision shall include an adult of the same sex and extend to reasonable supervision of bathroom-facility use when such facilities are open for student use.
10. The student's teachers will be apprised of the listing on the registry and will maintain a "lookout" for any breach of the agreement.
11. No students of Mount Calvary Christian School or enrolled students' siblings may stay overnight at the home of the accused or convicted sex offender. No students or siblings of MCCS may spend any time at the parent's home without the continual presence of another adult.
12. The Mount Calvary Christian School will not require a volunteer or a staff member to supervise the registered parent but will lay the onus on the staff or faculty member to say they are uncomfortable with the supervision responsibility.

Any breach of this policy or policies laid out between the school administrator and the offending parent may result in the dismissal of the child. Evaluation and dismissal of children of sex offenders will be at the sole discretion of the Superintendent and/or Trustees.

Juvenile Offenders from within the School

In the event that one of our students is accused or convicted of being a juvenile sex offender, the Trustees will weigh all information and make a decision about the future presence of the child in the school. The school makes no guarantees it will preserve the enrollment status of the juvenile sex offender but retains the right to dismiss the child immediately if necessary—regardless of the fact that the student appears or does not appear on the sex offender registry. The same holds true to admitted students who already have prior convictions for sex-related offenses. In the event that a student is discovered to be a juvenile sex offender, the same rights of dismissal apply.

ATTENDANCE POLICIES

ATTENDANCE AND ABSENCES

Regular attendance at school is required and expected of all students. Frequent or prolonged absences may adversely affect the teaching/learning process. Students must attend classes for a minimum of 90% (162 days) of the class days during each school year before being granted a high school diploma. In the event of prolonged illness or other excused absences, the administrator may grant waivers to the attendance requirements. Absences from school will be classified as either excused or unexcused.

EXCUSED ABSENCES

Examples of excused absences are
-sickness of student

- doctor or dentist appointment which cannot be arranged during non-school hours
- family emergency (e.g., death of a close relative)
- field trips or similar school-sponsored events
- pre-approved voluntary absence

When an absence is excused, the student will be allowed to make up work missed. It is the student's responsibility to obtain assignments and contact the teacher(s) to arrange for make-up work. This must be done as soon as possible following the return to school. For every day absent, the student has that same number of days to make up the work.

UNEXCUSED ABSENCES

- failure to come to school without a valid reason
- cutting classes
- voluntary absence without obtaining approval in advance (see below)
- voluntary absence during scheduled major exams or achievement testing
- voluntary visits to other schools when our school is open

When an absence is unexcused, the student will receive a reduction in points on any graded assignment, quizzes, or tests missed on that day. The following reduction amounts will apply:

1 day unexcused = -10 % pts. 4 days unexcused = -40 % pts.

2 days unexcused = -20 % pts. 5 days unexcused = -50 %pts.

3 days unexcused = -30 % pts. After 5 days, 10% additional per day.

The student will be held accountable for the content of subject matter covered during his/her unexcused absence and for completion of all work missed.

REPORTING AN ABSENCE

When a student must be absent, the parent is requested to call the school office at 367-1649 before 8:30 a.m. to explain the reason for the absence. If an absence is not reported, the receptionist will make calls daily to students who are marked absent.

NOTES FROM PARENTS

PARENTS MUST BE SPECIFIC ABOUT THE REASON FOR ABSENCE WHEN WRITING A NOTE TO THE SCHOOL OFFICE. "Personal business" is not considered an acceptable excuse. Forged notes are not acceptable and will result in disciplinary action.

RETURN TO SCHOOL

Upon a student's return from being absent, he must present a note from the parent or guardian explaining the reason for the absence. The note is required even if the parent has previously called the school to report the absence. Notes must be in by the second day of the student's return or the absence will be unexcused. A doctor's written permission to return is required after five days absent.

