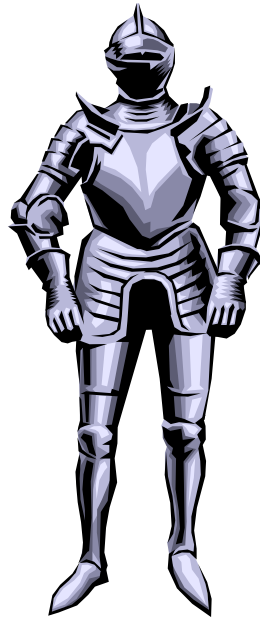


Mentor Christian School



Family Handbook

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Updated Summer 2009

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1.0 HISTORY OF MCS

Mentor Christian School began with a burden: a burden on the hearts of the men and women of Bible Community Church in an age of moral and spiritual decline in public education. Influenced by the writings of Mark Facama, those sharing this burden prayerfully investigated the possibility of beginning a Christian school. Pastor Ashbrook preached about the need for Christian education, and Mr. Thomas Hurst attended several conferences on Christian schools to gain insights into the possibility.

Meanwhile, Baptist Christian School opened its doors, and as many as forty children from Bible Community attended through carpools and the church bus. There were challenges in both transportation and instruction that caused the Session of Bible Community Church to vote to begin MCS in 1967 with a kindergarten class. Pastor Ashbrook served as the first principal, Rosalee Judy was the first teacher, and there were nine students. As the Lord prospered, one grade and one teacher was added each year until 1980, when the first class of 14 seniors was graduated from MCS. A school board was created with three men serving; one of these men, Charles Adams, later served as principal.

Initially, the school sought state assistance. In its early years, MCS was state inspected and chartered. Later, however, fearing the real threat of government encroachment, MCS returned its state charter. David Gibbs gave legal advice for this important decision.

Mentor Christian School was housed at the church property on Hopkins Road until it began its 6th grade. In 1974, the school was moved to its current location at 8600 Lakeshore Boulevard. It soon became apparent that there was a need for more classrooms. God made this possible, and the school was able to purchase modular buildings that were available from the Xenia School System in southern Ohio in 1977. They had served for a temporary schoolroom following a tornado that ravaged the area; we were able to purchase the buildings for 25% of the asking price, and even considering the expense of moving the buildings here, the total cost was only \$19/square foot! The current building was dedicated in 1978. The gymnasium was built with the hands of many volunteers and was dedicated on Thanksgiving Day, 1985.

God has blessed MCS with sound administration throughout the years of its existence. Principals have included Pastor John Ashbrook, Mr. Charles Adams, Mrs. Marjorie Hurst, Mr. Robert Shaffer, Mr. Jerome Matt, Mr. William Kimmel and Mr. Jeffrey Houck. Mrs. Marjorie Hurst and Mr. Frank Davis served as assistant principals.

2.0 PHILOSOPHY, MISSION STATEMENT AND GOALS

2.1 PHILOSOPHY OF CHRISTIAN EDUCATION

The Bible is the source for a correct philosophy of education. It is the final authority in all matters (John 17:17). Education is true if it is Biblical. All knowledge, whether scientific, historical, philosophical or spiritual, finds its verity in its relationship to God as the ultimate Source and Foundation of all truth. It is this education, based on Biblical truths and principles, which must be applied to every area of life through the medium of teaching by word and deed to every individual to lead to maturity in Christ. Since God's purpose in the creation of man was to glorify Him, education must ultimately serve to that end as well.

The Christian philosophy of education has as its foundation several premises: that God is the essence and source of all truth; that reverential fear of God "is the beginning of wisdom", understanding and "knowledge" (Psalm 111:10: Proverbs 1:7; 9:10); that Christ is "the Way, the Truth, and the Life" (John 14:6); that "in Him are hid all the treasures of wisdom and knowledge" (Colossians 2:3); and that "He is the beginning of all things and by Him all things are and were created" (Revelation 4:11).

Man is a sinner by nature through Adam and by his own choice, and cannot, in this state, glorify God (Romans 3:23; 5:12). In order to attain this end, man's nature and desires must be changed by a personal acceptance of Jesus Christ as Savior and Lord (Romans 5:15, 17).

The educational process must begin by leading the individual to this personal acceptance of Jesus Christ. It must present all truth as God's truth, interpret it with God's Word and seek to relate the whole person to God--spiritually, mentally, socially and physically.

God's goal for all Christians is that they become "perfect, thoroughly furnished unto all good works" (II Timothy 3:17). All activity should be designed to bring the Christian to eventual conformity to the image of Christ (Romans 8:29). Since this is God's goal, it must be the primary goal of Christian education to lead every student to continuing transformation into the image of Christ.

The Bible places the responsibility of educating children upon the parents. Parents are instructed to teach God's Word "diligently" (Deuteronomy 6:7) and to "bring them up in the nurture and admonition of the Lord" (Ephesians 6:4). The church also has an education function, which is to teach believers to "observe all things" (Matt. 28:20). The school is to function as an extension of the home and church to meet this obligation.

The culture of the home, church and school needs to be in harmony with each other in order for consistent Christian education to take place (Amos 3:3).

Standards, rules and codes of conduct will reflect the teaching of the Bible.

In the fulfillment of Biblical directives regarding the education of children (Matthew 28:19-20), the Christian school is responsible to the local church authority. The Christian school is one of the edification ministries of the church (Ephesians 4:11-16). Since all education is inherently religious, the Christian school must be immune from the authority of governmental intrusion in the exercise of its mandate.

2.2 MISSION STATEMENT OF MENTOR CHRISTIAN SCHOOL

The mission statement for Mentor Christian School is to assist parents in equipping young Christians with the tools needed to successfully perform as servants of the Lord Jesus Christ.

2.3 STATEMENT OF FAITH

We believe the Scriptures of the Old and New Testament in their original autographs to be the divinely inspired Word of God and our only rule for the Christian faith.

We believe in one God, eternally existing in three persons. God the Father, God the Son and God the Holy Spirit are co-eternal in being, co-identical in nature, co-equal in power and glory and possessing the same attributes and perfections.

We believe that God the Son, by the medium of the virgin birth, became flesh in the person of Jesus Christ in order that He might die on the cross bearing our sins as a vicarious, substitutionary sacrifice.

We believe that Jesus Christ was raised from the grave in the body of His crucifixion, ascended to God the Father, and will return for His people according to His promise.

We believe that salvation is to be received by the sinner as a free gift, which cannot be earned, and that when a person has truly received Christ he is kept by God's power and is thus secure in Christ.

Beyond this basic doctrinal foundation, the school will not seek to be divisive about such things as the church ordinances and policies, which commonly divide denominations. Students will be referred to their parents and pastors for such instruction.

2.4 GOALS OF CHRISTIAN EDUCATION

2.4.1 Goals for Spiritual Development:

1. To teach that the Bible is the only written Word of God.
2. To teach that Biblical truth is the foundation for the proper understanding of all academic subjects.
3. To teach that God is the Creator and Sustainer of the universe, life and man.
4. To teach that all men are sinners, and are unable in this condition to please God.
5. To teach that Jesus Christ is the Son of God who came to earth to die for sinners.
6. To lead each pupil into a personal relationship with Christ as his Savior.
7. To stress the responsibility of Christians to witness to the lost about them and to take the Gospel to the world.
8. To teach students the importance of regular attendance at a local church, and to emphasize the need for membership, involvement, and service in a local church.

2.4.2 Goals for Moral Development:

1. To develop a sense of right and wrong which uses the Bible as its ultimate standard.
2. To develop a Biblical conviction of sexual purity and abstinence from drugs, intoxicating beverages and tobacco.
3. To teach the application of Biblical principles to every part of daily life, producing a Christ-likeness in the student's speech and manner of life.
4. To teach the importance of fellowship with God through Bible reading, prayer, worship and service.
5. To encourage self-discipline in the student.
6. To teach a patriotic respect for our American flag, our national heroes and our historic freedoms.

