

FAMILY MANUAL



Excellence in Education with a Biblical Worldview

**Mentor Christian School
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ABOUT MCS

The work of the Christian school is an extension of the Christian educational ministries of the Christian home and the church. Therefore, the purpose of Christian education is to develop students who know God personally through repentance of sin and faith in Jesus Christ as Savior. In addition, Christian education encourages students to practice obedience to and communion with God and to learn to imitate God's character and His works. Ultimately, this imitation will result in devotion and service that bring the glory to God that He deserves.

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. Those who shared this burden prayerfully investigated the possibility of beginning a Christian school. Pastor John Ashbrook preached about the need for Christian education, and Mr. Thomas Hurst (Church Elder and School Board member) attended several conferences on Christian schools to gain insights into the Christian School Movement.

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, and Rosalee Judy was the first teacher. As the Lord prospered the ministry, one grade and one teacher was added each year until 1980 when the first class 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; and in its early years, MCS was state-inspected and chartered. Later, however, fearing the real threat of government encroachment, MCS returned its state charter. Attorney 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 sixth grade. At this time, 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. They had served as a temporary schoolroom following a tornado that ravaged the area; we were able to purchase the buildings for 25 percent of the asking price, and even considering the expense of moving the buildings here, the total cost was only \$19 per 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, Mr. Jeffrey Houck, and Mr. Frank Davis. Mrs. Marjorie Hurst and Mr. Frank Davis also served as assistant principals.

MCS 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). True education is Biblical since 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.

Just as Jesus increased in wisdom and stature and in favor with God and man, MCS students will increase in Christ-like development as teachers work with local churches to assist parents in educating their children in an environment of Christ-like love and discipline. Building

on God's foundation of redemption and His process of sanctification, MCS teachers will provide learning opportunities for students to construct holy lives characterized by spiritual, intellectual, physical, and social growth. The end goal is glorification of the Creator God and evangelism of the unsaved world. Excellence in education with a Biblical worldview will be the hallmark of all student learning at MCS.

The Christian philosophy of education has as its foundation several premises about God:

- God is the essence and source of all truth;
- Reverential fear of God is the beginning of wisdom, understanding, and knowledge (Psalm 111:10; Proverbs 1:7; 9:10);
- Christ is the Way, the Truth, and the Life (John 14:6);
- In Christ are hid all the treasures of wisdom and knowledge (Colossians 2:3);
- Christ is the beginning of all things and by Him all things are and were created (Revelation 4:11).

The Christian philosophy of education has as its foundation several premises about man:

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

Therefore, the Christian educational process must begin by leading the individual to personal acceptance of Jesus Christ as Lord and Savior. God's goal for all Christians is that they become "perfect, thoroughly furnished unto all good works" (II Timothy 3:17). Consequently, all Christian educational activities 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. Standards, rules, and codes of conduct must reflect the teaching of the Bible.

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 their children up in the nurture and admonition of the Lord (Ephesians 6:4). The church also has an education function: to teach believers to observe all of God's commands (Matthew 28:20). The Christian school is to function as an extension of the home and church to meet this obligation. For optimal Christian education to take place, the culture of the home, church, and school needs to be in harmony (Amos 3:3).

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.

MCS Mission Statement

In Deuteronomy 6:7, God commands believers to teach His precepts diligently to their children. The mission statement of Mentor Christian School is to assist parents in the stewardship and training of their children to ensure that all students learn their need for salvation and the application of principles from the absolute truth of God's Word to practical Christian living. Consequently, all student learning experiences focus on the development of a Biblical worldview in addition to the academic, spiritual, social, and physical growth of all students as productive members of society and profitable servants of the Lord.

MCS Goals for the Home-School Relationship

The administration, faculty, and staff will prayerfully endeavor to

1. Cooperate closely with parents in every phase of the student's development.
2. Help parents understand the school's purpose and program.
3. Help parents understand their Biblical responsibility for the proper education and training of their children.
4. Aid families in making their homes God-centered.

MCS Goals of Christian Education

According to Luke 2:52, during his childhood education, Jesus Christ matured in four distinct areas: in wisdom, stature, and favor with God and man. Thus, Scripture clearly indicates the importance of developing the whole child: academically, physically, spiritually, and socially.

Goals for Academic Development

Every graduate of Mentor Christian School will be able to

1. Understand all subjects in relationship to God's Word.
2. Apply critical and creative thinking skills to solve problems.
3. Demonstrate effective oral and written communication skills.
4. Demonstrate competency in math, language, history, science and Bible in preparation for future study and occupational competence.
5. Read and comprehend narrative, descriptive, informational, and expository text at age/grade appropriate levels.
6. Analyze local, national, and world events in light of God's truth.
7. Use technology effectively.
8. Identify effective methods of personal study and apply research tools to daily study.
9. Demonstrate the ability to work effectively both independently and cooperatively.
10. Pursue excellence for God's glory.

Goals for Physical Development

Every graduate of Mentor Christian School will be able to

1. Demonstrate fitness, maintenance, and skillful use of the body as God's temple (I Corinthians 3:16-17, 6:19).
2. Develop self-control in providing the body with proper food, rest, and exercise in order to increase the capacity for work and preserve active ministry for God's glory.
3. Develop habits of regular physical exercise to help maintain lifetime physical fitness, combat emotional stress, and maximize mental acuity for the service of God.
4. Develop Biblical principles of sportsmanship, friendship, and leadership.

Goals for Spiritual Development

Every graduate of Mentor Christian School will be able to

1. Demonstrate a desire for fellowship with God through Bible reading, prayer, worship, and service.
2. Exhibit a genuine love for God and love for others (Luke 10:27).
3. Recognize the Bible as the authoritative source of faith and practice and develop Biblical convictions.
4. Demonstrate a desire to grow in both the grace and knowledge of Scripture: knowledge of God, Jesus Christ, Holy Spirit, Satan, angels, sin, salvation, church, end times.

5. Demonstrate obedience to commands and principles found in the Bible.
6. Demonstrate a burden for the unsaved by sharing personal testimonies of faith.
7. Show respect for the church through regular attendance, membership, involvement, and service in a local church.
8. Show respect and appreciation for parents, teachers, pastors, and Standards of Conduct.
9. Follow God's will for college and career decisions.
10. Practice separation from the world (I John 2:15-17).

Goals for Social Development

Every graduate of Mentor Christian School will be able to

1. Demonstrate a balanced personality based on full utilization of God-given abilities.
2. Demonstrate manners and social graces reflecting godliness.
3. Demonstrate the ability to relate properly to Christians (especially those who differ in doctrine or practice) and unbelievers.
4. Demonstrate the ability to be friendly and make friends.
5. Demonstrate patriotic respect for the American flag, its national heroes, and historic freedoms.
6. Demonstrate respect to civil government as those who have the authority under God for the safety of citizens and administration of justice (Romans 13:1-7)

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.

ABSENCES

Students must be in school a minimum of three hours in order to receive credit for one-half day school attendance. Students must be present in school a minimum of 4.5 hours in order to receive credit for a whole day's attendance. Any student who misses three 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.

Classification of Absences

Absences are classified into two categories: excused or unexcused. The office will notify teachers if the absence is classified as unexcused. Office personnel enter absences into GradeBookWizard.

Excused absences

Excused absences may be granted for the following situations:

1. Illness
2. Illness in the family if the student is at least 14 and caring for younger siblings
3. Quarantine
4. Death in family
5. Medical appointments
6. Court proceedings
7. Advance approval (See section below for specific requirements for this category.)

Excused Absence Procedures for Early Dismissal

Before homeroom, students must submit to the office a dated, written note from the parent stating the reason for the early dismissal and the time to be dismissed. Students will not be allowed to leave early without permission from parents. This applies to students 18 years of age and older. MCS operates on a closed-campus basis (students are not permitted to leave the campus without express permission from parent or guardian).

- 1 Office staff will prepare an Early Check-out Form and give to the student.
- 2 Student will give the Early Check-out Form to teachers of all classes that the student will miss during the time of the dismissal.
- 3 Teachers must initial the form and return it to the student.
- 4 Student must return with the Early Check-out Form to the office.
- 5 Students must sign out before leaving school and sign back in if he returns.
- 6 Academic work is due that day, even if the class is going to be missed.
 - Work not turned in that day will be penalized the same as an unexcused absence.
 - Tests not completed that day will be penalized the same as an unexcused absence.

Advance approval

To qualify as an excused absence, advance approval absence requests must be obtained in the office at least three school days before the anticipated date of absence.

- Parents must complete and submit "A Request for School Absence" form.
- The office will place the form in the homeroom teacher's mailbox to give to student.
- Student will notify each teacher who must record current grade of the student in the class, initial the form, and return it to the student who will return the form to the office for final approval.
- Approval must be granted from the principal's office.
- An absence is classified as **unexcused** if advance approval is not granted.
- Assignments given in advance are due the first day student returns to class.

- Tests must be made up the second day the student returns to school.
- Any work completed outside the time frame specified above will receive a maximum grade of 69% for elementary classes and 59% for secondary classes.
- A maximum of five days per year is allowed for advance approval absences.

Advance approval exceptions

- Excused absences will not be granted during the first week of school, exam weeks for high school students, or testing week.
- Excused absences will not be granted if student's grades are below average.

ACADEMICS

Mentor Christian School has a strong commitment to excellence in academics. Though we maintain a high standard of academic excellence, we also recognize that all students have been given different gifts and talents. Our goal is to provide a learning environment that will maximize individual student achievement.

The curriculum of Mentor Christian School is to be unique, specifically tailored to the needs of MCS students.

ACCREDITATION

Mentor Christian School is an applicant/candidate for accreditation with the American Association of Christian Schools. The school has documented compliance with the basic eligibility requirements for accredited schools and is in the process of completing a self-study and preparing for a peer review visit on its campus scheduled for October 30–31, 2014.

ADD/DROP CLASSES

Students are permitted to drop or add classes up until the first marking period's midterm for the first semester or the third marking period's midterm for the second semester. Students who drop a class after that time will receive an F for that course.

ADMISSIONS

The school administration determines a student's acceptance to the school based upon these admission policies. A student may be dismissed at any time if his conduct, academic progress, or cooperation with the school administration is unacceptable.

General Policies

- Kindergarten students must be five years old by September 30; beginning first grade students must be six years old by September 30.
- Documents required for admission include a birth certificate, social security number, immunization records, and, if applicable, a transcript from another school.
- 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.
- No student will be enrolled if the family seeking admission has an outstanding account at another Christian school.
- Students are placed based on previous grades and achievement test scores.
- MCS accepts students with special learning challenges on a case-by-case basis depending on available resources.
- All new students are subject to a probationary period of one quarter.