VOLUNTARY ABSENCES

Parents who desire to have their child(ren) miss school for voluntary reasons—such as vacation, hunting trips, family visits, etc.—must contact the administration in writing one day or more in advance of the beginning date, to request that their child(ren) be excused. The student is required to fill out a Personal Day Form, and in order for such absences to be excused, the following conditions must be met:

- The student must be passing all major subjects.
- There will be no scheduled major exams or similar important educational activities (e.g., semester exams, Achievement Tests, etc.) during the time of absence.
- The total number of days for all reasons during the current school year is not excessive (more than 5), as determined by the administration.

A student who uses a voluntary absence will not be permitted to participate in an athletic event scheduled for that day, unless the absence is a college visit, family funeral, or pre-excused absence with written permission for athletic participation.

ATTENDANCE AT CONCERTS AND PROGRAMS

Attendance and participation of students at scheduled concerts and school programs is mandatory. These events are an extension of work done in class. Exceptions may be granted by the administration for valid reasons, upon receipt of a written request from parents in advance of the event. Failure to attend required concerts and programs may result in assessment of disciplinary or academic penalties at the administrator's discretion.

TARDINESS

It is important for students to be punctual when arriving at school and/or getting to class. Unexplained or habitual tardiness is not acceptable. Disciplinary action may result when tardiness becomes a frequent or severe problem. A student arriving after 9:15 will be docked one half day absence. Students who leave before 1:00 p.m will also be docked one half day absence.

Elementary Students:

3 unexcused tardies = 1/2 day unexcused absence

Middle/High School Students:

5 unexcused tardies = lunch detention

Students who need to leave early for doctor appointments, family trips, etc., need to bring a note to the school office before school starts so that it can be recorded on the attendance sheet for the day.

LIVING WITH PARENTS/LEGAL GUARDIAN

No student will be permitted to enroll or remain enrolled in school if he/she does not live at home or under the authority of his/her parents/court appointed legal guardian. Should a situation arise where a student is temporarily living in someone's home that is not the legal guarding of that child, that situation should be reported to the administrator.

DRESS CODE

The mission statement of Mount Calvary Christian School is that we partner with parents to educate children academically, physically, socially and spiritually. In light of this partnership and striving to produce students that are "fit for the master's use", the dress code of MCCS intends to set standards that reflect neatness, modesty and professionalism while allowing for personal style and taste.

General Guidelines: Monday - Thursday

* Clothing must fit appropriately - not too baggy or too tight

* No extremes in hair styles, jewelry or make up are permitted

- * Boys hair must be neat and well groomed, off the collar, ears and out of the eyes. Boys must be clean shave on a daily basis
- * Hats, sunglasses or outerwear (coats) are not to be worn during the school day
- * No jeggings or knit stretch pants are to be worn.
- * Leggings are permitted when worn under a skirt or dress of appropriate length
- * Pants or capris (mid-calf) are permitted.
- * Skirts and dresses must come to the top of the knee when standing and allow for modesty when seated.
- * Ladies' tops must have a modest neckline, cover the shoulder and be of sufficient length
 - Revealing no cleavage or excessive décolletage
 - Sheer fabrics are not acceptable
 - Undergarments must not be visible including straps
- * Gentlemen may wear polo or collared shirts as well as sweaters
- * Graphics or large wording across the chest is not acceptable for either girls or boys
- * Athletic sandals, rubber or plastic flip flops and shoes with excessive heel height are not acceptable
- * Jeans are not permitted Monday through Thursday
- * Visible tattoos and body piercing (other than earrings for girls) are not permitted.
- * Dress code to school sponsored activities must follow the above guidelines unless otherwise stated

Friday Attire:

- * Jeans are permitted as long as they fit appropriately and have no rips or tears
- * Tops include those that meet the above criteria or a MCCS spirit wear shirt
- * Yoga pants, sweatpants and warm-ups are not permitted
- * Athletic sandals or flip flops are not permitted

Seasonal Exceptions:

- Golf shorts (boys) and capris (girls) may be worn only during the 1st and 4th marking period
- * Sweatshirts, as long as they are clean, neat and tasteful, are permitted during the winter months (November- March). If a student wears a tee-shirt or other shirt not permitted according to the policy underneath the sweatshirt, he/she will not be allowed to take off the sweatshirt during the day.

