

Milford Christian School

HANDBOOK

This is a Christian school...

Our MISSION is to train students in an academic setting to serve the Lord.

It is our desire to serve those parents who want their child(ren) to receive an education that meets spiritual requirements as well as academic excellence. At MCS it is our privilege to help you accomplish both of these goals as you train your child(ren) “.in the nurture and admonition of the Lord” (Ephesians 6:4b). We believe that the school is just a part of a proper Christian education that includes the home and the church. We are “Educating for Eternity.”

Milford Christian School is a ministry of First Baptist Church of Milford, Delaware, and, as such, is governed by doctrines and policies of the church.

A Bible-centered education not only provides the knowledge needed to obtain a high school diploma, but it also equips the student with the scriptural principles and Christian character needed to productively apply what is learned to the challenges of everyday life. The young person who applies him/herself to the program used here will be prepared to face those challenges.

A great effort is made to make sure that our students do not have to be confronted with those things which will distract them from being able to concentrate on getting a quality Christian education. For example, we reserve the right to refuse the enrollment of any child who has a record of discipline problems in another school or whose parents openly disagree with our doctrines or policies. Furthermore, children who become a problem are corrected and may be disciplined or expelled. We absolutely will not tolerate illegal drugs, alcohol, tobacco, weapons, pornography, immoral music, a previous or ongoing record of immoral behavior, or any other thing that would interfere with the spiritual emphasis that sets the Milford Christian School apart as a **Christian** school. At MCS we take the view that we are not a ‘reforming’ institution, but an ‘informing’ and ‘transforming’ school.

It is a privilege – not a right – to attend Milford Christian School.

The administration reserves the right to waive the policies set forth in this handbook as the situation may permit.

CHRISTIAN AMERICANISM

Christian Americanism places emphasis upon the greatness of America's heritage and the sacrifices of her heroes. America's Constitution guarantees liberties to educate in order to preserve freedom. We unashamedly teach the Biblical doctrines of self-discipline, respect for those in authority, obedience to law, and the love for God, flag and country. Students will be taught to recite the following pledges.

Pledge of Allegiance to the American Flag

I pledge allegiance to the flag of the United States of America, and to the Republic for which it stands, one nation under God, indivisible, with liberty and justice for all.

Pledge of Allegiance to the Christian Flag

I pledge allegiance to the Christian flag, and to the Savior for Whose kingdom it stands, one Savior, crucified, risen and coming again, with life and liberty for all who believe.

Pledge of Allegiance to the Bible

I pledge allegiance to the Bible, God's Holy Word. I will make it a lamp unto my feet, and a light unto my path. I will hide its words in my heart, that I might not sin against God.

Discipline & Expulsion...

Two forms are normally used to notify parents of problems or potential problems. A "Notice of Concern" is a warning that continuation of the offense can result in discipline. A "Discipline Report" is to inform parents of an offense that requires discipline.

Students who require disciplinary action will receive discipline based on the level of the offense. This may include loss of privileges, extra assignments, suspension, or even expulsion from the school program. Students may be expelled immediately for major offenses, at the discretion of the school administration. Suspensions carry an automatic grade penalty.

Taunting or provoking other students is an offense that is dealt with at the highest level of discipline, including suspension or expulsion.

Classroom Policies...

At the Parent-Teacher Orientation prior to the beginning of school, parents will be given policies and rules for the various classrooms. They vary somewhat in various grade levels. Parents are strongly encouraged to attend the Orientation.

General School Policies...

