

Milford Christian School

PARENT-STUDENT 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 children to receive an education that meets spiritual requirements as well as academic excellence. At MCS it is our privilege to help you accomplish both goals as you train your child “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.

Profession of faith in Christ is a requirement for admission for students in the high school level. Milford Christian is a school dedicated to preparing students to go out into the world and impact the community in a positive way for Christ. Each student at the high school level will be asked to share his or her salvation testimony during the interview process.

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.

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.

SUPPLIES, MATERIALS, AND LOST & FOUND

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

Students are expected to take good care of books and other educational materials and always put them in their proper places. Items left in unauthorized locations may be taken to the **Lost and Found** and be reclaimed for **25¢ per item**.

GENERAL SCHOOL POLICIES

1. **Beginning the Day:** Students may enter the building at 8:15 AM. 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 AM. Students arriving prior to 8:15 AM will be subject to fees for extended care. Students arriving after the 8:30 AM bell are considered tardy. Students are to be in their seats before the bell rings.
2. **Breaks:** Brief periodic breaks are given between classes. There is never to be any running in the hallways, and the restrooms are always to be left as clean as they were found.
3. **Lunchroom:** Students are to sit in a designated area for their class. Students are encouraged to enjoy this time, but they will be disciplined for misbehavior. The designated lunchroom 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 or lunch payments, messages for teachers, and assist with 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. 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 and placed in lost and found.* 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/Electronics: Cell phones and electronics are not necessary during the school day and are not to be seen or used in the school building. Cell phones or electronics seen or heard without specific permission from staff 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 media such as Facebook, Twitter, Instagram, TikTok, etc., will be held responsible for comments they make regarding inappropriate activities, jokes, pictures, etc. This can be cause for discipline/expulsion.
10. Ending the Day: Students are dismissed at 3:00 PM. Students not picked up by 3:15 PM will be directed to extended care unless they are participating in after-school sponsored events or serving a detention. **Please note** that students staying for aftercare **may have fees charged** for the extra supervision being provided.
 - a. Students are not to change from their school uniform to go home.
 - b. In instances when students make plans to leave school with other students, **written permission** is necessary from both sets of parents.
 - c. Pick-up cards are to be shown to the office when someone unknown to the school is to pick up a student from school. If a person comes to pick up a child without a pick-up card, the parent will be contacted.
11. Extended Care Program: Students may arrive between 7:00 AM and 8:15 AM if they are enrolled in the Extended Care Program. Students may remain in the school until 5:30 PM 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 stations WGMD 92.7 FM and WXDE 105.9 FM. Parents may also sign up in the school office to receive notification by text message.

FEES POLICIES

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

1. Registration fees are due at the time of registration and are non-refundable.
2. Materials fees may be paid for the whole year in one or two installments.
 - One installment option: full payment due July 1
 - Two installment option: first half due July 1; balance due January 1
3. Annual tuition fees may be prepaid or divided into ten equal monthly installments, which are due the 1st of each month August through May and are late after the 10th of the month. The school will send a tuition invoice approximately 3 weeks ahead of the due date. A late fee of 2% monthly is charged for overdue balances. This fee will be included in your monthly statement near the middle or end of each month. Any student whose tuition falls behind after 30 days may be suspended until the account can be brought up to date.
4. Students who choose to purchase lunch may either pay as they go or charge purchases to their cafeteria account. Students must keep their cafeteria account up to date to avoid losing lunch purchasing privileges.
5. Students who misplace or lose textbooks must pay for replacements.
6. No final report card or records will be released until all fees are paid.
7. Students may not be enrolled for the next school year until all past fees are paid.

MEDICINE & FIRST AID

Basic first aid (such as bandages and antibiotic ointment for knee scrapes, etc.) will be provided as necessary, but administering medication can occur only within specific guidelines. Whenever possible, medications should be given outside school hours. Consult your child's physician for assistance. When medications are necessary during the school day, the following procedures will be followed:

1. Medication administration by the school is handled by the office only.
2. If a student needs to take over-the-counter or prescription medication during the school day, the following policies apply:
 - Medications must be delivered to the school office by the parent.
 - Medications (prescription or over-the-counter) must be provided in the original containers with instructions for the student's dosage and timing clearly marked.
 - Medications will be kept in a secure location in the school office until it is time to be administered.
3. Alternatively, in the case of a child in 6th grade or below, a parent may come to the school to administer medication at lunchtime.
4. The school cannot assist with medical decisions or nursing judgments or administer injections (except for emergency situations such as with an epi-pen).
5. The school will maintain limited supplies of acetaminophen (such as Tylenol) and ibuprofen (such as Advil or Motrin) for unexpected situations, but parents will be contacted by phone

for permission and directions before they are provided to a student. (Any over-the-counter medications that you do not want your child to receive should also be noted on the student's medical release form.)

6. A student with a temperature of at least 100.4° will be sent home. Fever-reducing medication will not be administered in this situation.

