

STUDENT / FAMILY HANDBOOK



A Biblical Worldview Guiding Excellence in Education

**Mentor Christian School
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ABOUT MCS

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

History of Mentor Christian School

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

Meanwhile, Baptist Christian School had previously opened its doors, and as many as forty children from Lake County churches rode the Bible Community Church bus to the school. There were challenges that caused the Session of Bible Community Church to vote to begin MCS in 1967 with a kindergarten class. Pastor Ashbrook served as the first principal, and Rosalee Judy was the first teacher. As the Lord prospered the Ministry, one grade and one teacher were added each year until 1980, when the first class graduated from MCS. A school board was created with three men serving; one of these men, Charles Adams, later served as principal.

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

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

Through the ensuing years God continued to work in the lives of all who were involved with MCS. As the Board prayed over how to best minister to our school families, the subject of reinstating our state charter was investigated. After much research and prayer and legal counsel, we received our state charter on October 13, 2019, fully aware that it can be returned if necessary.

During the years of the COVID Pandemic God made provision for following Health Department Guidelines which allowed education to continue. God be glorified.

God has provided MCS with many administrators throughout the years of its existence. Principals have included Pastor John Ashbrook, Mr. Charles Adams, Mrs. Marjorie Hurst, Mr. Robert Shaffer, Mr. Jerome Matt,

Mr. William Kimmel, Mr. Jeffrey Houck, and Mr. Frank Davis. Mrs. Marjorie Hurst and Mr. Frank Davis also served as assistant principals.

Philosophy, Mission Statement, and Goals

Christian education is rooted in the infallible, supernaturally revealed truth of God's Word.

Philosophy of Christian Education

The Bible is the source for a correct philosophy of education. It is the final authority in all matters (John 17:17). True education is Biblical since all knowledge—whether scientific, historical, philosophical, or spiritual—finds its verity in its relationship to God as the ultimate Source and Foundation of all truth.

Just as Jesus increased in wisdom and stature and in favor with God and man, we desire that MCS students will increase in Christ-like development, as teachers work with local churches to assist parents in educating their children in an environment of Christ-like love and discipline. Building on God's foundation of redemption and His process of sanctification, MCS teachers will provide learning opportunities for students to construct holy lives characterized by spiritual, intellectual, physical, and social growth. The end goal is glorification of the Creator God and evangelism of the unsaved world. A Biblical worldview guiding excellence in education will be the hallmark of all student learning at MCS.

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

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

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

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

Therefore, the Christian educational process must begin by instructing with the goal of leading the individual to personal acceptance of Jesus Christ as Lord and Savior. God's goal for all Christ followers is that they become "perfect, thoroughly furnished unto all good works" (II Timothy 3:17). Consequently, all Christian educational activities should be designed to bring the Christian to eventual conformity to the image of Christ (Romans 8:29). Since this is God's goal, it must be the primary goal of Christian education to lead every student to continuing transformation into the image of Christ. Standards, rules, and codes of conduct must reflect the teaching of the Bible.

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

meet this obligation. For optimal Christian education to take place, the culture of the home, church, and school needs to be in harmony (Amos 3:3).

In the fulfillment of Biblical directives regarding the education of children (Matthew 28:19-20), the Christian school is responsible to the local church authority. The Christian school is one of the edification ministries of the church (Ephesians 4:11-16).

Mission Statement of Mentor Christian School

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

Goals for the Home-School Relationship

The Administration, faculty, and staff will prayerfully endeavor to:

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

Goals of Christian Education

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

Goals for Academic Development

Every graduate of Mentor Christian School will be able to:

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

Goals for Physical Development

Every graduate of Mentor Christian School will be able to:

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

Goals for Spiritual Development

Every graduate of Mentor Christian School will be able to:

1. Demonstrate a desire for fellowship with God through Bible reading, prayer, worship, and service.
2. Exhibit a genuine love for God and love for others (Luke 10:27).
3. Recognize the Bible as the authoritative source of faith and practice and develop Biblical convictions.
4. Demonstrate a desire to grow in both the grace and knowledge of Scripture: knowledge of God, Jesus Christ, Holy Spirit, Satan, angels, sin, salvation, church, end times.
5. Demonstrate obedience to commands and principles found in the Bible.
6. Demonstrate a burden for the unsaved by sharing personal testimonies of faith.
7. Show respect for the church through regular attendance, membership, involvement, and service in a local church.
8. Show respect and appreciation for parents, teachers, pastors, and Standards of Conduct.
9. Follow God's will for college and career decisions.
10. Practice separation from the world (I John 2:15-17).

Goals for Social Development

Every graduate of Mentor Christian School will be able to:

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

Statement of Faith

1. We believe the Scriptures of the Old and New Testament in their original autographs to be the divinely inspired Word of God and our only rule for the Christian faith.
2. We believe in one God, eternally existing in three persons. God the Father, God the Son, and God the Holy Spirit are co-eternal in being, co-identical in nature, co-equal in power and glory, and possessing the same attributes and perfections.
3. We believe that God the Son, by the medium of the virgin birth, became flesh in the person of Jesus Christ in order that He might die on the cross bearing our sins as a vicarious, substitutionary sacrifice.
4. We believe that Jesus Christ was raised from the grave in the body of His crucifixion, ascended to God the Father, and will return for His people according to His promise.

5. We believe that salvation is to be received by the sinner as a free gift, which cannot be earned, and that when a person has truly received Christ he is kept by God's power and is thus secure in Christ.
6. Beyond this basic doctrinal foundation, the school will not seek to be divisive about such things as the church ordinances and policies, which commonly divide denominations. Students will be referred to their parents and pastors for such instruction.
7. We believe the following regarding human life: Morality is based on the unchanging standard of God's Word; life begins at conception; sexuality is lawful only when enjoyed by one man and one woman who are joined together in the covenant of marriage; the gender of which one is born is an inviolable part of one's human identity and has been determined at conception by sovereign God; both male and female are created in God's image; and men and women are absolutely equal in value, yet complementary in their roles within the home and the church. Therefore, we believe that any form of sexual immorality, such as adultery, fornication, homosexuality, bi-sexual conduct, bestiality, incest, pornography or any attempt to change one's sex or disagreement with one's biological sex is sinful and offensive to God. We believe that in order to preserve the function and integrity of the church as the local body of Christ, and to provide a biblical role-model to the church members and the community, it is imperative that all persons employed by the church or who seek membership should abide by and agree to this statement of "marriage and believer's morality" and conduct themselves accordingly. We believe that God offers redemption and restoration to all who confess and forsake their sin, seeking His mercy and forgiveness through Jesus Christ. We believe that every person must be afforded compassion, love, kindness, respect, and dignity. Hateful and harassing speech, behavior or attitudes directed toward any individual are to be repudiated and are not in accord with Scripture or the doctrines of the church. Speaking the truth of God's Word in love on these subjects does not constitute hateful or harassing speech. (Genesis 1:24-28; Psalm 127:3-5, 139:13-16; Jeremiah 1:4-5; Matthew 19:3-9; Ephesians 5:22-33; Romans 1:24-28; I Corinthians 6:9-11,15-20; Hebrews 13:4)

ADMINISTRATION

Relationship of the School to the Church

Mentor Christian School is a ministry of Bible Community Church with the purpose of carrying out an edification and education function. The Holy Bible is the school's final authority in all its functions. The Bible places responsibility primarily upon parents for the education of their children and requires the church to have a significant role in educating their children as well (Deuteronomy 6:6-9; Matthew 28:19-20).

The Administrator

The administrator/principal of Mentor Christian School serves at the direction of the School Board and reports directly to it. He/she has the primary decision-making authority, and his/her decisions are final in all matters except those where the School Board must take action.

SCHOOL OFFICE

The school office is open between 8:00 a.m. and 4:00 p.m. Monday through Friday during the school year. If you need to contact the school for any reason, please feel free to do so during these hours. Please leave a voice message after hours or send an email to bcarafa@mentorchristian.com.

All visitors are required to come to the office, present identification, and state purpose of visit for admission to the building. Any items to be delivered to students are to be brought to the office. Parents or other school visitors are not authorized to go to a classroom or any other place in the building unless they receive permission from the office.

Please do not expect our office personnel to deliver items or messages of a personal nature to other parents.

Please communicate carpool messages as early as possible in the day since delivering such messages near the busy end of school day is usually difficult.

ADMISSIONS POLICIES

The Administration reserves the right to determine whether the school has adequate and appropriate resources to enroll children with special needs. While MCS does accept some students with special learning needs, physical or other disabilities, the school does not have a special education teacher to work exclusively with or provide care to such students. While our teachers and staff do what they can to help such students where it is appropriate to do so, some students are better served in schools that have personnel trained to meet the student's specific needs.

As a condition of enrollment, parents and students are prohibited from making demands, threatening to sue, or actually litigating any matter whatsoever relating to or resulting from the student's enrollment at the school. Making demands, threatening to sue, or litigating a matter against the school violates Biblical teaching and practice and will constitute sufficient grounds for immediate suspension or expulsion. Parents and students are required to resolve all potential claims, disputes, or causes of action through binding Christian arbitration using the procedures outlined in the school's arbitration procedures. Binding arbitration shall be the sole remedy for any and all controversies or claims arising out of the student's enrollment relationship or the enrollment agreement. Upon enrollment, parents and students waive any rights to file a lawsuit against the school or its agents in any civil court for such disputes, except to enforce a legally binding arbitration decision.