2.4.3 Goals for Personal and Social Development:

1. To develop a balanced personality based upon the full utilization of the individual's God-given capacities and talents.
2. To promote the fitness, maintenance and skillful use of the body as the temple of God.

3. To teach the student to think logically and to hold his convictions under stress.
4. To prepare the student to relate properly to non-Christians and to Christians who differ in doctrine or practice.
5. To teach the manners and social graces expected of a Christian.
6. To teach separation from the world in the spirit of I John 2:15-17.

2.4.4 Academic Goals

1. To maintain high academic standards as it does the following:
 - a. teach the basic concepts of scientific investigation and to show that all scientific fact is in agreement with God's Word.
 - b. teach a knowledge of the geography and history of our state, our nation and the world.
 - c. teach our American heritage as a constitutional republic.
 - d. develop in every pupil a proficiency in the reading, writing, spelling and speaking of the English language.
 - e. teach the exactness, preciseness, and completeness in the subject matter of mathematics.
 - f. present current affairs in all fields and relate them to God's plan for men.
 - g. develop an appreciation of the fine arts.
2. To teach all subjects in their correct perspective in relation to God's Word.
3. To teach the student to work both independently and cooperatively.
4. To teach the student to apply himself to his work and to fulfill those responsibilities delegated to him.
5. To show the student his civic responsibilities and to prepare him for the obligations of adult citizenship.
6. To teach the knowledge and skills required for future study and occupational competence.
7. To teach students their responsibility as Christians to submit to and obey civil government as those who have the authority under God for our safety and protection, and the administration of justice (Romans 13:1-7).

2.4.5 Goals for the Home-School Relationship

1. To cooperate closely with parents in every phase of the student's development, especially as it relates to the school program.
2. To help parents understand the school's purpose and program.
3. To help parents understand their Biblical responsibility for the proper education and training of their children.
4. To aid families in making their homes God-centered.

3.0 ADMISSIONS PROCEDURES

The school administration determines a student's acceptance to the school based upon these admission policies. Attendance at Mentor Christian School is a privilege and not a right. A student shall be dismissed if at any time his conduct, academic progress, or cooperation with the school administration is unacceptable.

3.1 General Policies

- 3.1.1 Age Requirements: Kindergarten students must be five years old by September 30; beginning first grade students must be six years old by September 30.
- 3.1.2 Enrollment will be final when a student's transcripts have been received in the school office and all requested forms are completed and on file.
- 3.1.3 No student will be enrolled if the family seeking admission has an outstanding account at another Christian school.
- 3.1.4 MCS does not discriminate on the basis of race, color, national or ethnic origin in its admissions policies, educational policies and programs.

3.2 Spiritual Policies

- 3.2.1 Mentor Christian School is primarily for children from fundamental Christian homes where at least one parent or guardian is in basic agreement with the Christian philosophy and policies of the school.
- 3.2.2 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.
- 3.2.3 Any student who applies for admission to MCS and at least one of his parents need to be actively attending a Bible-preaching church that believes the doctrines of the historic protestant faith.

3.3 Academic Policies

- 3.3.1 Serious consideration is given to the academic background of prospective students.
- 3.3.2 Admission may be refused for several reasons:
 - 1. Poor effort and failure in grade.
 - 2. Need of special education for which Mentor Christian School is not equipped.
 - 3. Severe reading problems.
- 3.3.3 Standardized testing may be administered by Mentor Christian School as part of the admission process. The results of the testing will be used for admission, grade placement, and information to assist the student's teacher.

3.4 Conduct Policies

- 3.4.1 A student's conduct and disciplinary record will be carefully inspected before admission.
- 3.4.2 Beginning with applicants for 7th grade or higher, we will not admit students who appear to desire not to attend Mentor Christian School.
- 3.4.3 A copy of the Standards of Conduct form shall be signed by both parents and by the applying student (if he is entering the 7th grade or above) as a requirement for admission.

4.0 ACADEMIC INFORMATION

4.1 TEXTBOOKS AND WORKBOOKS

MCS spends many thousands of dollars each year on new textbooks and supplies. The school does not make a separate charge to parents for textbooks or workbooks that students use in class. Students are responsible for the proper care of any materials that are loaned to them. It is essential that students keep non-consumable textbooks in as good condition as possible.

All textbooks that are issued to students must be covered at all times. Students are not permitted to write in any textbooks. Book fines will be given at the end of the year for any books that have received undue wear or for writing in books. If books are damaged beyond repair students will be charged for replacement of the book. Students need to take care of all workbooks as well. Lost workbooks or ones with missing pages due to misuse must be replaced at the student's expense.

4.2 CLASSIFICATION OF HIGH SCHOOL STUDENTS

Students in grades 9-12 are classified based upon the number of high school credits earned:

Freshman	Less than 5.0 accumulated credits
Sophomore	Minimum of 5.0 credits
Junior	Minimum of 10.0 credits
Senior	Minimum of 15.0 credits

4.3 GRADING SCALE

Grades 1-6:

A...93-100 (Excellent)

B...84-92 (Above Average)

C...77-83 (Average)

D...70-76 (Below Average)

F...Below 70 (Failing)

Grades 7-12:

A...90-100 (Excellent)

B...80-89 (Above Average)

C...70-79 (Average)

D...60-69 (Below Average)

F...Below 60 (Failing)

Minor subjects taught at the elementary level:

O (Outstanding)- the student is performing significantly higher than the required level for the class.

S+ The student is performing higher than the required level for the class.

S (Satisfactory)- the student is performing at the required level for the class.

S- The student is performing below the required level for the class.

U (Unsatisfactory)- the student is performing significantly below the required level for the class.

4.4 ACADEMIC RECORDS/REPORT CARDS

Academic records are posted on an online gradebook. We currently use mcs.gradebookwizard.com. Report cards are issued four times each year. Students receive either letter grades or an actual numerical average on report cards beginning in first grade.

The purpose of using an online gradebook program and distributing report cards is to keep parents aware of the progress their child is making in the various areas of the curriculum, as well as to make them aware of any difficulties their child may be experiencing in conduct, social and spiritual development, etc.

Parental involvement in education is part of your spiritual responsibility and is necessary for maximum student achievement. We encourage you to review the report card with your child, praising him when appropriate or encouraging extra effort as necessary. Please feel free to contact individual teachers as needed to help you understand more fully your child's progress.

4.5 TESTING PROGRAM

MCS monitors the academic progress of students by giving annual achievement tests to all students in grades K-10. Besides measuring the achievement of individual students, this also enables us to compare the level of our students with national standards and also to evaluate our curriculum and teaching. We are thankful that our students consistently score above the national and state averages on these standardized tests. Juniors take the PSAT/NMSQT test and the ASVAB (Armed Services Vocational Aptitude and Battery). Seniors are required to take the ACT test before they are permitted to graduate. We also give school ability tests to students in grades 3, 5, 7, and 9.

Please do not schedule vacations or unnecessary absences during the testing times so that we will have complete records for your child as well as for the whole class. Advanced approval will not be granted during testing week.

4.6 HONOR AND ACHIEVEMENT ROLLS

Honor rolls are a means of encouraging students to use the abilities the Lord has given them, and rewarding those who receive above average grades. Students who all "A's" and "O's" in every subject during any of the four grading periods are placed on the "All A Honor Roll." Students who receive grades of either "A" or "B" in all major subjects are eligible for the "A-B Honor Roll." However, an "A" in a major subject must offset each grade of "C" or "S" in a minor subject. A student may not have any grades below a "C" or "S" and still be on the "A-B Honor Roll."

The Academic Achievement Roll is intended as an encouragement for all students, but especially for those who may not be able to be on one of the honor rolls. In order for a student to be on the Achievement Roll for any grading period he must go up at least one letter grade in two major academic subjects without going down a letter grade in any other major subject.