1. Beginning the Day: Students may enter the building at 8:15 A.M. Students must then go immediately to their classrooms and begin preparing for the day. Students are to arrive at school properly dressed in school uniform. Opening exercises begin at 8:30 A.M. Students arriving prior to 8:15 A.M. will be subject to the Extended Care Charges.
2. Breaks: Brief periodic breaks are given between classes. There is never to be any running in the hallways and the rest rooms are always to be left as clean as they were found.
3. The Dining Room: Students are to sit in the designated area for their classes. We would encourage our students to enjoy this time but they will be disciplined for misbehavior. The designated dining room area for each group is to be left completely clean and straightened up after each use. All refuse is to be properly discarded. No student is to be in the kitchen without authorization. Students may pack a lunch or order from the menu. Lunches should be ordered in the morning.
4. School Office: Office staff are available to receive tuition/lunch payments, messages, from teachers, and dispense medication or first aid as needed.
Phone calls by students and to students (both outgoing and incoming) are restricted to emergencies.
5. Personal Space: Students are to maintain personal space involving no less than six inches. Students are not to touch each other, either in anger or affection. Touching in anger can lead to fighting (which is not permitted) and touching in affection can lead to fondling (which is not permitted). This applies to any time in which students are under the supervision of school staff.
6. The Gym and Locker rooms: No student may use the gym unless there is adult supervision. Any equipment used must be returned to the proper places of storage as soon as it is no longer being used. *Any personal belongings left out in the gym or locker room will be collected at the end of the day.* Those who have been issued a gym locker need a combination lock. The restroom and shower room areas must be left clean and neat after each use. Sneakers are to be worn on the gym floor.
7. Students are not to be in undesignated classrooms without a teacher present.
8. Cell Phones: Cell phones, pagers, etc. are not necessary and are not to be seen in the school building. All cell phones seen or heard will be confiscated and will need to be picked up by a parent. Recurring offenses will be dealt with more severely. Parents needing to contact students during school hours can call the office.

9. Students using Social Networking tools such as Facebook, Twitter, etc, who identify themselves as students in Milford Christian School will be held responsible for comments they make regarding the school/staff and/or comments they make regarding inappropriate activities, jokes, pictures, etc.
10. Ending the Day: Students are dismissed at 3:00 P.M. The only students allowed to remain the school after 3:15 P.M. are those participating in after-school sponsored events, those who are in detention, and those enrolled in the Extended Care Program. It is essential that students be picked up by 3:15 P.M. **Please note...**students abusing this guideline **may have fees charged** for the extra supervision being provided. Students are not to change from their school uniform to go home. In instances when students make plans to leave school with other students, *written permission* is necessary from both sets of parents.
11. Extended Care Program: Students may arrive between 7 A.M. and 8:15 A.M. if they are enrolled in the Extended Care Program. Students may remain in the school until 5:30 P.M. if they are enrolled in the Extended Care Program *A weekly fee is charged for these services, even if they are used only part of the week.*
12. School Closings and Delays: School closings, delayed openings, and early dismissals will be posted on TV Channel 16 (WBOC Salisbury) and Radio (WGMD 92.7 FM). Parents may also sign up in the school office to receive notification by text.

Promotion – Retention Policy...

Elementary – and Junior High;

1. Students who receive a yearly grade of an “F” in a major subject (Math, Phonics, or English) or two other subjects will be retained.
2. Students who receive a yearly grade of a “D” in a major subject or two other subjects will be promoted on a “probation” status.
3. Failed courses can be made up by attending summer school and passing with a grade of “C” or better.

Senior High:

1. Students are promoted as a result of the accumulation of credits. To be promoted to sophomore status, a student must accumulate 6 credits; to junior status, a student must accumulate 12 credits; and promotion to senior status requires an accumulation of 18 credits.
2. Failed courses can be made up by attending summer school and passing with a grade of “C” or above.
3. Incomplete courses can be made up by attending summer school and passing with a grade of “C” or above.

Busing Policies...

Transportation is made available to those who are in the areas we serve. It is extremely important that we observe the utmost care when it comes to safety while en route to and from school. Therefore the following rules are enforced.

1. Students are to remain seated, with seatbelts fastened.
2. Students may not eat on the bus.
3. Students are to ride quietly on the bus, and may not use any electronic devices while on the bus.
4. Students are to face forward, with feet in front of them while on the bus.
5. Bus Drivers may assign seats.
6. Personal belongings and school materials are not to be left on the bus.
7. No change of location for either picking up or dropping off a child may take place unless a note requesting the same is supplied and signed by a parent for each time a change is made.

Discipline may be meted out any time students are under the supervision of the Milford Christian School, including on the bus. Students may not be picked up unless they are regular riders for any reason unless it is a result of a permanent change agreed upon between the parents and the school.