Failure to abide by the above standards will result in consequences that begin with a verbal warning, followed by a written warning to the parents, and then a lunch detention. It is the opinion of the administration that continued failure to follow the dress code is a heart issue and will be dealt with as such. The administration or those appointed by the administration have final discretion on the appropriateness of specific clothing.

Footwear

- Athletic, dress, and casual shoes are acceptable (with socks – boys)
- Girls may wear sandals
- Flip-flops (any style) or athletic sandals are not allowed.

Hair/Headwear

- Boys' hair must be neat and well groomed so that it is off the ears and collar, bangs above the eyebrows. Sideburns should be neatly trimmed and may be no longer than the bottom of the ear.
 - Male students must be clean shaven.
- Unnatural hair colors or styles that draw undue attention are not allowable for boys or girls.
Sweatbands, bandanas, hats, caps, and sunglasses are not allowable in the classroom.

Miscellaneous

- Coats are not allowed in the classroom.

- Make-up and jewelry is to be neat and simple.
- Visible tatoos and body piercing (other than earrings for girls) are not allowable.
- Boys may not wear chains, necklaces, bracelets, or earrings.
- Faddish extremes in dress and grooming are not allowable.

SPIRIT DAY/CASUAL DRESS (to be announced by MCCS administration)

Acceptable styles

- MCCS apparel (including long and short-sleeved T-shirts)
- Sleeved MCCS uniform shirts (e.g. baseball, soccer)
- Jeans

Dress Code – Extracurricular Events (Grades 6-12)

The Dress Code Guidelines for Grades 6-12 applies for extracurricular events with the following exceptions:

- Jeans may be worn
- Modest shorts may be worn
- Appropriate T-shirts, sweatshirts, sweatpants, athletic pants may be worn.
- Casual footwear is acceptable
- Shirts may be worn untucked
- Girl “yoga” pants, leggings, and jeggings are not permitted.

Physical Education Attire

- MCCS PE uniform (shorts & t-shirt sold at school)
- White athletic socks
- Sneakers
- Sweatshirt and sweatpants optional for outdoor classes

JR./SR. BANQUET

Guidelines to be followed when selecting a dress:

1. Modesty is the key.
2. Dresses are not to be tight fitting.
3. Dresses may not have low necklines (must lay flat) – no cleavage.
4. Appropriate undergarments must be worn.
5. Dresses with straps may be worn only if the neckline is high.
6. Sleeveless dresses or dresses with straps may not be cut low under the arms.
7. Strapless dresses are not allowed.
8. Dress length may be no higher than the top of the knee (and slits).
9. Halter style dresses are not allowed.
10. No midriffs may show.
11. Dress backs may not be lower than the normal bra line. (Acceptance will be up to the judgment of the checker.)

Because we are a Christian School, we want the attire at the banquet to reflect that. I Corinthians 10:21 tells us that “Whether, therefore, ye eat, or drink, or whatever ye do, do all to the glory of God.” We desire that everything about the banquet be glorifying to God.

Please keep in mind that these guidelines are to help the young ladies select appropriate gowns that will not need to be returned. All dresses must be modeled for and approved by one of the women designated to check dresses. What looks acceptable on one young lady may not look acceptable on another, due to differences in body build.

All young ladies, students, and guests -- must comply with these standards. If a dress is not checked, the young lady may not attend the banquet. Anyone who comes to the banquet improperly attired will be asked to leave or have parents bring an acceptable change of clothes.

The Jr./Sr. Banquet is a wonderful, fun-filled evening. We want all of our juniors, seniors, and guests to attend and have a night of fond memories.

Exceptions:

There are occasions when exceptions to the Dress Code Philosophy will be made including jeans days, field trips, special programs, etc. These exceptions will be approved by the M CCS administration.

