

Updated: October 2009



MEMORIAL CHRISTIAN SCHOOL

Preschool - Sixth Grade

Memorial Christian School will provide a Christian learning environment where academics, social, emotional, and spiritual needs are developed and where students can come to an understanding of their roles in a biblical worldview.

Office Hours: 8:00 AM - 4:00 PM

**4905 South Highway 16
RAPID CITY, SD 57701**

(605) 342-8265 ext 3

www.rcmcs.com

School Handbook

TABLE OF CONTENTS

EMERGENCY	2
STORM DAY POLICY.....	2
FIRE AND DISASTER	2
INSURANCES – DENTAL/CASUALTY	2
ENROLLMENT	2
DISCOUNTS.....	2
SCHOLARSHIP REQUIREMENTS	2
WAITING LISTS.....	3
ADMISSION POLICY.....	3
ADMISSIONS PROCESS.....	3
GENERAL INFORMATION.....	3
STATEMENTS.....	3
DAILY SCHEDULE.....	4
ATTENDANCE AND ABSENCES	4
BEFORE AND AFTER SCHOOL.....	5
PARKING LOT PROCEDURES	5
RECESS AND PLAYGROUND.....	5
LOST AND FOUND	5
SCHOOL SPONSORED EVENTS OR PROGRAMS.....	5
STUDENT APPEARANCE/UNIFORM CODE	5
BOOK DAMAGES.....	6
DIRECTORY INFORMATION.....	6
COMPUTER USE & ACCESS.....	6
FOOD SERVICES.....	6
ACCADEMIC INFORMATION.....	7
CURRICULUM.....	7
ACADEMIC PROGRESS REPORT.....	7
PROGRAMS	7
FIELD TRIPS	8
HOMEWORK.....	8
GRADING SCALE FOR K - 2 GRADE	8
GRADING SCALE FOR 3 - 6 GRADE.....	8
SCHOOL SUPPLY LIST	8
TESTING.....	8
PARENTAL INVOLVEMENT AND INFORMATION	9
DROP-IN OR VISITS DURING SCHOOL HOURS	9
PTO - PARENT TEACHER ORGANIZATION	9
VOLUNTEER PROGRAM.....	9
WHAT PARENTS CAN DO TO HELP THEIR CHILD	9
PROBLEM SOLVING.....	9
COMMUNICATION.....	9
FOOD ALLERGIES.....	9
CHANGE OF ADDRESS	10
TRANSPORTATION AND CARPOOL.....	10
PARENT-TEACHER CONFERENCES	10
BIRTHDAY PARTIES.....	10
PICTURES.....	10
POLICIES AND STATE REQUIREMENTS.....	10
SCHOOL HEALTH POLICY.....	10
DISPENSING OF MEDICATION	10
CORPORAL PUNISHMENT (DISCIPLINE).....	10
INAPPROPRIATE ITEMS / LOST PROPERTY & THEFT	10
CHILD ABUSE	11
STUDENT CONDUCT	11
SOUTH DAKOTA IMMUNIZATION REQUIREMENTS	11
NONDISCRIMINATION POLICY	11
DISCRIMINATION/HARASSMENT POLICY	12
WEAPONS POLICY.....	12

EMERGENCY

STORM DAY POLICY

NO STUDENTS MAY BE LEFT AT SCHOOL IF SCHOOL CLOSES ON A STORM DAY. ANY DECISION TO CLOSE IS FINAL. IF SCHOOL CLOSES, DAY CARE IS CLOSED AS WELL.

If the Rapid City Public Schools DO NOT have school because of WEATHER we will not have school or daycare. We will do all we can to make our decision by 6:00 AM the day of the storm. Being a small private school, we do not always have priority coverage on the radio and TV. We will inform the following stations of our decision on storm days: KOTA, FOX 7, KNBN, KSLT, and our web site which is printed at the top of this page. Please turn to one of these stations or log on to our web site for the announcement and other pertinent information. Of course, the final decision concerning non-attendance on storm days resides with PARENTS. If we decide to stay open, parents should exercise their own judgment regarding conditions pertaining to their road, car, driving skills, and other factors.

Working parents must make certain a responsible person is available to pick up their children in the event school closes during the school day. It is very important that the emergency information on file in the office be current; contact the office immediately when any names or numbers change.

FIRE AND DISASTER

Fire/disaster drills are held on a regular basis and children are instructed on procedures in the event of such an emergency. The building is inspected for fire hazards at frequent intervals. Children are instructed on procedures in the event that a tornado "watch" or a tornado "warning" is given. Everyone must take cover when the DISASTER WARNING is given until the "all clear" is sounded.