Students are not to share medicines with other students or carry medicines with them during the school day. Except as stated below, all medications are to be left in the school office by the parent when the student arrives at school.

Guidelines for students with medical conditions that require continual monitoring or who need to carry medication or supplies with them at all times (e.g., severe asthma, type 1 diabetes, etc.) will be handled on a case-by-case basis.

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. Suspension carries 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.

ATTENDANCE POLICY

The importance of your child being in school until the 3:00 PM bell and the importance of avoiding unnecessary tardies, absences, and early dismissals cannot be overemphasized. 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. **A student should not return to school for 24 hours after being sent home for vomiting or if they have a fever.**

Early dismissal should be avoided unless the dismissal involves needed health attention or urgent family needs. Instruction continues until 3:00 PM. Please do not ask that your child be regularly dismissed before this time as **this causes unnecessary disruption** to the class at the end of the day.

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 office 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 the reason.
3. Unexcused Absences: An unexcused absence from school is any absence without a valid excuse. Babysitting, going shopping, and “playing hooky” are examples of unexcused absences. Whenever unexcused absences occur, the school will contact the student’s parents to discuss the problem, and appropriate action will be taken.
4. Planned Absences (e.g., vacations): If you know in advance that your child will be out of school for any reason, please let us know. If he or she 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 turned 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.
7. If a student receives an unexcused absence, two points will normally be deducted from each subject per day of absence.

TARDY POLICY

Tardiness is defined as a student not being in his or her classroom when the 8:30 AM bell rings. A student arriving late to school or a particular class must report to the office and obtain a tardy slip before reporting to the classroom. To avoid an unexcused tardy, a parent must sign the student in at the office or send in a written note stating the reason for the late arrival. A tardy may be excused due to a medical/dental appointment, extreme weather conditions, car trouble, etc.

Excessive tardiness (excused or unexcused) should be avoided. Students arriving late disrupt the classroom and may miss vital learning time. Students who routinely disregard this policy may be penalized.

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 faithfulness, 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: Age-appropriate chapels are held weekly and more often for special purposes. Chapel attendance is not optional. Participation in chapel may also impact the student’s Bible class grade.

PROGRAMS: All students are required to attend all school-sponsored programs as this will be considered as a part of their grade. Most of these programs are scheduled on the school calendar before the beginning of the year. 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.

CHAPERONING FIELD TRIPS

Parents are welcome to attend field trips with their children. Depending on the class trips, parents may also be able to ride the bus with the children. Parents desiring to chaperone a field trip must comply with the school dress code guidelines given to students for field trips.

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 team bus to an away game. They 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 three-week grade average lower than a C-. This is reviewed throughout each season.

PHYSICAL EDUCATION

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

The school carries a 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.

DRESS CODE AND APPEARANCE

School Dress & Uniform Policies

Uniforms: School-approved uniforms alleviate the problem of students competing over their clothes and are also easier to maintain.

General Guidelines:

1. **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.

2. All footwear is to be **solid black** (no white lines around the bottom etc.), basic, and conservative. Crocs, boots, and house slippers are not permitted during school hours. Students in grades 1-6 may wear **solid black** athletic shoes. Students in grades 7-12 should wear **solid black non-athletic shoes**. Footwear is to be closed-toed and closed heeled.
3. Socks must be worn (socks or tights for girls) and must **match** the uniform (one color only).
4. If girls wear leggings, they are to be the same color as their socks.
5. Necklaces may be worn (one at a time) by girls but not by boys. Earrings may be worn by girls (no more than two per ear lobe) but not by boys.
6. Girls' headbands, bows, hair accessories, etc. are to match the uniform.
7. Clothes for all students should be properly sized and properly worn so as not to look "sloppy." When a uniform item, such as a sweater, begins to wear out (holes in it) it is no longer to be worn in school.
8. Students who choose to wear a long-sleeved t-shirt under a school uniform must wear a long-sleeved polo shirt over it. Short-sleeved polo shirts are not to be worn over long-sleeved t-shirts.
9. Body piercing and tattoos are not permitted for students.
10. **Girls Uniform (grades 1-4)** consists of a jumper (must cover the knees when standing and come to the knees when seated) with white Peter Pan collar blouse or solid white, gray, or burgundy polo shirt (no logo), and (optional) V-neck cardigan or pullover sweater. Sweaters must be purchased through the uniform company.
11. **Girls' Uniform (grades 5-12)** consists of plaid, black or solid gray skirt (must cover the knees when standing and come to the knees when seated) with a solid white oxford blouse or solid white, gray, or burgundy polo shirt (no logo), and (optional) V-Neck cardigan or pullover sweater. Skirts and sweaters must be purchased through the uniform company. Shirts are always to be tucked in.
12. **Boys' Uniform (grades 1-12)** consists of black or gray slacks with white oxford cloth shirt and a solid burgundy tie (for chapel days) or solid white, gray, or burgundy polo shirt (no logo) for non-chapel days. An optional V-neck cardigan or pullover sweater may also be worn. Dress slacks have back pockets which tuck inside. They have no outside stitching on the back pockets (like denim pants). Black belts must be worn. Ties and sweaters must be purchased through the uniform company. Shirts are always to be tucked in.
13. The school sweater is the **only outer garment** that a student is permitted to wear **during the school day**.
14. Hoodies, jackets, coats, sweaters (other than the school uniform sweater), hats, scarves, gloves, boots, or sunglasses **are not** to be worn in the building during the school day. In grades 7-12, these items are also not to be brought into the classroom.