Spiritual Policies

- 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.
- Because our school is thoroughly Christian, we place an emphasis upon spiritual training. Our beliefs are based upon the Holy Bible. From God's Word we derive our standards and teach all of our students.
- Any student who applies for admission to MCS must have at least one of his parents actively attending a Bible-preaching church that believes the doctrines of the historic Protestant faith.
- Applicants for Grades 9 and higher may be admitted based on their own personal statements of faith and practice even if parents are not actively attending Bible-believing churches. However, parents still must sign an agreement to allow the student to attend MCS.

Academic Policies

- Serious consideration is given to the academic background of prospective students. Admission may be refused for several reasons:
 1. Poor effort and failure in grade
 2. Need for special education for which Mentor Christian School is not equipped
 3. Severe reading problems
- 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 teachers.

Conduct Policies

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

Transfer Students

Any student transferring in during the school year must be enrolled by the beginning of fourth quarter. Transfer students must have successfully completed school work prior to their date of their enrollment. Transfer students will generally not be accepted for just the senior year.

Nondiscriminatory policy regarding students

Mentor Christian School admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admissions policies, scholarship and loan programs, and athletic and other school-administered programs.

AFTERCARE

With a desire of ministering to families who are not able to pick up their children immediately after school and with concern for our students' safety, MCS offers an aftercare program. This program is designed to give supervision to students at a reasonable cost to families.

Details

1. Regular school hours are from 8:30 a.m.-3:15 p.m. Students may arrive as early as 7:45 a.m. and stay as late as 4:30 p.m. Students may stay as late as 5:30 p.m. with special permission from the administrator.
2. If possible, students should be picked up between 3:15 and 3:45 each day. All students (Grades K-12) still at MCS and not participating in an official MCS activity (practice, game, or teacher request) will be placed in our aftercare program.

Charges

1. Families will be charged \$1 per student per 15 minutes from 3:45 p.m.-4:30 p.m. For example, the charge for two children who are picked up at 4:20 would be \$6 (three fifteen-minute periods times two students).
2. The per-child charge from 4:30 p.m.-5:30 p.m. is \$2 per student per 15 minutes.
3. Students must be picked up by 5:30. A \$20-penalty is assessed beyond that time.
4. The children of teachers, coaches, and assistant coaches who have been approved by the school board and that are on official school business will not be charged.
5. Families with children whose siblings are participating in an official after-school activity (sports, teacher request) will pay a maximum of \$5 per day for the entire family. We want to show our desire not to penalize families with children participating in extra-curricular activities.
6. Students must remain in school dress.
7. The aftercare group can be located in Kimmel Hall. Parents may use the parking lot outside Kimmel Hall and come in the Kimmel Hall doors to sign child out of the aftercare program.
8. On days when there is a home game, aftercare will end at the start of the first game and students will be required to attend the game. You will be responsible for the gate fee or the aftercare fee, whichever is the lesser charge. Students will need to be picked up in the gymnasium or at the soccer field.

ANNOUNCEMENTS

Regular school announcements are emailed to families every Friday via SchoolCast and as necessary at other times during the school year. MCS encourages parents to read this messages carefully in order to stay informed about important school events and timely messages.

Periodically special announcements may be sent home via the youngest child in the family.

AMERICAN ASSOCIATION OF CHRISTIAN SCHOOLS (AACCS)

MCS has been accepted as a Candidate for Accreditation by the American Association of Christian Schools and is scheduled for an on-site inspection October 30–31, 2014.

ART PROGRAM

MCS offers private and group art lessons through a professional art teacher at an additional cost. Contact the school for program details.

ATHLETIC PROGRAM

MCS believes that developing Christian principles is as important to the development of an athlete as are physical and mental skills necessary to play the sport. To help strengthen self-discipline, teamwork, and godly leadership, MCS offers a variety of intramural sports at a variety of levels depending on student interest and availability.

SPORTS OFFERED AT MENTOR CHRISTIAN SCHOOL	
Boys	Girls
Soccer (junior high and varsity)	Volleyball (junior high, junior varsity, varsity)
Basketball (junior high, junior varsity, varsity)	Basketball (varsity)
Baseball/Softball	Cheerleading (varsity)

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 indicating that he is physically capable of the rigors of the sport to the school office. 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, coaches and the athletic director must 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 during a game. The decisions of the coaches and athletic director are final.

Members of athletic teams must meet the academic eligibility requirements (see eligibility) 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.

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. 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.

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

1. Students are required to and family members are expected to adhere to the school dress code.
2. All spectators should direct their energy toward encouraging players to do their best in the game.
 - a) They should not make any remarks to the coaches or officials.
 - b) They should not yell at or put-down any of the players.
 - c) They should not “boo” or taunt the teams or players in any way.
 - d) They should show support for all players that become injured during the game.
 - e) They should not begin any arguments with fans of the other team.

ATTENDANCE

All students are expected to attend school regularly and to be on time for classes in order to receive maximum benefit from the instructional program and to develop habits of punctuality, self-discipline, and responsibility. MCS encourages perfect attendance each day, but does not want children at school if they are ill.

- Currently, Ohio law requires high school students to attend school 1,001 hours per school year and elementary students to attend school 910 hours per school year.
- Students who are absent from school during the day are not permitted to take part in after-school programs/activities unless special permission has been granted by the principal.

Legal Requirements

MCS observes the following legal requirements of the state:

1. Ohio Revised Code, Section 3321.01:
All children between ages six (6) and eighteen (18) are of compulsory school age and must attend school.
2. Ohio Revised Code, Section 3321.03:
It is the parent’s responsibility to cause the child to attend school.

Reporting Procedures

Parents, guardian, or custodians must call the school office any time their child is going to be absent or tardy. This is Ohio law designed to protect the children.

- The school office staff will call the homes or offices of a child’s parent who fails to contact the school within one hour of school starting time.
- Upon the child’s return to school the parent shall provide written documentation stating the days absent and reason for such absence. Written documentation of absences includes parent notes and physician notes as may be required by this attendance policy.
- The note should be brought to the office the day the student returns to school.
 - Acceptable note: “Please excuse Johnny from school yesterday as he was sick with the flu.”
 - Unacceptable note: “Please excuse Johnny from school.”
 - An absence is **unexcused** if no reason is given.
- If within two school days after returning to school following an absence, written documentation has not been received, the absence will be unexcused.
- The parent (not the school) maintains responsibility to make certain the absence note is submitted to the school office in a timely fashion.

Truancy Policy

Ohio law defines truancy as an absence from school without excuse. The truancy laws apply to students between ages six and 18 and identify two types of truancy: (1) habitual truancy and (2) chronic truancy. The difference between a habitual and a chronic truant is the number of days the student has been absent without permission.

- A *habitual* truant is absent from school without a legitimate excuse for five or more consecutive days, seven or more school days in one school month, or twelve or more school days in one year.
- A *chronic* truant is absent from school without a legitimate excuse for seven or more consecutive school days, ten or more school days in one school month, or fifteen or more school days in a school year.

Once a truant student is identified, MCS must provide one written notice, warning the student and the student's caretaker of the legal consequences of being a habitual or chronic truant and insisting that the student be compelled to attend school immediately. Non-compliance may result in legal action.

ATTITUDE/ATMOSPHERE

MCS students are expected to maintain a positive spiritual response to life at MCS. Those involved with this ministry are considered part of the MCS family; and as with any family, problems may arise between individuals. In these cases, problems should be addressed by going directly to those involved and working out a solution according to Matthew 18 principles. Prayer is an essential part of every solution.

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.

BULLYING

MCS strives to maintain a learning environment in which all individuals can develop spiritually, academically, physically, and socially without fear of intimidation or humiliation as a result of unacceptable verbal or physical conduct from others. Recognizing that all individuals are created in the image of God, MCS students and staff are expected to treat each other with respect. The administration will evaluate infractions and administer appropriate discipline on a case-by-case basis.

BUCKEYE CHRISTIAN SCHOOL (BCSA) COMPETITIONS

Mentor Christian School is affiliated with the Buckeye Christian School Association (BCSA). One of the benefits of this organization is the opportunity 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 BCSA/OCAC soccer, volleyball and basketball tournaments and occasionally track and field meets and the golf tournament depending on student interest.

CARE OF MCS PROPERTY

MCS facilities belong to the Lord, and the way these facilities are maintained is an important part of the Christian testimony of the MCS family. The students and family will be expected to replace or repair any damage done to school property—even if the damage was accidental.

CHAPELS

Elementary students have one chapel per week (generally on Wednesday mornings); secondary students have chapels twice a week (generally Tuesday and Thursday mornings). 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 invited to challenge and encourage students in their spiritual growth. Parents and visitors are welcome to attend chapels.

CHECKS

- 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.
- Parents will be charged insufficient bank fund fees for all returned checks. Other fees may also apply.

CHEWING GUM

Chewing gum on the MCS campus during school hours is a detention offense.

CHILD ABUSE

As mandatory reporters of suspected child abuse, staff members are expected to uphold state law regarding the issue of child abuse and childhood neglect. In accordance with Ohio state law, the MCS administration will immediately contact local law enforcement authorities whenever they have a reasonable cause to believe a child has/is suffered abuse or neglect. Failure to do so is a violation of state law and MCS policy.

CHURCH ATTENDANCE

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. Students must return their completed church attendance forms to their Bible teachers the next school day following the last Sunday of each month. Students who fail to attend at least four Sunday services a month will be placed on spiritual probation with possible expulsion if attendance does not improve.

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

CLASSIFICATION OF MAJOR AND MINOR SUBJECTS

1. Grades 1-6: Handwriting, physical education, music, and art are minor subjects. Science and social studies are minor subjects in Grades K-3, but are major subjects in Grades 4-6. All other courses are major subjects.
2. Grades 7-12: Physical education and music are minor subjects. All other courses are major subjects.

CLOSED CAMPUS

MCS operates on a closed campus principle for students from kindergarten to Grade 10 and a modified closed campus for juniors and seniors. This means that students are required to be in school from 8:30 a.m. to 3:15 p.m. each day, regardless of the number of free periods (study halls or special classes) a student may have. Juniors and seniors may leave during the school day if attending a college-level class for credit as part of Ohio's Post-Secondary Enrollment Options (PSEO) program.

COLLEGE EARLY ENROLLMENT

The administration approves requests for College Credit Plus (CCP) on a case-by-case basis depending on scheduling, student work load, and other pertinent factors. MCS students also earn college credit through AP exams and CLEP tests.

COMPUTER AND INTERNET USE

Computers in the MCS computer lab are filtered, and sites viewed are tracked by the school's server. Anyone attempting to use the school's computer to access objectionable sites (gambling, pornography, cult or hate sites) is subject to suspension or expulsion.

See Technology Acceptable Use Policy on pages 43-44.