INSURANCES – DENTAL/CASUALTY

Student accident insurance and dental accident insurance are available in the school office. If you are interested in insurance coverage, parents should send completed application forms directly to the companies. It is the responsibility of the parents to have their own medical and dental insurance, as the school does not have any liability with respect to a child's injury while on the school grounds or during school activities.

ENROLLMENT

DISCOUNTS

Discounts will be honored as follows:

1. 2% - Early pay discount (Account balance paid on or before the 10th of the month)
2. 5% - This discount is honored when all tuition is paid in full by September 15th.
3. 20% - First Assembly of God member discount (no other discounts apply.)

SCHOLARSHIP REQUIREMENTS

MCS Scholarship Program Description

The scholarship program is available by application for any qualified family. Scholarships are based on availability of funds and financial need of the applicant. Qualifications for the MCS Scholarship Program will be based on the income eligibility guidelines adopted by the MCS School Board and are subject to change at any time. The income of a household applying for scholarships will be verified with the most current year tax return and last two pay stubs for the household. The income information provided by an applicant to the school will be kept confidential and used only to decide if the child or children qualify for a scholarship. Scholarship applicant may apply after enrollment is opened for the year applying for. Even if you received a scholarship for the previous year, you must turn in a new application for the new school year. You must have your application and all qualifying materials turned in and registration paid in full before August 15th.

Scholarship Application Requirements

- a. You must submit a copy of all your entire household's latest tax return(s).
- b. Copies of the last two pay stubs for your entire household
- c. You must fill out our scholarship application form entirely (applications are available at the MCS Office)
- d. You (the parents/guardians) must appear before the school board during the meeting in which your scholarship application is reviewed.

Financial obligation for scholarship recipients

Based on qualifying for the scholarships available, it is the responsibility of the parent/guardian that a continuing student(s) account must be paid in full prior to enrollment. In addition, the full registration fee must be paid upon enrollment. Failure to pay the registration fee will result in disqualification from the scholarship program. The monthly tuition will be due and payable by the 10th of each month.

MCS scholarship policies are subject to change at any time. Determination for eligibility to the MCS scholarship program is subject to approval by the MCS School Board.

WAITING LISTS

If the class is full and a student is placed on a waiting list, the parent must complete the student registration form and parental agreement forms, and they will be listed on a first come basis. Within three days of notification, the parent must pay the registration fee. Failure to do the above will result in the opening being offered to the next student on the waiting list. Any special considerations to the above policy must be approved by the MCS School Board.

ADMISSION POLICY

Admission requirements at Memorial Christian School must complete the forms listed under Admissions Process below. All of the Admissions Process requirements must be met.

According to state law, a child must be five years old before September 1st to enter Kindergarten and six years old to enter the first grade. Kindergarten students and those students new to the system must present a copy of a certified birth certificate and immunization records before enrollment in school.

ADMISSIONS PROCESS

Registration application
 Registration fee (Non-refundable)
 Original certified birth certificate (for the office to copy)
 Immunization Records (Need to be up to date)
 Social security number
 Tuition Policy Contract
 Parent-School Contract
 Parent Medical Consent Form
 Field Trip Form
 Release Form (for prior school records)

All forms are available at the MCS office or on our web site which is printed at the top of this page.

GENERAL INFORMATION**STATEMENTS****Vision**

MCS will provide a Christian learning environment where academics, social, emotional, and spiritual needs are developed and where students can come to an understanding of their roles in a biblical worldview.

Objectives and Goals

- Each student will...
- be encouraged to develop a personal relationship with Jesus Christ.
learn scriptures weekly to hide God's word in their hearts.
- develop and demonstrate personal responsibility, courtesy, and respect.
- have a basic core of knowledge and skills that are the foundation to academic success.

Statement of Faith

- We believe the Bible to be the inspired, the only infallible, authoritative, inerrant Word of God - II Timothy 3:15, II Peter 1:21.
- We believe there is one God, eternally existent in three persons-Father, Son, and Holy Spirit -Genesis 1:1, Matthew 28:19, John 10:30.
- We believe in the deity of Christ - John 10:33
- His virgin birth - Isaiah 7:14, Matthew 1:23, Luke 1:35
- His sinless life -Hebrews 4:15, Hebrews 7:26
- His miracles - John 2:11