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

General Policies

1. Kindergarten students must be five years old by September 30; beginning first grade students must be six years old by September 30.
2. Documents required for admission include a birth certificate, immunization records, and, if applicable, a transcript from another school.
3. Enrollment will be final when a student's transcripts have been received in the school office and all requested forms are completed and on file.
4. No student will be enrolled if the family seeking admission has an outstanding account at another Christian school.
5. Students are placed based on previous grades, achievement test scores, and a placement test.
6. All new students are subject to a probationary period of one quarter.

Nondiscriminatory Policy Regarding Students

Mentor Christian School does not discriminate on the basis of race, color, sex (as determined by anatomy at birth and not subject to change), national origin, and ethnic origin in the administration of its educational policies, admission policies, scholarship and loan programs, athletic and other school-administered programs, or any other privileges or activities generally accorded or made available to MCS students. However, as a religious institution MCS reserves the right to deny admission or to terminate the enrollment of persons whose

lifestyle, words, actions, or otherwise do not align with the MCS statement of faith, standards of conduct, or other policies.

Spiritual Policies

1. Mentor Christian School is primarily for children from Christian homes where at least one parent or guardian is in agreement with our statement of faith.
2. All students will be held to the doctrines in the statement of faith, along with the lifestyle standards.
3. Because our school is thoroughly Christian, we place an emphasis upon spiritual training. Our beliefs are based upon the Holy Bible. From God's Word we derive our standards and teach all of our students.
4. Any student who applies for admission to MCS, along with at least one parent, must regularly attend a church of like faith (believing in the complete sufficiency and ultimate authority of the Bible for matters of doctrine and action with no additional resource required such as tradition or the teaching authority of the church).
5. Applicants for Grades 9 and higher may be admitted based on their own personal statements of faith and practice even if parents are not actively attending Bible-believing churches. However, parents still must sign an agreement to allow the student to attend MCS and that the student will be held accountable to live in accordance with the statement of faith, including its doctrines and lifestyle standards, both on and off campus.
6. Church attendance is checked through a monthly online survey that parents must fill out.

Academic Policies

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

Conduct Policies

1. A student's conduct and disciplinary record will be carefully inspected before admission.
2. Beginning with applicants for Grade 7 and higher, MCS will not admit students who appear to desire not to attend Mentor Christian School.
3. Acknowledgment of the Standards of Conduct must be signed by both parents on the Enrollment Agreement. All students entering Grade 7 or above are required to read and sign a copy of the Standards as a requirement for admission.

Placement

The placement of all students is based on previous grades, achievement test scores, documented disciplinary records, and a placement test.

New Students

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

Transfer Students

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

Reenrollment

Reenrollment begins in February each year, giving existing families preference in the enrollment process for the upcoming school year. If reenrolled in February, existing families will not only secure a spot for the upcoming school year but also receive a reduced rate.

Transcripts

When a new student is enrolled, a request is made to the former school for the child's transcripts. When a student leaves MCS to enroll in another school a transcript will be sent to the new school after all financial obligations have been met.

Transcripts will reflect the student's legal name at the time of enrollment and may not be changed except with a court order reflecting a minor's name has been changed pursuant to an adoption decree.

TUITION

Tuition and the facility fee are collected through FACTS online tuition management system. Each family must set up an account (a link will be provided) for automatic payment of tuition and the facility fee, even if your tuition is paid by EdChoice.

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

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

Fee Schedule

Registration Fee:	\$75 per child due at the time of application.
Facility Fee:	\$1000 per family. Fee may be paid with the tuition in monthly payments.
Athletic Fee:	\$100 per athlete per sport. The maximum fee to be assessed to a family in any one season (fall or winter) is \$200.00. Fee is due by first practice date.

Base Tuition Schedule

Base Tuition information will be provided at time of inquiry.

Payments

During your FACTS account setup, choose your payment date and frequency, and method of payment. There is no charge for ACH transactions, and credit/debit card usage has a 2.95% charge. Fees and penalties are

assessed through FACTS for failed transactions. If you experience temporary difficulties in meeting tuition deadlines, please contact the office to make alternate arrangements.

TUITION ASSISTANCE

MCS accepts EdChoice scholarships from the state of Ohio. Please contact the school office for more information on how to qualify for EdChoice or, for more information, visit: <http://education.ohio.gov/Topics/Other-Resources/Scholarships/EdChoice-Scholarship-Program>.

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

WITHDRAWALS

Parents are required to fill out a Withdrawal Form notifying the school office in writing of their intent to withdraw students from MCS. In such cases, tuition is due through the month of official notification of the withdrawal and will be calculated on a monthly basis according to the 10-month payment plan.

1. Excess tuition paid will be reimbursed only at the parent's request.
2. The student may not be re-admitted to MCS during the academic year once he has withdrawn.

ATTENDANCE

The Ohio Department of Education states that school days and attendance will be calculated by tracking instructional hours. The purpose of this policy is to encourage consistent attendance to enhance each student's learning experience.

The minimum hours in the school year set by the ODE are 910 hours for elementary students and 1001 hours for high school students. The school Administration is responsible for setting the school calendar to meet this standard and for tracking student attendance hours. One school day will be 6 hours. The maximum number of hours a student may miss per school year is 100. Students may not attend or participate in athletic events or programs on days in which they were not in school for at least 3 hours.

A doctor's excuse is required whenever a student is absent 25 or more consecutive hours as well as any absence beyond 100 hours total. Any early dismissal or late arrival, including medical and other appointments, will also be tracked as part of the 100 hours. Family trips will be counted as missed hours and part of the total hours counted (5 days or 30 hours are allowed for non-illness absences). Parents/guardians will be informed of their child's cumulative hours missed through report cards at the end of each quarter. Chronic absences may result in failure for the school year, withdrawal of the pupil from school, or making up the attendance deficit in the summer with an extra per day charge applied.

The Administration reserves the right to determine whether an appointment is approved. An absence may be excused for an appropriate reason, such as a medical appointment, but will not be excused for a day off without what the Administration deems to be a sufficient reason.

All students are expected to attend school regularly and to be on time for classes in order to receive maximum benefit from the instructional program and to develop habits of punctuality, self-discipline, and responsibility.

Please do not send your child if he/she is ill. See “Student Illness” for more information.

Closed Campus

MCS operates on a closed campus principle for students from kindergarten to Grade 12. This means that students are required to be in school from 8:30 a.m. to 3:15 p.m. each day, regardless of the number of free periods (study halls or special classes) a student may have.

Legal Requirements

MCS observes the following legal requirements of the state:

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

Reporting Procedures

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

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

Excused Absences

Excused absences may be granted for the following situations:

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

Advance Approval – for vacations, personal days, any non-illness related absences

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

1. Parents must complete and submit a “Request for School Absence” form.

2. The office will place the form in the homeroom teacher's mailbox to give to the student.
3. The student will notify each teacher who must record the current grade of the student in the class, initial the form, give assignments in advance, and give the form to the student who will then return the form to the office for final approval.
4. Approval must be granted from the principal's office.
5. An absence is classified as **unexcused** if advance approval is not granted.
6. Assignments given in advance are due the first day the student returns to class.
7. Tests must be made up the day the student returns to school.
8. Any work completed outside the time frame specified above will receive a maximum grade of 69% for elementary classes and 59% for secondary classes.
9. A maximum of five days per year is allowed for advance approval absences.

Advance Approval Exceptions

1. Excused absences will not be granted during the first week of school, exam weeks for high school students, or testing week.
2. Excused absences will not be granted if student's grades are below average.
3. Driver's education training scheduled during school hours is an unexcused absence and will incur the academic penalties explained in the Unexcused Absences paragraph.

Make-Up Work for Excused Absences

Procedures for Completion of Work Missed Due to Illness

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

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

Procedures for Making-up Tests

If a student is absent the day before a test and returns the day of the test, he will be expected to take the test that day. (For example, if a student is absent on Thursday and a science test has been scheduled for Friday, the student will be required to take the test on Friday). Tests may be taken during a free period, during lunch, or after school if there are no free periods.

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

Unexcused Absences

An unexcused absence is anytime a student is absent from school without advance approval or for a valid reason as listed under excused absences on p. 15. The following academic penalties will be incurred for an unexcused absence: a maximum grade of 59% for any work or tests due that day in 7-12th grade classes, and a

maximum grade of 69% for any work or tests due that day in elementary classes. Students must still turn in their work from the unexcused absence day.

Truancy Policy

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

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

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

Early Dismissal

If a student needs to be dismissed early from school, the parent or guardian must send a signed permission note to the office stating the reason for the request and the time that student should leave. The office must know who is picking up the student. The person who is picking up the student must sign out the student in the school office before the student may leave school. Please arrange to pick up the student at the end of the class period whenever possible. Parents should not go to the classroom for students; office personnel will get him for you. Please do not request early dismissal for unnecessary reasons.

1. Matters of personal business that could be accomplished at a time other than school hours will not be excused.
2. Students are not permitted to leave early to go to work.
3. All homework, quizzes, tests, and projects must be completed and turned in before the students are dismissed unless they return before the end of that school day.

Excused Absence Procedures for Early Dismissal

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

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

Tardiness

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

Excused Tardiness

1. Car trouble
2. Accidents
3. Bad driving conditions
4. Other legitimate reasons if approved by the principal

Unexcused Tardiness (per quarter)

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

AFTERCARE

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

Details

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

Charges

1. Families will be charged \$1 per student per any portion of 15 minutes from 3:45 p.m.-4:30 p.m. For example, the charge for two children who are picked up at 4:20 would be \$6 (three fifteen-minute periods times two students).
2. The per-child charge from 4:30 p.m.-5:30 p.m. is \$2 per student per any portion of 15 minutes.
3. During aftercare students should be working on homework, play board games, color, draw or other approved activity by the supervisor.
4. Students must be picked up by 5:30. A \$20-penalty is assessed beyond that time.
5. The children of teachers, coaches, and assistant coaches who have been approved by the School Board and that are on official school business will not be charged.

