

Melrose Christian School Hawks  
Student Guidelines  
2018-19



Welcome to Melrose Christian School! You are encouraged to be involved in your student's education. I encourage your involvement in classroom activities however that may fit your schedule, as well as understanding that for some, it is just not feasible.

**Absences:**

Please call or text me @ 541-784-7754 to let me know if your student will not be in attendance that day.

**Regarding Withdrawal:**

This requires a two-week notice. Tuition for withdrawals is charged up to the 1<sup>st</sup> or through the 15<sup>th</sup> of the following month.

**Arrival Time:**

Students need to be here no earlier than 7:30 a.m. and no later than 7:50 a.m. in order to allow time to put things away, say hello to friends, and mentally focus for the day ahead. We begin flag salute at @ 8:00 a.m. Students arriving at this time disrupt the flow of the morning and make it difficult for me to regain the other students' attention.

x\_\_\_\_\_ Parent/Guardian initial

x\_\_\_\_\_ Student initial

**Arriving late:**

Students that arrive late will complete 25 push-ups or other physical activity to be determined by Mrs. Fink or Mrs. Crouse.

x\_\_\_\_\_ Parent/Guardian initial

x\_\_\_\_\_ Student initial

**Dismissal Time:** Pick up time is 3:00. Please let me know ahead of time if you need to arrive late so we can work something out.

## Curriculum:

The Christian faith is integrated into all areas of the curriculum. God and his Word are at the center of all I strive to do here. Textbooks are selected from both secular and Christian materials. Subjects will be taught at the appropriate grade level for your student, regardless of his age and may include:

Literature

Writing

Spelling

Mathematics

Science

Speaking

Nutrition/Health

Bible Time

Animal Science-4-H Lamb Show

History

Physical Education: Tennis & Taekwondo

Computer Technology

(ASL) American Sign Language

## Homework

- If your student does not use the time given to them wisely, they will need to finish their work at home that night or over the weekend.
- Throughout the school year, lengthy assignments, such as a research project or writing assignment, will most likely need completed at home.
- Assignments that are (3) days late will have 10% deducted from the score for that assignment. Assignments that are one week late will have 20% deducted from their score for that assignment. Assignments that are between one and two weeks late will have 50% deducted from the score.
- Unless prior arrangements have been made, no assignments will be accepted that are more than two weeks late.
- I do not offer extra credit in order to bring up a student's grades. Students who complete their work on time and correct any work that needs corrected, within two weeks, will have a GPA that reflects this.
- Expect Friday math and reading homework, although students may have other work to complete as well. Parents and students need to make sure that time is designated in order to complete this. There were several complaints from multiple students this past school year who said that they simply had "no time" to complete their homework due to a busy weekend. While I doubt this is fully the case, I want to make sure that everyone fully understands that homework will need to be completed on time. We all have busy days, and planning ahead is an essential part of growing up.

x\_\_\_\_\_ Parent/Guardian initial

x\_\_\_\_\_ Student initial

## 1. Discipline Policy

Discipline helps students learn self-direction and self-control. You and I have the responsibility to teach and discipline our students both in and out of the classroom. Demonstrating self-discipline is a Christ-like quality we all should strive towards. **"Train up a child in the way he should go...."**

Melrose Christian School recognizes that it cannot meet the educational needs of all students. MCS is designed to offer high quality Christian training; however, it is not designed to be a correctional institution. Some students do not adjust to a disciplined academic environment. In such cases, MCS

reserves the right to have full discretion in the discipline of the student, to place such students on probation for a reasonable corrective period of time, and to dismiss any student who does not cooperate with the educational process as determined. A student who refuses to conform to consistent appropriate behavior takes away from the learning process of all students at our school. **MCS reserves the right to dismiss any student immediately.**

- Although families differ in their approach to discipline, harsh or threatening methods will not be used here. The following guidelines will be used:
- No student will be physically mishandled-through shoving, pinching, hair-pulling, ear-pulling, shaking, and the like.
- Your child will not be hit in any way-by slapping, spanking or any other means.
- No student will be mentally or emotionally mishandled-through humiliation, shame, labeling, or yelling.
- No student will be disciplined with chemical or physical restraints.
- No student will be confined in an enclosed area.

## **2. Guidelines for Appropriate Behavior**

It is my desire to create a loving and fun environment for your student; one in which he looks forward to coming to. Rules are made for everyone's safety, both physically and emotionally. Classroom rules are implemented to provide compensation or consequences for appropriate or inappropriate class behavior. When a student is being corrected for his misbehavior, forgiveness and love, following the example of our Lord Jesus Christ, will be given. In case your student is unwilling to demonstrate good conduct, you will be notified by phone or in person in a timely manner. If the problem persists, a conference between you, your student, and I will be held to resolve the problem.