- His vicarious and atoning death - I Corinthians 15:3, Ephesians 1:7, Hebrews 2:9
- His resurrection - John 11:25, I Corinthians 15:4
- His ascension to the right hand of the Father - Mark 16:19
- His personal return in power and glory - Acts 1:11, Rev. 19:11
- We believe in the absolute necessity of regeneration by the Holy Spirit for salvation because of the exceeding sinfulness of human nature. We believe that men are justified on the single ground of faith in the shed blood of Christ and that only by God's grace and through faith alone we are saved - John 3:16-19, John 5:24, Romans 3:23, Romans 5:8-9, Ephesians 2:8-10, Titus 3:5.
- We believe in the resurrection of both the saved and the lost; they that are saved unto the resurrection of life, and that they are lost unto the resurrection of damnation - John 5:28-29.
- We believe in the spiritual unity of believers in our Lord Jesus Christ - Romans 8:9, I Corinthians 12:12-13, Galatians 3:26-28.
- We believe in the present ministry of the Holy Spirit by whose indwelling the Christian is enabled to live a godly life - Romans 8:13-14, I Corinthians 3:16, I Corinthians 6:19-20, Ephesians 4:30, Ephesians 5:18.

DAILY SCHEDULE

School office hours are from 8:00 AM to 4:00 PM. Students who are not picked up by 3:00 PM will be placed in the MCS daycare; charges will be billed to your MCS account.

Preschool

For 3 year olds

Meets: Tues/Thurs: 8:15 AM to 11:15 AM

For 4 & 5 year olds

Meets: AM or PM

AM: Mon/Wed/Fri 8:15 AM to 11:15 AM

PM: Mon/Wed/Fri 12:00 PM to 2:45 PM

Kindergarten

Meets: AM or PM

AM: Mon – Fri 8:15 AM to 11:15 AM

PM: Mon – Fri 12:00 PM to 2:45 PM

Elementary Grades 1 - 6

Meets: Mon - Fri: 8:15 AM to 2:45 PM

Daycare

Meets: Mon – Fri: 6:30 AM to 5:30 PM

ATTENDANCE AND ABSENCES

MEMORIAL CHRISTIAN SCHOOL WILL ABIDE BY STATE REGULATIONS THAT IF A STUDENT IS ABSENT (EXCUSED OR UNEXCUSED) MORE THAN TWENTY DAYS IN THE SCHOOL YEAR, HE/SHE MAY NEED TO REPEAT THE GRADE. THE ATTENDANCE REQUIREMENT MAY BE WAIVED IF APPROVED BY THE MCS SCHOOL BOARD.

Attendance is extremely important for a quality education, and Memorial Christian School believes that absences and tardiness are a matter for concern by the student, the parents, the administration and the faculty. Class work can be made up, but it is impossible to make up the instruction that a child misses.

Illness or emergencies may necessitate a student absence. A parent or guardian must call the school office (342-8265 extension 3) between 8:00 - 9:00 AM to explain the reason for the absence or tardy. We ask that dental and doctor appointments be scheduled as much as possible before or after school hours. If a catastrophic illness results in an extensive absence, the situation will be dealt with by the administration on an individual basis.

Types of Absences

- Excused Absences
- Doctor and dental appointments
- Emergencies or a death in the family
- Illness or injury
- Religious services
- Athletics/extracurricular school-sponsored activities (provided students meet eligibility criteria to be a team member.)
- Tardiness
- Students are considered tardy 10 minutes after their first class starts. If a student is tardy five or more times in a school year, it will be considered excessive.
- Truancy
- This is a serious offense and may involve contacting law enforcement officers.

Make-Up Work

Schoolwork missed because of an excused absence must be made up. On the first day the student is back in class, he/she must make arrangements with the teacher for make-up work. The student will have the number of days absent plus one day to complete make-up work.

If a student is later than 9:30 AM, they will be considered absent for the morning. If a student is later than 1:15 PM, they will be considered absent for the afternoon.

BEFORE AND AFTER SCHOOL

Do not drop your children off at school before 8:05 AM or pick them up after 3:00 PM. If a student must arrive before 8:05 AM or stay later than 3:00 PM, please make arrangements for them to attend the daycare where they will receive appropriate supervision. Daycare fees will apply.

PARKING LOT PROCEDURES

PARKING LOT SAFETY TIPS

We want MCS children to be safe. Please keep the traffic flowing! Think of others and park if you need to help your children or if your children are not ready to get in or out of your car. We will have a car free zone blocked off on the north and west parking lot by the playground. The east doors will be locked after the pick up and drop off times for security concerns.