Supplies & Materials...

Teachers will provide students and parents with a list of the supplies needed by each student (e.g. pencils, erasers, paper, etc.).

Books, and other educational materials should be well taken care of and always put in their proper places.

School Dress & Uniform Policies

Uniforms: School approved uniforms alleviate the problem of students competing with each other about clothes and are also easier to maintain.

General Guidelines:

1. All footwear is to be black, basic, and conservative. No boots during school hours. Students in 1st through 6th grade may wear solid black athletic shoes. Students in 7-12 grades should wear black dress shoes. Girls footwear is to be closed toed.
2. Socks must be worn and must match uniform (one color only).
3. Necklaces may be worn (one at a time) by girls but not by boys.
4. Earrings may be worn by girls (no more than two per ear lobe) but not by boys.
5. Ankle bracelets may not be worn.
6. Boys are not to wear bracelets.
7. Girls' headbands, bows, hair accessories, etc. are to be solid color and match the uniform.
8. Clothes for all students should be properly sized and properly worn so as not to look "sloppy".
9. **Girls Uniform (grades 1-4):** Jumper (must cover the knees), with white Peter Pan collar blouse, or white, gray or burgundy polo shirt, and (optional) V-neck cardigan or pullover sweater. **Boys' Uniform (grade 1-6):** Black or gray slacks, white oxford cloth shirt or white, gray or burgundy polo shirt, and (optional) V-neck cardigan or pullover sweaters. Black belts must be worn. The school sweater is the only outer garment that a student is permitted to wear during the school day. The sweater, girls' jumpers and skirts, and boys' burgundy tie must be purchased through the uniform company.
10. **Girls' Uniform (grades 5-12):** Plaid, black or solid gray skirt (must cover knees) with a white oxford blouse, white, gray or burgundy polo shirt, and (optional) V-Neck cardigan or pullover sweater. Skirts and sweaters must be purchased through the uniform company. The school sweater is the only outer garment that a student is permitted to wear during the school day. Shirts are to be tucked in at all times.
11. **Boys' Uniform (grades 7-12):** Gray or black slacks, white oxford cloth shirt, white, burgundy, or gray polo shirt. A solid burgundy tie (for chapel day) and (optional) V-neck cardigan or pullover sweater. The school sweater is the only outer garment that a student is permitted to wear during the school day. Ties and sweaters must be purchased through the uniform company. Black belts are to be worn. Shirts are to be tucked in at all times.
12. If girls wear leggings, they are to be the same color as their socks. Capris are not permitted.
13. Students are to arrive at school in school uniform. Students are not to change from their uniform to leave school unless special permission has been granted.
14. Hoodies, jackets, coats, sweater (except school uniform sweater) hats, scarves, gloves, boots, or sunglasses are not to be worn in the building. (Exception: Eyeglasses with Transition Lenses).
15. Hats are not to be worn inside the school building.

Please note: School Uniforms can be ordered from the Company called: Flynn & O'Hara. Order forms are included in the school packet. Uniform items which must be purchased through this company include ties for the boys, skirts/jumpers for the girls, and all school sweaters. No other sweaters are to be worn during school hours. Slacks, polo shirts, oxford shirts, etc. may be purchased locally.

HAIR STYLES, ETC.: Girls are to wear basic hair styles and boys must have conservative styles also with their hair being off of the collar and ears and eye brows. Please avoid all radical and fad-type hair styles. Boys, no facial hair, please, and sideburns end at mid-ear. Girls, makeup must be moderate and natural looking. Nail polish must be conservative. Hair should not be tipped or dyed unless the results are natural looking color.

GYM CLOTHING: Solid color knee-length shorts or sweat pants (no logos) and school supplied shirts for both boys and girls. Please note that grade points are deducted when students fail to dress out appropriately for PE Class.

TEAM SPORTING UNIFORMS: These are provided by the school for our organized events. Sports uniforms need to be turned in at the end of each season.