COURSE SELECTION

MCS offers various electives to high school students. At the beginning of each school year, the administration meets with juniors and seniors to ensure that they meet graduation requirements.

CURRICULUM (ELEMENTARY)

MCS elementary curriculum consists of approximately 90% BJU Press curriculum. Grades use the Sadlier-Oxford Vocabulary Workshop. Grades 5 and 6 use Holt mathematics curriculum. MCS updated the mathematics (K-12) and English (K-12) curriculum in 2014 and has scheduled revisions planned for the remaining curriculum (K-12).

CURRICULUM (SECONDARY)

Much of the high school curriculum is teacher-generated to meet specific student learning needs. BJU Press materials are used for science, Literature 9-10, and world and U.S. history.

DISCIPLINE (ELEMENTARY)

The classroom teacher handles the majority of discipline issues by using Biblical principles in dealing with the students. Initial infractions generally are handled with verbal reprimands. Repeated offenses will bring more severe punishment (loss of privilege, secluded recess, silent lunch, or extra assignment). A third infraction merits a teacher contact with parents outlining the problems and soliciting parent support in correcting it. Serious infractions will be referred to the administration.

Corporal punishment is not practiced in the disciplinary process at MCS.

DISCIPLINE (SECONDARY)

Classroom teachers handle the majority of discipline issues by using Biblical principles in dealing with the students. In Grades 7-12, MCS uses five methods of discipline: academic penalty, detention, suspension (in-school and out-of-school), probation (academic, disciplinary, or spiritual), and expulsion. Corporal punishment is not practiced in the disciplinary process at MCS.

When a problem with a student's conduct or attitude continues despite discipline procedures, the administration will be contact parents to arrange a conference. If continuing misbehavior or attitude is detrimental to maintaining of a healthy school atmosphere or sets a wrong example for other students, a student 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.

Academic

Teachers assign a range of academic penalties for failure to complete assignments, follow directions, or come to class prepared.

Detention

Minor acts of rebellion, including multiple "forgetting" and violations of certain parts of the MCS Standards of Conduct, result in a detention for each occurrence. A detention notice is sent home to parents on the day of the offense and must be returned signed the next school day to the teacher who assigned the detention.

- Detentions are served after school on the next school day after they are assigned and last for thirty minutes from the time that the student actually begins serving the detention (normally at 3:20).
- Detentions take precedence over all other plans or activities including sporting events, work schedules, and car pool rides. (Please make proper arrangements with your car pool if your child must serve a detention.)
- Parents may request a rescheduling of one detention per semester.
- Athletes who are assigned a detention on the day of a game will have to serve the detention on that day unless his absence would result in MCS forfeiting the game as a result of not having enough players. In this case, the athlete must find some other approved mode of transportation for away games.
- Continuing detentions (10 or more in a semester) will result in receiving an in-school suspension.

Probation

The School Board places students on probation to help students consider the serious nature of their behaviors and help turn their hearts toward godly obedience. The actual procedures and requirements depend upon the particular type of probation involved: academic, disciplinary, or spiritual.

Academic Probation

- Students who are performing poorly in school work may be placed on academic probation for one grading period. The probation may be renewed for an additional grading period. If improvement has not been demonstrated after two grading periods of probation, students may be expelled from the school.

- Students on academic probation may not hold offices in school organizations or their class during the probation period. Additionally, they may not participate in the MCS athletic program.

Disciplinary Probation

- Disciplinary probation is for students involved in a single serious offense or who show a pattern of continuing conduct problems. Disciplinary probation continues for the remainder of the semester, or if the student is 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. 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 or school athletic team or represent the school in any other official manner.

Spiritual Probation

- The School Board, on recommendation by the administration and faculty, may place a student on spiritual probation if they agree that the student's attitudes and conduct are not consistent with Christian growth. Spiritual probation continues for the current semester or if near the conclusion of a semester, for any portion of the succeeding semester as well. Specific criteria to be considered will be regular church attendance, general spiritual concern and attitudes in class, and especially attitudes 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. Additionally, students on spiritual probation are required to attend at least six Sunday services per month.

Suspension

All suspensions are handled by the administration. Suspensions occur for the following infractions:

- Five or more dress code violations in a semester
- Five or more morning arrival tardies in a quarter
- Five or more unexcused absences in a year
- Ten or more detentions in a semester
- Severe infraction requiring a suspension instead of a detention.

Expulsion

Students may be expelled from the school by action of the School Board upon recommendation of the teachers and the administrator. Expulsion may be for academic, disciplinary, or moral reasons.

DISMISSAL

Students are dismissed at 3:15. Please use caution in entering and exiting the parking lots.

- Elementary students exit by classes to the north parking lot where a teacher is on duty until 3:30. Secondary students exit by main school lobby for pick up by parents.
- Secondary students who drive to school exit Kimmel Hall doors to east parking lot.
- All students who have not been picked up by 3:30 must go to Kimmel Hall where parents may pick them up.

DRESS CODE

The purpose of the MCS dress code is to encourage modest, neat, and appropriate dress to help promote a positive learning environment. Through its dress standards, MCS endeavors to encourage students to dress in a way that reflects a Christ-like spirit and avoids drawing attention to self (I Corinthians 10:31).

1. All teachers must be cognizant of dress code violations at all times. Student dress must be checked each morning during homeroom, but sometimes student dress changes throughout the day. If teachers note an infraction during the day, they should communicate their concerns to the homeroom teacher or principal.
2. Dress must be checked before students perform for any program.
3. Students in major violations must be sent to the office immediately for correction.
4. When an elementary student is in violation, the homeroom teacher contacts parents.
5. When a secondary student is in violation of the school dress code, the teacher must complete a blue Dress Code Notice and give it to the student to show to parent and obtain parent's signature.
 - The student must return the form with a parent's signature the next day to the issuing staff member.
 - Students who fail to return the signed form the next day will receive a detention.
6. The Administration is the final authority for all dress code issues.

General Dress Code Requirements for MCS Students

Students must arrive at and depart from 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. Parents who help in the classroom or on field trips must also abide by MCS standards for Grades 7-12.

Not all fashions or fads can be dealt with because anticipating new fashion trends is impossible. Encourage students to bring questionable attire to school for approval before they wear it to school. Teachers should send students to the office if they are not sure about the appropriateness of the student attire.

Unacceptable Clothing for School

1. Jackets, coats, fleeces or sweatshirts (other than official MCS apparel) during the school day
 - MCS apparel (hoodies, sweatshirts, polo shirts, and short-sleeved T-shirts) may only be worn over apparel that meets MCS dress code.
 - Current members of MCS sports teams may wear game day apparel only when approved by the Coach and Administration.
2. Pants that may be described as over-sized, skinny, stretch/twill, yoga, jeans, athletic, athletic, sweat, or capri
3. Clothing that has writing or symbols larger than the size of a quarter
4. Clothing that has offensive writing or symbols
5. Clothing with wording, logos, or pictures that are inappropriately placed to draw attention to specific areas of body.
6. Clothing that bears the name, trademarks, or other visible evidence of association with these two companies to school or school activities (due to the blatant endorsement of nudity, promiscuity, and immoral life style of Abercrombie and Fitch and Hollister Company as evidenced by their catalog and general advertising)

7. Clothing with holes, frays, or noticeable fading that draws attention to inappropriate areas of the body
8. Tattoos

Acceptable Clothing for Athletic Events (both home and away)

Ladies are permitted to wear uniform pants.

Acceptable Clothing for Spirit Week

Follow general school policy. Specific guidelines for the week will be set by the Student Council and the Administration and communicated one week in advance via SchoolCast.

Acceptable Clothing for Field Trips

1. Trips to educational institutions, museums, or businesses: regular school dress
2. Trips that require a great deal of walking: pants (no jeans) and athletic shoes.
3. Trips for recreational-type activities:
 - Uniform pants or shorts that come to the knee when properly worn
 - Loose-fitting clothing with shirts long enough to tuck into pants

Unacceptable Clothing for Field Trips

- Cut-offs (shorts or shirts)
- Tank tops

Specific Dress Standards

Girls Grades K-6	Boys Grades K-6
<ol style="list-style-type: none"> 1. Dresses or skirts are required except for physical education classes. 2. Skirts must be loose-fitting and not frayed. Grade K-4: skirts no shorter than two inches above the top of the knee. Grade 5-6: skirts to bottom of the knee 3. Sleeveless tops may be worn; tops with spaghetti straps may <i>not</i> be worn. 4. Dress T-shirts may be worn. This does <i>not</i> include T-shirts with cartoon or cartoon-type characters or printed words larger than two inches high. Sports T-shirts may <i>not</i> be worn except for physical education classes. 5. Leggings may be worn. 6. Approved uniform pants purchased from WalMart, Land's End, Old Navy or FrenchToast may be worn. Pants must be loose-fitting enough to conceal undergarment lines (not skinny). 7. Properly fastened shoes must be worn. 8. Sports or beach-type sandals or any type of flip flops are <i>not</i> permitted. 9. A separate pair of non-marking athletic shoes is required for physical education classes. 10. Hair must be neatly combed without hanging in the face. 11. Girls may <i>not</i> wear makeup. Nail polish should be appropriate for a Christian school learning environment and should be worn neatly. 	<ol style="list-style-type: none"> 1. Hair must be neatly trimmed and tapered on the sides and back; it may not hang over the ears, eyes, or collar and must 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. During warm weather, K-Grade 2 boys may wear nice shorts that come to the knee. Blue denim shorts are not permitted. 3. Socks and properly fastened shoes must be worn. Sandals are not permitted. A separate pair of non-marking athletic shoes is required for physical education classes. 4. Polo, oxford, crew neck shirts may be worn. Shirts with tails must be tucked in. 5. T-shirts are not permitted, except for physical education. 6. A watch and medical identification are the only acceptable jewelry.
Girls Grades 7-12	Boys Grades 7-12
<ol style="list-style-type: none"> 1. Dresses or skirts are required except for P.E. and must be long enough to come to the bottom of the knee. Denim skirts are <i>not</i> permitted. 2. Skirts must fit at the natural waist—<i>not</i> below. 3. Slits may <i>not</i> come higher than the bottom of the knee. 4. Dresses, skirts, blouses, and tops must be loose-fitting, not form-fitting. 5. Dresses, blouses, and tops must have sleeves; blouses and tops must be long enough to be tucked in. Necklines may <i>not</i> be revealing or lower than four fingers below the bottom of the neck in front and back. 6. Dress T-shirts may be worn. Sports T-shirts may <i>not</i> be worn except for physical education classes. 7. Clothing of sheer or revealing material may be worn only when the garment underneath conforms to normal dress guidelines. 8. Leggings may be worn. 9. Approved uniform pants purchased from WalMart, Land's End, Old Navy or FrenchToast may be worn. Pants must be loose-fitting enough to conceal undergarment lines (not skinny). 10. Hair must be neatly styled and combed without hanging in the face. Hair color must be natural. Hair styles must not be extreme. 11. Tasteful makeup is permitted. Nail polish should be appropriate for a Christian school learning environment and should be worn neatly. 12. Gaudy or distracting jewelry is not permitted. A maximum of two earrings may be worn on the lower part of each ear lobe only. 13. Properly fastened shoes must be worn. Athletic-style footwear, sandals, and any type of flip flops are <i>not</i> permitted. Students enrolled in physical education classes must have a separate pair of non-marking athletic shoes. 14. T-shirts and warm-ups or shorts that come to the knee are acceptable for physical education classes and athletic practices. 	<ol style="list-style-type: none"> 1. Hair must be neatly trimmed and tapered on the sides and back; it may not hang over the ears, eyes, or collar and must be neatly combed. Sideburns may not be longer than the bottom of the ear hole. Perms, coloring (including highlights), layers, facial hair, or extreme styles are permitted. 2. Denim, camouflage, or work-style pants are not permitted. Pants may <i>not</i> have visible pockets or loops on the legs (cargo pants). Pants are to be worn with a belt at the natural waistline and may <i>not</i> drag on the floor. Tight and extreme styles (skinny, oversized or stretch/twill) are <i>not</i> permitted. 3. Boys may wear polo shirts or oxford shirts with a fold-down collar. Only the top shirt button may be unbuttoned. Shirrtails must be tucked inside pants at all times. 4. Properly fastened shoes and socks must be worn. Athletic-style footwear, sandals and flip-flops are not permitted. Students enrolled in physical education classes must have a separate pair of non-marking athletic shoes. 5. A watch and medical identification are the only acceptable jewelry. 6. Members of the military may wear official military uniforms for special occasions.