4.7 PROMOTION OF STUDENTS

Promotion of students in grades 1-8 is based on the final grades on their report card for the year. A failing grade in two major subjects or in one major subject and two minor subjects will result in a student being retained in the current grade for the following year.

The teacher and the principal may also recommend to parents that a child repeat a grade in order to help him gain important concepts and avoid frustrations at the next level. A conference will be scheduled with the teacher, parents, and principal to determine what is best for the child.

In grades 9-12 students pass or fail individual courses. Any failed course that is required for graduation must be made up before graduation. If a failed course is passed during summer school, a grade of 60% will be recorded for the course. Grade placement for secondary students is based on the total number of accumulated credits (see Section 4.2).

4.8 HIGH SCHOOL GRADUATION REQUIREMENTS

For a student to graduate from MCS he must accumulate a minimum of 22½ credits, and meet all the following specific course and credit requirements sometime during his high school career.

Course	College Prep Credits	General Track Credits
English	4	4
Speech	1	1
Bible	4	4
Science	4	3
Mathematics	4	4(beginning w/class of '14)
Social Studies	3	3
Foreign Language	2	2
Personal Finance	0.5	0.5
Economics	0.5	0.5
Physical Education	0.5	0.5
Health	0.5	0.5
Computer Applications	1	1
TOTAL	25	24

Quality points are determined for each course successfully completed based on the final grade for the year as follows:

- A = 4 quality points
- B = 3 quality points
- C = 2 quality points
- D = 1 quality points
- F = 0 quality points

Final grade point averages (GPA) for each student are calculated from the quality points and total credits attempted. All courses are included in the GPA.

4.9 MUSIC PROGRAM

No school would be complete without a solid, Christ-honoring music program. Students learn that music should reflect the beauty and holiness of God, and music meant for worship glorifies God and not self.

Music classes are part of the curriculum for students in grades K-8. Our band program begins in grade 4. Optional choirs and bands are available in grades 9-12. No charge is made for these classes. Private voice and instrumental lessons are available during the school day at additional cost.

4.10 PHYSICAL EDUCATION PROGRAM

As a part of our total education program, students in grades K-10 have PE. We have a responsibility to care for and develop that which the Lord has given us. Various activities are provided within the developmental level of students to assist them in developing lifelong habits of exercise. Students enrolled in PE classes are required to have appropriate clothes and shoes for the activities. The gym teacher will give specific instructions regarding appropriate physical education dress.

4.11 LIBRARY

The library is available for student use during the school year. Students in the elementary grades have a weekly library time when they can find out about the library and check out books. We appreciate the work of our volunteer librarians who work with students and assist in cataloging and maintaining the library.

Kindergarten and 1st grade students are allowed to borrow one book at a time. Students in grades 2-6 may borrow two library books out at a time. Junior high and high school students may borrow up to three books. All students have a two-week loan period. Books may be renewed one time only for an additional two weeks. Reference books and magazines may never go out of the library, unless marked otherwise.

Students with overdue books or fines may not borrow again until the fine is paid. Students with three overdue fines in one year will not be allowed to borrow for the rest of the year. Fines are 25¢ per week per book. Should a book or a fine become two weeks past due, an overdue notice requiring the parent's signature will be sent.

4.12 HOMEWORK

Homework is an important part of the school program because it helps students in mastering material already covered in class. It also provides a way for slower students to gain extra practice, or to complete assignments that they were unable to finish in class.

Parents can assist their child in the development of personal responsibility by helping him develop the habit of completing and returning homework assignments each day. We urge you to assist your child in learning that he is responsible for seeing that books and assignments are returned to school on time.

Good ways of aiding your child in homework are listed below.

1. Find a quiet place for the child to do his homework where minimal distractions can occur.
2. Encourage him to stay on task.
3. Establish a nightly routine for homework. Have the student do homework at the same time each evening if possible.
4. The child needs to work independently on the homework. Make yourself available to answer a child's question about a homework problem, but do not sit down and do the work with your child, and do not do the work for your child. A teacher needs to check the student's understanding, not the parent's understanding on a problem. Teachers will not give credit for work completed by a parent! If the child is consistently stuck on the homework, contact the teacher.
5. When the child finishes the work, you may check how he did and even tell him which sections are wrong. Have him go back and make corrections without your giving him the correct answers. Help him with errors in understanding to get the answers, and then have him work it out on his own.
6. Be balanced. The student should do more than just homework when he gets home. Provide adequate play and family time as well.
7. Send the child to bed at the appropriate time, even if he is not finished with his homework.
8. Following these guidelines will produce greater competency and improved grades.

In order to avoid conflict with church activities, homework will be limited on Wednesday evenings. Elementary students will not receive homework on Wednesday.

4.13 COMPUTER LAB

The computer lab is for students who have an assigned class in room 109A. Other students who desire to use the lab may do so on the following conditions:

1. The student has a completed computer lab admittance slip with him.
2. A teacher has brought the class to the lab for a school-related assignment.

3. The lab is open.
 - a. The lab is open during school hours when no class is in the lab.
 - b. The lab is also available from 7:45-8:15 am and from 3:15-3:55 pm.
4. The student is working on schoolwork. No personal work is to be done in the computer lab.
5. The student uses his login name and password to access the computer.
6. The student follows the instructions of teachers or lab monitors present.
7. Students must pay for all copies made (10¢ for black and white, 25¢ for color per side) except for those in a computer class (Spanish, computer applications, word processing class, personal finance/economics).
8. Installation or deletion of programs is prohibited. See Mr. Tim Hixson if there is a question or request. Any attempt at viewing objectionable websites may result in suspension or expulsion from MCS. Our networked is filtered and sites are monitored.

4.14 COURSE SELECTION AND DROP/ADD PERIOD

Electives are offered for our high school students. They make selections for the classes they wish to take at the beginning of the school year. Students are permitted to drop or add classes up until the first marking period's mid term. Students who drop a class after that time will receive a F for that course.

4.15 SUMMER SCHOOL

1. A student may take summer school if he fails to earn a passing grade for a course that is needed for credit or for promotion to the next grade level..
2. Summer school may be taken through correspondence or through a public school if a class comparable to the MCS course is available.
3. A student may not take more than two classes in summer school.
4. Regardless of where the class is taken and the grade earned, the entered grade in the MCS records will be a 60%, or the lowest passing grade on the MCS grading scale.
5. Students may also take summer school through MCS if a qualified teacher is available to teach the student.
 - a. Families will be charged \$300 for one class, \$500 for two classes. This fee is to cover the teacher's time and will become the gross income for the teacher. Families will write checks payable to Mentor Christian School so that the appropriate taxes can be deducted.
 - b. A minimum of 30 hours of comparable classroom instruction is required for each class. This does not mean that the teacher needs to be teaching the student for 30 hours, but that the equivalent of what would take place in a regular classroom plus any homework given should equal at least 30 hours.
 - c. The following two principles govern what is taught and if the student passes the course
 - i. The student demonstrates that he meets the minimum level of proficiency for that class.
 - ii. The student's performance should demonstrate that he is equipped to successfully pass the next class in that subject.