School Uniform Ordering Information

1. School Uniforms may be ordered from either of the following:
 - Flynn & O'Hara (flynnohara.com/shop/milford-christian-school-de018)
 - French Toast (frenchtoast.com/schoolbox/schools/Milford-Christian-School-QS5DAGB)
2. Order forms are included in the school packet. The sweater, girls' jumpers and skirts, and boys' burgundy tie must be purchased through the uniform company (or from Amazon if they are the same brand and style as shown on the uniform website).
3. Ties are usually available in the school office.

Other Appearance Guidelines

HAIR STYLES, ETC.: Girls are to wear basic hair styles. Boys must have conservative styles also with their hair being off the collar, ears, and eyebrows. Please avoid all radical and fad-type hair styles. Boys are not to wear facial hair. Boys' 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: Students are to wear solid color knee-length shorts or sweatpants (no logos) and school-supplied shirts for both boys and girls. Athletic shoes are required. Please note that grade points are deducted when a student fails 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 and parents are expected to dress modestly and appropriately when attending events as spectators. School administration reserves the right to send a student home who is not dressed properly. Good sportsmanship is to be demonstrated by all students and parents.

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 each students' parents.
3. Students may not drive through the parking lot any faster than 10 MPH. and may have their privileges revoked should they be seen at any time driving in an irresponsible manner.
4. Students must leave their cars as soon as they arrive at school and go promptly 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 expected 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 allowed to play loud music in their cars while on school property.

TRANSPORTATION 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 enroute to and from school. Therefore, the following rules are enforced.

1. Students are to remain seated with seatbelts fastened.
2. Students may not eat in school vehicles.
3. Students are to ride quietly and may not use any electronic devices.
4. Students are to face forward with feet in front of them.
5. Drivers may assign seats.
6. Personal belongings and school materials are not to be left in the vehicle.
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 each time a *change* is made.

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

GRADING SCALE

A 90-100 B 80-89 C 70-79 D 65-69 F below 65

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, students' 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.

PARENT-STUDENT-TEACHER CONFERENCES

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

There are other times when a conference may become necessary to address concerns regarding a student. Parents will be notified ahead of time when such a meeting is needed and the purpose

for which it is requested. Please recognize the importance of such conferences and do not allow any other things to distract from them. Parents are also welcome to request a conference with a teacher. We ask that parents **not try to take care of school conferences with teachers at church services.**

PROMOTION-RETENTION POLICY

Grades 1-8

1. Students who receive a yearly grade of an “F” in a major subject (math, phonics, or English) or two other subjects may 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. Failure to maintain passing grades may result in the student's promotion being revoked.
3. Failed courses can be made up by attaining a passing grade in summer school.

Senior High

1. Students are promoted based upon the accumulation of credits. To be promoted to sophomore status, a student must accumulate 5 credits; to junior status, a student must accumulate 11 credits; and promotion to senior status requires an accumulation of 17 credits.
2. Failed courses can be made up by attaining a passing grade in summer school.
3. Incomplete courses can be made up by attaining a passing grade in summer school.

HIGH SCHOOL GRADUATION REQUIREMENTS

A total of twenty-two credits is necessary to graduate. Each graduate must have 4 English credits, 3 history (social studies) credits, 3 mathematics credits, 3 science credits, 2 physical education credits, 1 world language credit, ½ health credit, and 5½ 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.

Milford Christian School, as a ministry of First Baptist Church, operates in accordance with this policy and admits students of any race, color, or 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, or 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 a statement of cooperation indicating the same.

PARENT STATEMENT OF COOPERATION

As the parents of (print student name) _____,
we agree to abide by the policies of the Milford Christian School as set forth in its
current *Parent-Student Handbook* (and/or *Preschool Handbook*, as appropriate).

Father's Signature: _____ Date: _____

Mother's Signature: _____ Date: _____

***This statement must be signed and submitted to the school
office before enrollment is considered complete.***

STUDENT STATEMENT OF COOPERATION

As a student in grades 4-12, I agree to abide by the policies of the Milford Christian School as set forth in its current *Parent-Student Handbook*.

Student's Signature: _____ Date: _____

This statement must be signed and submitted to the school office before enrollment is considered complete.