When classes, teams, or groups travel as representatives of M CCS, the M CCS administration shall be responsible for maintaining a standard of dress appropriate for the occasion.

TEXTBOOK CARE

Teachers will insure that the following student responsibilities are fulfilled:

1. Fines will be assessed for damaged textbooks at the end of the year. All books must be returned and fines paid before students will receive a report card.
2. Textbooks with covers partially off, with covers that are sloppy, or with covers which contain questionable words or symbols, shall constitute books not properly covered.
3. Students shall not write on the book itself nor keep volumes of paper within the pages.
4. Textbooks left in a classroom will be taken to the office.
5. Library books left in the classroom or misplaced elsewhere will be given to the librarian and a fine assessed if the books are overdue.

DRUGS/ALCOHOL/TOBACCO/VAPING

Mount Calvary Christian School follows a strict zero-tolerance policy involving drugs or any other illegal substances. The possession or use of drugs, alcoholic beverages, tobacco and any form of vaping is forbidden on school property, at school functions, and when traveling to or from school or any school function. Parents and other visitors to the school also must comply with these restrictions.

We do not allow electronic smoking devices or similar delivery systems containing nicotine or any other substance intended for human consumption that can be used by a person to simulate smoking through inhalation of vapor or aerosol from the product (collectively considered "vaping"). An e-cigarette, e-cigar, e-pipe, e-hookah, vape, vaporizer pen, or under any similar product intended to produce fumes, smoke, and/or vapor from the burning of material are considered the same as cigarettes and are not to be used by students on or off of school grounds.

Students are required to abide by the conduct policies of Mount Calvary Christian School. The violation of this policy may result in a student being removed from school, removed from an individual school function, and/or could ultimately result in being expelled from school.

This policy should not be construed in any way as denying any student, teacher, or parent their right to take authorized prescription medication permitted under Act 16 of Apr. 17, 2016, of the statutes of Pennsylvania; but it must be done according to the legal parameters of the law under an authorized caregiver.

DANGEROUS ITEMS

Items that are physically dangerous must not be brought to school. Specifically forbidden are

- razors
- knives, ice picks, or other sharp objects
- explosives, including fireworks
- weapons of all kinds (including toy guns)
- ammunition - live or inert
- hazardous chemicals or substances
- any kind of poison

Violations will be dealt with severely and may result in expulsion from school and/or notification of legal authorities.

LANGUAGE

Students may not use profanity and abusive language. Lying, name calling, extreme sarcasm, taunting, ridicule, and similar verbal abuses have no place in the Christian school. Children should be taught to recognize the truth of Matthew 12:34, "For out of the abundance of the heart the mouth speaks."

BUS BEHAVIOR

Students, who ride school buses to and from school and on field trips must conform to proper standards of conduct. If the student is riding a bus to or from school, the individual school district that is providing transportation will make rules for their student passengers. The student must abide by the individual district rules, and violations may result in suspension of the student from the bus or in revocation of the privilege.

The driver is the ultimate authority on the bus and his word must be respected at all times. While generally there is no eating or drinking on the bus, the bus driver may suspend this rule, especially on long trips or when returning from athletic contests.

Students who ride Mount Calvary transportation need to abide by the following rules:

Things students must do...

1. Stay in their seats for the entire trip.
2. Sit properly, facing to the front.
3. When talking, talk quietly with people sitting near them.
4. Obey the driver at all times.
5. Show respect to people on the bus or those individuals who are off the bus at arrival.
6. Be courteous to other people.
7. Keep the bus clean.
8. Share their seats with anyone needing a place to sit.
9. Stand out of the way of traffic when waiting for the bus.
10. Enter and exit the bus in an orderly manner.
11. Wait until the bus comes to a complete stop before attempting to enter or exit the bus.

Things students must not do...