SPECTATOR EVENTS: Students are expected to dress modestly and appropriately when attending an event as a spectator. School administration reserves the right to send a student home who is not dressed properly. Good sportsmanship/is to be demonstrated by all students.

ATTENDANCE POLICY

The importance of leaving your child in school and the importance of avoiding unnecessary absences cannot be over emphasized. Demonstrating to our children that education is a priority in our lives sends them a very important message. Unfortunately the reverse also sends a message – the wrong message. The basic attendance policy requires students to attend classes punctually and regularly unless they are ill or have a legitimate excuse. If your child is ill, we ask your cooperation in keeping him/her home.

Regular attendance in school is extremely important to a child's education. Parents are asked to encourage good attendance and follow the procedure listed below in case of absence:

1. Reporting absences: If your child will be absent from school, please call the school to report the child's name and reason for the absence.
2. Returning to School Following Absence: If your child was absent from school and you were not able to call the school office the morning of the absence, please write a note following the absence, including the name of the child, date of the absence and reason.

3. Unexcused Absences: An unexcused absence from school is any absence without a valid excuse. Babysitting, going shopping, and “playing hooky” are obvious examples of unexcused absences. Whenever unexcused absences occur, the teacher and/or principal will contact the student’s parents to discuss the problem, and appropriate action will be taken.
4. Planned Absences (i.e. vacations): If you know in advance that your child will be out of school for any reason, please let us know. If you will be gone for 5-10 days please let the office know and the teacher may be able to provide some work to help your child keep up with the class. A week’s notice for these types of absences would be appreciated.
5. Students not attending field trips and other school sponsored events may be given an unexcused absence unless a doctor’s note is returned in.
6. Any student who misses 20 or more days in a school year will be at risk of not receiving credit for that year. Tutoring and/or summer school at an additional charge may be required for students that exceed the allotted number of absences.

Tardy Policy:

If a student is tardy at the beginning of the school day, a parent/guardian is to enter the building with the student and sign him/her in at the office before entering the classroom. Excessive tardiness (excused or unexcused) should be avoided. It is a disruption to teachers and other students, and will be handled case by case.

Church Attendance Requirement...

Since this is a Christian School, we require that students be faithful in their Church attendance. Years of experience have taught us that those students who are faithful with their families to the Lord’s House pose the least problems. To verify this, students will be required to turn in a church attendance slip. Students who do not faithfully attend a church will not be permitted to remain in the school

Chapels & Programs...

CHAPELS: All students have a regular Bible class. Daily devotions may be held in the classroom at a time considered as a part of their grade. Chapel attendance is not optional. We would also encourage our parents to attend the various special programs presented by our student body. The young people and staff work very hard to put them together and a sizeable, appreciative audience is appreciated.

PROGRAMS: All students are required to attend all school-sponsored programs as this will be considered as a part of their grade. We would also encourage our parents to attend the various special programs presented by our student body. The young people and staff work very hard to put them together and a sizable, appreciative audience is much appreciated by all those involved.

Sports Trips...

Parents will be notified ahead of time when a trip will be taken away from the school campus. Sporting events that are “away games” leave limited space for spectators on the bus. Parents or family members wanting to attend a game are asked to call the school office to make sure that space will be available. Team members always ride on the bus with the team to an away game. Students may, however, ride home with a parent after a game.

Sports Eligibility...

Students desiring to play sports must maintain a good testimony. Students must remain academically eligible, with no grade average lower than a C-. This is reviewed on a three-week basis.

Fees Policies...

The fees schedule is available from the school office. Policies regarding fees are:

1. Registration fees must be paid at the time of registration.
2. Material fees may be paid for the whole year in one or two installments. Option one is to pay the entire fee prior to the beginning of the school year. Option two is to pay the first half prior to the beginning of the school year, and the balance at the end of the first semester.
3. Tuition fees paid monthly are due a full month in advance. A coupon booklet will be provided by the school for each family’s tuition payments which begin in August if paid using the monthly program. A ten day grace period is allowed with a \$15.00 per student late charge after that. School fees are due on the first of each month. Any student whose tuition falls behind after 60 days will be suspended until the bill can be brought up to date.
4. Students may bring a lunch to school or purchase a lunch at school.
5. Lost textbooks must be replaced at whatever the cost will be to the school for doing so.
6. No final report card or records will be released until all fees are paid. A \$15.00 per month late charge will be added per student for all fees still outstanding until they are paid. Students may not be enrolled for the next school year until all past fees are paid. Failure to make arrangements for payment of back fees may result in your account being turned over to a collection agency

Physical Education...