DROP OFF: 8:05 – 8:15 AM

The EAST end glass doors by the flag pole will be the drop off location. Enter using the NORTH entrance and leave from the SOUTH entrance. Drive single file under the church overhang and then along the sidewalk in front of the flag pole. Please do not park in this area. Children will enter the building and will hang up their back packs on their hooks, then immediately walk down the hallways and out the west doors to the playground.

PICK UP: 2:45 – 3:00 PM

The EAST end glass doors by the flag pole will be the pick up location. Please do not park along this area. If you arrive early, need to come into the building, or take more than a few seconds for pick up, you should find a parking place on the SOUTH side of the building. You may park in the center part of the parking lot as long as students are escorted through the parking lot by an adult.;

ALL OTHER DROP OFF & PICK UP TIMES

If you are dropping off or picking up at any other time than listed above, you will need to use the WEST doors for entrance to the building because the east doors will be locked for security reasons.

RECESS AND PLAYGROUND

ALL students are required to be on the playground during recess and after lunch. If a child is too ill to go outside, the child should be kept home. STUDENTS SHOULD BE SUITABLY DRESSED FOR THE WEATHER. If the wind chill factor is below zero, recess will be held indoors. Teachers have a list of playground rules that are enforced and shared with students periodically.

LOST AND FOUND

Be sure that all clothing, lunch boxes, and other personal items brought to school are clearly marked with the student's name. All items found should be taken to the school office.

SCHOOL SPONSORED EVENTS OR PROGRAMS

School programs are a big part of MCS; therefore students are expected to participate. Exceptions will be made on an individual basis by the principal for physical disabilities and schedule conflicts. This includes academic, spiritual, and athletic, both during school, after school, and evening activities. It is also the student's responsibility to respect the rules and authority of school officials in the same manner as is done during regular school hours on school-owned property.

If you do not want your child to participate in individual photos or videos that pertain to school activities please sign an exempt form in the school office. This includes but is not limited to school commercials, brochures, web site, or school directory. If your child is included in any of these publications, their name will not be disclosed.

STUDENT APPEARANCE/UNIFORM CODE

We do not wear uniforms, but boys and girls should be dressed appropriately, tastefully and neatly. Shorts may be worn when the temperature is around 70 or higher. They should be walking shorts in length and not made of spandex. Girl's tops should come down below the mid-drift. Questionable apparel will be brought to the attention of the administration. An administrator may request a change in attire when a student's clothing is inappropriate.

To encourage student respect for an educational environment, students shall maintain a reasonable standard of wearing apparel and appearance that is not disruptive to the educational process.

- Students will wear clothing that does not promote or advertise alcohol, tobacco, or any product that is illegal for use by minors.
- Students will not wear bare midriff or muscle shirts, extreme shorts, or sagging pants/shorts.

Questionable apparel will be brought to the attention of the administration. An administrator may request a change in attire when a student's dress is not appropriate.

BOOK DAMAGES

Children who damage or lose hardback books, workbooks, and quiz booklets from the curriculum will have to pay to replace the lost or damaged books.

DIRECTORY INFORMATION

Memorial Christian School designates the following personal information about a student as Directory Information:

- Name
- Address
- Date of Birth
- Social Security Number
- School Attending
- Dates of Attendance
- Parents or Guardian of Student
- Participation in School-Recognized Activities
- Weight, Height, Age and Grade of Members of Athletic Teams
- Awards Received
- Individual and Group Photographs and Videos Pertaining to School Activities

FERPA Parent Notification Information

Memorial Christian School may disclose, without consent, "directory" information, website pictures & information, honors & awards to the newspaper, school website and press. If a parent does NOT wish for information to be released, please sign a request that the school DOES NOT DISCLOSE the information about your child/children.

Educational records will be forwarded, without prior notification, to another school in which a student plans to enroll or has enrolled.

COMPUTER USE & ACCESS

Memorial Christian School offers secure computer/network access to students/staff for educational purposes in various instructional activities. MCS invites any parent to inform us in writing if there is an objection to their child using the Internet with these activities. Each student will have computer class once a week. Personal student contact information including name, address, telephone school address, work address, etc. will not be given out.

Instruction on computer use for students:

- MCS computer/network resources are to be used for educational purposes only. The term "educational purposes" includes classroom activities.
- Users are expressly denied access to certain Internet forums, discussion groups, news-groups, chat rooms, web sites and/or home pages, etc. that contain or address materials that could be construed as offensive.
- Users will not copy software or download/install software unless under direct instruction from staff.
- Users will not attempt to gain unauthorized access to the Internet or any computer/network system or attempt to break any passwords to go beyond authorized access. Users will not share school provided passwords or security codes with anyone.
- MCS will not be responsible for any damage a user may encounter, including but not limited to loss of data or interruptions of service. MCS is not responsible for the accuracy or quality of information obtained through or stored on the system. MCS will not be responsible for financial obligations arising through the unauthorized use of the system.
- Failure to comply with any of the computer use and access terms and conditions shall result in disciplinary action and may become subject to legal action, either civil or criminal, as appropriate.