6. Families with children whose siblings are participating in an official after-school activity (sports, teacher request) will pay a maximum of \$5 per day for the entire family. We want to show our desire not to penalize families with children participating in extra-curricular activities.
7. Students must remain in school dress.
8. The aftercare group can be located in Kimmel Hall. Parents may use the parking lot outside Kimmel Hall and come in the Kimmel Hall doors to sign child out of the aftercare program.
9. On days when there is a home game, **aftercare will end at 4:30 OR the start of the first game** and students will be required to attend the game. Students are to be attending the game until picked up. You will be responsible for the gate fee or the aftercare fee, whichever is the lesser charge. Students will need to be picked up in the gymnasium or at the soccer field.
Aftercare invoices will be sent home monthly and must be paid in 10 days or receive additional fees as deemed necessary by Administration.

Payment

Payment for aftercare will be billed through FACTS.

DRESS CODE

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

1. When an elementary student is in violation, the homeroom teacher contacts parents.
2. When a secondary student is in violation of the school dress code, the student will be given a blue Dress Code Notice which must be signed by a parent and returned the next day. Students who fail to return the signed form the next day will receive a detention.
3. Concerning all dress code issues, the decision of the Administration is the final authority and is expected to be followed with a pleasant attitude.

General Dress Code Requirements for MCS Students

Students must arrive at and depart from school in proper attire and must be in school dress for all school-sponsored activities, including performing or attending school programs and field trips, unless specifically told otherwise. Parents who help in the classroom or on field trips must also abide by MCS standards for Grades 7-12.

Not all fashions or fads can be addressed in this code because anticipating new fashion trends is impossible. Students are encouraged to bring questionable attire to school for approval before wearing it to school.

Specific Dress Standards

Girls Grades K-6	Boys Grades K-6
<ol style="list-style-type: none"> 1. Loose-fitting Dresses, skirts or uniform pants may be worn. 2. Skirts must be loose-fitting and not frayed. <ol style="list-style-type: none"> a. K-4: Skirts must be no shorter than two inches above the top of the knee. b. 5-6: Skirts must be to the top of the knee. 3. Sleeveless tops may be worn; tops with spaghetti straps may <i>not</i> be worn. 4. Dress T-shirts may be worn. This does <i>not</i> include T-shirts with cartoon or cartoon-type characters or printed words larger than two inches high. Sports T-shirts may <i>not</i> be worn except for physical education classes. 5. Leggings may be worn under the proper length of dress/skirt. 6. School uniform pants with slit/welt back pockets may be worn. Pants must be loose-fitting enough to conceal undergarment lines (straight fit or bootcut, not skinny). 7. Properly fastened shoes must be worn. 8. Sports or beach-type sandals, any type of flip-flops, and Crocs are not permitted. 9. A separate pair of non-marking athletic shoes is required for physical education classes. 10. Hair must be neatly combed without hanging in the face. 11. Girls may not wear makeup. Nail polish should be appropriate for a Christian school learning environment and should be worn neatly. 12. No tattoos are permitted, and only ears may be pierced. 	<ol style="list-style-type: none"> 1. Hair must be neatly trimmed and faded with no lines on the sides and back; must above ears, eyebrows, and collar. Colored hair and stenciled designs (aka speed lines) are not permitted. 2. Pants will be worn at the natural waist. During warm weather, K-6 boys may wear nice shorts that come to the knee. Blue denim and athletic shorts are not permitted. 3. Socks and properly fastened shoes must be worn. Sandals and Crocs are not permitted. 4. A separate pair of non-marking athletic shoes is required for physical education classes. 5. Polo, oxford, crew neck shirts may be worn. 6. Dress t-shirts may be worn. This does not include t-shirts with cartoon or cartoon-type characters or printed words larger than two inches high. Sports t-shirts may <i>not</i> be worn except for physical education classes. 7. Piercings and tattoos are not permitted.
Girls Grades 7-12	Boys Grades 7-12

<ol style="list-style-type: none"> 1. Loose-fitting dresses, skirts or uniform pants may be worn. 2. Skirts must fit at the natural waist, be loose-fitting and come to the top of the knee. Slits may not be higher than the top of the knee. 3. All blouses, and tops must be loose-fitting and long enough to be tucked in. 4. Dresses, blouses, and tops must have sleeves. Necklines may <i>not</i> be revealing or lower than four fingers below the bottom of the neck in front and back. 5. Dress T-shirts may be worn. Sports T-shirts may <i>not</i> be worn except for physical education classes. 6. Clothing of sheer or revealing material may be worn only when the garment underneath conforms to normal dress guidelines. 7. Leggings may be worn under proper length dresses/skirts. 8. School uniform pants with slit/welt back pockets may be worn. Pants must be loose-fitting enough to conceal undergarment lines. Pants must be straight leg or boot cut, not skinny cut. 9. Hair must be neatly styled and combed without hanging in the face. Hair color must be natural. Hair styles must not be extreme. 10. Tasteful makeup is permitted. Nail polish should be appropriate for a Christian school learning environment and should be worn neatly. 11. A maximum of three earrings may be worn on each ear only. Tattoos are not permitted. 12. Properly fastened shoes must be worn. Any type of flip flops is <i>not</i> permitted. Students enrolled in physical education classes must have a separate pair of non-marking athletic shoes. 13. T-shirts and warm-ups or shorts that come to the knee are acceptable for physical education classes and athletic practices. 	<ol style="list-style-type: none"> 1. Hair must be neatly trimmed and faded with no lines on the sides and back; must be above the ears, eyebrows, and collar and must be neatly combed. Sideburns may not be longer than the bottom of the ear hole. Coloring (including highlights), facial hair, or extreme styles are not permitted. 2. Denim, camouflage, or work-style pants are not permitted. Pants are to be worn with a belt at the natural waistline and may not drag on the floor. Pants must be straight leg or boot cut and may not have elastic ankle cuffs. 3. Tight and extreme styles (skinny, oversized or stretch) are <i>not</i> permitted. 4. Boys must wear collared shirts (polo or oxford style). Only the top shirt button may be unbuttoned. Shirrtails must be tucked inside pants at all times. Sweaters and MCS hoodies may be worn over collared shirts. Quarter-zip tops must have MCS logo. 5. Properly fastened shoes and socks must be worn. Sandals, flip-flops, Birkenstocks, Crocs and other open-toed shoes are not permitted. Students enrolled in physical education classes must have a separate pair of non-marking athletic shoes. 6. No piercings or tattoos are permitted.
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Unacceptable Clothing for School

1. Jackets and coats may not be worn during the school day. Hoodies and sweatshirts may be worn if they have the MCS logo on them. The following exceptions apply:
 - a. Current members of MCS sports teams may wear game day apparel only when approved by the Coach and Administration.
 - b. Fridays are designated as MCS spirit wear days. Collared shirts are not necessary for 7-12th grade boys on Fridays if they are wearing MCS apparel.
2. Pants that may be described as over-sized, skinny, stretch/twill, yoga, jeans, athletic, sweat, or capri.

3. Clothing that has offensive writing or symbols, or wording, logos, or pictures that are inappropriately placed to draw attention to specific areas of body, or clothing with holes, frays, or noticeable fading. MCS logos are the only ones that may be worn.
4. Tattoos
5. Dress or appearance that, in the discretion of the Administration, purports to make the student appear inconsistent with his or her biological sex (including non-binary, transgender, or other). Students are required to dress and groom in accordance with their biological sex as determined by the student's anatomy at birth.

Acceptable Dress for Athletic Events

Student spectators may wear the school dress code, loose-fitting pants or jeans, athletic pants, and an appropriate shirt if they attend a game or are in the gym during a game. Students may not wear skinny jeans, jeans with holes, yoga-style pants, or shorts. Students should be dressed appropriately and may receive a detention, be asked to change their outfit, or asked to leave the school by any member of the school staff at any time if their dress is deemed inappropriate.

2.

Acceptable Dress for Spirit Week

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

Acceptable Dress for Field Trips

1. Trips to educational institutions, museums, or businesses: regular school dress
2. Trips that require a great deal of walking: uniform pants and athletic shoes
3. Trips for recreational-type activities:
 - a. Uniform pants or uniform shorts that come to the knee when properly worn
 - b. Loose-fitting clothing with shirts long enough to tuck into pants
 - c. Jeans and athletic pants may be permitted on a case-by-case basis, please refer to the permission slip for specific dress code allowances. Athletic shorts are not permitted for field trips or dress down days.
 - d. Cut-offs (shorts or shirts) and tank tops are not acceptable field trip dress.

STANDARDS OF CONDUCT

All parents must acknowledge the Standards of Conduct by signing the Enrollment Agreement. Students in grades 7-12 must sign the Standards of Conduct form at the beginning of each school year.

The following standards of conduct is based on the Ministry's statement of faith, which has its authority in the Bible, as well as policies determined by the Administration designed to facilitate and foster a Bible-based educational environment. A student may be disciplined, up to and including expulsion, or asked not to return the following year if he/she is out of harmony with or disruptive to the Ministry's standards of conduct or other policies of the school, whether on or off the property, as determined in the sole discretion of the Administration. Re-admission considerations following dismissal will be determined on a case-by-case basis. Mentor Christian School desires to have an atmosphere that is conducive to the spiritual growth and development of its students. The following standards do not guarantee godliness but are necessary so that such an atmosphere can be present at MCS. Good behavior must come from the heart in love and obedience to Jesus Christ and should not be mere conformity to man-made regulations (Colossians 3:23). Christians

should maintain high standards of courtesy, kindness, morality, and honesty (1 John 4:11; Ephesians 4:32; Philippians 4:8-9).