DRIVING (STUDENT)

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 for registering vehicles are available in the school office 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 students drive to school, they 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. Students must have a valid license and Ohio-approved insurance in order to drive to school.
3. Park in the lot designated for student drivers (east of Kimmel Hall).
4. Do not access the elementary parking lot north of the school.
5. Keep off the grass and sidewalks.
6. After parking, go directly to the school building. No loitering is permitted.
7. Vehicles are off limits for the entire school day.
8. Students are to leave school immediately if they are not involved in an after-school activity.
9. Student drivers receiving multiple traffic violations while driving to or from school will have their school driving privileges suspended or revoked.
10. Student drivers failing to comply with these rules will receive disciplinary action which may include revocation of driving privileges and suspension.

EARLY DISMISSAL

If a student needs to be dismissed early from school, the parent or guardian must send a signed permission note to the office stating the reason for the request and the time that student should leave. The office must know who is picking up the student. The person who is picking up the student must sign out the student in the school office before the student may leave school. Please arrange to pick up the student at the end of the class period whenever possible. Parents should not go to the classroom for students; 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.
- Juniors and seniors are permitted to leave early for PSEO classes as approved by the school administration.
- All homework, quizzes, tests, and projects must be completed and turned in before the students are dismissed unless they return before the end of that school day.

Excused Absence Procedures for Early Dismissal

Before homeroom, students must submit to the office a dated, written note from the parent stating the reason for the early dismissal and the time to be dismissed. Students will not be allowed to leave early without permission from parents. This applies to students 18 years of age

and older. MCS operates on a closed-campus basis (students are not permitted to leave the campus without express permission from parent or guardian).

- 1 The office staff will prepare an Early Check-out Form and give to the student.
- 2 The student will give the Early Check-out Form to teachers of all classes that the student will miss during the time of the dismissal.
- 3 Teachers must initial the form and return it to the student.
- 4 The student must return with the Early Check-out Form to the office.
- 5 Students must sign out before leaving school and sign back in if he returns.
- 6 Academic work is due that day, even if the class is going to be missed.
 - Work not turned in that day will be penalized the same as an unexcused absence.
 - Tests not completed that day will be penalized the same as an unexcused absence.

ELIGIBILITY

In order to continue to participate in various extracurricular 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. The student's semester grade is used at the end of the first semester to determine eligibility for the first two weeks of the third quarter.

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 extracurricular activity. Ineligible students should use time that would have been spent attending practices to improve their grades. Eligibility requirements apply to players, cheerleaders, statisticians, and student managers.

EMERGENCY CLOSINGS (WEATHER)

We will communicate to the Cleveland area television stations if MCS will close for weather-related reasons or other emergencies. In addition, MCS will send a computerized phone message and email to the parents via SchoolCast. The school website will also post closings due to weather.

EVENTS

MCS sponsors several special events throughout the year to help foster the academic, spiritual, physical, and social development of students. The following sections provide an overview of these events.

Spiritual Emphasis Week (Grades 7-12)

This event designed to start the school with a focus on spiritual growth.

- This event typically occurs the week of Labor Day.
- A special speaker will conduct Chapel services each day.
- Each morning students have a God and I Time when they have an extended time for personal devotions and prayer.
- After chapel on Thursday and Friday, special activities take place to help build relationships, promote school spirit, and give students an opportunity to share how the Lord has challenged their hearts throughout the week.

Outdoor Education Week (Grades 4-6)

This event is designed to promote student spiritual growth while giving students an opportunity to explore elements of God’s magnificent creation. This event takes place off-campus—typically during October.

Buckeye Christian School Association (BCSA)

Throughout the year, MCS students participate in a number of fine arts and sporting events sponsored by the Buckeye Christian School Association, an association of local church-operated Christian schools seeking to maintain and promote high standards of excellence in the operation of Christian schools and the development of young people. BCSA is the Ohio affiliate of the American Association of Christian Schools.

1. The purposes of the BCSA Fine Arts competitions include the following:
 - To glorify the Lord (Colossians 3:23)
 - To uncover and develop student talents in as many areas as possible (I Corinthians 12:11)
 - To encourage maximum quality participation (I Corinthians 14:12)
 - To provide opportunity for outside criticism for individual students (Proverbs 9:9)
 - To provide an event to further accomplish individual school objectives (Colossians 1:28)
 - To accomplish all the purposes above in a framework of competition (I Corinthians 9:24)
2. Selected purposes of the BCSA sporting events include the following:
 - To glorify the Lord (Colossians 3:23)
 - To develop the Christian character of athletes (Luke 2:52)
 - To uncover and develop student talents in as many areas as possible (I Corinthians 12:11)
 - To encourage maximum quality participation (I Corinthians 14:12)
 - To provide an event to further accomplish individual school objectives (Colossians 1:28)
 - To accomplish the objectives above in a framework of competition (I Corinthians 9:24)
3. Both elementary and secondary students are involved in these activities.

Thanksgiving Meal and Praise Service

The Tuesday before Thanksgiving break, MCS sets aside a special time to celebrate the abundant blessings God has provided our school family as well as our nation (Psalm 92:1).

- Parent Boosters prepare a special Thanksgiving dinner for all students and staff.
- Following the dinner, students and staff participate in an all-school praise service designed to allow all students an opportunity to praise the Lord.

Elementary Program (Grades 1-6)

The purpose of the elementary spring program is to provide an opportunity for students to develop self-discipline, teamwork, and communication skills by performing in front of a large audience.

- The program may be secular or sacred.
- The program typically features a musical.
- The program gives students an opportunity to experience theatrical elements including costuming and set design.

Senior Trip

Seniors take a trip to Washington, D.C., a capstone to their education, during the week of standardized testing. As seniors work together throughout the year to raise money and plan the event, they learn both the importance of teamwork and reliance on God's provision and direction.

- The trip provides students an exciting opportunity to experience firsthand what citizenship means.
- The trip provides students the opportunity to develop interpersonal skills as they travel together throughout the week.

Junior-Senior Banquet (Grades 10-12)

The purpose of the Junior-Senior Banquet is to challenge juniors with organizing an entertaining event for the benefit of seniors. Throughout the process, juniors have an opportunity to showcase all the elements of effective communications they have learned and to practice effective interpersonal skills. Sophomores are invited to attend to help develop their social skills and prepare them to plan the next year's events.

1. This event is typically held on a Friday evening in the middle of May.
2. Juniors and seniors may bring an escort that is not from MCS under the following conditions:
 - The escort must abide by MCS standards.
 - The escort must be at least in tenth grade but not more than one year out of high school.
 - School administration must approve all escorts not from MCS.
3. The banquet is held at a place that is not associated with drinking and where there is no band or live entertainment.
4. The dress for the banquet is semi-formal.
5. The banquet program includes a spiritual challenge.
6. The school does not make plans for any activities after the banquet.

Field Day (Grades 1-6)

The purpose of the field day is to provide students an opportunity to demonstrate the myriad of physical skills they have learned throughout the year, to develop a spirit of Christian competition, and to promote school spirit.

1. This event is typically held during one of the last weeks of school.
2. The physical education teacher prepares for this event for the elementary school.

All-School Picnic

This event is designed to give students, parents, and staff a time for fellowship and competition and promote school spirit. This event is held the next to the last day of school and is planned by staff and Parent Boosters.

Awards Assemblies (Elementary and Secondary)

Separate Awards Assemblies for elementary and secondary students are held on the last day of school. The purpose of the Awards Assemblies is to recognize students for excellence in academic achievement, citizenship, service, and leadership. Parents are welcome to attend.

EXPRESSIONS OF CONCERN

To maintain a healthy school atmosphere, MCS encourages parents to contact teachers involved or administration to get answers to any concerns about the school policies or practice.

FIELD TRIPS

MCS plans profitable field trips to help students visualize what they have learned in the classroom and relate their learning to the world around them.

- Supervising teacher will notify parents at least one week in advance of the trip.
- Parents must return field trip permission slips and any fees prior to the trip. (Permission slips are required for all students including those 18 years of age and older.)
- Students may travel via the Bible Community Church bus or by staff or parent vehicles. Teachers take student emergency cards of all students participating with them on the field trip. Parents who help in the classroom or on field trips must abide by MCS standards including MCS dress code for grades 7-12.

Acceptable Clothing for Field Trips

1. Trips to educational institutions, museums, or businesses: regular school dress
2. Trips that require a great deal of walking: pants (no jeans) and athletic shoes.
3. Trips for recreational-type activities:
 - Pants or shorts that come to the knee when properly worn
 - Loose-fitting clothing with shirts long enough to tuck into pants

Unacceptable Clothing for Field Trips

- Cut-offs (shorts or shirts)
- Tank tops

GRADEBOOKWIZARD

GradeBookWizard is our online grade book. This site contains other helpful information of an academic nature. Be sure to access your www.gradebookwizard.com account on a regular basis.