FOOD SERVICES

Hot lunches are available at Memorial Christian School. Meals are catered by Family Thrift Center. Orders must be placed online by going to the website which is listed at the top of this page. Orders will need to be placed the month prior to participation. (ie. October's lunches will be placed in September.) Changes need to be called into the school office by Thursday for the following week. If your child orders hot lunch but brings a cold lunch your account will still be charged for the hot lunch unless changes are made the week before.

To help instill healthy choices in all the children, we ask that sack lunches brought from home also contain a balanced meal. Please keep pop and candy to a minimum. Also it is impossible to heat up food in the microwave or to keep lunches refrigerated. Please buy cold packs to place in the lunch pails. Remember, without a balanced diet, children cannot learn to their full potential.

Parents are always welcome to join their children for lunch. If you plan to eat lunch with your children, you will need to order online when your child orders. You may also bring food from a food establishment outside of the school.

Please make lunch payments separate from tuition and hourly daycare. Checks must be made payable to MCS Lunch.

TITLE I

Title 1 is a federally funded program and is available at Memorial Christian School. Your child qualifies for remedial help if you would normally attend a Title 1 public school. Public schools qualify based on the number of children from low-income families.

The intended purpose of Title 1 is to provide additional "catch-up" help in curricular areas as well as help children develop a positive attitude about learning.

ACCADEMIC INFORMATION

CURRICULUM

MCS will...

- employ Christian teachers and staff.
- be unique to meet the needs of the children who attend.
- teach a God-centered and Bible-based curriculum.
- use a strong phonics emphasis in grades K-3.
- use Saxon math (test scores have gone up with this course.)
- include Bible, reading, language, creative writing, handwriting, spelling, math, science, health, history, music, physical education, computer lab, and library in its curriculum.

ACADEMIC PROGRESS REPORT

Report cards are given at the end of each nine weeks. They provide information regarding student academic achievement and effort. Midterms are sent home for children in grades 3-6.

Scheduled conferences will be held first and third quarter. Second and fourth quarter conferences are by request of the teacher or parent. Report cards are sent home at the end of each quarter.

PROGRAMS

Band

The band program is open to all students in grades 4-6. Each student is responsible for renting or buying an instrument and band method book. There is an additional monthly fee for the band program. Scheduling for band may vary from year to year.

Library

Each class has a weekly library period. Students check out, return books and spend time reading. Lost books will be replaced at parents' expense.

Chapel

Chapel services are held on Friday of each week. We have pastors from the different churches represented come into our school and minister. If you would like to recommend a guest speaker, please contact the school office. Visitors are welcome to attend.

Music

The elementary music program provides an opportunity to develop music concepts and growth in musical understanding, skills, and appreciation. The program strives to make music a medium of personal expression, creativity and enjoyment. Music is held twice a week.

PE - Physical Education

The school will provide the facilities and equipment to give girls and boys physical education programs which enable them to develop vigor and good health.

The elementary physical education (PE) program will be appropriate to the participating student relative to their physical condition, age, acquired skills and previous instruction. PE is held twice a week. Children should wear slacks and tennis shoes on these days. Try to buy tennis shoes that do not leave black marks!

Athletic Program

- Objectives
- To keep the athletic program within the bounds of wholesome educational experiences.
- To develop fundamental skill in the sports included in our program.
- To provide desirable athletic participation for as many boys and girls as possible. We subscribe to a "no cut" policy which means that any student who wants to participate on an athletic team is allowed to do so, provided that student makes a full commitment to activity and meets all eligibility requirements.
- To develop good health habits and an appreciation of the physical and mental preparation required for skilled athletic performance.
- To develop qualities of sportsmanship, sociability, self-control, cooperation, leadership, and respect for rules.
- To develop an interest in and an appreciation for excellent athletic performance.
- To provide a wholesome means of recreation for the student body, the faculty, and the school families and general community.
- To recognize shared responsibilities involving coaches, students, parents, and teachers in a sincere effort to cooperate in providing extra-educational experiences in a Christian manner.
- Playing time
- Every player in good standing shall play in every game with the following exceptions:
- Exception
- Missing practice or not participating fully in practice.
- Grades that do not meet eligibility standards. Students must maintain a "C" average or above, with no F's.
- Misconduct in the classroom, lunchroom, playground, and other school areas.
- Missing school the day of the game.
- Practice Time
- Players are required to attend and fully participate at every practice. Players may be excused by the coach from practice if necessary.
- If a player must miss practice, playing time in games may be limited. It is not fair to the player who has put more time and effort into practice not to be rewarded.