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

1. Respect the authority of those who are over them and graciously accept correction. (Rom. 13:1)
2. Faithfully be a part of a Bible-teaching and preaching local church. (Hebrews 10:25)
3. Follow the dress code of the school. (1 Tim. 2:8-10; 1 Pet. 3:3-4)
4. Avoid all use or possession of alcohol, tobacco, vaping products, or drugs, including the misuse of legal drugs. (1 Thess. 4:4-6, 5:22)
5. Refrain from any inappropriate physical contact with members of the opposite or same sex (1 Thess. 4:4, 5:22)
6. Respect the property of the school and others. (Rom. 12:10)
7. Refrain from lying, cheating, stealing, plagiarism, and “borrowing without permission”. The use of AI is forbidden in schoolwork except if specified by the teacher. Eph. 4:25, 28)
8. Refrain from pornographic, obscene or suggestive language, gestures, jokes, music or materials, and from intentionally viewing, listening to, discussing, or posting such things. (Proverbs 12:22; Ephesians 4:29; 2 Corinthians 13:7; Ephesians 5:4)
9. Remain above reproach regarding immoral conduct, which, in keeping with the Ministry’s statement of faith, will not be tolerated on or off campus. The term “immoral conduct” is defined as bodily contact, actively undertaken, or passively permitted, between members of the opposite sex or members of the same sex for the purpose of satisfying sexual desires and any bodily contact that a reasonable person would understand to demonstrate a propensity or intent to engage in any kind of sexually immoral conduct. This includes but is not limited to engaging in speech or behavior regarding immoral acts or lifestyles on or away from campus, viewing pornographic material on or away from campus, and identifying him or herself as sexually active on or away from campus. The Bible strictly forbids such conduct, which includes not only the immoral actions themselves but also advocacy for such behavior. Immoral conduct or statements of immoral conduct will not be tolerated in any form and will constitute grounds for expulsion. (Genesis 2:24; Genesis 19:5, 13; Genesis 26:8–9; Leviticus 18:1–30; Romans 1:26–29; 1 Corinthians 5:1; 6:9; 1 Thessalonians 4:1–8; Hebrews 13:4)
10. Refrain from displays of words, language, or behavior, including by dress or other appearance, that a reasonable person would believe are intending to convey the statement that a student engages in, has a propensity to, intends to, or approves of engaging in homosexuality, bisexuality, transgenderism, or otherwise immoral conduct. Homosexual or transgender conduct, defined as acts or identifying statements, is incompatible with enrollment at the Christian school and is a basis for dismissal. All students, however, must be treated with dignity and respect, free of threats or harassment.
11. Refrain from participating in intimidation, harassment, or bullying (including cyberbullying, name calling, spreading rumors, sending inappropriate—violent, sexual, malicious—notes, pictures, texts, etc.), whether physical (shoving, hitting, spitting, damaging or stealing property, etc.) or psychological (acts intended to create a sense of fear or anxiety). Cyberbullying is the use of electronic information and communication devices, whether personal or school-owned, to willfully and repeatedly harm a person(s) through electronic mediums, create a hostile environment for the victim, or materially or substantially disrupt the educational process or orderly operation of the school, as determined by the Administration. Examples of this behavior include but are not limited to sending false, cruel, or vicious messages, including name-calling messages, or spreading rumors electronically; sending inappropriate

(violent or suggested violence, sexually explicit, harassing, etc.) messages, pictures, or texts; creating websites that have stories, cartoons, pictures, and jokes ridiculing others; breaking into an email account and sending vicious or embarrassing materials to others; engaging someone in electronic communication, tricking that person into revealing sensitive personal information, and providing that information to others; posting student pictures without their permission; and inappropriate communication with staff members/teachers, such as initiating or responding to social media messages or invitations, text messages, chat rooms, discussion sites, instant messages, or other digital or electronic communications other than through school-authorized communication methods.

Attitude/Atmosphere

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

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

USE OF ELECTRONICS

Access to school technology related resources is a privilege that is given by and can be revoked by school authorities at their discretion. Any inappropriate behavior may result in the electronic media being confiscated; other disciplinary action may follow. Students are never permitted to view or to listen to anything which goes against Christian morals or MCS standards of conduct.

General Guidelines

1. Students may only use laptops/tablets to work on schoolwork during the school day or while in Kimmel Hall before or after school. Smartwatches and phones may not be used during the school day.
2. **By using electronic devices on school grounds, parents and students are giving MCS faculty and staff permission to examine the activity on their device at any time.**
3. Students may not play games on electronic devices during the school day. Students may use devices to text or call parents before or after school. Smart watches and cell phones must be left at home or turned in (powered off) to the office upon arrival and picked up after school (Ohio law August 2025).
4. The student is responsible for bringing the power cord each day in case the device needs to be charged. The school does not keep spare power cords on site for student devices.
5. Students are responsible for maintaining their devices. The school is not responsible for maintaining student device hardware or software.
6. Students are required to keep their devices secured with a password. The school will not assume any responsibility for any unauthorized access to any student device.
7. Students are responsible for keeping their devices up to date with the latest security patches.
8. All student laptops must run anti-virus software and must keep that software updated.
9. While on school premises student devices are only permitted to connect to school-approved networks. Students may not use the school wireless network to print to the school printer.

10. Laptops/devices are not permitted to use cellular or satellite internet connections (Wi-Fi, Hotspot, 3G, 4G, 5G etc.) during the school day.
11. Students are only permitted to sign in with their assigned ID and password. Students may not sign in using another person's ID.
12. It is the student's responsibility to remember his/her password. Students may not share passwords with anyone else.
13. Students are not authorized to install software on any school computer.
14. Students are not permitted to make hardware changes to any school computers unless specifically directed and supervised by a teacher.
15. Headphone usage is not permitted at any time during the school day outside of authorized use in the computer lab, while in Kimmel Hall before or after school, during sports practices and games, or while traveling to and from school events.
16. Students must report all computer problems to a teacher immediately.
17. Private/personal data should not be saved on school computers.
18. All data saved on school computers is the property of Mentor Christian School.
19. Student device use is at the discretion of the teacher. A teacher can grant or revoke network and internet privileges at their discretion.
20. Any inappropriate behavior may result in the electronic media being confiscated; other disciplinary action may follow. Students are never permitted to view or to listen to anything which goes against Christian morals or MCS standards of conduct.

Computer Lab Use Guidelines

Students must have their planner signed by the teacher making the assignment in order to have permission to work in the lab. If the assigning teacher is not available, students may ask the principal for permission. The lab is available ½ hour before and after school (7:45-8:15 and 3:15-3:45) and during any class period when it is not in use.

Students may:

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

Students may not:

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

Copyright and Plagiarism

1. Students are required to follow age-limit requirements, copyright, fair-use and other applicable laws when accessing the internet.
2. Plagiarism is not permitted.
3. Any source of information used in a student assignment must be properly cited.

4. Students are not permitted to copy, save or redistribute copyrighted material on the internet. Students should assume material is copyrighted unless clearly stated to the contrary.
5. The use of AI (artificial intelligence) is prohibited in schoolwork unless expressly specified by the teacher.

Social Media

The following guidelines apply to students' use of social media:

1. The Administration has discretion to monitor students' public social media activity.
2. Students' online activities at and away from school must adhere to the standards of conduct and the Ministry's statement of faith.
3. Students may be disciplined, up to and including expulsion, for online activity that is disruptive to the spiritual or educational environment of the school or that in any other way violates the letter or spirit of the school's policies or statement of faith or the law.
4. Online activities, including social media posts, blog entries or comments, emails, chats, or otherwise, that the Administration becomes aware of that potentially constitutes or involves past or potential criminal activity will be reported to appropriate law enforcement.
5. Students are prohibited from "friending" or accepting such invites from teachers and staff members at the Ministry. Students are prohibited from initiating or responding to texts from teachers or other staff members unless such communications also include parents or are on a class-wide group text.

Cell Phone/Electronic Device Possession/Use

Since office phone lines are necessary for school business, student use of the telephones is limited to calls that are absolutely necessary. Teacher or principal approval is required for students to use school telephones.

Students must store cell phones, smartwatches, headphones, and earbuds in cars or the school office upon arrival during the school day (8:30-3:15). Cell phones, smartwatches, and earbuds MAY NOT be kept in bookbags, lockers, or on the person during the school day. Violations of this policy will result in detention and confiscation of the student's device which will be returned at the request of the parent. The Administration reserves the right to collect student cell phones and smartwatches at the beginning of the day and return them at the end of the day.

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

Please refer to the general use guidelines on p. 23.

DISCIPLINARY POLICIES

Discipline is primarily a parental responsibility. The school's purpose is to support the parents in their discipline. However, if the school and the home are not working together on discipline matters, whatever the school does will be ineffective. While we employ various methods of discipline, the responsibility for student compliance finally rests with the students and the parents, not with the school. To avoid confusion, when the parents are visiting the classroom or school at any time or participating in a field trip, the teacher is still in charge of discipline.

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

Attitudes, actions, or behaviors of parents or students deemed by the Administration to be disruptive in nature to the academic and/or spiritual environment, goals, objectives, mission, or philosophies of the school will not be tolerated and will be disciplined, up to and including termination of enrollment student's, at the discretion of the Administration.

Elementary Discipline

The classroom teacher handles the majority of discipline issues by using Biblical principles in dealing with the students. Initial infractions generally are handled with verbal reprimands. Repeated offenses will bring more severe punishment (loss of privilege, inside recess, walking recess, silent lunch, or detention). Serious infractions will be referred to the Administration.