Parent and Student Logins and Passwords are available at parent orientation and in the school office.

GRADE POINT AVERAGE (GPA)

Quality points are determined for each high school 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.

GRADING PROCEDURES

MCS teachers must keep accurate, up-to-date records of student grades on GradeBookWizard, an electronic grade book program, to help students and their parents monitor student progress on a daily basis. In addition, teachers use this program to track students requiring special intervention.

School Grading Procedures

Our GradeBookWizard program automatically calculates grades.

1. Elementary students (Grades 1-8) receive quarterly grades and a final grade based on the average of all four quarter grades.
2. Secondary students (Grades 7-12) receive final grades based on semester exams and semester grades.
 - A semester grade is calculated by the following procedure:
First nine-week grade = 2/5 of the semester grade
Second nine-week grade = 2/5 of the semester grade
Semester Exam = 1/5 of the semester grade
 - The final grade is calculated by averaging the two semester grades.

GRADING SCALE

For all graded subjects at MCS, a letter grading system will be used as shown in the charts below: minor subjects at the elementary level, major subjects in Grades 1-6, and all subjects in Grades 7-12 (numeric grades may not exceed 100%). Elementary teachers also assign conduct grades based on each teacher's standard of expectations of grade-appropriate behavior.

MINOR SUBJECTS IN GRADES 1-6	
Grade	Definition
O Outstanding	Student is performing significantly higher than the required level.
S+	Student is performing higher than the required level.
S Satisfactory	Student is performing at the required level.
S-	Student is performing below the required level.
U Unsatisfactory	Student is performing significantly below the required level.

MAJOR SUBJECTS IN GRADES 1-6		
Grade	Definition	Percentage
A+	Superior	99-100
A	Outstanding	94-98
A-	Excellent	93
B+	Above Average	91-92
B		85-90
B-		84
C+	Average	82-83
C		79-81
C-		77-78
D+	Below Average	75-76
D		71-74
D-		70
F	Unsatisfactory	Below 70
I	Incomplete	Incomplete

ALL SUBJECTS IN GRADES 7-12		
Grade	Definition	Percentage
A+ A A-	Outstanding	90-100
B+ B B-	Above Average	89-80
C+ C C-	Average	79-70
D+ D D-	Below Average	69-60
F	Unsatisfactory	Below 60
I	Incomplete	Incomplete

Student Failure

- Students in Grades 9-12 who fail to earn a passing grade for a course needed for promotion to the next grade level or for graduation may earn necessary credit in summer school.
- Students in Grades 1-8 will fail the grade they are in if they fail two major subjects or one major subject *and* two minor subjects for the year.

GRADUATION REQUIREMENTS

Two high school diplomas are offered at MCS: General or College Preparatory. One unit equals two semesters of work in a class meeting daily.

CRITERIA FOR HIGH SCHOOL DIPLOMAS OFFERED AT MCS	
General	College Preparatory
4 units Bible	4 units Bible
4 units English	4 units English
1 unit Speech	1 unit Speech
3 units Social Studies	3 units Social Studies
4 units Math (beginning 2014)*	4 units Math (beginning 2014)*
3 units Science	4 units Science
2 units Foreign Language	2 units Foreign Language
1 unit Computer Applications	1 unit Computer Applications
.5 unit Personal Finance (beginning 2014)	.5 unit Personal Finance (beginning 2014)
.5 unit Economics (beginning 2014)	.5 unit Economics (beginning 2014)
.5 unit Physical Education	.5 unit Physical Education
.5 unit Health	.5 unit Health
24 Total Credits	25 Total Credits
<i>*includes Algebra I (taken in Grade 8)</i>	

HARASSMENT

MCS is committed to maintaining an academic and spiritual environment in which all individuals treat each other with dignity and respect and which is free from all forms of intimidation, exploitation, and harassment, including sexual harassment. This school is prepared to take action to prevent and correct any violations of this policy. Anyone who violates this policy will be subject to discipline, up to and including termination or expulsion. Employee-student, student-student, and employee-employee sexual harassment is prohibited.

Definition of Sexual Harassment

“Sexual harassment” means unwelcome sexual advances, requests of sexual favors, and other verbal, visual, or physical conduct of a sexual nature made by someone from or in the work or educational setting under any of the following conditions:

1. Unwanted sexual advances or propositions
2. Offering academic benefits in exchange for sexual favors
3. Making or threatening reprisals after a negative response to sexual advances
4. Visual conduct such as leering, making sexual gestures, displaying sexually suggestive objects or pictures, cartoons, or posters
5. Verbal conduct such as making or using derogatory comments, epithets, slurs, and jokes
6. Verbal abuse of a sexual nature, graphic verbal commentaries about an individual, suggestive or obscene letters, notes, or invitations
7. Physical conduct such as touching, assaulting, impeding, or blocking movement.

Reporting Sexual Harassment

1. Individuals who feel that they have been subjected to conduct of a harassing nature are encouraged to promptly report the matter to the administrator or pastor.
2. Individuals who observe conduct of a sexually harassing nature are also encouraged to report the matter to the administrator or pastor.
3. All complaints will be promptly investigated.

Confidentiality

Every effort will be made to protect the privacy of the parties involved in any complaint. However, the school reserves the right to fully investigate every complaint and to notify a student’s parent or guardian and appropriate government officials as the circumstances warrant.

Protection Against Retaliation

It is against the school’s policy to discriminate or retaliate against any person who has filed a complaint concerning sexual harassment or has testified, assisted, or participated in any manner in any investigation proceeding or hearing concerning sexual harassment.

Procedure for Investigation and Corrective Action

The administrator or pastor will direct an investigation. If the investigation confirms the allegations, prompt actions will be taken.

1. The individual who suffered the harassing conduct will be informed of the corrective action taken.
2. Any employee or student found to be responsible for sexual harassment in violation of this policy will be subject to appropriate disciplinary action up to and including expulsion or termination.
3. The severity of the disciplinary action will be based upon the circumstances of the infraction.

HEALTH

Please ensure that your children's immunization records are on file and up-to-date.

Student Illness

Use discretion in determining when your sick children should remain at home so that they do not risk exposing to others to illness.

- If your child is vomiting or has a fever above 100°F, please do not send that child to school.
- If students become sick at school, teachers will send them to the office with a note of explanation; the school secretary will determine the next course of action and parents will be notified.
- If a child is unable to participate in regular school activities for health-related reasons, please notify the school in writing of the nature and expected duration of this impairment.

Communicable Diseases

If your child has the following communicable diseases, please provide written consent from either a doctor or health department indicating the child may safely return to school: measles, mumps, mononucleosis, whooping cough, pinworms, head lice, or skin diseases such as scabies, ringworm, or impetigo. A link to the Communicable Disease Policy for the State of Ohio is available on the school website: mentorchristian.com.

Accidents

In event of injury or accident, the supervising teacher will assess the situation and send student to the office if safe to do so. All teachers have received required First Aid Training. The school office will notify parents in a timely manner.

HOMEWORK

Homework is an integral part of the school curriculum and provides vital reinforcement of class instruction and helps students learn discipline and responsibility. Homework helps students master material already covered in class and 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 children in the development of personal responsibility by helping them develop the habit of completing and returning homework assignments each day. MCS encourages parents to assist children in learning their responsibility of bringing the required materials to class and turning in assignments on time.
- To encourage attendance at prayer meeting and youth groups, elementary students will not receive homework for Wednesday evenings.
- MCS encourages parents to notify classroom teachers if students routinely struggle in completing assignments. See the chart below for guidelines for time students should be spending on homework.

Maximum Time Needed to Complete Homework Assignments	
Kindergarten	No homework
Grade 2	20 minutes
Grade 3	30 minutes
Grade 4	40 minutes
Grade 5	50 minutes
Grade 6	60 minutes
Grades 7-12	As needed

Suggestions for helping children complete homework successfully

1. Find a quiet place for the child to do his homework where minimal distractions occur.
2. Encourage child to stay on task.
3. Establish a nightly routine for homework. If possible, have the student do homework at the same time each evening
4. The child needs to work independently on the homework. Parents may be available to answer a child's question about a homework problem, but parents should not complete the work for the child. In order to help the student succeed, teachers need to know the student's understanding—not the parent's.
5. When the child finishes the work, parents may check how well the student did and even tell the student which sections are wrong. Students should make corrections independently. Parents may help the child correct errors in understanding, but parents should have the student work out the solution independently.
6. Establish a balanced schedule. Children should do more than just homework when they get home. Provide adequate recreation and family time as well.
7. Send children to bed at the appropriate time, even if they are not finished with their homework.

HONOR AND ACHIEVEMENT ROLLS

Honor rolls are a means of encouraging students to use the abilities the Lord has given them and of rewarding students who receive above average grades. The Academic Achievement Roll is designed as an encouragement for all students—but especially for those who may not be able to achieve the all A honor roll or the A-B honor roll.

Criteria for Honor Roll Classification

Students who receive grades of either A or B in all major subjects are eligible for the A-B Honor Roll. 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. To be on the all A honor roll, students must have all A's and O's. Conduct grades do not disqualify students for honor rolls.

Criteria for Academic Achievement Roll Classification

A student is placed on the achievement roll when two or more of his major subjects go up at least one letter grade in subsequent quarters without any other major subject decreasing by one or more letter grade.

HONOR SOCIETY

The American Christian Honor Society (ACHS) was founded by the American Association of Christian Schools for the purpose of advancing Christian scholarship, challenging Christian leadership, honoring Christian character, and stimulating Christian service. MCS students are selected by high school faculty, who consider a specific set of guidelines set by both ACHS and MCS.

Inductees into the American Christian Honor Society must meet the following requirements:

1. 3.5 grade point average throughout their high school career
2. ACHS and MCS character guidelines
3. ACHS and MCS service guidelines
4. ACHS and MCS leadership requirements
5. ACHS and MCS spiritual guidelines

Once inducted into the American Christian Honor Society, members must maintain the standards above. Failure to do so will result in disqualification from ACHS.

LATE ASSIGNMENTS

Daily class assignments, quizzes, tests, and special projects that are not completed on the assigned date will incur an academic penalty determined by individual teacher policies communicated directly to students and parents at the beginning of each year. These policies will vary depending on a variety of factors including grade level, course type, and type of assignments.

LEADERSHIP CONFERENCE

MCS encourages students in Grades 10-12 to attend the annual Buckeye Christian Schools Student Leadership Conference held each spring at Heritage Christian School in Findlay, Ohio. The goal is to develop biblically based leadership skills that students can use to help make a positive difference at MCS and for their future lives as adult servants of the Lord. This conference also provides opportunities for students to develop social skills as they strengthen relationships with Christian leaders and other students.