FIELD TRIPS

Field trips are an important part of education. It is important for students to remember they represent their school and their family when away from the school. Information and authorization pertaining to the field trips will be sent home to the parents.

HOMEWORK

Homework assignments are given to reinforce the skills and lessons taught in the class. Homework may include, but is not limited to:

- Review of previously learned material
- Daily assignments not completed in class
- Supplemental and enrichment materials
- Special projects
- Study for tests

Parent participation may be necessary and encouraged for the completion of homework assignments. A regular time should be established and followed.

GRADING SCALE FOR K - 2 GRADE

E-Excellent, S-Satisfaction, U-Unsatisfactory, I-Improving, N-Needs Improvement

GRADING SCALE FOR 3 - 6 GRADE

A= 93-100, B=86-92, C=78-85, D=70-77, F= 69 or below

SCHOOL SUPPLY LIST

Parents will be asked to provide some of the necessary supplies. The list will be available on our website which is listed at the top of this page and in the school office. Items for special projects may be requested during the year.

TESTING

All fifth grade students are required to take a writing test in the fall, which is required by the state. All students in third through sixth grade will be tested annually with a standardized achievement and ability test. This test is given in the spring. Parents will be notified so they can make sure the children get plenty of rest and a good breakfast on test days. Test results are returned to the school and to each parent. Copies of individual outcomes are placed in cumulative folders.

PARENTAL INVOLVEMENT AND INFORMATION

DROP-IN OR VISITS DURING SCHOOL HOURS

Parents, grandparents, or any other family members are always welcome and encouraged to visit school. All visitors, including parents, must check in at the office. When visiting, you should enter on the south side of the building and enter into the school at the west entrance by the office wing so that you can check in at the MCS office.

PTO - PARENT TEACHER ORGANIZATION

MCS PTO will have scheduled meetings. They help raise money for certain school improvements. The PTO is very active and important to our school. Make a commitment to spend one hour to attend these meetings. Your opinions, insights, and suggestions are important to us. Please visit the website listed at the top of this page for more PTO information.

VOLUNTEER PROGRAM

As a family of families, Memorial Christian School places great value on the involvement of parents. Volunteering by parents is necessary because of our limited budget, and it is vital to our commitment to involve parents in their children's education. Studies have shown that children tend to do better in school when their parents take an active role in their education, whether it be helping with homework or volunteering at school. Children feel a sense of pride when their parents are involved and visible throughout the school during the day, at evening functions, or even helping out in small ways in the background. Volunteering is a good way to meet people, make friends, and network our school community. Many times during the year we will be asking for volunteers.

WHAT PARENTS CAN DO TO HELP THEIR CHILD

- Insist on your child's prompt and regular attendance at school.
- Encourage and help your child to give proper attention to health, personal cleanliness, and neatness of dress. Children should dress appropriately for weather conditions. Set acceptable home standards.
- Provide a place for study and homework. Be available to help and encourage your child to complete assigned tasks at school.
- Insist that your child bring home any communications from school.
- Encourage your child to take part in school activities and activities provided within the community.
- Emphasize the importance of completing tasks at school and the importance of listening and following directions of teachers and other adults at school.

PROBLEM SOLVING

Establishing a good relationship of communication with your child's teacher is a bonus for everyone. If difficulties or misunderstandings arise, please practice the following procedure before speaking to others. Read Matthew 18.

- If you have a question concerning discipline or assignments, first consult with your child's teacher.
- If information is needed or the concern is unresolved, a conference will be scheduled with the principal.
- If after following steps 1-2 the matter is still unresolved, a hearing with the MCS School Board may be arranged. Normally a board hearing will require at least 2 weeks notice.

COMMUNICATION

We want parents to be informed of school activities. The most up-to-date information is found on the website listed at the top of this page. Please check their BACK PACKS and FOLDERS NIGHTLY for important information from the school.

If a guardian needs to contact a student, they must call the school or daycare office directly.

FOOD ALLERGIES

Food allergies can be life threatening. The risk of accidental exposure to foods can be reduced in the school setting if schools work with students, parents, and physicians to minimize risks and provide a safe educational environment for food-allergic students.