### **2a. General Behavior**

Students will:

- show respect and care for adults, other students, and the animals.
- show respect and care for the school. Examples: not breaking pencils, not leaning back in chairs, not writing on the desks, etc..
- Show respect for other student's property by not messing with or taking another person's things.
- walk inside the classroom.
- use language that is respectful, helpful, or encouraging

\*Students that chose to be disrespectful or disruptive may be assigned clean up detail. This will be carried out after school during a time that works for the parent and Mrs. Fink.

x\_\_\_\_\_ Parent/Guardian initial

x\_\_\_\_\_ Student initial

## 2b. Behavior between Boys & Girls

Melrose Christian School holds to the belief that dating at a young age causes a number of problems that are neither needed nor wanted. While a student can't necessarily help who they "like", they can be in control of how they act that out. On that note, flirting is not allowed. MCS enforces a strict **NO DATING BETWEEN STUDENTS** policy. If this does occur, one or both students will be dismissed from school.

x\_\_\_\_\_ Parent/Guardian initial

x\_\_\_\_\_ Student initial

## 2c. Breaks/Outdoor Behavior

Students will:

- **not throw rocks, dirt, or other objects**
- **not throw things down from the game loft or hang off the walls of the game loft**
- **not bring any food or drinks upstairs to the locker/game loft area.**
- play/hang out only in the designated areas
- be responsible for equipment taken out to play
- put equipment up and come inside promptly when break time is over
- not run into the classroom after break time

x\_\_\_\_\_ Parent/Guardian initial

x\_\_\_\_\_ Student initial

## 2d. Lockers

Students will:

- be assigned a locker which they are responsible for
- gather all needed items from their locker first thing in the morning or at break times.
- be responsible for keeping their locker clean and free from anything that may leak, stain, or damage their locker
- be responsible for paying for any damage that occurs to their locker

x\_\_\_\_\_ Parent/Guardian initial

x\_\_\_\_\_ Student initial

## 2e. Lunch Behavior

Melrose Christian School does not provide lunches, so students will need to bring one. I also strongly encourage kids to bring snacks as they're always hungry! We do have microwaves and a toaster oven. A warm lunch is great during the cooler months.

Students will:

- use proper table manners.
- use only containers with lids for beverages at their table at all times.
- talk and visit @ a normal voice level.
- Refrain from taking other students' food or begging for something from their lunch.
- clean up any mess made while using the kitchen area
- clean their area and properly dispose of garbage before heading out to break activities

x\_\_\_\_\_ Parent/Guardian initial

x\_\_\_\_\_ Student initial

## 2f. Off-Campus/Bus Behavior (My Coffee, Tennis, any Field Trips, etc..)

Students will:

- follow the adult's directions for the safety of everyone
- show respect and concern for others by not yelling or climbing over seats
- take everything off the bus that was brought on the bus. This includes jackets, bags, and especially any garbage left over from beverages, snacks, etc...
- not throw anything on the bus

x\_\_\_\_\_ Parent/Guardian initial

x\_\_\_\_\_ Student initial

## 3. Electronics:

Most students have electronic devices, such as a laptop, iPod, or cell phone. While these can be very useful, they can also be very distracting for students and others.

- Cell phones and iPods are to be checked in at Mrs. Fink's desk before flag salute. They will be handed out at the end of the day.
- If parents or students need to contact one another during the school day, students may use Mrs. Fink's phone with permission.
- Hopping on the internet is not allowed without permission.
- Once at school, students may not play games on their electronic devices before or during school.

## 3a.

According to Ephesians, we are called to:

**<sup>29</sup>Let no corrupt word proceed out of your mouth, but what is good for necessary edification, that it may impart grace to the hearers. Ephesians 4:29**

If you have any problems with any person at Melrose Christian School, the Bible calls us in Matthew to take the following steps:

**<sup>15</sup> "Moreover if your brother sins against you, go and tell him his fault between you and him alone. If he hears you, you have gained your brother. <sup>16</sup> But if he will not hear, take with you one or two more, that 'by the mouth of two or three witnesses every word may be established.' 18:15-17 New King James Version (NKJV)**

- Parents and students promise to not slander or cast a negative light on Melrose Christian School, its teachers, students, parents, helpers, or anyone associated with MCS through any kind of social media.

x\_\_\_\_\_ Parent/Guardian initial

x\_\_\_\_\_ Student initial

#### 4. Dress Code: Philippians 4:5 "Let your moderation be known to all men....."

- **Girls:** Think about how your shorts look to others of the opposite sex. Are they: modest, not too short, or skin tight? I don't want to have to enforce a length rule, so use common sense. ☺
- **Girls:** Only modest tank tops may be worn. **Please, no skinny straps or bra straps. A sports bra under a tank top is fine as long as only the straps are showing. No tanks with large arm holes or without the sides.**
- **Girls:** Be conscious of the tops worn. Is it still modest when you lean over? Check before you come to school.
- **Girls:** Spandex is not allowed. Leggings are IF your hiney is covered with a long top.
- **Boys:** Your hair may not be so long that it can be put into a ponytail. No "man buns".
- **Everyone:** No midriff showing
- **Everyone:** Shirt logos/pictures/messages/advertisements must conform to Melrose Christian School standards. No shirts with sayings or visuals that undermine Christian values are permitted. No shirts with any negativity (Ho Hum attitude/picture) towards work, school, homework, or others in general.
- **Everyone:** Underwear – I don't want to see it and neither does anyone else.
- **Everyone:** Modest attire is the general rule.
- **Everyone:** The following are not allowed: piercings (with the exception of girls'—ears only), ear plugs/gauges, and tattoos.