LIBRARY

The mission of the school library is to provide easy access to wholesome reading and useful reference materials for MCS students and staff.

Library Procedures and Rules for Students

1. Elementary classes go to the library once a week for approximately 30 minutes. During this time, students may check out books and do research for reports. Classes may use the library at additional times when the library is not scheduled for another class.
2. All books have a two-week loan period.
3. The number of books a student may borrow depends on student's grade level.
 - Kindergarten and first grade students may borrow one book at a time.
 - Students in Grades 2-6 may borrow two library books at a time.
 - Junior high and high school students may borrow three books at a time.
4. Books may be renewed one time for an additional two weeks.
5. Reference books and magazines may never be taken out of the library—unless marked otherwise.
6. Students with overdue books or fines may not borrow again from the library until the fine is paid to the librarian.

- Fines are 25 cents per week per book.
 - If a book or a fine becomes two weeks overdue, a notice will be sent to the parent.
 - Students with three overdue fines in one year will not be allowed to borrow books for the rest of the year.
7. Books that are lost must be paid for before a student may borrow any other books. (The price charged for the book will be its replacement value plus shipping costs.)

LOST AND FOUND

The school maintains a lost and found during the year. MCS encourages students and parents to label student belongings so that these items can be returned promptly.

- Books, school materials, coats, gloves, and other items are placed in the metal cabinet in the Teachers Workroom.
- Students must obtain permission from their teacher or the office before retrieving any belongings.
- Students must pay the office 25 cents per item for claimed items.
- Students may claim lost and found items between 7:50 a.m. and 8:20 a.m., between 3:15 p.m. and 3:30 p.m., or during lunch or study halls with permission from staff.

LUNCH

MCS does not have a hot lunch program; however, students in Grades 7-12 may use the microwave ovens available in Kimmel Hall.

- Students may also purchase milk cards from the office for \$7.00. Individual cartons of milk cost 35 cents.
- On Tuesdays, students may order items from a specially provided Dairy Queen menu.
- On Fridays, students may order slices of cheese or pepperoni pizza from Pizza Hut.

MAKE-UP WORK

Excused Absence Procedures for Completion of Work Missed Due to Illness

Students are allowed one day for each day absent to make up missed work *if* the absence is excused *and* advance approval was not required.

- If work is not made up in the allotted time, students will receive an academic penalty: maximum 59% for work missed in secondary classes and 69% for work missed in elementary classes.
- Long-term assignments announced before the student absence are due the day the student returns. In some cases, teachers may request that long-term assignments or routine assignments such as vocabulary lessons must be emailed or brought to school on the date assigned even if the student is absent.
- The student (not the teacher) maintains responsibility to see required work is made up.

Excused Absence Procedures for Making-up Tests

If a student is absent the day before a test and returns the day of the test, he will be expected to take the test one school day later. (For example, 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 by Monday).

- If a student is leaving due to an early dismissal and has a test that day, he will be required to take the test during the first free period *before* his dismissal.
- If a student is tardy and misses a test due to the tardy, the student will be required to take the test during the first free period *of that day*.

MEDICATIONS

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

MILK CARDS

Parents and students may purchase milk cards in the school office for \$7.00. Individual cartons of milk cost 35 cents.

- For elementary students, the homeroom teacher monitors the milk cards and gives students stickers to exchange for milk.
- For secondary students, students are in charge of their own milk cards and must present card to teacher on duty who will mark student's card when student purchases milk.

MUSIC PROGRAM

The MCS music program allows students opportunity to develop their God-given talents. Most performances contain secular and sacred elements. The goal is to equip young people to be able to serve the Lord in ministry. Several musical performances are scheduled throughout the school year.

Music Lessons

To help students develop their God-given abilities and provide parents with a convenient option for providing music lessons for their children, MCS offers special opportunities for music instruction.

To help ensure that students do not sacrifice academics for extra-curricular activities, MCS has established the following guidelines by which students may be released from classroom time for music lessons:

1. Students may not have more than one 30-minute lesson per week during school hours.
2. Students must maintain a C-average in all classes in order to continue taking music lessons under this policy.
3. Students may not be released from a subject in which they are struggling academically.
4. Students in Grades 7-12 may not schedule music lessons during Chapel or homeroom.
5. Two or more students may not share the same lesson time and divide or reduce the fee.

Instrumental Rentals

A limited number of school instruments are available for student rental.

1. The rental rate is \$40 per semester per instrument or \$80 per school year, payable in advance.
2. If the MCS music teacher requests that a student play another instrument that is available for rental, the rental fee is half price.
3. Students may not use school instruments without payment of the rental fee.
4. Students are responsible for any damage or repairs to instruments due to abuse or misuse. The school is responsible only for normal instrument maintenance costs.

NEW STUDENTS

MCS teachers provide necessary intervention to help new students quickly adapt to life at MCS. Please notify the school as soon as possible if your child is having difficulty adjusting.

OFFICE CARDS

Students are required to have office cards to cover the cost of making copies, phone calls, lost and found, other administration approved purchases. Office cards may be purchased in the office. Minimum card purchase is \$5.00 and may be used by all members of the same family.

PARENT ORGANIZATION

The MCS Booster Club is a parent support group composed of parents committed to Christian education and MCS. Their purpose is to promote increased parental participation in the ministry of MCS, to assist the school staff in areas approved by the administration, and to earn money for support of school functions by special projects approved by the administration. MCS encourages all parents to join this dedicated group of parents. Cost of a life-time membership is one dollar.

Key Services Boosters provide for MCS

- First day of school: Parents Morning Reception
- Parents Prayer
- Fall Sports Scheduler for concession and admission workers
- Winter Sports Scheduler for concession and admission workers
- Concession Stand
- Concession Stand Purchaser
- Teacher Convention Staff Meal
- Parent-Teacher Conference Staff Meal
- Fall Sports Awards Refreshments
- Winter Sports Awards Refreshments
- All-School Garage Sale
- Teacher Appreciation Week
- Last Day of School Picnic
- Mentor City Fest Display and Outreach
- Lake County Fair Display and Outreach
- Boxtops
- Scholastic Fair
- School Remodeling
- Assistant Coaches (volunteer basis)
- BCSA support

PARENT-TEACHER CONFERENCES

Informal parents-teacher conferences take place at the request of either parents or teachers. Please call to schedule for a private conference with a teacher. While teachers are always willing to meet with parents, please remember that because of their rigorous schedules, teachers may not be able to meet on an impromptu basis.

MCS encourages parents to maintain contact with teachers to monitor the progress of their child throughout the school year through notes, phone calls, e-mails, and conferences.

GradeBookWizard provides parents an opportunity to monitor student progress on a daily basis.

Formal 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.

The administration schedules Parent-Teacher Conferences after the first quarter of each school year to help parents and teachers share information needed to maximize the student's success for the current year as well as for the student's long-term success as an effective servant of the Lord. Students are dismissed at 1:30 p.m. the day of conferences so that afternoon and evening conferences can be scheduled at the convenience of the parents. To help ensure the success of these conferences, the administration provides verbal and written instructions to help the teachers prepare effectively.

PHYSICAL EDUCATION PROGRAM

As a part of our total education program, students in Grades K-10 have weekly physical education classes designed to help them develop life-long habits of physical fitness. Students are required to have appropriate clothes and shoes for the activities. A separate pair of non-marking athletic shoes is required for physical education classes. See the Dress Code for additional details concerning appropriate attire.

PLACEMENT

The placement of all students is based on previous grades, achievement test scores, and disciplinary records as documented in the Family, Faculty, and Administration Manuals. Admission may be refused for several reasons: poor effort and academic failure, need for special education for which MCS is not equipped, and severe reading problems. All new students are subject to a probationary period of one quarter.

PLANNERS

MCS encourages all students to use daily planners to help them develop valuable time management skills. Students in Grades 5-8 are required to purchase and use daily planners from the school office. Cost of the planner is \$4.

PROHIBITED ITEMS ON CAMPUS

Students may not have the items listed below in their possession at school. Teachers are required to immediately confiscate these items and give them to the administrator who will take appropriate action.

- Knives or other sharp objects
- Guns (including paint ball guns) or explosives
- Drugs, drug paraphernalia, or alcoholic beverages
- Medications, including aspirin, Tylenol, and other over-the-counter medications
- Media not required for class or approved by the English or music department
- Matches, lighters, cigarettes, or smoking materials
- Electronic games or radios, MP3 players, other electronic devices not required for class
- Recording or playback devices without administrative approval
- Rock music, including so-called "Christian rock"
- Playing cards (type used for gambling)
- Ear buds
- Any other dangerous items that are illegal or inappropriate for Christians to possess

PROGRAMS

MCS presents several programs for parents and friends during the school year in order to provide students an outlet for developing and using the various talents and abilities the Lord has given them. These programs are an important part of your children's educational and spiritual development. Please make every effort to see that they are present for these learning experiences. The following list includes the major required performances.

1. Christmas Concert
2. Elementary play or musical in the spring
2. High School Spring Concert
3. Buckeye Christian School Fine Arts Competitions
4. Buckeye Christian School Athletic 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. Failure to participate will result in severe academic penalties.

PROMOTION (ELEMENTARY)

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 that a student 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.

PROMOTION (SECONDARY)

In Grades 9-12, students pass or fail individual courses. Any failed course 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 Classification of High School Students for additional details).

REPORT CARDS

Parental involvement in a child's education is necessary for maximum student achievement. MCS encourages parents to review report cards with their students and provide praise when appropriate or encourage extra effort as necessary. Please contact individual teachers as needed to help you understand your child's progress more fully.

At the end of each quarter, MCS office staff prepares report cards to send home. Report cards are normally sent home the first Wednesday of the new quarter.

SAFETY

MCS gives top priority to student safety at all times and performs all safety drills in accordance with State of Ohio requirements. This includes regularly scheduled fire, tornado, earthquake, and other security drills. Teachers instruct students how to respond for each drill and practiced the procedures during regularly scheduled classes.

MCS has worked with local police and fire departments to develop a Crisis Management Plan that documents procedures to be followed during emergency situations. Local law enforcement and state agencies have copies of these emergency plans. In addition, the local

police and fire department have had their personnel tour the school campus to become familiar with its facilities. The Crisis Management Plan is posted on the office bulletin board.

In case of an actual event, parents will be notified as soon as possible according to prescribed crisis management procedures.

SALUTATORIAN CRITERIA

1. Student must have completed at least 15.0 credits of work on the high school level at Mentor Christian School in regularly scheduled classes.
2. Student must also have earned a grade point average of at least 3.3 on a 4-point scale in all high school work computed by the method used for other MCS students.

SCHOOLCAST

School communication is generally accomplished via SchoolCast. Each family is responsible for keeping their SchoolCast information updated at www.myschoolcast.com.