5.0 GENERAL INFORMATION

5.1 SCHOOL PERSONNEL

Faculty

- Miss Cheryl Baker – 2nd Grade
Lakeland Community College; Clearwater Christian College (BA, Elementary Education)
- Mrs. Carla Cochran -3rd Grade
Bowling Green State University (BS, Elementary Education)
- Mr. Frank Davis – 5th Grade; Assistant Principal
Lakeland Community College; Appalachian Bible Institute; Bryan College (BS, Elementary Education); Lake Erie College (MS, Education)
- Mrs. Linda Gray - Kindergarten
Lakeland Community College; Bowling Green State University (BS, El. Ed.)
- Mr. Timothy Hixson – Secondary Math
Bob Jones University (BS, Mathematics Education)
- Mrs. Barbara Seitz – Physical Education
Cleveland State University (BS, Physical Education)
- Miss Connie Simons – 1st Grade
University of Akron (BS, Elementary Education); Bob Jones University (M. Ed, Elementary Education)
- Mr. Thomas Spence - Secondary Social Studies
Clearwater Christian College (BA, Secondary Education -History)
- Mrs. Amy Stenoien – 4th Grade
Taylor University (BS, Elementary Education)
- Dr. Karalee Taylor – Secondary Science
Iowa State University (Ph. D, Molecular, Cellular and Developmental Biology)
- Mr. Jack Templeton - Music
Bob Jones University (BS, Music Education; MS Educational Leadership)
- Mrs. Jennifer Meinhardt - Secondary English
Bob Jones University (BS, History, English Education, M.Ed.)
- Mr. Timothy Meinhardt – Bible
Bob Jones University (M. Div.)
- Mrs. Connie Wack - Secondary Language Arts
The Ohio State University (BS, French Education); Lake Erie College (MS, Administration and Curriculum Development)

Staff

- Mr. Jeffrey A. Houck, Principal/Administrator
Bob Jones University (BS Accounting; MS Educational Leadership)
- Mrs. Leigh Houck, Secretary
- Mrs. Cindy Spence, Bookkeeper
- Mr. William Scholes, Custodian

School Board

- | | |
|------------------------|---------------------------|
| Dr. John Hagopian | Mr. Scott Stabler |
| Mr. Alex McLean | Mr. Dave Wickman |
| Pastor Josh Scheiderer | Mr. James Wiser, Chairman |

5.2 SCHOOL OFFICE

The school office is open between 7:50 am and 4:00 pm, Monday through Friday during the school year. If you need to contact the school for any reason, please feel free to do so during these hours. Our voice mail system is available should you need to leave a message after hours, or you may email.

All parents and visitors are required to come to the office after admission to the building. Any items to be delivered to students are to be brought to the office. No one is to go to a classroom or any other place in the building unless they receive permission from the office.

Please do not expect our office personnel to deliver items or messages of a personal nature to other parents. It is helpful if carpool messages can be called in earlier in the day, rather than near the end of school, which is usually busy and thus a difficult time to deliver such messages.

5.3 SECURITY

There is a need to establish safeguards for our school building during the school day to avoid unauthorized people from having access to our building and your children. Outside doors are locked after 8:20 am. Entrance during the school day will be only through the glass doors into the school lobby via our camera and intercom system.

The federal government has set up a “terror alert” system in order to inform citizens of the level of suspected danger from terrorists. If the alert goes to the highest level (severe), school will remain in session, but all other activities, including games, outside of an hour’s driving distance will be cancelled or postponed. In order to best ensure the safety of our students, in the event of a terror related emergency the school will follow the directions given by local, state, and federal law enforcement officials.

In the event of a local terror attack or suspected terror attack, students would be sent to the gym, and may be picked up by parents if it is safe to do so. The Mentor Christian School campus is outside the Perry Nuclear Power Plant’s 10-mile evacuation radius.

Parental communication will be given if at any time the school needs to be under lockdown. School safety (lockdown) drills are held annually as mandated by the state of Ohio.

5.4 FINANCIAL INFORMATION

Just as a regular income is necessary for your family to meet its financial commitments, we depend upon the timely payment of tuitions in order for us to be able to pay our bills. Since we are a non-profit, non tax-supported organization, we rarely have excess funds to draw on in order to pay bills and salaries.

Tuitions are due the first day of each month. For those who pay on a twelve-month basis, these are due from June through May. Those on the ten-pay plan make payments from August through May. The August payment must be made before the family’s children may begin school. A late charge of \$20.00 is added to all accounts not paid by the tenth of the month. If you experience temporary difficulties in meeting tuition deadlines, please contact our bookkeeper for an alternate payment plan.

If tuition payments are 60 days in arrears and satisfactory arrangements have not been made with the principal and school board, the child will not be allowed to attend classes until one month’s tuition has been paid. Tuition must be paid in full before a child may take final exams or have 4th quarter grades scored.

Mentor Christian School has a tuition assistance program for needy families. The assistance is based upon the US Department of Health and Human Services poverty guidelines and the family's reported income on their tax return. Families may contact the office for more information or to receive a form. The deadline to apply for tuition assistance for the following school year is May 1.

We do not accept checks for less than \$5.00. Please send cash for amounts of less than \$5.00. One check may be written for multiple transactions.

Final report cards will not be issued at the end of the school year until all tuitions, penalties, and other charges have been paid. Additionally, student records will not be released to another school when an amount is still outstanding on the account.

Gifts are an important part of the school financial program. We depend on these special gifts from the Lord's people in order to meet our expenses, since tuitions alone do not meet our operating costs. We are appreciative of any extra gifts that you may be able to give to MCS as the Lord may bless you financially.

Once a child is enrolled in MCS, it is the school's expectation that the child will remain enrolled for the entire academic year and that the entire tuition amount will be paid, unless the family moves out of the northeast Ohio area or, if after a meeting with the parents, teacher(s), and administration, it is determined that it would be in the best interest of the child to have him withdraw from MCS. In these situations, there would be no financial penalty placed upon the family. We are committing ourselves towards providing the resources to equip your child for learning for the entire year.

5.5 SNOW AND EMERGENCY SCHOOL CLOSING

We will communicate to the Cleveland area television stations should we decide to close school for weather related reasons or other emergencies. The most reliable way to determine our status is to look at our website, www.mentorchristian.com for a message that school is closed.

Since road conditions vary widely over the area from which our students must travel, parents must use their discretion in keeping their child home on any day when they judge road conditions in their area to be too hazardous for travel.

5.6 SCHOOL PROGRAMS

We present several programs for parents and friends during the school year in an attempt to provide students an outlet for developing and using the various talents and abilities the Lord has given them. We believe that these programs are an important part of your child's educational and spiritual development. Please make every effort to see that he is present for these learning experiences. A sample of evening MCS programs is listed below.

1. Christmas Concert
2. Elementary Play or Music Program in the spring
4. High School Spring Concert
5. Buckeye Christian School competitions

Students who are part of a choir, band, music or speech class must be present and perform in these programs and competitions, since a major part of class time is spent preparing for participation in them. Not participating will result in a severe academic penalty.

5.7 PARENT-TEACHER CONFERENCES

Scheduled parent-teacher conferences are available around the end of the first grading period; however, parents are encouraged to maintain contact with teachers to monitor the progress of their child throughout the school year. This can be achieved through notes, phone calls, e-mails, and conferences.

If you desire to have a conference with a teacher, please contact the teacher to arrange a mutually convenient time. Please do not expect teachers to talk with you on a walk-in basis, since they have other responsibilities for which they are scheduled.

5.8 VISITING CLASSES

Periodically parents may wish to observe MCS classes to see first-hand what their child is learning. We invite you to be involved in the education of your child and to visit the classrooms. We only ask that you schedule a time to visit at least a day in advance so that the teacher and class can be prepared for your visit.

Students from other schools who are considering enrollment in Mentor Christian School or are out of town guests of a current student are permitted to visit classes if approval is secured from the principal in advance. Anyone who visits our classrooms is required to meet our dress and conduct standards.

5.9 CLOSED CAMPUS

MCS operates on a closed campus principle for grades K-11, and a modified closed campus for seniors. This means that students are required to be in school from 8:20 a.m. to 3:15 p.m. each day, regardless of the number of "free periods"--study halls, special classes, etc.--a student may have. Seniors may leave during the school day if attending a college-level class for credit.