A parent with a child who has a food allergy should do the following:

- Notify the school of your child's allergy.
- Work with the school staff to develop a plan that accommodates the child's needs.
- Provide written medical documentation, instructions and medications as directed by a physician using the Food Allergy Action Plan as a guide.
- Educate the child in the self-management of their food allergy.
- Review policies/procedures with the school staff, child's physician and the child.

Students with food allergies should:

- Not trade food with others.
- Not eat anything with unknown ingredients or known to contain an allergen.
- Be proactive in the care and management of their food allergies and reactions, based on their developmental level.
- Notify an adult immediately if they eat something they believe may contain the food to which they are allergic.

CHANGE OF ADDRESS

Any change of address and/or phone number must be reported to the school office. Please do this to ensure continued communication.

TRANSPORTATION AND CARPOOL

Transportation is provided by each parent. Carpools are arranged in different locations of Rapid City. If you are interested in carpools, see the school office for details. It is the parents responsibility to make their own arrangements for carpools.

PARENT-TEACHER CONFERENCES

Parent-teacher conferences are scheduled each school year. You will be sent a schedule and invitation for these conferences. Should there be other times during the year when you would like to have a conference with your child's teacher, feel welcome to contact the teacher and/or principal to schedule a conference.

BIRTHDAY PARTIES

Birthday invitations should not be sent to school unless all boys, all girls, or the whole class is invited to prevent hurt feelings. PTO will honor children's birthdays for grades 1-6 quarterly during lunch. Children will receive a birthday invitation when they are honored at the PTO birthday table.

PICTURES

Arrangements are made for school pictures each year in the fall and the spring. Picture order forms will be sent home by the school. Money for the pictures is paid directly to the photographer at the time the picture is taken. The photo company should be notified if you have questions or concerns.

POLICIES AND STATE REQUIREMENTS**SCHOOL HEALTH POLICY**

Please do not send your child to school if he/she is running a temperature, suffering from nausea, and coughing. A school nurse is provided on a part-time basis.

DISPENSING OF MEDICATION

In order for school officials to dispense prescription medications, including Tylenol and aspirin, and other over the counter medications to students during a school or daycare day, a Medication Request/Release Form must be completed by a parent or guardian for each medication. This release form can be obtained from the office. Medications will not be given until this form is signed and returned to the school. Try to schedule medication times during the child's lunch or recess breaks if at all possible. A form called Parent Medical Consent Form is available on our web site which is printed at the top of this page.

CORPORAL PUNISHMENT (DISCIPLINE)

Corporal punishment is defined as the intentional use of physical force upon a student for any alleged offense or behavior or the use of physical force in an attempt to modify the behavior, thoughts, or attitudes of a student.

The use of corporal punishment is strictly prohibited at MCS.

Restraint or force MAY be used by a staff member if any of the following conditions apply:

- For the purpose of self-defense.
- To prevent the student from injuring himself/herself or others.
- To protect property of the school or others.

INAPPROPRIATE ITEMS / LOST PROPERTY & THEFT

The following items may NOT be brought to school: pets, skateboards, roller blades, all electronic devices (including but not limited to: cell phones, iPods, MP3 players, CD/DVD players, radios, pagers, games, and cameras) unless used for educational purposes. Some of these items may be allowed with staff permission and supervision on designated days. Special request will be considered on a case by case basis by the school administrator.

All students are responsible for books, equipment, and other personal items that they bring to school or daycare, whether they are owned by the student, or have been entrusted to the student by the school or others. The school is not an agent for any student and is NOT responsible for any loss, theft, or damage to any such items whether in the student's possession or stored/left on school property.

Possession of, or use of tobacco, drugs, alcohol, or weapon (knives, sharp instruments, as defined in SDCL 22-1-2-(10) under Weapon's Policy) is strictly forbidden on school premises. Any violators will be subject to immediate suspension from school and a recommendation of expulsion will be made to the MCS School Board.

CHILD ABUSE

The faculty and staff at Memorial Christian School are required by law to report any suspected child abuse. The Protection of Children From Abuse or Neglect statutes of South Dakota Law will be strictly followed whenever we have reasonable cause to suspect that a child has been abused or neglected. The statutes that pertain to this issue are 26-8A-3, 26-8A-5, 26-8A-7, 26-8A-8, 26-8A-9, and 26-8A-10. Any school official who intentionally fails to make the required report is guilty of a Class 1 misdemeanor.

Teachers are required to report any suspected abuse or neglect to the Principal. If there is reasonable cause to suspect that a child has been abused or neglected, the Department of Social Services will be notified.