Secondary Discipline

Classroom teachers handle the majority of discipline issues by using Biblical principles in dealing with the students. In Grades 7-12, MCS uses five methods of discipline: academic penalty, detention, suspension (in-school and out-of-school), probation (academic, disciplinary, or spiritual), and expulsion.

When a problem with a student's conduct or attitude continues despite discipline procedures, the Administration will contact parents to arrange a conference. If continuing misbehavior or attitude is detrimental to maintaining a healthy school atmosphere or sets a wrong example for other students, a student may be placed on spiritual or disciplinary probation, suspended, or expelled. In addition, a student may be suspended or expelled from the school for specific serious acts that violate school rules or standards, or biblical moral principles.

Academic Penalties

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

Detention

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

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

Behavior Discipline Plan

Detentions will be given automatically for the first offense of the following situations without a warning:

1. Physical harm to another student with intent
2. Lying
3. Cheating, including the use of AI without teacher approval
4. Stealing
5. Abuse/Destruction of school property

Detentions or will be given for the following situations *after one warning*:

1. Bullying (repeated verbal or physical actions even after warning)
2. Disrespect to authority
3. Defiance toward authority

A detention will also be given if a student has to be sent to the office due to behavioral issues or classroom disruptions.

Consequences for each infraction regardless of category *per semester*:

- 1st = Detention
- 2nd = Detention
- 3rd = Detention
- 4th = Detention
- 5th = Detention
- 6th = In-school suspension
- 7th = Detention
- 8th = Detention
- 9th = Out-of-school suspension

Detention slips will be sent home the day of the infraction. Students must get a parent signature and return the following day which is the day the detention will be served from 3:20-3:50. The teacher who assigns the detention will assign work for the student to complete during the detention.

If an elementary student does not complete the work during the detention, they will stay in at recess the next school day until the work is completed. If a student fails to return the signed detention slip, they must stay in for recess or walk laps at recess that day.

If a secondary student does not complete the work during the detention, they will receive another detention. The teacher who assigned the initial detention must call home and communicate the additional detention with the parents.

Any schoolwork assigned on the day of a suspension (either in school or at home) will be given a maximum grade of 59% (7-12th) or 69% (elementary). Tests and quizzes may be made up to receive the same max grade.

Sample List of Offensive Behavior and Their Consequences

Academic Offenses:

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

Detention Offenses:

1. Inappropriate conduct on campus

2. Talking without permission
3. Failure to follow direct instructions given by a staff member
4. Repeated dress code violations in a semester
5. More than two unexcused tardies in a grading period
6. Objectionable words, phrases or symbols
7. Gum on campus, as well as food or open drink (exception of water) in class (teachers may make an exception to this on special occasions)
8. Minor breach of social regulations

Suspension Offenses:

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

Expulsion Offences:

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

Probation

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

Academic Probation

1. Students who are performing poorly in schoolwork may be placed on academic probation for one grading period. The probation may be renewed for an additional grading period. If improvement has not been demonstrated after two grading periods of probation, students may be expelled from the school.
2. Students on academic probation may not hold offices in school organizations or their class during the probation period. Additionally, they may not participate in the MCS athletic program.

Disciplinary Probation

1. Disciplinary probation is for students involved in a single serious offense or who show a pattern of continuing conduct problems. Disciplinary probation continues for the remainder of the semester, or if the student is placed on probation later in a semester, may extend into part or all of the following semester.
2. While a student is on disciplinary probation, any serious disciplinary offense or series of offenses may be cause for expulsion. In addition, if improvement in conduct is not observed during the probation period, the student may be expelled.
3. Students on disciplinary probation may not hold an office for any school organization or class and may not be a member of the Honor Society or school athletic team or represent the school in any other official manner.

Spiritual Probation

1. The School Board, on recommendation by the Administration and faculty, may place a student on spiritual probation if they agree that the student's attitudes and conduct are not consistent with Christian growth. Spiritual probation continues for the current semester or if near the conclusion of a semester, for any portion of the succeeding semester as well. Specific criteria to be considered will be regular church attendance, general spiritual concern and attitudes in class, and especially attitudes in Chapel and Bible class.
2. Students on spiritual probation may not hold an office for any school organization or class and may not be a member of the Honor Society or participate in extracurriculars/athletics. Failure to show satisfactory improvement in spiritual attitude will result in the child being dropped from the school or being rejected for re-enrollment. Additionally, students on spiritual probation are required to attend at least six Sunday services per month.

Suspension

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

1. Five or more dress code violations in a semester
2. Five or more morning arrival tardies in a quarter
3. Five or more unexcused absences in a year
4. Six or more detentions in a semester
5. Severe infraction requiring a suspension instead of a detention.

Expulsion

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

Law Enforcement Involvement

Administration and staff reserve the right to contact law enforcement if they determine that students' actions warrant it. Furthermore, per state law, teachers and administrators are mandatory reporters of physical and sexual abuse. There is a zero-tolerance policy toward such abuse and will report any reasonable suspicions of abuse.

Parents are required to inform the school if a child attending the school has been arrested by law enforcement. The school reserves the right to assess the situation and assign consequences independent of any finding by law enforcement or formal legal adjudication.

ACADEMIC POLICIES

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

The curriculum of Mentor Christian School is unique, specifically tailored to the needs of MCS students, the emphasis of training them in all educational nuances, from a biblical worldview.

Accreditation

Mentor Christian School was previously accredited with the American Association of Christian Schools. In 2019, we switched to accreditation with the Association of Christian Schools International. In October of 2019, we received our state charter.

Elementary Curriculum

MCS elementary curriculum consists of approximately 90% BJU Press curriculum. Grades 5 and 6 use Purposeful Design mathematics curriculum. MCS frequently updates curriculum as new editions become available.

Secondary Curriculum

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

Course Selection

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

Add/Drop Classes

Students are permitted to drop or add classes up until the first marking period’s midterm for the first semester or the third marking period’s midterm for the second semester. Students who drop a class after that time will receive an F for that course. Students may have no more than 13 total study halls per week.

Classification of High School Students

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

Freshman	less than 5.0 accumulated credits
Sophomore	minimum of 5.0 credits
Junior	minimum of 10.0 credits
Senior	minimum of 15.0 credits

Classification of Major and Minor Subjects

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

Grade Point Average (GPA)

Quality points are determined for each high school course successfully completed based on the final grade for the year. Beginning with the class of 2028, GPA will be calculated using the two semester grades.

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

Final grade point averages (GPA) for each student are calculated from the quality points and total credits attempted. All courses are included in the GPA. In determining valedictorian and salutatorian, difficulty of class schedule and semester GPA (prior to class of 28) will be used as tiebreakers if necessary.

School Grading Procedures

Gradelink is our online grade book, communication, and payment tool. Be sure to access your account on a regular basis. If you have trouble logging in or have other questions, please contact the school office.

Our Gradelink program automatically calculates grades.

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

Report Cards

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

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

Grading Scale

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

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

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

ALL SUBJECTS IN GRADES 7-12		
Grade	Definition	Percentage
A+	Outstanding	90-100
A		
A-		
B+	Above Average	89-80
B		
B-		

C+ C C-	Average	79-70
D+ D D-	Below Average	69-60
F	Unsatisfactory	Below 60
I	Incomplete	Incomplete

Student Failure

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

Additional Programs

Art Program

MCS students in grades K-6 receive once-a-week lessons with a professional art teacher.

Physical Education Program

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

Music Program

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

Music Lessons

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

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

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

Instrumental Rentals

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

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

College Early Enrollment

The Administration approves requests for College Credit Plus (CCP) on a case-by-case basis depending on scheduling, student work load, and other pertinent factors. MCS students also earn college credit through AP exams and CLEP tests. Courses will be taken through Cedarville University. Administration may approve other colleges if the course desired is not available through Cedarville.

Standardized Testing

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

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

Textbooks and Workbooks

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

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

Planners

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

Homework

Homework is an integral part of the school curriculum and provides vital reinforcement of class instruction and helps students learn discipline and responsibility. Homework helps students master material already covered in class and provides a way for slower students to gain extra practice or to complete assignments that they were unable to finish in class.

1. Parents can assist their children in the development of personal responsibility by helping them develop the habit of completing and returning homework assignments each day. MCS encourages parents to assist children in learning their responsibility of bringing the required materials to class and turning in assignments on time.
2. MCS encourages parents to notify classroom teachers if students routinely struggle in completing assignments. See the chart below for guidelines for time students should be spending on homework.

Recommended Time Needed to Complete Homework Assignments	
Kindergarten	No homework
Grade 1	10 minutes
Grade 2	20 minutes
Grade 3	30 minutes
Grade 4	40 minutes
Grade 5	50 minutes
Grade 6	60 minutes
Grades 7-12	As needed

Suggestions for Helping Children Complete Homework Successfully

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

Late Assignments

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

Graduation Requirements

CRITERIA FOR HIGH SCHOOL DIPLOMAS OFFERED AT MCS	
General	College Preparatory
4 units Bible	4 units Bible
4 units English	4 units English
1 unit Speech	1 unit Speech
3 units Social Studies	3 units Social Studies
4 units Math	4 units Math
3 units Science	4 units Science
2 units electives	2 units Foreign Language
1 unit Fine Arts	1 unit Fine Arts
.5 unit Computer Applications	.5 unit Computer Applications
.5 unit Personal Finance	.5 unit Personal Finance
.5 unit Physical Education	.5-unit Physical Education
.5 unit Health	.5-unit Health
24 Total Credits	25 Total Credits

Diplomas and Transcripts

Diplomas and transcripts will reflect the student's legal name at the time of enrollment and may not be changed except for a court order reflecting a minor's name has been changed pursuant to an adoption decree.