5.10 CHAPELS

Elementary students have one chapel per week; secondary students have chapels twice a week. Chapels are part of the spiritual training of students provided by MCS, as well as a time of training in proper conduct in church services. Both school personnel and outside speakers are utilized in order to challenge and encourage students in their spiritual growth. Parents and visitors are invited to attend chapels.

5.11 LUNCH

Since we do not run a hot lunch program, students need to bring a sack lunch to school each day. Milk is available for purchase. Secondary students will be allowed to purchase milk or pop from the vending machine. Microwave ovens are available for use by secondary students only. There will be Thursday pizza days when students may purchase pizza by the slice.

5.12 LOST AND FOUND

Books and school materials are placed in the school office. Coats, gloves, and other larger items are placed in another area, and a charge of 25¢ per item is made when a student claims them. Lost and found items may be claimed through the school office between 7:50 and 8:20 am and between 3:15 and 3:30 pm.

5.13 SCHOOL COMMUNICATION

5.13.1 School phones

Since our phone lines are necessary for school business, student use of the telephones is limited to those calls that are absolutely necessary. Teacher and principal approval are required for students to use the telephones. There will be a charge of 25¢ for each call made by students for personal reasons and must be paid at the time the call is placed. Students are not permitted to use a cell phone during the school day.

(8:20-3:15). Violations of this policy will result in confiscation of the student's phone, to be returned at the request of the parent.

Students or teachers will not be called to the phone during the day except for emergencies. We will leave messages for them to return calls when they are available. We encourage you to use e-mail to communicate with teachers during the school day.

5.13.2 Written Communication

Regular school announcements (The *Communicator*) are emailed every other Friday during the school year. Elementary students will have a weekly folder sent home each Friday. Special announcements may also be sent home periodically. These announcements contain essential information for parents. Please read what is sent home to you!

On the secondary level, the oldest child from each family will be responsible for school communication, which is usually sent home in a "family envelope." The envelope must be signed by a parent and returned to school the next school day. Failure to return the envelope promptly will be cause for discipline. There will be a charge made for lost or damaged envelopes. Please do not sign the envelope until *after* you have removed all contents from the envelope.

5.13.3 School Websites

The school website, www.mentorchristian.com, provides information that is helpful to parents, students, and friends of MCS. MCS.gradebookwizard.com is our online gradebook. This site contains other helpful information of an academic nature. Up-coming tests and projects are announced on this site, as well as homework help.

5.13.4 Teachers' e-mail addresses

Each teacher and staff member has his own school e-mail address. The address is the initial of the teacher's first name, his last name, followed by @mentorchristian.com. For example, Mr. Houck's e-mail address is jhouck@mentorchristian.com.

5.14 FAMILY COMMUNICATION

We like to consider those involved in MCS as part of a large family. Each one of us is different, yet in Christ we are all part of one Body. Sometimes there are disagreements, hurt feelings, and misunderstandings between members of the Body. Sometimes one member finds fault in another due to some real or perceived sin. How should these things be handled?

Scripture makes it clear that direct confrontation done in love is the only godly way to handle situations that require correction. The school may need to become involved in certain serious situations, but only after direct confrontation has taken place.

Issues regarding students need to be brought to the attention of the student and his parents. Issues regarding a teacher or class need to be brought to the attention of that teacher. If direct confrontation does not produce an appropriate biblical outcome, the principal may be consulted. The school board may be contacted after both direct confrontation and principal consultation fail to bring about a biblical resolution to the matter. Correspondence must go through the principal who will forward the letter to the board. Matters between members of the same church should be brought to the attention of their pastor.

5.15 STUDENT COMMUNICATION

There are many ways with which people communicate today: oral, written, and electronic. God's Word tells us in Ephesians 4:29 to "let no corrupt communication proceed out of your mouth [letter, e-mail, blog, etc.], but that which is good to the use of edifying, that it may minister grace to the hearers. Colossians 3:8 tells us to "put off... filthy communication." Communication that is filthy does not lift others up spiritually.

MCS students who use various means of communication to tear down God's people or His institutions will be disciplined by the school. Communication that conveys an antagonistic attitude towards MCS will be grounds for expulsion. All corrupt communication will be dealt with in a biblical manner and according to school policy.

5.16 STUDENT MEDICATIONS

The school office must dispense any medication that students need to take during school hours. Send the medication in a container that is clearly labeled with the student's name, medication's identification, and dosage to the office, along with a permission note from a parent or guardian. Students may not have medication, including aspirin, Tylenol, allergy medicines or treatments, or any over-the-counter or prescription medicines in their possession at any time.

5.17 PROHIBITED ITEMS

Students may not have the following items in their possession at school:

- Gum
- Knives or other sharp objects
- Guns (including paint ball guns) or explosives
- Drugs, drug paraphernalia, alcoholic beverages, etc.
- Medications, including aspirin, Tylenol, etc.
- Media not required for class or approved of by the English or music department
- Matches, lighters, cigarettes, or smoking materials
- Electronic games (before 3:30) or radios, MP3 players, etc.
- Recording or playback devices without administrative approval
- Rock music, including so-called "Christian rock"
- Playing cards (type used for gambling)

Any item that is dangerous, illegal, or inappropriate for Christians to possess

The MCS policy regarding student use of electronic media is given below:

During the school day (8:20-3:15):

Students may use electronic media only for school related purposes and only with the teacher's permission.

After school (waiting to be picked up):

Students may use electronic media.

On field trips, athletic trips, etc.:

Students may use electronic media with the trip leader's permission.

At any school-related functions, during the school day, after school pick-up, transportation, field trips, games, etc:

Students may be asked to reveal what they are viewing or watching. Any inappropriate behavior may result in the electronic media being confiscated; other disciplinary action may follow. Students are

never permitted to view or to listen to anything which goes against Christian morals or the MCS standards of conduct.

5.18 VEHICLES AND STUDENT DRIVERS

Students with a valid driver's license are permitted to drive to school. Their vehicles must be registered with the school within one week of the beginning of the school year, or the time they begin driving. Forms are available in the school office for registering vehicles, along with school regulations regarding parking and driving requirements. Students are not permitted to go to their cars during the school day without permission from the principal. If there is a change in the vehicle that a student drives to school he will need to register the new vehicle with the office.

Student drivers must obey school driving rules in order to be permitted to drive to and from school.

1. Drive slowly and carefully (speed limit is 10 mph).
2. Park in the area designated for student vehicles. Keep off the grass and sidewalk.
3. After parking, go directly to the school building. No loitering is permitted.
4. Vehicles are off limits for the entire school day.
5. Students are to leave school immediately if not involved in an after school activity.
6. Students must have a valid license and Ohio approved insurance in order to drive.
7. The elementary parking lot is not to be used as a thoroughfare.
8. Student drivers receiving multiple tickets by police while driving to or from school will have their school driving privileges suspended or revoked.
9. Student drivers failing to comply with these rules will receive disciplinary action, which may include suspension or revocation of driving privileges.

6.0 ATTENDANCE REQUIREMENTS

6.1 SCHOOL ABSENCES

6.1.1 Excused Absences

It is important for students to be present in school whenever possible if they are to gain the maximum benefit from their education. Additionally, children need to be trained to develop the character involved in faithfulness and consistency in all areas of life. We urge parents to see that their children attend regularly. Of course, illnesses occur that necessitate students to miss school. Please use your discretion in determining when it is necessary for your child to remain home so that he does not needlessly expose others to germs and illness. A child who is vomiting or has a fever above 100°F is not permitted in school.

Whenever a child is going to be absent from school, the parent must call the office by 8:30 that morning. The office must receive a note signed by a parent or guardian stating the reason for the absence the day he returns to school or an e-mail from the parent's e-mail address. Excused absences, according to the Ohio Administrative Code, may be allowed for the following reasons:

- a. Personal illness
- b. Illness in the family (only legal for children fourteen years of age or older who need to care for younger children)
- c. Quarantine of the home
- d. Death of a relative (limited to three days, unless there are unusual circumstances)
- e. Work at home due to the absence of parents or guardians
- f. Observance of religious holidays
- g. Emergency or a set of circumstances that the school officials believe are sufficient reason for absence from school.