STUDENT CONDUCT

One of the prerequisites for success in life is self-discipline. Christian discipline is learned by submitting to the Lordship of Jesus Christ and the authority of the home, church, and school. It is important that parents, staff, and students work together to maintain a positive educational atmosphere. Courtesy, respect, and honesty are expected. As a partner, in the child's education, the parent will be a part of the disciplinary process. Teachers will also send home behavior expectations and consequences for their own classrooms. Parents will be notified by the teacher when their child has gone beyond the limits set up in the classroom. As a staff, we will make a special effort to give equal, justified praise and rewards, as opposed to put downs, punishments and criticism.

MAJOR OFFENSES:

ARSON

- Starting any kind of fire by any means. Result: Long-term suspension or expulsion.

DRUGS/ALCOHOL

- The use of, the possession of, the distribution of, or being under the influence of narcotics, dangerous drugs, controlled substances or alcoholic beverages. Result: Long-term suspension or expulsion.

WEAPONS

- See weapons policy.

OTHER OFFENSES

- Altering school records, forging signatures of parents, teachers, or other school personnel or forging signatures of doctors or employers, or knowingly using a falsified document. Punishment plus restitution.
- Stealing or damaging the property of the school or other individuals within the school jurisdiction. Punishment plus restitution.
- Students who willfully disobey or defy reasonable directions given by school personnel.
- Students who are guilty of frequent unexcused absences or tardiness as specified in the attendance policy.
- Students who are found guilty of using tobacco.
- Students found guilty of physically assaulting students or school personnel.
- Students found guilty of threatening or repeated verbal harassment of students or school personnel.
- Students found guilty of rumor spreading or agitation of a conflict situation which can result in a fight by other people.
- Students who exhibit a behavior, including profanity, which is disruptive conduct.

First Offense: Any of the above may be considered "minor" by the teacher and the child will be disciplined by the classroom teacher. Parents would be notified by a note and/or phone call

Second Offense: The teacher has not seen self-discipline by the student and the principal visits with the child. Discipline action taken. Note and/or phone call to parent.

Third Offense: Principal, parent, student conference with possible 3-day suspension

Fourth Offense: Expulsion

All major offenses will be handled by the principal and the MCS School Board.

SOUTH DAKOTA IMMUNIZATION REQUIREMENTS

Children are required by law to follow state guidelines for student immunization requirements before they can be enrolled. These forms must be signed by the parent before your child is officially enrolled. These forms are available at the school office.

NONDISCRIMINATION POLICY

Memorial Christian School admits students of any race, color, nationality, 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,

nationality, or ethnic origin in administration policies, or any school-administered programs. However, we are not equipped to meet the special needs of some children and can respectfully decline their admittance.

DISCRIMINATION/HARASSMENT POLICY

Memorial Christian School will not tolerate racism, discrimination, harassment, exploitation, and victimization of students, school employees or non-employees for any reason. The school includes school facilities, school premises, school vehicles; non-school vehicles used for school-sponsored functions, non-school property used for school functions and may include traveling to and from school.

If you believe you have been the subject of harassment or discrimination, contact the principal or any other trusted adult in the building.

WEAPONS POLICY

State Statute 13-32-7 states: Possession of firearms on elementary or secondary school premises or vehicle a misdemeanor-- Exceptions. Any person, other than a law enforcement officer, who intentionally carries, has in his possession, stores, keeps, leaves, places or puts into the possession of another person, any firearm or air gun, whether or not the firearm or air gun is designed, adapted, used or intended primarily for imitative or noise making purposes, or any dangerous weapon on or in any elementary or secondary school premises, vehicle or building or any premises vehicle or building used or leased for elementary or secondary school functions, whether or not any person is endangered by such actions, is guilty of a Class 1 misdemeanor. This section does not apply to starting guns while in use at athletic events, firearms or air guns at firing ranges, gun shows and supervised schools on sessions for training in the use of firearms.

The above law defines firearm with a broad interpretation including the words: "used or intended primarily for imitative or noise making purposes."

The Memorial Christian School will not tolerate weapons or imitative weapon on school premises. Violation of State Statue 13-32-7 in any manner will result in an expulsion recommendation to the MCS School Board.

SDCL 22-1-2-(10) defines the term "dangerous weapon" to include: any firearm, knife or device, instrument, material or substance, whether animate or inanimate, which is calculated or designed to inflict death or serious bodily harm, or by the manner in which it is used is likely to inflict death or serious bodily injury.