Valedictorian Criteria

1. Student must have completed at least 15.0 credits of work on the high school level at Mentor Christian School in regularly scheduled classes.
2. The student must also have earned a grade point average of at least 3.5 on a 4-point scale in all high school work as computed by the same method used for all other MCS students.
3. If more than one student earns a grade point average of 4.0, students will be named co-valedictorians.
4. In determining valedictorian and salutatorian, difficulty of class schedule and semester GPA (prior to class of 28) will be used as tiebreakers if necessary.

Salutatorian Criteria

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

Elementary Promotion

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

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

Secondary Promotion

In Grades 9-12, students pass or fail individual courses. Any failed course required for graduation must be made up before graduation. If a failed course is passed during summer school, a grade of 60% will be recorded for the course. Grade placement for secondary students is based on the total number of accumulated MCS-required credits. (See Classification of High School Students for additional details).

Honor and Achievement Rolls

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

Criteria for Honor Roll Classification

Students who receive grades of either A or B in all major subjects are eligible for the A-B Honor Roll. An A in a major subject must offset each grade of C or S in a minor subject. A student may not have any grades below a C or S and still be on the A-B Honor Roll. To be on the all-A honor roll, students must have all A's and O's.

Criteria for Academic Achievement Roll Classification

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

ATHLETIC PROGRAM

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

SPORTS OFFERED AT MENTOR CHRISTIAN SCHOOL*	
Boys	Girls

Soccer (junior high and varsity)	Volleyball (junior high, junior varsity, varsity)
Basketball (junior high, junior varsity, varsity)	Basketball (varsity)
Golf (varsity)	Golf (varsity)
Cross-country (7-12)	Cross-country (7-12)
Baseball (varsity)	

*Sports offerings are conditional upon the availability of coaches.

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

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

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

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

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

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

Students who participate in more than one sport must declare their primary sport.

Eligibility

In order to continue to participate in various extracurricular activities, students are required to maintain acceptable grades in their academic classes. Eligibility is computed every Friday, beginning the fourth Friday of the fall semester. An eligibility week runs from Saturday through Friday. Eligibility is cumulative through each

semester. The student's semester grade is used at the end of the first semester to determine eligibility for the first two weeks of the third quarter.

Students who have two D's or one F in a major subject at the end of the week are ineligible for the following week and will receive a red slip. This means that they may not participate in athletic practices, scheduled games, or any other function of the extracurricular activity. Ineligible students should use time that would have been spent attending practices to improve their grades. Eligibility requirements apply to players, cheerleaders, statisticians, and student managers. Students who are close to being ineligible will receive a yellow warning slip.

HEALTH

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

The nurse/school office must dispense any medication that students need to take during school hours. Parents should send the medication to the office in a container that is clearly labeled with the student's name, medication's identification, and dosage along with a permission note from a parent or guardian as well as a medication form filled out by your doctor.

Students may not have medications, including aspirin, Tylenol, allergy medicines or treatments, or any over-the-counter or prescription medicines in their possession at any time. Exceptions to this policy for certain medical conditions may be made at the discretion of the Administration.

Student Illness

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

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

Communicable Diseases

If your child has the following communicable diseases, please provide written consent from either a doctor or health department indicating the child may safely return to school: measles, mumps, mononucleosis, whooping cough, pinworms, head lice, or skin diseases such as scabies, ringworm, or impetigo.

A link to the Communicable Disease Policy for the State of Ohio is available on the school website: mentorchristian.com.

Accidents

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

COMMUNICATION

Informal Parent-Teacher Conferences

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

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

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

Formal Parent-Teacher Conferences

Scheduled parent-teacher conferences are available around the end of the first grading period; however, parents are encouraged to maintain contact with teachers to monitor the progress of their child throughout the school year.

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

Resolving Conflicts

Parents and students agree that they will never make demands, threaten to sue, or actually litigate any matter whatsoever relating to or resulting from the student's enrollment at the school. Parents and students understand that making demands, threatening to sue, or actually litigating a matter against the school violates Biblical teaching and practice and will constitute sufficient grounds for immediate suspension or expulsion of student's enrollment. The parties agree to resolve all potential claims, disputes, or causes of action through binding Christian arbitration using the procedures outlined in the school's arbitration procedures. Binding arbitration shall be the sole remedy for any and all controversies or claims arising out of the student's enrollment relationship or this enrollment agreement. The parties expressly waive their right to file a lawsuit against one another in any civil court for such disputes, except to enforce a legally binding arbitration decision.

Parental Support

The staff desires a harmonious relationship with parents. If parents have a question about a school policy or an event that involves their child, they should notify their child's teacher or the Administration, where appropriate. An effort will be made to resolve any differences and maintain quality communication between parents and ministry staff.

Parental support is an essential part of the educational process. If, in the sole discretion of the Administration, a parent is disruptive to the academic, athletic, or spiritual environment of the school or has failed to support the Ministry staff or the school's policies and procedures, including the standards of conduct, which is based on the statement of faith, the Administration reserves the right to deny the student continued enrollment in the school.

HARASSMENT

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

This policy is not intended to waive the ministerial exception or any other exception to or exemption from any other local, state, or federal antidiscrimination law.

Definition of Sexual Harassment

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

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

Reporting Sexual Harassment

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

Confidentiality

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

Protection Against Retaliation

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

Procedure for Investigation and Corrective Action

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

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

STUDENT LIFE AND ACTIVITIES

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

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

1. Band, various choirs, instrumental and vocal ensembles.
2. Private vocal and instrumental lessons
3. Interscholastic sports at a variety of levels depending on student interest and availability.
4. Yearbook
5. Big-Little Brother/Sister Program (Kindergarten and Grade 6)
6. Student Council
7. Pep Club (Grades 2-12)

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

Chapels

Elementary students have one chapel per week (generally on Wednesday mornings); secondary students have chapels twice a week (generally Tuesday and Thursday mornings). Chapels are part of the spiritual training of students provided by MCS, as well as a time of training in proper conduct in church services. Both school personnel and outside speakers are invited to challenge and encourage students in their spiritual growth.

Parents and visitors are welcome to attend chapels.

Students in Grades 7-12 must purchase a Wilds songbook (9th edition) for use in every chapel. Returning students who lost their Wilds book will have to pay for a new one.

Church Attendance

Mentor Christian School supports, encourages, and requires church attendance by its students. Church attendance is tracked through a link to Survey Monkey. Students who fail to attend church on a regular basis will be placed on spiritual probation/suspension with possible expulsion if attendance does not improve. A church of like faith is defined as one that believes in the complete sufficiency and ultimate authority of the Bible for matters of doctrine and action with no additional resource required such as tradition or the teaching authority of the church.

The Bible

While the preferred version of the Bible for grades K-12 is the ESV, students may also, based on personal preference and family choice, use the KJV for both personal use and Scripture memory.

Announcements

Regular school announcements are emailed to families every Friday via Gradelink and as necessary at other times during the school year. MCS encourages parents to read these messages carefully in order to stay informed about important school events and timely messages. Special announcements/information will be sent home as needed via the youngest child in the family.

MCS Spirit Wear and Apparel

MCS-branded apparel is available for purchase and is a great way to show school spirit and to advertise the school. Orders are placed and paid for online at several different times during the school year, usually early fall, late fall, and spring. A message containing the link to the school store and open times will be sent through Gradelink. Apparel is delivered to the school where it may be picked up. There are also items available to purchase from the glass case across from the school office. Please see office personnel if you wish to purchase an item from the glass case.

Lockers

High school students are provided with two individual lockers (school and gym). A lock may be provided by the school. Administration must approve the use of a lock if you provide your own. The combination must be on file in the school office. Exterior/interior decoration is limited to MCS sports/athletics.

Lunch

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

Given the exponential increase in the number of children with life-threatening food allergies, instruction/guidance will be communicated on an individual classroom basis as needed.

Milk Cards

1. Parents and students may purchase milk cards in the school office. Individual cartons of milk also may be purchased.
2. For elementary students, the lunchroom teacher monitors the milk cards and sends reminders when a new card needs to be purchased.
3. For secondary students, milk cards are kept in the office where staff will mark student's card when student purchases milk.

Special Lunch Days

1. On Tuesdays, students may order slices of cheese or pepperoni pizza.
2. On Thursdays, students may order a hot lunch.
3. Money for special lunch days is collected by the homeroom teacher the day before.

Library

1. Elementary classes go to the library once a week for approximately 30 minutes. During this time, students may check out books and do research for reports. Classes may use the library at additional times when the library is not scheduled for another class.
2. All books have a two-week loan period.
3. The number of books a student may borrow depends on student's grade level.
 - a. Kindergarten and first grade students may borrow one book at a time.
 - b. Students in Grades 2-6 may borrow two library books at a time.
 - c. Junior high and high school students may borrow three books at a time.
4. Books may be renewed one time for an additional two weeks.
5. Reference books and magazines may never be taken out of the library—unless marked otherwise.
6. Students with overdue books or fines may not borrow again from the library until the fine is paid to the librarian.
 - a. Fines are 25 cents per week per book.
 - b. If a book or a fine becomes two weeks overdue, a notice will be sent to the parent.
 - c. Students with three overdue fines in one year will not be allowed to borrow books for the rest of the year.
7. Books that are lost must be paid for before a student may borrow any other books. (The price charged for the book will be its replacement value plus shipping costs.)

Office Cards

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

Lost and Found

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

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

Student Pictures

Parents/guardians will be notified about dates and times for student pictures through Gradelink.

Service Projects

To help develop a servant's heart, MCS encourages high school students—especially juniors and seniors—to participate in service projects that benefit MCS in a variety of ways. For example, students may serve by helping the teaching, maintenance, and athletic staffs, or assist with other special projects as directed by the Administration. Students have opportunity to sign-up for these projects at the beginning of the school year. Projects may require anywhere from one period per week to one period per day.