**\*\*\*Fads**—addressed as necessary. Students with borderline compliance will be reminded of the standards of dress. Those in clear violation may not be permitted until appropriate clothing is brought to them. Schoolwork is difficult enough for some without the disturbance of inappropriate clothing in our classroom. If you have any questions, please do not hesitate to call or speak with me before or after school.

x\_\_\_\_\_ Parent/Guardian initial

x\_\_\_\_\_ Student initial

#### 5. Sexuality and Marriage

MCS holds to the Biblical view of manhood and womanhood and an appreciation for and commitment to marriage and the family which are values rooted in the Sacred Scriptures. The holy institution of marriage is to be between one man and one woman for life, as established in God's creation of man and woman in His image and in the relationship between Christ and His Church. While men and women are equal before God as sharers of his image in creation and partakers of his grace in Christ, we believe that specific gender roles in marriage are God's normative law for the family. We believe in the servant-leadership role of men in both home and church, and in the complementary function of women in contributing their abilities to supply the inadequacies and support the leadership of those men. We reject men's attitudes of abuse, neglect, and passivity, while simultaneously grieving women's attitudes of disrespect, liberation and superiority as being counter to Scripture, nature, and the well-being of all. Furthermore, sexual chastity before, and lifelong fidelity in a heterosexual marriage embody an abiding divine law which is to guide the faith and life of every Christian and the teachings of this church. Sexual chastity includes abstinence from pre-marital sex, pornography, adultery, and homosexuality; indeed, any sexual activity outside of a one-man-and-one-woman covenanted marriage relationship. In light of current cultural erosion of sexual morality, it is essential that the church stand firm on the Bible's teachings about sexual identity and purity. MCS and its teachers do not endorse gender changes, nor approve of same sex

marriages or unions. While sexual sin is uniquely serious before God, no sexual sin is beyond God's power to redeem and restore. We affirm the love of God for all who are guilty of sexual sin in any of its forms, and offer the gospel and grace of God to all who will repent of such sins and turn in faith to Christ for their forgiveness and deliverance. For this reason, MCS does not allow homosexuals or any person who is in the process/has undergone gender reassignment. This applies to all teachers, volunteers, current and potential students.

x\_\_\_\_\_ Parent/Guardian initial

x\_\_\_\_\_ Student initial

## 6. First Aid Treatment

First Aid treatment for minor abrasions, cuts, or scrapes:

- Area will be washed with soap and water.
- Tea tree essential oil will be used
- Clean bandage or dressing applied.

x\_\_\_\_\_ Parent/Guardian initial

x\_\_\_\_\_ Student initial

## 6. Illness

Please do not bring your student if he has even one of the following symptoms. As you know, one bad apple spoils the barrel, and the same holds true for one sick kid; we all get sick!

- Fever of 100 degrees F. or higher
- **Had a fever of 100 degrees F. or higher within the past 24 hours**
- Diarrhea
- Vomiting
- Nausea
- Severe cough
- Unusual yellow color to skin or eyes
- Skin or eye lesions or rashes that are severe, weeping or pus filled (pink eye).
- Stiff neck and headache with one of more of the symptoms listed above.
- Complaints of severe pain.
- Head lice or nits

You will be notified and asked to pick up your student as soon as possible if he shows signs of illness, as described above. If he has mild cold symptoms which do not impair his functioning, he can stay at school. I encourage kids to bring Airborne, Vitamin C, and cough drops at the beginning of the school year so they can be administered as needed.

x\_\_\_\_\_ Parent/Guardian initial

x\_\_\_\_\_ Student initial

## 7. Student vehicles

Students will:

- Park in designated area & remove all needed items
- Refrain from getting in their vehicle without permission until school is dismissed
- Melrose Christian School provides transportation to events, such as tennis. MCS is not liable if a student is involved in any traffic infractions or offenses if a student chooses to drive to a school related activity.

x\_\_\_\_\_ Parent/Guardian signature

x\_\_\_\_\_ Student signature

## 8. EMERGENCY CARE POLICY

In the event of an emergency relating to fire, illness, a student who is not breathing, a life-threatening injury, or any other emergency which requires immediate attention, 911 will be called immediately. After the call is placed, I will call you, the parent. If I cannot reach you, I will begin making calls to the people on the emergency contacts you have listed. By signing below, you grant permission for Serena Fink, Carrie Crouse, or any other adult who is overseeing the classroom to call an ambulance or have your student taken to an available physician, dentist, or hospital (Mercy Medical) at your expense.

x\_\_\_\_\_ Parent/Guardian signature & date