SCHOOL HOURS

School is in session from 8:30 a.m. to 3:15 p.m. Monday through Friday.

SCHOOL OFFICE

The school office is open between 8:00 a.m. and 4:00 p.m. 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. Please leave a voice message after hours or send an email to cspence@inbox.com.

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. Parents or other school visitors are not authorized 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. Please communicate carpool messages as early as possible in the day since delivering such messages near the busy end of school day is usually difficult.

SCHOOL PERSONNEL

For ease in contacting parents, all teachers and staff member have their email addresses assigned using a standard configuration: the initial of the teacher's first name, last name, followed by @mentorchristian.com. For example, Mr. Davis's email address is fdavis@mentorchristian.com.

Note this exception: Carly Spence's email address is cnspace@mentorchristian.com

MCS Staff 2014–2015

Mr. Frank Davis, Principal/Administrator
Mrs. Cindy Spence, Secretary/Bookkeeper
Mr. Fred Wack, Custodian/Maintenance

MCS School Board 2014–2015

Mr. Alex McLean, Chairman
Mr. Wayne Andrews
Mr. Thomas Hurst
Mike Goldfuss, Interim Pastor of Bible Community Church

- Miss Cheryl Baker** **Grade 2**
Clearwater Christian College (BA, Elementary Education)
- Mrs. Becky Carafa** **Algebra I and II**
Bob Jones University (BS, Physical Education)
- Mrs. Carla Cochran** **Grade 3**
Bowling Green State University (BS, Elementary Education)
- Mr. Frank Davis** **Principal/Administrator, Math 7**
Bryan College (BS, Elementary Education); Lake Erie College (MS, Education)
- Mr. Joel Davis** **Secondary Science, Geometry, Boys 7-10 Physical Education**
Bob Jones University (BA, Humanities, MAT in Elementary Education)
- Mrs. Rachael Davis** **Music (K-4 to Grade 12), Computer Applications 11-12**
Eastern Michigan University (BS, Music Education)
- Mrs. Leslie Malone** **English 9-10**
Bob Jones University (BA French, English minor)
- Mrs. Bethany Miley** **Grade 6**
Maranatha Baptist Bible College (BS Elementary Education)
- Mrs. Cynthia Straka** **Grade 5**
Frostburg State University (BA Elementary Education); Bowie State University MA, Elementary Education)
- Miss Carly Spence** **Kindergarten**
Bob Jones University (BS, MS Music Education)
- Mr. Thomas Spence** **Secondary History, Bible 7-9, Spanish I and II Facilitator**
Clearwater Christian College (BA, Secondary Education, History)
- Mrs. Leslie Stabler** **Preschool (K-4)**
Ohio Department of Job and Family Services , Orientation for Child Care
- Mrs. Christi Staller** **Grade 1**
Maranatha Baptist Bible College (BS Elementary Education)
- Mrs. Amy Stenoien** **Elementary Lead Teacher, Grade 4**
Taylor University (BS, Elementary Education)
- Mrs. Connie Wack** **English 8, 11, 12; Speech; Yearbook**
The Ohio State University (BS, French/Science Education); Lake Erie College (MS, Administration and Curriculum Development)
- Mr. Dan Wolsieffer** **Bible (Grades 10-12)**
Bob Jones University (BS, MS Youth Ministries)
- Mrs. Julie Wolsieffer** **Physical Education (Grades K4-6; Girls 7-10)**

SECURITY

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 trips or other activities (including games) outside of a one-hour driving distance will be cancelled or postponed.

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 safe to do so. The Mentor Christian School campus is outside the Perry Nuclear Power Plant's 10-mile evacuation radius.

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.

SERVICE PROJECTS

To help develop a servant's heart, MCS encourages high school students—especially juniors and seniors—to participate in service projects that benefit MCS in a variety of ways. For example, students may serve by helping the teaching, maintenance, and athletic staffs, or assist with other special projects as directed by the administration. 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.

STANDARDS OF CONDUCT

Mentor Christian School desires to have an atmosphere that is conducive to the spiritual growth and development of its students. The following standards do not guarantee godliness but are necessary so that such an atmosphere can be present at MCS. Good behavior must come from the heart in love and obedience to Jesus Christ and should not be mere conformity to man-made regulations (Colossians 3:23). Christians should maintain high standards of courtesy, kindness, morality, and honesty (1 John 4:11; Ephesians 4:32; Philippians 4:8-9).

The following general items of conduct are required to maintain unity within the school. Rebellion or antagonism concerning these standards goes against the principles of a unified Mentor Christian School and cannot be sustained if enrollment is to continue.

1. Respect the authority of those who are over them and graciously accept correction. (Hebrews 13:17)
2. Honor, respect, and obey parents, teachers, staff, and civil authorities. (Hebrews 13:17)
3. Attend regularly a Bible-teaching and preaching church. (Hebrews 10:25)
4. Seek to spend personal time with the Lord each day in Bible reading and prayer. (Ps 19:14; 2 Timothy 2:15)
5. Seek to be an example of the believers in everything they do including providing good examples of leadership to peers as well as to younger students. (1 Timothy 4:12)
6. Seek to serve others in a spirit of humility. (Philippians 2:5; Romans 12:10)
7. Seek to be a verbal witness and testimony to the lost. (Mark 16:15; Jude 1:22)
8. Adhere to the dress standards of the school. (Hebrews 13:17; Isaiah 61:10)
9. Abstain from listening to ungodly music or influencing other students to do so. (Titus 2:11-14)
10. Abstain from attending or participating in proms, dances, country or rock concerts, and other similar forms of entertainment. (Titus 2:11-14)

11. Abstain from the use or possession of alcohol, tobacco, or drugs. (1 Thessalonians 4:4, 5:22)
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. (1 Thessalonians 4:4, 5:22)
13. Respect the property of the school and of others. (I John 4:11; Romans 12:10)
14. Refrain from lying, cheating, stealing, and obscene or suggestive language, gestures, jokes, or materials. (Proverbs 12:22; Ephesians 4:29; 2 Corinthians 13:7; Ephesians 5:4)
15. Refrain from viewing and discussing unwholesome forms of entertainment that go against biblical morals and decency. (Proverbs 4:23, Titus 2:11-14)

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

STUDENT COUNCIL (GRADES 7-12)

The Student Council campaign and elections will take place in September. To run for office, students must have a teacher recommendation. MCS eligibility policy applies.

The purposes of the Student Council include the following areas targeted to strengthen the ministry of MCS:

1. Glorify the Lord through plans, activities, and teamwork
2. Unify the MCS student body
3. Develop leadership skills
4. Provide opportunities to display a godly testimony and character to classmates

The goals of Student Council include the following:

1. Plan activities that support the goals of MCS and contribute to the community
2. Encourage the development of Christian character, school spirit, and leadership skills

STUDENT LIFE AND ACTIVITIES

The purpose of student organizations at MCS is to help students develop academic, spiritual, physical, and social skills necessary to become effective servants of the Lord. These activities are specifically designed to help students adopt Biblical worldviews governing every aspect of their lives. All student programs and activities are closely supervised by the administration and faculty members. Students, parents, and faculty are encouraged to participate in students activities and provide insight concerning the success of current activities and to recommend changes to current programs or the addition of others.

Student activities at MCS are designed to promote school spirit and provide students with opportunities for leadership and service as well as practical experience in doing all things decently and in order for God's glory (I Corinthians 14:40; 10:31). In addition to providing opportunities for community service, MCS offers students the following programs:

- American Christian Honor Society
- Band, various choirs, instrumental and vocal ensembles.
- Private vocal and instrumental lessons
- Private art lessons to help them develop the special creative abilities the Lord has given them.
- Interscholastic sports (soccer, volleyball, basketball, baseball/softball, cheerleading) at a variety of levels depending on student interest and availability.
- Ski Club (students Grades K-12 and their families)

- Yearbook/Journalism I and II
- Girls Club (Grades 4-12)
- Big-Little Brother/Sister Program (Kindergarten and Grade 6)
- Leadership Conference (Grades 10-12)
- Student Council
- Pep Club (Grades K-12)

For more information concerning any of these activities, please contact the school office.

SUMMER SCHOOL

Summer school may be taken through correspondence or at a public school if the class is comparable to the MCS course or through MCS if a qualified teacher is available. The following guidelines apply to classes during summer school:

1. A student may not take more than two classes in summer school.
2. Regardless of where the class is taken and the actual grade earned, the grade entered in the MCS records will be a 60% (secondary) or 70% (elementary).
3. For students taking summer school through MCS, the following guidelines apply:
 - Families will be charged \$300 for one class and \$500 for two classes.
 - Families should make checks payable to Mentor Christian School.
 - A minimum of 30 hours of comparable classroom instruction is required for each summer school class. This does not mean that the teacher must teach 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.
 - Two principles govern if the student passes the course.
 - The student must demonstrate that he meets the minimum proficiency level for that class.
 - The student's performance must indicate that he is adequately prepared to successfully undertake the next class in that subject area.

SUPPLY LISTS

MCS sends out student supply lists before the beginning of each school year. Please be sure your children have the supplies they need for each of their classes. Extra copies of the supply lists are available in the office and under Parent Resources at mentorchristian.com.

TARDINESS

Any student who is not in his classroom at 8:30 a.m. is considered tardy to school. Tardiness is categorized as either excused or unexcused depending on the circumstances. Unexcused tardiness is defined as tardy for any other reason than the ones listed below:

Excused tardiness

- Car trouble
- Accidents
- Bad driving conditions
- Other legitimate reasons if approved by the principal

Unexcused tardiness (per quarter)

- First and second offenses warning: Notice of Student Tardiness sent home to be signed by parent.
- Third through fifth offenses: one detention and one Notice of Student Tardiness for each offense.
- Sixth through eighth offenses: Notice of Student Tardiness and one-half day in-school suspension each time
- Ninth and tenth offenses: Notice of Student Tardiness and one whole day in-school suspension each time
- Eleventh offense: requires Board action; possible expulsion.

TECHNOLOGY ACCEPTABLE USE POLICY

The following guidelines have been established to ensure a consistent message from all teachers to all students. These guidelines should be reviewed with any student that will be using a personal device during the school day. Teachers are encouraged to review these guidelines with students at the beginning of the school year and on a regular basis throughout the school year. Access to school technology related resources is a privilege that is given by and can be revoked by school authorities at their discretion.

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 MCS standards of conduct.