Students are allowed one day for each day absent to make up missed work if the absence is excused and advanced approval was not required. If work is not made up in the allotted time, students will receive a maximum grade of 59% (69% for elementary) for the late work. It is the student's responsibility to see the work is made up. Students need to make up missed tests or projects the day they return to school if those events were scheduled for the 1st day that the student was absent. Students who are absent the day before a test and return the day of the test will be required to take the test the next school day. (If a student is absent on Thursday and a Science test has been scheduled for Friday, the student will be required to take the test on Monday). If a student is leaving due to an early dismissal and has a test that day, he needs to take the test *before* he leaves for the day. If a student is tardy and missed a test due to the tardy, he will be required to take the test *by the end of that day*. These procedures will be the same for whole-day absences as well as for early dismissals or tardies.

Unexcused absences will result in an academic penalty of "F" for late work handed in. All assignments must be turned in whether the absence was excused or unexcused.

A student must be in school a minimum of 3 hours in order to receive credit for one-half day school attendance. He must be present in school a minimum of 4½ hours in order to receive credit for a whole day's attendance. Any student who misses 3 hours of school will be marked as absent for one-half day. Students may not attend or participate in athletic events or programs on days in which they were not in school for at least a half day.

A doctor's excuse is required whenever a student is absent five or more school days in succession. The number of excused absences (including advanced approval) permitted for the school year is 15 unless there is a serious or prolonged illness or accident. Any absences in excess of 15 will require a doctor's

excuse for it to be counted as excused. Chronic absences may result in failure for the school year, withdrawal of the pupil from school, or making up the attendance deficit in the summer with an extra per day charge applied.

6.1.2 Advanced Approval

Parents who desire their child to be excused from attendance for other than those reasons stated above must request that administrative approval be granted for those absences at least three school days in advance in a letter directed to the homeroom teacher. The letter must be signed by a parent or guardian, and must state the reason for the desired absence. The principal must approve all requests for excused absences, based on the student's grades and the nature of the absence. Excused absences will not be granted for activities deemed to be frivolous or if the student has already been absent 15 days. Excused absences will not be granted during Stanford Achievement Testing week, during semester exams for secondary students, during required events for students and are discouraged for elementary students during the last five days of each semester. They will also not be allowed if students' grades are below average. A maximum of five days per year is allowed for such absences from school. These allowed days are not to be perceived as entitlements for an extra vacation, since the school already has planned vacations for Christmas, Easter and summer. Try to avoid using these days if at all possible.

All classwork, homework, etc. are due the day the student returns to school. Tests must be made up by the second day that the student returns to school. Any work completed beyond that time will receive a maximum grade of the highest failing grade for the class.

6.1.3 Penalties

Students will receive a detention for each unexcused absence. After five detentions in a semester, a student will receive a one-day suspension for each of the next three additional unexcused absences. After these eight unexcused absences, school board action may result in expulsion from school.

6.2 TARDINESS

Being on time in meeting responsibilities is an important part of the training of children. Christians especially need to be careful that they fulfill commitments in a timely fashion as a part of their testimony. Failure to do so is inconsiderate of the time of others. At the beginning of each school day, important announcements and devotions are given. A good idea to prevent tardiness would be to arrive at least 10 minutes early to school each day. Any student who is not in his classroom at 8:20 am is tardy to school.

Tardiness to school will be excused for the following reasons:

- a. Car trouble
- b. Accidents
- c. Poor driving conditions
- d. Other legitimate reasons if approved by the principal

Unexcused tardiness to school during any marking period for secondary students will be handled as follows:

- a. First offense: warning slip issued.
- b. Second through fourth offenses: one detention for each offense.
- c. Fifth through seventh offenses: one-half day in-school suspension each time.
- d. Eighth through tenth offenses: one whole day in-school suspension each time.
- e. Eleventh offense: requires school board action; possible expulsion.

6.3 REQUESTS FOR EARLY DISMISSAL

If a student needs to be dismissed early from school a signed note must be sent to the office giving permission from a parent or guardian for the child to leave early, stating the reason for the request and the time that he should leave. The office must know who is picking up the student. The person who is taking him must sign out the student in the school office before the student may leave school. We cannot interrupt class to dismiss a student; he will be dismissed at the end of the class period. Please do not go to the classroom for the student; office personnel will get him for you. Please do not request early dismissal for unnecessary reasons. Matters of personal business that could be accomplished at a time other than school hours will not be excused. Students are not permitted to leave early to go to work.

6.4 WITHDRAWAL OF STUDENTS

Should it become necessary to withdraw a student from MCS, it is the responsibility of the parents to notify the school office in writing of their intent. Tuition in such cases is due through the month of official notification of the withdrawal, and will be calculated on a monthly basis according to the 10-month payment plan. Excess tuition paid will be reimbursed only at the parent's request. A student may not be re-admitted to MCS during the academic year once he has withdrawn.

6.5 CHURCH ATTENDANCE

Hebrews 10:25 says, "Not forsaking the assembling of ourselves together, as the manner of some is; but exhorting one another: and so much the more, as ye see the day approaching." Faithful attendance at a good, Bible-teaching church is more important than attendance in a Christian school. Mentor Christian School supports, encourages, and requires church attendance by its students.

Students in grades 7-12 are required to complete a church attendance form for each month. The form is due to his Bible class teacher the next school day following the last Sunday of the month. Those students who fail to attend at least four Sunday services a month shall be placed on spiritual probation, with possible expulsion should attendance not improve.

7.0 STUDENT DRESS AND APPEARANCE

Standards of modesty, neatness and appropriateness must be maintained in order for a student to have a positive testimony and to perform academically at an optimum level. In considering appropriate dress for school, one should look for clothes that are simple, tasteful, conservative, and not too casual. To help students in these areas MCS has established these requirements. Parents need to support these standards by seeing that their children meet them before they leave home for the school day.

7.1 Grades K-6

Girls

1. Skirts or dresses are required for all school activities except for gym classes or when specifically told otherwise. Skirts may be no shorter than 2 inches above the top of the knee for K-4th grade girls; skirts must come to the bottom of the knee for 5th and 6th grade girls. Skirts must be loose-fitting, hems may not be frayed, and no visible pockets or loops below the waistline (cargo skirts).
2. Blouses may not be t-shirts or have the appearance of a t-shirt, except for PE.
3. Slacks may be worn under skirts to and from school and during recess in cold weather, but may not be worn during school.
4. Socks, leotards, etc. must be worn. Nylons are not permitted.
5. Properly fastened shoes must be worn. Sport or beach type sandals are not permitted. A separate pair of non-marking gym shoes for PE classes is required.
6. Makeup and nail polish are not permitted.

Boys

1. Hair must be neatly trimmed and tapered on the sides and back; it may not hang over the ears or eyes, and must be off the collar and be neatly combed. Layered haircuts, perms or dyes are not permitted.
2. Pants will be worn at the natural waist and must be hemmed so that they do not drag on the floor. K-2nd grade boys in may wear nice shorts that come to the knee during warm weather. Blue denim is not permitted. Pants may not have visible pockets or loops on the legs (cargo pants).
3. Socks and properly fastened shoes must be worn. Sandals are not permitted. A separate pair of non-marking gym shoes for PE classes is required.
4. T-shirts are not permitted, except for PE. Shirttails must be tucked inside pants at all times.
5. A watch and medical identification are the only acceptable jewelry.