1. Tamper with emergency exits.
2. Leave their seats while the bus is moving.
3. Push, hit, or fight.
4. Shout, scream, yell, or make loud noises.
5. Throw things inside or outside the bus.
6. Litter or spit.
7. Damage property.

8. Take things not belonging to them.
9. Engage in name-calling or use any other derogatory language.

HAZING POLICY

“Hazing” as defined by the state of PA is, “Any action or situation which recklessly or intentionally endangers the mental or physical health or safety of [a student] a person or which willfully destroys or removes public or private property for the purpose of initiation or admission into or affiliation with, or as a condition for continued membership in, any organization. . . The term shall include, but not be limited to, any brutality of a physical nature, such as whipping, beating, branding, forced calisthenics, exposure to the elements, forced consumption of any food, liquor, drug or other substance, or any other forced physical activity which could adversely affect the physical health and safety of the individual, and shall include any activity which would subject the individual to extreme mental stress, such as sleep deprivation, forced exclusion from social contact, forced conduct which could result in extreme embarrassment, or any other forced activity which could adversely affect the mental health or dignity of the individual, or any willful destruction or removal of public or private property.”

Mount Calvary Christian School prohibits any of the aforementioned actions because of their affront to man’s God-given dignity. M CCS prohibits hazing as an initiation or admission into or affiliation with or continued membership in an organization, sports team, club, or any student entity. M CCS shall not permit or make as a condition of inclusion into a group, any activity mentioned above. There shall be no hazing or forced activity implemented as a prerequisite to participate in a school-sanctioned activity or ad hoc group entity at Mount Calvary Christian School.

A copy of this policy shall be provided to all coaches and be included in both the athletic and student handbooks. Any staff member or coach who knowingly permits hazing of any kind without reporting it immediately will be subject to disciplinary action by the trustee board and/or the administration.

Students found to be hazing will be subject to disciplinary action as described in the student handbook under the bullying policy. Penalties may include the withholding of diplomas, transcripts, the imposition of probation, suspension, dismissal or expulsion. Students also may be subject to criminal laws of this State.

In the event that an M CCS organization permits hazing in blatant disregard of such rules, penalties may also include withdrawal of permission for that organization to operate on campus or other school property.

STUDENT DRIVING/PARKING

Students who drive automobiles are to realize that this is a privilege, not a right. Careful driving at all times will insure that driving privileges continue. Students must demonstrate responsibility in the following areas or their driving privileges may be revoked:

1. Students driving to school must use the lower parking lot.
2. Any student found driving recklessly will lose the privilege to drive to school for one month. Upon a second offense, the school will remove the privilege of parking on school property.
3. Park in designated student parking areas only.
4. Specific permission from the school office must be obtained for students to be in the parking lot during the school day. This includes before school and the lunch period. (Students are expected to enter and remain in the building as soon as they arrive at school.)
5. No students may remove their car from the parking lot during school without permission and signing out.
6. Students may not park in the upper lot prior to 2:55 p.m. on school days when attending field trips, choir tours, or away athletic events.

HALLWAYS

The normal procedure is to pass carefully in the hallways, being respectful to all other students. Student voices should be in normal speaking volume. Students should conduct themselves in a proper manner when walking to and from classes.

Students should not disturb other classes in session. Students should keep hallways neat and free of papers, books, and other things that would detract from the attractiveness of the school.

Students participating in after-school athletic practices may use the coat racks across the weight room. Instruments should be looked after and taken home each night. They should not be left at the school overnight.

FEDERAL AHERA NOTIFICATION

Mount Calvary Christian School maintains an active file regarding asbestos materials located within the school buildings. A management plan is carefully followed and is found in the school office. Anyone wishing to review the document may come to the office during school hours (7:30 a.m. – 3:30 p.m.).