GENERAL GUIDELINES:

1. Students may only use electronic devices to work on school work during the school day or while in Kimmel Hall before or after school.
2. By using electronic devices on school grounds, parents and students are giving MCS Faculty and staff permission to examine the activity on their device at any time.
3. Students may not play games on electronic devices during the school day or while in Kimmel Hall before or after school.
4. The student is responsible for bringing the power cord each day in case the device needs to be charged. The school does not keep spare power cords on site for student devices.
5. Students are responsible for maintaining their devices. The school is not responsible for maintaining student device hardware or software.
6. Students are required to keep their devices secured with a password. The school will not assume any responsibility for any unauthorized access to any student device.
7. Students are responsible for keeping their devices up to date with the latest security patches.
8. All student laptops must run anti-virus software and must keep that software updated.
9. While on school premises student devices are only permitted to connect to school-approved networks. Students may not use the school wireless network to print to the school printer.
10. Laptops/devices are not permitted to use cellular or satellite internet connections (Wi-Fi, Hotspot, 3G or 4G, etc.) during the school day.
11. Students are only permitted to sign in with their assigned ID and password. Students may not sign in using another person's ID.
12. It is the student's responsibility to remember his/her password. Students may not share passwords with anyone else.
13. Students are not authorized to install software on any school computer.
14. Students are not permitted to make hardware changes to any school computers unless specifically directed and supervised by a teacher.

15. Headphone usage is not permitted at any time during the school day outside of authorized use in the computer lab, while in Kimmel Hall before or after school, during sports practices and games, or while traveling to and from school events.
16. Students must report all computer problems to a teacher immediately.
17. Private/personal data should not be saved on school computers.
18. All data saved on school computers is the property of the Mentor Christian School.
19. Student device use is at the discretion of the teacher. A teacher can grant or revoke network and internet privileges at their discretion.

COMPUTER LAB USE GUIDELINES

Students must have their planner signed by the teacher making the assignment in order to have permission to work in the lab. If the assigning teacher is not available, students may ask the principal for permission.

The lab is available ½ hour before and after school (7:45-8:15 and 3:15-3:45) and during any class period when it is not in use.

Students may

- Print documents to the office copier. All pages must be paid for, even if they are printed by mistake (10¢ per side for black and white, 25¢ per side for color).
- Use a flash drive or their U drive to store their school work.
- Use the Public network drive to temporarily store files needed by others.

Students may not

- Have food or drink (including water) in the computer lab.
- Use someone else's login name and password.
- Install or delete programs (including toolbars) on lab computers.
- Change their Windows wallpaper or screen resolution.
- Disconnect any cables or peripheral devices, including headphones, from lab computers.

COPYRIGHT AND PLAGIARISM:

Students are required to follow age-limit requirements, copyright, fair-use and other applicable laws when accessing the internet.

Plagiarism is not permitted.

Any source of information used in a student assignment must be properly cited.

Students are not permitted to copy, save or redistribute copyrighted material on the internet. Students should assume material is copyrighted unless clearly stated to the contrary.

TELEPHONE USE

Since phone lines are necessary for school business, student use of the telephones is limited to calls that are absolutely necessary. Teacher and principal approval is required for students to use school 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 (8:30-3:15). 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.

TESTING

As part of its curriculum, MCS administers a variety of standardized tests. Since these standardized tests are produced by institutions with secular worldviews, the fact that a class does well on it does not necessarily indicate that the teacher has done a good job or that the students have learned what is most important in life. Training students to develop a biblical worldview and to become servants of Christ includes much more than academics; and although these areas cannot be tested *per se*, they are the areas that make our school distinctive from most other schools in the area. MCS students consistently score above the national and state averages on these standardized tests.

While we do teach more than standardized tests can measure (for example, a biblical worldview), proper analysis of these tests do offer special benefits to help assess student strengths and weaknesses. MCS students typically take the following tests at various levels in their school career at MCS: Stanford Achievement Test (SAT), Otis-Lennon School Ability (OLSAT), ACT (American College Testing), PSAT (Preliminary Scholastic Aptitude Test), and the ASVAB (Armed Services Vocational Aptitude and Battery Test).

Stanford Achievement Test

The Stanford Achievement Test is administered to all students in Grades K-10. The test is typically scheduled in April. Each level of the test is divided into subtests covering various subjects such as reading comprehension, mathematics problem-solving, language, spelling, listening comprehension, science, and social science. In order to help teachers in determining individual student needs, MCS teachers are required to examine the results of the SAT for their class as a whole as well as for individual students. Parents receive a copy of the SAT results for each child in their family.

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. Advance approval for absence will not be granted during testing week.

Otis-Lennon School Ability Test (OLSAT)

The OLSAT is given to students in Grades 3, 5, 7, and 9. The purpose of the test is to determine the student's ability level for school. The OLSAT provides a marker for measuring the progress of individual students from year-to-year.

ACT Test

Seniors are required to take the ACT prior to graduation. Results of this test, along with the student's Grade Point Average, is used by many colleges to determine a student's eligibility for admissions. This test is not administered by MCS.

PSAT Test

MCS administers the Preliminary Scholastic Aptitude Test to juniors in October. This standardized test allows qualifying students to enter National Merit Scholarship Corporation.

Armed Services Vocational Aptitude and Battery Test (ASVAB)

The ASVAB is administered to the junior class by the U.S. Armed Forces during achievement testing week at MCS in April. The ASVAB is a multiple-aptitude battery that measure student abilities and helps predict future academic and occupational success in the military as well as other careers. The ASVAB program, highly acclaimed by college advisors, offers a wide range of services for students.

TEXTBOOKS AND WORKBOOKS

MCS spends thousands of dollars each year on new textbooks and workbooks. The school does not include a separate charge to parents for these textbooks or workbooks. Students are responsible for the proper care of any school materials loaned to them. Students must return textbooks in the same relative condition as distributed.

- All texts borrowed from MCS must be covered—except for soft-cover books such as Sadlier-Oxford Vocabulary Books used in Grades 7-12. Students should not tape covers to any of their texts.
- Students may not write in any non-consumable textbooks (except for writing their names and grade inside the front cover.)
- Book fines will be given at the end of the year for any books that have received undue wear or have writing in them.
- Students will be charged a current market value replacement fee for borrowed books or workbooks damaged beyond repair. Student expense includes shipping costs.
- Lost textbooks or workbooks (or ones with missing pages due to misuse) must be replaced at the student's expense. Student expense includes shipping costs.

TRAFFIC REGULATIONS

The speed limit on all campus driveways is a maximum 10 miles per hour at all times.

- Cars transporting elementary students enter and exit the driveway on the east side of campus and park in the north parking lot.
- Cars transporting secondary students enter and exit the driveway on the west side of campus.
- Student drivers and staff enter and exit the driveway on the east side of campus and park in the parking lot on the west side of Kimmel Hall.

TUITION

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 the office for an alternate payment plan.

If tuition payments are 60 days in arrears and satisfactory arrangements have not been made with the administration, 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 fourth quarter grades scored.

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.

Fee Schedule 2014-2015

- Registration Fee:** \$75 per child due at the time of application.
- Maintenance Fee:** \$225 per family. Fee may be paid with the tuition in monthly payments.
- Athletic Fee:** \$60 per athlete per sport. The maximum fee to be assessed to a family in any one season (fall or winter) is \$120. Fee is due by first practice date.

Base Tuition Schedule

Grades 7-12		Grades K-6	
Oldest child	\$4855	1 st child	\$4755
2 nd child	2770	2 nd child	2670
3 rd child	1970	3 rd child	1870
4 th child	1470	4 th child	1220

Half-day Kindergarten: Deduct \$400

Payments

4% discount: available if tuition and maintenance fee are paid in full and received in the school office by Monday, August 4, 2014. 4% discount is off tuition only; full \$225 maintenance fee still applies.

10-payment plan: Payments are due the *first of each month*, beginning with August 1 payment.

12-payment plan: Payments are due the *first of each month*, beginning with June payment.

Late fee: If payments are not received in office by the 10th of each month, a \$20 late fee is assessed.

TUITION ASSISTANCE

MCS has a Tuition Assistance Program (TAP) for lower-income families. This assistance is based upon the US Department of Health and Human Services poverty guidelines and the family's reported income on their tax return. As well, MCS offers a Flat Rate Assistance (FRA) plan that is based on family debt. Families may contact the office to receive additional information or to receive an application form. The deadline to apply for tuition assistance for the following school year is May 1. Assistance will be considered after the completed application form with all schedules is received and registration fee is paid.

VALEDICTORIAN CRITERIA

1. Student must have completed at least 15.0 credits of work on the high school level at Mentor Christian School in regularly scheduled classes
2. The student must also have earned a grade point average of at least 3.5 on a 4-point scale in all high school work as computed by the same method used for all other MCS students.
3. If more than one student earns a grade point average of 4.0, students will be named co-valedictorians.

VISITORS

Periodically parents may wish to observe MCS classes to see first-hand what their child is learning. MCS encourages parents to be involved in the education of their children and to visit classrooms. Please contact the administrator and teacher involved to schedule a time to visit at least one day in advance so that the teacher and class can be prepared for your visit.

- All visitors are required to come to the office after admission to the building.
- 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.
- All classroom visitors are required to meet our dress and conduct standards.

WEBSITE

The school website www.mentorchristian.com provides valuable resources for parents students including a calendar of events, virtual tour of grounds or facilities, special announcements, athletic schedules, chapel messages, forms (such as Request for Early Dismissal or Excused Absence or MCS Apparel), other important parent and students resources, as well as links to documents such as the BCSA Competition Manual and websites such as the Purdue OWL (Online Writing Lab).

WILDS SONGBOOKS

- Students in Grades 7-12 must pay for their Wilds songbooks (8th Edition).
- Students in Grades 7-12 must bring their Wilds songbooks to every chapel unless directed otherwise by the administration or teachers.
- Returning students who lost their Wilds book will have to pay for a new one.
- Cost of Wilds songbooks is \$7.

WITHDRAWALS

Parents are required to notify the school office in writing of their intent to withdraw students from MCS. In such cases, tuition 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.
- Student may not be re-admitted to MCS during the academic year once he has withdrawn.

YEARBOOK

MCS produces a yearbook annually to preserve pictorial and written records of the school year and provide prospective students and teachers a view of the MCS culture. Yearbook is an opportunity for students to develop real-life skills that will give them a competitive edge in pursuing future career goals and teach them the importance of pursuing excellence in service.

1. Students produce the yearbook under the guidance of the yearbook advisor.
2. All content is checked and approved by the principal.
3. The yearbook staff is responsible for managing its own budget.
4. Students receive 1 credit for Yearbook/Journalism I.
5. Students may also take Yearbook/Journalism II with principal and advisor approval.

The Yearbook staff is limited to four students and selection is based on the following criteria:

1. Teacher recommendation and approval by the principal and yearbook advisor
2. Juniors or seniors demonstrating the following characteristics:
 - Creativity
 - Leadership
 - Attention to detail
 - Ability to work independently as well as cooperatively
 - School spirit