7.2 Grades 7-12

Girls

1. Dresses or skirts are required, except for PE. They must be long enough to come to the bottom of the knee at *all* times, including when seated. Slits may not come higher than the bottom of the knee. Skirts must be loose-fitting, with the ability to pinch at least an inch of material without it snapping back (not form-fitting). Hems may not be frayed. Denim skirts and skirts with visible pockets or loops below the waistline (cargo skirts) are not permitted.
2. Blouses must be loose-fitting, being able to pinch at least an inch of material without it snapping back (not form-fitting). They must be long enough to be tucked in and have sleeves. T-shirts or shirts that look like them are not permitted. Necklines may not come below four closed horizontal fingers from the bottom of the collarbone. Slips are required under translucent blouses.
3. Hair must be one color and be neatly styled and combed without hanging in the face. Hairstyles may not be outlandish.
4. Makeup, including nail polish, is not permitted for 7th-8th grade girls. 9th-12th grade girls may wear make-up in tasteful amounts. Nail polish is permitted if its color is clear, natural, soft or subtle.
5. Gaudy or distracting jewelry is not permitted.

6. Properly fastened shoes must be worn. Athletic style shoes, including white canvas shoes, sport and beach sandals or flip-flops are not acceptable. Students enrolled in PE classes must have a separate pair of non-marking athletic shoes.
7. T shirts, warm-ups or shorts that come to the knee are acceptable for PE and athletic practices.

Boys

1. Hair must be neatly combed, trimmed off the ears, eyes, and collar, and tapered on the sides and back. This means that the hair that is on the back of a student's head should not be visible to him when he is looking directly in front of a mirror. Sideburns may not be longer than the bottom of the ear hole. No perms, coloring, layers, facial hair, or extreme styles permitted.
2. Denim, camouflage, or work style pants are not permitted. Pants may not have visible pockets or loops on the legs (cargo pants); they may not drag on the floor, and are to be worn at the natural waistline with a belt and not be frayed. Tight and outlandish styles are not permitted.
3. A shirt and tie are required on chapel days. Ties must be worn properly with the top button of shirts buttoned. On other days boys may wear polo shirts or oxford shirts with a fold-down collar. Shirrtails must be tucked-in.
4. Properly fastened shoes and socks must be worn. Athletic style footwear, sandals and flip-flops are not permitted. Students enrolled in PE classes must have a separate pair of non-marking athletic shoes.
5. A watch, class ring and medical identification are the only acceptable jewelry.

General Requirements for Everyone

1. Students are to dress in a way that avoids bringing attention to self.
2. Jackets, coats, fleeces or sweatshirts other than official MCS apparel may not be worn during the school day.
3. Clothing may not have offensive writing.
4. Parents who help in the classroom or on field trips must abide by MCS dress standards.

Students must arrive and depart school in proper attire and must be in school dress for all school-sponsored activities, including performing or attending school programs and field trips, unless specifically told otherwise. For athletic events, both home and away, young ladies are permitted to wear modest loose-fitting slacks (not jeans or denim), and men do not need to wear ties or school shoes.

Ultimately, the school administration will judge the appropriateness of a person's attire for school.

First-time offenders will be warned and may need to change clothes immediately, even if it means having acceptable clothes brought from home. Future violations result in automatic detentions along with possible changing into acceptable clothes. Five dress code violations in a semester result in an in-school suspension. When a dress code violation is received, a notification form is issued to the student that must be signed by the parent and returned by the next school day.

8.0 STANDARDS OF CONDUCT

A Christian school should have an atmosphere that is conducive to the spiritual growth and development of its students. The following standards are necessary so that such an atmosphere can be present at MCS. Rebellion or antagonism toward these standards demonstrates a desire to no longer be associated with Mentor Christian School.

Good behavior must come from the heart in love and obedience to Jesus Christ and should not be mere conformity to man-made regulations. However, in order to remain as students at MCS, our young men and women are expected to observe the following general items of conduct:

1. Respect the authority of those who are over them and graciously accept correction.
2. Honor, respect, and obey parents, teachers, staff, and civil authorities.
3. Attend regularly a Bible-teaching and preaching church.
4. Seek to spend personal time with the Lord each day in Bible reading and prayer.
5. Seek to be an example of the believers in everything they do.
6. Seek to serve others in a spirit of humility.
7. Seek to be a verbal witness and testimony to the lost.
8. Adhere to the dress standards of the school.
9. Abstain from listening to ungodly music or influencing other students to do so.
10. Abstain from attending or participating in dances, rock concerts, etc.
11. Abstain from the use or possession of alcohol, tobacco, or drugs.
12. Refrain from any physical contact with the opposite sex. Couples should seek to limit any appearance of evil by avoiding situations when they are alone together.
13. Respect the property of the school and of others.
14. Refrain from lying, cheating, stealing, and obscene or suggestive language, gestures, jokes, or materials.
15. Refrain from viewing and discussing unwholesome forms of entertainment that go against biblical morals and decency.

Christians need to maintain high standards of courtesy and kindness, morality and honesty. We desire our young people to provide good examples of leadership to their peers as well as to younger students.

All parents and students in grades 7-12 must sign the Standards of Conduct form at the beginning of each school year.

9.0 DISCIPLINE

9.1 GENERAL REMARKS

Conduct and obedience should distinguish Christians apart from the unsaved. The only biblical command given directly to children is to obey those who are over them. Especially in a day when permissiveness is common we need to be diligent in teaching children to conduct themselves in a manner that is fitting before the Lord. Punishment and encouragement are necessary components of any discipline system. An approach that is all talk without action fosters disrespect and permissiveness, while an all-negative approach fails to communicate love and concern.

In order to avoid undermining the authority of teachers and administration, parents need to support actions taken at school in their own attitude and conversations with their child. We encourage you to call or visit the school to discuss any questions or differences you may have with the handling of a particular situation involving your child.

9.1.1 Elementary

The classroom teacher will deal with most discipline infractions. Students may be warned, lose a portion of their recess time, or some other discipline will occur. Serious infractions will be dealt with by the administration.

9.1.2 Secondary

There are basically two types of infractions: those dealing with irresponsibility and those dealing with rebellion. Irresponsible acts, such as forgetting homework, not having a book covered, not having required materials for a class, etc. will be handled by the classroom teacher and may affect the student's quarterly grade. Minor acts of rebellion, including multiple "forgetting" and violations of certain parts of the MCS Standards of Conduct, will result in the assigning of a detention for each occurrence. Detentions will be served after school on the next school day after they are assigned, and will last for thirty minutes from the time that the student actually begins serving the detention, which is normally at 3:20. Detentions take precedence over all other plans or activities, including sporting events, work schedule, car pooling rides, etc. Please make arrangements with your car pool should your child have a detention. A parent is permitted to request a rescheduling of one detention per semester. Athletes who are assigned a detention on the day of a game will still have to serve the detention on that day, unless his absence would result in MCS forfeiting the game due to not enough players. The athlete would have to find some other approved mode of transportation should the game be away. A detention notice is sent home to parents on the day of the offense, and must be returned signed the next school day. The detention slip is not a permission slip; it must be signed to acknowledge that the parent knows about the detention.

Students may be suspended should certain serious discipline offenses occur, or if multiple violations of the same offense occur which demonstrate that the detention system is not getting the student's attention. Continuing detentions (10 or more in a semester) will result in receiving an in-school suspension.

Where a continuing problem is encountered with a pupil's conduct or attitude parents will be contacted to arrange a conference with school personnel. If continuing misbehavior or attitude is detrimental to the maintaining of a healthy school atmosphere or presents a wrong example to other students, a child may be placed on spiritual or disciplinary probation, suspended, or expelled. In addition, a student may be suspended or expelled from the school for specific serious acts that violate school rules or standards, or biblical moral principles.