Update: August, 2016

OFF-CAMPUS PERMISSION FORM

Mount Calvary Christian School

Student Name _____

Parents/Guardians: _____

Address _____

City, Zip Code _____ Parent Work Phone _____

Home Phone _____ Parent Cell Phone _____

The authorization and decision for a student to leave campus rests entirely with the parents/guardians of the student. MCCS and its employees are not liable for any claim, action, loss, or damage that may rise as a result of a student either operating a motor vehicle or being a passenger in a motor vehicle during the unscheduled time. Students exercising off-campus privileges are subject to rules of student conduct applicable during the regular school day. The abuse of any of these provisions may result in a suspension or termination of off-campus privileges and/or other disciplinary consequences.

RELEASE

The undersigned do hereby fully release and discharge MCCS its employees and agents, and the MCCS Trustee Board and its members from any and all claims, losses, liabilities, demands, actions or causes of actions of any kind (including, without limitation, for attorney's fees, costs, and expenses), whether in contact, tort, under statue or otherwise, that may result on account of or connected with the off-campus privileges granted herein, and shall indemnify MCCS for the same.

- I/We have read, understand and agree to the terms and conditions of the senior off-campus privilege and grant our permission for the above named student's participation therein.

Father Mother Date

- I/We DO NOT grant permission for the above named student's participation in senior off-campus privilege.

Father Mother Date

- I/We will call the school office to confirm the above students permission for participation in senior off-campus. Phone calls should be directed to Diane Price at 367-1649, ext. 103.

STUDENT DRIVER FORM

Students Name

Grade

Make of Car

Color

License Plate #

Driver's License #

If you do not drive to school, how will you get here? _____

I/We the parent(s) or legal guardian of _____ give my/our permission for him/her to drive to school for the _____/_____ school year. We accept any and all liability as result of accident, injury, and damage to personal property of others by the above named student during this time. Mount Calvary Christian School will not be accountable or liable for the actions of the above named student except as decided upon by the Board and the Administration during the above mentioned time period. This permission can be suspended or revoked at any time by the school administration or by written notification to the administrator by the parent or guardian.

DATE _____

SIGNED _____

Father

Mother

STUDENT'S STATEMENT:

I understand that the privilege of driving to MCCS carries with it certain responsibilities. I know that I will be responsible for conducting myself in a safe, courteous, and proper manner at all times, and that I must arrive in time for school. I understand that any violation of this privilege may result in its being suspended or revoked.

DATE _____

SIGNED _____

STUDENT DROP/ADD COURSE FORM

Student's Name

Date

Course Dropping

Course Adding

Teacher's Signature

Teacher's Signature

Period Course Meets

Period Course Meets

Have all books been returned? _____

Present Class Avg. _____

Reason for dropping/adding course: _____

Parent/Guardian Signature

For Office Use Only

Approved: _____
Principal's Signature

Date

Rejected: _____
Principal's Signature

Date

Rejected: _____
Principal's Signature

Date

Reason: _____

WORK RELEASE AGREEMENT

Mount Calvary Christian School
Elizabethtown, PA 17022 717/367-1649

Participation in the work release program is a privilege. School officials reserve the right to withdraw a student from the program at any time for failure to comply with the requirements.

Name of Student	Age	Date of Birth
Address	Phone	

I hereby request to participate in Mount Calvary Christian School's work release program. I am aware of and understand the regulations and guidelines. I realize that failure to comply with the regulations and guidelines may result in my exclusion from the program.

Student Signature	Date
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I am in agreement with my child's participation in the work release program. I understand it will be necessary for her/him to function within the proposed guidelines or all privileges may be revoked. I am aware that transportation and proper insurance coverage are my responsibility.

Student Signature	Date
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I expect to employ the above-designated student as a _____
Job Title

Employment will be in compliance with federal and state laws and regulations. I agree to notify the school of I find it necessary to terminate this employment.

Time of day student will work Business	Employer Signature/Printed Name	
Business Address	Business Phone	

Administration YR S1 S2

Administrative Signature	Date	Counselor Signature upon schedule change
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1. Obtain administrative signature
2. Meet with counselor to adjust schedule
3. After both signatures are obtained, return to the High School Office.