Field Trips

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

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

See “Acceptable Dress for Field Trips” for the expectations for field trip attire.

THE MCS CRUSADER PARENT ASSOCIATION

The MCS Crusader Parent Association (CPA) is a parent support group composed of parents committed to Christian education and MCS. Their purpose is to promote increased parental participation in the ministry of MCS, to assist the school staff in areas approved by the Administration, and to earn money for support of school functions by special projects approved by the Administration. MCS encourages all parents to join this dedicated group of parents. Cost of a lifetime membership is one dollar.

Key Services the CPA Provides for MCS

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

SCHOOL SAFETY

Items Prohibited on Campus

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

1. Knives or other sharp objects
2. Firearms (including paint ball guns) or explosives
3. Drugs, drug paraphernalia, or alcoholic beverages

4. Medications, including aspirin, Tylenol, and other over-the-counter medications
5. Pornographic materials
6. Media not required for class or approved by the English or music department
7. Matches, lighters, cigarettes, vaping or smoking materials
8. Electronic games or radios, MP3 players, other electronic devices not required for class
9. Recording or playback devices without administrative approval
10. Ungodly music
11. Playing cards (type used for gambling)
12. Ear buds, laser pointers
13. Any other dangerous items that are illegal or inappropriate for Christians to possess

Teachers are required to immediately confiscate these items and give them to the administrator who will take appropriate action.

Security

The federal government has set up a terror alert system in order to inform citizens of the level of suspected danger from terrorists. If the alert goes to the highest level (severe), school will remain in session, but all trips or other activities (including games) outside of a one-hour driving distance will be cancelled or postponed.

In the event of a local terror attack or suspected terror attack, students would be sent to the gym and may be picked up by parents if safe to do so.

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

In order to best ensure the safety of our students in the event of a terror-related emergency, the school will follow the directions given by local, state, and federal law enforcement officials.

Searches

All school-owned or school-provided computers, networks, online academic services or platforms, electronic devices, physical or electronic mail or storage files, parking areas, desks, and lockers are the property of the church/school, and students have no expectation of privacy in these items or areas. School authorities reserve the right to conduct random inspections of any of these to protect the health, safety, and welfare of our students. In addition, in the event the school suspects a student possesses an unapproved item or has used a school-owned item in a manner that violates school policy, the school reserves the right to conduct a search of the student's pockets, vehicle, locker, desk, backpack, outerwear, shoes, electronic devices, any other item belonging to or in the possession of the student, or any online platform, account, or otherwise the student may have accessed. Unless the situation potentially constitutes an emergency, the school will first attempt to notify parents if a search is necessary and will have two or more staff present for a search; however, **enrollment in the school constitutes parental and student consent to conduct random and for-cause searches without additional or further consent when deemed necessary by school officials.** This includes the use of drug- and gunpowder-sniffing K-9 dogs.

Visitors

Periodically parents may wish to observe MCS classes to see first-hand what their child is learning. MCS encourages parents to be involved in the education of their children and to visit classrooms. Please contact the

administrator and teacher involved to schedule a time to visit at least one day in advance so that the teacher and class can be prepared for your visit.

1. All visitors are required to come to the office after admission to the building to check in, be cleared, and receive a visitor badge and check out prior to leaving.
2. Students from other schools who are considering enrollment in Mentor Christian School or are out-of-town guests of a current student are permitted to visit classes if approval is secured from the principal in advance.
3. All classroom visitors are required to meet our dress and conduct standards.

Emergencies / Emergency Drills

MCS performs all school safety drills in accordance with State of Ohio requirements.

Fire / Fire Drill

Fire drills take place about once per month.

1. At the sound of the fire alarm, students must immediately line up in an orderly manner.
2. There is to be:
 - a. No talking.
 - b. No running.
 - c. No pushing.
3. Follow the evacuation route posted in your room.
4. Assemble at the designated area.

Tornado / Tornado Drill

1. At the signal/announcement, stay calm.
2. If you are inside, stay inside and seek cover.
 - a. All classes should sit along the inside walls of the hallways, but not between Rooms 103 and 105 (science rooms).
 - b. Leave classroom doors open.
 - c. Stay away from windows and objects that could easily become airborne.
 - d. Do not dash for an exit.
 - e. Students in the gym should move to the locker rooms and sit along the inside walls.
 - f. Avoid all lobby areas and the main gymnasium.
3. If you are outdoors, quickly proceed to the building and follow the above procedures.
4. In the actual event of a tornado, a signal will be given after the storm has passed. At that time, follow the evacuation procedure for a fire listed above.

Earthquake / Earthquake Drill

In the event of an earthquake follow the same procedure as listed for a tornado with the exception of not moving indoors should you be outdoors. If you are outside, remain outside and move away from buildings and power lines.

Intruder / Lockdown Procedures

1. Upon hearing lockdown signal/announcement immediately lock hallway door and lower window blinds.
2. Students are expected to follow all directions of faculty and staff.
3. The Mentor Police Department will transport our students to the Mentor Senior Center, if necessary. Parents will pick up their children at the Senior Center.

Emergency Closings (Weather)

We will communicate to the Cleveland area television stations if MCS will close for weather-related reasons or other emergencies. In addition, MCS will send a text message and email to the parents via Gradelink.

TRAFFIC REGULATIONS

Speed Limit

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

Campus Entry and Exit

1. Cars transporting elementary students enter the driveway on the west side of campus park in the north parking lot at drop off only and exit the east driveway.
2. Student drivers and cars transporting secondary students enter and exit the driveway on the west side of campus.
3. Please do not enter the east (gym) driveway, this is an exit only for drop-off and pick-up times.
4. Staff enter and exit the driveway on the east side of campus and park in the parking lot on the west side of Kimmel Hall.

Dismissal

1. Elementary students exit by classes to the north parking lot where a teacher is on duty until 3:30. Secondary students exit by main school lobby for pick up by parents.
2. Secondary students exit main glass doors.
3. All students who have not been picked up by 3:30 must go to Kimmel Hall where parents may pick them up. See "Aftercare" for more information.
4. See "Pick-Up Diagram" in the Appendix.

Student Drivers

Students with a valid driver's license are permitted to drive to school. Their vehicles must be registered with the school within one week of the beginning of the school year or the time they begin driving. Forms for registering vehicles are available in the school office along with school regulations regarding parking and driving requirements.

Student drivers must obey the following rules in order to be permitted to drive to and from school:

1. Drive slowly and carefully (speed limit is 10 mph).
2. Students must have a valid license and Ohio-approved insurance in order to drive to school.
3. Park in the lot designated for student drivers (around the main island).
4. Do not access the elementary parking lot north of the school.
5. Keep off the grass and sidewalks.
6. After parking, go directly to the school building. No loitering is permitted.
7. Students are not permitted to go to their cars during the school day without permission from the principal.
8. Students are to leave school immediately if they are not involved in an after-school activity.
9. Student drivers receiving multiple traffic violations while driving to or from school will have their school driving privileges suspended or revoked.

10. Student drivers failing to comply with these rules will receive disciplinary action which may include revocation of driving privileges and suspension.
11. If there is a change in the vehicle that students drive to school, they will need to register the new vehicle with the office.

MISCELLANEOUS

Programs

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

1. Christmas Concert
2. Elementary play or musical
3. Spring Concert – grades 4-12
4. Music competition – grades 7-12

Students who are part of a choir, band, music, or speech class must be present and perform in these programs and competitions since a major part of class time is spent preparing for participation in them. Failure to participate will result in severe academic penalties. School dress code applies to all programs.

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

Spiritual Emphasis Week (Grades 7-12)

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

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

Outdoor Education Week (Grades 4-6)

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

Thanksgiving Meal and Praise Service

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

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

Elementary Program/Art Show (Grades 1-6)

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

1. The program may be secular or sacred.
2. The program typically features a musical.
3. The program gives students an opportunity to experience theatrical elements including costuming and set design.
4. Every other year, students in grades 1-6 put on an Art Show, showcasing projects from art class. This show is coordinated by the art teacher.

Senior Trip

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

1. The trip provides students with an exciting opportunity to experience firsthand what citizenship means.
2. The trip provides students with the opportunity to develop interpersonal skills as they travel together.

Junior-Senior Banquet (Grades 10-12)

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

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

Field Day (Grades 1-6)

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

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

All-School Picnic

This event is designed to give students (grades 1-12) and staff a time for fellowship and competition and promote school spirit. This event is held the next to the last day of school and is planned by staff and CPA.

Awards Assemblies

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

APPENDIX

The following section includes some helpful documents and forms.



Mentor Christian School

Enrollment Agreement

2025-26 School Year

Upon enrollment of my child/ren, I understand and agree that:

1. Tuition and fee commitments are for the full school year. Pro-rated refunds may be given for the following reasons: medical, moving out of the area, and academic accommodations that MCS cannot fulfill (Principal approved).
2. Tuition does not include the facility fee, application fee, re-enrollment fee, or sports fees, but the facility fee may be added to your monthly payment.
3. **Tuition/facility fee payments are collected automatically through FACTS online tuition management.** Late fees, chargeback fees, and returned check fees will be charged through FACTS. Report cards and transcripts will not be released until your account is current. Your account must be current to begin a new school year.
4. I will pay incidentals billed through FACTS promptly. Incidentals include but is not limited to aftercare, field trips, sports fees, lost book/damages fees, instrument rentals, planners, songbooks, and office cards.
5. I understand that a condition for continued enrollment is the regular church attendance of my child and at least one parent.
6. I will partner with the teacher and Administration in the education of my child by regularly checking grades on Gradelink, reading school communications, and ensuring my child is prepared for class.
7. I have read and agree that my child/ren will abide by the Standards of Conduct of MCS.