9.1.3 Sample List of Offensive Behavior and their Consequences

Academic Penalty:

1. Not having work in on time
2. Being unprepared for class

Detention Offenses:

1. Inappropriate conduct on campus
2. Talking without permission
3. Failure to follow direct instructions given by a staff member
4. More than one dress code violation in a semester
5. More than one tardy in a grading period
6. Objectionable words, phrases or symbols
7. Gum on campus, food or drink in class
8. Minor breach of social regulations

Suspension:

1. Major breach of social regulations
2. Vandalism
3. Listening to or possessing rock or "Christian" rock music or ungodly music on campus or school-related functions.
4. Pornography
5. Plagiarism
6. Cheating (will also receive a 0 for the assignment)
7. Stealing (must make restitution)
8. Disrespect to a staff member
9. Gambling
10. Use of tobacco (at or away from school)
11. Fighting
12. Vulgarity or profanity (speech or actions)
13. Lying and deception
14. Possession of a weapon
15. Installing/removing software or files on school computers

Expulsion:

1. Use of drugs or alcohol (at or away from school)
2. Immorality (at or away from school)
3. Not attending church on a regular basis

9.2 EXPULSION

The school board may expel a student from MCS on a recommendation by the principal. Expulsion may be for academic, disciplinary, or moral reasons. In cases of expulsion, parents are responsible for the tuition for the entire academic year.

9.3 PROBATION

There are three types of probation: academic, disciplinary, and spiritual. Students are placed on probation in an attempt to help them in developing godly character that will continue after they leave MCS. The actual procedures and requirements depend upon the particular type of probation involved.

9.3.1 Academic Probation

Students who are performing poorly in studies may be placed on academic probation for one grading period, and the probation may be renewed for an additional grading period. If improvement has not been demonstrated after two grading periods of probation, he may be dismissed from the school.

Students on academic probation may not hold offices in school organizations or their class during the probation period. They may not be a member of a sports team nor participate in practices or games.

9.3.2 Disciplinary Probation

Disciplinary probation is for students involved in a single serious offense or who show a pattern of continuing conduct problems. It is for the remainder of the semester, or, if placed on probation later in a semester, may extend into part or all of the following semester. While a student is on disciplinary probation, any serious disciplinary offense or series of offenses may be cause for expulsion from the school. In addition, if improvement in conduct is not observed during the probation period the student may be expelled.

Students on disciplinary probation may not hold an office for any school organization or class, and may not be a member of the American Christian Honor Society, school athletic team or represent the school in any other official manner.

9.3.3 Spiritual Probation

The school board, on recommendation by the administration and faculty, may place a student on spiritual probation if they agree that his attitudes, conduct, etc. are not in agreement with the school's standards. It will be for the current semester or, if near the conclusion of a semester, for any portion of the succeeding semester as well. Specific things to be considered will be regular church attendance, general spiritual concern and attitudes in class, and attitude in chapel and Bible class.

Students on spiritual probation may not hold an office for any school organization or class, and may not be a member of the American Christian Honor Society. Failure to show satisfactory improvement in spiritual attitude will result in the child being dropped from the school or being rejected for re-enrollment. Students on spiritual probation are required to attend at least 6 Sunday services per month.

10.0 EXTRA CURRICULAR ACTIVITIES

10.1 BCSA COMPETITIONS

Mentor Christian School is affiliated with the Buckeye Christian School Association (BCSA). One of the benefits of this organization is the opportunity afforded for elementary and secondary students to compete in various competitions throughout the school year. Elementary students compete in a speech or poetry contest and a spelling bee in November. Secondary students participate in academic and fine arts competitions that begin in February. BCSA winners have the opportunity to compete at the national level in the American Association of Christian School's national competition. MCS also competes in the BCSA track and field meet and the golf tournament.

10.2 ATHLETICS

The following are the interscholastic offerings for students of Mentor Christian School:

Boys:

Junior High Soccer (Grades 6-8)

Varsity Soccer (Grades 9-12)

Junior High Basketball (Grades 7-8)

Varsity Basketball (Grades 9-12)

Varsity Baseball (Grades 8-12)

Girls:

Junior High Volleyball (Grades 6-8)

Varsity Volleyball (Grades 9-12)

Varsity Basketball (Grades 9-12)

Varsity Cheerleading (Grades 9-12)

The intent of the athletic program of MCS is to provide opportunities for developing strong Christian character in both participants and spectators, and to assist athletes in their physical, emotional, and spiritual development as they become servant-leaders for Christ. The athletic program is intended to supplement the academic program of the school.

No student will be permitted to practice or participate in any sport unless he has first passed an athletic physical from a physician and submitted the completed form to the school office indicating that he is physically capable of the rigors of the sport. Such physicals must be repeated annually, and are in effect for all sports in which the student participates during the school year.

Because of the number of uniforms available and transportation requirements, it may be necessary for coaches and the athletic director to make decisions regarding team personnel. Those who do not make the team may be permitted to continue to practice so that they can improve their skills, but will probably not have an opportunity to play. The decisions of the coaches and athletic director are final.

Members of athletic teams must meet the academic eligibility requirements (see Section 10.6) in order to be able to continue to practice or play in scheduled games. Coaches and the athletic director may replace students on a team if they continually fail to meet eligibility requirements.

Coaches, in consultation with the athletic director, may make any necessary team rules. A student may be removed from the team for serious or repeated violations of team rules, a testimony detrimental to the school's testimony, or for a negative, complaining, or divisive attitude. Such dismissal requires the agreement of the athletic director and principal. Athletes are expected to travel to any games on the transportation provided by the school unless there is written permission from parents that is approved by the principal. Male and female students may not sit together for travel, whether in private vehicles or on the bus. No student drivers will be permitted to transport other students to or from athletic events.

While attending an MCS sporting event, all spectators need to follow these guidelines:

1. Students are required to and family members are expected to adhere to the school dress code.

2. All spectators will direct their energy toward encouraging the players to do their best in the game.
 - a) They will not make any remarks to the coaches or officials.
 - b) They will not yell at or put-down any of the players.
 - c) They will not “boo” or taunt the other team or players in any way.
 - d) They will show support for all players that become injured during the game.
 - e) They will not begin any arguments with fans of the other team.

10.3 CHEERLEADERS

Cheerleaders will be chosen by try-outs to fill the number of available positions on the squad. The try-out will include participation in a group cheer and performing an individual cheer. The try-outs will be before a panel of judges composed of the athletic director, the cheerleading adviser, and others who may be asked to serve on the panel. No parents or relatives of girls trying out may serve on the panel. No spectators are allowed in the room during tryouts.

10.4 HONOR SOCIETY

High school students are selected for the American Christian Honor Society based upon their excellence in academics, service, leadership, and spirituality. Members serve the school by ushering for the programs of the school, as well as several other functions that benefit the student body.

10.5 YEARBOOK

Each year the yearbook staff produces our school yearbook. The yearbook staff is composed of students in grades 9-12, and it works under the supervision of a faculty adviser. Their responsibilities include writing material, page layout, advertisement sales, and photography. Students who are not able to take yearbook as a class may be able to assist in producing the yearbook.

10.6 ELIGIBILITY

In order to continue to participate in various extra-curricular activities students are required to maintain acceptable grades in their academic classes. Eligibility is computed every Friday, beginning the fourth Friday of the fall semester. An eligibility week runs from Saturday through Friday. Eligibility is cumulative through each semester up until the 2nd and 4th quarter progress report. The spring semester’s eligibility period begins on the 2nd Friday.

Students who have two D’s or one F in a major subject at the end of the week are ineligible for the following week. This means that they may not participate in athletic practices, scheduled games, or any other function of the extra-curricular activity. Time that would have been spent on attending practices should be used by the ineligible student for improving his grades. Eligibility requirements apply to players, cheerleaders, statisticians, and student managers.

10.7 SERVICE PROJECTS

We encourage our high school students, especially our juniors and seniors, to participate in projects that benefit MCS. Students serve as teacher helpers, maintenance helpers, athletic helpers, etc. Students have opportunity to sign-up for these projects at the beginning of the school year. Projects may require anywhere from one period per week to one period per day. We appreciate all our students who volunteer for this ministry.