Physical Education (P.E.) is a requirement for all students. It includes exercising, running, and various types of athletic sports. Students unable to participate in P.E. or even a specific part of it due to a medical reason will need a note to that effect from their doctor if they are to be excused. Students are required to dress in the PE uniform for PE class. Points may be deducted from a student's grade for failure to dress out.

The school carries minimal insurance policy for each student should an accident occur on the school premises or during an organized sports competition. It is important that students follow all rules regarding safety whether it be on the gym floor, the playing field, the school playground, or anywhere on the school campus.

Medicine...

Concerning the dispensing of medicine for health reasons: Tylenol may be given on occasion when it is determined that it will help a student who is not feeling well. Should your child require some medication from home to be taken on a regular basis during the school day, please send a note regarding this and allow the school office to dispense medicine as needed. Students are not to share medicines with other students or carry medicines with them during the school day. All medications are to be left in the school office when the student arrives at school.

Parent-Student-Teacher Conferences....

Conferences can take place at the end of each quarter's marking period. The student's report card, as well as any areas of concern, will be discussed along with any questions the parent might have regarding your child.

There are other times when a conference may become necessary to address concerns regarding the student. Parents will be notified ahead of time should such a meeting be needed and the purpose for which it is being requested. Please recognize the importance of such conferences and do not allow any other things to distract from them. Parents are welcome to conference with teachers upon request. **We also request that parents not try to take care of school conferences with teachers at church services.**

Student Automobiles.....

Students who are licensed drivers and are given permission by their parents to drive their automobiles to the school may do so with the following understanding:

1. Cars are to be left locked in the main parking lot and may not be returned to until the close of the school day without permission.
2. No student may go home in another student's car without written permission from both students' parents.

3. Students may not drive through the parking lot any faster than 10 m.p.h. and may have their privilege revoked should they be seen at any time driving in an irresponsible manner.
4. Students must leave cars as soon as they arrive at school and go to their designated areas.
5. Students are not to loiter in or near the cars before or after school.
6. Cars are to be parked within marked spaces in the area designated by the administration.
7. Students are to follow the rules of their driver's permit or license regarding the number of passengers in their car, seat belt laws, etc.
8. Students are not to play loud music in their cars while on school property.

Milford Christian School Grade Scale

A 94-100 B 86-93 C 77-85 D 70-76 F 69 and below

Report Cards

Report cards are issued four times per school year (every nine weeks) to give parents and students an accurate indication of academic progress. In addition, student's grades are evaluated every three weeks throughout the school year in order to identify any potential problems. Those three-week evaluations are submitted to parents. Final report cards are available at the end of the year.

High School Graduation Requirements

A total of twenty-two credits is necessary to graduate. Each graduate must have 4 high school English credits, 3 history credits, 3 mathematics credits, 3 science credits, 2 physical education credits, 1 health credit and 6 elective credits, including at least ½ Bible credit per year of attendance at MCS.

Equality Statement

The First Baptist Church of Milford, Delaware, practices equality and does not discriminate because of race, color, or national and ethnic origin. The Milford Christian School, as a ministry of First Baptist Church, operates in accord with this policy.

Milford 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.

Enrollment in the Milford Christian School is limited, however, to only those who are in agreement with the purposes, practices, and policies of this institution and have signed the statement indicating the same.

STATEMENT OF COOPERATION

As the parents of _____,

I agree to abide by the policies of the Milford Christian School as set forth in this Handbook.

Father: _____ Date: _____

Mother: _____ Date: _____

THIS STATEMENT MUST BE SIGNED AND SUBMITTED TO THE SCHOOL OFFICE BEFORE ENROLLMENT IS CONSIDERED COMPLETE.