Being committed to the education of my child/ren, I pledge to meet the obligations listed above.

Father's Signature/Guardian

Date

Mother's Signature/Guardian

Date

Directions for Afternoon Pick-Up

Please exercise patience and care during pick-up time. If your child will be picked up by someone different, please send a note to the teacher that day or call the school office.

All families will enter through the West entrance by the church sign.

Elementary: Please place your family name sign in the passenger window so it is visible. Make a left turn as soon as you enter the parking lot, drive through elementary parking lot as far as you can and form two lines, leaving the middle lane open for exiting cars. Pull forward as the line moves, and your child(ren) will be directed to your car. Exit out East driveway.

Jr. High/High School: Pull straight into the parking lot and park on the right or left side BEFORE the circle. Exit parking lot through the West driveway, the same way you entered. Do not enter the circle in front of the building, or you will be trapped there by the elementary pick-up line.

High School Drivers: Park along the front or back side of the main island.

If you need to come into the school at pick-up time: Please park along west side of the lot before the circle begins. There will be **NO PARKING** along the front where elementary exits.

If you have children in both Elementary & High School: High School will exit out glass doors. Please ask your child to walk down to Elementary end so you only have to wait in one line.

Pick-Up Diagram

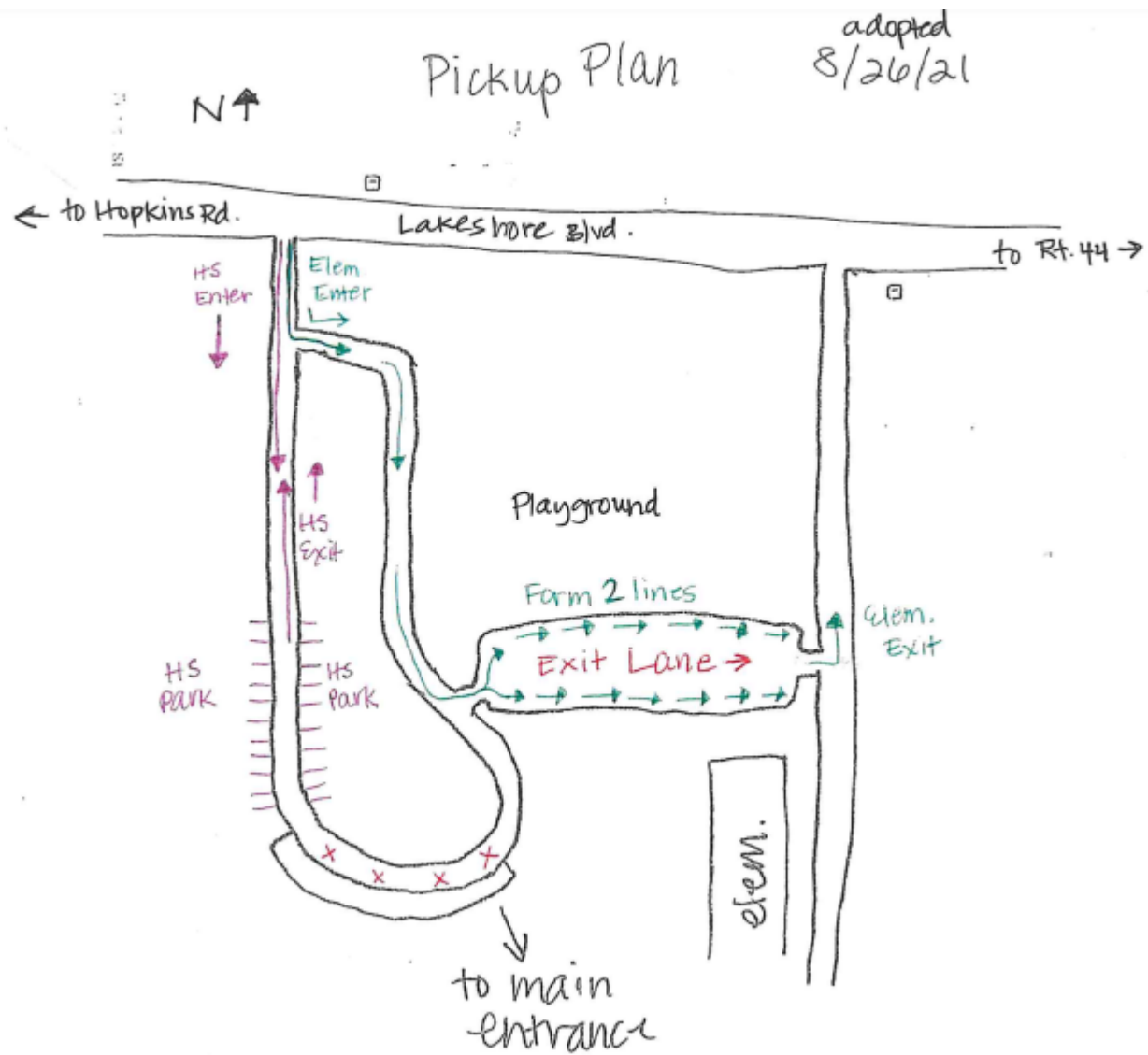


Photo and Video Release

Dear Parent/Guardian:

During the school year, we take photographs and videos of school activities involving students to share updates about what is going on at MCS. Some photographs or videos may capture your child's participation, either directly or indirectly.

These photos may be published through the school's website, social media pages, and other announcements for promotional and/or educational purposes.

With this, we seek your consent in allowing us to publish to said platforms photos and videos which may involve your child.

____ I hereby allow the reproduction and publication of my child's photograph(s) and video(s).

____ I do not allow the reproduction and publication of my child's photograph(s) and video(s).

Parent/Guardian Signature

Date

Student Name(s) and Grade(s):

Emergency Information

Student's Name _____ Grade _____

Address _____

Mother's name _____ Phone _____

Father's name _____ Phone _____

Emergency Contact #1 _____ Phone _____ Relationship _____

Please list any facts concerning this child's medical history that we need to know:

Allergies (esp. to medications) _____

Medications taken on a regular basis _____

Physical impairments _____

If you would like us to give this child the following when needed, please check the appropriate blank:

I give permission to the school office to give my child:

Repeat per directions as needed Y / N

_____ Children's Tylenol Chewable Tabs (160mg) as directed _____ Adult Tylenol Caplets (500 mg) as directed

_____ Children's Ibuprofen (100mg) as directed _____ Adult Ibuprofen Tablets (200 mg) as directed

_____ Children's Mylicon (2 tablets) as directed* _____ Adult Tums (1000mg) as directed*

*Not available as dye free

*Not available as dye free

In case of injury or serious illness to this child, I request the school to contact me. In the event that reasonable attempts to contact me have been unsuccessful, I hereby give consent for:

(1) the administration of any treatment deemed necessary by Dr. _____ (preferred physician),
telephone number _____

(2) the administration of any treatment deemed necessary by Dr. _____ (preferred dentist),
telephone number _____

(3) or in the event the designated practitioner is not available, by another licensed physician or dentist.

(4) the transfer of the child to _____ (preferred hospital) or any hospital reasonably accessible.

This authorization does not cover major surgery unless the medical opinions of two other licensed physicians or dentists, concurring in the necessity of the surgery because of medical emergency, are obtained before surgery is performed.

I further agree to hold Mentor Christian School and its employees harmless for any injury or illness arising out of my child's participation in the school's program.

(Signature of Parent or Legal Guardian)

(Date)

Please initial & date when the form is updated:

_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____
1 st grade	2 nd grade	3 rd grade	4 th grade	5 th grade	6 th grade	7 th grade	8 th grade	9 th grade	10 th grade	11 th grade	12 th grade

updated 4/18/23

Parent and Student Handbook Acknowledgement

Parent Handbook Acknowledgement

I have received a copy of the Student / Family Handbook, including a copy of the Ministry's statement of faith. I understand that it is my responsibility to read and understand these documents and to explain them to my child. I agree to abide by the provisions in the handbook applicable to parents and that my child and I will be held accountable for the policies and procedures contained therein, including the parental support statement, binding arbitration, and the standards of conduct, all of which are based on the statement of faith. I agree that if, at any time during or away from school, my child violates any provisions of the standards of conduct or any other provisions of the handbook, he or she will be subject to the discipline described in the handbook, up to and including suspension or expulsion from school. However, I also understand that enrollment in the school is a privilege and not a right and that my child's enrollment may be terminated at any time if, in the sole discretion of the Administration, my (as parent or legal guardian) or my child's actions or attitudes are disruptive to or not compatible with the Ministry's objectives, policies, philosophies, or otherwise. I understand that I am responsible for making all tuition payments and that my child's school records and transcript may be withheld until such payments are complete.

Parent's Name (printed)

Signature

Date

Student Handbook Acknowledgement (only required for students in grades 7-12)

I have received a copy of the Student / Family Handbook, including a copy of the Ministry's statement of faith. I understand that it is my responsibility to read and understand these documents. I agree to abide by the provisions in the handbook and to be held accountable for the policies and procedures therein, including the standards of conduct, all of which are based on the statement of faith. I understand that if, at any time during or away from school, I violate any provisions of the code of conduct, any other provisions of the handbook, or any other school policies, I will be subject to the discipline described in the handbook, up to and including suspension or expulsion from school. However, I also understand that enrollment in the school is a privilege and not a right and that my enrollment may be terminated at any time if, in the sole discretion of the Administration, my actions or attitudes are disruptive to or are not compatible with the Ministry's objectives, policies, philosophies, or otherwise.

Student's Name (printed)

Signature

Date